

Oregon Military Department Safety Review Board Committee 2025 Q2 Meeting Minutes

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| Meeting Date: June 30, 2025 | Time: 3:00 pm | Place: Virtual Via Microsoft Teams |
| Division/Department: Statewide | Facilitator: Amanda Casteel | Secretary: Cherie R. Cline |
| <p>Members in Attendance: Jim Arnold, AGI-D; *Amanda Casteel – AGP; *Erin Forney, KFANG; Tracy Garcia, AGP-D; Adam Giblin, AGC-CFO; Tod Hyland, PANG; *John Lecarno, PANG; Sean McCormick, CSA; *Joey Medel, RTC; Brad Melendy, AGIT-CIO; Glenn Russell, CRO; and *Steve Wolfe, OYCP-DD.</p> <p>Guests/Non-Voting Members: Cherie Cline, CSA/GLAD-EA; Jaclynn Moore, CAE/CRO and Andy Rohner, SAIF.</p> <p>Committee Safety Chairs denoted by*</p> <p>Tracy Garcia introduced Amanda Casteel, currently helping OMD through a job rotation, in the role of OMD’s Safety Officer.</p> <p>Amanda called the meeting to order at 3:00 PM, welcoming all attendees and taking roll call.</p> | | <p>Members absent: *Corey Brech, CRO; Mike Jones, KFANG; *Nathaniel Ripp, Safety Committee Chair for Armories, CWO; Frank Tallman, OYCP-D; and Sara Wassam, AGP.</p> <p>Guests/Non-Voting Members absent: Henry Idica, CRO-FSM; Janet Johnson, AGI-NRS; Dominic (Nic) Kotz, RTC-FSM; MAJ CMSgt Jonathan Peterson, ORANG Safety; Aimee Sides, PANG-NRS; and Drew Yokom, CRO.</p> |
| <p>Old business</p> <p>2025 Q1 Minutes – Sean McCormick moved to accept the SRB 2025 Q1 minutes, from the meeting that took place on March 20, 2025; Brad Melendy seconded the motion to accept the minutes. The minutes were approved, as presented, by general consent, with Jaclynn Moore abstaining.</p> <p>Policy Reviews/Vote to Approve – Sean McCormick moved to accept the following policies as presented. Adam Giblin seconded the motion. The policies were approved by general consent, as noted below.</p> <ul style="list-style-type: none"> • Confined Space – Approved June 30, 2025. • HazComm - Approved June 30, 2025. • Portable Fire Extinguisher – Approved June 30, 2025. • Hearing Conservation - Approved June 30, 2025. <p>Safety Site Visits – Amanda shared details regarding recent Safety Site Visits to:</p> <ul style="list-style-type: none"> • In May 2025: <ul style="list-style-type: none"> ◦ Camp Rilea ◦ Rees Training Center ◦ Kingsley Field • In June 2025: <ul style="list-style-type: none"> ◦ Oregon Youth Challenge Program ◦ Rees Training Center (with SAIF) ◦ Portland Air National Guard Base (planned for later this week, on July 2, 2025) <p>Reporting Safety Concerns: QR Code for Anonymous Safety Reporting – Amanda shared the good news that YTD since the publication of this tool, no anonymous safety concerns have been reported. Amanda committed to making an electronic copy of this reporting tool available on OMD’s Safety website page.</p> | | |

More Old business Review:

- **Trainings Deadline** – Amanda reminded that the following Trainings, assigned through the Workday Program, are all due to be completed by today, June 30, 2025. Amanda reported that YTD 300 OMD staff members have already completed them. She asked for managers' assistance in reminding their staff members to get the outstanding trainings completed.
 - **Active Shooter** - 65
 - **Heat Illness** - 63
 - **Wildfire Smoke** - 68
- **CPR Training for Electricians Requirement** – Amanda explained the following nuances:
 - CPR is a requirement of licensing for Electricians, but not with continuing education.
 - CPR is not required in position descriptions (considered optional), but they are required to call 9-1-1.
- **AED Replacement for RTC Facilities Shop** – Amanda confirmed:
 - Delivery is enroute to the attention of Joey Medel
 - Good for 8 years, but batteries and pads may expire sooner

New Business:

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

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

Eye Wash Station Policy / Procedure / Best Practices – Amanda explained:

- OMD doesn't currently have an Eye Wash Station Policy but will be developing one.
- Safety teams created best practices, safety checks and procedures.
- Joey Medel created a great power point presentation which can be shared with other safety teams.

Quarterly Safety Meeting and Minutes for each location – Amanda provided important reminders:

- For consistency, to post the Safety Review Board meeting minutes after they've been approved (Electronic copies will be posted to OMD's Safety website page; hard copies should be posted to bulletin boards on-site)

Policy Review for Next Quarter (Q3) SRB Meeting – Amanda committed to:

- Comparing OMD policies to current OSHA Rules to determine if any changes are necessary.
 - Will send policies out to SRB members for review by end of July; anticipating turnaround by end of August.

