



P.O. BOX 8, SILVERADO, CA 92676

**MINUTES OF THE SAFETY COMMITTEE MEETING
TUESDAY, JUNE 19, 2007, 4:00 P.M.**

The quarterly meeting of the Safety Committee was at the Silverado Community Center. Those attending were Director Deborah Johnson, Caretaker Steve Reighart, Grants Administrator Phil McWilliams, and Children's Center Director Aimee Bryer.

Major changes since the last quarter include:

- a. The participation of the Children's Center Director, Aimee Bryer, in the meetings. She also receives the safety fliers and distributes the information in her weekly staff trainings.
- b. A professional cleaning crew began cleaning the Silverado Community Center, which has the most public use, at the end of May.
- c. More than a dozen Park Board members and community volunteers are fixing up the Modjeska Community Center. The group is setting up a locked room for records, re-finishing the floor of the main recreation room, cleaning up the kitchen, removing bulletin boards from the exterior, painting the exterior, landscaping the back yard, repairing and painting a shed, and repairing fences.

The Committee reviewed the report from Capri's April visit and made the following responses:

1. **Recommendation 2007-01:** The Safety Committee now includes a review and analysis of patron and employee accidents in its meetings.
2. **Recommendation 2007-02:** Waiver and release forms have been revised to include the time frame of the activity.
3. **Recommendation 2007-03:** We are in the process of replacing the compacted sand on the playground. We have collected bids and now need to raise the funds. It will cost at least \$5,000. We will probably replace the sand with wood chips. (see Silverado Children's Center section).

In addition to discussing the items below, the safety committee reviewed and analyzed potential patron and employee accidents. While none occurred this quarter, there were reports from both the Silverado Community Center and the Children's Center of snake sightings. The Children's Center has a snake stick, which a trained person uses to remove the snake. The committee discussed purchasing a stick for the community center or having a shovel that people could use to hit the snake, but the consensus was that it is best to leave the snake alone (this also follows scientific advice). At the Center, it is possible for visitors to move to another area of the yard. At the Children's Center, however, snakes must be removed.

Safety items from the previous meeting were discussed and new items were identified:

Silverado Community Center

Item from Previous Month	Status	Action	Responsible
Fence between community center and caretaker's trailer is out of alignment. Concrete pushes up. Phone service in all three buildings will be established through purchase of a cordless system.	Done	Fence re-aligned Concrete removed New phones installed	Steve R Steve R
Repaired cracks in exterior stucco in Bldg A	Done		Phil M
Doors and locks squeak, hard to work	Done	Oiled	Steve R.
Ceiling tiles broken	Pending	Replace tiles	Steve R

New items brought up at the meeting included:

New Item	Status	Action	Responsible
Checking and updating MSDS sheets	Pending		Phil M.

Silverado Park

Item from Previous Month	Status	Action	Responsible
The fascia board on the exterior of the restroom building is rotten.	Not done.	Will replace	Steve R.
Restroom floors and doors need re-painting. Switchplates need replacing.	Pending	Will paint and replace switchplates	Steve R
Gopher holes	Done	Holes filled	Phil M
The playground surface is cracking.	Installation company is defunct. Working with primary contractor to fix.	Repair cracks.	Phil M
Planters lack dirt—creating space into which a child could fall	Not done	Need to contact landscapers to fill planters	Steve R & Phil M
Oil gates	Done		Steve R

New Item	Status	Action	Responsible
Replacing sprinkler heads with rotary versions	In process	Will find several heads to try before ordering	Phil M & Steve R
220 Volt electrical is wired through timer switch	Fixed	Re-wired	Steve R

New Item	Status	Action	Responsible
Add suggestion boxes so visitors can provide safety recommendations	In process	Need to order boxes—have picked them out	Debbie J.
Tennis ball stuffed in toilet again	Fixed	Remove ball	Steve R
Complaints about dog poop in park	Done	Two community members have volunteered to clean it up	Steve R
A vagrant set up a bed in a corner of the park	Done	The bed has been removed and the situation addressed	Steve R
Sprinklers have a wiring problem so they don't always work	In process	Will run new wires over top of bldg	Steve R

Modjeska Park:

Item from Previous Month	Status	Action	Responsible
A suggestion box for the public will be put up	Not done	Need to order	Debbie J. & Steve R
Picnic table is down to raw wood	Pending	Refinish table	Steve R
Excess brush around gazebo	Under discussion by Board	Getting bids to clear	Phil M
Shed is dirty and needs repair	Pending	Clean & repair	Steve R

No new items were identified.

Modjeska Community Center:

Item from Previous Month	Status	Action	Responsible
The safety committee toured the center and made a list of priorities for re-modelling/repairs. These included installing door sweeps to prevent rodents and water from flowing under the doors, replacing cracked ceiling tiles, replacing missing light fixtures and repairing the shed out back.	Partially complete	Board & volunteers spent 2 days cleaning & doing minor repairs. More extensive repairs are pending.	Debbie J Steve R Aimee B (Children's Center director)
Light near side door doesn't work	Pending	Repair light	Steve R
Add motion detector to exterior lights	Pending	Install detectors	Steve R
Fit doors more tightly	Pending	Add door trim	Steve R
Windows don't work right	Pending	Repair windows	Steve R
Cabinets don't lock	Done	Locks installed	Steve R
Broken ceiling tiles	Pending	Replace tiles	Steve R
Light over kitchen sink doesn't work	Pending	Fix light	Steve R
Shed needs repair	Cleaned and painted. New floor installed Needs new door	Fix shed	Aimee B

New Item	Status	Action	Responsible
Walls holding mirrors are open on top	Done	Added drywall	Steve R
Kitchen filled with excess paper, dirty utensils, etc.	Done	Removed dishes, paper, etc.	Debbie J
Floor is dirty and needs re-finishing	In process	Board approved bid	Phil M

Silverado Children's Center

The Center had an earthquake drill, fire drill and snake drill in June. The Center has checklists for monthly and annual safety activities. All of the doors, windows, appliances, toilets and plumbing are checked monthly. Last month Band-aids were replaced in the First Aid kits. Annually the checklists involve changing air filters, vacuuming refrigerator coils, cleaning stoves and ovens, checking air conditioning coolant, checking fire extinguishers and changing smoke detector batteries.

New Item	Status	Action	Responsible
Playground sand is too hard	In process	Collecting bids—need \$5,000 to replace	Aimee B
School-age playground unsafe	In process	Replacing—have \$10,000 grant; need \$15,000 more. Have drawings & bids.	Aimee B
Light fixtures in preschool room broken	In process	Repairing	Aimee B
Used florescent light bulbs	In process	Need disposal	Phil M & Aimee B
Used computers piling up	In process	Need disposal	Aimee B
Grass is dead	Pending	Needs replacement with synthetic turf	Aimee B
Sidewalk by tree is cracked	Pending	Needs repair	Aimee B

The meeting was adjourned at 5:15 p.m. The next regular meeting of the Safety Committee will take place in September.

The Administrative Assistant is requested to mail and fax a copy of these minutes to CAPRI after approval by the Board.

Respectfully submitted to the Board by Director Deborah Johnson.