

Safety Committee Meeting Minutes

December 3, 2008 noon

Year-end Luncheon/Meeting

Present: Chairperson Justin Behrens (Fire), Karan Frketich (Police), Barb Davis (Finance), Tami Bergeron (Building/Planning), Steve Reutov (WWTP), Chris Kratochvil (Maintenance), Karen Tarmichael (WWTP), Linda Ocheltree (Library), *substitute Rea Andrew (Library)*

Absent: Denise Reilly (Library), Becky Green (Administration)

Review and Approval of Minutes: Minutes from the Safety Committee meeting for Wednesday, November 5, 2008 were approved as sent.

Old Business:

Quarterly Inspections:

WWTP and Water Treatment Plant are the only inspections remaining and will be completed following today's meeting.

Wellness Grant:

- **Wii Update:** one Wii has been installed in the Police fitness center and is being enjoyed. It was suggested that a general email be issued to ensure PSB staff know of its presence. The other Wii will be installed in the Engineering locker room in City Hall sometime this month. An email will be sent upon equipment installation, informing staff of the Wii schedule and any other specifics.
- We confirmed the remaining items slated to be purchased with the grant monies were wrist-type blood pressure cuffs. Justin confirmed that he would look into purchasing the four (4) BP cuffs as requested.

Committee Member Replacements: we welcomed Linda Ocheltree and Karen Tarmichael to the committee as we said farewell to both Steve Reutov and Denise Reilly (absent).

Emergency Plans: Justin reminded everyone to investigate whether their building/department has posted emergency/evacuation plans. These should be brought to the January committee meeting for discussion, review and coordination of standard procedures.

Fire Doors: Tami mentioned that the caution signs (below) were now affixed to the City Hall stairwell doors to warn people of the door opening into them.



New Business:

Safety Fair: Barb proposed we start reviewing our timeline and intent for the spring's Safety Fair. We will need to decide whether we hire a fair coordination service or coordinate this event ourselves.

Incident Reports:

No incident reports received - believed to be resulting from Becky's absence.

Departmental Reports:

Justin handed out for posting the Safety Committee Member 2009 list.

Guest speaker Elizabeth Comfort spoke about the City of Newberg's budget and process. She explained that the Line Item Detail booklet was a summary of the larger budget notebook but that both told a story.

She noted that there are approximately 30 funds in the City Budget. Safety Committee falls into the Administrative Support Services fund, as it is not a revenue generating entity. Elizabeth handed out a Safety Program Budget vs. Actual sample. She explained the line items, both expenditures and funding. The committee will need to wait until next year to spend any funding acquired this year unless it was entered as a projection into the budget. After this review, it is possible that an error in the Safety Committee 2008-2009 Budget was discovered. It appears that no CCIS Grant funds were entered into 2008-2009 budgetary projections. Elizabeth will work with Justin Behrins as a follow-up to ensure the committee's budget is in order.

Elizabeth offered her services if further information and/or assistance were needed during the upcoming budget preparation process to ensure Safety Committee would submit a fiscally responsible budget.

Next Meeting: January 7, 1:00 at the Public Safety Building

Adjourned

Safety Committee Meeting Minutes
November 5th, 2008
Public Safety Building

Present: Justin Behrens (Fire), Denise Reilly, (Library), Karan Frketich (Police)
Barb Davis (Finance), Tami Bergeron (Building/Planning), Steve Reutov (WWTP),
Chris Kratochvil (Maintenance)

Absent: Becky Green (Administration)

Review and Approval of Minutes:

Minutes from the Safety Committee meeting for Wednesday, Oct 1st were approved.