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 Policy | Revised: 6/30/2025 | Re-Approved 6/30/2025 |
| AGP-99.200.05 | Hazard Communication Policy | Revised: 6/30/2025 | Re-Approved 6/30/2025 |
| AGP-99.200.07 | Hearing Conservation Program | Revised: 6/30/2025 | Re-Approved 6/30/2025 |
| AGP-99.200.08 | Portable Fire Extinguisher Inspection and Maintenance | Revised: 6/30/2025 | Re-Approved 6/30/2025 |
| 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 |

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|---------------|------------------------------------------------|-------------------------------|----------------------|
| 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: September 18, 2024 | Approved 9/18/2024 |
| AGP 99.200.20 | Fire Protection Policy | Effective: June 29, 2022 | Approved 6/29/2022 |

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

Kingsley Field – Erin Forney shared the following:

- *June 4 – conducted Safety Training Days*
 - *Almost All State Staff Attended*
 - *Included Training RE:*
 - *HazCom*
 - *Asbestos*
 - *Silica*
- *Inquired about:*
 - *SRB Charter*
 - *SRB Members’ Roles and Responsibilities*
 - *Teams Channel – for information and documentation sharing purposes*
- *Shared ideas about developing an annual training plan*
 - *A Safety Stand-Down Event*

Cherry Avenue – Tracy Garcia shared:

- *History of SRB creation.*
- *Summary of SRB mission.*
- *Explanation of differences between policies vs. procedures*

SAIF – Andy Rohner explained that policies need to be general enough to apply to the entire agency. If/when there are obstacles or impasses, OSHA can provide assistance to help break down barriers.

PANG – John Lecarno shared the following:

- *Looking forward to July 2 Site Visit*
- *Will begin to post SRB meeting minutes on bulletin boards*
- *Requests hard copies of the flyer about Anonymous Reporting of Safety Concerns*
- *Aimee Sides created:*
 - *Face-to-Face Safety Committee Meetings*
 - *Next Month Flyer will feature a walking safety site tour*
 - *Changes to improve HazCom Trainings*
- *Asked about the status of PANG’s annual hearing tests/screenings*
 - *Tod Hyland explained that the hearing tests were delayed due to budget shortfalls.*

Cherry Avenue – Amanda shared the following:

- *Plans for:*
 - *Scheduling Fire Drill*
 - *Developing Office Checklist and Scheduling Walk Through*
 - *Posting Trainings on OMD’s Safety website page to provide availability at all locations*

Camp Rilea – Glenn Russell (for Corey Brech) shared the following:

- *Conducted:*
 - *Annual hearing test screenings*
 - *Quarterly Safety Inspections*
 - *Monthly safety trainings*
 - *Utilizing OSHA safety videos, followed by*
 - *Harness Safety*

Rees Training Center – Joey Medel shared the following:

- *Completed annual safety inspections in May.*
- *Created a library of PowerPoint presentations for safety training; willing to share.*
 - *Appreciates information sharing on the subject of safety.*

Oregon Youth Challenge Program – Steve Wolfe shared the following:

- *Graduated Class 69 = 161 cadets, with no significant injuries to staff or students*
- *All Staff Trained in:*
 - *CPR*
 - *Verbal Judo*
 - *Active Shooter Training with ODE's Assistance*

Recognition:

- Nathan Brumfield & Terry Kunz for supporting GOSH conference logistics.
- Joey Medell demonstrating leadership in sharing safety program development, RTC PowerPoints
- Erin Foley, Kingsley PowerPoints – information sharing and important feedback.

Additional Executive Team Roundtable Remarks:

CSA – Sean McCormick expressed appreciation for all of the safety teams committed efforts to keeping OMD facility sites safe, to developing stronger peer connections for sharing expertise as well as creating and maintaining a culture of safety awareness at all of the work sites. He also specifically thanked Erin Forney and Joey Medel for developing safety training presentations and being willing to share their products with fellow safety team members.

Action Items Summary

| Action Item | Responsible Party | Deadline |
|--------------------------------------------------------------------------------------------------------|-------------------------------|-----------------------------------|
| Safety Site Visit to PANG | Amanda Casteel / John Lecarno | Scheduled for July 2, 2025 |
| Compare OMD policies to current OSHA Rules to determine if changes are necessary. | Amanda Casteel | July 31, 2025 |
| Post Approved SRB Meeting Minutes, Anonymous Reporting Tool and Trainings on OMD's Safety website page | Amanda Casteel w/IT support | ASAP – TBD |
| Develop Kingsley Field Annual Training Plan/Stand Down Event | Erin Forney | TBD |
| Develop PANG walking Safety Site Tour | Aimee Sides / John Lecarno | TBD – forecasted for August event |
| Schedule Cherry Ave Fire Drill and Office Checklist Walkthrough | Amanda Casteel | TBD |

The meeting was adjourned at 3:58 pm.

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| Next meeting date: Thursday, September 30, 2025 | Time: 2:30 to 3:30 pm | Place: TBD, more than likely Virtual (via Microsoft Teams) |
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