



City Hall Safety Committee Meeting January 14, 2014

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 December 5, 2013 meeting made by P. Captain and seconded by S. Nett - Motion carried.

B. Old Business

1. **Security Assessments.** Aaron Zemlock MPD reviewed the City Hall Security Assessment and discussed recommendations.

Recommendations included:

- Basement access should be more secure using a key code or other means than elevator buttons.
- Maintain vault closed and secured / maintain information security.
- Maintain back stairwell secured
- Safety barrier and security at Finance Window / 2nd Floor Window
- Additional panic buttons in other areas (2nd floor counter, council chambers).
- Secure finance door, 3rd floor code key door maintain 3rd floor office area secure. Maintain all code doors locked to limit access.
- Recommend changing the practice of employees openly carrying marked bank bags to the bank.
- Recommendation to establish building wide notification of emergencies.
- Recommendation to establish a building Emergency Response Plan – (Drew requested A. Zemlock provide a template)

Reference full City Hall Security Assessment Report for complete information.

2. **MSDS Computer Program** – Drew reported that MSDS Sheets scanning would be started; initial program set up has been completed by IT. Drew requested A. Alix email current list of active

chemicals. Drew reported that current/active chemicals would be scanned first.

C. New Business

1. **Monthly Safety Topic** distributed and reviewed.
2. **Injury Review.** No injuries to report.
3. **Safety Policy Statement / Notice of Safety Violation Forms-**
 - **Safety Policy Statement** – based on policy statement used by Menasha Utilities which is intended to be included as part of the Safety Manual. Drew provided draft. Policy statement covers employee's obligation to Safety, and the obligation to intervene in cases of unsafe activities. The draft contained the word confront which the committee agreed to change to approach. With change a motion to approve Policy Statement and send on for City Council approval by P. Captain and seconded by K. Clausing – motion passed.
 - **Notice of Safety Violation Forms** – Introduction of new forms to be used to report safety violations. The intent of the form is to provide a way to report safety concerns/violations and monitor the corrective actions taken.

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 – No update
2. **New training issues for discussion** – No new items discussed

E. Motion to adjourn at 2:25 PM made by S. Seffker and seconded by A. Alix - Motion carried.