Old Business:

- **Quarterly Inspections:**
Justin encouraged us to have them ALL done by our December meeting.
- **Wellness Grant**
We are going ahead and purchasing 2 Wii fits and the basic Nintendo machines. Police and City Hall will need to provide the space and TV. Justin said he would do the actual purchasing.
We received the refund from the volleyball registration, since there were not enough teams for CPRD to do the program. We discussed having a Fire Dept team vs City Hall and Tami was going to look into gyms.
- **Replacements:** Karen Tarmichael for Steve Reutov, Denise doesn't have a name of her replacement yet.
- **Safety Committee members checked into the safety issue of space heaters and where to properly plug them in. They have to be plugged into a hard wire plug. The cubicles (in City Hall) are okay, since these "walls" have been hard wired.**

New Business:

- **Emergency Plans**
OSHA does require a plan for each dept/building. Denise will find the written guidelines and bring them to discuss in January. Departments that already have a plan, will bring their copy to the January meeting as examples for other Depts..

Incident Reports:

- **Public Works:**
Worker injured big toe when wheelbarrow was dropped on it. Committee had no recommendations.

Departmental Reports:

Denise reported that when OSHA came and did an inspection for the local bus building, that the inspector volunteered to Leah Griffith (library director) that the City of Newberg had an excellent safety program.

Next Meeting: Dec 3rd, 12:00 at Under \$10 grill.

This is our annual luncheon where new members are welcomed in and elections are held. Elizabeth Comfort will be our guest speaker.

Adjourned

Safety Committee Meeting Minutes
October 1st, 2008 1:00
Public Safety Building

Present: Chairperson Justin Behrens (Fire), Denise Reilly (Library), Barb Davis (Finance), Tami Bergeron (building/planning), Steve Reutov *Absent* (WWTP), Becky Green (administration), Chris Kratochvil (Maintenance)

Absent: Karan Frketich (Police), Steve Reutov (WWTP),

Review and Approval of Minutes: Minutes from the Safety Committee meeting for Wednesday, Sept 3rd were approved.

Old Business:

Quarterly Inspections: There are still 2 that are not done; Fire station #21 and Library
Justin will send out the new assignments for fourth quarter.

Wellness Grant:

The grant has been submitted and Becky said we should know soon the amount we will be receiving. The ideas for the usage of the grant include: blood pressure wrist cuffs, 2 Wiis and Wii Fit program, volleyball team registration, safety fair, healthy lunches and newsletter.

Electrical Questions:

Denise contacted the Yamhill county electrical inspector and he said there is no requirement for the electrical boxes to be locked. It was a question posed after one of our quarterly inspections.

Oregon Employers Traffic Safety Conference

No one will be attending this year.

Fire doors at City Hall

New signs have been ordered to warn people to be careful when opening the fire doors on the stairwells that someone might be on the other side.

New Business:

Replacement members:

Only Denise (library) and Steve (WWTP) will be leaving.

December meeting:

We have secured Elizabeth to be our speaker. A short discussion took place regarding maybe changing our location to the under \$10.00 restaurant vs. Izzy's. A decision was not made.

Classes:

Justin encouraged members to sign up for the 102 or the 104 safety class put on by OSHA. Everyone has taken the 101 class already.

Incident Reports:

- ⊙ Library: worker injured her back picking up a stack of books. Denise reported that she didn't lose work time and had been encouraged to use the carts, dolly, etc to help in lifting books.
- ⊙ Police: Officer bit by a police dog during a training time. (It was not our dog) He is still being treated for the injury. The safety committee has no recommendations for this event.
- ⊙ Public Works: Worker hurt his back while lifting a water meter lid. Chris was going to inquire if the worker was counseled on using correct lifting techniques. Worker was still being treated for the injury.

No personal information was discussed.

Dept Reports: none

Next Meeting: Nov 5th, 1:00 at the Public Safety Building

Adjourned

Safety Committee Meeting Minutes
September 3, 2008 1:00 pm
Public Safety Building

Present: Karan Frketich (Police), Barb Davis (Finance), Tami Bergeron (Building/Planning), Steve Reutov (WWTP), Chris Kratochvil (Maintenance), Becky Green (Administration), substitute Jill Dorrell (Fire)

Absent: Chairperson Justin Behrens (Fire), Denise Reilly (Library)

Review and Approval of Minutes: Minutes from the Safety Committee meeting for Wednesday, August 6, 2008 were approved as sent.

