



**WEST LINN-WILSONVILLE SCHOOL DISTRICT**  
**DEPARTMENT OF OPERATIONS**  
2755 SW Borland Rd, Tualatin, OR 97062  
503.673.7995

---

**District Safety Committee – Employee Safety Minutes**  
**Wednesday, September 17, 2025; 7:00 AM, WLWVSD via Microsoft Teams**

**A. ATTENDEES:**

<b>Name</b>	<b>Location/Title</b>	<b>Present</b>	<b>Absent</b>
Jeff Chambers	Director of Operations	<b>X</b>	
Officer John Rimington	West Linn HS, SRO	<b>X</b>	
Officer Zach Keirse	Wilsonville HS, SRO	<b>X</b>	
Jared Hayes	OSEA Representative	<b>X</b>	
Jessica Lambert	OSEA Representative	<b>X</b>	
Jeremy Nichols	Safety & Transportation Supervisor	<b>X</b>	
	Environmental Technician		<b>X</b>
Karen Pyeatt	District Nurse	<b>X</b>	
Mindy Schmitz	Community Services Coordinator	<b>X</b>	
Shyla Waldern	Director of Human Resources	<b>X</b>	
Andre Abraham	WWEA Representative	<b>X</b>	
Sue Bynum	WWEA Representative	<b>X</b>	

**B. MINUTES REVIEW:**

The minutes from all meetings are available on the website: <http://www.wlww.k12.or.us/Page/16137>

### C. DISTRICT SAFETY EXISTING ACTION ITEMS:

	Responsible Party	Status (Due by)
<b>Safety, Security, and Technology Upgrades/Safe and Welcoming Schools</b> <b>5.21.2025</b> <ul style="list-style-type: none"> <li>Pathway at Sunset has not been completed yet.</li> <li>All systems are fully installed and working. Staff are learning the new systems.</li> </ul> <b>6.18.2025</b> <ul style="list-style-type: none"> <li>The pathway has been completed at Sunset.</li> </ul> <b>7.16.2025</b> <ul style="list-style-type: none"> <li>West Linn High School is the last school to be rekeyed and the project is completed.</li> <li>Officer Keirsey attended the National SRO Conference and shared information the district can use to be better prepared for a lockdown. The items discussed were video surveillance monitoring, making sure the PA system heard from all areas of a building and having restroom doors in all restrooms. During an emergency lockdown it was also suggested that a district administrator off site be responsible for video monitoring.</li> <li>The flowchart and EOP are currently being updated.</li> </ul> <b>8.20.2025</b> <ul style="list-style-type: none"> <li>Information regarding the next bond was provided to the committee. A link to the 2025 Capital Bond is posted on the district website.</li> </ul> <b>9.17.2025</b> <ul style="list-style-type: none"> <li>Proposed Capital Bond projects and upgrades are listed on the district website. Under Safety and Security – add site fencing at primary schools, access control at all schools, intrusion-limiting glass at all schools, emergency communication system upgrades and secure entryway additions at West Linn and Wilsonville High Schools.</li> <li>Meetings have begun on access control and Rosemont outdoor restrooms are being used as a test site for card access.</li> <li>West Linn High School has been rekeyed and key boxes have been installed.</li> <li>A high-fidelity camera needs to be added to the front of Boeckman Creek and at the main intersection at Wilsonville High School. These two sites are noted as first to be upgraded. The demo period for the four cameras in place has been extended through November. The demo cameras are high-fidelity with AI capabilities.</li> </ul>	<p><i>Jeff Chambers &amp; Jeremy Nichols</i></p>	<p><i>Ongoing</i></p>
<b>Drills</b> <b>5.21.2025</b> <ul style="list-style-type: none"> <li>Could middle and high schools practice drills during pass times, lunch or 5 minutes into the school day? These less organized/more chaotic times would help the students understand (1) Do I go to the last period class (where attendance has already been taken) or (2) Do I go to the next period class? This concern is discussed early in the school year by principals and the Operations team and is dependent on comfort level at each school. Structuring the attention of this, so students know where to go for consistency was discussed and agreed upon.</li> </ul> <b>6.18.2025</b> <ul style="list-style-type: none"> <li>Drills are completed for the school year. Jeremy will be meeting with principals to reaffirm the correct drill protocol for the 2025-26 school year.</li> </ul> <b>7.16.2025</b>		

