



**TWO  
RIVERS**  
WISCONSIN

# SAFETY COMMITTEE MEETING

Wednesday, May 24, 2023 at 8:15 AM

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

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## MINUTES

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

#### A. Members Present:

Dave Casebeer, Travis Christensen, Jeff Dawson, Brian Dellemann, Matt Heckenlaible, Chad Kakes, Kevin Krizek, Mike Mathis, Ben Meinnert, Patrick Murphy – MEUW Safety Coordinator, Steve Pagels, Andrew Raatz, Gina Sampe, and Andrew Sukowaty

#### B. Members Absent:

Amanda Baryenbruch, Dave Buss, Dee Dee Dirkmann, Ryan Menges, Jared Rohrer

### 2. REVIEW AND APPROVAL OF MINUTES

Safety Committee minutes from the meeting on April 13, 2023 were not accepted due to them not being printed for review. Minutes were previously emailed to the Safety Committee by Dee Dee Dirkmann.

### 3. OLD BUSINESS

A. Remind employees to use near miss reporting procedures.

B. As a reminder, the data card printer has been set up. All departments should have pictures taken of employees so identification badges can be created.

C. Keypad entry locks have been installed in City Hall by Customer Service, City Clerk, Finance and Engineering Departments.

D. As construction season begins, it is important to report any unsafe procedures or practices by subcontractors or city departments. If you see something, say something. We want to protect each other and prevent injury.

E. A sign has been placed by the Neshotah Beach concrete path asking bikers to walk their bikes instead of ride.

F. Work Zone Safety training was completed on April 26<sup>th</sup>, Patrick Murphy- MEUW Safety Coordinator recommended that we keep this training as an annual refresher for field employees.

G. Chainsaw training was a success and received positive feedback from all departments who attended. Parks & Rec Director, Mike Mathis stated that FISTA can provide intermediate training for employees who are interested in the near future. More information to come.

### 4. INCIDENT REPORTING

A. Fire – 1 report only  
Rec Dept – 1 report only  
Police – 1 report only

B. No Near misses to report.

## 5. INSPECTION REPORTING

No inspections have taken place since the last meeting.

## 6. NEW BUSINESS

- A. Discussion on the April tornado drill revealed that we need to establish a written procedure for all departments to follow, create a list of current employees for each department to ensure all are accounted for and place the proper signage at all tornado shelters. Another issue is the Mitel phone announcement. The phones either did not work at all or you could not hear the announce. There will be follow up with the IT department and Lisa.

Not only do tornado drill procedures need to be reviewed, but discussion on active shooter training and other high-risk scenarios have been brought to attention. The upcoming Community Emergency Action Plan Review will be of value for all employees to attend. It was discussed that the Police Department can communicate risks in an area to Department Heads and the Department Heads can inform their employees.

- B. Departments should be aware of where all AEDs are located and have an employee(s) assigned within a department to check them regularly to ensure that there are no expired items in the AED. If a department needs to order a new AED they should go to [www.aedsuperstore.com](http://www.aedsuperstore.com). Mike Mathis also mentioned that Heart-A-Rama does donate them, so departments can also contact them for inquiries.
- C. Eye wash stations need to be checked regularly to verify they are functioning appropriately and that the eye wash solution is not expired.

## 7. MONTHLY SAFETY THEME: Sun Exposure & Heat Exhaustion

## 8. FUTURE SAFETY TRAINING EVENTS/SESSIONS

- A. **Plants, Bugs, and Heat & Our Responsibilities to Contractors - All Field Employees:**  
Wednesday, May 31<sup>st</sup> in City Hall Council Chambers - 7:15am and 12:45pm  
1-hour sessions

**Community Emergency Action Plan Review - All Employees:**  
Monday, June 19<sup>th</sup> in City Hall Council Chambers - 7:15am, 8:30am, and 12:45pm  
1-hour sessions

- B. Stop the Bleed Kit training still needs to be scheduled. Fire Chief, Dave Murack will coordinate the training for employees.

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

Next meeting scheduled for Thursday, June 8, 2023, at 8:15am in the City Council Chambers

## 10. ADJOURNMENT

Motion to adjourn was made by Jeff and seconded by Ben. Motion carried. The meeting was adjourned at 9:00 am.

Respectfully Submitted,

*Brian Dellemann*