

**Safety & Staff Meeting Minutes**  
**February 27, 2025 – 2:30 PM – BCRSD Conference Room**

***SAFETY IS A PERSONAL RESPONSIBILITY***

**MEMBERS PRESENT:** Meg Petrillose, Drew Perkins, Wendy Wieggers, Caleb Rittenour, Scott O'Neal, Seth Cozean, Roy Freeman, Jesse Stephens, Robbie Hill, Daniel Cunningham, Jason Horton, Jason Wolf

**MEMBERS ABSENT:** Virgil Farnen, Kevin Sublett

**Bullying and Discrimination PowerPoint-** Wendy reviewed a PowerPoint presentation on bullying. She reviewed statistics of how often bullying happens in the workplace, and assured the staff that incidents would be taken seriously. It is important to confront and investigate bullying, so that it stops, and the policy manual has a zero-tolerance policy. The presentation reviewed multiple ways bullying can happen, and how to address it, including bullying by customers. The definition of bullying was also stated.

**Accidents or Near Misses:** There were no accidents or near misses.

**Cyber-Security Training from Ninjio Dojo – “Aware S10|E02 -Nothing Personal”.** – The video discussed Generative Artificial Intelligence which makes it easier for hackers to infiltrate security by using social engineering.

**Status of Safety Works-in-Progress & Annual Items**

- ACC Security & Alarm Sensor Cleaning – Completed July 2024
- Driver's License Review – Completed September 2024
- WWTO Address Postings – Signs are completed as of 2/1/25, Rocheport has to issue Rocheport addresses. Kevin is working on getting signs posted, may need to find a new sign vendor.

**Other Business - Project Status Updates:**

- Daniel reviewed Rollingwood, Bolli Road, Hinton Road and Highway VV.
- Wendy reviewed that timesheets need to be approved Tuesdays, and the importance of clocking in and out correctly. She also reviewed FMLA policies, reminding staff that if they were going to be out for a long time to let her know as soon as possible.

**Old Business:** There was no Old Business.

**New Business:** There was no New Business.

**Meeting Adjourned at 2:55 p.m.**