

**SAFETY BOARD  
PAYNESVILLE CITY HALL COUNCIL CHAMBERS  
JULY 20, 2020  
4:00 P.M.**

**AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
  - A. Minutes (page 1)
- III. NEW BUSINESS
  - A. Election of Officers (page 5)
  - B. Meeting Schedule (page 6)
  - C. 2020 Safety Board Goals
  - D. Public Works Department 2020 Safety Training Schedule
  - E. 2020 Safety Training Day – Monday, October 12, 2020:  
Events???
    - 1. Health Fair
    - 2. SafeAssure
- IV. OLD BUSINESS
  - A. Summary of Work-Related Injuries & Illnesses
  - B. Update Emergency Action Plan (page 7)
  - C. Member Vacancy From Administration Department
- V. OTHER SAFETY ISSUES/SUGGESTIONS
- VI. INFORMATIONAL
- VII. ADJOURN

**\*\*\* Please call or email Ron at 320-243-3714 ext. 230 or at [ron@paynesvillemn.com](mailto:ron@paynesvillemn.com) if you are unable to attend the meeting in person and plan to use the conference call option.**

**Members:** Ron Mergen, Belinda Ludwig, VACANCY, Bill Ludwig, Lee Schleper, Tom Fread, and Paul Wegner.

This agenda has been prepared to provide information regarding an upcoming meeting of the Safety Board. This document does not claim to be complete and is subject to change.

**BARRIER FREE:** All Safety Board 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 that necessary arrangements can be made.

## REQUEST FOR BOARD/COUNCIL ACTION

**BOARD/COUNCIL NAME:** Safety Board

Committee/Council Meeting Date: July 20, 2020

Agenda Section: Consent

Originating Department:

Item Number: II - A

**ITEM DESCRIPTION:** Minutes

Prepared by: Staff

**COMMENTS:**

Please review the minutes of the July 15, 2019 and October 21, 2019 Special Safety Committee meetings.

**ADMINISTRATOR COMMENTS:**

**BOARD/COUNCIL ACTION:**

A motion to approve the minutes of the July 15, 2019 and October 21, 2019 Special Safety Committee meetings.

## MINUTES SAFETY BOARD

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**JULY 15, 2019**

The meeting was called the meeting to order by Vice Chairperson Tom Fread at 4:10 p.m. Members present included Ron Mergen, Renee Eckerly, and Paul Wegner. Bill Ludwig and Lee Schleper were absent.

**Motion was made by Eckerly to approve the minutes of the January 28, 2019 Special Safety Board meeting. Seconded by Wegner and unanimously carried.**

### **MEMBER RESIGNATION**

Jennifer Welling, Administrative Assistant/Zoning Specialist has resigned from the Safety Board effective, July 1, 2019.

**Motion was made by Eckerly to approve the resignation of Jennifer Welling, Administrative Assistant/Zoning Specialist from the Safety Board and recommend such to the City Council. Seconded by Mergen and unanimously carried.**

Eckerly will check with administration staff to see who is interested in serving on the Board.

### **WORK PLACE SECURITY CHECKLIST**

The Mitigation Grant might be able to be used for this. Fread will check for availability. Wegner and Eckerly have one quote for security and will schedule for a second quote. This will have to be included in the Mitigation Plan. It was suggested to look at the Mitigation Plan to see if the City could apply for a grant by November 30, 2019. Active Threat – Eckerly will email Erin at the County that the City is interested in applying. Fread will forward Eckerly the application and mitigation goals. Fread also noticed that the grant covers radios for fire and police departments plus a weather radio.

It was further suggested to update the list to fit the City and put it into the internal emergency plan.

### **SUMMARY OF WORK-RELATED INJURIES & ILLNESSES**

The members reviewed the list which most are trips and falls. Department heads will remind staff of safety procedures.

### **EMERGENCY ACTION PLAN**

Fread was going to check with Eckerly on technology changes for accountability; CodeRED. It was suggested to set up a phone number to check if everyone is okay by sending out a blast on CodeRED. Eckerly will get Fread a list and Eckerly and Fread will maintain the City groups. Staff will have new hires set up a CodeRED for themselves. Currently CodeRED has a lot of failures as there is a need to know how to delete people from the public.

## **ONLINE SAFETY TRAINING**

All new employees are required to complete online safety training. Mergen believes that all have done their training. The police department also does police online training. Mergen will email a link to Wegner for Feigum and LaPatka to complete.

