

Safety Committee Meeting Minutes

Date: June 21, 2011

Start Time: 10:00 PM

Adjourned: 12:00 PM

Attendees:

| Name | Bureau/Unit |
|----------------|-------------|
| Connie Deuser | ETTA |
| Fleda Anderson | ETTA |

Old Business:

- The reinstatement of ETTA's travel policy 1-C
- The 2000 Van was turned in to Motorfleet due to age and miles. It is no longer available for use.
- The issue of space heaters plugged into a power strip and left unattended over night and/or weekend was brought to the attention of the Bureau Chief Wanda Lagoe, which in turn reminded ETTA employees of the hazards associated with this behavior at the Bureau Meeting on June 27, 2011.

New Business:

- The 2000 van was delivered to Motorfleet on January 14, 2011 for headlight lens reconditioning and has since been completed.
- The travel policy revision is complete. The revised policy will be submitted to Wanda Lagoe, Bureau Chief by month end for any discrepancies. Upon completion of review; and any additional revision(s) complete, the policy will be uploaded to the intranet.
- The revision of the fire safety and defibrillator is complete. The revision was performed to ensure ETTA's policy was in line with NCOSH policy. A check list for inspection of the 4th floor fire extinguishers was added to the policy. The policy will be submitted to Wanda Lagoe, Bureau Chief by month end for any discrepancies. A discussion concerning the defibrillation policy inserted into the fire policy was discussed. We determined we will bring forth a discussion concerning the location of part of policy at the next agency safety committee meeting.
- **The next meeting will be held October 19, 2011 in the 4th floor conference area**