



**City of Anacortes**  
**Safety Committee Meeting**  
**Date: 8/20/20**

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

Members in Attendance:

Mary Ellen Zell, Finance	Ryan Zollars, Water distribution	Karl Wolfswinkel, Police
Joan Pringle, WTP	Steve Phillips, Parks	Lynn Barber, HR
Shelly Jensen, Operations	John Norris, Streets/sewer	Tess Cooper, Planning
Sylvia Cooper, WWTP	Ryan Harris, Fleet	JJ Small, Library

Departments Absent: Engineering/Storm, Fire/EMT, Admin/IT/Fiber/Court, Senior Center, Facilities, Solid Waste, Museum

- A. Meeting called to order at 1:30 p.m. (Mary Ellen)
- B. June 18 meeting minutes (Joan)
  - 1. Joan moved to approve; Sylvia seconded
  - 2. All approved
- C. BBP Manual update (Lynn)
  - 1. Working on getting it all together with the forms on Laserfiche
  - 2. Will include response to human waste due to homeless situation
  - 3. Sylvia will help Lynn with it
- D. WCIA *Verbal De-Escalation* Training (Mary Ellen)
  - 1. 4-hour class
  - 2. Goal is to get class for all city employees in 2021
  - 3. Upcoming appointment with Mayor to discuss
  - 4. Lynn said class is costly but thinks Mayor will approve due to importance
  - 5. Mary Ellen said WCIA will pay for half the cost
  - 6. Will find out if class will be in person or a webinar
- E. First Aid Kits/BBP supplies (Shelly/Mary Ellen)
  - 1. Restocking done per department this year
  - 2. Going forward, probably will be the norm
- F. Lunch & Learn (Lynn)
  - 1. *Bringing out the Best in Others*
  - 2. Will be a webinar possibly
- G. First Aid/CPR Training (Sylvia)
  - 1. Due to Covid, unable to do in-person class until Phase 4
  - 2. WCIA has 2-hour First Aid basics training online

- a. May do for those with previous training until can have in-person classes again
- b. Online course for new employees
- c. Question if WCIA classes certified – Sylvia will find out

H. Accidents in city vehicles (Mary Ellen)

1. WWTP doing video class – 1 hour
2. Highly recommended

I. Covid-19

1. The Mayor presents a weekly Covid update at 4 pm Wednesdays (Karl)
2. Skagit County Health Department Covid-19 Information (Karl)
  - a. [www.skagitcounty.net/Departments/HealthDiseases/coronavirus.htm](http://www.skagitcounty.net/Departments/HealthDiseases/coronavirus.htm)
  - b. New recommendation – wait 8 days before seeking testing if you have had a known or probable exposure to Covid-19
    - i. Previous recommendation was 72 hours
    - ii. Earlier than 8 days could result in false negative
  - c. After July 4, spike in Covid cases
    - i. Health Director said was due to family gatherings
    - ii. As Labor Day approaches, be mindful of that – even outdoors
3. City fortunate no furloughing or layoffs due to Covid (Lynn)
4. Self-assessments – all employees will have to do (Lynn)
  - a. Alexandra and Steve Hoglund are working on self-assessment forms that will be sent out and available on intranet
    - i. One-time form stating employee will do self-assessments
    - ii. Self-assessment guidelines
    - iii. Tracking instructions
  - b. Supervisors will be responsible for making sure employees complete the one-time form and comply with it

J. Roundtable Near Misses/Injuries

1. WWTP (Sylvia)
  - a. Operator hurt wrist when door sprung closed – fixed so does not close so quickly
  - b. Employee cut leg while pulling a pump, backed up and tripped on a lift with a sharp edge – edge smoothed over

K. Other business

1. Sylvia gave a shout out to Mac for supplying all the departments with supplies to prevent Covid – doing a great job

Time Adjourned ~ 2:15 p.m.

The next Safety Committee meeting will be Thursday, September 17, 2020, at 1:30 pm