



City Hall Safety Committee Meeting

September 2, 2010

MINUTES

Meeting called to order at 1:30 PM.

Present: Kate Clausing, Susan Nett, Pam Captain, Todd Drew, Tasha Saecker.

Excused: Kristi Heim, Adam Alix, Tom Stoffel

A. Motion to approve the minutes from August 5, 2010 meeting made by K. Clausing and seconded by S. Nett. Motion carried.

B. Old Business

1. Senior Center Walk Thru – Walk thru reviewed – Minor issues cited. A. Alix to address responsibilities related to the transition to YMCA.

C. New Business

1. Monthly Safety Topic distributed – Don't let overloaded circuits turn you off.
2. Injury Review—none to report.
3. Next building walk thru – Menasha Health Department will be the next building walk thru to be conducted during October meeting.
4. Other items for discussion – Back door at library noted opened, which had previously been cited as a security issue. T. Saecker stated that with book deliveries, etc it would be difficult to keep the door locked. Options of louder door alarms when opened would be looked at.

D. Training

1. Fire Extinguisher Training – to be scheduled 2nd week in October, date will be set with M. Sipin and e-mailed.
2. Annual Required Refresher Trainings – progress.
3. Ergonomics training – will be scheduled with B. Rank – CVMIC in January 2011.
4. Additional training suggestions – S. Nett cited that additional AED drills will be conducted.

E. Meeting adjourned at 2:05 PM

October meeting will be held at the Menasha Health Department.