

**Safety & Staff Meeting Minutes
November 28, 2022**

SAFETY IS A PERSONAL RESPONSIBILITY

MEMBERS PRESENT: Daniel Cunningham, Virgil Farnen, Lara Florea, Dylan Beckham, Roy Freeman, Jason Horton, Scott O’Neal, Kevin Sublett, Sandi Clark

MEMBERS ABSENT: Russ Palmer, Tom Ratermann

FACILITATORS: Daniel Cunningham, Sandi Clark

Winter Weather Safety: Daniel Cunningham reviewed standard check list for winter safety, including: tire replacements needed on vehicles and trailers; generator safety; space heaters and heaters in place where needed; drain or bypass UV units with bulb removal where needed; and frequent review of local weather forecasts.

Virgil Farnen reviewed key facilities that need space heaters and cold weather-proofing at: Kinkade; Midway Crossings; Rocky Fork; Prairie Meadows; and the trailer at Sharidan. The group discussed practical approaches for winter preparation at these facilities.

Accidents or Near Misses: There were no accidents or near-misses to report.

Personnel Updates

- Lara Florea announced that the Administrative Assistant Meg Petrillose will start on December 5th.
- Lara announced Andy Lister’s retirement reception is December 7th.
- Lara announced her last day as a full-time employee is December 16th, but will assist part-time in Finance until a new Finance Manager is in place.

Projects-In-Progress

- Daniel and Virgil reviewed status of the projects for Oak Hill, Eagle’s Nest and Butch’s Investments.
- Virgil advised that Bartlett & West invited him and Jason Horton to view/ use the ESRI maps for Ashland systems, but they have not been able to view them yet.
- Jason advised he is unable to sign in to the Collector app.