



**TWO  
RIVERS**  
WISCONSIN

# SAFETY COMMITTEE MEETING

Thursday, January 12, 2023 at 8:15 AM

Council Chambers - City Hall, 3rd Floor  
1717 E. Park Street, Two Rivers, WI 54241

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## MINUTES

**1. CALL TO ORDER** – Andrew Sukowaty called the meeting to order at 8:15 am.

**A. Members Present:**

Andrew Sukowaty, Matt Heckenlaible, Ben Meinnert, Andrew Raatz, Mike Mathis, Jared Rohrer, Jeff Dawson, Dave Murack, Dave Casebeer, Steve Pagels, Lisa Kuehn, Kevin Krizek, Gina Sampe, and Dee Dee Dirkmann

**B. Members Absent:**

Dave Buss, Brian Dellemann, Jamie Jackson, Ryan Menges, and Patrick Murphy – MEUW Safety Coordinator

**2. REVIEW AND APPROVAL OF MINUTES**

Safety Committee minutes from the meeting of December 8, 2022 were accepted. Motion was made by Jeff Dawson and seconded by Ben Meinnert. Motion carried.

**3. OLD BUSINESS**

A. Remind employees to use near miss reporting procedures.

B. Departments can request specialized training sessions by contacting Patrick Murphy – MEUW Safety Coordinator.

C. Chemical safety training for the Water Department and Wastewater Department will be scheduled for February, March, and April.

D. Make employees aware that Aurora's Employee Assistance Program (EAP) is available to them 24/7 if they wish to seek help.

**4. INCIDENT REPORTING**

A. Police Department – 1 Report Only  
Finance Department – 1 Report Only

B. The Electric Department had one Near Miss/Close Call. This incident will be elaborated upon at the next meeting when Brian and Patrick are present.



## 5. INSPECTION REPORTING

Patrick was not present to report on any inspection updates.

## 6. NEW BUSINESS

- A. Renovations on the 3<sup>rd</sup> floor of City Hall will begin shortly in order to enhance safety.
  - a. The door located in the 3<sup>rd</sup> floor stairwell will be fobbed.
  - b. A new 3-panel door will be installed in the hallway before the entrances to the elevator and the City Council Chambers. This door will also be fobbed.
  - c. Two new security cameras will be installed on the 3<sup>rd</sup> floor.
  - d. Lisa will move her office to the reception desk in the hallway. She will be able to view people seeking entrance from the stairwell and buzz them in. She will also be able to buzz open the new 3-panel door.
  - e. Employees needing access to the 3<sup>rd</sup> floor will need to get their fob reprogrammed to accommodate the new access points.
- B. Security precautions were discussed for other departments within City Hall. The Inspection Department, Customer Service, and the City Clerk's Office are of highest priority. Kevin will follow-through with Greg and upon approval a quote will be requested from JSM Secure.
- C. Implementation of Employee Identification Badges and/or lanyards will begin after a plan of action is determined.
- D. Construction has begun on the Central Park 365 project. Encourage employees to be aware of their surroundings near construction zones. Consider PPE when near the area.

## 7. FUTURE SAFETY TRAINING

- A. Hazardous Communication Training (All employees are encouraged to attend)  
Wednesday, January 18<sup>th</sup> at 7:15a.m., 8:30a.m. and 12:45p.m. in the City Council Chambers.  
(One-hour sessions)
- B. Stop the Bleed Kit training to be determined. Dave Murack will follow-up with dates.

## 8. MONTHLY SAFETY THEME:      Cardiovascular/Heart Health



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### **9. ESTABLISH NEXT SAFETY COMMITTEE MEETING TIME AND DATE**

Next meeting scheduled for Thursday, February 9, 2023 at 8:15 a.m. in the City Council Chambers.

### **10. ADJOURNMENT**

Motion to adjourn was made by Jeff Dawson and seconded by Ben Meinnert. Motion carried.  
Meeting adjourned at 9:10 a.m.

Respectively Submitted,  
Andrew Sukowaty