WEST LINN-WILSONVILLE SCHOOL DISTRICT
DEPARTMENT OF OPERATIONS
2755 SW Borland Rd, Tualatin, OR 97062
503.673.7995

District Safety Committee – Employee Safety Agenda

Wednesday, October 15, 2025; 7:00 AM, WLWVSD via Microsoft Teams

A. ATTENDEES:

Name	Location/Title	Present	Absent
Jeff Chambers	Director of Operations		
Officer John Rimington	West Linn HS, SRO		
Officer Zach Keirsey	Wilsonville HS, SRO		
Jared Hayes	OSEA Representative		
Jessica Lambert	OSEA Representative		
Jeremy Nichols	Safety & Transportation Supervisor		
Darlene Wilmes	Environmental Technician		
Karen Pyeatt	District Nurse		
Mindy Schmitz	Community Services Coordinator		
Shyla Waldern	Director of Human Resources		
Andre Abraham	WWEA Representative		
Sue Bynum	WWEA Representative		

B. MINUTES REVIEW:

The minutes from all meetings are available on the website: http://www.wlwv.k12.or.us/Page/16137

C. DISTRICT SAFETY EXISTING ACTION ITEMS:

	Responsible Party	Status (Due by)
Safety, Security, and Technology Upgrades/Safe and Welcoming Schools **7.16.2025** ● West Linn High School is the last school to be rekeyed and the project is completed. ● Officer Keirsy attended the National SRO Conference and shared information the district can use to be better prepared for a lockdown. The items discussed were video surveillance monitoring, making sure the PA system heard from all areas of a building and having restroom doors in all restrooms. During an emergency lockdown it was also suggested that a district administrator off site be responsible for video monitoring. ● The flowchart and EOP are currently being updated. **8.20.2025** ● Information regarding the next bond was provided to the committee. A link to the 2025 Capital Bond is posted on the district website. **9.17.2025** ● Proposed Capital Bond projects and upgrades are listed on the district website. Under Safety and Security – add site fencing at primary schools, access control at all schools, intrusion-limiting glass at all schools, emergency communication system upgrades and secure entryway additions at West Linn and Wilsonville High Schools. ● Meetings have begun on access control and Rosemont outdoor restrooms are being used as a test site for card access. ● West Linn High School has been rekeyed and key boxes have been installed. ● A high-fidelity camera needs to be added to the front of Boeckman Creek and at the main intersection at Wilsonville High School. These two sites are noted as first to be upgraded. The demo period for the four cameras in place has been extended through November. The demo cameras are high-fidelity with AI capabilities. **10.15.2025** ●	*Jeff Chambers & Jeremy Nichols*	*Ongoing*
Drills **7.16.2025** ● Jeremy will be meeting with principals and affirming protocols for the 2025-26 school year. **8.20.2025** ● Jeremy has met with 9 of 16 building Administrator staff and will continue these meetings into the Fall. ● The Incident Command System (ICS) model is updated each year at the school level and we are currently in the process of updating the District Emergency Operations Plan (DEOP) ICS. **9.17.2025** ● EOP meetings with principals have been completed. Evacuation protocols at Boones Ferry have been adjusted for earthquake drills. The grass fields in the back of the school will now be place to use in an evacuation. ● All schools completed an emergency evacuation drill within the first 10 days of the school year.		

• High schools have started a new process for lockdowns drills. Police officers will walk through with administration staff and will be the ones opening doors. • WLPD will perform Active Threat training at Athey Creek on 9/20 and 9/21. There will be a blurb in the Tidings on this topic as well as district communication sent out to the community. **10.15.2025** •	*Jeremy Nichols*	*Ongoing*
Environmental Testing **7.16.2025** • There is no update on environmental testing. The Healthy and Safe Schools Plan will be sent to the School Board for approval. **8.20.2025** • Fire alarm testing is completed for the year. **9.17.2025** • The Environmental Technician member position is open on the District Safety Committee. • Upcoming water testing will be scheduled at three school sites this year. **10.15.2025** •	*Jeremy Nichols*	*Ongoing*

NEW DISTRICT SAFETY ISSUES/DISCUSSION:

1. Federal agent incident at Boones Ferry and Inza Wood on Monday, October 13, 2025

2.

