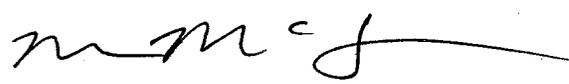


# 21  
CF 312621

**City of Seattle  
Notice of Appointment**

<b>Name:</b> <i>Melda Hickman</i>		<b>Executive Appointment X Reappointment</b> <sup>2</sup> <input type="checkbox"/> <b>Legislative Appointment</b> <input type="checkbox"/> <b>Agency Appointment</b> <input type="checkbox"/> <b>PDA Council</b> <input type="checkbox"/> <b>PDA Constituency</b>
<b>Residential Neighborhood:</b> <i>Bellevue</i>	<b>Zip Code:</b> <i>98005</i>	<b>Contact Phone No.:</b> <i>206.787.3812</i>
<b>Appointed to:</b> <i>Fire Code Advisory Board, Port of Seattle Position</i>		<b>Date of Appointment:</b> <i>October 31, 2012</i>
<b>Authority (Ord., Res.):</b> <i>Ord. No. 119799</i>		<b>Term of Office:</b> <b>From:</b> <i>Confirmation</i> <b>To:</b> <i>October 31, 2015</i>
<b>Background:</b>  <i>Ms. Melda Hickman brings over a decade of experience working for the Port of Seattle to her role on the Seattle Fire Code Advisory Board. She uses direct knowledge of City of Seattle and State of Washington codes to evaluate and develop policies and programs to ensure compliance and safety in a workplace impacted by multiple regulatory jurisdictions. Ms. Hickman currently serves as the Port of Seattle Marine Maintenance Department Administrative Electrical Crew Chief and backup Safety Manager. She is a journey-level electrician and certified Health and Safety Specialist with extensive training in industrial safety, fire safety, and emergency planning.</i>		
<b>Authorizing Signature:</b> 		<b>Name and Title of Officer Making Appointment:</b>  <i>Michael McGinn, Mayor</i>

FILED  
 CITY OF SEATTLE  
 2012 NOV -2 AM 11:23  
 CITY CLERK



# Melda K. Hickman

Seattle, WA. 98134

(206) [REDACTED]

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## Summary of Qualifications

A safety-minded, conscientious, electrician with 20 years' experience working in a variety of settings and situations from first responder emergencies to routine maintenance. I am well versed in Seattle Fire Department regulations with an ability to negotiate in multiple regulatory jurisdictions to ensure compliance and safety. My 20 years as a Journey-level Electrician have allowed me to develop my skills with various Electrical Contractors and provided many opportunities to work on large projects throughout the Seattle/Redmond areas, i.e.; Key Arena, Qwest Field and several Microsoft buildings, until 2002, when my ship pulled into the Port of Seattle.

At the Port of Seattle, my duties as a Crew Chief ranged from upgrading power to a Marinas, to managing a crew of 15 Electricians, to my present position as Administrative Electrical Crew Chief and backup Safety administrator, which oversees 13 union crafts and office staff. This position requires me to stay current with City and State codes and regulations, develop, implement and oversee Policies and Procedures for the Electrical and other crews, and provide in-house and field training for various safety related topics, such as Lockout tagout, confined space, respirator training and fit tests, as well as assisting with the Hearing Conservation Program and Annual Hearing Van coordination of employees.

In addition to assisting the Safety Manager with the required safety training for Port of Seattle Marine Maintenance Crafts, I consistently demonstrate excellent written, listening and communication skills. I am able to effectively interface with all levels of personnel. I have a strong customer service focus. I enjoy working independently or within a team environment. I truly understand the need for professionalism, following directives and confidentiality, when warranted.

I am proficient in the multiple computer programs currently used at the Port of Seattle, which include: Word, Access, Excel, PowerPoint and Outlook, as well as LMS, Share Point and Maximo. My colleagues find me to be a pleasure to work with, energetic, committed, flexible, and an intuitive problem solver and team player.

## CERTIFICATIONS/CONTINUING EDUCATION:

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CHATTANOOGA COMMUNITY COLLEGE, Chattanooga, Tennessee ~ **Industrial Electricity Certificate-1988**

SOUTH SEATTLE COMMUNITY COLLEGE, Seattle, Washington ~ **Electrical Apprenticeship Program 1992**

EVERGREEN SAFETY COUNCIL Seattle, Washington ~ **Certificate for Health and Safety Technician 2011**

EVERGREEN SAFETY COUNCIL, Seattle, Washington ~ **Safety and Health Specialist Certification 2011**

### Relevant Health & Safety Courses:

Confined Space & Respirators

Elements of Security Programs

Violence in the Workplace Issues

Fall Protection/Excavation

Federal/State OSHA and Accident Prevention

Fire Safety/Emergency Planning, Protection, Response

Office-Facility Safety

Hazardous Materials Requirements

Industrial Hygiene

Industrial Ventilation/Indoor Air Quality

OSHA/DOSH

Lockout/Tagout

Job Hazard Analysis

Machine/Equipment Safety

Materials Handling & Storage Issues  
Occupational Accident/Incident Investigations  
OSHA 10 & 30 Construction Certification  
Personal Protection Equipment (PPE)  
Practical Workplace Ergonomics  
Presentation Skills for Effective Safety Communications  
Safety Committees/Safety Meetings  
Forklift Training Card  
Safety Communications & Recognition Programs  
Safety Leadership/Safety Sciences

Safety Training Organization & Development  
Safety: An Integrated Part of Management & Supervision  
Transportation Safety Program  
Understanding industrial Insurance/Workers Comp  
NFPA Electrical Safety in the Workplace Training  
First Aid/CPR and AED Training (POS)  
24 Hour Hazardous materials Training (ARGUS)  
POS Frontline Supervision  
Airport Safety and Operations Specialist School

## **PROFESSIONAL EXPERIENCE :**

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### **AVIATION INTERNAL INTERNSHIP LEARNING/TRAINING ASSISTANT**

PORT OF SEATTLE

January 2012 to June 2012

Assist in development of a Safety Management System (SMS) Training Module, Jet Bridge Training Module and various other training programs, as needed. Provide classroom proctoring, as needed, if annual SIDA training is adopted.

