

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

**4 JANUARY 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 Ji</b>	Voting Member	Present	X
<b>Kenneth Klee</b>	Voting Member	Present	<input type="checkbox"/>
<b>Dan Wilcock</b>	Voting Member	Present	X
<b>Greg Evans</b>	Voting Member	Present	X
<b>Elizabeth Divine</b>	Voting Member	Present	<input type="checkbox"/>
<b>Dave Wolfgram</b>	Voting Member	Present	X
<b>Morgan McCargar</b>	Voting Member	Present	<input type="checkbox"/>
<b>John Mort</b>	Voting Member	Present	X
		Present	<input type="checkbox"/>
		Present	<input type="checkbox"/>
		Present	<input type="checkbox"/>

**MEETING FORMAT**

ROLL CALL

OLD BUSINESS

- A. Core Competencies
- B. AED
- C. Miscellaneous

NEW BUSINESS

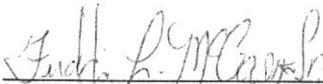
- A. New Members
- B. Safety Inspections
- C. Other Safety Issues
- D. Miscellaneous

MEETING AGENDA PLANNING

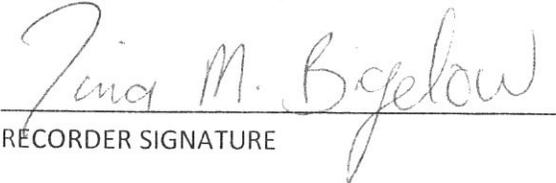
MEETING ADJOURNED

MEETING DATE: **4 JANUARY 2012**  
 Time: 0900

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

  
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CHAIRPERSON SIGNATURE

  
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RECORDER SIGNATURE

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CRO SAFETY COMMITTEE  
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**4 JANUARY 2012**

CRO SAFETY COMMITTEE MEETING MINUTES

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OLD BUSINESS:

A. Core Competencies :

1. Sung Yoon suggested that we have 2-hour training sessions one day a quarter to cover our requirements. The trainings will consist of films/power point presentations and take place for the whole post
2. UTES has their own Safety Committee and meets monthly. They can sit in on our Safety Trainings or let us know they've already had them.
3. The Committee voted to have First Aid/CPR/AED training for all of post.
4. Dan Wilcock will generate the schedule and group topics (Safety Matrix) for training.
5. Dave Wolfram volunteered to teach some training classes.

B. AED

1. Box is up at HQ, but AED is not installed yet. 1SG Jeff Dintleman will sign for it.
2. UTES has an AED and John Mort said that it doesn't have to have trained personnel to operate it , Dan Wilcock will confirm with Robin Webb before our next meeting.

C. Miscellaneous

1. Freddie will attend monthly Tenants Meetings.

NEW BUSINESS:

A. New Members:

1. John Mort from UTES and Morgan McCargar from HQ have joined the Committee.
2. Chris Eckert requested to be removed from the Committee due to prior obligations.

B. Safety Inspections:

1. Dan Wilcock turned in his Dec 2011 Walk-Around Safety Inspection sheets (attached in Recorder's file) and reported the following:
  - a. 7029 Hilltop: plugged gutters; work order submitted.
  - b. 7249 Cottage: work orders submitted for plugged gutters and concrete entry pad needed at back door; loose table legs, loose toilet seat and electrical faceplate loose in living area were corrected.
  - c. 7317 Cabin: loose toilet seat; corrected.
  - d. 7318 Cabin: no issues.
  - e. 7403 Laundry: work orders submitted for yellow paint needed on concrete divider, and fluorescent light tubes needed; request submitted for new floor mats; staff was instructed to clear clutter in mechanical rooms.

## 4 JANUARY 2012

### CRO SAFETY COMMITTEE MEETING MINUTES

- f. 7402 TISA: work order submitted to move electrical receptacle to use for refer and microwave instead of using power strip; upstairs split level needs railing; according to Mr. Snook's inspection the entire loading dock needs railing.
  2. Sung Yoon will come up with a rotation schedule for inspections, including Range Control, KD Range, Tower Shop and Shoot House, but not necessary for other ranges.
  3. John Mort reported that UTES has Safety Walk-Through Inspections every 90 days. Issues are corrected on the spot if able to and put into Footprints for Ken to see. If State Shop is needed, a work order is put in.
  4. Sung Yoon asked John (UTES) and Freddie (116<sup>th</sup>) for their buildings annual inspection reports and he will forward them to Robin
  5. John will start using the Safety Committee's forms and turn into us.
  6. Morgan McCargar will be in charge of bldg 7021 Headquarters inspection.
- C. Other Safety Issues:
1. Each Committee section rep will remind their people to obey the Stop and Speed signs on post. 20 mph on post, 10 mph by troops and animals.
  2. Freddie stated that the Slow on the pavement by the State Shop is faded and needs to be repainted, he will discuss with Ken for a work order.
  3. It was discussed that some guards will be talked to about being more attentive on duty.
  4. John Mort said UTES is missing several light covers. Dan will put work order in and discuss with Ken.
  5. Sung Yoon reported that the smoker's receptacle poles have been blown away in the last wind storm and the concrete stands still exist. Dan said that Billeting has the receptacles.
  6. Sung Yoon also reminded all to keep the dumpster bars in the up position to prevent lids from flapping in the wind, if noticed – please put up.
  7. Freddie reminded everyone that nobody is allowed to drive off paved and gravel roads. Greg Evans told us to check in with Range Control to obtain a pass before going anywhere near ranges.
- D. Miscellaneous:
1. Freddie called attention to the new state Accident Report from Robin Webb.
  2. Dan handed out copies of the Safety Hero nomination form
  3. The adjusted meeting dates will be forwarded to Robin and put into the By Laws.
  4. Freddie conveyed he submitted information to Robin Webb for her newsletter and said we'll work on it the month before as a group and submit to Robin.

Next meeting is 8 February at 0900

