



MINUTES

1. **CALL TO ORDER** – Brian Dellemann called the meeting to order at 8:20 a.m.
 - A. Members Present:
Brian Dellemann, Ben Meinnert, Matt Heckenlaible, Mike Mathis, Lisa Kuehn, Travis Christensen, Chad Kakes, Kevin Krizek, Gina Sampe, and Dee Dee Dirkmann.
 - B. Members Absent:
Dave Buss, Dave Casebeer, Amanda Baryenbruch, Dave Murack, Jeff Dawson, Andrew Sukowaty, Andrew Raatz, Ryan Menges, Jared Rohrer, Steve Pagels, and Patrick Murphy – MEUW Safety Coordinator

2. **REVIEW AND APPROVAL OF MINUTES**
Safety Committee minutes from the meeting of March 14, 2024 were accepted. Motion was made by Ben and seconded by Mike. Motion carried.

3. **OLD BUSINESS**
 - A. Remind employees to use near-miss reporting procedures.
 - B. Fall Protection Training and CPR Training has been completed since the last meeting. Patrick was not present to report on the outcomes of each.
 - C. Audiometric Testing was completed by Medivan. Employees who were not able to participate in the testing will be contacted by HR to schedule testing at Occupational Health.
 - D. Larger evacuation maps were made for City Hall.
 - E. The Fire Department has prepared 30 Stop the Bleed Kits. The City received a grant of \$990 from the RTAC program which helped reduce the cost of the kits. The remainder of the costs were paid from WPPI funds through the Electric Department.
 - F. The Hearing Conservation Written Program section of the Safety Manual was discussed. Much of the equipment listed is now obsolete and the new equipment needs to be added.
 - G. Diggers Hotline Ticket concerns were discussed. During pre-construction meetings with contractors, locate tickets will be discussed to ensure contractors are operating when the ticket is cleared and to not dig outside of allotted time.

4. INCIDENT REPORTING

- A. Incident Reporting: Recreation Department – 1 report only
Police Department – 1 report only
Public Works – 1 report only
- B. Near Miss Reporting: Electric Department
Police Department

5. INSPECTION REPORTING

Patrick was not in attendance to report on any inspections.

6. NEW BUSINESS

- A. The Fall Protection section of the Safety Manual was discussed. No updates were recommended.
- B. The Statewide Tornado Drill was held on Thursday, April 11th. During discussion it was noted that some employees were not aware of the City's Emergency Alert Notification System. An email will be sent out to everyone reminding them of the #8876 extension.
 - o It was suggested this information become a part of the new hire orientation program.
- C. Recently Kaukauna experienced a large ice storm that required Mutual Aid. During this incident a contractor was able to get through barricades and hit a fiber optic line. The line snapped back hitting two employees causing significant injuries. This incident serves as a reminder to make sure your work areas are secure and inaccessible to the public and to also be aware of your surroundings at all times.
- D. The Parks & Recreation Department's new Beach Alert System should be in my Memorial Day weekend.
- E. It was suggested that it may be time for another Alice Training session. Ben will discuss with Melissa and follow-up.

7. FUTURE SAFETY TRAINING

- A. Seasonal Safety Training (Field Employees)
Wednesday, June 19th - 7:15am or 12:45pm in City Council Chambers
 - o One-Hour sessions
- B. CPR Training for Rec Dept employees – to be determined

8. MONTHLY SAFETY THEME: "Safety In & Around Water"

9. ESTABLISH NEXT SAFETY COMMITTEE MEETING TIME AND DATE

Next meeting scheduled for Thursday, June 13, 2024 at 8:15 a.m. in the City Council Chambers.

10. ADJOURNMENT

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

Submitted,

Brian Dellemann