



## MINUTES

**1. CALL TO ORDER** – Brian Dellemann called the meeting to order at 8:20 a.m.

A. Members Present:

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

B. Members Absent:

Dave Buss, Andrew Sukowaty, Andrew Raatz, Ryan Menges, Dave Casebeer, Amanda Baryenbruch, Steve Pagels, and Gina Sampe

**2. REVIEW AND APPROVAL OF MINUTES**

Safety Committee minutes from the meeting of October 12, 2023 were accepted. Motion was made by Ben and seconded by Jeff. Motion carried.

**3. OLD BUSINESS**

A. Remind employees to use near-miss reporting procedures.

B. New hire general training should begin immediately upon hire by the department supervisor. More extensive on-board safety training will be completed by Patrick. This training will be scheduled on a quarterly basis unless an earlier one-on-one is required or requested.

C. Fire extinguisher training was completed on October 16<sup>th</sup>. Sessions were well attended. An additional training session will be scheduled in January due to many Rec Department and Senior Center employees not being able to attend.

D. Cyber training was completed on November 1<sup>st</sup>. It was very informative, and the sessions were well attended.

**4. INCIDENT REPORTING**

There were not any incidents or near misses to report since the last meeting.

**5. INSPECTION REPORTING**

No inspections have taken place since the last meeting.



# SAFETY COMMITTEE MEETING

Thursday, November 9, 2023 at 8:15 AM

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

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## 6. NEW BUSINESS

- A. The Safety Committee will begin reviewing the nine core components of the Safety Policy Manual. Approximately a week before the meeting, the members will receive a topic from Gina to review beforehand. The topic will be discussed at the meeting and will require committee approval. The updated version will then be assessable for all employees through both MiPay and the S: Common drive.
- B. The Fire Department is seeking Stop-the-Bleed kits through a state grant; however, the number of kits is limited. To be eligible for the grant, City representatives must attend required meetings throughout the year. Our representatives are Dave Murack and Bill Manis. Bill is in charge of assembling the kits. Our goal is to have a kit in each City vehicle.

## 7. FUTURE SAFETY TRAINING

- A. Winter Safety Training (All employees)  
Thursday, November 30<sup>th</sup> - 7:15am, 8:30am, and 12:45pm in the City Council Chambers
  - o One-hour sessions
- B. Annual Safety Training Review (Jeopardy-style) - All employees are welcome to attend.  
Monday, December 4<sup>th</sup> - 7:15am, 8:30am, and 12:45pm in the City Council Chambers
  - o One-hour sessions

8. **MONTHLY SAFETY THEME:** Snow & Ice

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

Next meeting scheduled for Thursday, December 14<sup>th</sup>, 2023 at 8:15 a.m. in the City Council Chambers.

## 10. ADJOURNMENT

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

Respectively Submitted,

*Brian Dellemann*