

CAMP RILEA ARMED FORCES TRAINING CENTER  
**CRO SAFETY COMMITTEE**  
 91204 RILEA OREGON ROAD  
 WARRENTON, OR 97146-9711

**8 February 2012**  
 CRO SAFETY COMMITTEE MEETING MINUTES

**COMMITTEE MEMBERS**

<b>Freddie McCown</b>	Chairperson	Present	X
<b>Tina Bigelow</b>	Voting Member	Present	X
<b>Richard Smith</b>	Voting Member	Present	X
<b>Yvette Niemi</b>	Voting Member	Present	X
<b>CPT Sung Yoon Ji</b>	Voting Member	Present	X
<b>Kenneth Klee</b>	Voting Member	Present	X
<b>Dan Wilcock</b>	Voting Member	Present	X
<b>Greg Evans</b>	Voting Member	Present	<input type="checkbox"/>
<b>Elizabeth Divine</b>	Voting Member	Present	X
<b>Dave Wolfram</b>	Voting Member	Present	X
<b>Morgan McCargar</b>	Voting Member	Present	X
<del>John Mott</del> <b>Charlie Holmes</b>	Voting Member	Present	X
<b>Leo Kimmel</b>	Voting Member	Present	X
<b>Paul Wilbur</b>	Guest/Leo's Assistant	Present	X
<b>Robin Webb</b>	Guest/State Safety Officer	Present	X

**MEETING FORMAT**

**ROLL CALL**

**OLD BUSINESS**

- A. Core Competencies/Safety Training
- B. AED

**NEW BUSINESS**

- A. New Members
- B. Safety Inspections
- C. Other Safety Issues
- D. Accident/Incident Reports
- E. Miscellaneous

**MEETING ADJOURNED 1010**

MEETING DATE: **8 FEBRUARY 2012**  
 Time: 0900

NEXT MEETING: 7 MARCH 2012  
 Time: 0900

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 CHAIRPERSON SIGNATURE

\_\_\_\_\_  
 RECORDER SIGNATURE

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OLD BUSINESS:

A. Core Competencies/Safety Training :

1. Col Miller suggested we train electronically; Sung Yoon and Ken pointed out that not everyone has a computer. He also suggested we offer the same training 2-3 times to ensure all attend.
2. Ken asked Charlie Holmes (sitting in for John Mort) if UTES conducts their own training, Charlie confirmed they do. Ken said we are trying to train collectively and don't want to double up.
3. It was agreed that we will be having training blocks quarterly
4. March's training block will consist of Fall Protection (Ken/Leo); Material Handling/Storage (UTES) and Walking-Working Surfaces (Dan). Those leading the training will be responsible for providing any materials and can also check with Robin Webb to see what she has available.
5. Sung Yoon and Ken will send Freddie dates their departments are NOT able to attend training and Freddie will meet with Col Miller to set the date(s) for two sessions that will occur after our 7 March meeting.
6. Dave Wolfram volunteered to lead any emergency training classes.
7. Robin said that some training classes are available through iLearn and encouraged us to check out the site. She said training materials can be sent to her and she will have them downloaded into iLearn.
8. Confined Spaces
  - a. Robin conveyed that next week at Withycomb is a 3-day Confined Spaces training that is funded by NGB. Sung Yoon asked if they could come do training at Rilea, Robin will look into it.
  - b. Leo Kimmel asked if they could "train the trainer". Ken said he would rather have those who actually go in the confined spaces be trained first hand. Leo also inquired how often the training is required; Robin said she will find out.
9. First Aid/CPR/AED
  - a. Different options were looked into but most have a large cost.
  - b. Robin said Matt Schumacher (Salem employee) is certified through the American Heart Association and is teaching a class for Salem employees in a few months; the cost is \$5 per certification/card and lasts two years. Dan will contact Matt to inquire about coming to Camp Rilea. The \$5 will be at the expense of the individual.
- 10.

B. AED:

1. AED at HQ has been installed. It will alarm when opened. "Certified Personnel Only" stickers will be removed as it is not required to have a certificate to operate.

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2. RAM Security has theirs and UTES and 116<sup>th</sup> ACS also have one.
3. Two AED's are at Billeting that are reserved Camp Rosenbaum.
4. Robin said that the AED's Camp Rilea received are old and she will exchange them for new ones.

#### NEW BUSINESS:

##### A. New Members:

1. Welcome Leo Kimmel from State Maintenance.

##### B. Safety Inspections:

1. Bldg 7116/116<sup>th</sup> Air Guard (detailed report in recorder's file folder)
  - a. Exit lights no properly illuminated.
  - b. Emergency backup lights inoperable.
  - c. Exposed wires in paint booth area.
  - d. Drill in maintenance shop not equipped with under voltage protective device.
  - e. Plug missing from electrical box in maintenance shop.
  - f. Electrical outlet in men's room may not be GFI protected.
  - g. Projector electrical cords are running through ceiling tiles.
  - h. Extension cord used in lieu of permanent wiring.
  - i. Permanent eyewash stations do not have weekly inspection documented.
  - j. Exit signs missing from Supply room and Bldg 165.
  - k. Gas stored in plastic container
  - l. Loading dock not properly guarded.
  - m. Freddie said that once Portland sends State Maintenance Shop funds, they can correct safety issues. He also said he'll check with Conrad regarding issues that were not included at initial construction of 116<sup>th</sup> facilities.

##### C. Other Safety Issues:

1. Bldg 7021/headquarters
  - a. Fire extinguishers and AED are not marked.
  - b. Robin said she will check in to see if OSHA requires it. Charlie Holmes stated that fire extinguisher and AED's should be marked on each Fire Evacuation Plan located at exits.
  - c. Evac Plans will be updated and Dave will coordinate. All plans should look similar: fire extinguishers in red, AED's in yellow. Robin will get Dave info on what is required.
2. Smoking Receptacles
  - a. Smoking receptacles at starships will be added onto the Billeting Clearing List.
3. Robin informed us that we should be doing an Evacuation Drill at least once a year

##### D. Accident/Incident Reports:

1. Ken reported there was an accident with a rotor hammer and will fill out an accident report.

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2. Sung Yoon reported a drunk driving incident on post during Super Bowl Sunday involving a JATC student. The supervisor took away the students driving privileges.

E. Miscellaneous:

1. Range Control Vehicle Pass
  - a. Sung Yoon reminded us that POV's are not allowed in training areas unless they have a pass from Range Control. E-plates are fine.
  - b. Dan will remind the Guards and Billeting to inform guests.
2. Robin stated that the Safety Hero Nomination Form started in January