



ETTA Safety Meeting Minutes
June 29, 2009
2:30 PM

Attending Committee Members:

Ed Lewis (Chair)*
Cindy Wetherwax (Member)
Andy Sterlen (Alternate)

Ed Lewis called the meeting to order at 2:30 PM

Old Business:

- The committee reviewed the previous minutes and inspection from April 2009. All discrepancies have been corrected.
- Spare battery for AED will be purchased when the budget is finalized.
- First-Aid Supplies has been ordered and stocked.
- Andy mentioned the Cargo nets are being used in the van since the seats have been changed out.

New Business:

- ❖ Ed Lewis discussed changes in roles for the safety committee beginning July 1st, 2009. Ed will rotate off the committee, Cindy will become chairperson, Andy will become a member and Connie Deuser will become the alternate.
- ❖ Ed reported that he has received all 3 of the monthly 4th floor walk around inspections from Cindy, with fire extinguisher, AED and first aid kit inspected. No problems were identified.
- ❖ Ed mentioned that Jorge Cadenza was leaving ETTA and needed to be replaced as a floor monitor. Dee Flaten will replace Jorge as the floor monitor and be the

keeper of the weather radio for ETTA. Cindy will update Dee on her responsibilities.

- ❖ Cindy mentioned getting with Dee to post a copy of the office and vehicle inspection checklist on the F drive.
- ❖ The office and vehicles inspection were completed on June 9th and 15th, 2009. **No hazards were observed during inspection.**
- ❖ No on-the-job injuries were reported.

The meeting was adjourned at 3:20.

Next Meeting Scheduled: Oct. 2009

*= Scribe