



## City Hall Safety Committee Meeting

October 4, 2013

Meeting called to order at 1:35 PM.

Present: Adam Alix, Kate Clausing, Vicki Lenz, Sue Nett, Sue Seffker, Todd Drew

Excused: Kristi Heim, Pam Captain

A. Motion to approve minutes from September 5, 2013 meeting made by K. Clausing and seconded by S. Nett. Motion carried.

### B. Old Business

1. **Security Assessments.** City Hall and Health Department security assessments completed by A. Zemlock and T. Drew. A. Zemlock will provide reports and discussion regarding the findings.
2. **Summer Help Training Concerns** – E-mail to Ben Rank CVMIC stated that the seasonal elearning program development is assigned and that the hope is that it would be ready for the next season. B. Rank could not guarantee any completion dates.

### C. New Business

1. **Monthly Safety Topic** distributed and reviewed. "Don't be a Slob: Clean up after each job" safety sheet discusses the importance to maintain and orderly work area to prevent potential safety issues in the work area.
2. **Injury Review.** No injuries to report.
3. **Net items for discussion** – Drew cited sewer repairs in the City Hall basement which required minimal asbestos removal and sanitizing of floor surfaces. Response along with pre-existing training to do small scale asbestos removal and plumbing minimized impacts regarding sanitary system for the building.

### D. Training

1. **Fire Extinguisher Training** – Training scheduled for October 17 – two sessions at 9:00am and 1:15pm at the Tullar Road training site. Training will involve active fires in the training facility. Drew to send additional reminder email to all Department Heads to assign designated employees to one of the sessions.

2. **Security / Safety Training** – V. Lenz stated that the training provided by A. Zemlock regarding the security assessment was very good. Information provided was very valuable to staff. A. Zemlock will provide similar training/review for remaining buildings following assessment completion and reporting.
3. **Library In-service**– Health Department information provided on flu shots and ergonomics refresher information was well received during Library in service.
4. **New training issues for discussion** – No new items discussed

E. Motion to adjourn at 2:05 PM made by S. Seffker and seconded by A. Alix  
Motion carried.