## **PUBLIC WORKS DEPARTMENT SAFETY TRAININGS**

Mergen reported that June 18<sup>th</sup> was chainsaw, tree trimming, cutting concrete, fall protection, and ladder safety. There will also be training in August.

## **2019 SAFETY TRAINING DAY**

Training will be held on Monday, October 14, 2019. The morning session will be OSHA/SafeAssure. The afternoon will be fire extinguisher training and Mergen will verify this with Chad from SafeAssure. There is a need to find a vendor for the hearing tests as CentraCare has declined. Eckerly will continue to research ALICE training.

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

**MINUTES  
SAFETY BOARD**

**OCTOBER 21, 2019**

The meeting was called to order by Chairperson, Lee Schleper at 4:00 p.m. Members present included Ron Mergen, Bill Ludwig, Renee Eckerly, and Paul Wegner. Tom Fread was absent.

**MINUTES**

Tom Fread has the minutes from the July Safety Board meeting.

**SUMMARY OF WORK-RELATED INJURIES & ILLNESSES**

These are not avoidable in the police department as they are a hazard of the job.

**ONLINE SAFETY TRAINING**

Mergen reported on a link that will be set up for all new employees and they can print a certificate then the training is complete.

**2019-2020 PUBLIC WORKS DEPARTMENT SAFETY TRAININGS**

Mergen has a calendar of trainings that will be posted by the City Hall time clock. The trainings are held in December, February, April, June and August.

**2019 SAFETY TRAINING DAY REVIEW**

The number of employees taking advantage of the blood tests are down and the hospital wants more participation or they may have to cancel the testing. Mergen will check with Chad from SafeAssure about doing training on-line instead of closing motor vehicle and liquor store. There was further discussion on adding customer service training.

**WORK PLACE SECURITY CHECKLIST**

This item was tabled.

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

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**REQUEST FOR BOARD/COUNCIL ACTION**

**BOARD/COUNCIL NAME: Safety Board**

Committee/Council Meeting Date: July 20, 2020

Agenda Section: New Business

Originating Department:

Item Number: III - A

**ITEM DESCRIPTION: Election of Officers**

Prepared by: Staff

**COMMENTS:**

Nominations for Chairperson.

Nominations for Vice-Chair.

Nominations for Secretary.

**ADMINISTRATOR COMMENTS:**

Current Officers:

Chair – Lee Schleper

Vice Chair – Tom Fread

Secretary – Bill Ludwig

**BOARD/COUNCIL ACTION:**

A motion to elect \_\_\_\_\_ as Chair.

A motion to elect \_\_\_\_\_ as Vice-Chair.

A motion to elect \_\_\_\_\_ as Secretary.

## REQUEST FOR BOARD/COUNCIL ACTION

**BOARD/COUNCIL NAME: Safety Board**

Committee/Council Meeting Date: July 20, 2020

Agenda Section: New Business

Originating Department:

Item Number: III - B

**ITEM DESCRIPTION: Meeting Schedule**

Prepared by: Staff

**COMMENTS:**

Each year every Board sets their meeting schedule. Currently the Safety Board meets the third Monday quarterly (January, April, July, and October) at 4:00 p.m.

**ADMINISTRATOR COMMENTS:**

**BOARD/COUNCIL ACTION:**

A motion to set the Safety Board Meeting schedule for \_\_\_\_\_.

# THE CITY OF PAYNESVILLE EMERGENCY ACTION PLAN

The City of Paynesville's intent is to protect all employees, vendors, customers, and outside contractors that may be at risk from the hazards of fire, tornados, severe weather, bomb threats, etc. while occupying our facilities. To this extent, procedures and employee's duties have been outlined in this section so designed to minimize the risk.

Training will be provided on these procedures; however, it is important that these procedures be practiced in the form of "No Notice" fire drills etc. These drills should be random, timed, and critiqued. All critiques must be written and become a part of this section (see **Addendum A**).

It is important and expected that all employees will participate in these drills as well as learn their assigned tasks.

**This program is designed to insure accountability of City employees. These policies and procedures are not to be confused with that of the "Community Action Plan" which is designed to insure resident safety.**

## EMERGENCY ACTION PROCEDURES

The procedures outlined in this section will cover in detail:

1. Our reporting and alarm system.
2. Emergency escape routes and procedures (see also **Addendum B**).
3. Pre-evacuation procedures.
4. Procedures for accountability.
5. Rescue and medical duties.
6. Fire prevention plan covering:
  - A. Handling and storage of fire hazards.
  - B. Ignition sources.
7. Training Requirements.

