

Oregon Military Department Safety Review Board Committee 2023 Q3 Meeting Minutes

Meeting Date: October 4, 2023	Time: 2:30 pm	Place: Virtual Via Microsoft Teams
Division/Department: Statewide	Chairperson: Julie Paris	Secretary: Cherie R. Cline
<p>Members in Attendance: *Julie Paris, AGP; Tracy Garcia, AGP; Sean McCormick, DCSA; Tim Gilbert for Todd Farmer – AGI; Dan Radabaugh, OYCP-D; *John LeCarno, PANG; *Mick Mantle, Safety Committee Chair for Armories; *Glenn Russell, CRO; *Kash Wrightson, RTC; Frank Tallman, OYCP-DD; *Kurt Aarrestad, AGI – Owen Summers; *Erin Forney and Mike Jones, KFRANG.</p> <p>Guests/Non-Voting Members: MAJ Nathan Christensen. ORNG; Rita Wren, AGI; Andy Rohner, SAIF; Keith Ellis, RTC; and Cherie Cline, DCSA/GLAD-EA.</p> <p>Committee Safety Chairs denoted by*</p>		<p>Members absent: Todd Farmer, AGI-D; David Martin, CIO; Tod Hyland, PANG; Jacob Ardent, AGP, Owen Summers; and Aimee Sides, PANG.</p> <p>Guests/Non-Voting Members absent: Brig Gen Jen Parady, JCOS; Jaclynn Moore – CAE; and Jim Arnold, AGI-DD.</p>

Q1 & Q2 Minutes – Sean McCormick moved to adopt the SRB Q1 and Q2 minutes from meetings that took place on March 22, 2023 and June 21, 2023; Dan Radabaugh seconded the motion. The minutes were approved as presented.

Old business - None

See the current status of policies in table below as well as list of remaining topics to be addressed:

Policy Number	Policy Title	Date	Status
AGP-99.200.01	Personal Protective Equipment (PPE) Policy	Effective: Upon Approval	Approved 10/13/2020
AGP-99.200.02	Safety Committees	January 1, 2020	Approved 1/1/2020
AGP-99.200.03	Exposure Control Plan/Bloodborne Pathogen Policy	Effective: Upon Approval	Approved 6/15/2021
AGP-99.200.04	Confined Space Entry Plan	Revised: January 1, 2020	Approved 2/1/2020
AGP-99.200.05	Hazard Communication Policy	Effective: July 1, 2020	Approved w/ Rev 6/2020
AGP-99.200.07	Hearing Conservation Program	Revised: January 1, 2020	Re-Approved 12/14/21
AGP-99.200.08	Portable Fire Extinguisher Inspection and Maintenance	Revised: January 1, 2020	Re-Approved 12/14/21
AGP-99.200.10	Ladder Policy	Effective: July 1, 2020	Re-Approved 12/13/22
AGP-99.200.11	Aerial Lifts Policy	Effective: July 1, 2020	Re-Approved 12/13/22
AGP-99.200.12	Fall Protection Policy	Effective: December 16, 2020	Re-Approved 12/13/22
AGP-99.200.13	Automatic External Defibrillation (AED) Policy	Effective: December 16, 2020	Re-Approved 12/13/22
AGP-99.200.14	Hot Work Policy	Effective: December 16, 2020	Approved 12/16/2020
AGP-99.200.15	Respiratory Protection Policy	Effective: December 15, 2021	Approved 12/15/2021
AGP-99.200.16	Trenching and Digging Policy	Effective: July 1, 2020	Approved 12/16/2020

AGP-99.200.17	Lock Out/Tag Out	Effective: December 14, 2021	Approved 12/16/2020
AGP-99.200.18	Emergency Action Plan	Effective: March 31, 2022	Approved 6/29/2022
AGP 99.200.19	Powered Industrial Trucks Policy	Effective: June 29, 2022	Approved 6/29/2022
AGP 99.200.20	Fire Protection Policy	Effective: June 29, 2022	Approved 6/29/2022

New Business

Update on Owen Summers Remodel – Rita Wren explained her history of working with/for SAIF and prior acquaintance with Andy Rohner. Rita provided an executive summary of details regarding progress on the Owen Summers Building, to include:

- Bonds sold for ASLEP & REEP Construction to provide for maintenance and earthquake resistance;
- Roof has been replaced to include tie-downs;
- Remodeled old AGI space and old AGP space;
- AGC is now expanded across the hall, access points on both sides;
- Badge access readers in place;
- Brand new systems furniture for all areas to allow for ergonomic adjustable work settings;
- Installing a new HVAC system – to run more efficiently and effectively;
- Replacing ceiling tiles;
- Working through a 5-phased approach – preparing to complete next phase in November;
- Mobile air conditioner used in August helped to compress the project completion schedule;
- Current target goal plan is to wrap up this project by the end of January 2024.

Sean McCormick praised the efforts of AGI staff and recommends other staff members take time for a site tour walk through of the Owen Summers Building Remodel.

Rita spoke about the importance of state dollars at work and invested to improve OMD facilities across the state.

Julie expressed appreciation for the update.

Armory Site Visits – Julie discussed her recent road show of site visits at eight different locations to meet safety staff and facility managers. She also mentioned The Dalles Readiness Center being a beautiful facility.

