



OREGON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD
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AGI-O

10 December 2007

MEMORANDUM FOR RECORD

Subject: Safety Meeting for November, 2007

The Oregon Military Department Safety Committee met on 16 November, 2007, at the Military Department in Conference Room 202. The meeting was convened at 10:00 hours. The status of the Member attendance was as follows:

Dennis Farley	SMW	Chairman	Present
Timothy Gilbert	AGI	Member	Deployed
Darrell Neet	AGI	Acting Member	Present
Robin Sawvel	AGP	Safety Manager/Recorder	Present
Bryce Dohrman	AGC	Risk Manager	Present
Bruce Vollstedt	AGI	Member	Present
Paul Geck	AGI	Member	Present
Terry Larson	SMW	Member	Absent
Terri Kroeker	DS-Air	Member	Present
Frank Wallace	SMW	Member	Absent

1. The first order of business was to review the Safety Meeting minutes for the October, 2007 meeting. The minutes were approved as recorded.

2. **Review of Fire Drill on 10/30/07:** All went well. It was noted there were 3 alarms that did not function properly. Paul will submit a work order for them to be repaired. It was also noted that there are no alarms in the locker rooms. Paul will check to see if one can be installed in each locker room. Office Coordinators have been assigned for each section of the building. These employees are responsible to ensure all employees in their sections have evacuated the building when the alarm sounds. Robin is still working on getting volunteers to be evacuation coordinators for the parking lot. She will be doing a flyer to spark interest.

3. **Accident Report Review:** No new Incident reports for HQ and Armories for the month of September.

4. **Evacuation Plan Status:** Robin has completed the draft version of the evacuation plan for HQ. Copies have been submitted to all safety committee members for review and comment. Robin will gather the information and make changes and bring plan back to committee for review. She is also working with Chuck Taylor on getting updated floor plans for the building for both the Fire Department and the Evacuation Binders. Also, Chuck will help revise the evacuation routes for each office posted on the back of each office door. The new floor plans will show the first aid kits, AED and fire extinguisher

locations. Question came up as to who is responsible for the evacuation plan for ARC? Terry indicated it may be Col Bruce Prunk. He has been on deployment and not due back until 12/10. Robin will make a note to check with him when he returns.

5. Review SAIF visit to Camp Withycombe: Robin attended the safety meeting for CSMS in which they invited a SAIF Loss Control Consultant to talk about what SAIF can provide as it relates to Safety. Mike Wolf, a new Loss Control Consultant presented a program called Loss Control Analysis. In this program, SAIF reviews the past workers comp claims and surveys the employees on their thoughts as to safety. Because this program is behavioral based, the changes that occur are within each employee. CSMS is very interested in doing this program. Robin would like to institute this agency wide. A copy of the information will be shared with the Safety committee. She will also have a conversation with GEN Caldwell to see what his thoughts are. She will report back to the committee at the next meeting with an update.

6. New Business: It was determined this committee would be better served by operating with one person from each region. Therefore, volunteers were sought by flyer and all volunteers were added to the committee. The VTC room will be utilized for meetings when possible otherwise phone conferences will be done. The list of new committee members as follows:

John Unger – Region 5
Owen Pence – Region 6
Mike Wiley – Region 4
Jack Cassity – Region 7
Ken Long – Region 8
Mike Wilson – AGI
Randall Luketmeyer – AGI
JoAnn Manson – AGI
Cherie Zastoupil - OEM

- c. Date, Time & Place – The committee is looking at moving the meeting to a Tuesday or Thursday in January with a time change of 2:00 PM. The committee felt it would be better served if date and time was changed. Robin will check with Dennis Ruth to see what date and time works best for VTC privileges.
- d. Awards: The committee discussed giving awards to employees who work safely. The question came up as to what kind of things can we do. Robin indicated certificates are pretty easy. She can create a template. Doing a fundraiser was also mentioned in order to raise money. Robin will talk to Karl about how to funnel money if fundraiser is done.
- e. Risk Management – Bryce indicated he is working on the annual risk report. Apparently Risk has asked for property values for each location. He needs information such as sprinkler info and consolidated code types on buildings. Darrell indicated he and Paul are working those requests with Roy.

- f. Bomb Threat Cards – Robin asked if anyone had these cards. Bryce indicated he has one at his desk and Cheri stated she has them also. Robin will follow-up with Bryce and Cheri to obtain one. This would coordinate with Evacuation Plan section on bomb threats.

There being no further business, the meeting was adjourned at 11:40.

/s/
Robin Sawvel
Safety Officer & Recorder