

Safety Committee Minutes

Attendees: Safety Committee Representatives

Date/Time: Wednesday, December 17th, 3:00 – 4:30pm

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

Committee Roles – Required Attendees		PRESENT?
Kim Isley	Executive Sponsor	<input checked="" type="checkbox"/>
Dwayne Patterson	Chair	<input checked="" type="checkbox"/>
Rachel Smithson	Vice-Chair	<input checked="" type="checkbox"/>
Mario Casados	Facilities Representative	<input type="checkbox"/>
	Communications Representative	<input type="checkbox"/>
Location Representatives – Required Attendees		PRESENT?
Ian Colbert	Brother Francis Shelter	<input type="checkbox"/>
Dantae Lloyd	Clare House	<input type="checkbox"/>
Shares Hughes	Complex Care	<input checked="" type="checkbox"/>
Kaleikaumaka Kaahaaina	Complex Care	<input checked="" type="checkbox"/>
Seniqua Daniels	St. Francis House	<input type="checkbox"/>
Charity Duley	Third Avenue Resource & Navigation Center	<input type="checkbox"/>
Senior Leadership		PRESENT?
David Rittenberg	Programs	<input type="checkbox"/>
Mercy Pulous	Adult Homeless Services	<input type="checkbox"/>
Drill Leaders		
Faith Alexander		<input checked="" type="checkbox"/>
Guests		
		<input type="checkbox"/>

Information Items

- Safety Concern Form
 - Received the first Safety Concern Form - November 10th regarding the door by the front desk on the second floor.
 - Mario adjusted the door to open slower. It was only opening partway and then it was hitting resistance but Mario adjusted and is working better.
 - Can we swap the door with another door with a window?
- DHS Nonprofit Security Grant Program
 - Applications are due January 12, 2026
 - Grant amount of \$200,000
 - Last time, we applied for the CH generator and security cameras and that was denied.
 - Kim sent information on bids for the key card system to Sarah M.
 - First priority is a generator for Clare House and second is a fence around the Brother Francis property, followed by camera system updates for Complex Care and Debarr building and upgrades to FOB key system at Debarr
 - The Medical Respite windows have had contraband coming in their windows but the windows cannot be locked for fire safety
 - A fence is a strong recommendation from the municipality
- Need Family Foundation
 - Applications are due Monday, December 31, 2025
 - Applying for door lock system for Debarr building (Trilogy badging system)
- Great Alaska Shakeout
 - Earthquake drill at Debarr went well. CC didn't participate.

Discussion Items

- No parking red zone in front of Debarr, will try restriping, repainting curb & printed notes to put on cars
- No idle zone signs ask Mario about intake for intake. Received “no idling” signs.

- Auto door at CC is not working but are scheduled to be there on Friday
- Megan Garzel started as the new HR Specialist and will be sending out fire drill rosters at the beginning of the month or after a drill/actual event.
- CC heating pumps went out. They were just replaced so that shouldn't have been an issue. Mario went and looked at it and fixed it.

Reminders

- If an employee is hurt or injured while working, the [Report of Occupational Injury](#) needs to be completed and turned into HR.
- All employees are welcome to come to the quarterly Safety Committee Meetings. Required members are required to come or send a delegate. These meetings are in-person.

Action Items

- Check if door by front desk and data office can be swapped, 201-A (Dwayne & Mario)
- Install "No Idling" signs (Dwayne & Mario)
- Pre-printed notes to put on cars that part in red zone by front doors at the Debarr building (Dwayne)

Next meeting: Wednesday, February 23, 2026