

**CITY OF ELK RIVER
SAFETY COMMITTEE
FIRE STATION #2 (ORONO PARKWAY)
MINUTES OF WEDNESDAY, AUGUST 17, 2016**

Members present: T. John Cunningham, Safety Coordinator; Andy Bentzen, Parks; Krystal Fosdick, Fire; Jim LeBrun, Building Maintenance; Jake Larsen, Liquor Stores; Dave Dummer, Police; Steve Benoit, Recreation; Joe Pipenhagen, Streets.

Members absent: Brandon Wisner, Administration; Nick Flaherty, WWTP; Bob Ruprecht, Fire and Building Safety; Katie Haase, Human Resources; Tanner Anderson, Streets; Tony Seibert, Arena; Mike Thiry, Utilities (Electric); Eric Volk, Utilities (Water);

1. Call meeting to order

The Safety Committee was called to order at 1:34 p.m.

2. Consider Agenda

Motion to approve agenda was made by Jake Larsen and seconded by Andy Bentzen. Motion carried.

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

Motion to approve the minutes for the July 20, 2016, meeting was made by Steve Benoit and seconded by Jim LeBrun. Motion carried.

4. Accident Review

There were no accidents to review.

5. Department Updates/Concerns

5.1 Administration (Brandon Wisner)

Absent. Brandon advised via email prior to the meeting that he did not have any updates/concerns.

5.2 Street Division (Joe Pipenhagen)

None

5.3 Parks Division (Andy Bentzen)

None

5.4 Recreation Division (Steve Benoit)

None

5.5 Waste Water Treatment (Nick Flaherty)

Absent

5.6 ERMU – Electrical Department (Mike Thiry)

Absent

5.7 ERMU – Water Department (Eric Volk)

Absent

5.8 Building Maintenance (Jim LeBrun)

None

5.9 Liquor Stores (Jake Larsen)

Jake Larsen informed the committee that the new lights for the liquor stores have arrived and have been installed. Jake did not have any other updates.

5.10 Police (Dave Dummer)

None

5.11 Ice Arena (Tony Seibert)

Absent. Tony advised via phone prior to the meeting that he did not have any updates/concerns.

5.12 FABS (Bob Ruprecht)

Absent

5.13 Human Resources (Katie Haase)

Absent. Katie advised via email prior to the meeting that she did not have any updates/concerns.

6. **General Business**

7. **Old Business**

7.1 Computers at Streets

John Cunningham asked Andy Bentzen if he knew whether or not Parks employees had access to the computers at the Streets facility. This issue was brought up at the last meeting when Tanner Anderson and Andy informed the committee that there were certain restrictions on the computers, allowing only certain employees to use them. Andy advised that this issue has been resolved.

7.2 SDS Sign Update

John Cunningham passed around the new signs that RaeAnn Gardner designed for the Safety Portal and SDS information. John told the committee to get ahold of him if anyone wants any to post within their departments. He added that they will be removing all SDS binders and replacing them with the signs that contain the link to all of the information.

8. **New Business**

8.1 Sleeve length for city employees

John Cunningham informed the committee that the City Administrator wanted the Safety Committee to have a discussion regarding sleeve length for city employees. He wanted to know if there was any statistical data indicating whether sleeveless shirts have any sort of safety benefits over regular t-shirts. Jim LeBrun mentioned that they make high visibility sleeveless shirts and mentioned that employees currently have to wear layers (i.e. t-shirt,

vest, etc). Andy Bentzen stated that he believes sleeveless shirts would be preferred over sleeves, especially on hot days or when employees are outside working on black top. He added that he often rolls up his sleeves when he's working outside on a hot day because it allows for air flow and helps keep him cool. Andy added that he would be in favor as long as the shirts were presentable and were not shirts that employees cut the sleeves off of themselves leaving strings/uneven cuts. The committee also mentioned the different fabrics used to make shirts and whether or not one was better than another (i.e. cotton vs moisture wicking). John advised that he needed facts versus opinions on the shirts, and indicated that the directors and City Administrators will have the final say. He added that the current policy is vague when it comes to this issue and they are seeking information to clarify it. Andy mentioned that they should reach out to the state and county employees to see what their policies look like. Dave Dummer mentioned that sleeveless shirts are okay as long as they are presentable and the openings of the sleeves do not go all the way down to the employee's waist. John directed Andy, Jim and Streets employees to look into the issue and see if they can find any facts supporting one or the other.

9. **Adjournment**

There being no further business, the meeting of the Safety Committee adjourned at 1:53 p.m.

Krystal Fosdick