D. EMPLOYEE SAFETY ACTION ITEMS:

Injury Reports **7.16.2025** • There were two incident reports reviewed and the root causes were identified. Use of proper PPE use will be discussed at Safety Training on 7/31/25 & 8/1/25. **8.20.2025** • The committee reviewed two incident reports. An injury occurred during a practice on a turf field. The root cause was not identified in this case. Accidents do happen. The second incident took place while an employee was moving furniture. Custodial staff will be reminded to utilize tools put in place for moving large pieces of furniture. • Incident Reports will be added to Employee Safety action items. **9.17.2025** • Incident Reports will now be referred to as Injury Reports, and the committee will maintain its role in reviewing them. • Seven Injury reports were reviewed. Two incidents included stings from bees and hornets. Yellow jackets are a problem on primary school playgrounds. District grounds crews are quick to respond to spray and dig to get rid of the yellow jackets and hornets. Cooler weather will help solve this issue. • There was an incident with an employee using a paper cutter. The injury wasn't caused by malfunction of the equipment. As a precaution the paper cutter has been taken out of service and replaced with a new style. Further communication on paper cutter safety will go out to staff. • Employee passed out, possibly related to the hot weather. There are OSHA guidelines on heat. Jeremy will follow up with the school principal to make sure	*Shyla Waldern, Jeff Chambers & Jeremy Nichols*	*Ongoing*

playground duty includes access to shaded areas. Staying hydrated in hot temperatures is also recommended. References will be sent out on heat safety. ● Ops team has followed up with employee who received an injury while replacing irrigation. Employee is back at work. ● A lift gate was malfunctioning and caused a back strain. Lift gate repairs have been made. ● Maintenance staff will be checking on a tree root protruding up from the grass that caused an employee to fall. There will be follow up to see what kind of shoes were worn when this injury occurred. **10.15.2025** ●		
Employee Safety **6.18.2025** ● Topics discussed will be items related to Employee Safety. This committee will meet on the third Wednesday of each month. **7.16.2025** ● A new committee will form and we will update the roster to have representation from both Bargaining Units. Employees will be given information on how to report a safety concern. The items on the agenda will be employee specific and solutions will be found and recorded on the minutes. The minutes for Employee Safety will be separate from the monthly District Safety Committee minutes and the same committee will be present for both meetings. **8.20.2025** ● The committee reviewed next steps to take to report an employee safety concern. and concluded that over reporting is always better than under reporting when it comes to safety. Staff will need to report safety concerns for proof of data. A documentation process will be started. **9.17.2025** ● District employees will soon have a dedicated Google Form on the district website to report safety concerns. Until the form is available, safety issues should be reported to Jeremy, Union representatives or building administration. Principals will be informed prior to sending out a communication to all staff regarding the new form. Student safety will be reported to the Student Services Department or building administration. ● Should near misses or close calls be reported? Yes, reporting near misses and close calls is essential. These incidents provide valuable insight into potential hazards and can help prevent future accidents. By documenting them, Operations administration can proactively identify and address safety concerns before they escalate. Further discussion will take place at DSLT meetings. **10.15.2025** ●	*Jeremy Nichols*	*Ongoing*
OSHA Training **9.17.2025** ● District Safety Committee members are expected to complete the following required online training sessions, **Accident Investigation & Hazard Identification & Control**. Once training is completed, members are to notify Jeremy and records will be updated. **10.15.2025** ●	*Jeremy Nichols*	*Ongoing*

NEW EMPLOYEE SAFETY ISSUES/DISCUSSION:

1. Can the fire doors be shut during the day?

2. There are areas of extreme heat and other areas of extreme cold at Boones Ferry.

NEXT MEETING: November 19, 2025 – via Microsoft Teams at 7:00AM

Meeting Minutes *were prepared by Mindy Schmitz (schmitzm@wlwv.k12.or.us). Please submit in writing any corrections to the West Linn-Wilsonville District Safety Committee prior to the next meeting date; otherwise, the minutes will stand as reported.*