



## City Hall Safety Committee Meeting

August 1, 2013

### Minutes

Meeting called to order at 1:15 PM.

Present: Adam Alix, Kristi Heim, Kate Clausing, Pam Captain, Vicki Lenz, Sue Nett  
Brian Tungate

Excused: Todd Drew, Sue Seffker

A. Motion to approve minutes from July 19, 2013 meeting made by V. Lenz and seconded by K. Clausing. Motion carried.

#### B. Old Business

1. Security Assessments. No update for this meeting.
2. Baseball bat inspection concerns. B. Tungate explained the inspection that is needed to assure the baseball bats are acceptable for games. The bats need to have the acceptable insignia ingrained into the bat. The bat is then stickered to show it has been checked. He offered this protocol as a possibility to reduce the number of individuals walking into city hall with a bat to be checked. He would require that all bats be brought to the captain's meeting which is held at the beginning of the season. He would accept stickers that have been issued by Appleton and Neenah Park and Rec departments. And for those who would be considered the stragglers, he would have them make an appt. to have their bat checked at city hall. He would then send out an email to city hall employees about the appt time. A. Alix asked if the umpires could check the bats at the game and if not on the list, then the bat is not allowed. B. Tungate replied he didn't want the umpires to have to take the time to be checking a list. He felt it was more efficient to have the bat stickered prior to the game. B. Tungate would like to try the suggested protocol next season and evaluate it and make any necessary changes at that time. Committee members were in agreement with the suggested protocol.

#### C. New Business

1. Monthly Safety Topic distributed and reviewed. This month's safety

topic stresses the importance of safety rules and violation of safety rules needs to be taken seriously. All employees need to be aware of safety rules.

2. Injury Review. No injuries to report.
3. Proposed change to meeting day and time – Committee members discussed meeting on a different day and time. Some suggestions were to meet in the morning at 8 or soon thereafter on a Friday morning and meet at city hall. The committee decided to meet at the same day and time but change the location to the first floor conference room at city hall. K. Heim will reserve the conference room. S. Nett will cancel the Gegan Room reservation for the remainder of the year.
4. Additional new items for discussion. None

#### D. Training

1. Fire Extinguisher Training – schedule/location. Nothing new to report.
2. Security / Safety Training – need / discussion. Once the security assessments are completed, a training session will be offered.
3. Additional training items for discussion –B. Tungate asked about the training for summer help. Discussion centered around having general safety training completed before the summer help start next year. S. Nett mentioned only a few Rec employees completed the safety manual review this year and several that completed the review failed the quiz after the review. An email will be sent to B. Tungate to give him those names.

E. Motion to adjourn at 1:52 PM made by V. Lenz and seconded by P. Captain. Motion carried.