Old Business:

Quarterly Inspections:

Everyone was reminded to schedule and complete his or her quarterly Safety Inspections as were assigned at the August meeting.

Resulting from the City Hall inspection, Tami discussed an email request by Clinton Alley for assistance in conducting the weekly eyewash and monthly fire extinguisher inspections. It was concluded that Public Safety Building, Library and City Hall Safety Committee representatives would add those two tasks to their duties. The committee agreed that a brief training session for those representatives would be beneficial and would be requested of Public Works.

Wellness Grant:

In preparation for our grant request submittal, it was determined that Justin and Denise will need to provide Tami with the dollars and corresponding items for last year. In addition to items from last year Healthy Lunches, Safety Fair, and Health Newsletter, City staff requested the following items be considered for grant funding: Chehalem Park & Recreation Volleyball Team funding, Pedometers, Wii and Wii Fit, and blood pressure wrist monitors.

- The committee agreed to pay the team fee of \$125 but asks that the players' fees be paid through other means. Justin will respond to Scott Canfield's email requesting said funds, realizing that new grant funds will not be obtained prior to their fee deadline.
- Barb will investigate the availability of free pedometers through City County Insurance and/or Tylenol's "Just Keep Moving" program. If these are not available, grant funding is requested and recommended.
- We agreed to request grant funding for Wii equipment slated for City Hall and Public Safety Building if funding is available.

Fire Doors:

Tami mentioned that Justin had the original quote for the window replacement of City Hall's fire doors but that she recalled the cost was approximately \$1800 each. The new door cost estimate is approximately \$3100 each, provided by a Public Work's

subcontractor. After discussion, it was agreed that either option was expensive and perhaps visiting a least costly option would be best. The committee recommends Justin offer the City Manager the door and window options with corresponding costs along with our recommendation of door signage to warn those approaching of the hazard (see example signage found post meeting at link:
http://www.myengravedsign.com/xp/xp5_stockListingdistinct.asp?Dept_id=1574&cols=5).

CAUTION
OPEN DOOR
SLOWLY

CAUTION
DOOR SWINGS
INWARD

CAUTION
APPROACH DOOR
SLOWLY

New Business:

Electrical questions:

In the chairperson's absence, we had to assume the nature of this topic stemmed from the City Hall inspection. We discussed whether electrical rooms are required by law/regulation to be locked or if it is just best practice. Justin will follow up and confirm.

Oregon Employers Traffic Safety Conference:

In the chairperson's absence, we had to assume the nature of this topic was a follow-up to departmental requests for driver's education. Justin will follow up and confirm.

Incident Reports:

Twice bees stung a staff member. The committee's recommendation is that this person should carry an epi-pen to prevent adverse allergic reactions.

Departmental Reports:

Public Works is hosting their annual barbeque-potluck on September 17.

Several committee members received the OSHA class/workshop flier and wanted to know if others intend to take additional classes. We look to Justin to direct and coordinate additional committee member training/participation.

Next Meeting: October 1, 2008, 1:00 at the Public Safety Building

Adjourned

Safety Committee Meeting Minutes
August 6, 2008 1:00
Public Safety Building

Present: Chairperson Justin Behrens (Fire), Karan Frketich (Police), Barb Davis (Finance), Tami Bergeron (building/planning), Steve Reutov (WWTP), Chris Kratochvil (Maintenance) Denise Reilly (Library), Becky Green (administration)

Absent: none

Review and Approval of Minutes: Minutes from the Safety Committee meeting for Wednesday, July 2nd, 2008 were approved as sent.

Old Business:

Quarterly Inspections: Justin handed out our 3rd quarter inspection assignments. Included is the 2nd quarter results so we can see if "areas of concern" have been addressed.

