**Green Bank Observatory**

**Safety Committee**

**Meeting notes:** January 11, 2018

Last month’s fire-suppression system inspection went well. We are replacing a few backup batteries on site. We received 42 new fire extinguishers for the site and recycled the old extinguishers.

Jason Pitzer submitted the site inspection document to Mike and Karen. It is being prepared for distribution to division heads. Also submitted to Mike and Karen was the emergency preparedness document. We have finalized rally point locations. Signs marking these locations are finished and awaiting installation.

We will replace malfunctioning locks in the works area.

We have tentatively scheduled a visit from Brewer & Company to upgrade the bunkhouse fire-suppression system sometime in February. This upgrade will take place to reduce RFI produced by the current system.

Vests, sizes S-3XL, have arrived. Any safety committee member, who has yet to receive a vest, can visit Luke Hawkin’s office to pick one up.

Our next meeting will be February BLANK at 9:30 AM. This is the last meeting for the 12-month officer cycle. We will elect new officers in March as well as review current by-laws. Topics of review include:

* Change meeting time to 10 AM
* Codify the transfer of radios and vests when a current member leaves

Recorded by Luke Hawkins, submitted by Sophie Knudsen