

**SPECIAL SAFETY COMMITTEE
PAYNESVILLE CITY HALL
NOVEMBER 25, 2013
3:30 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. MN Speakers Showcase (page 3A)
- IV. OLD BUSINESS
 - A. Review 2013 Safety Training Day:
 - 9-911 – Done – except for PD, Paul is determining what needs to be done & the Liquor Store
 - Bullying Policy – Tabled from October meeting
 - Police Officer Numbers In Cell Phones – Being put back on per Renee
 - Evidence Folders – Car, House, Person – done and distributed to Ron & Paul for each City vehicle
 - Chain of Command (page 4) – In 911 situations call Paul and then notify Renee. Being put back on per Renee
 - Dry Erase Markers in vehicles – already in Public Works Department vehicles
 - Active Shooter Protocol
 - Video/audio taping devices – Tabled from October meeting
 - 1. Bomb Threats & Physical Security Planning
 - 2. Active Shooter – How To Respond
 - B. City Hall Security Cameras For Irate Motor Vehicle Customers - Update
 - C. Emergency Action Plan – Ron was contacting SafeAssure about adding the active shooter language to it.
 - D. Conduct Fire, Tornado, Active Shooter Drills – Ron will schedule a drill
- V. OTHER SAFETY ISSUES/SUGGESTIONS
- VI. INFORMATIONAL
- VII. ADJOURN

Members: Bill Ludwig, Paul Wegner, Lee Schleper, Jennifer Welling, Ron Mergen, Alice McColley, & Renee Eckerly.

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: November 25, 2013

Agenda Section: Consent

Originating Department:

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes of the October 28, 2013 Special Safety Committee meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

A motion to approve the minutes of the October 28, 2013 Special Safety Committee meeting.

**MINUTES
SPECIAL SAFETY COMMITTEE**

OCTOBER 28, 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 Paul Wegner. Renee Eckerly 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.

EMERGENCY ACTION PLAN

The Emergency Action Plan was discussed and will be updated for Liquor Store, City Hall, and Public Works staff.

Motion was made by Ludwig to accept the changes and recommend such to the City Council. Seconded by Welling and unanimously carried.

FIRE, TORNADO, & ACTIVE SHOOTER DRILLS

Mergen will conduct a fire and tornado drill at City Hall. Mergen will also follow up with SafeAssure about an Active Shooter policy being added to the Emergency Action Plan.

INCLEMENT WEATHER POLICY

The Inclement Weather Policy was reviewed and job title changes were made.

Motion was made by Welling to approve the Inclement Weather Policy and recommend such to the City Council. Seconded by Mergen and unanimously carried.

REVIEW 2013 SAFETY TRAINING DAY

The 2013 Safety Training Day was reviewed:

- 9-911 – Welling will put on all phones
- Bullying Policy – Tabled
- Police Officer Numbers In Cell Phones – It was discussed to put the Chief's number in all phones
- Evidence Folders – Car, House, Person – Welling will do
- Chain of Command – In 911 situations call Paul and then notify Renee
- Dry Erase Markers in vehicles – already in Public Works Department vehicles
- Active Shooter Protocol
- Video/audio taping devices – Tabled

BOMB THREATS & PHYSICAL SECURITY PLANNING

This item was tabled.

ACTIVE SHOOTER – HOW TO RESPOND

This item was tabled.

CITY HALL SECURITY CAMERAS FOR IRATE MOTOR VEHICLE CUSTOMERS

This item was tabled.

There being no further business the meeting was adjourned at 4:45 p.m.

Jennifer Welling

From: Renee Eckerly
Sent: Friday, November 15, 2013 9:20 PM
To: Jennifer Welling
Subject: Fw: MN Speakers Showcase

Put on safety committee

From: Alice McColley
To: Renee Eckerly
Sent: Wed Nov 13 11:05:11 2013
Subject: FW: MN Speakers Showcase

Alice McColley
Deputy Registrar
Paynesville Motor Vehicle
221 Washburne Ave
Paynesville, MN 56362
320-243-3714 ext 236
alice@paynesvillemn.com

From: Weber, Meagan [<mailto:MWeber@goldenvalleymn.gov>]
Sent: Tuesday, November 12, 2013 4:35 PM
Subject: MN Speakers Showcase

Good afternoon,

We wanted to pass along information regarding a great opportunity to those of you who plan training or hire speakers. Many of you saw our speaker, Petra, at the MDRA conference and this is where she came to us from. This is your chance to see these speakers in person and decide if one is right for your event.

Have a great day,

Meagan Weber
MDRA Communications Director

Meagan Weber | Deputy Registrar Supervisor | City of Golden Valley
7800 Golden Valley Road | Golden Valley, MN 55427 | 763-593-8047 | 763-593-8019 (Fax) | 763-593-3968 (TTY) |
mweber@goldenvalleymn.gov



We are SO excited to announce our 3rd Annual Speakers Showcase which will be held Thursday, January 9th in Bloomington, MN. www.MinnesotaSpeakersShowcase.com
Speakers this year include **Super Bowl winner, former MN Viking and Harvard graduate Matt Birk**, **Elizabeth Ries from Twin Cities LIVE**, and 17 other excellent speakers from Minnesota and across the U.S., with a very wide range of topics and fees.

