

TULARE COUNTY OFFICE OF EDUCATION  
**SAFETY COMMITTEE MEETING**

**MINUTES**

East Conference Room - Education Building  
May 4, 2010

**PRESENT:**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> John Caudle                     | <input checked="" type="checkbox"/> Kelly Forney, BMI       |
| <input checked="" type="checkbox"/> Marie Holguin                   | <input type="checkbox"/> ERS                                |
| <input type="checkbox"/> Candy Hilvers, School Health               | <input checked="" type="checkbox"/> Anita Stein, Child Care |
| <input type="checkbox"/> Susan Scott, Human Resources               | <input type="checkbox"/> Breck Klawitter, Keenan            |
| <input checked="" type="checkbox"/> Debbie Smith, Maintenance       | <input type="checkbox"/> Martha Alexandros SEE              |
| <input checked="" type="checkbox"/> Ron Koop, BTSA                  | <input checked="" type="checkbox"/> Jim Beggs, Keenan       |
| <input checked="" type="checkbox"/> LouAnn Lubben, Special Services | <input checked="" type="checkbox"/> Joe Garza, SEE          |
| <input type="checkbox"/> Jeanne Nava, Human Resources               | <input checked="" type="checkbox"/> Mike Phenicie, Keenan   |
| <input type="checkbox"/> Rene Moncada, LSMA                         | <input type="checkbox"/> Don Davie                          |
| <input checked="" type="checkbox"/> Mary Baltazar, Human Resources  | <input type="checkbox"/> Ray Chavez, Child Care             |
| <input type="checkbox"/> Christina Loya, Migrant Kings County       |   |
| <input checked="" type="checkbox"/> Carol Maldonado                 |   |

**CALL TO ORDER**

The meeting was called to order at 8:30 a.m. by John Caudle.

Tulare County Office of Education standard safe practices was reviewed by John Caudle, locations of exits and fire drills. Every department should have an evacuation plan. Fire extinguishers should be inspected monthly, noted and dated.

**MINUTES**

Ron Koop motioned to approve the minutes March 2, 2010 meeting as written, seconded by Debbie Smith. Minutes submitted electronically to committee members.

**INJURY/ILLNESS REPORT**

At this time there was no report to be shared by Kelly Forney. She will prepare and have the annual report ready to distribute at the October 5 meeting.

**OLD BUSINESS**

None at this time.

**NEW BUSINESS**

MONTHLY WORKPLACE SAFETY NEWSLETTER – January and February newsletters were emailed to all Tulare County Office of Education employees from the desk of Jeanne Nava, Assistant Superintendent/ Human Resources.

At our next safety meeting, Jim Beggs, Keenan, will present a condensed version of a new safety Power Point presentation that is being used during safety trainings.

## **COMMENTS**

John Caudle asked committee members to let him know of any agenda items they may have for our October meeting.

Migrant program is asking if Keenan can perform an air quality test of their floor at the Doe Avenue complex. Mike Phenicie will follow through with request.

Mike Phenicie presented a flyer on Cal/OSHA Heat Illness Prevention. This document was emailed to committee members to share with their staff.

## **NEXT MEETING DATE**

October 5, 2010 - 8:30 a.m. - TCOE East Conference Room

## **ADJOURNMENT**

The meeting was adjourned at 9:00 a.m.

cc: Jim Vidak  
Dr. Pansy Ceballos  
Dr. Marilyn Rankin  
Jeanne Nava  
Ray Chavez  
Louie Perez