

# S.O.R.T. MEETING MINUTES

November 18, 2008 – Ronald Wastewater District

**Present:**

Dale Webb – West Sound Utility District  
Gary Tollefson – Olympic View Water & Sewer District  
Robert Smart – Covington Water District  
Curt Russell – Alderwood Water & Wastewater District  
Kurt Oakland – Woodinville Water District  
Bob Forslin – Fall City Water District  
Jason Sharpe – Ronald Wastewater District  
Terry Lindsay – Skyway Water & Sewer District  
Vince Gabrio – Coal Creek Utility District  
Brian Rivera - WSRMP

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◆ **WELCOME/INTRODUCTIONS**

- The meeting started at 9:00 a.m.

◆ **NEW/OLD BUSINESS/DISCUSSION**

- Discussed safety committee meetings WAC.
- Discussed the details of the upcoming Smith System driver training classes.
- Went over the possible upcoming changes to the CDL January 1, 2009. The potential change is testing for driving with a trailer.
- Discussed commercial vehicle inspection requirements for VAC trucks.
- Discussed what to include in the next edition of the SORT report. Dale suggested an article on behavior. SORT suggested including a note about all of the updated SORT programs we have done recently as well.
- Robert will be sending Brian some articles for possible use in the SORT report.
- Discussed and selected the 2009 SORT meeting dates and places. It was suggested we move the default SORT meeting dates to the second Tuesday of every month instead of the third due to safety meeting conflicts at certain districts. The SORT committee present agreed to change the default meeting date to the second Tuesday of the month.
- Bob Forslin and Curt Russell nominated for SORT Vice Chair. Bob Forslin was elected by the SORT committee.

◆ **PENDING PROGRAMS**

- **Welding/Cutting** – Andrew was absent from the meeting.
- **Respiratory Protection Program** – Kurt reported that it is a rough draft and needs some work on the table of contents. Kurt said he will send it out to SORT by email and see if he should change it to an SOP.
- **Hazard Communication** – Dale is getting information from L&I. He will send it out to SORT via email and if no changes it is ready to post.
- **Fall Protection** – Robert noted that this program is complete and ready to post on the website.
- **Const. Equip. Safety** – Robert noted that this program is complete and ready to post on the website.
- **Lifting & Rigging** – Jason is working on this program and will have another copy for the January SORT meeting.
- **Hand/Power Tool Safety** – Terry had computer problems and gave Brian a copy of the program on CD to send to SORT after the meeting via email.
- **Claims Reporting Procedures** – Leah was absent from the meeting.

- **Safety Responsibility** – Vince had trouble viewing the programs after being downloaded from the WSRMP website. Vince will have a draft for review at the January SORT meeting.

◆ **VIDEOS**

- We watched Violence in the Workplace: Water Utilities at Risk. The committee commented that the video was good and recommended keeping this copy in our library.
  - Next we watched Powered Hand Tool Safety which is a new DVD on loan from Coastal.com. The committee thought it was good and recommended we purchase this DVD and add it to our library.
- ◆ The meeting adjourned at 3:00 p.m.
- ◆ The next meeting will be January 13, 2009, at Alderwood Water & Wastewater District.

Minutes approved

  
Committee Chairperson

Date approved

12-30-2008