



City Hall Safety Committee Meeting November 7, 2013

Meeting called to order at 1:35 PM.

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

Excused: Kristi Heim, Pam Captain, Adam Alix

A. Motion to approve minutes from October 4, 2013 meeting made by S. Seffker and seconded by K. Clausing Motion carried.

B. Old Business

1. **Security Assessments.** City Hall assessment reviewed (copy provided prior to meeting) Drew to request A. Zemlock attend the December meeting to further discuss and establish priority items.
2. **CVMIC MSDS Computer Program (update)** – CVMIC will not be purchasing the program directly. Program will be available to members to purchase directly. Program has an annual cost which will be dependent upon the number of members who purchase. Drew contacted another interested CVMIC member who estimated cost could be approximately \$3000.00/yr. Discussion regarding an in house program at December meeting.

C. New Business

1. **Monthly Safety Topic** distributed and reviewed. "Doing things the OLD WAY may not be the BEST WAY" safety sheet discusses the importance to follow established safety policies and to not take unnecessary risks on the job.
2. **Injury Review.** No injuries to report.
3. **New items for discussion** – No new items discussed

D. Training

1. **Fire Extinguisher Training** – Training October 17 – 10 employees attended the training held at the FVTC training site in Neenah. Training was well received and realistic involving putting out actual fires set in the training building. Drew suggested that this method of fire extinguisher training be the standard for future sessions.

2. **Security / Safety Training** –training session options to be discussed with A. Zemlock during meeting.
3. **New training issues for discussion** – No new items discussed

E. Motion to adjourn at 2:20 PM made by S. Seffker and seconded by v. Lenz
Motion carried.