



## AGENDA

### CITY OF MOLALLA SAFETY COMMITTEE

April 18, 2023

9:00am

City Hall – 117 N. Molalla Avenue, Molalla OR 97038

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1. **SIGN IN AND CALL TO ORDER**
2. **CONSENT AGENDA**
  - A. Meeting Minutes – March 21, 2023
3. **OLD BUSINESS**
  - A. Exposure Control Plans
4. **NEW BUSINESS**
  - A. Meeting Locations
5. **ACCIDENT INVESTIGATION**
6. **ADJOURN**



## MEETING MINUTES

### CITY OF MOLALLA SAFETY COMMITTEE

March 21, 2023

9:00AM

LOCATION

Avenue, Molalla, OR 97038

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#### 1. STAFF ATTENDANCE

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

Christie called the meeting to order at 9:00am.

#### 2. CONSENT AGENDA

- A. Meeting Minutes – February 21, 2023

A motion was made by Ronda to approve the Meeting Minutes, seconded by Devin. Vote passed 5-0.

#### 3. OLD BUSINESS

- A. Emergency Exits – All Facilities

Christie thanked everyone for submitting their Emergency Exit plans. Plans are ready to be posted in each facility. This was an important task to accomplish, as it was part of the CIS Best Practice suggestion from the 2022 review.

Suzanne joined the meeting a few minutes late. When she arrived, she shared that she has been in contact with the Fire Department for fire extinguisher training. Devin is interested in having a training for Public Works. Training will be mandatory for employees to attend. Two times will be made available to allow for staff schedules.

#### 4. NEW BUSINESS

- A. Emergency Evacuation Plans

The SC Team reviewed an old Emergency Evacuation Plan provided by Library staff. The team looked over the plan and made edits/updates to their individual departments. Christie will send the Word document to all members, and updates are due at the next meeting.

The SC Team focused on evacuation locations for each department. The Wells Fargo ATM lot and Ace Hardware lot will be main meeting locations for City Hall, PD, and Public Works. Billy Sheets Park will be the meeting location for PW Shops, WTP, and WWTP. The Library will meet at Lamm's Restaurant.

- B. Exposure Control Plan

Public Works Division Manager, Andy Peters, emailed the SC Team regarding an Exposure Control Plan. This item was generated by the CIS monthly safety training module. March's topic was Bloodborne Pathogens. Mr. Peters is working on a compliant Plan, as the most current plan is from 2018. It needs

minimal updating and to be distributed to employees. Once completed, each department will inform their staff where the binders will be located.

A discussion regarding SDS binders began, and Christie asked all members if they had SDS binders and where they were located. The SC team will respond before the next meeting.

## **5. ACCIDENT INVESTIGATION**

Nicole shared that she had slipped in some mud recently just outside of the PD and injured her ankle. Other staff members have tripped in the same place. Discussion took place about the risk to citizens and employees. Devin stated that he would check into it and see about making that area safer. It collects rain and mud and creates a sludge that may need gravel poured over it for better footing.

## **6. ADJOURN**

Christie adjourned the meeting at 9:45am.

The next meeting is scheduled for April 18, 2023 at 9:00am at City Hall.

ATTEST: Christie Teets, CMC  
Safety Committee Chair  
City Recorder

**From:** [Rebekah Murcay](#)  
**To:** [Christie Teets](#)  
**Subject:** Re: Safety Committee  
**Date:** Tuesday, March 21, 2023 1:38:48 PM

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Christie,

Thanks so much for the warm welcome at the committee this morning. I am looking forward to attending each month. I was wondering if I could also get a copy of the Word document with Michelle's evaluation plan.

And, as for the binder you asked about, we will have one at the library's front desk and in the back office near our sign-in sheet. We feel it needs to be both places just in case.

Thanks-  
Beka

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**From:** "Christie Teets" <cteets@cityofmolalla.com>  
**To:** "All Employees Distribution List" <allemployees@cityofmolalla.com>, "Library Distribution List" <library@cityofmolalla.com>  
**Cc:** "Dan Huff" <dhuff@cityofmolalla.com>  
**Sent:** Tuesday, March 21, 2023 1:09:20 PM  
**Subject:** Safety Committee

Greetings Staff,

Here are the links to recent Safety Committee Meetings:

February - Agenda, Packet, & Minutes: <https://www.cityofmolalla.com/bc-safety/page/safety-committee-8>

March – Agenda and Packet (Minutes to be approved at the April 18<sup>th</sup> SC Meeting):  
<https://www.cityofmolalla.com/bc-safety/page/safety-committee-9>

If you have any questions, please contact myself or your Safety Committee rep. Thank you.

