

**SMRPD SPECIAL MEETING**  
**Tuesday, Jan. 13, 2015 AT 4:00 PM**  
**Silverado Community Center**  
**Silverado Canyon Rd, Silverado, CA 92676**

**Board of Directors**

**John Olson: President**  
**Kevin Topp: Vice-President**  
**Chay Peterson: Secretary**  
**Phil McWilliams: Treasurer**  
**Deborah Johnson: Director**

**Staff**

**Laurie Briggs: SCC Manager**  
**Bev Mileham: Administrative Asst.**  
**Steve Reighart: Caretaker**  
**Meghan Warner: Bookkeeper**

**MINUTES**

**CALL TO ORDER**

The meeting was called to order at 4:15 PM by Deborah Johnson, who acted as chair person.

**ROLL CALL**

Phil McWilliams, Chay Peterson, Kevin Topp, and Deborah Johnson present.

**PUBLIC ATTENDANCE**

Connie Nelson, Wendy Hayter, Linda Ungar, Ricky Schultz, Jenny Scott

The purpose was to review the report submitted to Capri in the fall of 2014 and discuss how to best address Capri's concerns. **The Board agreed it should keep a binder in its office with all CAPRI reports and responses.** Other items discussed were:

*Item 1: Driver verification.*

The Board discussed CAPRI's requirement for annual verification of the driving record of anyone who drives the District van. CAPRI suggested using the DMV's Employer Pull-Notice Program. McWilliams will:

- a) Review who is currently driving the van.
- b) Review and revise the SMRPD Driver Policy.
- c) Make sure that everyone driving the van has appropriate clearances.
- d) Explore using the Pull-Out Program.
- e) Put a binder in the van in which drivers can record all trips, miles, number of passengers, etc.

*Item 2: ADA Compliance*

Johnson gave McWilliams a sample ADA self-assessment. Since assessments are required to be done every five years, McWilliams will schedule an assessment covering all SMRPD facilities. If ADA improvements are needed, a proposal will be presented to the Board. The SMRPD will also review its current ADA Policy.

*Item 3: Injury and Illness Prevention Program*

The Board will review its current Injury and Illness Prevention Policy.

*Item 4: Employee Entrance Medical Exams*

If SMRPD ever has full time employees, it will keep the employees' medical information in a separate confidential file in a secured location.

*Item 5: Material Safety Data Sheets*

These will be clipped together on binders and posted in all SMRPD facilities.

Fire extinguishers are to be checked annually for being updated.

First Aid kits are to be replaced.

Evacuation maps will be posted in all locations where currently missing.

The meeting adjourned at 5 p.m.

**Next regular meeting of the Board of Directors will be at the Silverado Community Center, 27641 Silverado Canyon Road at 7:00 p.m. on Tuesday, January 27, 2014.**