

**CITY OF ELK RIVER
SAFETY COMMITTEE
HELD AT FIRE STATION #2
MINUTES OF WEDNESDAY, MAY 15, 2013**

The Safety Committee meeting began at 2:00 p.m.

Members present: T. John Cunningham, Safety Coordinator; Paula Schwichtenberg, Fire Department; Jennifer Johnson, Administration; Gary Lore, Building Maintenance; Bob Kluntz, Police; Vickie Berg, Liquor Stores; Joe Pipenhagen, Streets; Lauren Wipper, Human Resources; Laura Estby, Ice Arena; Mike Thiry, Utilities

Members absent: Steve Benoit, Recreation; Pete Nielsen, Water Department; Jeff Smith, Fire and Building Safety; Dale Eckert, WWTP; Josh Baas, Parks

1. Approve April 17, 2013, Safety Committee Minutes

Approved.

2. Anoka Tech Update

John Cunningham stated that Suzanne Fischer has been working with Anoka Tech on training for streets and will be bring in other specialized training for confined space, CPR, and excavation.

3. Safety Training

Chief Cunningham stated in the coming weeks, directors and department heads will be meeting to create a Job Safety Analysis for each position. This will determine the required training needs for positions in all departments. The process will result in a clearer picture of the city's training needs.

Chief Cunningham stated he would look into offering employees specialized training opportunities, such as CPR and AED.

Bob Kluntz inquired that as we look at contracting some of these companies on safety, as part of our contract with them that we have a contact person to consult with and use them as a resource with certain questions and compliance of situations that we may have.

Chief Cunningham will inquire information on a contact name and phone number from the League of Minnesota Cities (as part of MN Safety Council) for use as resource of people with information that we can go to at no cost.

Mike Thiry stated Utilities will have their annual poll top, bucket, and self-rescue training and requested a representative from the Fire Department attend. Chief Cunningham suggested he contact Gary Lore for this request.

4. Accident Reviews

Accident #1

“Employee was removing snow with a shovel. Hit curb with shovel and tweaked elbow.”
The Safety Committee discussed the accident and had no further recommendations.

Accident #2

“Employee was unloading inventory and putting it away. Employee turned to put a case away, twisted the wrong way and pulled muscles in back.”

The Safety Committee discussed the accident and had no further recommendations.

5. **Department Concerns/Updates**

Streets

Joe Pipenhagen was asked who to contact to determine if the proper number of fire extinguishers were in place at the maintenance facility. Chief Cunningham suggested he should contact Jeff Smith.

Ice Arena

No concerns.

Human Resources

No concerns.

Building Maintenance

No concerns.

Police

No concerns.

Administration

No concerns.

Liquor Stores

No concerns.

Fire

No concerns.

Utilities

No concerns.

7. **Old Business**

None

8. **New Business**

None

9. **Adjournment**

There being no further business, the meeting of the Elk River Safety Committee was adjourned at 2:36 p.m.

Paula Schwichtenberg
Recording Secretary