

**Safety & Staff Meeting Minutes
January 4, 2023**

SAFETY IS A PERSONAL RESPONSIBILITY

MEMBERS PRESENT: Daniel Cunningham, Dylan Beckham, Roy Freeman, Jason Horton, Scott O’Neal, Meg Petrillose, Kevin Sublett, Sandi Clark

MEMBERS ABSENT: Virgil Farnen, Russ Palmer, Tom Ratermann

FACILITATORS: Daniel Cunningham, Sandi Clark

Confined Space Entry: Daniel Cunningham reviewed the three hazards of confined spaces: hazardous gases, oxygen deficiencies in atmosphere, and depths exceeding 5 feet. The group watched the video “Permit-Required Confined Spaces” (Arhtur & Hansen LLC, Jan. 19, 2021).

Daniel reminded the group that all safety and hoist harnesses need to be checked and replaced or re-certified periodically. Crew members noted that lift stations have the deepest entry spaces; the Rocky Fork influent tank is approximately 32 feet deep.

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

Status of Work-In-Progress

- Work will continue on the parking lot replacement when the weather gets warm.
- Butch’s Investments facility needs an address posting at the facility.
- Driver’s Licenses will need review in 2023 as routine.
- The alarm system sensors were cleaned and the system was tested in autumn of 2022, routine.

Review of Projects-In-Progress

- Daniel explained the Brookfield Estates facility expects 6 new connections soon. He advised the control panels should be installed around February.
- Crew noted that one-lot extension for Meadow Village should be added to BCRSD’s ESRI maps.
- Crew requested all-crew access to viewing the Ashland area treatment and collection maps. Daniel advised he will contact Bartlett & West to get the total miles of gravity and force main in Ashland in the meantime.