

Notes from the first convening of the volunteers of the Elizabeth Lofts Safety Committee held on Thursday, July 20, 2017. Minutes will be recorded beginning with the first official meeting of the newly formed Committee.

PRESENT: Bob Garsha, committee member
 Teresa Jankus, committee member
 Alberto Martinez, committee member
 Paul Roelofs, Elizabeth Board liaison
 Heather ? on behalf of Sandra Stone, committee member

NOTES

Meeting called to order at approximately 5:05 pm.

Paul opened the meeting by reviewing the proposed agenda. Committee members asked for background on why the Committee was being formed and what, if any, expectations there are for the Committee's responsibilities.

Paul shared some background and documents from past efforts:

- In the 2010 timeframe, the current Resident Emergency Procedure Plan and Resource Manual was drafted after much research and planning, including a full tour of the building and a review of all its safety mechanisms. This was taped with the intent to make available to the Committee members at the time, but certain content prevented that from happening. Paul will investigate whether it can be shared with the new Committee members as a way for us to familiarize ourselves with the building's safety mechanisms. New safety features have been put in place since, e.g. automatic gas sensor and shutoff in the event of seismic activity. The new Committee members can decide whether they want to request a current building tour.
- In recent months, the Elizabeth Board of Directors felt it was necessary to establish a current Safety Committee to address emerging needs, e.g. stair chairs for non-ambulatory individuals, automatic defibrillators (AED). Paul was designated as the Board member to form and advise the Safety Committee.
- Paul communicated the general purpose of the Safety Committee to be that of promoting personal and community safety. Beyond that, the new Safety Committee will immediately need

to define its role and responsibilities and present its plan to the Board of Directors for approval. The following ideas were shared as things to explore:

- Role – does the Committee want to inform, participate in emergency response, have oversight, or any or all of the above?
 - Structure – do the Committee members want to assume certain roles on the Committee, .e.g. floor captain, Chairperson, etc.?
 - Emergencies we which to address – what emergencies do we want to establish procedures for, e.g. earthquake, fire, anarchy, pandemic, etc?
 - Revision of the manual
 - The possibility of hosting emergency preparedness workshops at the Elizabeth, e.g. CPR, what to have in an emergency kit and how to create a personal emergency plan, etc?
 - The possibility of identifying residents who have disabilities, residents who have pets, units that are unoccupied and for what timeframe, medical professionals in the building who are willing to act in the event of an emergency, etc.
- Once in place, the Safety Committee is intended to operate on its own and to update and make recommendations to the Board as to safety enhancements for the community, including any necessary expenditures.
 - It should be noted that only trained professionals can operate most safety features of the building and shut the building down in the event of an emergency. There is no expectation that the Safety Committee will take on this responsibility; however, the Committee needs to decide what role it will play and responsibilities it will take on in the event of each type of emergency.
 - Paul shared the name of an emergency preparedness expert who works with condominium buildings in the creation of a safety plan – John Warner. The Committee members unanimously agreed that we should meet with John to share our existing plan and get his advice on how to create the best approach for our community.
 - It was estimated that we should be able to organize and agree a plan for proposal to the Board by end of year. Paul asked if the Committee could immediately begin assessing the need for stair chairs and AEDs and make a recommendation to the Board.
 - The following next steps were agreed:
 - Teresa will contact John Warner to ask for a meeting with the Committee members. Based on the availability of the Committee members present, it was determined that we

could meet with John either before the end of July or after September 1st (any day other than Wednesdays and Thursdays and after 2 pm).

- Teresa will make copies of the hard copy materials Paul shared from past Safety Committee efforts for each Committee member. Teresa will ask the concierge to retain the original copies in a central location at the concierge desk that is accessible to all Committee members and Paul.
- Paul will investigate whether the 2010 building walkthrough video can be made available to the Committee members and, if so, will provide it.
- Meeting adjourned at approximately 6:05 p.m.