

Safety Committee

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

MINUTES



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.

**IV. DEPARTMENT
ISSUES**

Assessor's Office –No issues.

Building & Housing –No issues.

Cemetery –No issues.

City Hall –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.

Council –Absent.

Engineering –Absent.

Finance Department – No issues.

Fire Department –First aid kits will be available soon as staffing allows for all departments.

Fleet –No issues.

Library – Kristi McCormick will provide CPR training for library staff.

Memorial Bldg. – City Services –Absent.

Parks & Rec – City Services –No issues

Police Dept. – NO issues.

Public Works Dept. –No issues.

Recycling – No issues.

Sanitation – No issues.

Waste Water Treatment Plant –Truck was t-boned by a school bus. At a 4-way stop. The driver is uninjured.

Human Resources – Mock OSHA audit will be on the 29th. There will be a comparison of the progress in safety improvements from last year.

	<p><u>City Administrator</u> –Absent</p> <p><u>Marketing</u>- No issues.</p>
V. OTHER MISC.	<p><u>2024 Meeting Dates</u></p> <p><i>January 2024- No meeting</i></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><i>July 2024- No Meeting</i></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