

Grace Safety, Security and Health Committee Meeting – Grace Memorial Episcopal Church Campus  
January 11, 2023

Attendees: Jeff Ewen

Kevin Walsh

Demetria Keck

Kris Doty

Rev Dcn Liz Klein

Niki Moquist

Sharon Lommis-Malon

Sibby Tower

- Emergency Guide – One pager – **Laminated version for posting in the church only:**
  - Jeff wants to wrap this up and is still in need of phone numbers and shut off valve locations to be posted on the back side.
    - Agreed that the numbers should be for: Kevin, Charles, Martin, Kris, Alex, David and Sharon
    - Numbers need to be non-office and are only going to be published on these copies displayed in the church for reference during an emergency.
    - These numbers are to be called AFTER first responders are called; for notification to clergy/vestry members and office personnel.
    - Need shut off valve information:
      - Gas shut off is in basement under sacristy...located by stairwell from outside the courtyard entrance. One must get through a padlocked gate. Believe the 'Z' key would open the door at the base of the stairs.
      - The electrical shut off valve is in furnace room. Suspect that sanctuary is probably on a different shut off
      - Water is in GI office and access is with an 'O' key
    - Noted that these details are for first responders, except "the big one" when there will not be first responders.
    - These will need to be laminated, church office can do that.
    - Suggested that there is need to practice a response with this document.
  - Jeff stated that the "for general consumption" version is ready
    - Ideal to have this ready, printed and in Church's Annual Meeting Book, annual meeting is 1/29/23.
    - Next Steps: Jeff will send document (PowerPoint) to Kris for duplication.
    - Next Steps: Electric files of these documents will be on file in church office and can be updated as needed.
    - Document should be updated and distributed annually in Annual Meeting Book.
- Emergency Preparedness Guide – Jeff asked for status on this document
  - Was sidelined as Committee worked on one pager, walk around, Campus Steward....
  - Kevin agreed that work needs to resume and he suggested waiting until Sue returns from vacation and getting that going again.
  - Tentative completion date: Before Lent
- Campus Steward
  - Only one additional resume came in, but group agreed, not a fit for position.

- Kris is working with Curt on benefits package, but group encouraged her to make an offer, stating medical benefits (\$500 monthly taxable stipend and applicant can enroll in diocese plan, which is expensive); sick leave, Federal holidays and vacation time. (Since meeting, Kris has contacted candidate and he has accepted position, pending background check.)
  - Strength with candidate is his knowledge and experience with general repairs, innate sense of how to de-escalate.
  - Candidate needs to work 40 hours a week and we discussed that some additional hours will come from events, but if he is as versatile as represented, there could be other opportunities with building maintenance.
- Issue of backpacks in sanctuary during service
  - Ushers have raised the issue of having a safe place for visitors to leave their backpacks during services.
    - Concern about potential contents and intent of strangers
  - Debate about this was generated. Concern is we know some people with backpacks and would never feel threatened by their presence. It was agreed that the critical factor is a known person vs. unknown and the potential threat (and the implicit bias).
  - Another critical issue is can we guarantee the security of these belongings and protect the church and its congregants if a claim is made.
  - Noted that the Ushers are not always at the back of the church to protect anyone's stored belongings.
    - Raised the issue: should there be more people at the back of the church during service?
    - Mentioned that a person came in a while ago, not known, had had a backpack and had some mannerisms that were concerning. Two congregants got up and stayed with that person...but can we guarantee this assistance during all services?
    - It was reminded that there are no Ushers or security measures during the 8 am service.
    - Questioned if the Campus Steward was given a schedule that included being at the church on Sundays. (Yes, after call Kris verified that Sundays are on the Campus Steward schedule)
    - Liz volunteered to send an email out to Ushers that have raised this concern to see about meeting to discuss this.
  - This item will be revisited during next meeting
- Meeting adjourned.

Minutes submitted by Sibby Tower and Jeff Ewen