

# Safety Committee

## MINUTES



Wednesday, August 21, 2024  
8:30 AM, City Hall  
Second Floor Conference Room

<b>I. ATTENDANCE</b>	<p><b>PRESENT:</b></p> <p>Assessor's Office Building and Housing Cemetery City Hall Fire Dept. Fleet Marketing Memorial Building – City Services Parks and Rec.-City Services Police Department Public Works Dept./Recycling Center Sanitation Dept. Human Resources City Administrator</p>	<p><b>ABSENT:</b></p> <p>Council Engineering Finance Dept. Library Waste Water Treatment Plant</p> <p><b>OTHERS PRESENT:</b></p>
<b>II.</b> <b>CALL MEETING TO ORDER</b>	<p>The meeting was called to order by Kristi Fairchild at 8:32 am.</p>	
<b>III. APPROVAL OF MINUTES</b>	<p>Jeff Ronchetti made a motion to approve the Safety Committee Minutes from Wednesday, March 20, 2024. Angela Kleffman seconded the motion. Motion carried unanimously.</p>	

<b>IV. DEPARTMENT ISSUES</b>	<p><u>Assessor's Office</u> –No issues.</p> <p><u>Building &amp; Housing</u> –No issues.</p> <p><u>Cemetery</u> –No issues.</p> <p><u>City Hall</u> – No issues</p> <p><u>Council</u> –Absent.</p> <p><u>Engineering</u> –Absent.</p> <p><u>Finance Department</u> – Absent</p> <p><u>Fire Department</u> – Reported an ambulance hit a parking ramp.</p> <p><u>Fleet</u> – Reported that DOT training was conducted and there is a plan to weigh vehicles.</p> <p><u>Marketing</u>- No issues.</p> <p><u>Library</u> – Absent</p> <p><u>Memorial Bldg.</u> – <u>City Services</u> – No issues</p> <p><u>Parks &amp; Rec</u> – <u>City Services</u> – Reported that exit interviews were conducted with summer staff. Expressed appreciation for the safety training conducted and believe PPE and safety equipment was sufficient. Identified a couple of areas of improvement.</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> – Absent</p>
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	<p><u>Human Resources</u> – No issues</p> <p><u>City Administrator</u> – No issues</p>
<b>V. OTHER MISC.</b>	<p>Kristi Fairchild requested a volunteer for secretary. No one volunteered. Kristi Fairchild decided to bring it to the next meeting and Angela Kleffman would add Jill Reini, Library Director to the next invite and ask if she would take the role.</p> <p><b><u>2024 Meeting Dates</u></b></p> <p><b>January 2024- No meeting</b></p> <p><b>February 21<sup>st</sup>, 2024</b></p> <p><b>March 20<sup>th</sup>, 2024</b></p> <p><b>April 4<sup>th</sup> 8-10AM or 1-3 PM Mem. Bldg. L.T. Safety Training</b></p> <p><b>May 15<sup>th</sup>, 2024 – No Meeting</b></p> <p><b>June 4<sup>th</sup> 8-10 AM or 1-3 PM @ Mem. Bldg. Safety Training Summer Help/Makeup</b></p> <p><b>July 2024- No Meeting</b></p> <p><b>August 21<sup>st</sup>, 2024</b></p> <p><b>September 18<sup>th</sup>, 2024</b></p> <p><b>October 16<sup>th</sup>, 2024</b></p> <p><b>November 20<sup>th</sup>, 2024</b></p> <p><b>December 18<sup>th</sup>, 2024</b></p>
<b>VI. ADJOURNMENT</b>	<p>John Yuretich made a motion to adjourn until the next proposed Safety Committee Meeting on Wednesday, September 18, 2024. Tina Glad seconded the motion. The motion carried unanimously. Meeting adjourned at 8:46 a.m.</p>

Respectfully Submitted

Angela Kleffman