



Commonwealth Safety Committee

Meeting Minutes September 21, 2020

Attendance:

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

- **Called Meeting to Order:** 10:08am
- **Reviewed minutes from last meeting:**
- **Safety update with Kristine Rupp, HR:**
 - No new incidents to report this period.
- **Accident Investigations:**
 - Completed accident investigations for two previously reported injuries/accidents and discussed each of the respective property visits. The complete accident investigation reports for the Portland American Mobilodge and the Pine Ridge Park accidents will be submitted to HR at a later date.
- **New Business:**
 - Sara brought up a good point; following the recent wild fires, the need to ensure that all residents have adequate insurance on their homes is very important. Residents should supply the office with a copy of their homeowner's insurance. The committee agrees that it is the resident's responsibility to maintain a homeowner insurance policy and to make sure that the policy covers disasters such as wild fires, earthquakes, etc.
- **Assignments:**
 - Phil and Missy to complete accident investigation reports for distribution.
- **Meeting Adjourned at 11:19 am**

“Safety starts with S and begins with YOU!”