

City of Portland - Office of Management & Finance Safety Committee  
Meeting Minutes – January 15, 2014

Attendees: Paula Wendorf, Carol Timper, Jimmy Gibbons, Nichole Guilfooy, Rachel Beane, Johnny Welch, Bob Tessmer and Doug Stickler

Absent: Gary Baldwin, Michelle Ladd and Debbie Lytle

Guest: Ronda Hollis

#### Discussion with Ronda Hollis from Risk

Ronda discussed issues she was aware of concerning the OMF Safety Committee and items they are currently dealing with:

- Management involvement – The committee needs more management involvement. The first step towards that is designating a management representative on the committee. It was agreed that Bob Tessmer was the logical choice and he accepted. As management representative, his responsibilities would include meeting on a regular basis with Bryant Enge. Paula should also join Bob in those meetings. Bob can make time in his schedule to meet regularly with Bryant provided he gets support from his supervisor (Bob Kieta).
- OSHA compliance – Ronda stated that the committee and OMF as a whole has significant work to do to be in compliance with OSHA requirements. One change that would help in this area would be with committee recommendations. The process should be for Bob and Paula to submit recommendations to Bryant and also to the specific bureau involved regarding any major issues or issues that continue to remain unresolved. Bryant should then report back to the committee (through Bob) on how the issue was resolved. Some major issues will come to the attention of Risk first. In those cases, Ronda can go directly to Bryant and circumvent the process. She should still report back to the committee so that they can be kept informed of issues and their resolution.
- Meeting attendance – Regular meeting attendance is an OSHA requirement. Paula needs to follow up on members who haven't been attending regularly. Paula has asked Gary to find someone in the Revenue Bureau to replace him on the committee. She will talk to Michelle about her attendance.
- Unreported issues – There are safety issues that go unreported, not just in OMF but city-wide. Employees not reporting issues or incidences is a work-culture issue requiring a change in thinking.

#### POD Inventory

Nichole volunteered to work on the inventory. Reviewing the inventory and replenishing items is something that needs to be done after each POD drill.

#### Health and Wellness

Nichole reported that a new fitness class has been added. It's a short, no sweat, 15 minute class.

#### Incident follow up

The committee hasn't yet received a complete report on the status of the two Facilities incidences reported last month to Bryant. Bob will check to see if new harnesses were ordered. The safety issues within Facilities and the lack of action appears to be the result of inaction by management and ineffective chain of command. However, that's an assumption the committee is making based on the little information they are receiving.

#### Future meetings

Paula may try extending future meetings to 1 ½ hours so that all issues can be discussed.