

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

AGOH-HRO

11 August 2011

MEMORANDUM FOR RECORD

SUBJECT: Minutes, Maintenance Facilities Safety Sub-Working Group

1. Reference meeting 9 August 2011.
2. Attendance: COL Tansill (CoS), LTC Mikula (Safety), MAJ Rogers (Surf Maintenance), CPT Gilliam (Facilities), Mr. Penn (Facilities), Mr. Willie (AFGE), Kathy Gulla (HRO).
3. Review of priority RAC abatement tracking. RAC charts will now only show the previous year forward.
 - (a) The permanent exit sign at Med Det has not been installed. DSCC must order and install this sign. The hazard has been mitigated with temporary signage.
 - (b) FMS1 – Sgt Durant has inspected the facility and has found a few safety issues with the new building. A handrail needs to be installed along loading ramps over the drainage area to prevent a fall. A missing GFCI switch needs to be installed over the break room sink. Light switches are located in the shower area. While the light switch cannot be directly hit with water from the shower there is a concern that an employee may be wet coming out of the shower and touch the light switch. Steps have been taken to mitigate the hazard. First, shower curtains are installed in the shower stalls to prevent splash. Also, vinyl light switch covers along with an inner rubber gasket will assure water will not penetrate into the wiring. The builder/engineer has been informed of these issues so they can be addressed.

LTC Mikula will email Sgt Durant's report to MAJ Rogers.
 - (c) Shop Ventilation – Progress has been made to identify where ventilation systems are below standard and to visibly identify those systems that are in working order and those that are not. FMS8, FMS 9 and FMS 11 have ventilation systems that are below standard. A work order will be completed to evaluate and fix these systems.
 - (d) CSMS – Melted batteries in the backup power system will be replaced by 31 August, 2011. The contractor is in place and new batteries are on order. Once the batteries are delivered the contractor will haul away the melted batteries, clean the cabinet and install the new batteries.

Parts are on order for the fire door. The target date for completion is 31 August, 2011, but it is hoped the parts will arrive sooner and the door will be fixed prior to that date.

Water is coming in under the bay door. A repair has been designed and bids will be sought for the repair. Date for completion is 30 September, 2011. Main street doors are experiencing similar water issues and will need to be repaired as well.

Quotes are needed for the PA system. The issue is electrical. Date for completion is 30 September 2011.

The compressor will be hardwired rather than run by extension cord. A quote has been received, it will be evaluated and a purchase order cut. Date for completion is 31 August, 2011.

(g) AASF#2 – a new GFCI will be installed over the sink by tomorrow (10 August 2011)
There is no update on the repairs needed in Building #154.

3. There were no changes to the meeting minutes for the 12 July 2011 meeting.
4. Mr. Wille was concerned that the flow chart for communication of safety issues is not in place. The chart is out as SOP.
5. The next meeting is scheduled for 13 September 2011.

Kathy Gulla, Labor Relations Specialist
Human Resources Office