

Oregon Military Department Safety Review Board Committee 2024 Q4 Meeting Minutes

Meeting Date: December 19, 2024		Time: 10:00 am	Place: Virtual Via Microsoft Teams
Division/Department: Statewide		Chairperson: Sara Wassam	Secretary: Cherie R. Cline
Members in Attendance: Sean McCormick, CSA; Adam Giblin, AGC-CFO; Todd Farmer, AGI-D; Brad Melendy, AGIT-CIO; Tracy Garcia, AGP-D; Mike Jones, KFANG; Tod Hyland, PANG; *Steve Wolfe, OYCP-DD; *Glenn Russell, CRO; *Dominic (Nic) Kotz, RTC-FSM; *John LeCarno, PANG; *Erin Forney, KFANG; and Sara Wassam, AGP.			Members absent: Frank Tallman, OYCP-D; and *Nathaniel Ripp, Safety Committee Chair for Armories, CWO.
Guests/Non-Voting Members: Cherie Cline, CSA/GLAD-EA; Andy Rohner, SAIF; Jim Arnold, AGI-DD; Henry Idica, CRO-FSM; Aimee Sides, PANG-NRS; CMSgt Jonathan Peterson, ORANG Safety and Drew Yokom, CRO.			Guests/Non-Voting Members absent: Jaclynn Moore, CAE/CRO; Janet Johnson, AGI-NRS; MAJ Nathan Christensen, ORARNG Safety; and Chris Deckert, FOM, Fed T5.
Committee Safety Chairs denoted by*			
Old business			
2024 Q3 Minutes – Nic Kotz moved to adopt the SRB 2024 Q3 minutes, from the meeting that took place on September 18, 2024, with one noted correction for the record being that Erin Forney was absent from that meeting; Tracy Garcia seconded the motion to accept the minutes with the noted correction. The minutes were approved.			
CPR/AED Training – Sara Wassam reported on the great success and positive feedback of the first class, with 12 in attendance completing the training. Sara also mentioned that the next course will be taking place at Camp Rilea; she’s working with Henry Idica to determine the exact future date.			
Reasonable Suspicion Training (RST) – Sara reported on the progress of RST set up this quarter; it’s not available through Workday but provided through CDT Solutions. Employees identified as needing the training were sent email messages with hyperlinks to access the course; this training is expected to be completed by the end of the year.			
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: September 18, 2024	Approved 9/18/24
AGP 99.200.20	Fire Protection Policy	Effective: June 29, 2022	Approved 6/29/2022

New Business

Safety Tips - Sara reviewed the slides and facilitated group discussion of Safety Tips covering suggestions for inventory to include in emergency kits and additional emergency supplies to have on hand and available for emergency response. Sara commented on the importance of having an emergency response plan ready to implement in order to help the community and emergency service personnel. Sara reminded about good resources for accessing additional information on this topic found out on the internet, including Ready.Gov at the Department of Homeland Security <https://www.ready.gov> as well as Oregon's Department of Emergency Management <https://www.oregon.gov/oem/>

Sara shared details and examples from her federal law enforcement experience with the U.S. Forestry Department, specifically during the aftermath of the March 11, 2011 Japanese Tsunami waves that hit the Oregon Coast; some of the challenges in dealing with peoples in a mode of being looky loos at the beaches that emergency personnel were trying to clear.

Sara asked other OMD staff to share safety tips and insights from their experiences with emergency response. Nik Kotz discussed the importance of keeping emergency supplies in vehicles, items such as: MREs (Meals Ready to Eat), blankets, sandbags and gravel. He spoke of multiple occasions where these came in handy to help himself and others over the mountain pass areas.

Policy Review – Sara explained that going forward, we should plan for more lead time in advance review of policies and only deal with 2 or 3 at a time in future SRB meetings versus 4. Tracy Garcia asked SRB members to submit comments sooner, so that the meeting times can be used more efficiently for approving final versions of revised policies.

99.200.08 Portable Fire Extinguisher and Maintenance – Upon conclusion of group discussion, the following changes were agreed upon: Reformatting for consistency and updating the noted POC with new names and phone numbers, page numbers to be noted on supporting attachments and sizing adjusted to fit on each page. Brad Melendy recommended using new scans of appendix samples from fresh documents and offered to provide assistance, if needed.

99.200.07 Hearing Conservation – Tabled until next SRB meeting to research questions.

99.200.05 Hazard Communication Policy - Tabled until next SRB meeting to research questions.

99.200.04 Confined Space – Group discussion took place and concurrence regarding similar changes to those recommended for the 99.200.08 Portable Fire Extinguisher and Maintenance policy.

