



Commonwealth Safety Committee

Meeting Minutes

June 8, 2020

Attendance:

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

- **Called Meeting to Order:** 10:03am
- **Reviewed minutes from last meeting:**
- **Safety update with Kristine Rupp, HR:**
 - No instances reported.
 - OSHA requirements for employers regarding infectious disease preparedness and response plans. The corporate offices have a plan and set of guidelines that differ from the needs of (and may not apply to) our community managers. So, it is important that we develop a plan for community managers and their teams that provides guidance and safeguards to help protect against the spread of diseases like COVID-19.
- **Property Inspections:**
 - Nicole was able to inspect her properties and will be sending her completed forms to Missy so that they can be recorded and posted. Phil recommended that she take some pictures of her storage area. Nicole is very organized and sharing these photos with other managers will be most helpful. Thanks, Nicole!
 - Phil was able to inspect his Giadanj Estates workplace (which is the same as Terri Lynne MHP minus the RV storage area and RV storage shed). He mentioned that he had found one fire extinguisher that had been pushed to the back of a shelf in his shop, it did not get tested and tagged last January. He will be taking that in to get tested ASAP!

“Safety starts with S and begins with YOU!”



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- **Safety KIT links have not been working:**
 - We discussed the need for the admin putting the KIT together to test the link to make sure it takes you to where we want it to go. We will be adding a screen shot when we submit our Safety KIT's so that admins can verify that the link is correct before the KIT is distributed to everyone.
- **Fire Hydrant Testing Requirements:**
 - If you are managing a property in Clackamas County, and you own the fire hydrants, it is your responsibility to have them tested each year. We suspect that this is true for all counties, as explained by the Clackamas County, Dist. 1, Deputy Fire Marshall, annual fire hydrant testing is a requirement of the National Fire Protection Association (NFPA). You must also supply your local fire district with proof of testing. This is done by the company that you hire to test the hydrants.
- **Training Update:**
 - Nicole has finished the Oregon OSHA Safety Committee Training Suite. Good Job, Nicole!
- **Assignments:**
 - All members are required to complete the Oregon OSHA Safety Committee Training Suite at OregonOSHA.gov
 - Phil will put together an Infectious Disease Preparedness and Response Plan for Community Managers. He will submit it to the committee for review, edits, etc. Once everyone on the committee has had a chance to submit their critiques and/or edits, we will submit it to Kristine Rupp, Adam Cook and Tom Pettit for final approval before distributing to all community managers.
- **Meeting Adjourned at 10:55 am**

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