

**SAFETY COMMITTEE
PAYNESVILLE CITY HALL
JUNE 16, 2014
4:00 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
- IV. OLD BUSINESS
 - A. Emergency Action Plan – Please bring the Plan that was distributed to you hard copy to the meeting. Please review this Plan prior to the meeting.
 - B. Tornado & Fire Drills
 - C. City Hall Security Cameras For Irate Motor Vehicle Customers
 - D. 2014 Safety Training Day – Monday, October 13, 2014
- 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: June 16, 2014

Agenda Section: Consent

Originating Department:

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes of the February 3, 2014 Special Safety Committee meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

A motion to approve the minutes of the February 3, 2014 Special Safety Committee meeting.

**MINUTES
SPECIAL SAFETY COMMITTEE**

FEBRUARY 3, 2014

Chairperson Lee Schleper called the meeting to order at 4:01 p.m. Other members present included Ron Mergen, Alice McColley, Jennifer Welling, Bill Ludwig, Renee Eckerly, and Paul Wegner.

Motion was made by Welling to approve the minutes of the November 25, 2013 Safety Committee meeting. Seconded by Mergen and unanimously carried.

ELECTION OF OFFICERS

Motion was made by Welling to elect the following officers:

**Chairperson: Lee Schleper
Vice-Chairperson: Alice McColley
Secretary: Bill Ludwig**

Seconded by McColley and unanimously carried.

MEETING SCHEDULE

Motion was made by Eckerly to set the Safety Committee meetings for the 3rd Monday quarterly (January, April, July and October) at 4:00 p.m. Seconded by Mergen and unanimously carried.

2014 SAFETY TRAINING DAY

Motion was made by Eckerly to set the 2014 Safety Training Day for Monday, October 13, 2014 to close City Hall for training and recommend such to the City Council. Seconded by Welling and unanimously carried.

McColley will contact SafeAssure to schedule the training.

REVIEW 2013 SAFETY TRAINING DAY

The 2013 Safety Training Day was reviewed:

- Bullying Policy – Eckerly will work on getting it in the Personal Policy
- Video/audio taping devices – Mergen reported that the Public Works Department has purchased 2 devices and they work very well.
- Active Shooter Protocol –Mergen reported that OSHA does not deal with active shooter so the City will have to add something into the Emergency Plan.
- Bomb Threats – After a lengthy discussion it was decided that all City Hall and Public Works staff are to report to the Library and the Liquor Store staff are to report to Alco.

EMERGENCY ACTION PLAN

The Committee discussed a safe location for employees. For all emergencies; except tornado the City Hall and Public Works staff will report to the Library. In the event of a tornado all City Hall staff will report to the Employee restroom and Public Works staff will report to the closest safe shelter. For all emergencies; except tornado the Liquor Store staff will report to Alco and in the event of a tornado the Liquor Store staff will seek shelter in the restroom.

In the event of a fire; the first person to discover it is the response coordinator and is to follow the following:

1. Call 911
2. Evacuate
3. Call Supervisor

Welling will make changes to the document and bring a final Plan back to the next meeting for approval.

Motion was made by Welling to have Welling make the noted changes and bring back to the next meeting. Seconded by Eckerly and unanimously carried.

When the Plan is complete all department heads will be responsible to review the policy with their staff.

CITY HALL SECURITY CAMERAS FOR IRATE MOTOR VEHICLE CUSTOMERS

This item was tabled until the next meeting.

ADJOURNMENT

Motion was made by Welling to adjourn the meeting. Seconded by McColley and unanimously carried.

There being no further business the meeting was adjourned at 4:35 p.m.