

**CITY OF ELK RIVER
SAFETY COMMITTEE
HELD AT FIRE STATION #2
MINUTES OF WEDNESDAY, February 19, 2014**

The Safety Committee meeting began at 2:02 p.m.

Members present: Jennifer Johnson, Administration; Amy Humphrey, Police; Lauren Wipper, Human Resources; Katie Haase, Fire Department; Mike Thiry, Utilities; Josh Baas, Parks; Steve Benoit, Recreation; Vickie Berg, Liquor Stores; Joe Pipenhagen, Streets; Laura Estby, Ice Arena; Gary Lore, Building Maintenance

Members absent: T. John Cunningham, Safety Coordinator; Eric Volk, Water Department; Jeff Smith, FABS; Dale Eckert, WWTP

1. **Approve February 19, 2014 Safety Committee Minutes**

- *January 15th, 2013 Safety Committee Minutes*

An addition was made to the packet. Mike Thiry turned in an accident review form to review at the meeting on 2/19/14. Katie Haase added the accident review form to the packet after the meeting adjourned. Minutes were approved.

2. **Anoka Tech Update**

No updates.

4. **Safety Training**

No updates.

5. **Accident Reviews**

December, 5th, 2013: “Employee has been suffering with a lung infection initially believed to be from a cold. It was later confirmed to be related to smoke exposure at the Evans Ave apartment fire.”

The action taken was to remind supervisors and fire personnel to wear respiratory protection if any possible exposure to smoke exists. Beyond the action taken, no further recommendations were made by the committee.

January 8th, 2014: “Employee was assisting with an arrest. Front passenger window had been broken out of the car the suspect was in. Employee reached through broken window to get the suspect. Employee cut back of right hand on broken window.”

Amy Humphrey’s noted that the suspect had been resisting arrest and therefore the individual reached through the window to get the suspect. No recommendations were made by the committee.

January 5th, 2014: “Continuous snow plowing. In order to reach controls arm is extended and not supported. Continual shaking and jarring. Arm gets fatigued and sore. Discomfort in shoulder.”

Joe Pipenhagen commented that when you are plowing for an extended period of time one of the things you can do is to stop and take a break every once in a while to help alleviate the problem. Lauren Wipper asked if the tractor is normally used for cul-de-sacs. Joe Pipenhagen replied that it is normally used for cul-de-sacs and mowing ditches in the summer, so the piece of equipment is operated fairly often.

Joe Pipenhagen commented that they moved the controls to make it easier to operate. No further comments were made.

January 13th, 2014: “Employee was walking to his squad car and slipped on ice. Fell and broke right leg.”

Lauren Wipper commented that possibly walking more carefully may be one recommendation to suggest. No further recommendations were made.

February 5th, 2014: “Walking from parking lot to building – slipped on ice and rolled ankle.”

Mike Thiry commented that the area is sloped and it was plowed; however, there is no sidewalk located there. Lauren Wipper asked if the area is walked frequently by people and Mike Thiry responded yes that the area is in between the upper and lower parking lot over at Municipal Utilities. Lauren Wipper asked that since the area is used as a walking path if there is anything that could be done to remove the slope. Mike Thiry said that they cannot get rid of the slope because it is paved. Mike Thiry commented that eventually that area will be torn up in the future when they expand. Mike Thiry did mention that since it is paved they do plow the area and suggested to maybe just throw a little more salt down.

6. Department Concerns/Updates

Fire Department

No concerns.

Police Department

No concerns.

Parks Department

No concerns.

Utilities

No concerns.

Administration

No concerns.

Human Resources

No concerns.

Liquor Store

No concerns.

Streets

No concerns.

Building Maintenance

No concerns.

Recreation Department

No concerns.

7. **Old Business**

Lauren Wipper commented that Chief Cunningham has selected a clinic and set-up the pre-employment physical requirements for the Fire Department. Katie Haase noted that she believes the clinic that has been selected is Mercy.

Lauren Wipper noted that a clinic has not been selected yet for employees to be able to go and get a hepatitis B shot. She believes they will go with Fairview.

Lauren Wipper asked if there were any new updates with MSDS. Gary Lore noted that as far as he knows there is nothing new to report. He mentioned that he has received questions from other departments. Lauren Wipper asked Gary if he directs the questions to Chief Cunningham. Gary Lore commented that he has not yet. There were some items in his mailbox regarding MSDS that he is planning on reviewing with Chief Cunningham.

Laura Estby inquired if there were sheets on the MSDS system that are universal to all departments that they can add to their department. She commented that she was not able to attend the training on the system and therefore is not sure how to advise the individuals who will be entering in their MSDS sheets from their binder on how to use the online system. Gary Lore responded that he will have to speak with Chief Cunningham, since he can probably sit down with the Ice Arena employees and help them with system; however, it would take away from completing his current duties. Lauren Wipper inquired if it is accurate that if the MSDS sheet is already on the online system then they would just have to make a notation that the information is already entered. Gary Lore commented that about ninety percent of what we would need for products is already on the system. Gary Lore said that you can go through and search for each product and if it is there they can add it to their department. Gary Lore mentioned that he is not sure how to add products that are already entered in the system to different departments, since he was the first one to use the system and therefore had to enter all of his product sheets into the system.

8. **New Business**

Nothing noted.

9. **Adjournment**

There being no further business, the meeting of the Elk River Safety Committee was adjourned at 2:20 p.m.

Katie Haase
Recording Secretary