



MINUTES

1. CALL TO ORDER – Brian Dellemann called the meeting to order at 8:15 a.m.

A. Members Present:

Amanda Baryenbruch, Travis Christensen, Jeff Dawson, Brian Dellemann, Matt Heckenlaible, Kevin Krizek, Mike Mathis, Dave Murak, Andrew Raatz, Jared Rohrer, Gina Sampe, Andrew Sukowaty, and Patrick Murphy – MEUW Safety Coordinator

B. Members Absent:

Dave Buss, Dave Casebeer, Dee Dee Dirkmann, Lisa Kuehn, Ben Meinnert, Ryan Menges, Steve Pagels

2. REVIEW AND APPROVAL OF MINUTES

Safety Committee minutes from the meeting of November 9, 2023 were accepted. Motion was made by Matt and seconded by Travis. Motion carried.

3. OLD BUSINESS

A. Remind employees to use near miss reporting procedures

B. The Fire Department is still seeking Stop-the-Bleed Kits through a state grant. Dave Murack and Brian Dellemann will participate in a virtual meeting at 5:00 p.m. with the Northeast Wisconsin Regional Trauma Advisory Council (RTAC) to discuss our request for kits.

C. Discuss any on-going issues (Brian D.)

4. INCIDENT REPORTING

A. Incident Report: 1 Police; 1 City Hall

B. Near Miss: 1 Cemetery

C. Each incident report and the near miss were discussed along with prevention and safety practices to follow to help prevent future issues.

5. INSPECTION REPORTING

A. No inspections have taken place since the last meeting.

6. NEW BUSINESS

A. City Fire Extinguisher Inspections:

Vorpahl will be on-site Wednesday, 12/27 and Thursday, 12/28. Vorpahl will begin inspections at 7:00am at the Electric Department and make their way through the City (Water, PW,

WWTP, Library, City Hall). Parks & Rec and Cemetery will be completed on Thursday, 12/28. The Fire Department recently had their extinguishers inspected, so they will not be included with this site visit.

Fire Chief, Dave Murak suggested that it may be possible for the Fire Department to become trained in fire extinguisher inspections. This may be a cost-effective way to proceed. Dave will research the requirements for training and what the cost would be. The Committee will continue to follow up.

B. Emergency Operation Center (EOC) discussion:

Patrick Murphy – MEUW Safety Coordinator discussed the importance of updating and continuing development of an EOC for the City. There will be continued discussion on this topic and disaster planning.

C. Safety Policy Manual Review:

One week before each upcoming meeting Gina will email the Safety Committee members a section from the Safety Policy Manual to review. Committee members will receive the first section on January 8th to be discussed at the January 17th meeting.

D. Accident Reporting:

The City must follow accident reporting with the state. Two Rivers Utilities must report to the Public Service Commission (PSC) of Wisconsin correspondence regarding Electrical Accident Reporting under Wis. Admin. Code ch. PSC 104. Other City departments must report to DSPS, these incidents include fatalities, hospitalizations, amputations and other serious injuries.

E. First Aid Cabinets & Kits:

Each department is responsible for checking their first-aid cabinets and kits along with eye-wash stations. Each department stated there have been no issues with obtaining required safety items to stay within compliance. Departments are directed to contact the Fire Department Administrative Assistant, Teresa for ordering.

F. Annual MSDS Review:

Each department received a list of MSDS items they have. Departments have been asked to review the list and note what should be removed and include what items should be added. Completed lists should be given back to Gina at the next meeting, January 17th.

G. Set safety theme for January: Outdoor Winter Activity Safety

6. FUTURE SAFETY TRAINING EVENTS/SESSIONS

A. HAZCOM:

Monday, January 29th in the Council Chambers at 7:15am, 8:30am and 12:45pm (1-hour sessions). All employees encouraged to attend.

Blood Borne Pathogens & Access to Medical Records:

Monday, February 12th in the Council Chambers at 7:15am, 8:30am and 12:45pm (1-hour sessions). All employees encouraged to attend.

CPR:

CPR Training will be held on the follow days April 23, 24, and 25. Each training session will be 2-1/2 hours long and there will be up to a maximum of 8 employees per session. There will be more information to come.

Fire Extinguisher:

Training date to be determined. This training will be for employees who were unable to attend in October.

7. ESTABLISH NEXT SAFETY COMMITTEE MEETING TIME AND DATE

Next meeting scheduled for Thursday, January 17, 2024, at 8:15 a.m. in the City Council Chambers

8. ADJOURNMENT

Motion to adjourn was made by Andrew and seconded by Travis. Motion carried. Meeting adjourned at 8:45 a.m.

Respectfully submitted,



Brian Delleman