

**MINUTES OF THE
MBASIA SAFETY COMMITTEE TELECONFERENCE
MONDAY, MARCH 21, 2011
Primary Teleconference Location: San Francisco, CA**

MEMBERS PRESENT

Lisa Murphy, City of Capitola
Daniel Dawson, City of Del Rey Oaks
Rene Mendez, City of Gonzales
Kathy McFall, City of Marina

MEMBERS ABSENT

None

GUESTS AND CONSULTANTS

Conor Boughey, Alliant Insurance Services
Monica Sandbergen-Izo, Alliant Insurance Services
Michael Simmons, Alliant Insurance Services

A. CALL TO ORDER

Rene Mendez called the meeting to order at 11:05 a.m.

B. CONSENT CALENDAR

B1. Approval Minutes – January 31, 2011 Safety Committee

A motion was made to approve the minutes from the January 31, 2011 Safety Committee meeting.

MOTION: Kathy McFall SECOND: Lisa Murphy MOTION CARRIED

C. PUBLIC COMMENTS

There were no public comments.

D. SAFETY COMMITTEE

D1. Safety Inspections at Member Agencies

Lisa Murphy advised that she really supports the idea of the Safety Inspections especially since cities are stressed for time. Kathy McFall expressed that she thinks this is the best idea based on

the availability of staff and the issue of consistency, and skill level – the safety inspectors know what to look for.

Conor Boughey asked the members if they were pleased with the information in the report provided by Bob Garon. Rene Mendez advised that a follow-up procedure needs to be developed and suggested using a checklist that lists items that the members have to report back on.

Mike Simmons asked the members if they would prefer annual inspections in which the inspector develops the scope of work, develops the inspection and performs quarterly inspections. Rene Mendez suggested having the inspections every couple of years.

Kathy McFall advised that at the City of Marina, the state comes in and does the inspections of their parks. Community & Development Director and Recreation Director have records of an annual state inspection that has been routine. She advised that Marina does not pay for this service. Gonzales stated that if Marina has a grant, they have to go in and inspect. All other members stated that they don't have this going on at their cities.

Kathy McFall and Lisa Murphy suggested having the safety inspections done every other year and having each city do their own follow-up via a checklist.

Rene Mendez stated having inspections at the workplace is more important than having inspections at playgrounds.

Mike Simmons asked the Safety Committee whether the safety inspections should have a general focus or if they should be directed more towards Workers Comp. Lisa Murphy stated she thinks the safety inspections should have a more general focus. Mr. Simmons advised that Bob Garon won't perform playground safety inspections.

Mr. Simmons asked the members how many locations they would like inspected and suggested having someone spend 2 days in every city writing up a report that would allow every city to do their own follow-up.

Mr. Simmons stated that every inspector and city is different and suggested drafting up a core service plan and obtaining quotes from 3 firms (Bob, Brent, York). The selected Safety Inspection firm would be based on whoever matches MBASIA's core goals. Budget \$25,000 - \$35,000.

Mike Simmons reported that the Safety Committee is to meet around June 1st and that he would like the reports back with comments so that it can be discussed at the Long Range Planning Meeting.

D2. Return to Duty Program

Conor Boughey stated that two agencies were unclear on whether they had a Return to Duty Program or whether they had the resources to implement one.

Kathy reported that she has a modified work release form that is very effective – they agree to modify the job or give another alternate job assignment or deny the request. She said that they will be adding target safety online.

Kathy McFall stated that cities should always have the standardized documentation. Lisa Murphy said she likes the idea of having a Modified Work Release Form. Daniel Dawson would like to have a return to duty program and thinks that it should not be an option.

Ms. McFall advised that she could email the form to the members today. Rene advised that this form will be used as a Best Practice.

Michael Simmons stated that the bottom line is that every city should have a Return to Duty plan.

A motion was made to advise the members that they should all have a Return to Duty Program.

MOTION: Rene Mendez **SECOND:** Lisa Murphy **MOTION CARRIED**

D3. Safety Standards and Practices

Rene Mendez advised that Hollister is recommending safety clothing because some unions are having issues with wearing pants vs. shorts. Conor Boughey reported that the OSHA manual does not have a standard on safety clothing for an individual who is working out in the field. Hollister would like MBASIA's safety standards to be amended. Members agreed that this issue is solely a Hollister related issue since this is not addressed in OSHA's manuals.

D4. CSAC IIP Trainings

Conor Boughey reported that at the last meeting Robert advised that he is working with CSAC to help members get their IIP's drafted and getting a meeting setup. Conor stated that Robert will send out an email to the members on when the meeting is so that those who want to attend can.

E. CORRESPONDENCE/INFORMATION

None.

F. GENERAL RISK MANAGEMENT ISSUES

None.

ADJOURNMENT

A motion was made to adjourn the meeting at 11:37 a.m.

MOTION: Daniel Dawson **SECOND:** Lisa Murphy **MOTION CARRIED**