

Safety Committee

MINUTES



Wednesday, February 21 2023
8:30 AM, City Hall
Second Floor Conference Room

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| I. ATTENDANCE | PRESENT: Assessor's Office Building and Housing Cemetery City Hall Finance Dept. Fire Dept. Fleet Library Parks and Rec.-City Services Police Department Public Works Dept./Recycling Center Sanitation Dept. Waste Water Treatment Plant Human Resources City Administrator | ABSENT: Council Engineering Memorial Building-City Services City Administrator OTHERS PRESENT: Kelly Grinsteinner-Marketing & Communications |
| II. CALL MEETING TO ORDER | The meeting was called to order by Owen Walters at 8:30 am. | |
| III. APPROVAL OF MINUTES | Kari Kilen made a motion to approve the Safety Committee Minutes from Wednesday, December 20, 2023. Jeff Ronchetti seconded the motion. Motion carried unanimously. | |
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| IV. DEPARTMENT ISSUES | <p><u>Assessor's Office</u> –No issues.</p> <p><u>Building & Housing</u> –No issues.</p> <p><u>Cemetery</u> –No issues.</p> <p><u>City Hall</u> –Pat Green: A chunk of the sandstone fell off the top of the building in the front of city hall. Safety measures will be taken including closing entrances and some scaffolding to allow accessible entry.</p> <p><u>Council</u> –Absent.</p> <p><u>Engineering</u> –Absent.</p> <p><u>Finance Department</u> – No issues.</p> <p><u>Fire Department</u> –First aid kits will be available soon as staffing allows for all departments.</p> <p><u>Fleet</u> –No issues.</p> <p><u>Library</u> – Kristi McCormick will provide CPR training for library staff.</p> <p><u>Memorial Bldg.</u> – <u>City Services</u> –Absent.</p> <p><u>Parks & Rec</u> – <u>City Services</u> –No issues</p> <p><u>Police Dept.</u> – NO issues.</p> <p><u>Public Works Dept.</u> –No issues.</p> <p><u>Recycling</u> – No issues.</p> <p><u>Sanitation</u> – No issues.</p> <p><u>Waste Water Treatment Plant</u> –Truck was t-boned by a school bus. At a 4-way stop. The driver is uninjured.</p> <p><u>Human Resources</u> – Mock OSHA audit will be on the 29th. There will be a comparison of the progress in safety improvements from last year.</p> |
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| | <p><u>City Administrator</u> –Absent</p> <p><u>Marketing</u>- No issues.</p> |
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| V. OTHER MISC. | <p><u>2024 Meeting Dates</u></p> <p>January 2024- No meeting</p> <p>February 21st, 2024</p> <p>March 20th, 2024</p> <p>April 4th 8-10AM or 1-3 PM Mem. Bldg. L.T. Safety Training</p> <p>May 15th, 2024</p> <p>June 4th 8-10 AM or 1-3 PM @ Mem. Bldg. Safety Training Summer Help/Makeup</p> <p>July 2024- No Meeting</p> <p>August 21st, 2024</p> <p>September 18th, 2024</p> <p>October 16th, 2024</p> <p>November 20th, 2024</p> <p>December 18th, 2024</p> <p>Forklift training will be provided by SafeAssure for refreshers and for new employees as needed.</p> <p>The sirens will be ready for Severe Weather Awareness Week. They are ahead of schedule due to the weather.</p> |
| VI. ADJOURNMENT | <p>Erik Jankila made a motion to adjourn until the next proposed Safety Committee Meeting on Wednesday, March 20th , 2024. Tina Glad seconded the motion. The motion carried unanimously.</p> |

Respectfully Submitted

Laura Koeneman
Safety Committee Secretary