

Minutes
GENERAL EMPLOYEE SAFETY COMMITTEE
March 21th, 2013
CITY COUNCIL CONFERENCE ROOM
1:30 P.M.

The meeting was called to order by Don Schaefer at 1:35 pm.

1. *ROLL CALL*

MEMBERS PRESENT:

Don Schaefer, Electronic Maint.
Britt Hubbard, Sewer Constr.
Frank Davis, WWTP
Roy Rodrick, Animal Welfare
Paul Caldwell, SWC

Michael Guinn, WTP/MPWTP
Chew Allen, WWC/WWM
Cam Huynh, Drainage
Darrin Hall, Neighborhood Services
Candy Brown, Safety & Risk Officer

MEMBERS ABSENT:

James Breedlove, Revenue Services**
Leon McGahee, Cemetery**
Norman Busch, Streets**
Rusty Whisenhunt, Engineering**
Jeffrey Mowry, Equip Maint**
Glenn Hinton, Parks and Rec*
Bobby Finley, WD*
Mike McCollum, Landfill**
Terry Sellers, Police Tech**

OTHERS PRESENT: Chris Woodall, LFD Fire Investigator
Tiffani Burk, HR

*excused

** unexcused

2. *MINUTES*

A. Approval of minutes of February 21st, 2013
Motion by: Britt Hubbard Second by: Darrin Hall
Ayes: All Nays: None Motion Carried

3. *OLD BUSINESS*

None

4. *NEW BUSINESS*

A. Fire Safety: Don Schaefer said he wanted to talk about Burn Bans or Red Flag alerts. We have a lot of people welding. Street department is doing asphaltting and patching holes. We are using open flames. He passed out a handout. He said it covers rules for outside burning. On the back page is what the county looks at to determine whether to create a burn ban or not. He said this is pretty much nationwide, everyone uses the same form.

The extended forecast for this summer is dry. It is supposed to be drier than last year. Last year we had 2 incidents but the crews were able to take care of them on their own without calling the fire department. He said he asked the Fire Marshall to come and give us a heads up on this.

Chris Woodall, LFD Fire Investigator introduced himself. He said if you have any questions about anything involving fire, investigations, public education or anything don't hesitate to give him a call or anyone in his office. He said the paperwork that Don passed out has good information and you can go to the website and get more about burn bans. He said we will probably be under a burn ban again this year. Open burning inside the city limits is against the City ordinance. If we write a ticket for that, it is \$750.00. Britt Hubbard asked what would be open burning. Chris said anything that is not in something that is made for burning. If it is made for burning it has to be on a 10 x 10 non combustible surface and not have dead vegetation around it that could catch on fire. Chris said they also inform people that they still could be held liable for any damages that happen while they are burning.

Chris said fire extinguishers are very important to have around. There are dry chemical or water extinguishers. You could also have a water hose close by. He asked the members if they had been to a class about fire extinguishers. They all said yes. Chris said one thing in those classes that they don't talk about is the maintenance on fire extinguishers: how they work, what to look for to see if they are bad etc. If you ever have to use one, then station #6 on SE 45th will service it for you. You should check your extinguisher monthly or as often as you can. You should turn it upside down, then turn it right back up. You should feel it sloshing around in there like water. It is a very fine powder. If it sits for a long period of time it becomes hard as a rock. If you have a fire then it would be worthless. Make sure that the powder in there stays loose. You can turn it upside down and hit it on the bottom with a rubber mallet to break it loose. He said did you know that you can't test an extinguisher? Only thing you can go by is the gauge. If the gauge has been damaged then you want to have it looked at. He showed them about the lever and explained how it works. Water extinguishers are made about the same. Turn it upside down. Same concept, pull the pin.

He asked if they know what to do if you have a grease fire at home. Don't throw anything on it. Best thing is to put a lid on it. Take something big and put over the top of it and turn the burner off. Same thing for combustible liquid fires. If you have gas or diesel. A dry chemical fire

extinguisher is the best thing to use. It puts a film over the top of the chemical. Britt said our policy is that the extinguishers will be checked once a month and at one year they are to go to the fire department to be checked. Chris said on the once a month check, you are checking the pressure gauge and the hose. Take it off the rack or where it is secured and turn it upside down to roll that powder around. You should feel the weight shift.

Chew Allen asked about grilling outside during a burn ban. Chris said sure, you can use propane or charcoal. As long as it is on a 10 x 10 noncombustible surface. It is best to have a water hose or extinguisher close. He said also you need to remember to use the 911 system. While you are trying to put out the fire someone else could be calling 911.

Don asked if the guys are welding outside and we are in a burn ban, is there supposed to be watch guy. Somebody that is supposed to be watching for fires. Chris said yes and that should be their only job. They shouldn't be doing other things. Britt said they see more sparks when they use quickie saws. They throw sparks if you are cutting cast iron or rebar. Don said he had some welding done behind the admin building and after they finished, the Welder said he had to stay 30 minutes to make sure it didn't spark up. That was the first time he had heard of that. Chris said he hadn't heard that but it is a good idea. Chris said if you guys ever need anything give him a call.

Don said he knew someone that was an underage smoker and got pulled over by the police so she threw the cigarette out the window. They were under a burn ban so she got a \$750.00 fine for littering and \$750.00 for the burn ban.

5. *COMMUNICATION/DISCUSSION*

- A. Don said as far as the agenda goes, you guys need to be given me ideas for the meetings.
- B. Don said IT has a training room. We can go over there and watch training videos if we need to. He asked Candy Brown can we get new training videos.
- C. Don said Equipment Maintenance doesn't have any money left in their budget. Britt said during the last EAC meeting the City Manager spoke and he said that right now we are trying to preserve jobs and they are scrutinizing the budget even more than they have done in the past. Revenues are not looking good due to burn ban, water sales etc. Britt said the growth may not be there because of jobs lost at Ft. Sill. He said they are trying to cut costs even out of this year's budget as much as they can and it will continue through to next year's budget. We are trying to set up some meetings that will be for all of the city employees to meet with the City Manager. It will let him talk and answer questions about what is going on with the budget so that you are not hearing rumors. Britt said one thing the Manager specifically

said was the idea that if you have money left, spend it all so you will get more next year or if you don't spend it all, then you will get less next year. That is definitely not something he wants to hear. Britt said the money is not there. 70% of the budget goes to the employees and 30% goes to what we do. If there is a cut in money, then probably there would be a cut in the 70% for employees. The Manager said he did not want to see employees cut. Don said at Ft. Sill they are furloughing. They are not cutting jobs as of right now. Britt said a directive was sent to the department heads that was to be given to all employees about the budget. He said if you did not see a copy of it then he will send you a copy.

- D. Don asked about the safe driver awards. Candy said they will printed next week and be distributed the first of April.
- E. Candy said April's training calendar will go out today before she leaves. April 3rd, the safety reps have training for fire extinguishers from 9:00 to 11:00 in the morning. If you all could attend that would be great. The first aid class that had been discussed previously unfortunately she cannot add any more classes. She does have one class open that will hold 8 students. If you want to give her a name of someone from your division that you would like to attend, she will add them until the class is full.
- F. Don said if you want a copy of "Chains 101", he has it. It shows you about crossing the chains on the trailers.
- G. Cam Huynh said Stormwater has 2 new videos for a total of 4. Your division is only required to watch 1 per year. You can contact Jeremy Russell or Cam and they will get it to you. They range from 14 minutes to 30 minutes.

6. *ADJOURNMENT*

- A. Motion by: Britt Hubbard Second by: Darrin Hall
Ayes: All Nays: None
Meeting was adjourned at 2:30 pm