

Safety Committee

MINUTES



Wednesday, December 20th, 2023
8:30 AM, City Hall
Second Floor Conference Room

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 15th, 2023. Tina Glad seconded the motion. Motion carried unanimously.

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> –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.</u> – <u>City Services</u> –Absent.</p> <p><u>Parks & Rec</u> – <u>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>
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>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>
VI. ADJOURNMENT	Tina Glad made a motion to adjourn until the next proposed Safety Committee Meeting on Wednesday, February 21 st , 2024. Greg Pruszinske seconded the motion. The motion carried unanimously.

Respectfully Submitted

Laura Koeneman
Safety Committee Secretary