

## Oxford Facility EMS Team Meeting Minutes

Date: Wednesday, 03/24/06

Time: 09:00

Location: Oxford Library

Attendees: A.K. Leight (Lead), Jay Lewis, Julianna Brush, Steve Early, Eric Daniels, Scott DeLude, David Nixon

Absentees: Ben Longstaff, Bob Wood

Either Steve or Debbie will attend meetings dependent on who is available

### Discussion Points:

#### 1) Recap of action items from last meeting

- Cardboard recycling bin in place. Will be painted later this Spring.
- Paper recycling bins distributed.
- AK spoke to Chief Gallagher about the recycling efforts. He indicated the Coast Guards willingness to recycle.
- Reporting efforts for State and Feds not yet coordinated
- Very few mercury bulbs left in building. Scott indicates that Bob Wood would like all bulbs replaced on 5 year cycle (translating to about 200 bulbs per year)
- Effort to find more environmentally friendly cleaning supplies still underway. Scott and David have contacted their supplier about getting some more environmentally friendly cleaning supplies
- Have yet to get small posterboard for lunchroom

#### 2) New Issues

- Now have issue with amount of paper, especially the shredded paper, and placement in recycling container near park.  
ACTION: Scott will get name and number of contact from recycling bin
- ACTION: Need to get place for glassware recycling. Scott and AK will pursue
- Money from aluminum recycling goes to party fund
- Safety meeting will be held April 10-14: reminder that EMS training will be included
- Need to start considering field operations in the EMS effort.  
ACTION: Work toward establishing protocols if not already in place

- Building projects at Oxford – should incorporate EMS in design and operation
- Battery disposal – staff is seeking guidance on proper battery disposal. Jay reports that Maryland has no requirements on disposal of alkaline batteries and that, for now, they can go in trash. Other batteries (eg. lithium, mercury, nickel) may require special disposal and will be collected by Jay Lewis or A.K. Leight).  
ACTION: A.K. will look into recycling options for alkaline batteries  
ACTION: Scott will inquire about recycling effort he has seen at a home improvement store to determine where they dispose of the batteries.
- Steve suggested a grounds clean-up day.  
ACTION: Steve will talk with Bob about getting a dumpster in to cleanup debris around the property
- Scott indicated a desire to clean up the back of the storage building by disposing of old cubicle parts that are stored there. Steve suggested the possibility of taking to DNR property reclamation site in Jessup.  
ACTION: A.K. will look into rules regarding disposal of none inventoried Federal property.
- Steve indicated that the ‘Beach House’ building is scheduled to be demolished by State of Maryland construction employees. Jay indicated that the building contains lead-based paint and that anyone involved in demolition needs to be informed of the lead presence and take appropriate steps to protect themselves and the environment.

### 3) Report from NCCOS EMS Meeting

- NCCOS wants minutes from facility team meetings.
- Centers/facilities are expected to pay for EMS related efforts out of their base budgets
- NCCOS web page has been updated

### 4) Meeting minutes

- Reminder that meeting minutes are placed on the I: drive for the fed staff and a state server for State employee access