



**Public Works/Parks Safety Committee Meeting
Minutes
October 27, 2009**

Meeting called to order at 9:10 AM.

Present: Jeff Nieland, Adam Alix, Corey Gordon, Todd Drew, Mark Radtke, Bill Basler Sr., Vince Maas, Jim Julius, Brian Tungate, Ken Popelka

Absent: Tim Jacobson, Sue Nett

A. Approval of Minutes – Motion to approve minutes V. Maas second M. Radtke

B. Old Business

1. **EOEP Maps** – No change
2. **Confined Space Training October 14,15, 2009** – DPW Staff and 3 Parks Department Staff attended the training held at the Menasha Water Plant. B. Basler stated that the training good – provided good information from the Fire Department and from Water Utility employees.
3. **Chop Saw Training October 6, 2009** – DPW and Parks staff attended the training conducted by a representative from Stihl. Training was well received and very informative.

C. New Business

1. **Monthly Safety Topic** – Distributed for posting in the individual departments. “It’s not time for a “maze”- when the place is ablaze”! Topic covered proper use of equipment, worker moral, orderly work area and locations of emergency equipment promoting a safe workplace.
2. **Injury Review** – No injuries for Parks Department.
One reported injury in Public Works which involved an employee picking up a board with an unseen exposed nail which went through his glove and into his finger. Employee was using appropriate PPE, just failed to see the nail in the board. T. Drew advised J. Nieland to have the employee contact the Health Department and check when he had his last tetanus shot and to determine if a booster was recommended.
3. **Vehicle Reverse Alarms (Quote)** – During the September meeting V. Maas inquired about requirements for municipal pick-up trucks to have reverse alarms. T. Drew provided copy of e-mail from B. Rank – CVMIC stating that they were not required but are always recommended (ie Parks). T. Drew obtained a quote for \$1237.34 which would purchase alarms for 13 pick-ups installation would be additional.
4. **CVMIC Significant Program Award – Safety Equipment Purchase Suggestions** – Discussion regarding possible safety items which could be purchased using the 1000.00 award. Options included:
 - Ice cleats to all DPW, Parks, Engineering employees who work outdoors in the winter.
 - 40-48” arrow light board for the front end loader to warn drivers coming up from behind. Primary concern is clearing snow, where B. Basler stated there have been some near misses.

- K. Popelka raised installation of reverse camera on the commercial garbage truck.

T. Drew will review and request information / quotes regarding these items and return for the November 09 Safety Meeting.

5. **Other Issues-**

- C. Gordon inquired if T. Drew had or could obtain a test kit for water illegal water discharges to storm sewer. T. Drew stated that kits could be obtained to do sampling; however water sampling is somewhat specific and would need possible chemicals, etc in order to obtain appropriate kits. C. Gordon to provide some ideas. Fluoride was brought up as one possible to detect for distribution water discharges to storm.
- K. Popelka brought up a concern about the storage of gas in the shed adjacent to City Hall and the fumes which were noted. A. Alix to check on this concern.

D. Training

1. **Competent Person Training** – CVMIC was contact regarding the availability for this training primarily related to trenching. This training will be available in the spring.
2. **Chain Saw Training** – CVMIC plans on putting on a chain saw training in the spring. V. Maas suggested contacting FISTA to have them provide part of this training which could include actually falling trees in Heckrodt.
3. **Vehicle Safety Training** – Goal is to conduct this training in April 10. Trailer backing, defensive driving, backing with limited visibility (garbage trucks) are items to be included.
4. **Harassment Training November 18, 2009 (all staff) 8:30am, 10:15am & 1:15pm** – Suggested that supervisors look start a sign up or assign staff times to attend.
5. **Other suggestions** – No other training suggestions were presented.

E. Motion to adjourn made by J. Julius second C. Gordon Meeting adjourned at 10:00 AM. Next meeting November 24, 2009 @ 9:00am.