

**Safety & Staff Meeting Minutes**  
**July 24, 2025 – 2:30 PM – BCRSD Conference Room**

***SAFETY IS A PERSONAL RESPONSIBILITY***

**MEMBERS PRESENT:** Drew Perkins, Wendy Wieggers, Caleb Rittenour, Seth Cozean, Roy Freeman, Jesse Stephens, Jason Horton, Jason Wolf, Robbie Hill, Spencer Nichols, Kevin Sublett, Daniel Cunningham

**MEMBERS ABSENT:** Kenneth Eskew, Scott O’Neal

**Safety Topic – OSHA 10-Hour Training**

Daniel introduced a new safety and professional development opportunity, informing staff of the availability of the OSHA 10-Hour General Industry Training Course. The training is aimed at enhancing safety awareness and reinforcing compliance with occupational health standards.

During the meeting, Daniel explained that employees are now eligible to enroll in the course through the designated online platform. Enrollment instructions will be distributed via email, and staff are expected to register using their work email and retain confirmation of their registration and completion for HR verification.

Each employee will have 180 days from the date of enrollment to complete the training. Upon successful completion and submission of the official course certificate to HR, staff will receive a \$500 stipend as an incentive.

Daniel encouraged supervisors to allow flexibility in schedules, when possible, to help employees complete the program within the given timeframe. The initiative was presented as a proactive step to support both individual growth and overall workplace safety culture.

**Accidents or Near Misses:** Nothing to Report

**Cyber-Security Training from Ninjio Dojo – “Aware S10|E07 – All A Loan”**

This training module focused on raising awareness about the increasing threat of loan application scams, a form of fraud that results in substantial financial and identity-related losses for consumers. The episode highlighted that over \$10 billion is lost annually to fraud, with loan scams becoming particularly prevalent in recent years.

Loan application scams are described as a “double threat” because they not only defraud victims of money, but also compromise sensitive personal information such as Social Security numbers, banking details, and addresses—leading to identity theft.

The training explored common tactics used by scammers, including:

- Fake lenders offering “guaranteed approval” with no credit check
- Requests for upfront fees before disbursing a loan
- Urgency tactics that pressure victims to act quickly
- Use of professional-looking websites and emails to appear legitimate

To protect against these scams, the video emphasized several key safety practices:

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- Never pay upfront fees for a loan
- Always verify the legitimacy of a lender through official channels
- Be skeptical of unsolicited loan offers
- Use secure, reputable websites when entering personal information
- Monitor your credit and bank accounts regularly

The episode concluded with a reminder that awareness and caution are your best defenses against financial fraud. Employees were encouraged to report suspected scam activity and share best practices with colleagues and customers.

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

- a. Fire Extinguishers Update/Renewal by Cintas: Yearly update for fire extinguishers are underway. Labels have been generated to tag all extinguishers from all active sites and company vehicles. O&M field crew are to collect and return to office by end of month. Wendy will reach out to Cintas to schedule a visit for maintenance and order any more needed/missing extinguishes.
- b. ACC Training: All employees declared that they do not need any additional training for the new security system installed at the office. Some employees would like access to the phone application. ACC will receive the work emails for those interested, which will contain instructions on how to install and use the mobile application.

**Other Business – Project/HR Status Updates:**

Daniel updated the staff with the current and new projects that are in progress. Bolli Road is coming to a completion and a new project on Wagon Trail Road will start shortly. Wendy and Jesse updated the staff with the approval of the 2025 Personnel revisions. Copies will be provided and an acknowledgement sheet for signatures will be provided at the next safety meeting.

**Equipment Safety:** Confined Space Training was discussed briefly, noting that the City of Columbia has a program available. More discussion on this will commence at the next meeting.

**Old Business:** Nothing to discuss

**New Business:** Nothing to discuss

**Meeting Adjourned at 3:40 pm.**