

City of Hibbing Safety Committee Meeting Minutes



Location: Second Floor Conference Room

Chairperson: Erik Jankila

1. Meeting Start Time: 8:00 a.m.

Members

Name	Department	Absent	Present
Kristi Fairchild	Public Works	X	
Cory Nelson	Public Works	X	
Owen Walters	City Hall	X	
Adam Holm	Police	X	
Jake Woinarowicz	Training Officer	X	
Nick Arola	City Services	X	
Dave Hurd	WWTP	X	
Jill Reini	Library	X	
Erik Jankila	Fire - Safety Coordinator	X	
Angela Kleffman	Human Resources	X	

2. Previous meeting minutes from 5/19/25 were reviewed and a motion to approve was made by Nick Arola and seconded by Kristi Fairchild. The motion carried.
3. Safety Committee Purpose was reviewed.

Elected Chairperson: Nominated Kristi Fairchild by Erik Jankila. Seconded by Owen Walters. Motion carried.

Elected Secretary: Nominated Jill Reini by Jake Woinarowicz. Seconded by Kristi Fairchild. Motion carried.

Discussed review of Safety Program Policy to be conducted in February annually.

Discussed competing quarterly safety inspections. Jankila and Kleffman will develop schedule and inspection sheet.

4. Review Status of all Previous Recommendations: No previous recommendations to review.

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5. Safety Inspection Follow-up Items and Person(s) Responsible: No previous inspections or follow-up to review.
6. Review of Previous Incidents, Near Misses and Status of Corrective Actions: No previous incidents or corrective actions to review.
7. Review of New Incidents, Near Misses, Corrective Action Recommendations and Committee Member(s) Responsible for Ensuring That Corrective Action Is Implemented:
 - 6/5/25 left foot injury in the Sanitation department while adjusting trailer load of garbage cans. Reviewed Investigation report and recommendation for additional ratchet straps. Fairchild did not believe additional straps would have prevented the issue. No additional corrective action recommended.
 - 6/9/25 Left ankle injury in Fire Department when ankle twisted on stairs during training. No additional corrective action recommended.
 - 6/11/25 injury in PD. Employee kneed in nose by suspect. Department provided coaching on situational awareness and tactical placement with suspects. No additional corrective action recommended.
 - 6/30/25 injury in PD. Employee fell during arrest of subject injuring right ankle. Department provided review of footwear options/traction. No additional corrective action recommended.
 - 7/1/25 injury in PD. Employee experienced knee strain while running after suspect. Discussed physical fitness. No additional corrective action recommended.
 - 7/15/25 injury in PD. Employee twisted ankle & heel during active shooter training. No additional corrective action recommended.
 - 7/29/25 Injury in PD. Employee fell injuring both knees during struggle with suspect. No additional corrective action recommended.
 - 7/18/25 injury in Animal Intake. Shoulder injury from 150 lb. dog on leash. Supervisor investigation provided for two-person assist with large animals. No additional corrective action recommended.

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8. Employee Suggestions or Comments and Recommended Action(s):
 - No additional corrective action recommended for reported incidents.
9. Safety Training That Has Occurred:
 - Active Shooter Training – PD & Fire
 - PW Training conducted in July with Safe Assure.
 - Hearing Conservation Exams
 - Grader Training conducted in August.

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Future Safety Training Ideas/Needs Assessment:

- Public Works – Reported no training provided when sent on equipment. Chief Jankila indicated he would follow-up with Public Works Superintendent, John Yuretich to ensure equipment safety training is completed and the developed forms from the safety manual are being utilized.
- Kristi Fairchild will follow-up with Yuretich to discuss internal and third-party training for Skilled Labors operating equipment.
- Fire is planning Confined Space Training, which will involve Public Works.
- Fire is planning training in Howard Street buildings.
- Fire and PD are working on Active Shooter Training and will include Library.

10. Additional Items for Discussion/Additional Safety Concerns or recommended action:

- Emergency Action Plan being developed by Chief Jankila.

11. Next Scheduled Safety Committee Meeting: No meeting in September. Next meeting: October 15, 2025 at 8:30 a.m. in the Second Floor Conference Room.

12. Angela Kleffman made a motion to adjourn. Kristi Fairchild seconded. Meeting adjourned at 9:01 a.m. Motion carried.

Prepared by: Angela Kleffman, HR Director
8/20/2025