

MINUTES OF MEETING
NCSIG RISK MANAGEMENT COMMITTEE MEETING
TRC Conference Room -HCOE
September 14, 2006 - 12:00 P.M.

COMMITTEE MEMBERS PRESENT: Nancy Howatt (Chair), Clif Anderson, Donna Anderson, Gordon Dexter, Jaimie Ellsmore, _____, Scott Oilar, Brian Stephens, and Rob Walkenauer.

COMMITTEE MEMBERS ABSENT: Jaenelle Lampp, Victor Denham, Thom McMahon, Dan Pires, Gary Ray, Bruce Slightom, and Bev Stevens.

STAFF PRESENT: Dale McGrew, Kimberly Comet, and Susan Bishop.

GUEST PRESENTERS: Ruth Fairfield (HCOE Nursing)

1.0 CALL TO ORDER

Ms. Howatt called the meeting to order at 12:08 PM.

2.0 APPROVAL OF MINUTES

Mr. Stephens made a motion to approve the minutes of May 11, 2006. Mr. Dexter seconded the motion; the motion carried.

3.0 ITEMS/COMMENTS FROM THE PUBLIC

No members of the public were present.

4.0 CORRESPONDENCE

No correspondence had been received.

5.0 REPORTS/DISCUSSION/ACTION ITEMS

5.1 EpiPens - Ruth Fairfield

Mr. Anderson introduced Ms. Fairfield to the Committee. Ms. Fairfield reviewed the history and policy regarding training and administration of an epi pen. She reported that they cost approximately \$50 each, and there may or may not be a district policy regarding using them. When asked about our liability for not having one available to staff, it was suggested that our attorney be contacted about this issue.

5.2 Interim Director's Report - Dale McGrew

Mr. McGrew updated the committee regarding the vacant position for the executive director. He shared that interviews are to start, and the process should probably be completed in early November, if not earlier.

5.3 Risk Manager's Report - Kimberly Comet

Ms. Comet announced that Fortuna Union High School students produced

a commercial regarding safety and school buses. The cost of the commercial will be shared by NCSIG and the DETAC committee. She also announced that there is a new vendor, Martha Henry, who will go to the districts to perform the DOT drug/alcohol testing. Two custodian workshop were held during the summer, along with a maintenance and emergency workshop. A presentation will be given by a public health officer following the superintendents' forum on September 15th regarding the pandemic flu. Ms. Comet also mentioned that there are legislative changes regarding charter schools that may need to be reviewed.

5.4 Workers' Compensation Report - Kimberly Comet

Ms. Comet distributed and reviewed the workers' compensation report with the committee.

5.5 Emergency Training Grant - Kimberly Comet

Ms. Comet reviewed the projects being worked on with this grant. She reported that site maps are being converted to CD's, which can be given to emergency agencies, as well as the districts. There will be four more emergency training sessions for teachers in the Fall. She discussed buying supplies with the money left, particularly storage containers for the districts. It was suggested that the money remaining for this might be added to the fund for safety credits, which would then afford more of the storage units to the districts. This recommendation be brought to the Board

5.6 Coach Requirements - Kimberly Comet

Ms. Comet advised that coaches will be required to have training by January 2008, and at the present time there are only 2 trainers.

5.7 NIMS - Kimberly Comet

Ms. Comet stated that we are to be complaint by the end of October 2006. She also noted that superintendents and site administrators need to be trained. There is still research being done regarding the interpretation of "local government" and whether we are in that group. In the meantime, it is important to focus on keeping our disaster preparedness plan up-to-date.

5.8 Radio Repeaters - Kimberly Comet

Ms. Comet reported that our repeater on Horse Mountain had been repaired, and that there is now a need for someone to help evaluate our options for maintenance needs and/or replacement of repeaters and radios. Ms. Comet also discussed the GETS cards, which she will distribute each superintendent for emergency communication.

6.0 AGENDA ITEMS/NEXT MEETING

The next meeting is scheduled for November 9, 2006.

7.0 ADJOURNMENT

Mr. Anderson adjourned the meeting at 1:18 PM.