

# Safety Committee

Wednesday, December 20<sup>th</sup>, 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  
Public Works Dept./Recycling Center  
Sanitation Dept.  
Waste Water Treatment Plant  
Human Resources  
City Administrator

#### ABSENT:

Council  
Engineering  
Memorial Building-City Services  
Parks and Rec.-City Services  
Police Department

#### OTHERS PRESENT:

Kelly Grinsteinner-Marketing & Communications

### II.

#### CALL MEETING TO ORDER

The meeting was called to order by Kristi Fairchild at 8:30 am.

### III. APPROVAL OF MINUTES

Erik Jankila made a motion to approve the Safety Committee Minutes from Wednesday, November 15<sup>th</sup>, 2023. Tina Glad seconded the motion. Motion carried unanimously.

<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> – No issues.</p> <p><u>Fire Department</u> –First aid kits will be stocked after January. Kristi M. ordered the supplies needed for each department. In 2025, a line item in the safety budget for replacing AED batteries can be added to offset costs for larger departments.</p> <p><u>Fleet</u> –No issues.</p> <p><u>Library</u> – The playpark area is stocked with a first aid kit.</p> <p><u>Memorial Bldg. – City Services</u> –Absent.</p> <p><u>Parks &amp; Rec – City Services</u> –Absent.</p> <p><u>Police Dept.</u> – Absent.</p> <p><u>Public Works Dept.</u> –Questions were raised regarding maintenance/stocking for safety equipment and kits for the vehicles in the department. Small kits are available until there is another option.</p> <p><u>Recycling</u> – No issues.</p>

	<p><u>Sanitation</u> – No issues.</p> <p><u>Waste Water Treatment Plant</u> –No issues.</p> <p><u>Human Resources</u> – No issues. Online safety training is available for all staff.</p> <p><u>City Administrator</u> –The new emergency sirens should be ready for April for the Severe Weather Awareness Week.</p>
<b>V. OTHER MISC.</b>	<p><b><u>2024 Meeting Dates</u></b></p> <p><i>January 2024- No meeting</i></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</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><i>July 2024- No Meeting</i></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> <p>The online safety training video modules for Public Works have some glitches and log out unexpectedly at the end of the videos. No other modules have had issues reported.</p> <p>A motion was made by John Yuretich to nominate the current safety officers for another term. Tina Glad seconded the motion. Motion carried unanimously.</p>
<b>VI. ADJOURNMENT</b>	<p>Tina Glad made a motion to adjourn until the next proposed Safety Committee Meeting on Wednesday, February 21<sup>st</sup>, 2024. Greg Pruszinske seconded the motion. The motion carried unanimously.</p>

Respectfully Submitted

Laura Koeneman  
Safety Committee Secretary