

**CITY OF ELK RIVER  
SAFETY COMMITTEE  
FIRE STATION #2 (ORONO PARKWAY)  
MINUTES OF WEDNESDAY, SEPTEMBER 21, 2016**

Members present: T. John Cunningham, Safety Coordinator; Andy Bentzen, Parks; Krystal Fair, Fire; Jim LeBrun, Building Maintenance; Dave Dummer, Police; Steve Benoit, Recreation; Tanner Anderson, Streets; Brandon Wisner, Administration; Nick Flaherty, WWTP; Katie Haase, Human Resources; Tanner Anderson, Streets; Mike Langer, Utilities.

Members absent: Bob Ruprecht, Fire and Building Safety; Tony Seibert, Arena; Mike Thiry, Utilities (Electric); Eric Volk, Utilities (Water); Jake Larsen, Liquor Stores.

**1. Call meeting to order**

The Safety Committee was called to order at 1:35 p.m.

**2. Consider Agenda**

John Cunningham added Employee Safety & Security (8.1) under New Business. Motion to approve agenda was made by Tanner Anderson and seconded by Jim LeBrun. Motion carried.

**3. Approve the Safety Committee Minutes for August 17, 2016**

Motion to approve the minutes for the August 17, 2016, meeting was made by Katie Haase and seconded by Brandon Wisner. Motion carried.

**4. Accident Review**

4.1 09-07-16 Knee Injury (Police)

“Employee was attempting to forcibly move a combative suicidal party into an ambulance. Employee was kicked repeatedly in leg causing left knee pain.”

The Safety Committee did not have any recommendations.

4.2 09-13-16 Back Injury (Building Maintenance)

“Employee was cleaning a urinal when they bent down to wipe the bottom. Employee felt a sharp pain in the lower back area.”

The Safety Committee did not have any recommendations.

**5. Department Updates/Concerns**

5.1 Administration (Brandon Wisner)

None

5.2 Street Division(Tanner Anderson)

None. Tanner Anderson informed the committee that the Street Division has been working on the necessary fall prep work – painting, filling potholes, etc. John Cunningham advised that the fire department conducted additional confined space training for Streets and other departments. Additional training will be held as new equipment is purchased. Deputy Chief Surratt is currently pricing out equipment for future purchases.

- 5.3 Parks Division (Andy Bentzen)  
None
- 5.4 Recreation Division (Steve Benoit)  
None
- 5.5 Waste Water Treatment (Nick Flaherty)  
None. Nick Flaherty informed the committee that the construction at the Waste Water facility is scheduled to be completed by the end of February.
- 5.6 ERMU – Electrical Department (Mike Thiry)  
Absent
- 5.7 ERMU – Water Department (Mike Langer)  
None
- 5.8 Building Maintenance (Jim LeBrun)  
None. John Cunningham mentioned that the new SDS signs are in stock. He added that these signs are going up in place of the SDS binders, which will be archived. Nick Flaherty inquired about what happens if the internet goes down and they cannot access the SDS information online. John advised that there is a number on the sign that employees can call to have the information faxed or emailed to them as a backup measure. He added that the SDS information can be accessed from any computer.
- 5.9 Liquor Stores (Jake Larsen)  
Absent
- 5.10 Police (Dave Dummer)  
None
- 5.11 Ice Arena (Tony Seibert)  
Absent
- 5.12 FABS (Bob Ruprecht)  
Absent
- 5.13 Human Resources (Katie Haase)  
Katie Haase informed the committee that the new bulletin board at the Streets facility is up and running. She verified that the new SDS sign has been put up in place of the SDS binders. Brandon Wisner and Jim LeBrun informed her that the binders have been replaced with a sign, the sign is located near the first aid box. Katie asked John Cunningham if there was upcoming OSHA training in November and he told her that there was. She told the committee that she is working on getting the new FLSA posters done as the current posters have outdated information. Finally, Katie inquired about the current status of getting a distress button installed at the Streets facility. John told her that the issue was discussed at one of the directors meetings and they are currently looking into the best way to implement this. He is unsure if they currently have the ability to do so as

alarms and alarm signals can be somewhat complex (i.e. if an alarm is activated, they do not know for sure who would be notified or how to notify the appropriate people). John added that he will continue to look into this.

6. **General Business**

7. **Old Business**

7.1 Sleeve length for city employees

John Cunningham briefly reminded the committee of the sleeve length discussion that occurred at the previous meeting. None of the committee members were able to locate factual data regarding sleeveless shirts vs regular shirts. Tanner Anderson advised that they prefer to wear the cotton shirts over the polyester shirts because they are a lot lighter. Nick Flaherty advised the committee that the Waste Water department cannot wear sleeveless shirts. Tanner Anderson and Andy Bentzen again indicated that the employees within their departments prefer to wear sleeveless shirts, especially during the summer months, because they allow for more air flow. Andy mentioned that the employees purchase the sleeveless shirts that are hemmed; their shirts do not have loose strings, etc. He indicated that these shirts look more professional. John mentioned that it might be a good idea to purchase different styles of shirts to test out to determine if some shirts are more beneficial than others for employees. He added that he will take the information from the discussion back to his supervisor.

8. **New Business**

8.1 Employee Safety & Security

John Cunningham informed the committee that he is working with the police department to set up de-escalation training with all employees. He indicated that the plan is to have the police visit each individual department to do a general assessment of their work area and train them on how to diffuse situations or de-escalate situations with citizens. He indicated that this would be most beneficial for inspectors, streets, FABS, the front desk, etc because they deal with upset citizens on a frequent basis in the course of their duties. John advised that police, fire, and other government employees are all being grouped together/viewed as the same. Tanner Anderson mentioned that they frequently hear negative comments from the public when they're working out on the streets (i.e. when the public is delayed due to their work on a street). John informed the committee that they should avoid wearing their ID badge when they are on their lunch break so as to not draw any unneeded attention to themselves. He also stressed the importance of "if you see something, say something" for all employees.

9. **Adjournment**

There being no further business, the meeting of the Safety Committee adjourned at 2:20 p.m.

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Krystal Fair