

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

CRO SAFETY COMMITTEE MEETING MINUTES

COMMITTEE MEMBERS

| | | | |
|--------------------------|---------------|---------|--------------------------|
| Chris Eckert | Chairperson | Present | X |
| Tina Bigelow | Voting Member | Present | X |
| Richard Smith | Voting Member | Present | X |
| Yvette Niemi | Voting Member | Present | X |
| CPT Sung Ji | Voting Member | Present | <input type="checkbox"/> |
| Kenneth Klee | Voting Member | Present | X |
| Dan Wilcock | Voting Member | Present | X |
| Freddie McCown | Voting Member | Present | X |
| Eric Lingenfelter | Voting Member | Present | X |
| | | Present | <input type="checkbox"/> |
| | | Present | <input type="checkbox"/> |

MEETING DATE: 8 March 2011
 Time: 0910

NEXT MEETING: 12 April
 Time: 0900

MEETING ADJOURNED: 1005

 CHAIRPERSON SIGNATURE

 RECORDER SIGNATURE

MEETING FORMAT

ROLL CALL

OLD BUSINESS

- A. Training Coordinator's Update
- B. Boss's Letter
- C. Training Requirements

NEW BUSINESS

- A. Possible backfill for Freddie McCown
- B. Kilroy's Safety Projects
- C. Quarterly Inspections
- D. Mandatory Display Boards

REVIEW and VOTE

MEETING AGENDA PLANNING

MEETING ADJOURNED

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CRO SAFETY COMMITTEE MEETING MINUTES

OLD BUSINESS:

- A. Training Coordinator's Update:
 - 1. Smitty and Eric found some Power Point presentations to use as training material
- B. Boss's Letter:
 - 1. The Boss's Letter was accepted and Dan will get it signed and present it at next meeting
- C. Training Requirements:
 - 1. Ken asked what OSHA training requirements were already in place regarding individual activities and what are we required to do i.e.: post wide = Personal Protective Equipment (PPE); State Shops = Confined Space, Forklift Safety, etc.
 - 2. Smitty, Eric and Freddie will work on section/activity requirements, turn in info to Smitty within 7-10 days, and set up schedule to train personnel.

NEW BUSINESS:

- A. Backfill for Freddie McCown/116th Rep:
 - 1. Freddie named Major James Mitchell as his backfill to represent the Air Guard should he be deployed.
- B. Kilroy's Safety Projects:
 - 1. The fireplace hearth has been busted out and will be completed this week.
 - 2. Dan is working with architect to solve ADA, latrines and front door issues.
- C. Quarterly Inspections:
 - 1. Members were assigned to perform Quarterly Inspections as follows:
 - ~ Freddie McCown = Air Guard building
 - ~ Richard "Smitty" Smith = Range areas and buildings
 - ~ Dan Wilcock = Messhalls and TISAWe will discuss what next quarter entails and what areas/buildings are left.
- D. Mandatory Display Boards:
 - 1. Yvette reported that the "Right To A Safe Work Place" poster is a post wide requirement. She also submitted a DAS Posting Requirements sheet to the committee.
 - 2. The Committee discussed and decided as a group the locations of the display boards to be Billeting/Supply/TISA, Air Guard, Headquarters, and State Shop/Engineering. Chief Kelly Bone

Other New Business discussed:

E. Post Entrance Reader Board

1. Dan reported he will discuss with Merrik Dinges of Billeting, proposed safety information to display on the electronic reader board located at the entrance to post and be updated weekly.

F. Automatic Electronic Defibrillators (AED)

1. The location of AED's on post was discussed, which are: the Air Guard, UTES and the Armory. It was suggested one also be located at headquarters

G. Incident Report

1. It was reported that on 29 Feb 11 a state employee slipped on ice. Corrective action was taken, a report was filed out, signed off and forwarded to Robin Webb.

Meeting Adjourned

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AGENDA for 8 March 2011 9:00 A.M.

- 1) Roll Call
- 2) Old Business
 - a) Training Coordinator's Info Update
 - b) Bosses Letter (Dan Wilcock)
 - c) Training Requirements (Chris Eckert)
- 3) New Business
 - a) Possible backfill for Freddie McCowen
 - b) Kilroy's Safety Projects
 - c) Quarterly Inspections
 - d) Mandatory Display Boards
- 4) Review and Vote
- 5) End of Meeting
 - a) Next meeting Date and Time: 12 April 0900