



**TWO  
RIVERS**  
WISCONSIN

# SAFETY COMMITTEE MEETING

Thursday, August 10, 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. CALL TO ORDER – Brian Dellemann called the meeting to order at 8:15 am.

#### A. Members Present:

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

#### B. Members Absent:

Dave Buss, Dave Murack, Ryan Menges, Dave Casebeer, Amanda Baryenbruch, and Gina Sampe

### 2. REVIEW AND APPROVAL OF MINUTES

Safety Committee minutes from the meeting of July 13, 2023 were accepted. Motion was made by Jeff and seconded by Ben. Motion carried.

### 3. OLD BUSINESS

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

B. Stop The Bleed Kit training for field employees was completed on Wednesday, July 19<sup>th</sup>. Personnel that attended received good hands-on training. The Utility has applied for a grant to purchase additional kits.

C. AED monthly check tags were distributed to the necessary departments. AED requirements for non-City sponsored events were discussed, especially those where there is not any police or paramedic presence.

### 4. INCIDENT REPORTING

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

B. Rec Dept – 1 Close Call. Discussion of the incident was extensive and will be expanded upon in New Business.

### 5. INSPECTION REPORTING

No inspections have taken place since the last meeting.



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## 6. NEW BUSINESS

- A. Every Mitel desk phone is now programmed to receive the City's one-call emergency alert notification. This includes all outside departments and utility buildings. However, the phone's speaker volume must be turned up for it to be heard.
- As in the event of any other emergency – CALL "911" FIRST. The 8876 is a secondary defense to put fellow employees on high alert.
  - Police Chief Ben Meinert confirmed the leading 9-digit is not needed as with other outside line calls. However, dialing "9-911" will also still work.
  - Testing of the Mitel emergency alert will take place on the first Wednesday of every month at 10 a.m.
- B. There was a discussion regarding social media postings and public/media releases in response to the recent surprise storm that Manitowoc experienced. All official information should only be released from department heads.

Employees should also be aware of what they are posting on their personal social media platforms. Although the 1<sup>st</sup> amendment allows you freedom of speech, the City is an at-will employer, and you can be terminated as a result of your postings. Regardless of your personal opinion, you should always show the utmost respect for the City, its employees, and the community as a whole.

- C. An incident occurred where a vendor at a recent local event overloaded the electric board to the extent that a very serious accident was narrowly avoided. Preventive measures must be enforced in order to avoid this from occurring again. Vendors and/ or sponsors need to be made aware they will be responsible for any damages that may occur due to their negligence and that equipment such as this is City property, and the public should not touch it.

## 7. FUTURE SAFETY TRAINING

No future safety training is currently scheduled.

8. **MONTHLY SAFETY THEME:** Fall Safety

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

Next meeting scheduled for Thursday September 14, 2023 at 8:15 a.m. in the City Council Chambers.



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### **10. ADJOURNMENT**

Motion to adjourn was made by Jared and seconded by Steve. Motion carried. Meeting adjourned at 8:56 a.m.

Respectively Submitted,

*Brian Dellemann*