Rita cautioned about driving to The Dalles in the winter season.

Julie commented on the Baker and Prineville facilities. She further commented that during her road trip she gathered questions and exchanged ideas with staff at the different locations.

Hearing Tests Need in 2023 – Mike Jones confirmed they've completed hearing tests at Kingsley. Glenn Russell stated that hearing tests are scheduled for the month of October at Camp Rilea. John LeCarno stated that PANG CE hearing tests are scheduled for December. John further stated that he's not impressed with the current provider and doesn't think they're very professional, also expressed concerns that their equipment is not up to par, recommends using a mobile unit instead. Julie inquired specifically which site is the problem. John answered the one near the hospital. Group discussions continued regarding other sites. Tracy Garcia committed to research to find an alternative site by December. Andy Rohner mentioned that ODOT has their own van for hearing testing and may be willing to share services for a nominal charge. The ODOT POC is Josiah Roldan. Mick Mantle commented on working with Josiah for years in Safety. Julie asked Keith Ellis about hearing tests at Rees Training Center and they agreed to talk offline to discuss details further after the meeting concluded.

Julie spoke of a retired employee from 2007 that filed a SAIF claim regarding hearing loss that was accepted. Andy commented on a few of the rules that applied: The LEER rule, employer responsibilities and

documentation necessary, such as audiogram records. Andy further commented that some hearing loss occurs with age, but if it's not tracked, there's not comparative data available.

Julie emphasized that safeguarding people's hearing is a high priority for OMD.

Evacuation – Protocols (ARC Evac Drill) – Rita commented on the evacuation drill in September; although a low turn-out, it was simple and effective. Follow up discussions and information sharing was relevant. Jacob Ardent spoke to using the nearest crosswalk outside of the fence being the wisest choice rather than jaywalking across the street. Julie asked about the JOC's EOP. Jacob spoke about review and input. Kurt Aarrestad discussed an issue of an OMD staff member who couldn't keep up with the evacuation process. Dan Radabaugh spoke about the importance of AARs after evacuation drills, for accountability purposes. Sean McCormick mentioned the Governor's expectations and praised the group efforts with actions and discussions relating to COOP plans and evacuation plans. Julie referenced the agency policy relating to evacuation plans; Sean asked her to send him a copy. Andy commented on a failed drill is not really a failure as it reveals areas needing improvement, so that's actually a success in identifying areas to refine.

Report of Accident/Incidents (7/1/23 – 8/31/23) – Julie commented on an uptick of incidents this quarter. She also commented on slips, trips and falls season and emphasized the goal is to make this winter season accident free.

Review of Policies – Julie mentioned since no comments were received, the policies are considered approved as presented. Andy also confirmed that there have been no changes to statutes since the policies were written.

Committee remarks/callouts (Roundtable):

Frank Tallman: OYCP hosted a flu clinic for staff in September (20 staff and 65 cadets received flu shots).

John LeCarno: Making improvements on parts of older buildings at PANG, chipping up tile, aware of potential asbestos exposure, working on incident report and making progress with improvements to PPE list. Within a week of being on the job, combining efforts with federal staff for housecleaning improvements. Will plan to travel down to Salem to pick up 18 first aid kits.

Tracy Garcia: Willing to meet John somewhere in the middle to deliver the first aid kits so that he doesn't have to travel all the way to Salem to get them.

Erin Forney: Commented about trauma kits compared to first aid kits and suggested pulling from trauma kits to supplement.

Julie Paris: Julie explained that the term "trauma" doesn't allow for Good Samaritan interactions and would require 9-1-1 calls.

Glenn Russell: Working a couple issues from a recent safety inspection (Lock Out).

Mick Mantle: Hope to get a respirator program going soon.

Julie Paris: Confirmed the need to talk further about those topics.

Kash Wrighton: Everything's good at Rees Training Center.

Kurt Aarrestad: Fortunate to have Rita Wren provide today's report.

Tracy Garcia: Asked if the Owen Summers safety group is meeting on a regular basis.

Julie Paris: Reminded that safety meetings need to be held quarterly.

Erin Forney: Discussed a season of needing to temporarily step back from safety committee responsibilities. During that time, Kingsley safety committee backfilled her and had good functionality; they recruited 2 new safety committee members from security. They stay in regular contact with STARBASE; staff are busy with students, so may not be able to attend meetings. Even so, safety awareness is a developing culture that's receiving increased interest.

John LeCarno: Commented on wanting to get another defibrillator.

Andy Rohner: Mentioned that he will be sending Julie a follow-up email message.

Group Discussion RE: Upcoming 2023 Meeting Schedule:

Q4, December 2023 – Wednesday, 12/13/23 at 1 pm (Agreement of the need to be rescheduled, due to multiple staff members with conflicts, including OYCP's graduation ceremony is December 13 – future hold date determined to be 1/9/24 from 10 to 11 am)

Tracy Garcia: Thanked everyone for participation in the meeting.

Meeting was adjourned at 3:37 pm.

Next meeting date: Tuesday, January 9, 2024	Time: 10 to 11 am	Place: TBD, more than likely Virtual (via Microsoft Teams)
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Prepared by: Cherie R. Cline, Executive Assistant, DCSA/GLAD	Date: October 4, 2023
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