Reading Homework:

There were no questions or concerns about Section 1, Chapter 6. The committee decided to forego any more reading assignments for now.

Fire Doors @ City Hall:

Tami reported that they had received a bid for replacing the fire doors with newer larger windows. They could still use the present door jam. The cost of the doors and installation is \$1873.50 per door. She will inquire what a new door would cost and send the info to Justin. He will then write up a recommendation from the safety committee that city hall replace their existing doors with the "improved" ones.

New Business:

Wellness Grant 2008-09 (How do we want to spend our money?)

The committee came up with several ideas for the grant money. We will talk more at our Sept meeting refining the choices. We will have approximately \$2100.00 from the grant and then an additional \$1200-\$1500 from the city. Tami has agreed to do the "paperwork" for applying for the grant. The ideas were as follows:

More handouts (newsletter), 3-4 lunches, safety fair, Evening health classes (Pilates, Yoga, Aerobics, Massages), Wii health system (this does not fit in the grant guidelines so would have to come from the city budget if approved)

We did ask that the depts. interested in an item being purchase, put the request into writing and submit it to their safety committee representative.

Denise will put together a survey for the city employees on what they would like and Justin will send it out.

Incident Reports: 3

Police: Officer's face was scratched after falling (tripping) over a dog.

NO recommendation

Police: Officer sprained their ankle/foot while taking in a suspect.

No recommendation

Fire: Worker exposed to blood from patient who spat blood in the worker's mouth while being treated.

Committee wanted to make sure worker was following through with blood borne pathogen protocol.

Dept Reports: none

Next Meeting: Sept 3rd, 2008, 1:00 at the Public Safety Building

Adjourned

Safety Committee Meeting Minutes
July 2nd, 2008 1:00
Public Safety Building

Present: Karan Frketich (Police), Barb Davis (Finance), Tami Bergeron (building/planning), Steve Reutov (WWTP), Chris Kratochvil (Maintenance), Becky Green (administration)

Absent: Chairperson Justin Behrens (Fire) and Denise Reilly (Library).

Review and Approval of Minutes: Minutes from the Safety Committee meeting for Wednesday, June 4th were approved as sent.

Old Business:

Quarterly Inspections:

Justin will distribute the new quarterly inspections to committee members.

Reading Homework:

There were no questions or concerns about Section 1, Chapter 5.

Fire Safe Doors at City Hall:

Tami stated that the maintenance department was waiting for quotes to modify the present fire safe doors. The modifications would be to replace/enlarge the window section only. Chris noted that this company must be certified to replace windows in a fire proof door.

Wellness Luncheons

There were 32 employees signed up for the luncheon and only 18 attended. It was discussed if the location and type of food being served was the concerns of low attendance. Suggestions were to keep the luncheons in the same location and to advertise the menu and encourage employees to attend.

The June 11th "Stress" luncheon did receive good feed back.

New Business:

Wellness Grant 2008-2009

Becky stated approximately 60% of the employees had completed the open enrollment. She encouraged members to spread the word to complete the enrollment because the city receives \$15.00 per employee who completes enrollment after the City reaches at least 80% enrollment. These funds are given to the City for grant funding in September 2008. Two departments have already put their request in for a Wii and Wii Fit from the proposed 2008-09 grant money.

Reading Homework:

Please read Section 1 chapter 6 in your Safety Manual. Bring the book with you to the next meeting.

Incident Reports: (1)

Public Works: Employee was riding on the back of a trailer when it went over the railroad tracks at approximately 25 mph; this caused the employee to be bounced around. He then felt a pull in his left groin. Committee members recommended that the supervisor needs to follow-up on the incident and enforce safety.

