



**Public Works / Parks Safety Committee
July 26, 2016
Meeting Notes**

Meeting called to order at 8:05 AM.

Present: Todd Drew, Adam Alix, Pamela Captain, Brian Haessley, Vince Maas
Absent: Eric Whitman, Brian Tungate, Kevin Schmahl, Alex Hartzheim
Guest:

- A. Approval of May 24, 2016 meeting minutes – motion V. Maas second P. Captain – motion passed

B. Old Business

- 1. **Work Zone Safety (MPD)** – Drew requested an update on how work zone and street closures. To date no issues were cited.
- 2. **Air Quality Portable HEPA Filtration Unit** – T. Drew reported that invoice for the unit was outstanding. PWF is going to keep the unit. Alix requested invoice be sent.
- 3. **CVMIC Grant Requests** – Drew requested an update on items which had been submitted under the CVMIC grant. To date flammable storage cabinets and HEPA fan unit had been submitted. Drew requested additional discussion.
- 4. **Cold Storage** – Update- inserts fabricated by Fox Cities Metal have been completed and will be installed by Menasha PWF staff.

C. New Business

- 1. **Monthly Safety Topic** – Monthly Safety Topic distributed and discuss. Drew requested topic be posted.
- 2. **Injury Review.** 0 injuries

Dept.	Injury narrative	Lost time	Medical attention	Safety Comments / recommendations
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- 3. **New items for discussion** – no new items discussed

D. Training

- 1. **Annual Refresher Trainings** – User IDs for the CVMIC web site training have been received. Peggy Steeno will assign passwords and provide to each employee to do future safety training modules. DPW / Parks to complete in Fall 2016.

2. **Lift Truck / Scissors Truck Training** – Drew inquired if all new hires had received lift truck training, confirmed by Alix that they had received training. Drew stated that he would contact Dan Bins, Sunbelt Rentals to do scissors lift and lift truck training.
 5. **Wisconsin State Patrol Load Safety Training** – November 1, 2016.
 6. **Additional Training Issues** –
- E. Adjourn