

Safety Committee Minutes

Date/Time: 3:00 – 4:00 pm; 02/26/2025

Location: 4600 Debarr Road, Second Floor – Large Conference Room

Committee Roles		PRESENT?
Kim Isley	Executive Sponsor	X
Dwayne Patterson	Chair	X
Rachel Smithson	Vice-Chair	X
Mario Casados	Facilities Representative	X
Kelly Mullin	Communications Representative	<input type="checkbox"/>
Location Representatives		PRESENT?
	Brother Francis Shelter	<input type="checkbox"/>
Dantae Lloyd	Clare House	X
Jessie Talivaa	56 th Avenue Shelter	X
	Complex Care	<input type="checkbox"/>
Seniqua Daniels	St. Francis House	<input type="checkbox"/>
Charity Duley	Third Avenue Resource & Navigation Center	X
Senior Directors		PRESENT?
Mercy Pulou	Adult Homeless Services	X
	Case Management	<input type="checkbox"/>
Guests		
David Rittenberg	Chief Program and Impact Officer	<input type="checkbox"/>
Amber Evans (Rep for Kelly M.)	Communications	X

- **Grant Update**
 - CSS was not awarded the Firehouse Subs grant.
 - Non-Profit Security Grant awardees will be announced in April 2025
- **Fire Prevention Training – 56th Avenue**
- **Cybersecurity and Infrastructure Security Agency**
 - Mario and Dwayne met with a Protective Security Advisor with the Cybersecurity and Infrastructure Security Agency at Clare House and the Debarr building on February 11 & 12 for a security assessment? We haven't received the report with his findings yet, but it's required for the safety grant.
 - The threat assessment for BFS still needs to be done, which we will have to ourselves.
- **American Heart Association**
 - Providing funding of \$2,000 for at least one AED – potentially more in June or July once more funding becomes available. This will also cover the cost of 1-3 people being trained in CPR.
 - The staff being trained should be at the location where the AED will be housed.
 - If additional funding is granted, the AHA will provide additional CPR kits to support ongoing staff education and CPR refreshers as needed.
 - A Cardiac Emergency Response Plan and Team will need to be created/identified
- **P&P Draft Updates**
 - We will need a new volunteer to head this.
- **Earthquake Safety and Preparation Training**

- This is mandatory for the Debarr building. Add the sound effects to the invite. Staff are encouraged to participate. Use sound effects only:
shakeout.org/downloads/broadcast/universal/ShakeOutDrillBroadcastSoundEffects.mp3
- Assign who can be the person going through the building. Add the question to the training if they want to be.
- Training is due annually in Q4.
- The manuscript of the new online Earthquake Safety and Preparation Training course will be emailed to the committee once the materials are ready. Safety Committee members need to respond to email with “approve” or “not approve”. If committee member does not approve please state reason.
- **Lockdown Procedures**
 - Lockdown Procedures will be emailed to the committee once they are ready. Please respond with "approve" or "not approve" and provide a reason if not approved.
- **Safety Committee Charter**
 - The Safety Committee Charter will be emailed to the committee once ready. Please respond with "approve" or "not approve" and provide a reason if not approved.

Discussion

- **Clare House**
 - Looking into additional security cameras at Clare House. Add to the FEMA request. \$1,250 a piece including labor. Dantae requested a floodlight for the back parking lot.
 - The lighting in the foyer led to an incident of employee being attacked. Can the timing sensor be adjusted. Mario – we can disengage the sensor so that’s it’s manual instead.
 - Vehicle was broken into at CH. Items were taken. If the flood lights don’t after the traffic like planned, then will be able to get the security guard to cover it during certain hours
 - Maio is looking into installing a flood light to in back parking lot.
 - Did an inspection at the beginning of the month – the only comment was the access to the cleaning materials. They will be moved to the locked office area. Dantae will check with David about the cost of the keypad locks. If approved, Dantae will submit a Maintenance Ticket.
- **BFS**
 - Request for intercom at entrance.
- **56th**
 - Sign showing how many beds are available but here’s a list of where you can go.
 - Add an intercom to the door so staff can talk to them before they get to the door.
- **Collect the items for the P&P from Kelly, send to committee for help finishing.**

Next Meeting:

Wednesday, May 28th, 3:00 – 4:00pm
4600 Debarr Road, Second Floor – Large Conference Room