

**MINUTES**  
**WORKPLACE SAFETY COMMITTEE**  
**Wednesday, December 5, 2018**  
**8:15 AM**  
**THIRD FLOOR COMMITTEE ROOM, CITY HALL**

Ken Kozak called the meeting to order at 8:15 AM.

**Members Present:** Ross Blaha, Lee Bruechert, Dave Casebeer, Jeff Dawson, Kris Klein, Brian Kohlmeier, Ken Kozak, Steve Pagels, Sally Schmidt, Scott Schneider, Jared Rohrer and Josh Ring, Safety Coordinator

**Members Absent:** Scott Ahl, Kevin Boehm, Dave Buss, Joe Collins, James McDonald

Motion made by Scott and seconded by Ross, to accept the November 7, 2018 minutes. Motion carried.

**Old Business:**

- Generator drill at Park & Rec went well. Good practice and discussion.
- Cybersecurity Training. The video recording didn't work out, but the power point and materials can be found on the C: Drive in the Safety Folder. These materials are there for anyone who couldn't attend the training.

**Incident/Near Miss Reporting:**

- There was 1 near miss reports this month.
- There were 2 incident reports:
  - 1 FD
  - 1 PD

**Inspection Reporting:**

- There were no inspections done in November.

**New Business:**

- The Workplace Safety Meeting dates have now been changed to the 2<sup>nd</sup> Thursday of each month at 8:15a.m. The next meeting will be Thursday, January 10<sup>th</sup>.

**Monthly Safety Theme:** SPCC

**Training:**

- Dec. 19, 2018 – Annual review of SPCC Plan – Field Employees Involved with SPCC – 7:15 am @ DPW Garage
- Jan. 23, 2019 – Review Incidents from 2018 & Discuss Safety Goals and Objectives for 2019 – **ALL EMPLOYEES** – 7:15 am & 8:15 am @ CH Chambers and 12:30 pm @ Water & Light Break Room

Next meeting scheduled for Thursday, January 10, 2019 @ 8:15 a.m.

Motion to adjourn made by Kris and seconded by Brian to adjourn. Motion carried.

Meeting adjourned at 8:48 AM.

Respectfully submitted,  
Ken Kozak