



Safety Committee Minutes

Call to Order (February 3, 2022 @ 1:02 PM in Zoom)

Present: Barry Walther, Kali Brandt, Connie Ramos, Jason Arrowsmith, Nolan Wheeler, Betsy Richard, Janel Skreen, Melissa Hislop, Armando Herbelin, Tracy Stanley, Rheba Rukkila, Dave Gomez, Sydney Benson, Brian Mack

Recorder: Jason Arrowsmith

Reading/Approval of minutes from January 2022 meeting:

- Accepted: Tracy Stanley
- Seconded: Armando Herbelin
- Moved: Committee

Review of Incident Reports

Total number of reports: 2

Date of incident: 12.29.21 Slip on Ice

Description of Incident: I got out of my car expecting the ice I could see. I carefully walked in the snow area on the side walk to the area where snow was not at because I did not want to risk high stepping over the chunks of snow where the garage area was plowed. I stepped onto the side walk with one foot and immediately slid and fell.

This occurred at ADM during inclement weather.

Notes: Committee Discussed. No action recommended.

1-20-22 Teacher vs. Slide

Was running around with kids on playground. Walked up on the play structure and was looking down, I looked up and hit the top of my head on green cover above the slide.”

Notes: Committee discussed. No action recommended.

COVID Updates

- Nolan discussed that reported cases are slowly declining but cautioned that there are likely many people who are using home testing, getting positive results, and not reporting the positive cases.

Safety Work Orders

Safety Work Order Report - January 2022

W/O#	Status	Type	Date	Work Description	Bldg	Submitted By	Assign To	Labor	Completed
127481	CL	RM	01/25/2022	West end fire doors released but did not close all the way during annual fire testing.	HSB	JMOENCK	MAINT	3.00	02/03/2022
127471	CL	RM	01/21/2022	This is a Safety work order. The safety lights that stay on when the lights are shut off are out on the second floor of the STC.	STC	RRUKKILA	MAINT	2.00	01/28/2022
127457	CL	RM	01/19/2022	The gate at the end of the building closest to HSE is not staying latched shut. Has been found open at night.	HFL	CMOENCK	MAINT	0.50	01/31/2022
127406	CL	PM	01/07/2022	Clean security cameras. ** Closing comments from last work order ** CMS VOC ADM HSE DTV MAIN HOFL AAR HSB INT STC	CMS	PM SCHEDULER	MAINT	2.50	01/18/2022
127357	CL	RM	01/05/2022	We need the One-Stop Center checked out for harmful chemicals or mold. Employee has asthma, but only has issues in the One-Stop Center.	ADC	KGUTIERREZ	MAINT	0.50	01/06/2022
127331**	CL	RM	12/29/2021	A sound panel unexpectedly fell from the wall earlier this month, damaging artwork. The next gallery event is on January 6th. For safety, please check that all sound panels are secured properly before	RCA	CASTLE	MAINT	2.00	12/22/2021
127272**	CL	PM	12/16/2021	Clean security cameras. ** Closing comments from last work order ** CMS VOC ADM HSE DTV MAIN HOFL AAR HSB INT STC	CMS	PM SCHEDULER	MAINT	2.00	12/17/2021
127174**	CL	RM	12/07/2021	The lid on the large plastic storage bin on the playground equipment broke. It slid forward and just missed hitting a child. It appears that there may be a loose part so it can possibly be repaired	SLC	MADSEN	MAINT	0.00	12/08/2021
127169**	CL	RM	12/06/2021	A sound panel fell from its ceiling mount and hit an art piece. Please assess for any further safety issues with existing mounts and reinstall the fallen panel.	RCA	CASTLE	MAINT	1.00	12/06/2021
127485	A	RM	01/26/2022	Could we please install some additional exterior lighting outside of the ceramics lab in MAN? We're seeing evidence of camping in the area and want to deter this from recurring. Thank you.	MAN	ARROWSMITH	MAINT	0.00	In Progress
127468	A	RM	01/21/2022	This is a Safety Work Order. The Safety lights that stay on when the lights get turned off are not working in the Automotive NW side classrooms/labs shown as 108, 110, and 111 on the maps.	DTV	RRUKKILA	MAINT	0.00	In Progress
122466	A	RM	07/25/2019	Can we install removable bollards by the north east corner of Main and the parking (where the handicap parking spots are).	MAN	CMOENCK	MAINT	0.00	Summer Project

* W/O Completed by CMS staff, but not yet entered into system.

Not included on last month's report due to system update deleting some job types from master

** list for report reference. List has been restored.

	CL/CA Cleared/Cancelled
	A/Active
	Active Work Orders Generated PRIOR to JAN 1, 2022
	RM Reactive Maintenance
	CM Corrective Maintenance
	PM Preventative Maintenance

Work Order Completion Summary	
JAN 2022	
Total Completed	117
Generated	175
Gen/Completed	93

Old Business

- Bollards are not being installed next to MAN. Item can be removed from Safety Work Order Report.
- Waiting on additional bid for netting along playground that shares border with Mark Morris sports field.
- Janel has not yet heard back from Head Start regarding safety audits for playground equipment.

New Business

- Rheba discussed concerns regarding 24-hour lighting on the 2nd floor of STC for which she submitted a safety work order. Janel was going to follow up with CMS regarding this issue.

Next Meeting: Thursday, March 3rd 2022 on Zoom.

Adjournment 1:25pm

Motion: Tracy Stanley

Second: Sydney Benson

Approved: All