<ul style="list-style-type: none"> <li>Jeremy will be meeting with principals and affirming protocols for the 2025-26 school year.</li> </ul> <p><b>8.20.2025</b></p> <ul style="list-style-type: none"> <li>Jeremy has met with 9 of 16 building Administrator staff and will continue these meetings into the Fall.</li> <li>The Incident Command System (ICS) model is updated each year at the school level and we are currently in the process of updating the District Emergency Operations Plan (DEOP) ICS.</li> </ul> <p><b>9.17.2025</b></p> <ul style="list-style-type: none"> <li>EOP meetings with principals have been completed. Evacuation protocols at Boones Ferry have been adjusted for earthquake drills. The grass fields in the back of the school will now be place to use in an evacuation.</li> <li>All schools completed an emergency evacuation drill within the first 10 days of the school year.</li> <li>High schools have started a new process for lockdowns drills. Police officers will walk through with administration staff and will be the ones opening doors.</li> <li>WLPD will perform Active Threat training at Athey Creek on 9/20 and 9/21. There will be a blurb in the Tidings on this topic as well as district communication sent out to the community.</li> </ul>	Jeremy Nichols	Ongoing
<p><b>Environmental Testing</b></p> <p><b>5.21.2025</b></p> <ul style="list-style-type: none"> <li>Testing is completed and paperwork is being finalized to send to ODE</li> <li>Ants continue to be a problem in a few district buildings. The source has been identified at Rosemont and the sanitation process has taken effect. At Boeckman Creek the approach to eliminate them is more aggressive as the ants seem to be throughout the building.</li> </ul> <p><b>6.18.2025</b></p> <ul style="list-style-type: none"> <li>Paperwork has been submitted and we are still waiting on a reimbursement from ODE.</li> <li>The ant situation at Boeckman Creek has improved. In conjunction with IPM, ant traps are set up in the building along with trimming of tree branches and continued cleaning of affected spaces.</li> </ul> <p><b>7.16.2025</b></p> <ul style="list-style-type: none"> <li>There is no update on environmental testing. The Healthy and Safe Schools Plan will be sent to the School Board for approval.</li> </ul> <p><b>8.20.2025</b></p> <ul style="list-style-type: none"> <li>Fire alarm testing is completed for the year.</li> </ul> <p><b>9.17.2025</b></p> <ul style="list-style-type: none"> <li>The Environmental Technician member position is open on the District Safety Committee.</li> <li>Upcoming water testing will be scheduled at three school sites this year.</li> </ul>	Jeremy Nichols	Ongoing

#### NEW DISTRICT SAFETY ISSUES/DISCUSSION:

- 1.
- 2.

#### D. EMPLOYEE SAFETY ACTION ITEMS:

<p><b>Injury Reports</b></p> <p><b>5.21.2025</b></p> <ul style="list-style-type: none"> <li>Eight incident reports were reviewed by the team. Several of these were accidental with no action required. For all others, Maintenance will check areas for any safety concerns.</li> </ul>		
--	--	--

