

Parks Safety Committee Meeting | MINUTES

06/08/21 | 9:02-9:43 | MS Teams Location

Meeting called by	Vanessa Mason
Type of meeting	Fulfill obligation to conduct quarterly safety meetings.
Facilitator	Vanessa Mason
Note taker	Vanessa Mason
Timekeeper	Vanessa Mason

Members:

John Wells – Park Maintenance Specialist - jwells@parks.nv.gov
Kody Kirby – Park Technician III - kkirby@parks.nv.gov
Josh Yelle – Park Interpreter - jyelle@parks.nv.gov
Robert Ryan – Park Ranger II - rmryan@parks.nv.gov
Leo Tylkowski – Park Maintenance Specialist - ltylkowski@parks.nv.gov
Ashlee Goeddel – Park Ranger II - agoeddel@parks.nv.gov
Don Frade – Park Maintenance Specialist - dfrade@parks.nv.gov
Charlie Wells – Facility Manager - charlie.wells@parks.nv.gov
Allen Woolridge – Park Supervisor III - awoolridge@parks.nv.gov
Jimmie Popham – Park Maintenance Specialist - jpopham@parks.nv.gov
Josh Rhein – L.E. and Training Specialist - jrhein@parks.nv.gov
Vanessa Mason – Safety Representative - vanessalmason@parks.nv.gov
***Cody Tingey** – Eastern Region Manager - ctingey@parks.nv.gov
***Craig Robinson** - Southern Region Manager - crobinson@parks.nv.gov
***Brad Larkin** - Western Region Manager - blarkin@parks.nv.gov

AGENDA TOPICS

CALL TO ORDER

9:02 A.M.

Items of Business

- Round table introductions

- Attendees:

- Kody Kirby – Park Technician III
 - Leo Tylkowski – Park Maintenance Specialist
 - Don Frade – Park Maintenance Specialist
 - Allen Woolridge – Park Supervisor III

- Craig Robinson – Southern Region Manager
- Josh Rhein – L.E. and Training Specialist
- Vanessa Mason – Safety Representative
- Members Not Present:
 - John Wells – Park Maintenance Specialist -
jwells@parks.nv.gov
 - Josh Yelle – Park Interpreter - jyelle@parks.nv.gov
 - Robert Ryan – Park Ranger II -
rmryan@parks.nv.gov
 - Ashlee Goeddel – Park Ranger II -
agoeddel@parks.nv.gov
 - Charlie Wells – Facility Manager -
charlie.wells@parks.nv.gov
 - Jimmie Popham – Park Maintenance Specialist -
jpopham@parks.nv.gov
 - *Cody Tingey – Eastern Region Manager -
ctingey@parks.nv.gov
 - *Brad Larkin - Western Region Manager -
blarkin@parks.nv.gov

*Region managers participate according to their availability.
- **What has been happening since the last meeting?**
 - Due to changes in staffing and COVID affect on business operations, last meeting was over a year ago. Didn't have much to discuss.
- **Recent Accidents**
 - Accidents have been mostly minor.
- **Recent Park Hazards**
 - None reported
- **Safety Manual**
 - Valley of Fire and Wild Horse would like a physical copy of the safety manual.
 - Craig mentioned that the copy available online has update of 2016. Vanessa committed to finish reformatting and work with IT to get current version added to the website.
- **Website**
 - No requests currently. Vanessa asked members to let her know when they have something to add to the website.
- **Facility Inspections Starting**
 - Vanessa shared with committee members that site inspections will be starting soon. Vanessa will send out the inspection form and spreadsheet to sites in advance of her visit. This way parks can bring their site into compliance and at her visit Vanessa will review the report with staff, tour the facility, and answer any questions.

- **Roundtable discussion**
 - **Is there a better time or a better day of the week for our meetings?**
 - Members agreed that Tuesdays at 9:00 a.m. are a satisfactory day/time for the committee meetings.
 - **Are there any safety issues that need to be addressed? Are you getting enough information on the areas of concern?**
 - Allen mentioned that a request had been made for additional AED machine for trucks.
 - Josh R. reported that a request had been made for the funds to purchase new units but was not aware of funding being added to the budget.
 - Vanessa will follow up with Josh to find out status of funding.
 - **Does each site have a standard inventory form to use when checking first aid kits?**
 - Missed this question. Will add to next meeting agenda.
 - **In areas where 911 emergency dispatch services are not available, are the telephone numbers of the physicians, hospitals, or ambulances conspicuously posted?**
 - Members present reported that they do have emergency phone numbers posted.
 - **Establish resource library of books and videos for safety committee and park staff to use for training or safety program development. Does anyone have a good resource they'd like to share?**
 - Vanessa requested members forward any resources, videos, or links to training that they use. Over the next year Vanessa would like to collaborate with the committee to build a robust, current, and helpful list of information available for committee and park training needs.
 - **Craig Robinson asked if new hire training for the seasonal employees will be available.**
 - Vanessa shared that she has recently completed a draft version of a new hire orientation that covers basic safety topics that seasonal employees will encounter. Vanessa committed to getting that draft out to all committee members for their input.
 - Vanessa sent the presentation out to all committee members on 06/08/21 and requested all feedback be returned no later than end of business day on 06/22/21.

Next Meeting Date

- September 14, 2021
- December 14, 2021

Meeting Dismissal

9:43 a.m.