



# Commonwealth Safety Committee

## Meeting Minutes

February 10, 2020

### Attendance:

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

- **Called Meeting to Order:** 10:08 am
- **Reviewed minutes from last meeting:**
- **Safety update with Kristine Rupp, HR:**
  - No instances reported.
- **Robert Hammers:**
  - Robert has been our satellite member from Bonney Lake, WA. He will be temporarily stepping away from the committee. We wish Robert ALL the best and look forward to his return.
  - There are more employees from Washington who are interested in being satellite members and we will be discussing the best ways to get them involved in future meetings.
- **Property Visits:**
  - Discussed visiting and auditing the following properties this year:
    - Tentatively for May 2020 - Center Street, Edgewood, Southbrook, Terrace Lake
    - Tentatively for July 2020 - Neilson Mobile City, Portland American Motorlodge
    - Tentatively for Sept 2020 – Swedetown, Deer Point, Vancouver Mobile
- **Computer Support and Safety:**
  - Jared Landau will be joining the Committee as our Technical Support and Computer Safety Specialist. He was not here today but we look forward to his attendance in the next meeting.

***“Safety starts with S and begins with YOU!”***



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- **First Aid Kits:**
  - Missy is working with Tom Petit on a bulk purchase of Kits and then distributing to properties at University.
  - Landry suggested we look into Refill Packs for expired items in the First Aid Kits to save money. We will discuss this with Oregon Safety Supply and see if they have this option available for future purchases.
  - First Aid Kits are sometimes missing when new managers are hired.
  - Discussed doing an inventory of Kits once a year to check for expired items.
- **Eastern Oregon Flooding:**
  - We are not sure if any Commonwealth Properties were affected by recent flooding.
  - We need to get information to managers about what to do in a flood or other type of disaster. (See this year's University topic!)
- **New Business/Assignments:**
  - Sara will talk with Brian Hoag – RM, about some of his Salem area properties that we would like to visit/audit.
  - Missy will continue her work on First Aid Kit orders and Sara has already volunteered to help distribute at University.
  - Phil is working on the University Presentation: **Disaster Preparedness**. This training will include information about how to prepare for disasters and what to do during a disaster such as Flooding, Earthquake, Tsunami and Wildfires.
  - No further assignments at this time
- **Meeting Adjourned at 11:15 am**

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