City of Anacortes  
Safety Committee Meeting  
Date: 8/17/2023

Location: Teams  
Chairperson: Jennifer Gundersen  
Secretary: Joan Pringle  
Members in Attendance:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td>Jennifer Gundersen, HR</td>
<td>Brent Lindquist, Police</td>
<td>Vanessa Foster, Court</td>
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<td>Pam Bagnall, Museum</td>
<td>Blake Mooney, Fleet</td>
<td>Dustin South, Parks and</td>
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<td>Recreation</td>
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<td>Blake Mooney, Fleet</td>
<td>Mannix McDonnell, Fire</td>
<td>Mia Starner, Library</td>
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<td>Luke Taylor, Water</td>
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<td>Distribution</td>
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<td>Sylvia Cooper, WWTP (CPR</td>
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<td>training)</td>
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A. Meeting started at 1:30 pm

B. June & July incident reports and near misses
   1. Parks (Dustin): Employee was fixing irrigation. They were using an axe to cut a root and hit their hand on the handle. Medical treatment was sought. Be more aware of grip in the future.
   2. Ops (Blake): Employee was trying to open a drop box door and it was stuck. Employee strained right shoulder. No medical treatment was sought. Corrective action recommended includes take care when trying to open the door to the drop box, use proper tools, and check doors for proper operation.

C. FA/CPR/BBP training (Sylvia)
   1. Next classes are August 18, September 15 & 22.
   2. Last class for 2023 will be in October at the Library (mostly for Library staff).
   3. If anyone hasn’t received their FA certificate, contact Sylvia for a copy.

D. Narcan training (Jennifer)
   1. Jennifer will be joining Parks staff for a training by Kate from Skagit County in early October.
   2. Will have more information at the October safety meeting to share.
   3. Potentially offer to all staff on a volunteer basis.

E. Disgruntled Citizens (group discussion)
   1. City Hall recently had a couple of incidents involving disgruntled citizens. HR is working with the Police Department on guidelines/policies to share with City employees for similar situations in the future. Jennifer requested ideas/suggestions from the group.
   2. Suggestions included: panic buttons of some sort, always have more than one person in the room, be aware of surroundings, check in on others, notification system, having a safe word (i.e., Library’s policy), have a way to signal each other, unified set of practices, make sure that Temporary/Seasonal workers also receive these guidelines or training, access to camera feed (pull photo from video to share with staff), contact police
   3. Blake shared a recent incident with an unhappy citizen. Recommended to submit a near miss report so that HR and the safety committee are aware in the future.
   4. HR will bring these suggestions to meeting with the Police Department while they collaborate on guidelines.

F. Other new business
   1. Dustin shared a reminder that it is stinging insect season – be aware when outside, especially employees who regularly work outdoors.

Time Adjourned ~ 1:52 p.m.
The next Safety Committee meeting will be Thursday, September 21st, at 1:30 p.m.