



TOWN OF ASHLAND CITY

Safety Committee Meeting

March 04, 2020 9:00 AM

Agenda

Safety Coordinator: Brian Stinson

Vice Chairwoman: Kellie Reed

Secretary: Kim Spencer

Council Members: Clint Biggers, Anthony Clark, Jim Stinnett, Rebecca Cohen, Jason McClain

ROLL CALL

CALL TO ORDER

APPROVAL OF AGENDA

APPROVAL OF MINUTES

1. [Safety](#) Committee Minutes 12-4-2019

DEPARTMENTAL REPORTS

OLD BUSINESS

2. Fire Extinguisher Check Report

NEW BUSINESS

3. An Effective Safety Committee Training Video
4. Online Training Discussion
5. Set next meeting date
6. Title VI and LEP Training

OTHER

ADJOURNMENT

Those with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting, should contact the ADA Coordinator at 615-792-6455, M-F 8:00 AM – 4:00 PM. The town will make reasonable accommodations for those persons.

Regular Meeting of the Safety Committee
Ashland City, TN
12/14/2019

The safety committee met in regular session on December 14, 2019 at 9:03 a.m. in the Public Works building.

Present and Presiding: Brian Stinson

Committee Members Present: Kellie Reed, Kim Spencer, Wendy Waller, Becky Cohen, Jim Stinnett, Clint Biggers, Anthony Clark

Committee Members Absent: Fire Department representative and Senior Center representative

Approval of Minutes: A motion was made by Kim Spencer, seconded by Clint Biggers, to approve the Minutes from April 25, 2018 minutes as typed.

Approval of Agenda: A motion was made by Clint Biggers, seconded by Becky Cohen, to approve the December 2019 agenda as typed.

Old Business:

None.

New Business:

A. Officer Nominations:

- a. Chairperson: Motion to keep Brian Stinson as Chairperson was agreed by all present and approved by voice vote.
- b. Co-Chairperson: Motion to nominate Kellie Reed was made by Becky Cohen and 2nd by Anthony Clark. All approved by voice vote.
- c. Secretary: Motion to keep Kim Spencer as Secretary was made by Kellie Reed and 2nd by Becky Cohen. All approved by voice vote.

B. Fire Extinguishers:

- a. Brian gave a brief description on how to properly check the fire extinguishers but said training would be provided for each member responsible for their department.

C. Purpose and standard for being on the committee:

- a. Kellie brought up that each member should be a full time employee. Brian reminded everyone that it is a 2 year term. Kellie also said that the purpose for this committee is for insurance cost reductions with PEP. Mr. Chester Darden made recommendations for the committee to make sure that each department is operating as safe as possible. If there is an issue, you would know proper procedure on how to handle it. There should be consistency and a standard on the operation of this committee.

D. City Wide Training:

a. Incident Reporting:

- i. Brian would like each member to know how to properly report an incident for their department. You should then bring a list of each incident with you to the Safety Committee Meeting and there will discussions to ensure it's done proper and that the issue gets resolved. Brian will provide a training session on the incident reports. Kellie said she would email everyone a First Report of Injury. She discussed that it's required by TOSHA as well as Workers Comp. If someone has an injury, big or small, as the representative we should make sure that is being completed. Kellie said she thinks the committee should be present when TOSHA comes yearly so that

everyone has an idea of what TOSHA is looking for and what we can do to stay in compliance and gave a few examples.

b. Online Training:

- i. Brian said that most all training is online now. He said he will send an email to let everyone know how to get to the website and access the correct videos. Kellie said they would call Chester at TML regarding proper training. Kellie reminded everyone that the city insurance receives discounts for making sure all training is up to date. TOSHA requires all training be logged as well so the training is a great practice for everyone to have. There will be a standard list of training for each department scheduled. Then it will be approved by Council as a policy of Ashland City. It will then be placed in the policy and procedures so that each employee is held accountable for the training. Kellie explained the Title VI training has to be provided to all employees, including part-time and volunteers.
- ii. It was also brought up that the cleaning person, Tonya would be included in the training videos since she is directly in contact with certain chemicals. We could also get her involved in the safety aspect of the committee.
- iii. AC mentioned how old some of the training videos are; for instance the ADA videos are very outdated as they apply to the parks. Brian said new videos would be part of the city budget.

E. Set Goals – long and short:

- a. Brian would like everyone to think of the goals they would like to have for their department so the committee is taken serious by other departments.
- b. Kellie would like each member to bring to the next meeting the following:
 - i. Look over the list of training available; make a list of what applies to your department.
 - ii. Check list for quarterly inspections of each building to include fire extinguishers
- c. Brian would like to give each department an incentive to make each building safer. He suggested we could talk to the department heads and council about giving us money to have a cookout each year and/or to purchase gift cards to give out to departments. Kellie asked opinions about having a yearly award for an employee that goes above and beyond to ensure safety and overall excellence. She would suggest the employee is nominated and the safety committee would select the recipient. Brian suggested we could give a gift card as well. Kellie explained the tax law regarding giving out gift cards, money, etc. vs a donation from Wal-Mart or another business. Wendy suggested that we randomly include something with paychecks from the Safety Committee with a reminder on how they can help by giving ideas. Kellie said each member could let their department know about the quarterly meeting and see if there are any suggestions they have or would like to make. After much discussion from the members, steps will be taken and goals will be set for their department to revamp the program so more employees, volunteers and council know the committee exist and will be taken seriously.

F. New meeting dates:

After a brief discussion, the Safety Committee will meet each quarter on the 1st Wednesday of the month. Meetings will be held in the Public Works conference room at 9:00AM.

A motion was made by Becky Cohen and seconded by Clint Biggers. The meeting was adjourned at 9:33AM.