

Safety & Staff Meeting Minutes
June 26, 2025 – 1:30 PM – BCRSD Conference Room

SAFETY IS A PERSONAL RESPONSIBILITY

MEMBERS PRESENT: Drew Perkins, Wendy Wiegers, Caleb Rittenour, Seth Cozean, Roy Freeman, Jesse Stephens, Jason Horton, Jason Wolf, Kenneth Eskew, Robbie Hill, Spencer Nichols, Kevin Sublett, Daniel Cunningham, Scott O’Neal

MEMBERS ABSENT:

Safety Topic – Hot Weather Training

The first segment of the meeting centered around a heat illness prevention training module. The team viewed a safety video that emphasized best practices for avoiding heat-related injuries in the workplace. Key points included maintaining hydration by drinking water regularly, taking frequent breaks—particularly during outdoor or high-temperature work—and recognizing early symptoms of heat exhaustion. The video also highlighted how even mild dehydration or skipping meals can exacerbate heat stress, so team members were encouraged to eat something light, such as a banana or breakfast bar, before beginning their shifts. The group discussed the need to reduce caffeine and sugar intake, as these can impair the body’s ability to regulate temperature effectively.

In the follow-up discussion, staff reflected on recent incidents involving heat exposure, which underscored the urgency of the topic. A consensus emerged around the importance of self-care and peer awareness on the job. It was acknowledged that team members must take responsibility not only for themselves but also for watching out for coworkers who may show signs of overheating. Recommendations were made to keep cool towels and hydration aids like liquid I.V. packets and Gatorade on hand as part of daily safety practices. The need to normalize stepping away from a task if experiencing heat-related symptoms was emphasized.

Accidents or Near Misses: Nothing to Report

Cyber-Security Training from Ninjio Dojo – “Aware S10|E06 – Heading Out to the Highway”

The second portion of the meeting involved a cybersecurity awareness session, featuring a NINJIO video on digital scams. The training detailed the rising number of phishing and smishing (SMS phishing) attacks targeting individuals with messages that impersonate banks, tax agencies, or service providers. These scams are increasingly sophisticated, leveraging urgency and fear to extract sensitive information or install malware. The video encouraged staff to avoid clicking on unsolicited links and to verify messages through official channels before responding.

Following the video, team members discussed real-world examples of fraudulent messages they had received. There was a shared recognition that cyber threats are not abstract risks but active concerns that can affect the workplace, particularly in operations involving confidential or financial data. The group reiterated the need for caution, particularly around tax season or during periods of increased digital communication from external vendors.

Status of Safety Works-in-Progress & Annual Items

Discussed OSHA-10 Training Status Update and Leads for Generators

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Other Business – Project/HR Status Updates:

After the training segments concluded, a brief update was provided on current operations and projects. There was discussion about ongoing maintenance issues, including plumbing problems and water pressure irregularities. Staff acknowledged the need to stay proactive in checking utility functions and addressing infrastructure concerns across several sites. Additional updates were shared on equipment safety, including plans to distribute cooling gear to support workers during the hottest months.

Administrative matters were also addressed. Due to an upcoming holiday, payroll would be processed a day earlier than usual, with paychecks expected on Thursday rather than Friday. Employees were reminded to plan accordingly.

Equipment Safety: Nothing to discuss.

Old Business: Nothing to discuss

New Business: Nothing to discuss

Meeting Adjourned at 2:30 p.m.