



AGENDA

1. OPEN MEETING

- A. Attendance (Sally S./Dee Dee)
- B. Approve draft minutes from previous meeting

2. OLD BUSINESS

- A. Remind employees to use near miss reporting procedures
- B. **Previous Safety Theme:** National Diggers Hotline Month (April) and CPR Awareness (May)
- C. **Previous Safety Training:**
 - a. Fall Protection training was completed 3/27
 - b. CPR training completed 4/30, 5/1, and 5/2
- D. **Audiometric Testing:** Hearing testing by Medivan was completed on March 25th. Field employees who were unable to be present during this testing will be contacted by Human Resources to complete testing at Occupational Health.
- E. Evacuation maps for City Hall will be made larger to clearly identify fire extinguisher locations and "You Are Here" markers. Kevin will print and place in the proper locations.
- F. The Fire Department has prepared 30 Stop the Bleed Kits. The City received a grant of \$990 from the RTAC program which helped reduce the cost of the kits greatly. The remainder of the costs were paid from WPPI funds through the Electric Department.
- G. The Hearing Conservation Written Program section of the Safety Manual was discussed. Much of the equipment listed is now obsolete and the new equipment needs to be added. Patrick will make updates and provide to Gina.
- H. Diggers Hotline Ticket concerns were discussed. During pre-construction meetings with contractors, locate tickets will be discussed to ensure contractors are operating when the ticket is cleared and do not dig outside of the time allotted for the construction work to begin.
- I. Discuss any on-going issues (Brian D.)

3. INCIDENT REPORTING

- A. Incident Report (Sally S./Dee Dee)
- B. Near Miss Report/Department Follow-up
- C. Recommendations/Actions/Root Cause

4. INSPECTION REPORTING

- A. Inspection Report (Patrick)
- B. Discussion on inspections/concerns
- C. Corrective Action

5. NEW BUSINESS

- A. **Safety Policy Manual Review:** Discuss and review of "Fall Protection" section
- B. **Statewide Tornado Drill:** The statewide tornado drill was on Thursday, April 11 at 1:45pm. All departments should have practiced the tornado drill. The Two Rivers Emergency Drill Report template was emailed to all city employees on April 8th. The form should be filled out by a director, supervisor, or employee put in charge of documenting that all employees were safe. Completed forms should have been emailed to Gina for filing.
- C. Set safety theme for June: _____
- D. Discuss Kaukauna Mutual Aid Incident

6. FUTURE SAFETY TRAINING EVENTS/SESSIONS

- A. A. CPR Training will be completed this month for Parks & Rec employees. Date to be determined, but will be scheduled between Patrick, Ryan and Jared.
- B. Seasonal Safety Training, June 19th at 7:15am or 12:45pm in the Council Chambers for field staff only (1-hr sessions).

7. ESTABLISH NEXT SAFETY COMMITTEE MEETING TIME AND DATE

- A. Next meeting tentatively scheduled for Thursday, June 13, 2024 at 8:15am.

8. ADJOURNMENT

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Two Rivers will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the City Clerk's office at 920-793-5526 or email clerk@two-rivers.org at least 48 hours prior to the scheduled meeting or event to request an accommodation. For additional assistance, individuals with hearing or speech disabilities can call 711 and be connected to a telephone relay system.

It is possible that members of and possibly a quorum of governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no other action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.