



Commonwealth Safety Committee

Meeting Minutes November 8, 2021

Attendance:

[X] Phil Sapp – Chairperson/Coordinator

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

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

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

- **Called Meeting to Order:** 10:03am
- **Reviewed minutes from last meeting:**
- **Safety update with Heather McDuffie, HR:**
 - No injuries or accidents to report.
- **Three more properties visited in 2021:**
 - Per request from Marcus Vance, RM, Phil and Missy accompanied Marcus to three properties on the Southern Oregon Coast.
 - Harbor View RV Park – Newport, Oregon
 - Puerto Vista – Coos Bay, Oregon
 - River Hills Estates – Gold Beach, Oregon
- **Update on current business**
 - Emergency Preparedness: Phil asked committee members to review this section of the Workplace Safety Manual – *Chapter 15, pages 41 through 44.*
 - Confrontations with angry persons: Phil presented some training materials about how to deescalate angry confrontations. The group discussed different aspects of this topic. We all agreed that this would be a good training subject for discussion at Commonwealth University.
 - No Smoking/No vaping stickers: Missy has been coordinating with Kathleen on how to distribute the stickers to each property. In the coming weeks, community managers should be receiving these in the mail.

“The Key to Safety is in Your Hands!”



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- **New Business/Assignments**

- Missy will put together a procedure for accessing Safety materials, such as the Workplace Safety Manual, from the Commons.
- Everyone has been assigned to come up with a Safety Slogan nomination for 2022.
- Committee Elections in January 2022.
- Non injury safety incident: at Giadanj Lake Estates, there was a small fire caused by the block heater of the property's backup generator. The fire was small and located inside the generator cabinet, which is housed in its own building. Phil used a fire extinguisher in an attempt to put out the fire. The fire department was contacted, the fire was extinguished, the generator service company disabled the heater and the generator was restored to a safe state. Other than the heater itself, no damage occurred. It looked a lot worse than it ended up being.

- **Meeting Adjourned at 10:59 am**

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