## RESPONSE COORDINATOR

For purposes of this plan, whoever answers the phone, is notified, or discovers an emergency is the designated response coordinator. You are the first to be notified of an emergency and in the best position to alert all other employees and summon outside assistance. It is most important in all emergencies such as fire, severe weather emergencies, and bomb threats that the following be accomplished simultaneously:

1. Evacuate the building.
2. Notify the appropriate outside authorities.

In order to accomplish this, a response coordinator is needed. This designation will always be arrived at by the determination that the response coordinator becomes the response coordinator simply by answering the notification call of an emergency, by discovering the emergency on their own, by an employee, police, or answering the phone in a bomb threat situation.





## RESPONSE COORDINATOR

Once notified of severe weather:

1. Announce through the building using the verbal system and cell phones.  
**"All employees report to the bathroom or any safe facility immediately and remain until cleared."**
2. If you are within the community (off-site), find the nearest shelter area and report your whereabouts to your direct supervisor.
3. Report to the bathroom or any safe facility.
4. Conduct a headcount (an employee may be in the building you were unaware of).

## POST TORNADO

Whether our facility is struck by a tornado/severe weather or not, we should expect a loss of power at the very least. Expect downed power lines with a direct hit -- in either case, a flashlight is a must in the bathroom or any safe facility. If the storm has caused damage to the building severe enough that employees may be at risk, move all employees to the Paynesville Library. Do not leave your shelter until the "ALL CLEAR" or notification is given.

## BOMB THREAT

### EMPLOYEES

Once the announcement has been made, proceed to, and remain at the Paynesville Library until cleared by emergency personnel. All City entities (City Hall, Liquor Store, Fire Department, Liquor Store, and Library) must be evacuated.

### RESPONSE COORDINATOR

**Take as much information as possible (remember what the caller says, the sound of their voice, etc.)**

1. Call 911 and report that threat is in progress.
2. Announce through the building and community through verbal communication:  
**"All employees report to the Paynesville Library."**
3. Proceed to the Paynesville Library.
4. Conduct a headcount (an employee may be in the building you were unaware of).

Authorities (Fire Chief, Police, EMS) will need information so it is imperative that the response coordinator report and assist the ranking authority. The response coordinator will remain at the Paynesville Library taking charge of the employees until relieved.

**All employees must report to the Paynesville Library.**

## ACTIVE SHOOTER

In the event of an Active Shooter:

1. Get Out
2. Hide
3. Fight

**All employees should call their immediate supervisor, if possible once they have reached a safe location.**

## ALARM SYSTEM

Any employee discovering a fire or any other emergency will notify all working staff immediately. In instances of severe weather, the police may be involved in the notifying process.

Primary System: Our primary alarm system to notify employees of fire, tornado, or other emergency will be verbal communication.

Secondary System: Our secondary system, to be used in conjunction with verbal communication will be runners.

## FIRE EMERGENCIES

### EMPLOYEES

If an employee discovers a fire, your initial duty is to:

1. Call 911
2. Evacuate
3. Notify your supervisor of the size, nature, and location of the fire. If at all possible, isolate the source (example: close doors, etc.) proceed to, and remain at the Paynesville Library.

### RESPONSE COORDINATOR

Once notified that a fire exists:

1. Announce through the building using verbal communication and runners: **“All employees report to the Paynesville Library and remain until cleared.”**
2. Call **911** supplying as much information as possible.
3. Report to the Paynesville Library.
4. Conduct a headcount (an employee may be in the building you were unaware of).

**All employees must report to the Paynesville Library.**

## TORNADO/SEVERE WEATHER EMERGENCIES

### EMPLOYEES

Once a tornado announcement has been received, secure your work area (close doors, etc.) and proceed to the bathroom or any safe facility. If time permits, bring a portable radio, first aid kit, flashlight and fire extinguisher with you to the bathroom or any safe facility. Remain in the bathroom or any safe facility until given the “ALL CLEAR” by verbal and siren. If the building is damaged extensively rendering it unsafe, or the storm has caused a building blackout, we will proceed as a group to the Paynesville Library.

# CITY HALL OFFICES

## ALARM SYSTEM

Any employee discovering a fire or any other emergency will notify all working staff immediately. In instances of severe weather, the police may be involved in the notifying process.

Primary System: Our primary alarm system to notify employees of fire, tornado or other Emergency will be verbal communication.

Secondary System: Our secondary system, to be used in conjunction with verbal communication will be runners.

