



**Public Works/Parks Safety Committee Meeting
Minutes
January 26, 2010**

Meeting called to order at 9:00 AM.

Present: Todd Drew, Pamela Captain, Sue Nett, Jeff Nieland, Tim Jacobson, Bill Basler, Brian Tungate, Mark Radtke, Vince Maas, Adam Alix

Absent: Jim Julius, Ken Popelka

A. Approval of Minutes – Motion to approve minutes C. Gordon second P. Captain

B. Old Business

1. **EOEP Maps** – Garage Maps completed. Provided to J. Nieland and T. Jacobson to mark locations.
2. **CVMIC Award Equipment Purchase**- T. Drew provided quotes for previously suggested items. Quotes provided for vehicle reverse alarms (Parks), Werner ladder and florescent seat belt straps. Additional money to be used to by hard hats. Motion to approve purchase made by P. Captain seconded by V. Maas. Motion carried. T. Drew to facilitate purchase of equipment using CVMIC Significant Program Award funds. 22 pair of ice cleats purchased prior to the meeting for DPW and Parks.

C. New Business

1. **Monthly Safety Topic** – “When you come right down to it ...Floors hurt!” was distributed which discusses clutter and slip trip fall risks due to wet floors.
2. **Injury Review** – No injuries to report
3. **CDL vehicle tank endorsements** - all Parks staff have tank endorsements for their CDL. DPW staff to provide copies of CDL license showing endorsement remaining staff will be required to write the test and gain their endorsement. T. Drew to research options for training and writing the test.

D. Training

1. **Vehicle Safety Training** – April 27, 2010 set as primary day with April 28, 2010 set as an alternate. B. Rank and B. Stenz CVMIC will be in Menasha on March 4, 2010 to finalize training.
2. **Lift Truck Training** – FRED offered to put on short training refresher to include operation, stray voltage, fall protection, cleaning and hard hat requirement. Electricity rated hard hat to be ordered by T. Drew for bucket truck operator. Training date to be set with FRED rep. Dan Bins. T. Drew will schedule training session.
3. **ATTSSA Training Opportunity** – Training notice provided for review. T. Drew to e-mail notice and registration form to DPW, Parks and Engineering.

4. **4-Gas meter training for Confined Space Entry** – T. Drew has placed computer air monitoring training on the lap top at DPW. All affected staff should conduct the training within the next 30 days.

E. Motion to adjourn made by P. Captain second S. Nett 9:45 AM. Next meeting February 23, 2010 @ 9:00am.