

# Oregon Military Department

## Safety Review Board Committee

### 2025 Q1 Meeting Minutes

<b>Meeting Date:</b> March 20, 2025	<b>Time:</b> 1:00 pm	<b>Place:</b> Virtual Via Microsoft Teams
<b>Division/Department:</b> Statewide	<b>Facilitator:</b> Tracy Garcia	<b>Secretary:</b> Cherie R. Cline
<b>Members in Attendance:</b> Chris Deckert, FOM, Fed T5; Todd Farmer, AGI-D; *Erin Forney, KFANG; Tracy Garcia, AGP-D; Tod Hyland, PANG; *Dominic (Nic) Kotz, RTC-FSM; *John LeCarno, PANG; Sean McCormick, CSA; and Frank Tallman, OYCP-D.	<b>Members absent:</b> Adam Giblin, AGC-CFO; Mike Jones, KFANG; Brad Melendy, AGIT-CIO; *Nathaniel Ripp, Safety Committee Chair for Armories, CWO; *Glenn Russell, CRO; *Steve Wolfe, OYCP-DD; and Sara Wassam, AGP .	
<b>Guests/Non-Voting Members:</b> Cherie Cline, CSA/GLAD-EA; Henry Idica, CRO-FSM; Jaclynn Moore, CAE/CRO and Andy Rohner, SAIF.  Committee Safety Chairs denoted by*	<b>Guests/Non-Voting Members absent:</b> Jim Arnold, AGI-DD; Nathan Christensen, ORARNG Safety; Janet Johnson, AGI-NRS; MAJ CMSgt Jonathan Peterson, ORANG Safety; Aimee Sides, PANG-NRS; and Drew Yokom, CRO.	

#### Old business

**2024 Q4 Minutes** – Frank Tallman moved to accept the SRB 2024 Q4 minutes, from the meeting that took place on December 19, 2024; Nik Kotz seconded the motion to accept the minutes. The minutes were approved, as presented.

**Safety Site Visits & Training** – Sarah Wassam and Andy Rohner conducted site visits to Camp Rilea in February that were well attended and included a safety training session that received positive engagement. The training included discussions on facility-specific safety challenges and provided opportunities for direct support from Sarah's role in advancing safety initiatives. Future site visits are planned to continue addressing facility-specific concerns. Tracy Garcia thanked them for their work and noted their generosity in providing pizza during the session.

**Schedule of SRB Meetings in 2025** – Tracy mentioned that the following schedule and holds are in place on CSA/Division Directors calendars for the quarterly SRB meetings this year:

- Q2 – 1 to 2 pm on Wednesday, June 18, 2025
- Q3 – 2:30 to 3:30 pm, Tuesday, September 30, 2025, and
- Q4 – 1:30 to 2:30 pm on Thursday, December 11, 2025

Tracy emphasized the importance of attendance to ensure effective committee collaboration.

Frank Tallman mentioned a conflict on June 18 with the TAG State Compo Brief meeting. Tracy committed to following up to explore rescheduling options.

**Policy Review** – Tracy stated that policy reviews are being moved to the 2025 Q2 SRB Meeting.

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

Policy Number	Policy Title	Effective Date	Approved / Status
AGP-99.200.01	Personal Protective Equipment	October 13, 2020	Approved 10/13/2020
AGP-99.200.02	Safety Committees	January 31, 2023	Approved 1/31/2023
AGP-99.200.03	Exposure Control Plan/Bloodborne Pathogen	Jun 15, 2021	Approved 6/15/2021
AGP-99.200.04	Confined Space	Revised: February 1, 2020	SRB vote 6.18.25
AGP-99.200.05	Hazard Communication	February 1, 2020	SRB vote 6.18.25
AGP-99.200.07	Hearing Conservation Program	February 1, 2020	Re-Approved 12/14/21
AGP-99.200.08	Portable Fire Extinguisher	Revised: January 1, 2020	SRB vote 6.18.25
AGP-99.200.09	Employee Health & Wellness	January 1, 2021	Re-Approved 12/13/22
AGP-99.200.10	Ladder	July 1, 2020	Re-Approved 12/13/22
AGP-99.200.11	Aerial Lifts	July 1, 2020	Re-Approved 12/13/22
AGP-99.200.12	Fall Protection	December 16, 2020	Re-Approved 12/13/22
AGP-99.200.13	Automatic External Defibrillation (AED)	December 16, 2020	Re-Approved 12/13/22
AGP-99.200.14	Hot Work	December 16, 2020	Re-Approved 3/23/2023
AGP-99.200.15	Respiratory Protection	December 15, 2021	Re-Approved 3/22/2023
AGP-99.200.16	Excavation and Trenching	December 14, 2021	Re-Approved 10/4/2023
AGP-99.200.17	Lock Out/Tag Out	December 14, 2021	Re-Approved 10/4/2023
AGP-99.200.18	Emergency Action Plan	March 31, 2022	Re-Approved 6/2024
AGP-99.200.19	Powered Industrial Trucks	September 18, 2024	Approved 9/18/24
AGP-99.200.20	Fire Protection	June 29, 2022	Approved 6/29/2022