As you know – nothing beats seeing a speaker LIVE on stage, and seeing how the audience reacts to them, when choosing the right speakers for your upcoming meetings.

Go to www.MinnesotaSpeakersShowcase.com to review the list of Featured Speakers and Register! You must be registered to attend.

Great Speakers, great food, great prizes...

You absolutely don't want to miss this year!!!!!!!

Please also forward this Special Invitation to any other people in your organization who choose speakers, entertainers or emcees for meetings, conferences, or events.

Please also think of who else you know outside of your organization who plan meetings and books speakers.

We would greatly appreciate you forwarding this to them as well to help us **spread the word**.

Holly

www.MinnesotaSpeakers.com

Holly Zelinsky

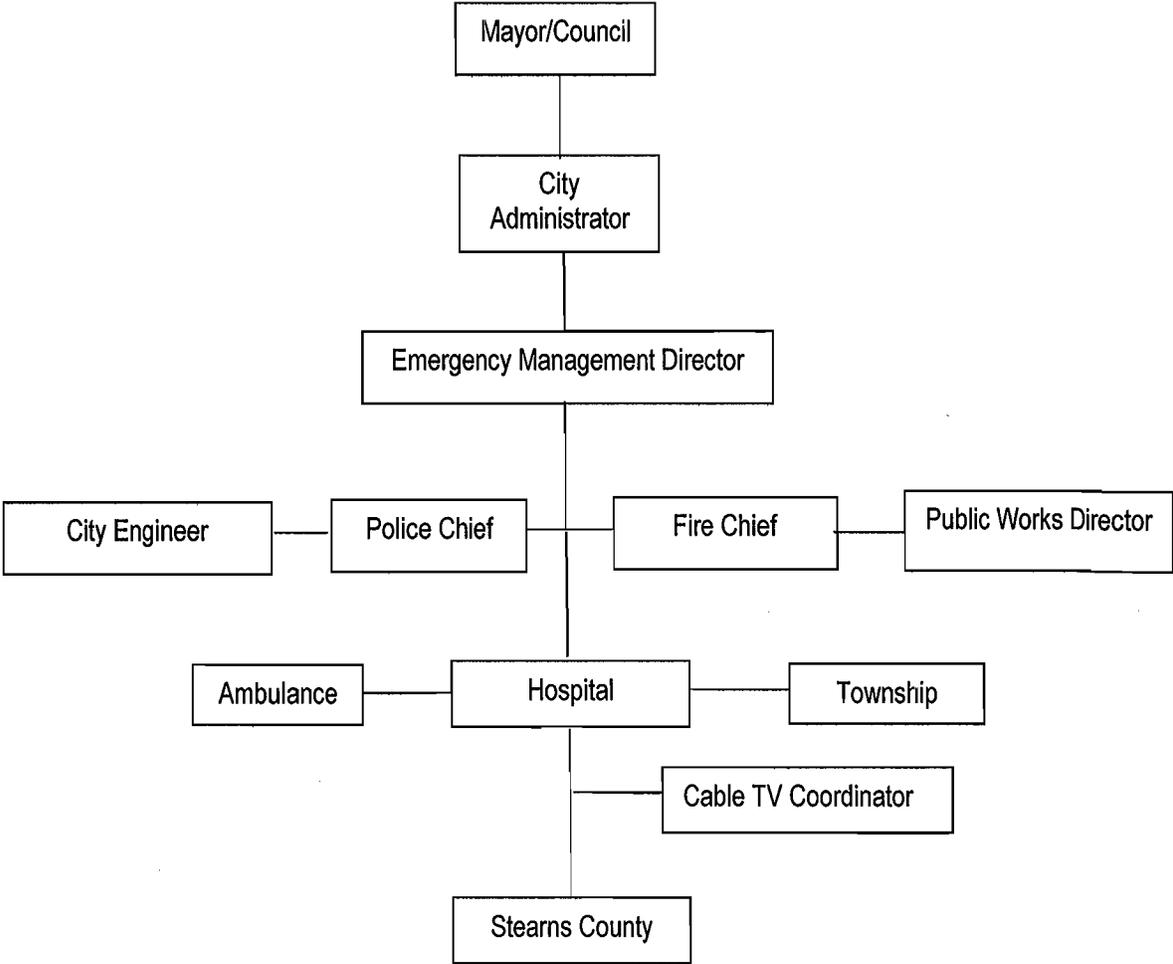
www.NationallySpeaking.com

651-735-2080 / 877-234-6086

Celebrating over 11 years of providing organizations with the Right Speaker with the Right Topic at the Right Price!

Chart A

City Organization and Interrelationships



X