



**Public Works / Parks Safety Committee  
March 22, 2016  
Minutes**

Meeting called to order at 8:05 AM.

**Present:** Todd Drew, Brian Tungate, Vince Maas, Adam Alix, Jeff Nieland, Alex Hartzheim, Eric Whitman, Pamela Captain, Brian Haessly

**Absent:** Mark Radtke, Adam Alix, Corey Gordon, Kevin Schmahl,

**Guest:**

- A. Approval of February 22, 2016 meeting minutes – motion V. Maas second A. Hartzheim – Motion approved

**B. Old Business**

1. **Work Zone Safety (MPD)** – Drew provided a photo of a street closed which completely restricts access. Discussion related to whether this should be the standard leaving only one potential access point to residents.
2. **Air Quality Portable HEPA Filtration Unit** – Drew will obtain a 2000 CFM HEPA unit to trial as a supplement ventilation unit in the Maintenance Shop. Unit could be used for any activities which generate particulates indoors.
3. **Front End Loader** – Drew discussed the recommendation to change front end loader cab air filters more frequently to minimize biologicals and particulates in the cabs when working with compost. Maintenance will start changing them out on a 6 month interval.
4. **Cold Storage** – Update- Inserts will be fabricated by a sheet metal firm and installed by DPW/Parks staff to seal bird access points. Insert cost \$600-800 dollars plus labor.

**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
--		<input type="checkbox"/>	<input type="checkbox"/>	
--		<input type="checkbox"/>	<input type="checkbox"/>	

3. **CVMIC Grant Requests** – Flammable storage cabinets and possibly the purchase of a portable HEPA filtration unit.
4. **Sharps recovery** – Drew provided a copy of the MPD sharps environmental recovery policy in the event Parks and DPW employees uncover sharps in the field. Avoid contact use pliers or other non-direct contact means if possible. Leather gloves should be worn. Reporting to MPD only required if large quantities are located. Notify supervisor, sharps must be properly disposed of at the Health Department or Police Department.

#### 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.
3. **Confined Space Training** – Confined space training to be conducted by CVMIC on April 19, 2016 including classroom and hands on at pool.
3. **Respiratory Fit Tests** – Drew stated that the remaining employees who were not fit tested in December will require fit testing within 12 months of their last fit test (April 2015).
4. **Additional Training Issues** – Hearing Screening April 19 sign in distributed to PWF then to MU and MPD.
5. **Wisconsin State Patrol Load Safety Training** – November 1, 2016.
6. **Additional Training Issues** – V. Maas cited the need for Warren Luce to have an Asbestos O&M Training update. Drew will provide refresher training.

E. Motion to adjourn P. Captain at 9:10AM