



**WEST LINN-WILSONVILLE SCHOOL DISTRICT  
DEPARTMENT OF OPERATIONS**

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**District Safety Committee Meeting Minutes**  
**Wednesday, May 18, 2016; 7:30 AM, WLWSD District Operations Center**

<b>A. ATTENDEES:</b>	<b>Name</b>	<b>Location</b>	<b>Present</b>	<b>Absent</b>
	Officer Al Bunch	West Linn HS SRO	X	
	Jeff Chambers	OSEA Representative	X	
	Officer Patrick Finn	Wilsonville HS SRO		X
	Pam Garza	OSEA Representative	X	
	Paula Hall	District Nurse West Linn & WLEA Representative	X	
	Cindy Hepting	Program Coordinator	X	
	Mark Law	Custodial Supervisor	X	
	Pat McGough	Facilities Manager	X	
	Kathe Monroe	Director of Human Resources	X	
	Doug Nimrod, VC	OSEA Representative		X
	Tim Woodley	Chair, Director of Operations	X	

**B. MINUTES REVIEW:**

The minutes from all meetings are available on the website: <http://www.wlww.k12.or.us/Page/3135>

**C. OUTSTANDING ACTION ITEMS:**

<b>Item</b>	<b>Description</b>	<b>Responsible Party</b>	<b>Status (due by)</b>
14.4.3	1. Classroom numbers District-wide 1-20-16: The two high schools will be the first buildings to install numbers. If numbering discrepancies are found, DOWA will be notified to review. A recent bill created a state database of all school plans. Pat will find out who to contact so that we send updated floor plans to them. Wilsonville schools will be worked on first. 3-16-16: Pat reported that Wilsonville High School is almost completed for this numbering inside the building. 4-20-16: Seven schools have been completed inside.	<i>Bond Project/Pat</i>	Ongoing

Item	Description	Responsible Party	Status (due by)
	5-18-16: Pat reported that we are almost complete with inside numbers and have begun with the outside labels. Updated floor plans will be provided for records and for emergency evacuation plans. Tim requested that we review how exit plans/maps are being done and bring consistency to this process.		
15.3.7	2. Quarterly Inspections – These are safety inspections at each site. 5-18-16: Mark reported that the reports are being done with some challenges.	<i>Mark/Pat</i>	Ongoing
15-4.1	3. Intercom System and communication issues in various places in the District. 4-20-16: Curt and Tim have discussed this project. How we use this system will be included in the Emergency Management Plan. Maintenance staff, building engineers may also be trained in using this system. 5-18-16: Tim reminded the group that we need to talk about how these systems are going to be used. We want to make sure our on site staff are trained to use these systems. When this project is complete, we need to give training and incorporate it into our emergency response plan.	<i>Curt/Tim</i>	Ongoing
16-3.1	4. Superintendent Search – safety oversight.	<i>Tim Woodley</i>	Ongoing
16.3 16.4- 1,2,3,4	5. Elert is working with the district on creating a District-wide emergency management plan. a. HB 4075 Statewide School Safety Tip Line will be established b. Surveillance Video Cameras – Management and maintenance c. Radio Communication – Meet standards for communication tools d. GAO Emergency Management – gather info and assist districts e. Special Classroom Door locks that function by faub	<i>District Safety Committee</i>	Ongoing

#### **NEW SAFETY COMMITTEE ISSUES:**

1. Tim asked Grant to give an overall report of the project they are working with during their site visits this week. Grant explained his background and shared with the committee what they are doing in working toward completion of the emergency plan project.
2. Communication – Pat reported that schools are not consistent in what they use for on-site communication. There are companies that can supply radios for on-site or district wide communication. Tim recommends this discussion take place at a district level.
3. Is there a possibility for eye wash stations in each of our health rooms? Multi-use eye wash bottles have been used but stopped due to the risk of cross contamination. We are investigating the cost of individual eye wash vials but investigating all options. Paula brought this forward with a need for health rooms. Pat suggested she check into the portable units. But, in the health room there is a component that can be attached to the existing sink. We will research this solution. Tim will make sure this is a part of the architect's plan for the two new schools.

## District-Wide Emergency Management

- Reports –
  - Crisis Management Plan updates.
  - Safety & Health Plan (OSHA) updates.
  - Emergency Response Plan
- Site Visits –
  - Elert & Associates Site Visits – reports will be provided with recommendations for improvements in the area of safety for each school.
  - 1-20-16: Michael presented the findings to the administration team and a board member. The District-wide assessment has been reviewed. This project has been completed.
- Emergency Site Plans (Crisis Management Plan) will be created for each school. Remo created a proposal to assign this work to Elert.
  - An initial Tabletop exercise was completed with Elert & Associates.

**NEXT MEETING: June 15, 2016 – DOC Conference Room, 7:30 AM**

*Minutes were prepared by Cindy Hepting. Please submit in writing any corrections to West Linn-Wilsonville District Safety Committee prior to the next meeting date; otherwise the minutes will stand as reported.* [heptingc@wlwv.k12.or.us](mailto:heptingc@wlwv.k12.or.us)