Safety Committee Meeting: 08/27/2009 @ 11:00 am in Executive Office Conference Room

In Attendance:

Cecilia Mever

Finance – Risk Management

Duane Bottoms

William Thomas

**Human Resources** 

Kim Christiansen Elaine Werlinger Jon Kephart DA Office Library Wastewater

Parks

Rea Thompson

**Development Services** 

Gary Dunn

Fire Department

**Handouts:** Health and Safety Committee Finalized Charter.

Training Video Viewed: none

Safety Committee Minutes from 07/30/2009: Not Reviewed

## Discussions:

- 1. **Introduction of Cecilia Meyer (Risk Manager)** her background and expectations of addressing the needs of the Community and satisfy the needs in a timely fashion
- 2. **Automatic External Defibrillator** All AED'S have been picked up in every department and will be updated by ZOLL in October.
- 3. **Inventory of all Safety Tape/Material** Cecilia encourages all City Employee's to utilize any Safety materials and take advantage of them.
- 4. **Implementation of an Agenda-** When sending the Minutes out to the Safety Committee, we will also send out the Agenda for the next meeting. Please Submit any items you would like to add to the agenda for discussion to Amanda at least one week prior to the Safety Committee Meeting.
- 5. **City Awareness of the Safety Committee-** the Safety Committee will think of ways to make the Safety Committee known to all the City Employees.

## "Homework" to be done before next meeting:

All Committee Members will locate and take inventory of tapes-Safety Materials and advise Cecilia of what you have.

Next Meeting to be held @ City Hall in the Capital Conference Room on September 24th @ 11:00 am