



City of Anacortes
Safety Committee Meeting
Date: 10/15/20

Location: Teams
Chairperson: Mary Ellen Zell
Secretary: Joan Pringle

Members in Attendance:

Mary Ellen Zell, Finance	Sylvia, WWTP	Karl Wolfswinkel, Police
Joan Pringle, WTP	Diane Hennebert, Engineering/Storm	Lynn Barber, HR
Steve Phillips, Parks	John (JJ) Small, Library	

Departments Absent: Fire/EMT, Admin/IT/Fiber/Court, Senior Center, Facilities, Solid Waste, Museum, Operations, Water distribution, Fleet, Planning

- A. Meeting called to order at ~1:30 p.m. (Mary Ellen)
- B. Sept. 17 meeting minutes read (Mary Ellen)
 - 1. Joan moved to approve; Steve seconded
 - 2. All approved
- C. Accident Prevention Manual (Joan)
 - 1. Editing document with track changes in Word; will send out soon to other committee members to review, edit and comment on; plan to have final done for approval at Nov. 19 meeting
 - 2. Will add Covid section as an addendum for committee to review
 - 3. Section 1.06 Management Responsibility section – will reword to “encourage departmental meetings” instead of conduct monthly manager meetings, change manager on safety committee portion, etc.
 - 4. Section 4.02 Heat-Related Illnesses – will reword to “encourage training”
- D. L&I Claims (Lynn)
 - 1. Received rates for 2016, 2017 and 2018
 - 2. 2017 claims costs were lower than premiums paid
 - 3. 2016 and 2018, claims costs were more than premiums paid so a negative risk to pool
 - 4. If a negative risk to the pool for three years in a row, city will lose performance incentive
 - 5. This year, a lot of smaller claims from incidents that could have been prevented
- E. BBP Manual update (Lynn, Sylvia)
 - 1. Sylvia will get electronic copy to work on and put it out for review in Nov. or Dec. (don't want to conflict with Accident Prevention Manual)
- F. Safety Awards (Lynn)
 - 1. Four people nominated
 - a. Robert Mac Kay – Water treatment plant
 - b. Mary Ellen Zell – Finance

- c. Mac Jackson – Facilities
 - d. Chris Fuller – Police
- 2. Nominations will be left open until Nov. 1; winners to be chosen at Nov. 19 meeting

- G. De-escalation class update (Mary Ellen)
 - 1. 21 people already signed up
 - 2. Trying to get all city staff
 - 3. Will talk about class at manager meeting along with other safety committee activities

- H. First Aid/CPR Training Update (Sylvia)
 - 1. Emails have been going out notifying employees of WCIA class
 - a. Some think they are spam
 - b. sending out email prior to let them know not spam
 - 2. About 70 percent have taken class

- I. Covid-19 Update (Karl)
 - 1. Mayor's Oct. 14 briefing
 - a. Last five counties in state moved to phase 2
 - b. Skagit County looking good to move to phase 3 except number of cases per residents
 - c. County has had 22 deaths
 - d. Island Hospital has had 70 positive cases
 - e. School District will rollout in-person learning in November
 - f. Public Health Officer, Dr. Leibrand reminds everyone to wear masks, manage gatherings
 - 2. Skagit County Covid-19 Mortgage Relief Grant Program Funding available
 - a. Helps homeowners who have fallen behind in mortgage payments due to Covid-19
 - b. Applications available until Nov. 23 at <https://www.skagitcounty.net/Departments/HumanServices/HousingMain.htm>
 - c. Questions – 360-416-1500 or housing@co.skagit.wa.us
 - 3. Mayor briefings for remainder of year – Oct. 21, Nov. 4 and 18, and Dec. 2

- J. Roundtable Near Misses/Injuries and safety concerns (Lynn)
 - 1. Fire Department
 - a. Employee injured shoulder while deploying ladder during training
 - b. Solution – ask for help
 - 2. Fiber
 - a. Employee cut hand with wedge clamp while doing aerial fiber drop
 - b. Solution – protective gloves?

- K. Upcoming Calendar – (Mary Ellen)
 - 1. November – select winners for Safety Awards
 - 2. December – Virtual potluck with nominees and future safety committee reps

Time Adjourned ~ 2:48 p.m.

The next Safety Committee meeting will be Thursday, November 19, 2020, at 1:30 pm