



## **Safety Advisory Committee**

### **Meeting Agenda**

September 16, 2020 @ 9 a.m.

*ZOOM Meeting*

#### I. Call to Order

##### **Administrative Staff**

Gary Bradbury – Director, Safety and Risk Management and Committee Chair  
Tony Frutos – Director, Purchasing  
Marina Mihalevsky – Director, Classified HR  
Tisha Hiott – Custodial Supervisor  
Tamara Tuell – Risk Management - Office Assist III

##### **Representatives**

JoAnn Flowers – CSEA, Office Manager  
Jeanne Orth – CSEA, Office Manager  
Katie Aeschleman – CVPPA, Psychologist  
Diane Fulton – UACT, Nurse  
Colleen Briner-Schmidt – UACT, Teacher  
Doug Hedin – Principal, Sycamore Canyon  
Hallie Chambers – Principal, Sequoia MS  
Martin Manzer – Principal, Conejo Valley HS

#### II. Determine the Function of the Committee

- a. Meet Cal OSHA requirements which include
  - I. Review results of the periodic scheduled worksite inspections
  - II. Review investigations of occupational accidents and causes of incidents resulting in occupational injury (claim analysis)
  - III. Review investigations of alleged hazardous conditions brought to the attention of any committee member
  - IV. Submit recommendations to assist in the evaluation of employee safety suggestions
- b. Recommend Usage of Safety Credit Funds
- c. Recommend Safety Program Improvements

#### III. 2020-2021 Proposed Safety Credit Budget

- a. VCSSFA Requirements:
  - I. Controlling or minimizing risks that could result in injury, illness, and/or claims filed against the District;
  - II. Development, implementation, and maintenance of safety and risk management programs,
  - III. Risk Management salaries;
  - IV. Emergency and disaster preparedness.

#### III. Proposed Future Meeting Dates

# Safety Advisory Committee

## 2019-2020 Year End Recap

|  |           |              |               |                  |
|--|-----------|--------------|---------------|------------------|
| <b>VCSSFA Safety Credit Summary Total as of 08/13/2018</b> |           |              |               | <b>\$ 74,750</b> |
| <b>Carry Over from 2017-2018</b>                           |           |              |               | <b>\$ 335.85</b> |
| <b>Expenses</b>  |           |              |               |                  |
| Pending and Expensed Grants                                |           |              |               | \$ 74,836        |
|  | Approved  | Expensed     | Balance       |                  |
| AED Supplies & Mgmt.                                       | \$ 12,000 | \$ 12,000.00 | \$ -          |                  |
| First Aid & CPR Training                                   | \$ 1,500  | \$ 1,500.00  | \$ -          |                  |
| Helmet & Shoulder pad Reconditioning (\$3,000/HS)          | \$ 9,000  | \$ 9,000.00  | \$ -          |                  |
| Science Classroom Safety MS and HS (\$300/MS, \$1,000/HS)  | \$ 4,500  | \$ 4,043.48  | \$ 456.52     |                  |
| Safety Supplies Elementary (\$350/ES)                      | \$ 5,950  | \$ 5,670.83  | \$ 279.17     |                  |
| Public Agency Association Membership                       | \$ 150    | \$ 150.00    | \$ -          |                  |
| Supplies for DO EOC  | \$ 10,000 | \$ 9,882.19  | \$ 117.81     |                  |
| Risk Manager Clerk   | \$ 28,880 | \$ 30,744.34 | \$ (1,864.34) |                  |
| Unforeseen Exigent Safety Expenses                         | \$ 2,000  | \$ 1,845.01  | \$ 154.99     |                  |
| <b>Total Expenses</b>                                      |           |              |               | <b>\$ 74,836</b> |
| <b>Remaining Balance</b>                                   |           |              |               | <b>\$ 250.00</b> |

## 2020-2021 Proposed Budget

|  |           |  |                    |
|--|-----------|--|--------------------|
| <b>VCSSFA Safety Credit Summary Total as of 08/26/2020</b> |           |  | <b>\$99,173.71</b> |
| <b>Carry Over from 2019-2020</b>                           |           |  | <b>\$ 249.99</b>   |
| <b>Expenses</b>  |           |  |                    |
| Proposed Budget  |           |  | \$ 32,544          |
| AED Supplies & Mgmt.                                       | \$ 10,184 |  |                    |
| First Aid & CPR Training                                   | \$ -      |  |                    |
| Helmet & Shoulder pad Reconditioning (\$3,000/HS)          | \$ 9,000  |  |                    |
| Science Classroom Safety MS and HS (\$300/MS, \$1,000/HS)  | \$ -      |  |                    |
| Safety Supplies Elementary (\$350/ES)                      | \$ 5,950  |  |                    |
| Public Agency Association Membership                       | \$ 150    |  |                    |
| Emergency Supplies   | \$ -      |  |                    |
| Supplies for DO EOC  | \$ 1,000  |  |                    |
| Ergonomic Device Fund                                      | \$ -      |  |                    |
| Safety Monitoring Hardware                                 | \$ 3,260  |  |                    |
| Safety Professional Development                            | \$ 3,000  |  |                    |
| <b>Total Expenses</b>                                      |           |  | <b>\$ 32,544</b>   |
| <b>Remaining Balance</b>                                   |           |  | <b>\$66,879.70</b> |