



## MINUTES

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

**A. Members Present:**

Brian Dellemann, Ben Meinnert, Mike Mathis, Ryan Menges, Amanda Baryenbruch, Travis Christensen, Kevin Krizek, Gina Sampe, Dee Dee Dirkmann, and Patrick Murphy – MEUW Safety Coordinator

**B. Members Absent:** Dave Casebeer, Lisa Kuehn, Andrew Raatz, Matt Heckenlaible, Jeff Dawson, Andrew Sukowaty, Kassie Paider, Jared Rohrer, and Dave Murack

**2. REVIEW AND APPROVAL OF MINUTES**

Safety Committee minutes from the meeting of August 8, 2024 were accepted. Motion was made by Ben and seconded by Amanda. Motion carried.

**3. OLD BUSINESS**

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

**B.** The classroom portion of the Confined Space Refresher that was held on August 14<sup>th</sup> for the field staff went well.

**C.** The Personal Protective Equipment section of the Safety Manual was reviewed. Modifications and formatting will be corrected based upon input that was provided.

**D.** Kaukauna is hosting a 3-hour concrete saw training session. It will cover safety and maintenance and include hands-on demonstrations. It was suggested that Two Rivers host a training session. Patrick will gather additional information on hosting a training.

**4. INCIDENT REPORTING**

**A. Incident Reporting:**

Police Dept	– 1 report only
	– 1 medical without restrictions
Fire Dept	– 1 medical with restrictions
Electric Dept	- 1 report only

**B. Near Miss Reporting:** Water Department

C. Recommendations / Actions/Root Cause

- Police Department – The Beach Alert System was working properly and accurately reporting a yellow warning light. As City employees we need to encourage citizens to be aware of their surroundings and recognize impending dangers, especially when near water. The Hazzard Alert System will be turned off when the swim season is over. We need to put out ample notifications to the public informing them of this.
- Water Department – Work was immediately halted by a City employee and the contractor at fault was addressed. Work did not resume until all safety measures were in place. Due to liability issues, the City should not allow any contractors to use City property. This Near-Miss is a prime example of “See something. Say something.” Anyone at any time can stop a project if they believe there is a safety concern.

**5. INSPECTION REPORTING**

No inspections have taken place since our last meeting.

**6. NEW BUSINESS**

- A. The Powered Industrial Truck (PIT) section of the Safety Manual was discussed.
- B. Vorphal will be performing the annual fire extinguisher inspections for the City. Gina will make sure the Fire Department is included in the City-wide inspection. The Fire Department will not pursue certification to inspect extinguishers.
- C. Dee Dee followed up with Gallagher regarding the City’s Fleet Safety Program and addressed our concerns regarding the carrier’s requests. There will be a follow-up meeting with Gallagher representatives today following the safety meeting.
- D. There was discussion suggesting changing the structure and reporting of the Workplace Safety Committee. The goal is to scale back the monthly meetings to only department heads who are affected by the meeting’s content. This will allow more in-depth discussions on safety incidents and help ensure employee confidentiality. There may be quarterly meetings with a broader attendee list. This change was also discussed at the last staff meeting.
  - Motion was made to accept the structure change by Amanda and seconded by Ben. Motion carried.
- E. Nominations for Vice Chair of the Safety Committee will take place at the next meeting.
- F. Ben reminded us to be aware when confronted by “Auditors” or “Constitutionalists.” They will try to coerce you into a confrontation to post to their social media accounts and bring about the possibility of lawsuits. If confronted “Less is More” is the best strategy. If you do not engage them, they will likely lose interest and leave.

**7. FUTURE SAFETY TRAINING**

- A. Personal Protective (PPE) & Hearing Conservation Training (Field Employees)  
Wednesday, September 18<sup>th</sup> - 7:15am or 9:30am in the Council Chambers
  - One-hour sessions
- B. Confined Space Safety Refresher (Field Employees)  
Monday, September 30<sup>th</sup> – 7:30am to 9:30am in the Electric Department’s back garage
  - Field Section

- C. CPR Training for Rec Dept employees will be scheduled for early fall.
- D. ALICE Training will be scheduled in the future.
- E. Pollworker safety & security training will be scheduled in the future.
- F. Water safety training will be scheduled in the future.

**8. MONTHLY SAFETY THEME:** “Fire Prevention & Electrical Safety”

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

Next meeting is scheduled for Thursday, October 10, 2024 at 8:15 a.m. in the City Council Chambers.

**10. ADJOURNMENT**

Motion to adjourn was made by Travis and seconded by Mike. Motion carried. Meeting adjourned at 9:15 a.m.

Submitted,

*Brian Dellemann*