

MEMORANDUM FOR TFS SEAC MEMBERS

2/25/2016

FROM: TFS SAFETY OFFICER

SUBJECT: TFS Safety and Environmental Advisory Council (SEAC) Meeting Minutes – 2nd Quarter FY16

1. The TFS Safety Council convened at 1301 on 25 February 2016 at the Headquarters Building in College Station, TX. Members present were Cynthia Foster, Les Rogers, Tom Byram, James Polasek, Steve Pollock, Rhea Cooper, Chris Brown and Kelly Bunch. Jim Rooni, Brian Pope and Jim Cooper attended via conference call.
2. Review of Minutes from Previous Meeting:
 - a. Minutes of the 11/10/2015 meeting were reviewed. Steve Pollock made motion to approve and minutes were approved as read.
3. Meeting Topics:
 - a. Kelly Bunch gave an update on RAP fund purchases.
 - b. Accidents, Injuries and Property Damages for 2nd Quarter FY16 were discussed and approved.
 - c. Kelly Bunch showed the revised Accident and Injury Guidelines guideline and approved changes were discussed.
 - d. Cynthia Foster discussed the need for high visibility vests for TFS employees working on or near the road. A vest was passed around to show the committee members present what was being purchased and issued to employees.
 - e. SEAC membership realignment was discussed. The current SEAC Committee makeup was compared to a proposed committee makeup. Wes Moorehead proposed rotating members every two years. A motion to approve proposed changes was made by Steve Pollock and seconded by Les Rogers. Kelly Bunch will work with Cynthia Foster to get the final list out to the new members before the next scheduled SEAC meeting. James Polasek asked to relinquish his committee membership and permission was granted by the committee.
 - f. Next Meeting: TBD after new committee members assigned.