

**CITY OF ELK RIVER
SAFETY COMMITTEE
UPPER TOWN CONFERENCE ROOM
MINUTES OF WEDNESDAY, OCTOBER 21, 2015**

Members present: T. John Cunningham, Safety Coordinator; Katie Haase, Human Resources; Nick Flaherty, WWTP; Steve Benoit, Recreation; Tanner Anderson, Streets; Josh Baas, Parks; Tim Sevcik, Parks; Krystal Fosdick, Fire.

Members absent: Mike O'neill, Utilities (Water); Jim Lebrun, Building Maintenance; Jeff Smith, Fire and Building Safety; Lori Stich, Finance; Mike Thiry, Utilities (Electric); Tony Siebert, Arena; Lauren Wipper, Human Resources; Jake Larsen, Liquor Stores; Amy Humphrey, Police; Andy Bentzen, Parks.

1. Call meeting to order

The Safety Committee was called to order at 1:47 pm.

2. Consider Agenda

Motion to approve agenda was made by Steve Benoit and seconded by Tanner Anderson. Motion carried.

3. Approve the Safety Committee Minutes for September 23, 2015

Motion to approve the minutes for the September 23, 2015, meeting was made by Tanner Anderson and seconded by Josh Baas. Motion carried.

4. Accident Review

There were no accidents to review.

5. Department Updates/Concerns

5.1 Administration

Lori Stich sent an email to Krystal requesting that the committee revisit the possibility of adding a second duress button to the City Hall front desk area (by the mailboxes). Chief Cunningham noted that the City currently has 3 portable duress buttons available for use and suggested that 1 of these buttons be provided to the front desk staff for use when working near the mailboxes.

5.2 Street Division (Tanner Anderson)

None

5.3 Parks Division (Josh Baas)

None

5.4 Recreation Division (Steve Benoit)

None

5.5 Waste Water Treatment (Nick Flaherty)

None

5.6 ERMU – Electrical Department

Absent

5.7 ERMU – Water Department
Absent

5.8 Building Maintenance
Absent

5.9 Liquor Stores
Absent

5.10 Police
Absent

5.11 Ice Arena
Absent

5.12 FABS
Absent

5.13 Human Resources (Katie Haase)
None

6. General Business

6.1 Safety Consultation Update.
Met with Diane Rollins from Premier Safety Training and Consulting Service. She is looking into the high hazard areas first and she has finished up Public Works. Chief Cunningham is working on setting up a time to visit the Wastewater Treatment Plant.

7. Old Business

7.1 Working on labeling breakers/panels – Parks Facility Checklist 2/18/15
Butch Pelarski worked on this issue this week with an electrician and is making progress. Will be focusing on this during the winter months. In progress – leave on list.

8. New Business

8.1 Chief Cunningham indicated that the City has found a new provider for Access Elk River. His main goal is to get a specific “Safety” section (safety.elkriver.mn.gov) set up where all information pertaining to Safety can be posted (i.e. checklists, meeting minutes, etc).

9. Adjournment

There being no further business, the meeting of the Safety Committee adjourned at 2:35 p.m.

Krystal Fosdick