

**CITY OF ELK RIVER
SAFETY COMMITTEE
FIRE STATION #2 (ORONO PARKWAY)
MINUTES OF WEDNESDAY, May 18, 2016**

Members present: T. John Cunningham, Safety Coordinator; Katie Haase, Human Resources; Andy Bentzen, Parks; Krystal Fosdick, Fire; Jim LeBrun, Building Maintenance; Bob Ruprecht, Fire and Building Safety; Brandon Wisner, Administration; Eric Volk, Utilities (Water); Tanner Anderson, Streets; Steve Benoit, Recreation; Jake Larsen, Liquor Stores Tony Seibert, Arena; Mike Thiry, Utilities (Electric)..

Members absent: Dave Dummer, Police; Nick Flaherty, WWTP.

1. Call meeting to order

The Safety Committee was called to order at 1:30 p.m.

2. Consider Agenda

John Cunningham added two items to the agenda under Old Business – Confined Space Training Update and Facility Checklist Forms. Motion to approve agenda was made by Eric Volk and seconded by Tanner Anderson. Motion carried.

3. Approve the Safety Committee Minutes for April 20, 2016

Motion to approve the minutes for the April 20, 2016, meeting was made by Jake Larsen and seconded by Andy Bentzen. Motion carried.

4. Accident Review

4.1 Finance/Building Maintenance 05-10-16

“Employee was exiting work truck and slipped and shut the truck door on right index finger, cutting finger.”

The committee did not have any specific recommendations, but did indicate that the employee needs to “be safe” at work.

5. Department Updates/Concerns

5.1 Administration (Brandon Wisner)

None

5.2 Street Division(Tanner Anderson)

None

5.3 Parks Division (Andy Bentzen)

None

5.4 Recreation Division (Steve Benoit)

None

5.5 Waste Water Treatment (Substitute)

None

5.6 ERMU – Electrical Department(Mike Thiry)

None

5.7 ERMU – Water Department (Eric Volk)

Eric informed the committee that they completed their Arc Flash Study and learned that they have two wells where you can't even work in the panel at all when it is hot because of the arc flash. They will likely be switching out the breakers. Eric did not have any other updates.

5.8 Building Maintenance (Jim LeBrun)

None

5.9 Liquor Stores (Jake Larsen)

None

5.10 Police (Dave Dummer)

Dave was unable to attend the meeting, but did contact John Cunningham to inform him that he did not have any updates.

5.11 Ice Arena (Tony Seibert)

Tony informed the committee that the new lead worker (Ben) started on May 17, the school started their construction, and the 19th Annual Ice Show is coming up this weekend.

5.12 FABS (Bob Ruprecht)

Bob informed the committee that he is working with Building Maintenance and Sergeant Dummer to change the configuration of the front counter area. Bob did not have any other updates.

5.13 Human Resources (Katie Haase)

Katie reminded the committee that MedCompass will be back on Thursday, May 19 for hearing testing. She did not have any other updates.

6. General Business

7. Old Business

7.1 Confined Space Training Update

John Cunningham informed the committee that he submitted a grant to Center Point Energy for updates. He indicated that they will be receiving \$2,500 from Center Point Energy and the fire department will be matching that. This money will go toward confined space equipment metering updates. They will be purchasing new meters and the old meters will possibly be passed down to be utilized for atmospheric testing. They will be looking into new ventilation supplies and equipment. Other new equipment will be purchased next year. The new meters will be able to be calibrated in-house versus having to be sent out for calibration; this will cut down on costs.

7.2 Facility Checklist Forms

John Cunningham informed the committee that he is working to improve the Facility Checklists. The current online version of the checklist is not convenient on the back side (i.e. when checklists are completed and submitted). He encouraged everyone on the committee to come up with new ideas on how to improve the process of completing and submitting a checklist.

7.3 SDS Binders

John Cunningham informed the committee that RaeAnn Gardner is currently working on creating posters and/or signs that contain all of the SDS information, as well as information on how to get to the Safety Portal. The Safety Portal will contain links for SDS and can be utilized by all city employees. The plan is to replace the SDS binders with the signs that RaeAnn is working on.

7.4 Distress Alarm

Tanner Anderson inquired as to whether or not it would be possible to get a distress alarm for the front desk at the Streets department. He indicated that the employees deal with upset customers on a frequent basis and believes that it would be beneficial for them to have a convenient way to signal for help if an issue were to ever arise. John Cunningham agreed that this would be a good idea and told him that he should speak with the police department to see if it is possible to get one installed at their facility.

8. **New Business**

9. **Adjournment**

There being no further business, the meeting of the Safety Committee adjourned at 1:50 p.m.

Krystal Fosdick