

**CITY OF ELK RIVER  
SAFETY COMMITTEE  
HELD AT FIRE STATION #2  
MINUTES OF WEDNESDAY, MARCH 18, 2015**

The Safety Committee meeting was called to order at 2:04 p.m.

Members present: T. John Cunningham, Safety Coordinator; Kris Paulseth, Parks; Katie Haase, Fire; Mike Thiry, Utilities (electric); Jennifer Johnson, Administration; Lauren Wipper, Human Resources; Jake Larsen, Liquor Stores; Joe Pipenhagen, Streets; Jeff Smith, Fire and Building Safety; Steve Benoit, Recreation; Tony Siebert, Arena; Gary Lore, Building Maintenance

Members absent: Dale Eckert, WWTP; Eric Volk, Utilities (water); Amy Humphrey, Police

1. **Approve the Agenda for 03/18/2015**

Motion to approve agenda was made by Jennifer Johnson and seconded by Lauren Wipper. Motion carried; agenda was approved.

2. **Approve the 02/18/2015 Safety Committee Minutes**

Agenda item was removed.

3. **Accident Review**

**March 10, 2015:** "Employee was trimming trees. Saw dust blew into eye. Eye became swollen and red."

Lauren Wipper asked Amy Borst if she knew if the employee had been wearing safety glasses. Amy Borst commented that the employee was wearing safety glasses at the time, but the sawdust blew behind the glasses. Steve Benoit asked Amy Borst if the Parks Department also offers goggles as an eyewear option. Amy Borst replied that goggles are now available. Chief Cunningham asked Mike Thiry how Utilities ensures eye safety when tree trimming. Mike Thiry commented that if the employees are just trimming trees they wear safety glasses with side shields, but if they're chipping trees they use a face shield. Mike Thiry also stated that the safety glasses are made of a mesh material still allowing sawdust to pass through. Chief Cunningham commented that he understands with googles sometimes there can be condensation, which can distort your view and cause you to constantly have to wipe them off. Joe Pipenhagen stated that he believes the face shield works well for eye safety. Amy Borst did reiterate that they are trying out some goggle options to see how effective they are in comparison.

4. **Department Concerns/Updates**

Administration (Jennifer Johnson) – none

Street Division (Joe Pipenhagen) – none

Parks Division (Amy Borst) – none

Waste Water Treatment (Dale Eckert) –

Economic Development –

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ERMU – Electrical Department (Mike Thiry) – none

ERMU – Water Department (Eric Volk) –

Fire/FABS (Chief John Cunningham & Katie Haase; Jeff Smith) – none

Building Maintenance (Gary Lore) – none

Human Resources (Lauren Wipper) – none

Liquor Stores (Jake Larsen) – none

Police (Amy Humphrey) – Amy Humphrey emailed Katie Haase prior to the meeting to inform her the Police Department had no safety concerns at this time.

Recreation Division (Steve Benoit) – none

Ice Arena (Tony Seibert) – none

#### 4. **Training**

a. Chief Cunningham commented on the LMCIT training a few of the employees demoed as an online safety training option. Chief Cunningham noted that we are looking for some additional features and that he has set up meetings with a few vendors. Chief Cunningham asked if Lauren Wipper wanted to add anything further regarding the training presentation and what was covered. Lauren Wipper stated that the online training the League of Minnesota Cities has is more of a supplemental training, but it would still require us to bring in training for AWAIR/Right to Know/Bloodborne Pathogens. Lauren Wipper mentioned that we talked instead about possibly hiring a consultant again for the City. Chief Cunningham commented that he will be getting in touch with a possible candidate for a safety consultant. Chief Cunningham mentioned that the struggle with online training is they are kind of out of the box solutions for all the customers they have in their database. Therefore, the training applies to a broad audience instead of providing the specifics for our needs/concerns. Chief Cunningham said that we will continue to explore other vendors that offer online training options to see if we can find one that fits; however, it will still act as a supplement.

Lauren Wipper asked Gary Lore about the Seven Minute Trainer and if they have updated any of their materials. Gary Lore commented that they haven't received updates for years. He mentioned that there wasn't a need for it that often, because they had monthly training. Gary Lore mentioned that he does still use some of them because it's better than doing nothing. Lauren Wipper asked Gary Lore if he would still use them if they were updated. Gary Lore replied yes or commented that he would use online free training. For instance, online ladder training his staff currently needs to be trained on; however, there are so many options out there for ladder training he is not sure which one encompasses all that the employees would need to be trained on. Chief Cunningham commented that he has not seen a subscription for Seven Minute Trainer. Gary Lore stated that it was promoted for a while and quite a few used it for a while, but then they got tired of using the program. Lauren Wipper asked Gary Lore if currently he uses Google to find training options. Gary Lore replied yes he will find something free on the Internet; however, the problem there is there is no record keeping for that. Gary Lore mentioned there should be a form for record keeping that the employee signs after completing the training. Lauren Wipper suggested using a print screen of the training tool he uses and having the employee sign off on it confirming they received the training. Gary Lore said yes that would work, but just wants to make sure it's a