## FIRE EMERGENCIES

### EMPLOYEES

If an employee discovers a fire, your initial duty is to:

1. Call 911
2. Evacuate
3. Notify your supervisor of the size, nature, and location of the fire. If at all possible, isolate the source (example: close doors, etc.) proceed to, and remain at the Paynesville Library.

### RESPONSE COORDINATOR

Once notified that a fire exists:

1. Announce through the building using verbal communication and runners:  
**"All employees report to the Paynesville Library and remain until cleared."**
2. Call **9-911** supplying as much information as possible.
3. Report to the Paynesville Library.
4. Conduct a headcount (an employee may be in the building you were unaware of).

**All employees must report to the Paynesville Library.**

## TORNADO/SEVERE WEATHER EMERGENCIES

### EMPLOYEES

Once a tornado announcement has been received, secure your work area (close doors, etc.) and proceed to the employee bathroom. If time permits, bring a portable verbal/radio, first aid kit, flashlight and fire extinguisher with you to the shelter. Remain in the employee bathroom until given the "ALL CLEAR" by verbal and siren. If the building is damaged extensively rendering it unsafe, or the storm has caused a building blackout, we will proceed as a group to the Paynesville Library.

## RESPONSE COORDINATOR

Once notified of severe weather:

1. Announce through the building using the verbal/phone system.  
**“All employees report to the employee bathroom immediately and remain until cleared.”**
2. If you are within the community (off-site), find the nearest shelter area and report your whereabouts to your direct supervisor.
3. Report to the employee bathroom.
4. Conduct a headcount (an employee may be in the building you were unaware of).

## POST TORNADO

Whether our facility is struck by a tornado/severe weather or not, we should expect a loss of power at the very least. Expect downed power lines with a direct hit -- in either case, a flashlight is a must in the employee bathroom. If the storm has caused damage to the building severe enough that employees may be at risk, move all employees to the Paynesville Library. Do not leave your shelter until the “ALL CLEAR” notification is given.

## BOMB THREAT

### EMPLOYEES

Once the announcement has been made, proceed to, and remain at, the Paynesville Library until cleared by emergency personnel. All City entities (City Hall, Liquor Store, Fire Department, Liquor Store, and Library) must be evacuated.

### RESPONSE COORDINATOR

1. Take as much information as possible (remember what the caller says, the sound of their voice, etc.)
2. Call 9-911 and report that a threat is in progress.
3. Evacuate the building by announcing:  
**“All employees report to the Paynesville Library.”**
4. Proceed to the Paynesville Library.
5. Conduct a headcount (an employee may be in the building you were unaware of).

Authorities (Fire Chief, Police, EMS) will need information so it is imperative that the response coordinator report and assist the ranking authority. The response coordinator will remain at the Paynesville Library taking charge of the employees until relieved.

**All employees must report to the Paynesville Library.**

## ACTIVE SHOOTER

In the event of an Active Shooter:

1. Get Out
2. Hide
3. Fight

**All employees should call their immediate supervisor, if possible once they have reached a safe location.**

# LIQUOR STORE

## ALARM SYSTEM

Any employee discovering a fire or any other emergency will notify all working staff immediately. In instances of severe weather, the police may be involved in the notifying process.

Primary System: Our primary alarm system to notify employees of fire, tornado, or other Emergency will be verbal communication.

Secondary System: Our secondary system, to be used in conjunction with verbal communication will be runners.

## FIRE EMERGENCIES

### EMPLOYEES

If an employee discovers a fire, your initial duty is to:

1. Call 911
2. Evacuate
3. Notify your supervisor of the size, nature, and location of the fire. If at all possible, isolate the source (example: close doors, etc.) proceed to, and remain at the Paynesville Library.

### RESPONSE COORDINATOR

Once notified that a fire exists:

1. Announce through the building using verbal communication and runners:  
**"All employees report to Alco and remain until cleared."**
2. Call **911** supplying as much information as possible.
3. Report to Alco.
4. Conduct a headcount (an employee may be in the building you were unaware of).

**All employees must report to Alco**

## TORNADO/SEVERE WEATHER EMERGENCIES

### EMPLOYEES

Once a tornado announcement has been received, secure your work area (close doors, etc.) and proceed to the restroom. If time permits, bring a portable radio, first aid kit, flashlight, and fire extinguisher with you to the restroom. Remain in the restroom until given the "ALL CLEAR" by verbal and siren. If the building is damaged extensively rendering it unsafe, or the storm has caused a building blackout, we will proceed as a group to Alco.

