



## City Hall Safety Committee Meeting June 3, 2010

### Minutes

Meeting called to order at 1:30 PM.

Present: Tom Stoffel, Sue Nett, Todd Drew, Kate Klausing, Tasha Saecker, Sylvia Bull  
Excused: Pamela Captain, Kristi Heim, Adam Alix

- A. Motion to approve minutes from May 6, 2010 meeting made by S. Nett and seconded by S. Bull Motion carried.

#### B. Old Business

1. **EOEP update.** The maps for the Memorial Building and the Health Department are completed. Maps posted in both buildings, copies of the maps will be added to the appropriate EOEP Manuals.
2. **Safety Manual- Update** – T. Drew informed committee that requested changes had been made, manual has been approved by all 3 safety committees. Plan to be formatted and sent on to City Attorney and City Council for approval.

#### C. New Business

1. **The monthly safety topic** “When Thunder Roars.. go indoors”  
Distributed and reviewed.
2. No injuries this month to review.
3. **Baseball Bat concerns** – per K. Heim all bats should have been approved at this point for the baseball season. T. Drew sent e-mail to B. Tungate regarding next season having all bat approvals done by the umpires at the diamond to alleviate concerns.
4. **Additional items** – No additional items

#### D. Training

1. **Fire Extinguisher Training** – T. Drew to contact M. Sipin regarding status of equipment.
2. **Annual Refresher Training** – Haz Comm, Asbestos Awareness. will be put on the share drive so staff may complete self paced. T. Drew to put the training on share drive as soon as possible.
3. **Additional Training Sessions** – no suggestions were raised.

E. Motion to Adjourn 1:55

Motion: S. Bull Second; T. Stoffel