

**CITY OF ELK RIVER  
SAFETY COMMITTEE  
HELD AT FIRE STATION #2  
MINUTES OF WEDNESDAY, September 18th, 2013**

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

Members present: T. John Cunningham, Safety Coordinator; Jennifer Johnson, Administration; Gary Lore, Building Maintenance; Vickie Berg, Liquor Stores; Lauren Wipper, Human Resources; Paula Schwichtenberg (for Jeff Smith, FABS); Dale Eckert, WWTP; Joe Pipenhagen, Streets; Katie Haase, Fire Department; Josh Baas, Parks; Lloyd Lorenzen (for Mike Thiry, Utilities); Steve Benoit, Recreation; Laura Estby, Ice Arena

Members absent: Pete Nielsen, Water; Bob Kluntz, Police

1. **Approve the August 21, 2013, Safety Committee Minutes**

Minutes were approved with correction made under New Business (i.e. Spring Event to Spring/Fall Event).

2. **Anoka Tech Update**

Nothing noted.

4. **Safety Training**

Chief Cunningham commented that he does not have an update at this time for training, but hopefully will be able to report on within the next two to three weeks.

5. **Accident Reviews**

**June 29<sup>th</sup>, 2012:** “Cleaning out vac-tron, went to unlatch dump gate, latch was tight and when it freed, my right elbow struck metal object on vac-tron.”

Lauren Wipper mentioned that maybe they could use another object to pry latch rather than using your body. Chief Cunningham noted that other than receiving assistance in getting leverage there are no further recommendations.

**June 25<sup>th</sup>, 2012:** “Wiring a home for security, stepped off ladder and felt pain in my right foot when a nail went through my boot.”

The Safety Committee discussed the accident. It was determined that making sure the area is clean around you would be the best practice for prevention in this case.

**July 18<sup>th</sup>, 2012:** “Back and rib displacement. Lifting a rack of wire into back of truck.”

Chief Cunningham stressed safe lifting practices for this type of incident. Also, the importance of asking for assistance when doing tasks where heavy lifting is required was mentioned, especially when the equipment they are using does not have lifting.

After discussion, the Safety Committee had no further recommendations.

## 6. Department Concerns/Updates

Chief Cunningham introduced the new Administrative Assistant for the Fire Department, Katie Haase.

Chief Cunningham brought up the insurance modifier and it was mentioned by Jennifer Johnson that City Council was pleased with the insurance modifier. Chief Cunningham commented that it was a reflection on a positive safety culture.

### Streets

Mr. Pipenhagen asked if it would be possible to get another AED system put in at the Public Works facility. Chief Cunningham mentioned that it would have to be budgeted through the department director. Gary Lore noted that we only get so many through HeartSafe, but usually it is one per facility and an additional one would be around \$5,000-\$10,000 in cost.

It was discussed that there is one already located in the Public Works facility, but they would like two. Joe Pipenhagen said currently they have an AED machine located near the break room, but it had been brought up by one of the City's Mechanics that it may be located too far away to the mechanics office in case of an emergency.

It was pointed out that there is an AED in Lions Park and maybe it could be used at Public Works during the park's off season. Gary Lore said that there are too many people there, so it would not be a safe practice to remove the one at Lions Park.

Jennifer Johnson suggested maybe when Pinewood closes they take the AED from there and put it in Public Works. Gary Lore mentioned that they did take it over to Public Works during the winter time last year, however; it had been moved and was misplaced for a period of time and he is concerned that when we move them around they may go missing.

John Cunningham suggested that Mr. Pipenhagen bring the idea up to the department director and if they are interested in pursuing it they can see if there is money available for one or if there is federal allocation available.

### WWTP

No concerns.

### Parks Department

Josh Baas inquired if there are job guidelines for working in the heat. Chief Cunningham said that monitoring the health/safety of employees is ultimately the responsibility of everyone and that supervisors should be evaluating when weather conditions may not be favorable to working outside. Mr. Baas said that different summer seasonal employees had gone home sick this past summer. Chief Cunningham asked Mr. Baas if the seasonal employees received training in regards to working in the heat. Mr. Baas noted that they do receive training in first aid class; however, it is only a three minute segment in a video they show. Mr. Baas did not have any additional information on the incident. Chief Cunningham reported that he will look into the matter.

### Recreation Department

No concerns.

### **Building Maintenance**

No concerns.

### **Utilities**

No concerns.

### **Administration**

No concerns.

### **Liquor Stores**

Vicki Berg mentioned that the liquor store's annual Wine Sale Event is coming up September 30<sup>th</sup> through October 5<sup>th</sup>. No concerns.

### **FABS**

Paula Schwichtenberg stated that there was an issue that came up in her first meeting about a light that is flickering on and off by the service door on the eastside of the City Hall building. Gary Lore noted that the item of concern is already on the Building Maintenance Department's list.

### **Fire Department**

No concerns.

### **Ice Arena**

No concerns.

## **7. Old Business**

Chief Cunningham noted that the roofing project for Fire Station #1 is underway. Gary Lore commented that all that remains left to do is the tin around the edges.

Lauren Wipper requested volunteers to help serve lunch for the Spring/Fall Health Rewards Event. Vicki Berg, Laura Estby, Katie Haase, and Jennifer Johnson all thought they would be able to help.

Chief Cunningham stated that Gary Lore is still working on the on-line MSDS system. Gary Lore reported he has no current updates. Mr. Lore mentioned working with IT to get things set-up on computers, so that everyone has access to the program.

## **8. New Business**

No new business was mentioned.

## **9. Adjournment**

There being no further business, the meeting of the Elk River Safety Committee was adjourned at 2:28 p.m.

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Katie Haase  
Recording Secretary