



## City Hall Safety Committee Meeting

March 6, 2014  
Minutes

Meeting called to order at 1:35 PM.

Present: Adam Alix, Kristi Heim, Kate Clausing, Pam Captain, Sue Seffker, Sue Nett

Excused: Todd Drew, Vicki Lenz

A. Motion to approve minutes from January 14, 2014 meeting made by K. Clausing and seconded by K. Heim. Motion carried.

### B. Old Business

1. **MSDS Computer Program – update.** Drew reported that the scanning of in-use chemicals was complete and the program would be on the intranet within a few days. Drew stated that an instructional sheet would be created and supplied.
2. **City Hall Security Audit – Progress** – As follow-up to review of City Hall Security Audit – basement back stair well has been maintained locked, all doors leading into 3<sup>rd</sup> floor offices are locked, dimensions and quotes have been requested for glass barriers at customer reception desks on 1<sup>st</sup> and 2<sup>nd</sup> floors.

### C. New Business

1. **Monthly Safety Topic** – distributed and discussed. Copies provided to be posted.
2. **Injury Review** No reports.
4. **Building Emergency Response Plan Template** - T. Drew provided template for security plan. S. Nett stated that the majority of items were already covered in the current City Emergency plan with the exception of procedures related to lock down, Warning System to inform employees in the building of an emergency issue and emergency procedures related to an active shooter or similar/ immediate active threat.
5. **New items for discussion** None

**D. Training**

- 1. Hearing Screening – Spring 2014 Hearing** screenings are scheduled for April 8<sup>th</sup>. A schedule will be circulated for employees to sign up.
- 2. Annual Refresher Training** - Annual refresher trainings will be updated. CVMIC E-learning will also be incorporated into this year's refresher training. Additional training will be provided on the use of the computer based MSDS access system. T. Drew requested that all MSDS sheets be forwarded to the Health Department Office – updates will be made to the system as needed.
- 3. New Training Issues for discussion** - None

E. Motion to adjourn at 2:15 PM made by K. Heim and seconded by K. Clausing.