

# City of Valdez

## RISK MANAGEMENT REPORT 12219A



May 24, 2019

Brian Carlson, Finance Director  
City of Valdez  
P.O. Box 307  
Valdez, Alaska 99686

SENT BY EMAIL: bcarlson@valdezak.gov

Dear Mr. Carlson:

As part of AMLJIA's ongoing commitment to serve its members, I visited the City of Valdez to field questions, inspect properties, and explain AMLJIA's services. I appreciate the time spent with you and other City of Valdez staff.

This report includes photographs of potential hazards with recommendations provided to help reduce the city's exposure to losses. The Action List included with the report must be completed, signed and returned **within 30 days** of receipt. The process is simple: document the date the hazard was remedied or a plan for future corrective action. These recommendations are a simple and useful tool for tracking your progress as the identified hazards are corrected. Completion of the Action List also earns credit in the Loss Control Incentive Program (LCIP). Participation in the LCIP can earn credit up to five percent off your annual contribution. In FY 19, the City of Valdez earned \$8,830 off its annual contribution through this innovative program! Thank you for your ongoing participation, this truly shows your commitment to keep your employees safe and exposure to risk at a low level.

The City of Valdez has \$588.85 in its AMLJIA Safety Savings Account that may be used for purchasing safety products. I recommend that you use these funds to purchase fire extinguisher signs to place above all fire extinguishers at the Civic Center and Library, and Exit signs for the Fire Station. I also recommend that you post safety rules and regulations at the shooting range visible enough for all users. Please feel free to call me if you would like assistance with these purchases. I am here to assist you with any safety concerns.

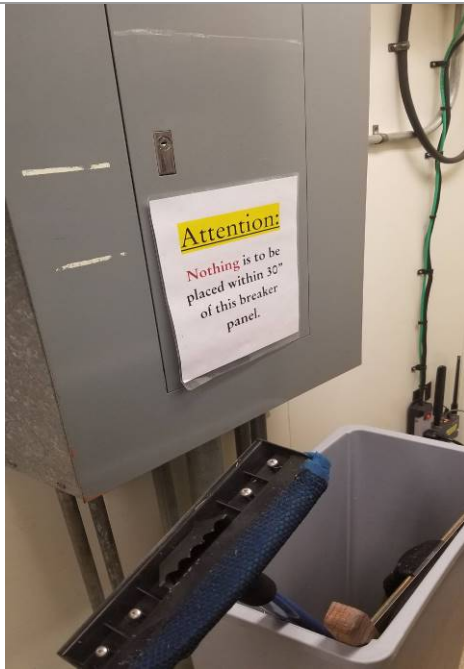
Sincerely,



Amira Goldstein  
Risk Control Specialist  
amirag@amljia.org

The Alaska Municipal League Joint Insurance Association provides this report to the member entity with the sole purpose of helping to identify and eliminate potential loss to the member. This report is not, nor is it meant to be, inclusive of all potential hazards. Final resolution of any problems identified, and any measures taken or not taken, are the responsibility of the member. This document is not meant to expand or amend AMLJIA coverage documents, nor should it be used in the determination of liability for any particular claim. For specific details, please refer to the AMLJIA Participant Coverage Memorandum and other official coverage forms. All matters of interpretation are to be construed in favor of these documents.

cc Hale and Associates



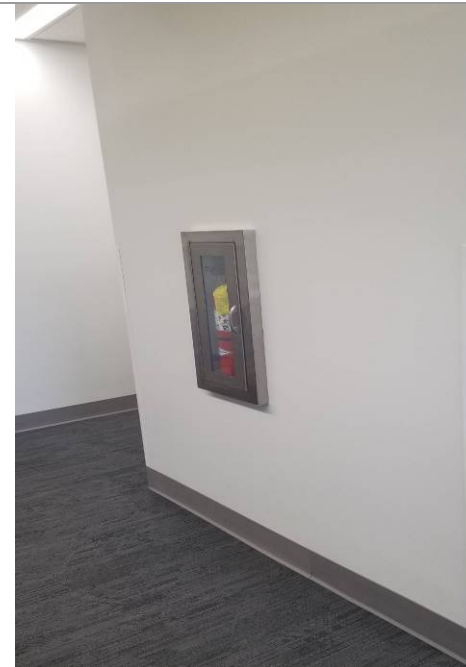
**01-12219A: Civic Center, Police Station, Fire Station;** Relocate obstructions away from electrical panel for easy access in the event of an emergency. Allow for a minimum of 30 inches of clearance around the electrical panel. In addition, keep electrical panels shut when not in use.



