

**CITY OF ELK RIVER
SAFETY COMMITTEE
HELD AT FIRE STATION #2
MINUTES OF WEDNESDAY, SEPTEMBER 17, 2014**

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

Members present: T. John Cunningham, Safety Coordinator; Gary Lore, Building Maintenance; Lauren Wipper, Human Resources; Vickie Berg, Liquor Stores; Kris Paulseth, Parks; Amy Humphrey, Police; Steve Benoit, Recreation; Joe Pipenhagen, Streets; Katie Haase, Fire; Mike Thiry, Utilities (electric)

Members absent: Jennifer Johnson, Administration; Tony Siebert, Arena; Jeff Smith, Fire and Building Safety; Kevin Beadles, WWTP; Eric Volk, Utilities (water)

1. **Approve the Agenda for 9/17/2014**

Agenda was approved.

2. **Approve the 8/20/2014 Safety Committee Minutes**

Minutes were approved.

3. **Accident Review**

No accidents to review.

Chief John Cunningham brought up the new comment under this agenda item, which states “As per the committee’s by-laws, the committee is to review accident and injury reports to identify root causes and recommend actions to prevent recurrence. Names are omitted from the reports.” Chief Cunningham mentioned that the intent is not disciplinary action when the reports go to the Safety Committee for review, but rather to address root causes and identify any trends and share that information with the Departments.

4. **Department Concerns/Updates**

Administration (Jennifer Johnson) – committee member was not present.

Street Division (Joe Pipenhagen) – none

Parks Division (Kris Paulseth) –

a. The Department had a request for bandaids.

b. A question was brought up about the St. Cloud winter driving class. Chief Cunningham mentioned that his goal is to get that class tentatively scheduled. A class was scheduled for last year, but with the amount of snow that fell last year it was not able to be done. Chief Cunningham will be working with the Directors to get something scheduled.

c. Kris Paulseth mentioned he was also not present for the last Safety Committee meeting, but it was brought up if the forklift should be tested for CO₂ or if the forklift’s propane tank should be tested because it may have been leaking at some point. Chief Cunningham asked for clarification on whether it was CO they were concerned about. Katie Haase mentioned that at the last meeting CO and propane were both mentioned. Katie Haase mentioned that the question was brought up at the last meeting and was added to Old Business to be addressed. Chief Cunningham said that if

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there is a concern to bring it over to the Maintenance Division. Chief Cunningham mentioned that any combustible engine will off gas CO, so the forklift probably does off gas CO. He further went on to say that if there is a leak in the forklift that it should be addressed by the mechanics. Chief Cunningham also noted that all of the buildings have CO monitors to detect CO and if detected the exhaust systems will turn on automatically. Chief Cunningham referred to Gary Lore and Gary Lore confirmed that exhaust systems are in the garages. Chief Cunningham mentioned that if it was the forklift that runs on propane that he is thinking about that it will give off a very miniscule amount of CO. Kris Paulseth mentioned that he thinks the concern has more to deal with a leak in the hose or a poor connection. Chief Cunningham reiterated that if that is the concern to bring the piece of equipment to the mechanics.

- d. Kris Paulseth also had a question about the computer program for MSDS sheets. Chief Cunningham mentioned that all of the managers have had training on the MSDS software, but he would like to follow-up and get it on the next Directors Meeting. Chief Cunningham said he would add it to the list for the next Management Team meeting. Lauren Wipper mentioned it was already addressed at a Management Team meeting, so Lauren suggested to Kris Paulseth that he goes directly to Rodney Schreifels about getting training on how to use the system. Chief Cunningham mentioned he would talk to Rodney Schreifels about providing training if there is a concern there.

Waste Water Treatment (Dale Eckert) – committee member was not present.

Economic Development –

ERMU – Electrical Department (Mike Thiry) –

- a. Mike Thiry asked if the Electrical Department also partakes in the St. Cloud winter driving course. Chief Cunningham said that yes the Electrical Department does also partake in the class. Mike Thiry asked if Chief Cunningham coordinates with Troy Adams scheduling for the Department. Chief Cunningham replied that he does take care of scheduling those classes with the Directors.

ERMU – Water Department (Eric Volk) – committee member not present.

Fire (Chief John Cunningham & Katie Haase) –

- a. Chief Cunningham mentioned that our new Deputy Chief, Aaron Surratt, will be taking on the task of conducting the facility checks for the Fire Department.

Building Maintenance (Gary Lore) – none

Human Resources (Lauren Wipper) – none

Liquor Stores (Vickie Berg) –

- a. Vickie Berg mentioned that the liquor store's Wine Sale starts next week.

Police (Amy Humphrey) – none

Recreation Division (Steve Benoit) – committee member was accidently passed over at meeting.

Ice Arena (Tony Seibert) – committee member not present.

Fire & Building Safety (Jeff Smith) – committee member was not present.

Lauren Wipper mentioned that Economic Development was listed on the agenda and she was wondering how that Department plays into the Committee. Chief Cunningham mentioned that he

listed the by-laws on the agenda to have that discussion of how to incorporate the new work structure into the by-laws. Chief Cunningham mentioned that the by-laws need to be updated, since they do not reflect the most current work chart change.

