## Attendance:
Everyone asked to sign in.
Will Coltrin, Ogden, new committee member - Welcome!
Important to attend the December meeting - Wes will be presenting

## Accidents and Incidents
Paula Jones from SAIF
- Explained SAIFs role and process. She reviewed the organization’s goals and how they support the school district.
- Reviewed reports and categories
- How do you arrive at the expected cost categories? Paula explained the calculation.
What affects the ER mod? It is calculated based on the claims filed and expenses paid from the previous three years. Expected to have a significant increase in ER mod for July 2017 renewal.

Reviewed Claims Summary
- 8868 Professional
- 7380 Transportation
- 9101 Other - Maintenance and Custodial

Gail reported that the majority of the supervisor incident reports are coming from student behavior incidents. The Supervisor Incident Reports are not sent to SAIF. If employee seeks medical attention then they fill out an 801 SAIF form and those are turned in to SAIF.

Safety Suggestions
- It's the season for frost and ice. Please remind and take precautions!
- Our minds are thinking of many things...focus on being mindful and in the moment.
- Patience! Patience! Patience! Remind staff, family, friends to be patient when it comes to following or being on the road with our school busses. Too many people try and pass them quickly to avoid getting stuck behind them, or will try and get ahead of them by coasting through stop signs or lights.

Safety Related Issues
No one had any safety related issues to discuss.

Safety Training
Paula handed out information on emergency preparedness. Gail will send out a link to SAIF with more information about being prepared.

Have a personal plan for your family because you will be taking care of your buildings and families. Great activity for teachers and staff to do so they can be present at school!

We shared ideas:
- Make all items mobile. Store in moveable tubs.
- Five days of food and water.
- Games and activities for children.
- Know your daycare’s emergency plans.
- Have a bag of personal items at work if you have to be onsite for a few days. Including appropriate shoes.
- Camping supplies can be used, keep items in good conditions and mobile.
- Tie shoes to your bed, so you can find them easily and they won't move.
- Use hot water heater tank as a water supply.
- Have canned food and opener in your car.

Take the extra forms to your building and share with staff. Remind staff to check emergency bag. Keep your emergency bag in a place you can get to, i.e. car, outside, etc.
Check your onsite storage units and make sure it is updated!

We received a $30,000 grant. The grant funds will be used to build our emergency kits! Gail will be sending out a list to review.

**Reminders**
Make sure we are aware. We are seeing some use of household use only coffee pots, extension cords being plugged in to one another, bookshelves that are not secured, etc. If schools could invest in lightweight but portable step stools, staff would be less likely to grab the closest chair for climbing on.

MSDS notebooks are still being entered. One school is done. It is taking quite a while to update. Asbestos is all on line now. Soon lead and radon will be online. MSDS will also be online once system is updated.

**Next meeting December 15, 2016**
8am at T&M Facility