



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

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**District Safety Committee Agenda**

**Wednesday, September 21, 2016; 7:30 AM, WLWSD District Operations Center**

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

**B. MINUTES REVIEW:**

The minutes from all meetings are available on the website: <http://www.wlww.k12.or.us/Page/10597>

**C. OUTSTANDING ACTION ITEMS:**

| Item   | Description  | Responsible<br>Party        | Status<br>(due by) |
|--------|--|-----------------------------|--------------------|
| 14-4.3 | 1. Classroom numbers District-wide<br>4-20-16: Seven schools have been completed inside.<br>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.<br>6-15-16: There are some issues with architect numbers being the same in different areas as classroom names.<br>7-20-16: Pat reported that classroom numbers are complete for ten schools. | <i>Bond<br/>Project/Pat</i> | Ongoing            |

| Item                 | Description  | Responsible Party                | Status (due by) |
|----------------------|--|----------------------------------|-----------------|
|                      |  |                                  |                 |
| 15-3.7               | 2. Quarterly Inspections – These are safety inspections at each site.<br>5-18-16: Mark reported that the reports are being done with some challenges.<br>6-15-16: Mark has completed all but the two high schools.<br>7-20-16: Mark has completed all but West Linn High School.   | <i>Mark/Pat</i>                  | Ongoing         |
| 15-4.1               | 3. Intercom System and communication issues in various places in the District.<br>4-20-16: Curt and Tim have discussed this project. How we use this system will be included in the Emergency Management Plan.<br>Maintenance staff, building engineers may also be trained in using this system.<br>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.<br>6-15-16: Tim reported that Curt is gathering information on any deficiencies in the intercom system.<br>7-20-16: Pat reported that Curt has programed four separate emergency announcements. The announcements are: lockdown, lockout, environmental emergency and weather shelter in place. The same announcement is programed for every building. Mark will ask Curt to implement this in mid-August. | <i>Curt/Tim</i>                  | Ongoing         |
| 16-3.1               | 4. Superintendent Search – safety oversight.   | <i>Tim Woodley</i>               | Completed       |
| 16-3<br>16-4.1,2,3,4 | 5. Elert is working with the district on creating a District-wide emergency management plan.<br>a. HB 4075 Statewide School Safety Tip Line will be established<br>b. Surveillance Video Cameras – Management and maintenance<br>c. Radio Communicaiton – Meet standards for communication tools<br>d. GAO Emergency Management – gather info and assist districts<br>e. Special Classroom Door locks that function by faub<br>6-15-16: Elert has turned in draft format for site-specific emergency plans. The Emergency Response Management Steering Committee will be gathered together for a meeting this summer to review these plans. The final draft plan will be sent for review to the District Safety Committee and the Steering Committee.  | <i>District Safety Committee</i> | Ongoing         |
| 16-5.2               | 6. 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.  | <i>Pat McGough</i>               | Ongoing         |
| 16-5.3               | 7. 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.  | <i>Pat McGough</i>               | Ongoing         |
| 16-6.1               | 8. Lead Testing will be done this summer for all water locations in schools.<br>7-20-16: Pat reported that the lead testing has been completed at nine schools. Results from three schools have come back. Six results came back positive, four at Sunset and two at Willamette. Retesting has begun. The results can be found at Oregon Health Authority (OHA), Clackamas County Public Health, and the District website.   | <i>Pat McGough</i>               | Ongoing         |

| Item   | Description  | Responsible Party | Status (due by) |
|--------|--|-------------------|-----------------|
| 16-6.2 | 9. Radon Testing will be done by 2021 in every space that can be occupied.<br>7-20-16: Pat reported that Radon Testing plans and protocols have been developed and approved by Oregon Health Authority (OHA).  | Pat McGough       | 2021            |
| 16-7.1 | 10. Bond Construction at West Linn and Wilsonville High Schools - what do we have in place to keep the sites secure once school starts in the fall?<br>7-20-16: Officer Finn brought this question forward. Pat reported that he will check in with Bob Teters, Project Manager. A meeting will be held one week before school starts. | Pat McGough       | Fall 2016       |
| 16-7.2 | 11. Updated Floor Plans for the Clackamas County Emergency Response Database – Deputy James Keen requested and was provided with updated school floor plans.   | Pat McGough       | Completed       |

## NEW SAFETY COMMITTEE ISSUES:

1.

### 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: September 21, 2016 – DOC Conference Room, 7:30 AM**

*Minutes were prepared by Mindy Schmitz. 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.* [schmitzm@wlwv.k12.or.us](mailto:schmitzm@wlwv.k12.or.us)