<p><b>6.18.2025</b></p> <ul style="list-style-type: none"> <li>• The team reviewed eight reports. Maintenance will continue to check areas for any safety concerns.</li> </ul> <p><b>7.16.2025</b></p> <ul style="list-style-type: none"> <li>• There were two incident reports reviewed and the root causes were identified. Use of proper PPE use will be discussed at Safety Training on 7/31/25 &amp; 8/1/25.</li> </ul> <p><b>8.20.2025</b></p> <ul style="list-style-type: none"> <li>• The committee reviewed two incident reports. An injury occurred during a practice on a turf field. The root cause was not identified in this case. Accidents do happen. The second incident took place while an employee was moving furniture. Custodial staff will be reminded to utilize tools put in place for moving large pieces of furniture.</li> <li>• Incident Reports will be added to Employee Safety action items.</li> </ul> <p><b>9.17.2025</b></p> <ul style="list-style-type: none"> <li>• Incident Reports will now be referred to as Injury Reports, and the committee will maintain its role in reviewing them.</li> <li>• Seven Injury reports were reviewed. Two incidents included stings from bees and hornets. Yellow jackets are a problem on primary school playgrounds. District grounds crews are quick to respond to spray and dig to get rid of the yellow jackets and hornets. Cooler weather will help solve this issue.</li> <li>• There was an incident with an employee using a paper cutter. The injury wasn't caused by malfunction of the equipment. As a precaution the paper cutter has been taken out of service and replaced with a new style. Further communication on paper cutter safety will go out to staff.</li> <li>• Employee passed out, possibly related to the hot weather. There are OSHA guidelines on heat. Jeremy will follow up with the school principal to make sure playground duty includes access to shaded areas. Staying hydrated in hot temperatures is also recommended. References will be sent out on heat safety.</li> <li>• Ops team has followed up with employee who received an injury while replacing irrigation. Employee is back at work.</li> <li>• A lift gate was malfunctioning and caused a back strain. Lift gate repairs have been made.</li> <li>• Maintenance staff will be checking on a tree root protruding up from the grass that caused an employee to fall. There will be follow up to see what kind of shoes were worn when this injury occurred.</li> </ul>	<p><i>Shyla Waldern, Jeff Chambers &amp; Jeremy Nichols</i></p>	<p><i>Ongoing</i></p>
---	---	-----------------------

<p><b>Employee Safety</b></p> <p><b>6.18.2025</b></p> <ul style="list-style-type: none"> <li>Topics discussed will be items related to Employee Safety. This committee will meet on the third Wednesday of each month.</li> </ul> <p><b>7.16.2025</b></p> <ul style="list-style-type: none"> <li>A new committee will form and we will update the roster to have representation from both Bargaining Units. Employees will be given information on how to report a safety concern. The items on the agenda will be employee specific and solutions will be found and recorded on the minutes. The minutes for Employee Safety will be separate from the monthly District Safety Committee minutes and the same committee will be present for both meetings.</li> </ul> <p><b>8.20.2025</b></p> <ul style="list-style-type: none"> <li>The committee reviewed next steps to take to report an employee safety concern. and concluded that over reporting is always better than under reporting when it comes to safety. Staff will need to report safety concerns for proof of data. A documentation process will be started.</li> </ul> <p><b>9.17.2025</b></p> <ul style="list-style-type: none"> <li>District employees will soon have a dedicated Google Form on the district website to report safety concerns. Until the form is available, safety issues should be reported to Jeremy, Union representatives or building administration. Principals will be informed prior to sending out a communication to all staff regarding the new form. Student safety will be reported to the Student Services Department or building administration.</li> <li>Should near misses or close calls be reported? Yes, reporting near misses and close calls is essential. These incidents provide valuable insight into potential hazards and can help prevent future accidents. By documenting them, Operations administration can proactively identify and address safety concerns before they escalate. Further discussion will take place at DSLT meetings.</li> </ul>	<p><i>Jeremy Nichols</i></p>	<p><i>Ongoing</i></p>
<p><b>OSHA Training</b></p> <p><b>9.17.2025</b></p> <ul style="list-style-type: none"> <li>District Safety Committee members are expected to complete the following required online training sessions, <b>Accident Investigation &amp; Hazard Identification &amp; Control</b>. Once training is completed, members are to notify Jeremy and records will be updated.</li> </ul>	<p><i>Jeremy Nichols</i></p>	<p><i>New</i></p>

## NEW EMPLOYEE SAFETY ISSUES/DISCUSSION:

- 1.
- 2.

**NEXT MEETING: October 15, 2025 – via Microsoft Teams at 7:00AM**

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