

**SAFETY COMMITTEE
PAYNESVILLE CITY HALL
OCTOBER 20, 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 – The Plan has been approved by Council and will be distributed electronically and by hard copy to each employee.
 - B. Fire Drills
 - C. City Hall Security Cameras For Irate Motor Vehicle Customers
 - D. Review 2014 Safety Training Day
 - 1. Suggestions for next year?
- 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: October 20, 2014

Agenda Section: Consent

Originating Department:

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes of the July 21, 2014 Special Safety Committee meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

A motion to approve the minutes of the July 21, 2014 Special Safety Committee meeting.

**MINUTES
SPECIAL SAFETY COMMITTEE**

JULY 21, 2014

Chairperson Lee Schleper, Maintenance Worker called the meeting to order at 4:01 p.m. Other members present included Ron Mergen, Public Works Director; Alice McColley, Motor Vehicle Specialist; Bill Ludwig, Liquor Store Manager; and Paul Wegner, Police Chief. Jennifer Welling Administrative Assistant/Zoning Specialist; and Renee Eckerly, City Administrator were absent.

Motion was made by Wegner to approve the minutes of the February 3, 2014 Safety Committee meeting. Seconded by McColley and unanimously carried.

TEXTING WHILE DRIVING POLICY

Mergen reported that if the City wants grants for the airport the FAA is requiring that the City have a Texting While Driving Policy. Mergen will check the City's policy.

EMERGENCY ACTION PLAN

The Plan was discussed for final approval.

Motion was made by Wegner to approve the Emergency Action Plan with the addition to the Active Shooter section to state "All employees should call their immediate supervisor if possible" and recommend such to the City Council. Seconded by McColley and unanimously carried.

TORNADO & FIRE DRILLS

A tornado drill will be announced on July 25, 2014 at 8:15 a.m. McColley will sound the alarm.

CITY HALL SECURITY CAMERAS FOR IRATE MOTOR VEHICLE CUSTOMERS

The Committee discussed rewording the reason from Irate Customers; to Safety and Security of City Hall. It was discussed that cameras need to be in the Council Chambers and front and back parking lots as well for safety reasons. Mergen will work with Eckerly on this.

2014 SAFETY TRAINING DAY

The 2014 Safety Training Day will be held on October 13, 2014 at 8:30 a.m. at the Paynesville Fire Hall. SafeAssure will start at 8:30 a.m. with lunch from 11:30 – 12:00 noon. Dave Schutz will conduct the first aid and CPR training from noon to 4:00 p.m.

ADJOURNMENT

Motion was made by Ludwig to adjourn the meeting at 4:30 p.m. Seconded by McColley and unanimously carried.

There being no further business the meeting was adjourned at 4:30 p.m.