### **ADMINISTRATIVE ELECTRICAL CREW CHIEF**

PORT OF SEATTLE

June 2006 to Present

#### **Responsibilities:**

Training Electrical Crew- high voltage training, lockout/tagout, confined space.  
Researching and developing annual budget, in area of responsibility.  
Tracking Electricians online training  
Reviewing Maintenance Shop Quarterly Site Safety Plan.  
Conducting field and in-house training on High Voltage procedures  
Training other crafts in proper Lockout/Tagout and Confined Space procedures  
Maintaining, issuing, and tracking all Electrician Personal Protective Equipment (PPE).  
Reviewing and updating Electrician Policy and Procedures Manual.

Acting as scribe and prepare minutes for monthly Safety Committee meetings  
Acting as first point of contact for electrical prints, manuals, codes and industry safety practices  
Developing Electrical Preventive Maintenance (PM) programs and Job Plans; advising other staffers as needed.  
Updating Electrical crew on Washington Administrative Codes and National Electrical codes  
Updating site maps used in maintaining facilities.  
Obtaining all electrical permits for Maintenance Shop projects  
Conducting documented site audits

## **ELECTRICAL CREW CHIEF**

PORT OF SEATTLE

Mar 2002 to June 2006

### Supervisory duties:

Site visits, ensuring work is performed safely and done in a professional workman like manner, communicating job status with Facility Maintenance Managers, and providing on-site expertise to resolve issues. Responsible for shutdowns and ensuring lockout/tag out procedures are performed properly. Coordinating with Purchasing and Inventory specialists to ensure material is available for projects or everyday job assignment.

### General duties:

Maintaining, installing and removing wiring, cables, switches, sewer pump controls, fuse boxes, breaker panels, distribution panels, fire alarm systems, access control, and security systems. Conducting Medium Voltage switching, installing and terminating motor generators during power outages, estimating costs for installations and repairs, providing Engineers and Project Managers with plan reviews, inspecting and maintaining high voltage power systems including feeders, transformers and Load Interrupter Switches carrying 5 KV and up to 13.8 KV, providing shorepower hook ups for small and large vessels, compiling and supplying Container Terminals and other Port Facilities with Condition Survey and Inspection reports, utilizing Infrared Thermography and Inspecting 208 and 480 volt electrical systems, communication systems, surveillance camera systems and equipment to detect and correct faulty components and parts and replace as needed.

### REFERENCES:

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**Lindsay Pulsifer- General Manager- (206) 787-3576**

**Skip Himes- Resource Manager- (206) 787-3575**

**James Fultz- General Foremen- (206) 787-3357**

**Debra Jones – Safety Manager- (206) 612-0992**

## FIRE CODE ADVISORY BOARD

November 2012

Fifteen members: Ord. 117717, all appointments subject to City Council confirmation. **3 year terms - no term limits.**

- 15 Appointed by Mayor

D*	G	Position No.	Name	Appointed	Term Ends	Term #	Position	Appointed By
	M	1	James R. Fair	3/30/2012	3/30/2015	2	Architects	Mayor
	F	2	Tara Henriksen	8/30/2012	8/31/2015	1	Chemical Engineers	Mayor
	F	3	Rae Anne Rushing PE	3/30/2012	3/30/2015	2	Mechanical Engineers	Mayor
	M	4	Todd Sparrow	3/30/2012	3/30/2015	1	BOMA	Mayor
	M	5	Jeffrey Watt	3/30/2012	3/30/2015	1	Fire Insurance Industry	Mayor
	M	6	Allen Rainsberger	3/30/2012	3/20/2015	2	Marine Industry	Mayor
<b>D</b>	<b>F</b>	<b>7</b>	<b>Melda Hickman</b>	<b>10/31/2012</b>	<b>10/31/15</b>	<b>2</b>	<b>Port of Seattle</b>	<b>Mayor</b>
	M	8	Vacant				Manufacturing/Warehouse	Mayor
	M	9	David Moore	3/30/2012	3/30/2015	1	Research/Labs	Mayor
	M	10	James Moren	10/31/2012	10/31/15	2	Fire Protection Industry	Mayor
	M	11	Lucas Grothkopp	3/30/2012	3/30/2015	2	Public	Mayor
	Note 1	12	Anne Donegan	3/30/2012	3/30/2015	2	Public	Mayor
		13	Vacant				Labor	Mayor
		14	Vacant				Petroleum Industry	Mayor
		15	Vacant				Retail	Mayor

**\*Diversity<sup>1</sup>**

	(1)	(2)	(3)	(4)	(5)	(6)				
	Men	Women	Vacant	Minority	Asian-American	African-American	Hispanic Latin@	Native-American	Other**	Caucasian
Mayor										
Council										
Other Bodies	7	3	4	1		1				9
<b>Total</b>										

\*\*Other includes diversity in any of the following: race, gender and/or ability

1. Respondent prefers not to self-identify. Diversity table totals include information for 10 respondents.