Dept Reports: none

Next Meeting: August 6th, 2008, 1:00 (1300) at the Public Safety Building

Adjourned

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Safety Committee Meeting Minutes
June 4th, 2008 1:00
Public Safety Building

Present: Chairperson Justin Behrens (Fire), Karan Frketich (Police), Barb Davis (Finance), Tami Bergeron (building/planning), Steve Reutov (WWTP), Chris Kratochvil (Maintenance) Denise Reilly (Library), Becky Green (administration)

Absent: none

Review and Approval of Minutes: Minutes from the Safety Committee meeting for Wednesday, May 7th were approved as sent.
Justin will send the minutes out to all employees (including the city manager) after pre-approval by the committee.

Old Business:

Quarterly Inspections: 4 still need to be done

Reading Homework:

There were no questions or concerns about Section 1, Chapter 4

OSHA Classes:

Steve, Tami, Barb, Justin and Karan attended the OSHA 101 class.
Justin encouraged everyone to look over Chapters 1 and 4 (in Section 1) of our safety manual as this has the overview of who we are as a Safety Committee.

Wellness Luncheons

June 11th is the next scheduled luncheon. The topic is "Stress" and the event will take place at fire station #20.

New Business:

Please read Section 1 chapter 5 in your Safety Manual. Bring the book with you to the next meeting.

Chose a prize to be purchased for the 2009 Safety Fair. Denise will order.

Incident Reports: 2

Police officer: Dog bite to a police officer, after the dog was hit by a car. Committee had no recommendations

Police: Motorcycle vs car. No recommendations by the safety committee.

Dept Reports: none

Next Meeting: July 2nd, 2008, 1:00 at the Public Safety Building

Adjourned

Safety Committee Meeting Minutes
May 7, 2008 1:00
Public Safety Building

Present: Chairperson Justin Behrens (Fire), Karan Frketich (Police), Barb Davis (Finance), Tami Bergeron (building/planning), Steve Reutov (WWTP), Chris Kratochvil (Maintenance) Denise Reilly (Library) late, Becky Green (administration), late

Absent: none

Review and Approval of Minutes: Minutes from the Safety Committee meeting for Wednesday, April 2 2008 were approved as sent.

Old Business:

Quarterly Inspections: 3 inspections done

Reading Homework:

There were no questions or concerns about Section 1, Chapter 3

OSHA Classes:

101 class on June 3rd at 8:00 am. Steve, Tami, Barb, Justin and Karan are all signed up to go. They will be carpooling.

Safety Fair:

Barb reported that of the comments she had received about half were negative. Becky and Denise just heard it was "fine".

Concerns:

Wraps were not adequate or as billed (Chicken wraps that were tofu wraps)

Lines long at some of the tables so couldn't talk to vendors

Some of the vendors a bit pushy

Food taken away too early at screenings

Wellness Luncheons

June 11th is the next scheduled luncheon. The topic is "Stress" and the event will take place at fire station #20.

New Business:

Please read Section 1 chapter 4 in your Safety Manual. Bring the book with you to the next meeting.

Incident Reports: 4

- Police: While wrestling during training, one officer's hand rolled under another and caused a bruised rib. No recommendations from committee
- Police(dispatch): Worker is concerned she has carpal tunnel pain. Worker seeing a physical therapist presently. Recommendation: could have Jan from CIS come to do an individual evaluation on her work area.

- Police: car vs. motorcycle. A true accident. Officer doing well. No recommendations from the committee.
- City hall: Worker complained of back ache due to seat being at an angle and having to sit/reach from that angle. A mat has been placed at their worksite to even the floor to alleviate the uneven floor.

Dept Reports: none

Next Meeting: June 4th, 2008, 1:00 at the Public Safety Building

Adjourned

Safety Committee Meeting Minutes
April 2nd, 2008 1:00
Public Safety Building

Present: Chairperson Justin Behrens (Fire), Denise Reilly (Library), Karan Frketich (Police), Barb Davis (Finance), Tami Bergeron (building/planning), Steve Reutov (WWTP), Becky Green (administration), Chris Kratochvil (Maintenance)

Absent: none

Review and Approval of Minutes: Minutes from the Safety Committee meeting for Wednesday, March 5th, were approved

Old Business:

Quarterly Inspections: first quarter are all done
Second quarter assignments were handed out

Reading Homework:

There were no questions or concerns about Section 1, Chapter 2.

