



Commonwealth Safety Committee

Meeting Minutes November 9, 2020

Attendance:

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

- **Called Meeting to Order:** 10:05am
- **Reviewed minutes from last meeting:**
 - Phil read through the minutes from the October meeting. He made note that the last meeting was cut short due to some tree work that he was having done on the property (Giadanj Estates) that day.
- **Safety update with Kristine Rupp, HR:**
 - Kristine emailed to tell the team that there were NO reported incidents or injuries during the past month. Always good news to hear that!
- **Community Manager Emergency Communication Plan:**
 - The group's current project will focus on providing community managers with a resource for important information that will be needed during an emergency evacuation and/or a disaster such as an earthquake. The group discussed what the plan will "look" like and how best to provide the information to all managers. Jared explained how we could put the document together in a PDF format. Then, make it available on the Commons and have it "fillable", so a manager could download it, enter the information where necessary, print it out and put it into a 3-ring binder.
 - The plan should contain:
 - * A checklist of important items to have stored and ready such as, drinking water, non-perishable foods, flashlight, radio, etc.
 - * A map to and/or a location, away from the community, designated as a meeting place in case of a localized emergency.
 - * A list of phone numbers, emails, social media pages and street addresses of key people and services like a plumber, electrician, carpenter or contractor.
 - * A phone list of residents including the resident's emergency contact information.
 - * Phone number and address of the local hospitals.
 - * (Still open for more suggestions!)

“Safety starts with S and begins with YOU!”



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- **Fall and Winter Safety:**

- The committee discussed putting out some information to managers about Fall and Winter Safety. The information will be sent out as a stand-alone Safety KIT Newsletter and will include:
 - * Information about winter weather hazards, like; wet or icy surfaces, slips and falls and lighting
 - * Proper clothing during cold weather
 - * Importance of staying hydrated
 - * Posting "Inclement Weather" signs
 - * Special COVID 19 prevention practices now that more people are moving inside to do business

- **Membership and Upcoming Office Elections:**

- Phil asked all members, who could do so, to stay on the committee for another year. We also talked about the elections for offices; Chairperson, Vice-Chairperson and Secretary.

- **New Business/Assignments:**

- Jared is looking at a bulk order of web-cams for managers to remote in on "Go to Meeting". Some properties are experiencing trouble with the technology.
- Missy and Phil will work on a Safety KIT
- All members are encouraged to research emergency preparedness media and see if anything could be helpful for our project.
- Jared forwarded some great video links about handwashing and killing germs!

- **Meeting Adjourned at 11:05 am**

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