



Commonwealth Safety Committee

Meeting Minutes October 12, 2020

Attendance:

[X] Phil Sapp – Chairperson/Coordinator [X] Sara Alexander – Vice Chairperson
[X] James Umfleet [X] Nicole Antons [X] Missy Sapp
[X] Landry Saunders - Secretary [X] Joana Alfaro Jared Landau – Tech Support
 Kristine Rupp – HR

- **Called Meeting to Order:** 10:07am
- **Reviewed minutes from last meeting:**
- **Safety update with Kristine Rupp, HR:**
 - No new incidents to report this period.
- **Accident Investigations:**
 - Finalized accident investigation reports, flow charts and suggested corrective actions for Portland American Mobilodge and the Pine Ridge Park accidents. Both communities and RM's have received a copy of the final reports.
- **New Business/Assignments:**
 - Phil asked the group to revisit information available for disaster preparedness and to be ready to discuss at next month's meeting.
 - Discussed current version of a manager's emergency communication plan. This is a quick reference that has important phone numbers and information. This can be completed by the community manager. This plan will need to be kept on hard copy near the phone.
 - Looking for great topics for monthly KITS from team members.
- **Meeting Adjourned at 10:37 am**
 - Phil adjourned the meeting early due to work being done in community (Giadanj)

“Safety starts with S and begins with YOU!”