

**Minutes**  
**GENERAL EMPLOYEE SAFETY COMMITTEE**  
**January 21, 2016**  
**City Hall 3<sup>rd</sup> Floor Conference Room**  
**212 SW 9<sup>th</sup> St.**  
**1:30 P.M.**

The meeting was called to order by Don Schaefer at 1:30 pm.

**1. ROLL CALL**

**MEMBERS PRESENT:**

|                                  |                            |
|----------------------------------|----------------------------|
| Don Schaefer, Electronic Maint.  | George Kroboth, SEWTP      |
| Britt Hubbard, SSC               | Wade Lewis, MPWTP          |
| Candy Brown, Safety/Risk Officer | Michael McCollum, Landfill |
| Chew Allen, WWC/WWM              | Jeffry Mowry, Equipt Maint |
| James Bearbow, Str/Traffic       | Roy Rodrick, AW            |
| George Farris, Drainage          | Pennie Wolfe, P&R          |
| Bobby Finley, WD                 |                            |

**MEMBERS ABSENT:**

Glenn Hinton, Eng\*  
Marlon Johnson, SWC\*  
Jeff Justice, WWTP\*\*  
Leon McGahee, P&R\*  
Lindsay Tate, Police Tech\*

**OTHERS PRESENT:**

\*excused                      \*\* unexcused

**OTHERS PRESENT:**

Mark Mitchell, Fire Marshal  
Marc Sutphin, Fire Inspector/Investigator

**2. MINUTES**

**A. Approval of minutes of October 15, 2015**

Motion by: George Kroboth    Second by: Pennie Wolfe

Ayes: All    Nays: None                      Motion Carried

**3. OLD BUSINESS**

None

#### 4. *NEW BUSINESS*

##### A. Fire Extinguisher Training:

Schaefer said the fire extinguisher training will be first on the agenda and the safety training with Britt Hubbard will go after.

Sutphin gave everyone hand outs on fire extinguisher classifications, safety using fire extinguishers and a shop check off list. He showed a PowerPoint presentation. He said there are three reasons for a fire to start- oxygen, heat and fuel. Sutphin also said there are four classes of fire extinguishers-class A is for wood, paper, cloth, trash and plastics-class B is for flammable liquids, such as; gasoline, oil, grease and acetone-class C is for electrical and class D is for metals, such as; potassium, sodium, aluminum and magnesium. He said if you use the wrong type of extinguisher, it could make matters worse.

Wolfe asked about type K fire extinguishers. Mitchell said they use those are required in a commercial kitchen area. He said the different types of extinguishers are water, carbon dioxide, and dry chemical. Mitchell said the City has mostly dry chemical types. He said never use a water type extinguisher to put out a grease fire.

Sutphin said the extinguishers' have pictograms on them for type of extinguisher. He talked about the PASS system to put out a fire. Pull the pin, Aim the nozzle low, Squeeze the handle, Sweep the nozzle from side to side. He said repeat the PASS system until the fire is out. Sutphin said the rules in fighting a fire is to call 911, assist people and attempt by using an extinguisher. He said make sure there is a clear exit behind you while using an extinguisher.

Mitchell said everyone needs to inspect their fire extinguishers. He said to make sure the cylinder is in good condition, the brackets holding the extinguisher to the wall isn't broken, etc. Sutphin also said everyone needs to make sure there are exit signs and a sign showing where the fire extinguisher is located.

Brown asked everyone if they have changed out their fire extinguishers. Everyone said no. She asked how many have gotten with Fire Station 6 to have extinguishers replaced. Lewis and Kroboth said they told them they don't have any in stock. Lewis said he gave them a list and have not heard anything. Brown asked if they need to order extinguishers and everyone said yes. She said the divisions can't be without an extinguisher while they drop off one at the fire station. Brown said she would need to discuss this with Jim Russell.

##### B. Safety Training- Britt Hubbard:

Hubbard said the safety training videos are a good idea and passed out a list of the different videos offered. He said they come with teacher's guides and a quiz. Hubbard also said he feels everyone will pay more attention to these then attending a class. Brown asked everyone to give her some ideas of which type of videos they would like. She also said this will be more cost effective. Hubbard said he would like the different divisions to let him know what type of subjects they are more involved. He said this would give instant access to classes and help with new employees.

Brown said the safety class training hours are going to change. She said that the Blood

borne Pathogens and HazCom classes are going to be combined this year. She said it will be a 3 hour class and this will enable everyone to get it over and done for the year at one time. Allen passed out copies of the safety classes offered this year and said supervisors shouldn't deny employees attending a safety class. He also said they don't always let the employees know about classes. Brown said the supervisors are supposed to allow employees to go to training. Kroboth stated that the purpose of the safety training is not just for a paper award but for safety purposes.

C. Discuss Safety Rep At-Large:

Brown said this position is open due to Elton Rogers leaving. She said this person will represent all division who do not have a safety rep; such as, City Hall and the City Hall Annex.

5. *COMMUNICATION/DISCUSSION:*

None.

6. *ADJOURNMENT*

A. Motion to adjourn the meeting by: Chew Allen Second by: Pennie Wolfe

Ayes: All Nays: None

Meeting was adjourned at 2:48 pm