

**HESPERIA RECREATION AND PARK DISTRICT
BOARD OF DIRECTORS
SAFETY AND SECURITY COMMITTEE MEETING**

**Friday, February 28, 2020
1:00 p.m.**

**Lime Street Park Community Center - Conference Room
16292 Lime Street, Hesperia, CA 92345**

MINUTES

Call to Order

Meeting was called to order at 1:01 p.m. by Director Gonzalez.

A. Attendance

Board Committee Members: Gonzalez, Blocker

District Staff: Etchepare, Wyzlic

Guests: None

Message to the Public/Public Comment

- Dan Dalton voiced concerns regarding the Park Ranger Program and expressed his desire to keep the community safe.

Communications

Oral/Written Communication

- None

Discussion/Action Items

B. Selection of Committee Chair

- Blocker was selected as Committee Chair.

C. Staff Safety Committee Reports

- Etchepare reviewed 1st Quarter 2020 Safety Committee Meeting Minutes with the committee, along with providing a list of the District employees that attend those meetings.
 1. Ranger
 - Etchepare advised that 4th Quarter Firearms Qualification training was completed and filed in the Rangers' files.
 2. District Injury Review
 - Etchepare reviewed District policy and procedure with regard to employee documentation of incidents, accidents and out of the ordinary situations.
 3. Safety Training

- Etchepare reviewed the Quarterly Safety Minutes accounting of training completed by the District's employees and/or the Board of Directors to include: Ethics training, Harassment Prevention training, Tailgate Safety training, Park Ranger training, CPR training, or additional certifications required for specific positions.
4. Parks
 - Etchepare outlined the Tailgate Safety Training and additional training completed by Parks division staff.
 5. Administration
 - Etchepare reviewed the process taken by staff for incident reports and quarterly Safety Committee Meetings.
 6. Recreation
 - Etchepare spoke on the various levels of staff training related to job classifications in the recreation division. She clarified that staff is obligated to respond while on duty only to their level of training.

D. Overview of the District Safety Program

- Etchepare reviewed the process of submitting quarterly Safety Minutes to CAPRI. She highlighted that CAPRI comes out annually to inspect/audit the District on areas of safety. Etchepare recommended to the committee that they inquire further, if so desired, on incidents related employee injuries. She stated that she encourages training for staff.

E. Discussion of Possible Improvements to the District Safety Program

- Blocker stated there is always room for improvement with safety. He commented that he does not see any patterns of safety issues. He had no direct comments for improvement.
- Gonzalez recommended possibly sending out a monthly safety tip or reminder to staff. He emphasized the importance of the staff Safety Committee meetings to address any safety related issues or concerns.
- Etchepare highlighted that she welcomes any input from the Board.

Adjournment - Meeting was adjourned at 1:59 p.m.