



# SAFETY COMMITTEE MEETING

Wednesday, September 27, 2023 at 1:00 PM

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

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## 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. September Safety Theme: Autumn Safety Tips
- C. No previous trainings completed in August.
- D. All Mitel desk phones are programmed to receive the City's one-call emergency alert notification (including all outside departments and utility buildings).

**Note:**

-In order to hear the message clearly, ensure the phone's speaker volume is all the way up.

-In the event of an emergency, always call 911 FIRST and then dial 8876 as a secondary defense to notify other employees

-When dialing 911, you can dial 911 or 9-911. Both options for dialing will connect you to emergency services

-Testing of the Mitel emergency alert system will take place on the first Wednesday of every month at 10:00am by Lisa K.

- E. When large events such as storms occur any social media postings should be approved for release by department heads.
- F. 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. Cyber Security
- B. Safety Training Evaluation
- C. Set Safety Theme for October:
- D. MEUW Safety Program Contract

**6. FUTURE SAFETY TRAINING EVENTS/SESSIONS**

- A. Fire Extinguisher training is scheduled for October 16, 2023 in the City Hall Council Chambers at the following times: 7:15am, 8:30am and 12:45pm. All employees are encouraged to attend this training. Please mark calendars and department heads/supervisors should arrange to have all of their employees attend.

**7. ESTABLISH NEXT SAFETY COMMITTEE MEETING TIME AND DATE**

- A. Next meeting tentatively scheduled for Thursday, October 12, 2023 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](mailto: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.*