

**CITY OF ELK RIVER
SAFETY COMMITTEE
HELD AT FIRE STATION #2
MINUTES OF WEDNESDAY, November 19, 2014**

The Safety Committee meeting was called to order at 2:03 p.m.

Members present: T. John Cunningham, Safety Coordinator; Kris Paulseth, Parks; Amy Humphrey, Police; Steve Benoit, Recreation; Katie Haase, Fire; Mike Thiry, Utilities (electric); Jennifer Johnson, Administration; Tony Siebert, Arena; Jeff Smith, Fire and Building Safety; Eric Volk, Utilities (water)

Members absent: Gary Lore, Building Maintenance; Lauren Wipper, Human Resources; Vickie Berg, Liquor Stores; Joe Pipenhagen, Streets; Dale Eckert, WWTP

1. **Approve the Agenda for 11/19/2014**

Agenda was approved.

2. **Approve the 10/22/2014 Safety Committee Minutes**

Minutes were approved.

3. **Accident Review**

November 10, 2014: “Employee was putting medical bag back into squad car and stepped on storm gutter grate. Grate was missing a rung. Employee’s leg went through the hole up to knee. Abrasion and pain [pain] on both sides of knee.”

No recommendations were made by the Safety Committee.

November 10, 2014: “Gates at Maintenance Facility are locked. Access is by swiping id badge at reader. Cannot be reached while in plow truck so needs to get out. Slipped while getting out of truck to open gate. 23 inch jump from lowest step of truck to ground. Irritated ankle more and more each time employee needed to exit truck.”

It was noted on the Accident Review Summary Form that they are looking into installing a reader that drivers can reach without exiting their vehicle. Chief Cunningham commented that the Department should continue to proceed with installing a reader that can be accessed from the taller vehicles without having to exit the truck. Also, it was mentioned by Kris Paulseth and Chief Cunningham the importance of using the three points of contact when dismounting from a truck.

Chief Cunningham asked Katie Haase if she could check with Laruen Wipper whether the suggestions made from the Safety Committee when discussing the Accident Review Summary forms get added to the associated form in the Safety Committee Recommendations box, along with the date of the Safety Committee meeting when the suggestions were made.

4. **Department Concerns/Updates**

Administration (Jennifer Johnson) – Jennifer Johnson commented that they had used an administration fleet vehicle the day prior and the vehicle was not equipped with an ice scraper. Chief Cunningham

asked who is responsible for the administration fleet cars. Jennifer Johnson suggested that Chief Cunningham should ask at the next Fleet Committee meeting who is responsible for the administration fleet vehicle(s). Chief Cunningham asked Amy Humphrey if she could ask Captain Kluntz if there are any extra ice scrapers for the administration vehicle.

Street Division (Joe Pipenhagen) –

Parks Division (Kris Paulseth) – none

Waste Water Treatment (Dale Eckert) –

Economic Development –

ERMU – Electrical Department (Mike Thiry) – Mike Thiry had a question whether there was any money in the budget or any grants that anyone knows of for the department to use to build safety training equipment. Chief Cunningham suggested looking maybe within the OSHA grant. Eric Volk commented that he did apply for an OSHA grant about two years ago. Chief Cunningham asked Mike Thiry how much he believed the project would cost. Mike Thiry said that he wasn't sure right now of the cost that they were just starting to look into it. Chief Cunningham suggested coming up with a budget and then we could look at a way to split the costs. Mike Thiry reiterated that if anyone hears of any grant options to let him know.

ERMU – Water Department (Eric Volk) – Eric Volk has a lockout, tagout representative coming out on Tuesday [November 25, 2014] from Viking Safety to go through all of the wells. Eric Volk commented that they would be purchasing lockout, tagout items, since currently the department essentially does not have a lockout, tagout program. Chief Cunningham commented that what they learned from OSHA was that the lockout, tagout program is a great idea, but then you have to make sure there is a procedure for every single piece of equipment that utilizes lockout, tagout.

Eric Volk mentioned the department would also be purchasing eye wash showers, since all of the wells are required to have them.

Fire (Chief John Cunningham & Katie Haase) – none

Building Maintenance (Gary Lore) –

Human Resources (Lauren Wipper) –

Liquor Stores (Vickie Berg) –

Police (Amy Humphrey) – none

Recreation Division (Steve Benoit) – none

Ice Arena (Tony Seibert) – none

Fire & Building Safety (Jeff Smith) – none

4. **Training**

- a. Chief Cunningham provided an update that he is currently working with Anoka to set up AWAIR/Right to Know/Bloodborne Pathogens training. He believes the mandatory training will occur the first two weeks in December with one morning session and one afternoon session offered each week.
- b. Chief Cunningham is also trying to get driving school scheduled for the first part of the year. Chief Cunningham said he has already received a list from the department heads on the number of personnel they plan on sending. Scheduling driving school will filter down through the department heads, since they will be scheduling who will attend.
- c. Chief Cunningham, with the Fire Department's Training Captain, is also going to look into other types of training opportunities the Safety Committee could host to address overall safety issues for the City.
- d. Chief Cunningham commented that Mark Thompson has scheduled National Weather Service training.

6. **Old Business**

- a. Chief Cunningham noted that he did mention MSDS at the Director's Meeting and he will be directing this item back to the responsible parties. Chief Cunningham will schedule a meeting with Gary Lore, since he was a lead on the MSDS software.
- b. Kris Paulseth mentioned that the department is waiting to hear from the engineer on more official numbers for the mezzanine signage.

7. **New Business**

- a. Katie Haase asked Steve Benoit if the item "big room outside door not working" listed on the Lions Park Center facility checklist was still a problem. Steve Benoit clarified that it was an emergency light in the big room on the double doors that go outside. He commented that he did already submit a request for the item to be repaired.
- b. Eric Volk mentioned that Don Grant, ERMU Water Department's safety personnel, retired.
- c. Jennifer Johnson asked where the Committee was at with rotation of representatives within departments. Chief Cunningham knows that there are some rotations coming up the first of the year. Chief Cunningham's goal is to figure out rotations next month. Chief Cunningham also wants to go through the Committee's by-laws, which he will probably announce the timeline for that at the next meeting. At the next meeting, he would like to spend some time going through the by-laws to figure out exactly when people are due for their rotation.
- d. Chief Cunningham wanted to bring to the Committee the idea of putting a committee together to look at the fitness center. Chief Cunningham mentioned that the gym does not really fall under anyone's responsibility. Chief Cunningham plans to bring up at the next Director's Meeting the possibility of forming a committee to create a budget for equipment maintenance and to make it a welcoming environment. It was discussed maybe making a sub-committee for the gym under the Safety Committee and Health Rewards Committee to address quality and safety concerns.

8. **Adjournment**

There being no further business, the meeting of the Elk River Safety Committee was adjourned at 2:43 p.m.

Katie Haase
Recording Secretary