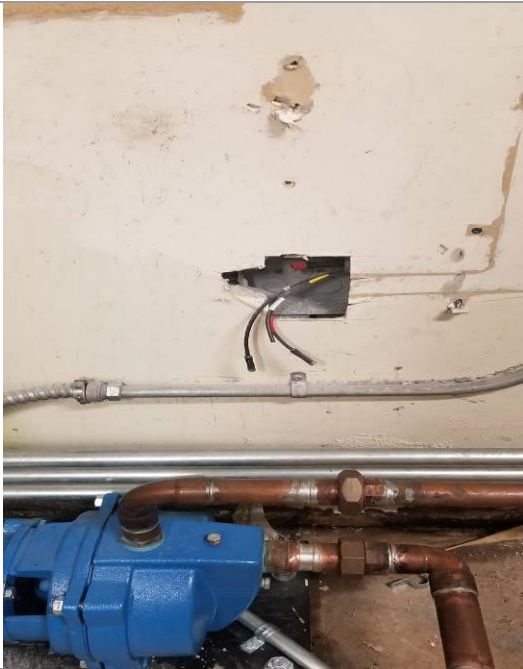
**02-12219A: Civic Center (Theater);** Replace batteries and lightbulbs to ensure emergency lighting activates in the event of a power outage.



**03-12219A: Civic Center (Kitchen, Janitor Closet);** Expired eyewash solution. Recommend purchasing new eyewash solution.



**04-12219A: Civic Center, Library;** Place fire extinguisher signs above fire extinguisher to help identify location.



**05-12219A: Rec Center (Boiler Room);** Replace missing electrical cover to prevent exposure to live electrical wires.



**06-12219A: Rec Center, Fire Station;** Repair broken electrical outlet cover to avoid arc flash, an electrical short, and live electrical exposure to employees and general public..





**07-12219A: Rec Center;** Highlight the step on both sides with safety tape or fluorescent paint to minimize potential for tripping hazard and injury.



**08-12219A: Hospital;** Excellent new self-testing exit signs installed throughout the facility. Continue the good work!



**09-12219A: Police Station (Stairwell);** Replace broken electrical outlet cover to avoid arc flash, an electrical short, and live electrical exposure to employees.

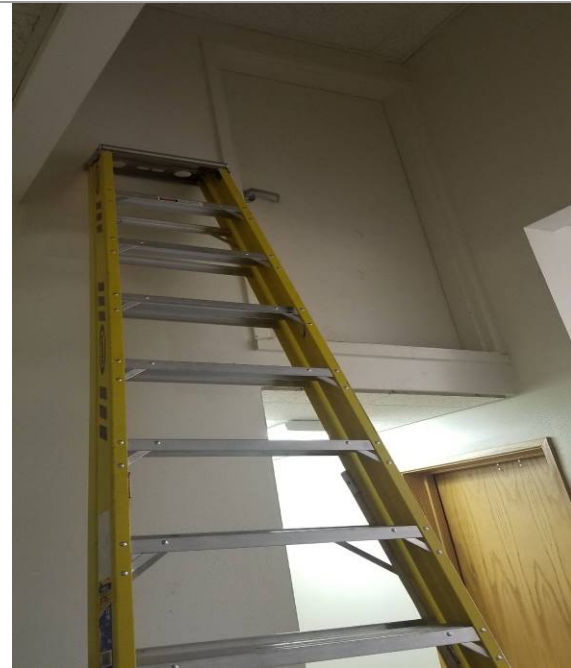


**10-12219A: Fire Station (Throughout Building);** The building was inspected 3 years ago and diagnosed with a severe type of black mold. As indicated by the picture, certain areas have been quarantined due to black mold. Staff continue to work around the quarantined areas and state they feel sick after a day of work. During my inspection at this facility, I immediately experienced a headache that dissipated after I left. On May 6, 2019, the Valdez city council voted no on a proposal to relocate and construct a new fire station.

Recommend revisiting remediation plan(s) for current quarantined mold areas within building.



**11-12219A: Fire Station;** Exit doors are missing exit signs. Install appropriate exit signs above both doors. Exit signs should be illuminated to a surface value of at least five foot-candles (54 lux) by a reliable light source and be distinctive in color.



**12-12219A: Airport;** Improper means of entry into air handler room. Recommend installing pull-down staircase. Additionally, door should be marked to identify air handler room for authorized personnel only, and marked as not an exit.