legal/sufficient type of record keeping. Chief Cunningham stated that one of the challenges is to bring a consultant in because each Department's training needs are so different. Gary Lore agreed he believes that is what the City needs in order to decipher our training needs and then the supervisors/managers could go to a train the trainer class and teach their own employees. Gary Lore believes a consultant would at least be able to give us some direction on our training needs/requirements and then management can provide the required training. Chief Cunningham agreed. He believes in regards to tracking that creating a form to be filled out after training is completed in combination with Human Resources new records system will solve some of the record challenges.

b. Chief Cunningham has called the St. Cloud Driving School office to try and get training scheduled.

#### **5. Old Business**

a. Chief Cunningham mentioned that he would work with a consultant on the template for the facility checklists.

b. Chief Cunningham mentioned it is still on his and Lauren Wipper's list to work on forming a sub-committee for the wellness room. He also mentioned having Katie Haase help with the task. Lauren Wipper mentioned it has not been looked into yet, so it will remain as an item on the agenda.

c. No committee members have requested further information on the MSDS software.

d. Chief Cunningham is still working on communicating with the Directors who is up for term on the Safety Committee. Chief Cunningham would like Katie Haase to add to the attendance roster who is up for term this year. Chief Cunningham wants people to actively be involved in being part of the committee rather than having management monitor who will be on the Committee. Jennifer Johnson commented however that it becomes a management issue when no one is volunteering to take a turn on the Committee after you've served your term. Jennifer Johnson just wants to make sure there is consistency, so if we have terms set-up that we are following those terms. Lauren Wipper believes we need to re-visit the member needs. Chief Cunningham believes that we already did at a past meeting. Katie Haase commented that the changes have been made to the by-laws, but are not finalized yet. Lauren Wipper believes that a Representative from Finance needs to be added to the Committee. In regards to getting the information out there from the Safety Committee meetings to the employees; Chief Cunningham mentioned posting the minutes on *Access Elk River*. Jennifer Johnson mentioned that she does post the minutes on the copier room bulletin board. Gary Lore mentioned that to make good use of time to have the recording secretary or someone from the Committee take on the task of sending out the minutes to all employees or continue to post them in the copier room like it has been done in the past. Chief Cunningham would like to take a look at the by-laws again to re-visit the representatives section, in addition to looking at how to disseminate the information from the meetings.

e. Katie Haase mentioned that she made a Safety Committee Assessment when we discovered at a past meeting that the by-laws state we will distribute an assessment to the employees to help us determine the effectiveness of the Committee. Katie Haase asked the Committee for any suggestions or additions they would like to see added to the assessment. The Committee had no further suggestions, so Katie Haase will work to distribute the assessment to the employees. Chief Cunningham suggested setting the assessment up on Survey Monkey.

7. **New Business**

- a. Gary Lore asked if we would be able to move the meetings to an earlier time on Wednesday's, so that Butch Pelarski could rotate in as a representative for the Safety Committee. Jennifer Johnson commented that the reason we had the meetings at 2:00 pm was because when we would meet with the Anoka Tech Representative 2:00 pm worked for him. The committee is fine with arranging a new time to meet. The committee agreed to change the meeting time to 1:30 pm. Recommendation was made to move the Safety Committee meetings to the 3<sup>rd</sup> Wednesday of every month at 1:30 pm. Gary Lore motioned for the change in meeting time and Jeff Smith seconded the motion. Motion carried.
- b. Lauren Wipper commented that Katie Haase has worked on finding us a clinic to provide hepatitis B vaccines to those employees who are eligible and elect to receive the vaccine. Lauren Wipper stated that we have decided to go with the North Memorial Clinic. Lauren Wipper also notified the Committee that we learned that employees who have ongoing exposure to patients or blood will be required to get a titer test in addition to the hepatitis B vaccine. Chief Cunningham also wanted to note that if there is an exposure that the first report of injury form gets filled out and turned in to Human Resources. In a discussion if there should be a separate form to report exposures, ultimately it was determined that since these types of incidents will go through worker's compensation just to fill out the injury report.

8. **Adjournment**

There being no further business, the meeting of the Elk River Safety Committee was adjourned at 2:54 p.m.

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Katie Haase  
Recording Secretary