

**CITY OF ELK RIVER  
SAFETY COMMITTEE  
FIRE STATION #2 (ORONO PARKWAY)  
MINUTES OF WEDNESDAY, NOVEMBER 18, 2015**

Members present: T. John Cunningham, Safety Coordinator; Katie Haase, Human Resources; Nick Flaherty, WWTP; Steve Benoit, Recreation; Jake Larsen, Liquor Stores; Amy Humphrey, Police; Andy Bentzen, Parks; Krystal Fosdick, Fire; Lauren Wipper, Human Resources; Jim LeBrun, Building Maintenance; Jeff Smith, Fire and Building Safety; Brandon Wisner, Engineering; Tony Seibert, Arena.

Members absent: Mike O'neill, Utilities (Water); Mike Thiry, Utilities (Electric); Tanner Anderson, Streets; Tim Sevcik, Parks.

**1. Call meeting to order**

The Safety Committee was called to order at 1:33 p.m.

**2. Consider Agenda**

Motion to approve agenda was made by Jake Larsen and seconded by Tony Seibert. Motion carried.

**3. Approve the Safety Committee Minutes for October 21, 2015**

Katie Haase pointed out a spelling error under the Department Updates/Concerns for Administration. Jim LeBrun and Tony Seibert both indicated that their names both contained spelling errors in the previous minutes. These issues were corrected and will be reflected on the future minutes.

Motion to approve the minutes for the October 21, 2015, meeting was made by Steve Benoit and seconded by Katie Haase. Motion carried.

**4. Accident Review**

Katie Haase inquired about a previous work related injury that occurred at the ice arena. It was determined that the committee never received an Accident Review regarding the incident. Tony Seibert told the committee that an employee was retracting an extension cord back into a unit that hangs from the ceiling at the ice arena. The unit that holds the extension cord ended up falling from the ceiling and hit the employee on the head. Tony added that all of these extension cord units were removed from the facility to prevent any further issues.

Lauren provided Krystal with a copy of the Accident Review Summary form regarding the incident, which occurred on 09-20-15. This form was provided to Krystal after the meeting and will be included as an attachment with these minutes.

**5. Department Updates/Concerns**

5.1 Administration (Brandon Wisner)  
None

5.2 Street Division  
Absent

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- 5.3 Parks Division (Andy Bentzen)  
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 (Jim LeBrun)  
None
  - 5.9 Liquor Stores (Jake Larsen)  
None
  - 5.10 Police (Amy Humphrey)  
None
  - 5.11 Ice Arena (Tony Seibert)  
None
  - 5.12 FABS (Jeff Smith)  
None
  - 5.13 Human Resources (Katie Haase & Lauren Wipper)  
None

## **6. General Business**

- 6.1 Safety Consultation Update  
Diane Rollins was present at the meeting to provide an update and to address any questions and/or concerns. Diane provided the committee with Job Hazard Analysis forms and discussed what the forms entail. She also discussed the upcoming annual OSHA training, as well as required trainings. She provided the committee with a list of required trainings. The list outlines the frequency of training, method of training and who is required to attend. Chief Cunningham gave a short presentation on the new Safety Intranet website that he has been working on. This website will contain everything that is safety related and the website will be provided to all City of Elk River employees once it is completed.

## **7. Old Business**

- 7.1 Working on labeling breakers/panels – Parks Facility Checklist 2/18/15  
*Will be focusing on this during the winter months. In progress – leave on list.*

**8. New Business**

- 8.1 Annual Training  
This topic was covered in the Safety Consultation Update provided by Diane Rollins.

**9. Adjournment**

There being no further business, the meeting of the Safety Committee adjourned at 2:34 p.m.

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Krystal Fosdick

**CITY OF ELK RIVER  
SAFETY COMMITTEE  
ACCIDENT REVIEW SUMMARY FORM**

<b>NAME</b> (this will <b>not</b> be given to Safety Committee):	<b>Department:</b> Parks and Recreation, Ice Arena
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**ACCIDENT INFORMATION**

<b>DATE (OF ACCIDENT):</b> 9-20-15	<b>Time:</b> 2:45 pm
<b>Location:</b> Ice Arena	<b>TYPE OF VEHICLE (IF INVOLVED):</b>
<b>Injury? (yes or no)</b> Yes	<b>Work Comp Claim Filed? (yes or no)</b> Yes
<b>Property Damage?</b> (yes or no. if yes, describe)	
<b>NATURE OF ACCIDENT (be specific, include work activity at time of accident):</b> Employee was retracting the extension cord back into the unit that hangs in the ceiling of the barn. The unit that holds the extension cord ended up falling from the ceiling and hitting employee in the head.	
<b>ENVIRONMENTAL FACTORS:</b> None.	
<b>UNSAFE CONDITIONS:</b> None.	
<b>ACTION TAKEN:</b> Removed other retractable extension cords from ceiling until a harness can be installed.	

<b>SAFETY COMMITTEE RECOMMENDATION</b> (to be filled out by Committee):
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