



## MINUTES

**1. CALL TO ORDER** – Brian Dellemann called the meeting to order at 1:05 pm.

A. Members Present:

Brian Dellemann, Matt Heckenlaible, Mike Mathis, Dave Murack, Jeff Dawson, Travis Christensen, Jared Rohrer, Kevin Krizek, Gina Sampe, Dee Dee Dirkmann, and Patrick Murphy – MEUW Safety Coordinator

B. Members Absent:

Dave Buss, Andrew Sukowaty, Ben Meinnert, Andrew Raatz, Ryan Menges, Dave Casebeer, Amanda Baryenbruch, Lisa Kuehn, and Steve Pagels

**2. REVIEW AND APPROVAL OF MINUTES**

Safety Committee minutes from the meeting of August 10, 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. All Mitel desk phones are now programmed to receive the City's one-call emergency alert notification, including all outside departments and utility buildings. Lisa will conduct a test of the alert system on the first Wednesday of each month at 10 a.m.

C. During news-worthy events, all social media postings and public/media releases should only be released from department heads.

**4. INCIDENT REPORTING**

A. Fire Dept – 1 report only  
Police Dept - 1 report only  
Rec Dept – 1 report only  
1 medical w/restrictions

B. Near miss reporting: Police Dept - 1  
Electric Dept - 1



# SAFETY COMMITTEE MEETING

Wednesday, September 27, 2023 at 1:00 PM

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

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## 5. INSPECTION REPORTING

There was an inspection at the WWTP during the removal of the old press. The contractor was following all necessary precautions.

## 6. NEW BUSINESS

- A. Free cyber training will be provided by WPPI
- B. There was a safety training evaluation the morning of the meeting. It was very beneficial to all that participated, and many valuable lessons were learned.
- C. Notice of Annual Fee Change was received from MEUW to be effective January 1, 2024. This annual fee is budgeted amongst all departments. A motion was made by Jeff to approve the four-year renewal schedule and seconded by Travis. The motion carried.
- D. There was a discussion about the City's policy to supply safety clothing, particularly for the Rec Department. It was suggested to propose including additional clothing in the upcoming budget.

## 7. FUTURE SAFETY TRAINING

- A. Fire Extinguisher Training (All employees)
  - Monday, October 16<sup>th</sup> – 7:15am, 8:30am, and 12:45pm in the City Council Chambers
    - One-hour sessions

## 8. MONTHLY SAFETY THEME: National Fire Safety

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

Next meeting scheduled for Thursday October 12, 2023 at 8:15 a.m. in the City Council Chambers.

## 10. ADJOURNMENT

Motion to adjourn was made by Matt and seconded by Jared. Motion carried. Meeting adjourned at 1:35 p.m.

Respectively Submitted,

*Brian Dellemann*

