



MEETING MINUTES

CITY OF MOLALLA SAFETY COMMITTEE

February 21, 2023

9:00AM

Molalla City Hall

117 N. Molalla Avenue, Molalla, OR 97038

1. STAFF ATTENDANCE

Staff Present: Michelle Satyna, Asst. Director - Library; Christie Teets, City Recorder – City Hall; Ronda Lee, Planning Specialist – Civic Center; Nicole Ricker, Support Service Specialist – Molalla PD; Suzanne Baughman, Executive Admin Asst. – City Hall;

Absent: Devin Oei, Utility Worker II – PW Shops (short-handed at Shops)

Christie called the meeting to order at 9:05am.

2. CONSENT AGENDA

- A. Meeting Minutes – January 17, 2023

A motion was made by Ronda to approve the meeting minutes, seconded by Suzanne. Motion passed 5-0.

3. OLD BUSINESS

None.

4. NEW BUSINESS

- A. Fire Suppression Safety – Public Works crew

Devin was unable to attend, due to lack of employees in the Public Works Department. This item will be revisited.

This item lead to a discussion about Fire Extinguisher training. Suzanne will contact the Fire Department and coordinate training for employees.

- B. Active Shooter Training – All Facilities

City Manager Huff would like all facilities to participate in Active Shooter Training. The group discussed that Library, City Hall, and Civic Center employees will be the first participants. Following will be City Council and Planning Commission, Shops, WWTP and WTP. Coordination with Chief Long and Mr. Huff will begin working on this soon.

- C. Civic Center – Safety Updates

Ronda provided an update of Civic Center additions. She has increased the inventory of First Aid items for people in the building.

- D. Emergency Exit Maps

Safety Committee members not needed to stay for this task left at 9:28am. (Michelle and Nicole)

Staff from City Hall and Civic Center used this time to create Emergency Exit Maps for their buildings. Once completed, all will be posted in the proper areas.

During this work session, discussions regarding a meeting place for all staff took place, in the event of a disaster or emergency. It was decided that staff from the PD, City Hall and Civic Center would use Ace Hardware as a meeting space. Public Works Shops should use the BMX Park or School. The Library will gather in front of Lamb's Chinese Food.

Suzanne suggested a small GO BAG for City Hall, Civic Center, City Hall, Library, and Public Works.

The group will work on Emergency Policies and Procedures for their staff at the next meeting.

5. ADJOURN

Christie adjourned the meeting at 10:04am.

The next meeting is scheduled for March 21, 2023, at 9:00am at City Hall.

ATTEST: Christie Teets, CMC
 Safety Committee Chair
 City Recorder