**New Business**

**Employee Safety Reporting System** - Tracy presented details to introduce a new anonymous reporting system; it was developed by a working group of the SRB. Employees can report safety concerns anonymously, if preferred, or with their contact details (optional). The system will be launched with a QR code and link (found at <https://forms.office.com/TnV9TDn3NZ>), initially included in Sarah Wassam's email signature, and later posted around facilities. The goal is to provide an accessible, easy-to-use platform for employees to report concerns if they feel issues are not being addressed through normal channels. Frank Tallman shared insights from a similar online form initiative at OYCP, noting significant increases in reported safety concerns when anonymous reporting tools were introduced, which also encourages quicker response times to address the concerns. Andy Rohner mentioned ODOT's creation of stickers to assist with ease of access to register safety concerns. Tracy encouraged facilities to share the QR code widely and post it in visible locations. Jaclyn Moore thanked everyone for the hard work in developing this new tool so quickly.

## **Safety Training & Events:**

### **GOSH Conference – March 3-6, 2025:**

Sarah Wassam (utilizing EAIPS funds) coordinated sending 13 OMD employees to the GOSH Conference, the largest safety conference/training conducted in the Pacific Northwest. Participants reported positive experiences.

### **Oregon OSHA Safety Break – May 14, 2025**

Andy Rohner explained the purpose of OSHA's annual statewide Safety Break, to provide opportunities for all work sites to honor safety leaders and conduct safety-focused activities. Suggested activities could include:

- Huddles focusing on safety tips,
- Recognition of safety committee members,
- Online safety training sessions, and
- Engaging safety contests, such as Department of Corrections' Spot the Hazard photo competition,

Andy encouraged borrowing other agency or work site's ideas to leverage each other's experiences in promoting safety. He inquired if OMD wants to participate in Oregon OSHA Safety Break for Oregon event.

Nic Kotz confirmed May 14 aligns well with already planned training events at Rees Training Center in the first two weeks of May (Front End Load and Excavator safety training), making participation easy. Tracy encouraged all teams to think of ways to incorporate safety training on this day and committed that OMD will sign up to participate.

Cherie mentioned that Armed Forces Day celebrations are also on schedule for May 14, 2025, at the Capitol Mall area, in downtown Salem.

## **Committee Chairs Reports for Regions/Facilities (Roundtable Remarks and Shoutouts):**

*Kingsley Field – Erin Forney shared the following updates:*

- *New Safety Committee Co-Chair Elected: Chris Howard*
- *Chris has assisted with creating a structured safety training plan; identifying 21 required trainings and 5 recommended courses for awareness, based on job roles.*
- *Planned two Safety Stand-Down Days (in June & November) for group training sessions and employee safety meetings.*
- *Developing an installation map of industrial areas highlighting military-specific hazards to improve awareness for state employees.*
- *Establishing a housekeeping program to prevent the spread of contaminants (like chromium) from industrial areas into common spaces.*
- *Created a TEAMS channel for safety committee collaboration, document sharing, reviewing and planning.*
- *Working to create an Asbestos Awareness Training, specific to Kingsley Field.*
- *Conducted training on Blood Borne Pathogens, First Aid and CPR. Inquired if staff outside of the Fire Department are required to have CPR training*
  - *Nic Kotz confirmed/agreed that CPR and Blood Borne Pathogens Training is considered optional for other staff.*
- *Hearing tests scheduled for April. KF Safety Committee identified need for Fire Depot, Security Forces and Snow Plow Crews to have extra hearing protection.*
- *Raised concerns about unknown hazards not currently covered under Hazard Communication (HazCom) guidelines or SDS (Safety Data Sheets), requesting guidance on exposure risks related to filters, tanks, and pumps, when there's a definite need for a safety professional.*
  - *Andy Rohner provided guidance on industrial hygiene testing and exposure assessment.*
  - *Next steps involve consulting Sara for further evaluation.*

