



## MINUTES

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

#### A. Members Present:

Brian Dellemann, Andrew Sukowaty, Matt Heckenlaible, Mike Mathis, Jeff Dawson, Andrew Raatz, Travis Christensen, Steve Pagels, Kevin Krizek, Dee Dee Dirkmann, Chad Kakes, and Patrick Murphy – MEUW Safety Coordinator

#### B. Members Absent:

Dave Buss, Ryan Menges, Dave Casebeer, Amanda Baryenbruch, Gina Sampe, Ben Meinnert, Dave Murack, Jared Rohrer, and Lisa Kuehn

### 2. REVIEW AND APPROVAL OF MINUTES

Safety Committee minutes from the meeting of December 20, 2023 were accepted. Motion was made by Jeff and seconded by Steve. Motion carried.

### 3. OLD BUSINESS

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

B. All departments should have reviewed the MSDS list they received and returned them to Gina.

C. All departments are responsible for maintaining their first-aid kits and safety supplies. Supplies can be ordered through Teresa at the Fire Department.

D. Annual fire extinguisher inspections were completed for 2023. Inspections for 2024 will take place in October.

E. The Fire Department has submitted a grant seeking assistance in purchasing Stop-the-Bleed Kits. Ideally, each vehicle will be equipped with a kit.

F. There was ongoing discussion concerning the importance of an EOC for the City. Ultimately, Patrick would like to form a sub-committee to take leadership to raise Citywide awareness.

### 4. INCIDENT REPORTING

A. Water Department – 1 Report Only

B. There were not any near misses to report.



## 5. INSPECTION REPORTING

No inspections have taken place since the last meeting.

## 6. NEW BUSINESS

- A. Ladder inspections took place. All departments were invited to bring their ladders for inspection.
- B. Discussion was had concerning the members' review of the Emergency Action Plan. Suggestions were as follows:
  - a. A section regarding the City's newly implemented Mitel one-call emergency alert notification should be added.
  - b. Evacuation maps should be larger. Kevin will print new maps identifying fire extinguisher locations and a 'You Are Here' marker.
  - c. General inconsistencies with wording may cause confusion.
  - d. Gender neutral pronouns should be used where applicable.

## 7. FUTURE SAFETY TRAINING

- A. Hazard Communication (All employees)
  - Monday, January 29<sup>th</sup> - 7:15am, 8:30am, and 12:45pm in the City Council Chambers
    - o One-hour sessions
- B. Blood Borne Pathogens & Access to Medical Records (All employees)
  - Thursday, February 29<sup>th</sup> - 7:15am, 8:30am, and 12:45pm in the City Council Chambers
    - o One-hour sessions
- C. CPR Training (All employees)
  - 2.5-hour sessions consisting of 8 employees will be held on April 23<sup>rd</sup>, 24<sup>th</sup>, and 25<sup>th</sup>.
    - o Sign-up sheets will be provided closer to the time of training.

- 8. **MONTHLY SAFETY THEME:** Mental Health Awareness



**TWO  
RIVERS**  
WISCONSIN

# SAFETY COMMITTEE MEETING

Wednesday, January 17, 2024 at 8:15 AM

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

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

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

## 10. ADJOURNMENT

Motion to adjourn was made by Andrew and seconded by Chad Kakes. Motion carried. Meeting adjourned at 8:45 a.m.

Respectively Submitted,

*Brian Dellemann*