

# Parks Safety Committee Meeting | MINUTES

012/14/2021 | 9:15-9:43 | MS Teams/Bryan Building

**Meeting called by** Rett Smith

**Type of meeting** Fulfill obligation to conduct quarterly safety meetings, and opportunity for annual in person meeting.

**Facilitator** Rett Smith

**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

9:15 A.M.

**CALL TO ORDER**

**Items of Business**

- **Round table introductions**

- Attendees:

- Rett Smith – Park Maintenance Specialist -  
rsmith@parks.nv.gov
- Josh Rhein – L.E. and Training Specialist -  
jrhein@parks.nv.gov
- Allen Woolridge – Park Supervisor III-  
awooldrige@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
- Cody Tingey – Eastern Region Manager -  
[ctingey@parks.nv.gov](mailto:ctingey@parks.nv.gov)
- Vanessa Mason – Safety Representative – Consultation  
– vanessalmason@parks.nv.gov

- Members Not Present:

- John Wells – Park Maintenance Specialist -  
jwells@parks.nv.gov - Sick
- Vacant – Park Technician III - kkirby@parks.nv.gov
- Josh Yelle – Park Interpreter - jyelle@parks.nv.gov
- Charlie Wells – Facility Manager -  
charlie.wells@parks.nv.gov
- Jimmie Popham – Park Maintenance Specialist -  
jpopham@parks.nv.gov
- John Westmoreland – AFSCME – scheduling conflict
- \*Craig Robinson - Southern Region Manager -  
crobinson@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?**

- Safety inspections have been conducted on all but 1 park in the western region.
- Vanessa continues to work on supplemental templates for each program. She has busily sent out Site Specific Templates for both Blood Borne Pathogens, Haz Com, Fire Extinguishers, and Hantavirus. It is important to note that some of

these are only templates and need to be tailored to each site, but she has made that process very simple. She also introduced a Near Miss Reporting form.

- Another Safe Park-ing newsletter was created.
- Rett has reached out to SCATS NV about a pandemic response plan template to include in the safety manual.

- **Recent Accidents**

- None reported since last meeting!

- **Recent Park Hazards**

- None reported since last meeting. Not sure if this is a good thing. I would love to believe that the parks are all free of hazards. Just in case they are not, keep your eyes open out there folks!

- **Roundtable Discussions**

- As always, this portion of the meeting will remain open for any member of the committee to have their voices, ideas, or concerns heard.
- Ideas to increase attendance at these meetings, and why that is important.
- Pandemic response plan for EAP and Safety Manual.
- OSHA 10 and 30 classes for staff.

- **Program Templates**

- Vanessa continues to work on supplemental templates for each program.
- Emergency Action Plans, Lockout Tagout, and Confined Space programs are coming soon!

- **Next Meeting Date**

- March 15, 2022

- **Meeting Dismissal**

9:43 a.m.