- Tracy Garcia agreed there's more research and work needed on this issue.
- Acknowledgement of the collaboration efforts with AGI's Environmental Branch Office for air monitoring equipment to a short notice event.
  - Tracy praised Erin, KF Safety and AGI Staff on their wonderful work, especially collaborating on results.

Cherry Avenue – Tracy Garcia shared the following:

- Cherry Avenue Building conducted first Safety Committee Meeting.
  - 2 New Members Included: Andrew Tuttle and Mel Carter
  - Lighting Concerns Identified – In response, the owner changed out lightbulbs in stairwell.

Camp Rilea – Glenn Russell (Henry Idica) shared the following:

- Range safety inspection project underway, including identifying FDZ zones and improving signage.
- Coordinating with Nathan Christensen about new range flags and also working on new front gate barriers.
- Connectivity issues prevented further updates.

Rees Training Center – Nic Kotz shared the following:

- Joey & Barry attended the GOSH conference and provided valuable feedback.
- Successfully resolved all deficiencies identified during a recent National Guard environmental hazards EPA inspection.
- Completed all annual hearing conservation tests.
- Provided FMS 8 with an AED, but it will need replacement by November 2025 due to expiration.
  - Committee discussed funding options for AED replacements across multiple sites.
- Conducted Rolling Stock Equipment Training.
- Highlighted Don Hubert as this quarter's standout safety team member for his vigilance in identifying hazards.

Nic exited the meeting at 1:52 pm due to other scheduling commitments.

Oregon Youth Challenge Program – Frank Tallman for Steve Wolfe shared the following:

- OYCP hosted a safety walkthrough with the Oregon Department of Education School Safety and Emergency Management Committee to review security measures and help enhance safety at other school sites; shared best practices for camera integration.
- In return, ODE will provide training and guidance on active shooter and threat assessment planning to align with local school safety protocols.
  - Once the Active Shooter Training is developed, Frank committed to sharing with SRB members, estimated completion in mid-May.

## Recognition:

- Nathan Brumfield & Terry Coons for supporting the GOSH conference logistics.
- Joey Medel demonstrating exceptional leadership in safety program development at RTC.
- Don Hubert for vigilance in identifying and mitigating hazards at RTC.

## Additional Roundtable Remarks:

CSA – Sean McCormick: Emphasized the importance of collaboration between state and federal partners in building an effective safety culture.

AGP – Tracy Garcia: Thanked everyone for participation in safety meetings, trainings/activities and investing time to encourage ongoing safety efforts among other OMD/ONG staff members.

**Next Meeting: June 18, 2025 (Pending rescheduling due to conflict with State TAG Compo Day)**

## Action Items Summary

Action Item	Responsible Party	Deadline
Review rescheduling options for June 18 meeting	Tracy / Sara	Before next meeting
Launch anonymous safety reporting system	Safety Committee	TBD
Encourage Safety Break participation & collect event ideas	Safety Committees	May 14, 2025
Clarify CPR training requirements for electrical workers	Tracy / Sara	Next meeting
Assess AED replacements and funding options	Safety Committee	November 2025
Distribute active shooter, heat illness, and wildfire smoke training	Sara / Tracy	May 2025

## Notes

- This was a highly productive meeting with strong participation and ongoing collaboration between state and federal teams.
- Committee members are encouraged to continue sharing resources and supporting safety initiatives at their locations.

Meeting was adjourned at 1:59 pm.

<b>Next meeting date:</b> <b>Thursday, June 18, 2025</b>	<b>Time:</b> 1 to 2 pm	<b>Place:</b> TBD, more than likely Virtual (via Microsoft Teams)
<b>Prepared by:</b> Cherie R. Cline, Executive Assistant, CSA/GLAD		<b>Date:</b> March 20, 2025