



City Hall Safety Committee Meeting

December 3, 2015

Minutes

Meeting called to order at 11:05AM

Present: Todd Drew, Sue Seffker, Kathy Dreyer, Kate Clausing, Brian Haessly, Kristi Heim, Nancy McKenney

Guest:

Excused: Adam Alix, Pamela Captain

A. Motion to approve minutes from **November 10, 2015**, meeting made by S. Seffker second made by K. Dreyer - Motion carried.

B. Old Business

1. **City Hall Security Audit (progress update)** – No update. Haessly presented quotes for security glass on 1st floor and 3rd Floor to Mayor – no response to date
2. **City Hall Building Walk Thru discussion-** Drew sent report to Department Heads on 2nd floor regarding continued issues noted consistent with the last walk thru which was discussed. Drew reviewed updated inspection report. Drew will also obtain materials to encapsulate asbestos containing pipe insulation in the basement at the base of the main stairs.
3. **Handicapped Shelter** – Drew inquired as to which budget would cover the emergency kits recommended by the Safety Committee. Kits should include emergency weather radio, flashlight and auxiliary cell phone supplemental battery. Estimated cost 50-75.00 per kit, 4 kits recommended (2 City Hall, 1 Library, 1 Memorial Building).
4. **Additional items for discussion** – recommendation was to invite Mayor Merkes and/or Peggy Steeno to the next City Hall Safety Meeting.

C. New Business

- 1. Monthly Safety Topic** – distributed and discussed. Copies provided to be posted.
- 2. Injury Review – 0 injuries**

Dept.	Injury narrative	Lost time	Medical attention	Safety Comments / recommendations
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- 3. EOEP Manual Revisions** – Drew/McKenney discussed that historically the EOEP Manual was maintained by NM Fire. Manual due for revisions with control by the Safety Program. Additional areas will need to be added (Jefferson Park Pool).

D. Training

- 1. Annual Refresher Training - Annual** – Drew developed a simple table which shows frequency of trainings. CVMIC trainings will be used as soon as User ID and Passwords to the training site are obtained from CVMIC.
- 2. New Training Issues for discussion** – None.

E. Meeting adjourned motion made by K. Clausing @ 11:40AM.