

**CITY OF ELK RIVER
SAFETY COMMITTEE
FIRE STATION #2 (ORONO PARKWAY)
MINUTES OF WEDNESDAY, DECEMBER 16, 2015**

Members present: Tanner Anderson, Streets; Katie Haase, Human Resources; Steve Benoit, Recreation; Jake Larsen, Liquor Stores; Amy Humphrey, Police; Andy Bentzen, Parks; Krystal Fosdick, Fire; Jeff Smith, Fire and Building Safety; Brandon Wisner, Engineering.

Members absent: Mike O'neill, Utilities (Water); Mike Thiry, Utilities (Electric); Tim Sevcik, Parks; T. John Cunningham, Safety Coordinator; Nick Flaherty, WWTP; Lauren Wipper, Human Resources; Jim LeBrun, Building Maintenance; Tony Seibert, Arena.

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 Katie Haase and seconded by Tanner Anderson. Motion carried.

3. Approve the Safety Committee Minutes for November 18, 2015

Motion to approve the minutes for the November 18, 2015, meeting was made by Jeff Smith and seconded by Andy Bentzen. Motion carried.

4. Accident Review

There were no accidents to review.

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
Absent

5.6 ERMU – Electrical Department
Absent

5.7 ERMU – Water Department
Absent

5.8 Building Maintenance

Absent

5.9 Liquor Stores (Jake Larsen)

None

5.10 Police (Amy Humphrey)

None

5.11 Ice Arena (Tony Seibert)

Absent – Spoke to Tony over the phone and he informed me that he did not have any safety concerns.

5.12 FABS (Jeff Smith)

None

5.13 Human Resources (Katie Haase)

None

6. **General Business**

There was no general business to discuss.

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.

Tanner Anderson informed the committee that they have brought in an outside electrician to complete the work. They have found that there is a lot more work to be completed than they originally thought. This item is still a work in progress.

8. **New Business**

8.1 Jeff Smith inquired about the terms for the committee members. Katie Haase advised that the terms are 2 years in length and they are staggered by department. Krystal will be looking at past minutes to determine when each member first started as a representative. Katie located a document containing the members' term information and emailed it out to the committee after the meeting.

8.2 Katie Haase requested that the committee discuss the Safety Committee Assessment for 2015 at the January meeting. The committee will also need to work together to come up with an overall safety goal for the City.

8.3 Tanner Anderson and Andy Bentzen inquired as to when and/or if Diane Rollins would be doing a walk-through of their facilities to discuss the issues that have come up when completing the Facilities Checklist. Krystal advised that both Diane and Chief Cunningham were provided with last month's checklist for review. Katie suggested that the items listed in the comments section of the checklist be added to the following meeting agenda so that they can be discussed by the committee.

9. **Adjournment**

There being no further business, the meeting of the Safety Committee adjourned at 1:51 p.m.

Krystal Fosdick