

**SPECIAL SAFETY COMMITTEE
PAYNESVILLE CITY HALL
JANUARY 27, 2014
4:00 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. Election of Officers (page 3)
 - B. Meeting Schedule (page 4)
 - C. 2014 Safety Training Day – Monday, October 13, 2014
- IV. OLD BUSINESS
 - A. 2013 Safety Training Day Review:
 - 1. Bullying Policy
 - 2. Audio/Video Taping Devices
 - 3. Active Shooter
 - 4. Bomb Threats
 - B. Emergency Action Plan: – will be distributed
 - 1. Existing (page 5)
 - 2. Draft - Proposed (page 18)
 - C. City Hall Security Cameras For Irate Motor Vehicle Customers
- V. OTHER SAFETY ISSUES/SUGGESTIONS
- VI. INFORMATIONAL
- VII. ADJOURN

This agenda has been prepared to provide information regarding an upcoming meeting of the Safety Committee. This document does not claim to be complete and is subject to change.

BARRIER FREE: All Safety Committee meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early, so necessary arrangements can be made.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Safety Committee

Committee/Council Meeting Date: January 27, 2014

Agenda Section: Consent

Originating Department:

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes of the November 25, 2013 Special Safety Committee meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

A motion to approve the minutes of the November 25, 2013 Special Safety Committee meeting.

**MINUTES
SPECIAL SAFETY COMMITTEE**

NOVEMBER 25, 2013

Chairperson Lee Schleper called the meeting to order at 3:32 p.m. Other members present included Ron Mergen, Alice McColley, Jennifer Welling, Bill Ludwig, and Renee Eckerly. Paul Wegner was absent.

Motion was made by Welling to approve the minutes of the July 22, 2013 Safety Committee meeting. Seconded by McColley and unanimously carried.

REVIEW 2013 SAFETY TRAINING DAY

The 2013 Safety Training Day was reviewed:

- 9-911 – completed on all phones that are necessary
- Bullying Policy – Eckerly will work on getting it in the Personal Policy
- Police Officer Numbers In Cell Phones – All employees need to put police officer cell phone numbers in their phones. Number will be distributed.
- Evidence Folders – Car, House, Person – are complete and given to Mergen and Wegner to put in all City vehicles.
- Chain of Command – In emergency situations call 911, in non-emergency situations call Eckerly.
- Dry Erase Markers in vehicles – already in Public Works Department vehicles
- Active Shooter Protocol – all employees are to report to the Library. A lock box will be installed on the outside of the building. Liquor Store employees are to report to Alco.
- Video/audio taping devices – a pen will be ordered for the Public Works Department to try before ordering more.

BOMB THREATS & PHYSICAL SECURITY PLANNING

City Hall and Public Works staff will go to the Library and the Liquor Store staff will go to Alco.

ACTIVE SHOOTER – HOW TO RESPOND

1. Get out
2. Hide
3. Fight

EMERGENCY ACTION PLAN

SafeAssure will add language to add active shooter to the Plan.

FIRE, TORNADO, & ACTIVE SHOOTER DRILLS

Mergen will conduct fire and tornado drills.

CITY HALL SECURITY CAMERAS FOR IRATE MOTOR VEHICLE CUSTOMERS

This item was tabled until 2014.

There being no further business the meeting was adjourned at 4:10 p.m.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Safety Committee

Committee/Council Meeting Date: January 27, 2014

Agenda Section: New Business

Originating Department:

Item Number: III - A

ITEM DESCRIPTION: Election of Officers

Prepared by: Staff

COMMENTS:

Nominations for Chairperson.

Nominations for Vice-Chair.

Nominations for Secretary.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

A motion to elect _____ as Chair.

A motion to elect _____ as Vice-Chair.

A motion to elect _____ as Secretary.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Safety Committee

Committee/Council Meeting Date: January 27, 2014

Agenda Section: New Business

Originating Department:

Item Number: III - B

ITEM DESCRIPTION: Meeting Schedule

Prepared by: Staff

COMMENTS:

Each year every Committee sets their meeting schedule. Currently the Safety Committee meets the third Monday quarterly (January, April, July, and October) at 4:00 p.m.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

A motion to set the Safety Committee Meeting schedule for _____.