



City Hall Safety Committee Meeting December 5, 2013

Meeting called to order at 1:35 PM.

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

Excused: Kristi Heim,

Guest: Aaron Zemlock

A. Motion to approve minutes from November 7, 2013 meeting made by V. Lenz and seconded by P. Captain - Motion carried.

B. Old Business

1. **Security Assessments.** Aaron Zemlock MPD reviewed the Health Department Security Assessment and discussed recommendations.

Recommendations included:

- security film on the entry door due to the door being made of tempered glass
- maintain door between the waiting area and office area closed and locked to prevent ease of access to staff area.
- Raising front counter and/or installing glass barrier
- Installation of a peep hole on the back door to allow view outside back exit prior to opening door.
- Lock and secure all interior office doors after hours.
- Additional recommendation regarding additional lighting in the back of the building.
- Recommendation to establish a Workplace Emergency Plan.

Full report was provided to all Safety Committee Members.

Aaron Zemlock will be invited back to the January meeting to discuss City Hall report.

2. **CVMIC MSDS Computer Program (update)** – An internal MSDS program will be worked on with the help of volunteers to scan in MSDS sheets. Scanned MSDS sheets will be linked to a data base and available at all network computers. T. Drew will discuss scan procedure with Patrick James-IT.

C. New Business

1. **Monthly Safety Topic** distributed and reviewed. "*Customers: Not Interruptions to our work... the Reason for it!*" This topic discussed good customer service and dealing with unhappy customers.
2. **Injury Review.** No injuries to report.
3. **New items for discussion** – No new items discussed

D. Training

1. **Security / Safety Training** –A. Zemlock working with Kara Homan Community Development to coordinate 30-45 minute informational sessions by department at City Hall.
2. **New training issues for discussion** – No new items discussed

E. Motion to adjourn at 2:40 PM made by S. Seffker and seconded by K. Clausing - Motion carried.