5. **Training**

a. **Online Safety Training** –

Chief Cunningham mentioned that the League of MN Cities has partnered with an online safety training provider and they have a couple of dates in October that they are offering webinars. Chief Cunningham mentioned that he will send out those webinar dates to members of the Safety Committee. He would like to get some representatives from the committee to attend the webinar. Chief Cunningham mentioned that himself and Suzanne Fischer will be attending the webinar. Lauren Wipper mentioned that she had attended one of their trainings already and she thought it was more directed towards an administrative perspective on how to use the program. Lauren Wipper asked them (League of MN Cities/online safety training provider) for more information regarding what classes they offer. Lauren mentioned we could ask for a demo. Chief Cunningham said that he would like a demo, because he believes a lot of municipalities are moving towards online training. Chief Cunningham brought up that they have a few demonstrations coming up so maybe himself and Lauren Wipper could schedule a demo for the Safety Committee to look at. Eventually, Chief Cunningham would like to have everyone log online to complete their safety training.

b. **Available Training and Conferences** –

- i. Chief Cunningham mentioned that he was going to bring up the St. Cloud winter driving class that was previously discussed and that he will work on getting it tentatively scheduled.
- ii. Lauren Wipper mentioned that she believes we are due for AWAIR/Right To Know/Bloodborne Pathogens training. Chief Cunningham thought we held the training around January or February of last year. Lauren Wipper thought that it was held in November of last year and asked if Katie Haase remembered when the training occurred last year. Katie Haase said she would have to pull the file from last year to see what date was on the contract and that she would email the information to Lauren Wipper. Chief Cunningham mentioned he would check his calendar to see when the Fire Department is scheduled, because he typically ties that in with the City's training.
- iii. Chief Cunningham also mentioned that he is looking into scheduling a class for Utilities and the rest of the City for electrical safety.

Chief Cunningham mentioned that with the new agenda if there is anything the Committee would like to add to the agenda to let him or Katie Haase know and we can add it.

6. **Old Business**

- a. Chief Cunningham mentioned that at the last meeting there was a traffic light concern brought up by Parks and Building Maintenance, which he has passed along to Justin Femrite the City Engineer. Justin Femrite did note the concern; however, Chief Cunningham stated that since the road is a County Road, and because the City criteria was just discussed in regards to how the City prioritizes intersection improvements, and having not heard back on this concern, he does not believe it has been identified on the street reconstruction project for the future. Lauren Wipper asked if the light signals could be changed. Chief Cunningham said that changing the light signals would be the decision of the County. Gary Lore further clarified by asking if the lights could be rotated to prevent accidents at that intersection. Essentially, Chief Cunningham said to install a turn light

signal to stop traffic from other directions, but he believes that in order to make that change a study would need to be conducted to decipher the impact on traffic for other nearby traffic signals. Chief Cunningham did reiterate that the concern is on Justin Femrite's list of concerns to look at.

- b. Chief Cunningham again touched upon Parks question of whether the forklift needs to be tested for CO, but stated that he would send any maintenance issue off to the mechanics.
- c. Chief Cunningham mentioned he is going to keep the item of updating the facility checklists on the agenda under old business. He is hoping to get them updated and make them more generic. He would like to make the facility checklists into a PDF form on Access Elk River. Chief Cunningham stated that if there are first aid supply requests to get those to Katie Haase. Katie Haase clarified with Kris Paulseth the type of bandaids that Parks was looking to get refilled.
- d. Chief Cunningham asked if the Committee could turn to the by-laws in the agenda packet. Chief Cunningham stated that he will be going through the by-laws over the next month before our next meeting to start red-lining and making recommendations for changes to the by-laws. Chief Cunningham asked the rest of the Committee if they could go through the by-laws and look at terms and what departments and divisions are being represented to make sure that everyone is being adequately represented.

Furthermore, Chief Cunningham would like to appoint a vice chair. He would like the vice chair to be someone from the Committee because the Committee is there to be represented by the employees for the employees. He thinks having someone from the Committee be the vice chair will offer up another individual who is active and engaged in the process. Chief Cunningham mentioned if the Committee could take the time over the next month to look at the by-laws and send any recommended changes to him and he will include them in a marked up version that the Committee could look at next month. Chief Cunningham stated that any amendments to the by-laws may be adopted at any meeting of the Committee and approved by consensus.

- e. Lauren Wipper asked if Parks' concern of having the mezzanines signed has been taken care of. Lauren Wipper mentioned that she knows the concern has been passed along to Rodney Schreifels, but she believes the item should be kept on the Old Business list, until the item has been completed.
- f. Katie Haase asked Amy Humphrey if the Police Department has decided who will be dealing with the expired liquids concern that was listed on their facility checklist from June 2014.

7. **New Business**

No new business.

8. **Adjournment**

There being no further business, the meeting of the Elk River Safety Committee was adjourned at 2:27 p.m.

Katie Haase
Recording Secretary