

**Yamhill County Employee Safety Advisory Committee**  
**January 9, 2018 8:15 a.m.**

**Courthouse, Room 32**

Chair: Amy Kemper

Vice-Chair: Gary Van der Veen

Voting Members Present: Candice Bernard, Shawn Glidden, Amy Kemper, Patty Landsiedel, Catherine Lindberg, Jason Mosiman, and Gary Van der Veen.

Staff: Jessica Johnson, Desiree Lundeen, and Keri Hinton.

Guests: Denise Murphy, Courts.

The chair called the meeting to order at 8:15 a.m. A quorum is present.

1. **Minutes:** October 10, 2017 – Motion made by Catherine Lindberg to approve the October minutes. Seconded by Patty Landsiedel. Unanimously approved.

2. **Unfinished Business –**

- a. Panic buttons – Karen Rogers had offered to look into this at the October safety meeting. Sgt. Mosiman gave a brief overview of the use and purpose of the panic buttons as he was attending today’s meeting in place of Karen Rogers. There was some discussion regarding the response times and who typically responds when the panic button is pushed.

3. **New Business –**

- a. Safety inspection review – copies of the December Quarterly Safety Inspection Summary report were distributed to all members and guests in attendance.

4. **801/Incident/Accident Reports** – Desiree Lundeen reported that there were not any 801’s for November, and only one for December. It was a non-disabling injury, left wrist, due to an altercation with an inmate, with minimal time loss.

5. **Other Business** – None.

6. **Department Reports by ESAC members and others** – Jessica Johnson gave a brief update regarding a recent Fire Marshall visit at the HHS Evans complex. A clearance of 36” must be maintained in and around space heaters. She reminded everyone that all power strips plugged into another power strip is a violation of fire code, these need to be removed. Any kind of outlet adapters and power strips must be commercial grade and recommended for office use and not household use. Fire doors are designed to close on their own in the event of an emergency and magnets are meant to hold these doors open otherwise. If a fire door is not staying open with the magnet do not use wedges to keep the doors open, maintenance needs to be notified. Do not block exits at any time since this would create a hazard in the event of an emergency and not allow people to get out of the building safely. Shawn Glidden stated that he continues to educate employees concerning the proper use of heaters and extension cords, but he is still dealing with repeat offenders. No other safety concerns to report by safety committee members, staff, and guests in attendance.

7. **Next meeting:** February 13, 2018 – 8:15 a.m. - Courthouse, Room 32.

8. **Adjournment** – Meeting adjourned at 8:41 a.m.