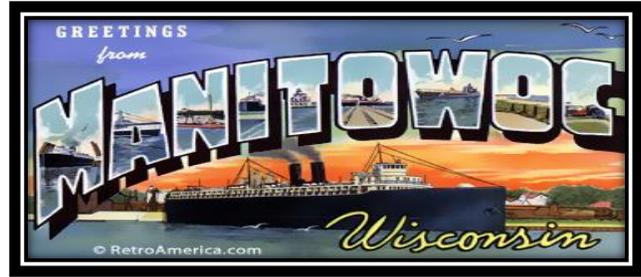


**SAFETY STEERING TEAM
MARCH MEETING MINUTES**

3/19/2015 @ 8:00am



ATTENDEES:

Ben Nolen, Dave Vorpahl, Gregg Kadow, Rochelle Blindauer, Jim Muenzenmeyer, Darren Laine

AGENDA:

1. Recurring Business:
 - a. Inspection and Drill Update
 - i. Public Safety
 - ii. Senior Center
 - iii. DPI
 - iv. Rahr-West
 - b. Safety Nomination Program Update
 - i. Drawing Q1
 - c. Lost Time Injury Program Update
 - d. MSDS Online Program
 - i. Training
 - ii. ebinder back up
2. New Business:
 - a. 2015 Goals/Budget
 - i. Safety Flip Chart
 - ii. Tips & Tricks
 1. Lifting
 - b. Workers' Compensation Overview
 - c. Open Forum

RECURRING BUSINESS:

- Inspection and Drill Updates-
 - GK spoke about the inspections at the Public Safety, Senior Center, DPI, Transit, and Rahr/West
 - Senior Center had very few and minor problems, Public Safety problems are in process of correction.
 - See attachments for Rahr/West, DPI, and Transit evaluations

- Library in process of getting quotes for new camera system. **UPDATE:** Facilities Manager had work-thru with PD and Camera Corner for pricing and placement/types of cameras
- Safety Nomination Program-
 - JM nominated BN for bringing frayed vacuum cords to JM's attention
 - DV drew Randy Bruechert's name (from Transit) for the Q1 prize. Will try to get photo of Randy accepting \$25 Starbucks Gift Card.
- Lost Time Injury Program Update-
 - FD had 1 lost time injury reported and DPW may have 1 pending.
- MSDS Online Program Next Steps-
 - RB mentioned user training for SDS Online, bought some flash drives to be used as emergency backups. Will be purchasing more to distribute to each city department.
 - RB will send out label making instructions for SDS Online.
 - RB added that CVMIC has a possible \$7500 grant available.
 - JM suggested including aerial lift safety checks
 - RB added that rolling money into wellness program
 - JM/GK suggested purchasing hard hats, ballistic vests, and obtaining safety speaker.

NEW BUSINESS:

- 2015 Goals/Budget-
 - Safety Flip Charts
 - Discussion amongst members about Flip Charts: printers and placement within buildings
 - RB will send out templates to vote on favorite
 - Tips & Tricks
 - RB will ask CVMIC for videos or tips/tricks ideas
 - JM suggested back lifting classes, GK for physical therapy classes, and RB suggested getting Ben Rank from CVMIC to do ergonomic inspections/adjustments
 - JM said he would contact Physical Therapist for training/prices
- Workers' Compensation Program Overview-
 - RB quoted that the city is second lowest of all their covered entities they insure.
 - RB will send out WC stats after meeting (see attachment)
- Open Forum-
 - GK will send out tornado awareness email
 - JM/DV on City Hall security-Rope and "Employees Only" placard across bottom of main staircase, locking side doors and handing out FOBS to staff once readers are installed.
 - GK suggested looking long-term for contingency planning for major disasters
 - RG added that there is a upcoming reasonable suspicion training from the DOT through Holy Family.

- **Next Meeting: April 16, 2015 @ 8am. 2nd floor Conference Room, City Hall**

Name	Department
Darren Laine	WWTF
Dave Vorpahl	PD
Ben Nolen	Transit
Karl Puestow	PD
Stacey Bialek	Library
John Powalisz	Parks
Gene Riley	DPW
Jim Muenzenmeyer	Buildings/Transit
Gregg Kadow	Fire
Rochelle Blindauer	Human Resources
*Bruce Jacobs (Inspection sub-committee team)	PD

Submitted – Ben Nolen. Transcribed by S. Bialek, Safety Steering Team members