



Commonwealth Safety Committee

Meeting Minutes October 11, 2021

Attendance:

[X] Phil Sapp – Chairperson/Coordinator

[X] Evan Kerkhoff – Acting Vice Chairperson [X] Missy Sapp - Secretary

[X] Nicole Antons [X] Matt Young [X] Sarah Smith [X] Ryan Erickson

[] Jared Landau – IT [] Heather McDuffie – HR

- **Called Meeting to Order:** 10:05am
- **Reviewed minutes from last meeting:**
 - Recapped previous minutes and property visits 2021.
 - Properties inspected 2021.
 - May – Giadanj Estates, Terri Lynne MHP, Happy Valley Homes and Golden Rule MHP. *Oregon properties.*
 - July – Forest Hills, Qual Run MHP and Sundial. *Oregon properties.*
 - August – Sam’s Good RV and Vancouver Mobile Terrace. *Washington properties.*
 - September – Orient Drive and Columbia Heights. *Oregon properties.*
- **Safety update with Heather McDuffie, HR:**
 - No incidents to report.
- **Committee Targets and Future Goals:**
 - The committee would like to revisit the Emergency Preparedness “Quick Reference” guide for Community Managers.
 - Distribution of our NEW “No Smoking / No Vaping” stickers.
 - The committee is interested in gathering information, training materials and contacts for speakers who might come to present information at our Commonwealth University about Defusing an Angry Encounter or Confrontation.

“The Key to Safety is in Your Hands!”



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- **New Business/Assignments**

- A Note of Clarification: This is no monetary prize for having your property inspected by the committee. We will remove “Congratulations” from our correspondence announcing any future property visits. This may have caused some confusion.
- October’s special Fall/Winter Safety KIT. Please remember to post the Winter Safety Poster 2021-2022 signs (STOP WINTER FALLS) throughout your community. You can print in color and laminate.
- For now, Ryan Erickson will be our Washington Safety Committee Representative. Thank you, Ryan! We look forward to your input and having you on our team!
- It is flu season! The committee recommends that all employees get a flu shot.
- Discussed property inspections for spring/summer 2022.
 - Parklane Court, Bow Lake, Friendly Ridge – Washington properties
 - Redwood Estates, Spring Meadows and Wood Village - Oregon Properties
 - Forrest Hills, Columbia Heights and Sam’s Good RV – Revisit, following upgrades/remodels.

- **Meeting Adjourned at 10:45 am**

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