

Safety Committee Meeting Minutes

Date: 03/21/2011

Start Time: 10:00 PM

Adjourned: 12:00 PM

Attendees:

Name	Bureau/Unit
Connie Deuser	ETTA
Fleda Anderson	ETTA

Old Business:

- NA

New Business:

- Fleda Anderson and Connie Deuser spent the bulk of the meeting re-evaluating ETTA's travel policy for reinstatement. Upon re-evaluation it was determined the entire travel policy be reworked and re-written to better depict ETTA travel dynamics.
- We discussed the correct procedure for fire extinguisher inspection, we'll utilize a handout provided to Connie at the last employee safety and health steering committee on February 2, 2011.
- **The next meeting will be held June 21, 2011.**