

**December's Safety & Staff Meeting Minutes**  
**December 18, 2025 – 1:30 PM – BCRSD Conference Room**

***SAFETY IS A PERSONAL RESPONSIBILITY***

**MEMBERS PRESENT:** Drew Perkins, Seth Cozean, Jesse Stephens, Jason Horton, Jason Wolf, Angela Gonzalez, Spencer Nichols, Daniel Cunningham, Kenneth Eskew, Roy Freeman, Robbie Hill, Kevin Sublett, Caleb Rittenour, Rodney Spires, John Fraiser

**Cold Weather Safety Tips**

The safety discussion on cold weather conditions focused on the increased risks employees face during winter months, both outdoors and while traveling to and from work. Emphasis was placed on recognizing hazards such as icy surfaces, reduced visibility, freezing temperatures, and cold-related health risks including hypothermia and frostbite. Staff were reminded of the importance of dressing appropriately for weather conditions, wearing slip-resistant footwear, and allowing additional time for travel to reduce the likelihood of accidents.

The topic also reinforced the need for proactive preparation and situational awareness during cold weather operations. Employees were encouraged to inspect work areas for ice accumulation, use handrails where available, and report unsafe conditions promptly. The overall message highlighted that thoughtful planning, proper equipment, and personal accountability are essential to maintaining safety and preventing incidents during cold weather conditions.

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

**Cyber-Security Training from Ninjio Dojo – S10|E12 – “Who Works Here?”**

The Ninjio Dojo episode “Who Works Here?” focuses on the risks associated with impersonation and social engineering attacks, particularly those targeting employees through phone calls, emails, or in-person interactions. The training illustrates how attackers may pose as coworkers, vendors, contractors, or new employees to gain trust and extract sensitive information. Emphasis is placed on how familiarity, urgency, and authority can be exploited to bypass normal security awareness.

The episode reinforces the importance of verifying identities before sharing information or granting access, even when requests appear routine or come from seemingly credible sources. Employees were reminded to follow established verification procedures, question unexpected requests, and report suspicious activity to appropriate personnel. The overall message stresses that confirming “who works here” is a critical safeguard in preventing unauthorized access and protecting organizational systems and data.

That completes the December safety meeting content you requested. If you need these sections inserted into a full set of minutes later, just let me know.

**Status of Safety Works-in-Progress & Annual Items:** Nothing to Discuss

**Other Business:** Nothing to Discuss

**Equipment Safety:** Nothing to Discuss

**Old Business:** Nothing to Discuss

**New Business:** Nothing to Discuss

**Meeting Adjourned at 3:30 pm.**