



AGENDA

CITY OF MOLALLA SAFETY COMMITTEE AUGUST 15, 2023 VIRTUAL MEETING

1. **SIGN IN AND CALL TO ORDER**
2. **CONSENT AGENDA**
 - A. Meeting Minutes – May 16, 2023
 - B. Meeting Minutes – July 18, 2023
3. **GENERAL BUSINESS**
 - A. Restock Supplies – Water, Ice, Etc.
4. **ACCIDENT INVESTIGATION**
5. **ADJOURN**



MEETING MINUTES

CITY OF MOLALLA SAFETY COMMITTEE May 16, 2023 | 9:00AM Public Works Shop | Toliver Road

STAFF ATTENDANCE

Staff Present: Christie Teets, City Recorder – City Hall; Ronda Lockwood, Planning Specialist – Civic Center; Suzanne Baughman, Executive Admin Asst. – City Hall; Devin Oei, Utility Worker II – PW Shops; Jamie Joost, Utility Worker II – PW Shops
Absent: Beka Murcay, Library; Nicole Ricker, Police Department

Christie called the meeting to order at 9:08am.

CONSENT AGENDA

- A. Meeting Minutes – April 18, 2023

A motion was made by Ronda to approve the Consent Agenda, seconded by Devin. Vote passed 4-0.

GENERAL BUSINESS

- A. Tour of Public Works Shops

Before the Tour of Public Works Shops, the group discussed the June Safety Committee meeting. Due to events surrounding the Molalla Buckeroo, staff time is limited to additional meetings. The group agreed via consensus to not hold a June meeting, and to reconvene in July.

Devin and Jamie led the tour of the Shops. Items included in the tour were:

- A complete tour of the main shop. It was pointed out that there is no fire suppression or fire detectors in the facility, there are also no sprinklers.
- Explanation of the newly installed Decant Facility, which separates gravel and grease from going into our stormwater system.
- Pea gravel that was removed from Long Park to accommodate the updated playground equipment. Certified wood chips are used.
- Each building on the grounds are appropriately marked in the event of an emergency.
- Multiple piles for recycling: brass/copper, aluminum that goes to Cherry City

- PPE is worn on all equipment, including ear protection on lawn mowers
- PW staff are making sure to wear a hat, sunglasses, long sleeve shirts, etc. during the warmer days
- The crew is constantly working on organizing the out-buildings, to create a safe environment for all. Items no longer in use are being discarded properly or recycled.

ACCIDENT INVESTIGATION

None.

ADJOURN

Christie adjourned the meeting at 10:15am.

The next meeting is scheduled for July 18th at 9:00am at Park location TBD.

ATTEST: Christie Teets, CMC
City Recorder | Safety Committee Chair



MEETING MINUTES

CITY OF MOLALLA SAFETY COMMITTEE JULY 18, 2023 | 9:00AM FOX PARK PAVILION

STAFF ATTENDANCE

Staff Present: Beka Murcroy Asst. Library Director - Library; Christie Teets, City Recorder – City Hall; Nicole Ricker – Molalla PD; Suzanne Baughman, Executive Admin Asst. – City Hall; Devin Oei, Utility Worker II – PW Shops

Absent: Ronda Lockwood, Planning Specialist – Civic Center (call to another meeting)

Christie called the meeting to order at 9:01am.

CONSENT AGENDA

- A. Meeting Minutes – May 16, 2023

GENERAL BUSINESS

- A. Heat Illness Review

Christie provided the group with two handouts related to Heat Illness Prevention, as a reminder for each department. PD & PW are the primary groups affected by the heat.

- B. Safety Check In – How Is Summer Going?

Handouts prompted discussion about how the summer is going. Nicole is making sure that PD employees have what they need for water, PPE, and other related supplies. Devin expressed the need for water bottles at the PW Shops. Suzanne offered to purchase cases of water and deliver them to the Shops later in the day. She also suggested a cooler, so PW could fill them with water bottles as needed. After discussion of ice, it was decided that reusable freezer packs would be most cost effective. Devin is making sure that pop-up shades are being used when it is really hot and no shade is provided. Christie sent a letter to department heads sharing the discussion after the Safety Committee meeting, that is attached to these meeting minutes.

- C. Cintas Meeting

Christie met with a representative from Cintas earlier in the morning. Cintas provides First Aid supplies, PPE, Fire Extinguishers, etc. in order to keep businesses compliant with OSHA. She presented options to the group and asked for feedback.

Each department felt that they had what they need in the way of supplies. Nicole suggested a higher grade (thicker) glove for PW employees to wear when dealing with Hazardous Materials. Nicole will email Devin what the PD orders.

It was suggested that each Support Staff would be responsible for making sure their departments are covered. Suzanne – City Hall, Nicole – PD, Ronda – PW & CC.

ACCIDENT INVESTIGATION

None.

ADJOURN

Christie adjourned the meeting at 9:37am.

The next meeting is scheduled for August 15, 2023 at 3:00pm at Clark Park.

ATTEST: Christie Teets, CMC
City Recorder | Safety Committee Chair

DRAFT

From: [Christie Teets](#)
To: [Mac Corthell](#); [Chris Long](#); [Dan Huff](#); [Adam Shultz](#)
Cc: [Suzanne Baughman](#); [Nicole Ricker](#); [Ronda Lockwood](#)
Subject: Safety Committee Meeting - July 18, 2023
Date: Tuesday, July 18, 2023 1:11:27 PM
Attachments: [7-18-23 Agenda.pdf](#)
[Heat Illness Prevention Handout.pdf](#)
[Rest Break Schedule for Heat Illness Prevention.pdf](#)

Hello,

The Safety Committee team met this morning. I don't normally follow-up with the bosses, but due to the time of year, I thought it best to give you all a quick recap.

The team did not meet last month due to Buckeroo prep. We are now into summer months, so Heat Illness Prevention was the main topic. PW and PD were the main focus, as the remainder of departments have access to air conditioning during the day.

In an effort to prevent another OSHA complaint or potential violation, here are a few things that were decided this morning:

- Suzanne will make sure that City Hall has water bottles available
- Nicole has water covered for PD employees
- Ronda was unable to attend the meeting, but should make sure that the PW crew has water bottles (8-10 cases at a time through these hot months)
(If you need a small cooler for Sam to take out to a jobsite, let us know. He should have access to cold water, too.)
- Devin Oei is the Safety Committee contact for PW – he is making sure that the pop-up shades are being used when needed, along with water breaks as needed
- Suzan purchased a couple of small coolers and cold packs (the freezable kind) for PW crew trucks. (Sometimes crew members cannot leave a jobsite, therefore will have a small cooler with cold water on hand) These items have been delivered.
- All departments will make sure the Heat Illness Prevention Handout is available for employee viewing. Christie will resend the pdf as a reminder.
- We will continue to monitor needs through August - September

Ronda, if you need assistance getting cases of water, please let Suzanne or I know. (We could also have Safeway.com deliver if necessary.)

Bosses - Thank you for sharing your employees, this is a very proactive Safety Committee!

Kind Regards,

Christie Teets, CMC

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