

City of Portland
Finance & Revenue Bureau
Meeting Minutes – 3rd Quarter
9/25/2014 : 2pm-3pm
Rivers Conference Room

Attendees: *Scott Ellertson, Allen Buller, Christy Keller, Erich England, Suzanne Browne, Karla Frahler, Colin Steeves & Robin Lockwood*

Absent: *JoAnn Leigh, Leigh Wheeler, Scott Karter, Thomas Lannom, Melvin Riddick, & Dewey Mezell (?)*

Guests: None

Old Business: *Review Emergency Boxes for expiration dates; Sponsored safety trainings (Safe Drivers' training 25 of 33 completed May 1st training).*

Closed Items: *N/A.*

New Business: Order of safety equipment; update of RB Evacuation Plan

TOPIC ONE: *Equipment check: Please bring radios/flashlights: Handed out safety monitor vests to new zone monitors: Suzanne Browne, Robin Lockwood, Karla Frahler, & Erich England. Identified need for six (6) flash lights and six (6) more radios. Allen will coordinate ordering these items.*

TOPIC TWO: *OMF Safety Committee Meeting report: 7/24/2014. Location of resources and passed OMF minutes, "Incident Analysis Road Map", and agenda/minutes template for review*

TOPIC THREE: *Revenue Bureau Evacuation Plan (?) Handouts of 9/20/13 plan. Added zone monitors: Suzanne to replace Jamari for the zone covering the front counter reception area; Christy Keller & Erich England to replace Anne Holm & Marian Gaylord in the Regulatory zone; Robin Lockwood to replace Gary Baldwin (ret) for the BL/MCBIT zone. Question regarding the IT Room with respect to the secure Data room. Meghann Fertal confirmed that she has contacted Jen McFarland regarding potential IRS regulatory restrictions. Allen reviewed the "responsibilities of the zone monitors: to clear their zone to insure that all employees have evacuated. Overview of the evacuation process/plan.*

TOPIC FOUR- Safety Inspection Review: *Fire alarm testing dated 5/21/2014
Building Fire Inspection 8/25/2014: No issues identified in either review.*

Incident Review/Analysis: *None to review. Bulletin board with summaries through 2013. Also located on L Drive: "Safety & Wellness" folder.*

Items to discuss for next meeting:

1. *Evacuation Plan updates (Meghann)*
2. *Additional equipment for zone monitors (Allen)*
3. *OMF Safety report: October 15, 2014 (Allen)*
4. *Report on emergency kits (Karla & Suzanne)*

Next Meeting:

TBD