

**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.