



City Hall Safety Committee Meeting

June 7, 2013

MINUTES

Meeting called to order at 9:05 AM by T. Drew

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

Excused: Kristi Heim, Pamela Captain, Kate Clausing,

A. Motion to approve minutes from April 4, 2013 and May notes made by S. Nett seconded by A. Alix - Motion carried.

B. Old Business

1. **MSDS Computer Program** – Drew reported that CVMIC is attempting to purchase a MSDS program which would be made available to members likely in 2014.
2. **City Hall Handicapped Entrance Sign** – sign is completed and placed.
3. **Summer Help Safety Training** – Drew reported that numerous summer help have started with little to no receipt of training confirmations. Request to remind summer help to complete training.
4. **City Hall Microwave Exposure (cell tower)** – No information provided from cell company per meeting in May 2013. A. Alix to follow-up and report in July.

C. New Business

1. **Monthly Safety Topic** – Safety topic – “Regarding suspicious items, packages” was distributed and discussed.
2. **Injury Review** – no injuries
3. **Department Safety and Security Assessments-** Aaron Zemlock MPD will be completing assessments on City buildings. Drew will report progress in July.
4. **Baseball bat inspection concerns** – issue was referred to the Mayor for a decision on policy and procedure for bat inspections.
5. **Ergonomics Assessments** – to be completed by Ben Rank CVMIC based on request and general assessments. Please inform T. Drew if staff has issues.
6. **Other new items for discussion** – Library a chair was cited as blocking a fire alarm. Library to relocate chair to maintain clear path to alarm.

D. Training

1. **Fire Extinguisher Training** – Drew will schedule with M. Sipin NMFD for September (Thursday if possible). 2 sessions 10 am and 1 pm

2. **Summer Help Training** – CVMIC to conduct bloodborne pathogen and harassment training to summer help.
3. **New training items for discussion** – No new items discussed.

E. Motion to adjourn at 1:50 PM by S. Sefker seconded by A. Alix - Meeting adjourned.