OSHA Classes:

Tami has everyone signed up for the 101 Class in June. (except Becky & Denise)
Justin is attending the 102 and 104 classes next week, (April 9 and 10) He invited anyone who wanted to, to join him. Steve will join him on the 9th.

Safety Fair: (April 23rd 11:00-2:00)

Screening sign ups continue to happen. Becky and Justin encouraged people to sign up for this free event. Becky will be at the event checking off names of those scheduled to attend.

The Safety fair is set to happen. Leslie has contacted all the vendors and everything is in place. Karan will help with the set up @10:00, Denise and Barb will help during the fair from 11:00-2:00 and Tami will help with clean up from 2:00-3:00.

The committee decided to purchase 3 additional door prizes and to again have the "guess how many" game available. We will also purchase some snack food for the screening and have the extras available during the fair along with Leslie's salad roll ups.

Denise will make the slips for the drawing.

Wellness Luncheons

June 11th is the next scheduled luncheon. The topic is "Stress" and the event will take place at fire station #20.

New Business:

Read the second chapter of section 1 in your Safety Manual. Bring the book with you to the next meeting.

Incident Reports: none

Dept Reports:

Next Meeting: May 7th, 2008, 1:00 at the Public Safety Building

Adjourned

Safety Committee Meeting Minutes
March 5th, 2008 1:00
Public Safety Building

Present: Chairperson Justin Behrens (Fire), Denise Reilly (Library), Karan Frketich (Police), Barb Davis (Finance), Tami Bergeron (building/planning), Steve Reutov (WWTP), Becky Green (administration)

Absent: Chris Kratochvil (Maintenance)

Review and Approval of Minutes: Minutes from the Safety Committee meeting for Wednesday, February 6th, were approved

Old Business:

Quarterly Inspections: Only 2 left to do. They will be done next Tuesday (March 11).

Reading Homework:

There were no questions or concerns about Section 1, Chapter 1. Read next chapter for April's meeting.

OSHA Classes:

New schedule came out this morning. Tami signed up herself and we asked her to sign up the remaining committee members (minus Becky and Denise) for the 101 class in Tigard

First Aid Kits:

The police/finance depts. like the new first aid kit. The library is interested in one, but will wait for finances from the coming year's budget.

Safety Fair: (April 23rd)

We will have health screenings as part of our fair this year. They will actually be in the morning, like a pre-fair. Leslie is also working on a variety of other activities and vendors along with some food. The committee will need to purchase some food for those partaking in the screening. (They will have been fasting)

Wellness Luncheons

June 11th is the next scheduled luncheon. The topic is "Stress" and the event will take place at fire station #20.

New Business:

Read the second chapter of section 1 in your Safety Manual. Bring the book with you to the next meeting.

Incident Reports:

- WWTP: Sprained left knee. Worker slipped on a step and injured knee. WWTP is adding some non-slip material to the stairs.
- Fire: Worker came in contact with poison oak while doing his job.

- Police Dept: Dog bite while new officer was creating a relationship with police dog
- Police Dept: Dog bite while new officer was in training with police dog
- Fire: worker injured their back while picking up a patient. This will be reviewed by the fire dept's safety committee.

The safety committee has no recommendations for any of these incidents.
No personal information was discussed.

Dept Reports: none

Next Meeting: April 2, 2008, 1:00 at the Public Safety Building

Adjourned

Safety Committee Meeting Minutes
February 6, 2008
Public Safety Building

Present: Chairperson Justin Behrens (Fire), Denise Reilly (Library), Chris Kratochvil (Maintenance), Karen Frketich (Police), Barb Davis (Finance), Tami Bergeron (building/engineering), Steve Reutov (WWTP)

Absent: Becky Green (administration)

Review and Approval of Minutes: Minutes from the Safety Committee meeting on Wednesday, January 2nd, were approved as read.