**13-12219A: Shooting range;** Recommend users to sign-in prior to use and/or have users sign a waiver and statement of understanding of general range rules to keep on file. Additionally, install general safety range rules signs visible enough for all users to read, not posted in the line of fire.

Additionally, I recommend eliminating the hazard by selling the property to a local third party e.g., a gun club.



**14-12219A: Shooting range;** I was informed users often bring non-designated targets to the range to shoot; microwaves, tv's, etc. Recommend installing shooting range rule signs large enough for all users to read instructing users to only shoot at authorized targets (no exploding, glass, cans or other items considered trash targets).



807 G Street, Suite 356  
 Anchorage, Alaska 99501  
 Tel: (800) 337-3682  
 Fax: (907) 279-3615

## ACTION LIST

Please Respond to the AMLJIA in 30 Days

**City of Valdez**

**May 24, 2019**

**Brian Carlson, Finance Director**

**(907) 834-3461**

To help protect your entity, please return a completed copy of this form to Sharon Tunnell, Member Services Coordinator, sharont@amljia.org, upon correcting all identified items, or within **30 days** of receiving this report, whichever is sooner. For each item that can not be resolved within 30 days, please describe your plan for future action, including a timetable for completion, on this form or a separate sheet. Note: The numbers down the left side correspond with the accompanying Risk Management Report photos. Please contact me if you would like this report in electronic format.

No.	Recommendation (Location)	Date of Completion	State Corrective Action Taken or Describe Plan For Future Action
01-12219A	<b>Civic Center; Police Station; Fire Station:</b> Relocate objects at least 30 inches away from electrical panel for clearance and easy accessibility.		
02-12219A	<b>Civic Center (Theater):</b> Replace batteries and lightbulbs in non-functioning emergency lights to ensure emergency lighting activates in the event of a power outage.		
03-12219A	<b>Civic Center; Library:</b> Purchase new eyewash solutions. Discard all expired eyewash solutions.		

*This action list is provided to the member entity with the sole purpose of helping to identify and eliminate potential loss to the member. This list is not, nor is it meant to be, inclusive of all potential hazards. Final resolution of problems, and any measures taken or not taken, are the responsibility of the member.*

No.	Recommendation (Location)	Date of Completion	State Corrective Action Taken or Describe Plan For Future Action
04-12219A	<b>Civic Center; Library:</b> Purchase fire extinguisher signs and place above fire extinguishers to help identify location.		
05-12219A	<b>Rec Center (Boiler Room):</b> Replace missing electrical covers on electrical switch.		
06-12219A	<b>Rec Center; Fire Station:</b> Repair broken electrical outlet to avoid arc flash, an electrical short, and live electrical exposure to employees and general public.		
07-12219A	<b>Rec Center:</b> Highlight the tripping hazard on both sides of the step with fluorescent safety tape or paint.		
08-12219A	<b>Hospital:</b> Excellent new self-testing exit signs installed throughout facility. Continue the good work!		
09-12219A	<b>Police Station:</b> Replace broken electrical outlet to avoid arc flash, an electrical short, and live electrical exposure to employees and general public.		
10-12219A	<b>Fire Station (Throughout Building):</b> Black mold throughout building was detected 3 years ago. Areas have been quarantined, however employees continue to experience sick symptoms after a day of work. Recommend revisiting remediation plan(s) for current quarantined mold areas within building.		
11-12219A	<b>Fire Station:</b> Exit doors are missing exit signs. Hang visible emergency exit sign over appropriate exit doors (two) to avoid confusion in the event of an emergency. Exit signs should be illuminated to a surface value of at least five foot-candles (54 lux) by a reliable light source and be distinctive in color.		

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No.	Recommendation (Location)	Date of Completion	State Corrective Action Taken or Describe Plan For Future Action
12-12219A	<b>Airport:</b> Install pull-down staircase to air handler room. Additionally, door should be marked to identify air handler room for authorized personnel only, and marked as not an exit on both sides.		
13-12219A	<b>Shooting Range:</b> Develop a policy for users to sign-in and, or sign a waiver and statement of understanding of general range rules to keep on file. Additionally, install general range rules at shooting range visible enough for all users to read.  Lastly, I recommend eliminating the hazard by selling the property to a local third party e.g., a gun club.		
14-12219A	<b>Shooting Range:</b> Install shooting range rules instructing users to only shoot at authorized targets (no exploding, glass, cans, or other items considered trash targets).		

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

**PLEASE SIGN AND RETURN UPON COMPLETION OR WITHIN 30 DAYS**

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