



**TWO  
RIVERS**  
WISCONSIN

# SAFETY COMMITTEE MEETING

Thursday, October 12, 2023 at 8:15 AM

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

---

## 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, Travis Christensen, Jared Rohrer, Steve Pagels, Lisa Kuehn, Kevin Krizek, Gina Sampe, Dee Dee Dirkmann, and Patrick Murphy – MEUW Safety Coordinator

#### B. Members Absent:

Dave Buss, Ben Meinnert, Andrew Raatz, Dave Murack, Ryan Menges, Dave Casebeer, Amanda Baryenbruch, and Jeff Dawson

### 2. REVIEW AND APPROVAL OF MINUTES

Safety Committee minutes from the meeting of September 27, 2023 were accepted. Motion was made by Jared and seconded by Steve. Motion carried.

### 3. OLD BUSINESS

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

B. MEUW Safety Program Contract renewal was approved by all departments. This is a four-year contract that is effective beginning January 1, 2024.

C. Safety clothing allowances should be discussed within each department and incorporated into budget planning.

D. A test of the Mitel one-call emergency alert system was conducted. It appears it went through to everyone; however, Lisa did not receive any feedback. Going forward, please have someone from each department follow-up with her after the monthly test.

### 4. INCIDENT REPORTING

A. Fire Dept - 1 incident with medical  
1 exposure

B. Near miss reporting: Electric Dept - 1  
Rec Dept – 1

C. Patrick received the last three years worth of incident reporting. He will be compiling the data to perhaps come up with some recommendations for the FD with transporting heavy patients.



**TWO  
RIVERS**  
WISCONSIN

# SAFETY COMMITTEE MEETING

Thursday, October 12, 2023 at 8:15 AM

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

---

## 5. INSPECTION REPORTING

No inspections have taken place since the last meeting.

## 6. NEW BUSINESS

- A. There was discussion concerning new hire orientation and on-board safety training. General training by the supervisor should take place within the first week or two of hire. More extensive training will take place with Patrick on a one-on-one basis. This training will also be added to the new employee package checklist.
- B. Patrick updates the City's Safety Policy Manual annually. The Safety Committee will begin reviewing the nine core components. Members will receive the information 2 weeks prior to the safety meeting to review and be ready to discuss it at the meeting. Tammy Lawler should be contacted to upload the latest Safety Manual to MiPay.

## 7. FUTURE SAFETY TRAINING

- A. Fire Extinguisher Training (All employees)  
Monday, October 16<sup>th</sup> – 7:15am, 8:30am, 10:00am, and 12:45pm in the City Council Chambers
  - One-hour sessions
- B. Cyber Security Training (MANDATORY)  
Wednesday, November 1<sup>st</sup> - 7:15am, 8:30am, and 12:45pm in the City Council Chambers
  - One-hour sessions
- C. Winter Safety Training (All employees)  
Thursday, November 30<sup>th</sup> - 7:15am, 8:30am, and 12:45pm in the City Council Chambers
  - One-hour sessions

## 8. MONTHLY SAFETY THEME:      Distracted Driving

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

Next meeting scheduled for Thursday November 9, 2023 at 8:15 a.m. in the City Council Chambers.



**TWO  
RIVERS**  
WISCONSIN

## **SAFETY COMMITTEE MEETING**

**Thursday, October 12, 2023 at 8:15 AM**

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

---

### **10. ADJOURNMENT**

Motion to adjourn was made by Steve and seconded by Travis. Motion carried. Meeting adjourned at 9:25 a.m.

Respectively Submitted,

*Brian Dellemann*