

Safety & Staff Meeting Minutes
September 25, 2025 – 2:30 PM – BCRSD Conference Room

SAFETY IS A PERSONAL RESPONSIBILITY

MEMBERS PRESENT: Drew Perkins, Caleb Rittenour, Seth Cozean, Jesse Stephens, Jason Horton, Jason Wolf, Robbie Hill, Kevin Sublett, Angela Gonzalez, Rodney Spires

MEMBERS ABSENT: Roy Freeman, Spencer Nichols, Daniel Cunningham, Kenneth Eskew

Safety Topic – How to Survive a Dog Attack

The first training video, *How to Survive a Dog Attack*, provided staff with practical strategies for responding safely if confronted by an aggressive dog. The presentation explained that running or making sudden movements can escalate the situation, while calm, deliberate actions reduce the likelihood of provoking further aggression. Recommended approaches included standing sideways to appear less threatening, avoiding direct eye contact, and using objects such as a bag or jacket as a barrier. If knocked down, individuals were advised to curl into a protective ball and cover vulnerable areas such as the head and neck. As a last resort, targeting sensitive areas of the dog, such as the nose or eyes, may be necessary, but the emphasis remained on prevention, de-escalation, and self-protection.

Safety Topic – How to Use a Fire Extinguisher

The second training, *How to Use a Fire Extinguisher*, reviewed the proper method for safely handling small, contained fires. The video introduced the PASS technique: Pull the pin, Aim at the base of the fire, Squeeze the handle, and Sweep the nozzle from side to side. Employees were reminded that extinguishers are not designed for large or rapidly spreading fires, and ensuring a clear exit path before use is essential. The training highlighted the importance of confidence and calm decision-making in an emergency, as well as the need to replace or recharge an extinguisher after any use.

Accidents or Near Misses: Nothing to Discuss

Cyber-Security Training from Ninjio Dojo – “Aware S10|E09 – The Pretender Protocol”

The training highlighted the risks associated with impersonation scams, where attackers pose as trusted colleagues, contractors, or authority figures to gain access to secure systems or sensitive information. The episode demonstrated how criminals exploit urgency and familiarity to pressure employees into bypassing standard security checks. Employees were reminded that no legitimate request should require ignoring established procedures or sharing credentials without verification. Best practices emphasized included confirming identities through official channels, refusing to disclose access details over the phone or email, and immediately reporting suspicious interactions. The overarching message reinforced that maintaining vigilance, following protocols consistently, and recognizing manipulation tactics are essential steps in protecting both personal and organizational security.

Status of Safety Works-in-Progress & Annual Items

Fire Extinguishers Update/Renewal by Cintas: The group reviewed the annual update process for fire extinguishers managed by Cintas. Labels have been prepared to ensure all extinguishers across active sites and company vehicles are identified and tagged appropriately. Operations and maintenance crews are responsible for collecting extinguishers and returning them to the office by the end of the month for servicing. Coordination with Cintas will follow to complete inspections, schedule any necessary maintenance, and order replacements for extinguishers that are missing or no longer functional. The update reinforced the importance of keeping fire safety equipment current and accessible as part of ongoing workplace preparedness.

Other Business: Missouri One-Call Update

The group reviewed recent updates to Missouri’s One-Call system, noting changes in excavation regulations and best practices. A key change discussed was the extension of excavation notices from 10 days to 21 calendar days, giving utilities and contractors more flexibility to complete work without filing repeated locate requests. This adjustment is expected to reduce unnecessary re-marking and improve efficiency while still maintaining safety. The team emphasized that utility markings remain valid for the full 21-day period, but weather and site conditions may require refreshes if markings become obscured.

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Additional updates included the continued enforcement of the 24-inch tolerance zone on either side of a utility, despite broader industry standards allowing 18 inches, and the new requirement that all newly installed underground utilities, with the exception of deep sewer mains, must include detectable tracer wires or locator tape. Electronic white-lining was also highlighted as an accepted method for designating dig areas through online ticketing.

The conversation stressed that these changes primarily affect contractors and utility locators, but staff agreed the updates are important to understand for project planning and coordination. Proper use of tracer wires, color-coded pipe materials, and adherence to best practices were emphasized as ways to avoid costly errors and maintain safe excavation standards. Overall, the update reinforced that the law changes, though not sweeping, represent a necessary modernization of excavation safety protocols.

Equipment Safety:

Staff noted that new fire extinguishers and first aid kits had been ordered and were now available in the shop. Each extinguisher was labeled for assignment to specific trucks, and first aid kits were distributed so that every vehicle is now equipped. These updates were recognized as important steps in maintaining safety readiness across the fleet.

Old Business: Nothing to Discuss

New Business: Nothing to Discuss

Meeting Adjourned at 3:26 pm.