



**PUBLIC WORKS / PARKS DEPARTMENT SAFETY COMMITTEE**  
**July 27, 2010**  
**MINUTES**

Meeting called to order at 9:05 AM

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

Absent: Sue Nett, Pamela Captain

**A. Approval of Minutes** – Motion to approve minutes from the June 29, 2010 meeting made by V. Maas second M. Radtke

**B. Old Business**

1. **EOEP Maps** – Memorial Building Plan complete, Jefferson Park Bathhouse in process.
2. **Chains / Tie Down Straps** – Reviewed response from B. Rank at CVMIC regarding competent person review training. There is no requirement for review training; however a competent person must be designated.
3. **Pool AED Drill** – Drill conducted was a standard rescue and not an AED drill.
4. **Equipment Noise Study** – to be completed.
5. **Employee Hearing Screening** – Progress - completed

**C. New Business**

1. **Monthly Safety Topic** – “When its Hot make sure you’re not” was distributed. Topic was discussed
2. **Injury Review** – DPW reported one injury. Employee slipped on the blade exiting the grader and hit his shin. Employee came to Health Department to have the injury assessed and obtained ice pack. No lost time. Noted that operator was likely in a hurry and did not pay close enough attention to wet and muddy conditions.
3. **CVMIC Worksite Observations** – Review of Worksite Observation report conducted by B. Rank – CVMIC on July 14, 2010. The report was very good crews were utilizing necessary PPE with only minor issues cited. Issues which were noted were addressed with the equipment operator(s) at the time of the inspection.
4. **CVMIC Risk Assessment** – Discussion with regard to progress in documentation collection. Risk Assessment to be conducted on Aug.3, 2010.

5. **Other items for discussion-** A question was raised regarding the N-M Fire Department being on site during emergencies (i.e. Brighton Beach following storm), to assist with lighting and support of DPW and Utilities, especially. Question regarding N-M Fire leaving scene once DPW arrived. T. Drew to contact A. Auxier Chief N-M Fire to come to the August 24, 2010 meeting to discuss questions / concerns.

The topic of shorts was also discussed. Per past V. Maas was referred to P. Captain for initial discussion. If approved Safety Committee would discuss appropriate use and tasks.

#### **D. Training**

- 1,2. **Status of confined space air sampling training and annual computer refresher trainings-** All trainings installed on the DPW and Parks Computers. T. Drew requested to have trainings completed by all DPW and Parks personnel.
3. **Respirator Fit Tests** – T. Drew to coordinate final few fit tests as soon as possible.
4. **Other Training Needs-** Inquiry about the availability chainsaw training possible through Stihl.

- E. **Adjourn:** Motion J. Julius second B. Basler @ 9:55 AM