Kind Regards,

*Christie Teets, CMC*

City Recorder  
117 N Molalla Ave. | PO Box 248 | Molalla, OR 97038  
Phone: 503.829.6855 | Direct Line: 503.759.0285  
Fax: 503.829.3676

**From:** [Devin Oei](#)  
**To:** [Christie Teets](#)  
**Subject:** SDS binder  
**Date:** Tuesday, March 21, 2023 10:39:23 AM

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Christie our SDS binder is located in our break room above sink in cabinet. Everyone at the city shops is aware of its location.

**From:** [Jeff Mccrum](#)  
**To:** [Devin Oei](#); [Christie Teets](#)  
**Subject:** RE: SDS Locations  
**Date:** Tuesday, March 21, 2023 11:18:29 AM

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Devin,

WTP's is in the 2<sup>nd</sup> drawer (from the top) of the gray filing cabinet in the Lab/Office labeled SDS.

Jeff

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**From:** Devin Oei <doei@cityofmolalla.com>  
**Sent:** Tuesday, March 21, 2023 10:22 AM  
**To:** WWTP Distribution List <WWTP@cityofmolalla.com>; Water Treatment Plant Distribution List <water@cityofmolalla.com>  
**Cc:** Christie Teets <cteets@cityofmolalla.com>  
**Subject:** SDS Locations

Good morning folks, after our safety meeting this morning we discussed locations of SDS binders at shops. Could the WWTP and WTP share with christie the locations of their SDS binder/books? Thank you in advance.

**From:** [Mitchell Jaspers](#)  
**To:** [Christie Teets](#)  
**Cc:** [Devin Oei](#); [Seth Kelly](#); [James Clifton](#)  
**Subject:** RE: SDS Locations  
**Date:** Tuesday, March 21, 2023 11:08:47 AM

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Christie,

At the WWTP we have our SDS binders located right next to the door going from our lab out into the treatment building. If you need pictures of this, please let one of us know.

Thank you,

**Mitch Jaspers**

City of Molalla  
Wastewater operator  
Cell (503)793-7026  
[mjaspers@cityofmolalla.com](mailto:mjaspers@cityofmolalla.com)

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**From:** Devin Oei <[doei@cityofmolalla.com](mailto:doei@cityofmolalla.com)>  
**Sent:** Tuesday, March 21, 2023 10:22 AM  
**To:** WWTP Distribution List <[WWTP@cityofmolalla.com](mailto:WWTP@cityofmolalla.com)>; Water Treatment Plant Distribution List <[water@cityofmolalla.com](mailto:water@cityofmolalla.com)>  
**Cc:** Christie Teets <[cteets@cityofmolalla.com](mailto:cteets@cityofmolalla.com)>  
**Subject:** SDS Locations

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**From:** [Devin Oei](#)  
**To:** [City Shops Distribution List](#); [Water Treatment Plant Distribution List](#); [WWTP Distribution List](#)  
**Cc:** [Adam Shultz](#); [Christie Teets](#); [Richard Landreth](#)  
**Subject:** Evac locations for Shops & Plants  
**Date:** Wednesday, March 22, 2023 7:23:35 AM  
**Attachments:** [Emergency Plans for Staff \(003\).docx](#)

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Good morning peeps, in the event of a need to evacuate buildings such as a natural disaster, armed intruder ect. (see attached file)

The WWTP, WTP and shops are to **meet at Sheets field** in front of the bmx track, for head count and keep safe if phones go down during a major event.

Thanks in advance!



**From:** [Ronda Lee](#)  
**To:** [Mac Corthell](#); [Andy Peters](#); [Dan Zinder](#); [Sam Miller](#); [Adam Shultz](#)  
**Cc:** [Christie Teets](#)  
**Subject:** Evacuation plans  
**Date:** Wednesday, March 22, 2023 9:33:55 AM  
**Attachments:** [Emergency Plans for Staff.docx](#)

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All,

Please review these evacuation plans. Requirement from Safety Committee. Will be posted in a “bin” under our employee board.

Respectfully,

## **Ronda Lee**

Community Development | City of Molalla  
315 Kennel Ave. | PO Box 248 | Molalla, OR 97038  
Phone – [503.759.0243](tel:503.759.0243)  
Email – [rlee@cityofmolalla.com](mailto:rlee@cityofmolalla.com)  
Website – <http://www.cityofmolalla.com>