

Safety & Staff Meeting Minutes
February 1, 2023

SAFETY IS A PERSONAL RESPONSIBILITY

MEMBERS PRESENT: Virgil Farnen, Daniel Cunningham, Dylan Beckham, Roy Freeman, Jason Horton, Scott O’Neal, Russ Palmer, Meg Petrillose, Kevin Sublett, Tom Ratermann, Wyatt Rice, Sandi Clark

MEMBERS ABSENT: None

FACILITATORS: Daniel Cunningham, Virgil Farnen

Winter Driving Safety: Daniel Cunningham reviewed Winter Road Safety Tips with the group (Cunningham, 2023), which included pre-driving safety routines and vehicle maneuvers appropriate for winter driving.

The group discussed winter operations for the sewer jet.

Daniel reviewed the BCRSD’s Personnel Policy Section 10.7 – Cell Phone Use while Driving.

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, and then annual review schedule.
- The alarm system sensors were cleaned & alarm tested as routine in October 2022.

Other Business: Office Announcements and Project Status Updates

- Sandi asked crew to log in to work stations to alleviate password maintenance during non-login time frames.
- Sandi announced Wendy Wieggers, Finance Manager, is scheduled to start February 6th.
- Daniel advised of a meeting scheduled with Bartlett & West for February 7th to discuss additional mapping for acquired regions, and for discussion of attributes for both forms and mapping features.
- The group discussed the status of projects in progress.

New Business

- Sandi advised of cybersecurity issues caught in phishing emails and reminded crew to check emails for signs of phishing, and how to delete emails completely from email folders.