

Minutes
GENERAL EMPLOYEE SAFETY COMMITTEE
February 20, 2020
City Hall – Public Mtg Rm #3
212 SW 9th Street
1:30 P.M.

The meeting was called to order by Britt Hubbard at 1:33pm

1. Roll Call

Members Present:

Kelli Alvarado, Community Services
Jim Bonnarens, Lakes
Candy Brown, Safety & Risk Officer, HR
Britt Hubbard, SSC/SSTD
George Kroboth, SEWTP
Matt Caldwell, SWC
James Lovingier, Electronic Maint
Roy Rodrick, Animal Welfare
Aaron Stobbe WD
Melissa Zermino, Streets

Members Absent:

Sir Allen, WW Maint**
Ricky Botts, WD**
Wade Lewis, *
Jason Mansel, **
Don Schafer, Electronics*
Lindsay Tate, Police Tech**
Ashlie Kilpatrick, Emergency Communication**

*excused **unexcused

Others Present:

Cindy Griffin, Admin Asst III, HR

2. Minutes

A. Approval December 19, 2019 Minutes.

Motion to approve minutes by Kroboth with a second by Lovingier.

AYES: All – NAYS: None

Motion carried.

3. Old Business

None

4. New Business

A. Planning for Workplace Emergencies & Evacuations

Hubbard discussed the importance of having the workplace emergency & evacuation procedures updated and in every building and asked the committee if they recently reviewed the ones currently up. Kroboth stated his would need to be updated.

Hubbard stated if they need help with the drawings to send him a scanned copy email and he can have Lewis draw one for them. Kroboth will send him a copy.

Hubbard passed out the bomb threat evacuation procedures to the committee.

Brown will send cindy a copy of evacuation procedures to email to committee members.

Hubbard asked if everyone had everything they need for safety meetings, training materials. Hubbard reminded them that whenever they use the videos for training to always put the number and name of the video on the notes that go to Candy.

5. Communication/Discussion

Brown asked if they were doing their lock out tag out. There are a few departments that have but some that have not.

Hubbard stated that Fuel site is also mandatory.

Hubbard reviewed some of policies that should be viewed once a year:

- Lock out tag out
- Fuel key
- Stormwater mitigation
- Icy weather driving, slips trips & falls.
- Chemical spills
- Confined space

Everyone should get a copy of the procedures once a year and sign off on them and filed away.

6. Adjournment

Motion by Bonnarens with a second by Lovinger to adjourn the meeting at 2:14p.m.