



**TWO
RIVERS**
WISCONSIN

SAFETY COMMITTEE MEETING

Thursday, April 13, 2023 at 8:15 AM

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

MINUTES

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

A. Members Present:

Brian Dellemann, Matt Heckenlaible, Andrew Raatz, Mike Mathis, Jeff Dawson, Amanda Baryenbruch, Dave Casebeer, Travis Christensen, Steve Pagels, Dave Murack, Lisa Kuehn, Gina Sampe, Dee Dee Dirkmann, and Patrick Murphy – MEUW Safety Coordinator

B. Members Absent:

Dave Buss, Andrew Sukowaty, Ryan Menges, Ben Meinnert, Jared Rohrer, and Kevin Krizek

2. REVIEW AND APPROVAL OF MINUTES

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

3. OLD BUSINESS

A. Remind employees to use near miss reporting procedures.

B. Audiometric testing was completed on March 27th. Employees were notified if additional testing was necessary. Those unable to attend will need to schedule a test with Occupational Health. Employees not required to test should be removed from the list.

C. Substation security is an ongoing issue throughout the nation. Brian is researching the option of security cameras for the Columbus Substation.

4. INCIDENT REPORTING

A. Public Works – 1 report only
Library – 1 report only
Rec Dept – 1 report only
Police – 1 incident with medical
Fire – 1 exposure

B. No near misses to report.

5. INSPECTION REPORTING

No inspections have taken place since the last meeting.



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6. NEW BUSINESS

- A. The data card printer has arrived and been set up. An email was sent to all employees requesting badge photos be uploaded to S:\Common\Personnel Photos.
- B. Keypad entry locks have been installed in City Hall at Customer Service, City Clerk, Finance, and Engineering.
- C. April's safety theme was Tornado Safety. The statewide tornado drill will take place on April 20th (rescheduled to April 21st). All Department Heads should go over procedures with their staff.
- D. Chainsaw training is scheduled for the beginning of May. Designated areas need to be determined. Also, 'Training in Progress' signs will be borrowed from the Fire Department to inform the public of what is happening.
- E. The security door on the 3rd floor will need additional consideration. While the lock will disarm in the event of a fire alarm, it will not for other incidents such as a tornado or an active shooter.
- F. There have been several incidents of subcontractors not following basic safety procedures. They were made aware of the situations. Remember "See something, Say something."

7. FUTURE SAFETY TRAINING

- A. Work Zone Safety (All field employees)
Wednesday, April 26th – 7:15am and 12:45pm in City Council Chambers
 - One-hour sessions.
- B. Chainsaw Training (Select field employees)
Wednesday, May 3rd & Thursday May 4th – 8am in City Council Chambers
 - Approximately 4-hour sessions.

8. MONTHLY SAFETY THEME: Summer Safety

9. ESTABLISH NEXT SAFETY COMMITTEE MEETING TIME AND DATE

Next meeting scheduled for Wednesday, May 24, 2023 at 8:15 a.m. in the City Council Chambers.



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10. ADJOURNMENT

Motion to adjourn was made by Jeff and seconded by Travis. Motion carried. Meeting adjourned at 9:00 a.m.

Respectively Submitted,

Brian Dellemann