## RESPONSE COORDINATOR

Once notified of severe weather:

1. Announce through the building using the verbal system.  
**“All employees report to the bathroom immediately and remain until cleared.”**
2. If you are within the community (off-site), find the nearest shelter area and report your whereabouts to your direct supervisor.
3. Report to the bathroom.
4. Conduct a headcount (an employee may be in the building you were unaware of).

## POST TORNADO

Whether our facility is struck by a tornado/severe weather or not, we should expect a loss of power at the very least. Expect downed power lines with a direct hit -- in either case, a flashlight is a must. If the storm has caused damage to the building severe enough that employees may be at risk, move all employees to Alco. Do not leave your shelter until the “ALL CLEAR” siren or notification is given.

## BOMB THREAT

### EMPLOYEES

Once the announcement has been made, proceed to, and remain at Alco until cleared by emergency personnel. All City entities (City Hall, Liquor Store, Fire Department, Liquor Store, and Library) must be evacuated.

### RESPONSE COORDINATOR

1. Take as much information as possible (remember what the caller says, the sound of their voice, etc.).
2. Call 911 and report that threat is in progress.
3. Evacuate building by announcing:  
**“All employees report to Alco and remain until cleared”.**
4. Proceed to Alco.
5. Conduct a headcount (an employee may be in the building you were unaware of).

Authorities (Fire Chief, Police, EMS) will need information so it is imperative that the response coordinator report and assist the ranking authority. The response coordinator will remain at Alco taking charge of the employees until relieved.

**All employees must report to Alco.**

## ACTIVE SHOOTER

In the event of an Active Shooter:

1. Get Out
2. Hide
3. Fight

**All employees should call their immediate supervisor, if possible once they have reached a safe location.**

## **RESCUE PROCEDURES**

In all emergencies such as fire, explosion, and tornado, where an employee is trapped and conventional assistance cannot be provided; rescue will be performed by or under the leadership of the police and/or fire department.

## **MEDICAL EMERGENCIES**

All assistance possible will be provided to an injured employee; however, our primary source of medical assistance is the Fire Department.

**NOTE:** For emergency assistance dial 911. All efforts that do not endanger other employees should be made in a rescue or medical emergency; however, our primary source for help is listed above. For the sake of the injured or trapped employee, it is best to let the professionals provide the expertise necessary.

## **EXITS**

1. Make sure that all exit doors are never blocked or locked from the inside during working hours.
2. Exit doors must be open to the outside and have the type of hardware that makes them easy to open.
3. The exterior path must be clear at all times. This means free of ice and snow during the winter months.
4. All employees are required to know the exits that they are to use in an emergency.
5. During an emergency, remember to close all internal and external doors after insuring that all have exited the area, in order to contain the problem.

## **PREVENTION**

### **HOUSEKEEPING**

1. Keep all building areas neat.
2. Maintain clear aisles.
3. Do not block exits -- fire extinguishers.

### **SMOKING**

Smoking is permitted in designated areas only.

# ADDENDUM A

## CRITIQUES



# EMERGENCY ACTION PLAN DRILL CRITIQUE

On \_\_\_\_\_ a (Fire/Tornado) drill was done at the City of Paynesville  
\_\_\_\_\_ facility.

The alarm was received at \_\_\_\_\_. We had a complete accountability of all  
employees at \_\_\_\_\_.

The total time elapsed between alarm and complete accountability was \_\_\_\_\_.

Comments on complications/areas needing work:

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\_\_\_\_\_  
Safety/Drill Coordinator

Date \_\_\_\_\_

# **ADDENDUM B**

# **ESCAPE ROUTES**

# EMERGENCY ACTION PLAN

EMPLOYEE NAME \_\_\_\_\_

JOB TITLE \_\_\_\_\_

DATE \_\_\_\_\_

I certify by my signature that I have been trained in our Emergency Action Plan. This Plan is in accordance with 29 CFR 1910.35-.38 and 29 CFR 1910.165, which consisted of, but is not limited to the following:

1. Alarm systems and emergency reporting.
2. Emergency escape procedures and routes.
3. Safety Field and accounting for employees.
4. Procedures for critical operations employees.
5. Rescue and medical duties.
6. Key employee contacts.

**I have reviewed the Emergency Action Plan and understand that this is a requirement and that I will follow the procedures required by the Emergency Action Plan.**

\_\_\_\_\_  
EMPLOYEE SIGNATURE

DATE \_\_\_\_\_

\_\_\_\_\_  
INSTRUCTOR

DATE \_\_\_\_\_

One signed copy to be retained in the employee's personnel file and one for the employee.

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