Tentative Schedule for SRB Meetings in 2025 – Sara mentioned that the following schedule and holds are in place on CSA/Division Directors calendars for:

- Q1 – 1 to 2 pm on Thursday, March 20, 2025,
- 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

Sara asked for any conflicts in scheduling to be identified. She also suggested that 1 future SRB meeting be held in-person and intends to send out a survey poll to help decide on the location.

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

Armories – Nathaniel Ripp: Sara reported that Nathaniel wasn't available to attend today's meeting but sent notes regarding successes. CWO continued cleanup and proper disposal of hazardous materials/equipment. New EPOC has been trained. 6 workers collaborating well. The regional safety office on-site enhances the culture of safety. Raingear and more PPE needed as well as more training. Shoutout to Groundskeeper and 3 others; improved morale in safety committee meetings at CWO and armories.

Kingsley Field – Erin Forney: Erin reported the biggest success is culture change reflected by improved communications to identify hazards. She recommended SRB members review policies in advance of the SRB meetings and submit timely proposals for edits and revisions. Erin commented on the need to identify safety site visits as well as future training opportunities and the importance of identifying best practices with safety training orientations.

Andy Rohner – SAIF: Andy expressed appreciation for Kingsley Field staff, specifically with the first site visit. He also stated that he wants to fit more site visits to OMD facilities into his future schedule.

PANG – John LeCarno: John reported progress on STARBASE for conducting fire drill exercises. He also reported acquiring AED equipment and getting trained on proper use. CPR training was provided by Air Guard staff members. Inquired if PANG could be considered for a tentative site visit in January.

Owen Summers – Sara Wassam: We'll be vacating the facility and moving to the temporary location of the Cherry Avenue Building for a couple years while Owen Summers is being remodeled and seismically upgraded. Sara will work to identify safety issues at the Cherry Avenue Building. Sara further reported that fire testing went well on December 18, 2024; a future measurable success is to have an improved program in 2025.

Camp Rilea – Glenn Russell (Drew Yokom): Keeping up with monthly safety meetings and completing quarterly safety inspections. Still using OSHA training videos.

Rees Training Center – Dominic (Nic) Kotz: Just finished winterization, communicated CPM 119 and DAS policy regarding inclement weather as well as providing emergency list handouts. Nic recommended for everyone to be observant of team members mental health states and communicate details regarding behavioral education programs available. Successes included: hosting State assistance meeting in September/October for EPAS, developing drills and SOPs as an entire facility for spill plans, exercise drills, etc.

Sara expressed appreciation for Nic's efforts to identify the need for SOPs.

Oregon Youth Challenge Program – Steve Wolfe: Earlier in December, OYCP just graduated the largest class ever (with 165 cadets). OYCP has a very high functioning safety committee; staff are always alert to safety review due to the importance of keeping youth safe while enrolled in the program. No major incidents to report; currently developing a manual to have available when incidents occur. Will also work to develop an active shooter response plan. Have been working without maintenance staff, which has been real challenging. Request to reschedule safety site visit with Sara Wassam and Andy Rohner soon.

Recognition – Special Shoutouts:

Roger Slough- Coordination of CPR/AED Training in November 2024, identifying volunteers and functioning coordination as the on-site POC.

Steve Wolfe – OYCP, listed impressive initiatives for taking safety seriously and didn't skip a beat in the transition process.

Additional Roundtable Remarks:

AGI – Todd Farmer: Commented on two security events: one in Salem and one at CWO (involving a known armed person). Recommends refreshing the SOPs and rehearse or exercise responses. Todd commended Sara on the work and thanked everyone for their efforts involving improved safety.

CSA – Sean McCormick: Asked for a centralized SOP for active shooter to identify quick reaction and a checklist response.

AGP – Tracy Garcia: Suggested that developing a centralized SOP could be a goal for 2025, recommended a subcommittee work on that task. Further recommended that could be patterned after a federal template and perhaps using EEP funds for additional training. Tracy also shared a picture of a burned outlet and reminded everyone to be sure space heaters meet safety standards.

CSA – Sean McCormick: Expressed appreciation for everything safety leads and safety committees are doing, taking security measures seriously, helping to build camaraderie. Encouraged everyone to build an emergency response kit and look out for each other, family and friends during the holidays.

Sara thanked everyone for their input participating in today's SRB, especially providing visuals and wished everyone a happy holidays, Merry Christmas and Happy New Year.

Meeting was adjourned at 10:53 am.

Next meeting date: Thursday, March 20, 2025	Time: 1 to 2 pm	Place: TBD, more than likely Virtual (via Microsoft Teams)
Prepared by: Cherie R. Cline, Executive Assistant, CSA/GLAD		Date: December 19, 2024