Old Business:

Quarterly Inspections: Only 2 have been turned in. Please try to get to these soon.

Driving Class:

The committee voted to not sponsor the safe driving class. Each city dept can decide if they want a class given to their employees. It was noted that if the class was offered it would need to include all the employees so as to treat everyone equally. Each dept would incur the cost of the class if they decide to follow through with this.

Justin reported that depts can get driving reports from the DMV for a cost. Some of the depts. already do this.

Safety Classes:

Several of the committee have tried to sign up for the upcoming winter classes, but the classes were full at the close locations. Members are waiting for the spring list to come out so they can sign up for classes 101, 102 and 104.

First Aid Kits:

The committee voted to furnish the public safety building (which includes finance, police and dispatch) with one first aid kit as a start up. At this point no other depts. have asked for a start up kit. Due to budget constraints this will probably be the only kit issued on this year's budget.

Safety Fair: (April 23rd)

Leslie Morgan will again do our safety fair for the cost of \$400.00 plus food costs. This year's fair will focus on our individual health. Screenings will be available as part of the fair at additional costs to the employee.

Wellness Luncheons

Our next Luncheon which covers stress management and features a "Hearty soup" will be on Wednesday Feb 13th from 11:30-1:00 at the Public Works Building. Our next luncheon will be on Wednesday June 11th. The topic will be on Energy Tips and will be held at the Fire Station downtown.

New Business:

Read the first chapter of section 1 in your Safety Manual. Bring the book with you to the next meeting.

Incident Reports:

- Fire Dept: Employee was reaching over a patient and injured his back. No recommendations were made concerning this injury.
- Police Dept: During training an officer injured his/her shoulder. No recommendations were made by the safety committee.

Dept Reports: none

Next Meeting: March 5, 2008, 1:00 at the Public Safety Building

Adjourned

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Safety Committee Meeting Minutes
January 2, 2008
Public Safety Building

Present: Chairperson Justin Behrens (Fire), Becky Green (administration), Denise Reilly (Library), Chris Kratochvil (Maintenance), Karen Frketich (Police), Barb Davis (Finance), Tami Bergeron (building/engineering)

Absent: Chuck Adams (Operations)

Review and Approval of Minutes: Minutes from the Safety Committee meeting on Tuesday Dec 11, were approved as read. Reminder: post minutes at your location.

Old Business:

Quarterly Inspections: New assignments were handed out

Driving Class: Are we going to do this or not? Members were asked to go to their supervisors and see if they desired for us to offer this class. It's been about 1 ½ years since the incident which prompted the request.

Safety Classes: Flyers announcing the winter OSHA classes available were handed out. All new members and those who hadn't taken the courses as of yet, were encouraged to sign up for them. Safety Committee members are asked to take 101, 102 and 104. Members were encouraged to contact each other and see if car pooling would work.

First Aid Kits: The question was asked if there were monies available to cover the start up cost of adding a first aid kit to the public safety building (for the employees). We need to find out if any other depts. are desiring new kits. Check with Chuck at WWTP and Denise will check with Leah for the library. There is \$400.00 available to help with this project.

New Business:

Safety Fair: The committee decided to again sponsor an employee health and safety fair. Justin will contact Leslie Morgan and see if she is interested in putting it together and what her cost would be for this year. We are looking at April 23rd or April 30th (both Wednesdays) for the fair.

Healthy Lunches: We have paid for two more luncheons to be done between January and June. We set dates of Feb 13th and June 11th. Justin will contact Leslie to see if these dates would work. We discussed holding at least one of these at an alternate location, (Public Works or City Hall)

Incident Reports:

- Fire Dept: Employee injured their back while trying to release a rusty axe off of a fire vehicle. Committee had no suggestions for this incident.

Dept Reports: none

Next Meeting: February 6, 2008, 1:00 at the Public Safety Building

Adjourned

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