

## **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.