

APPENDIX C

SAFETY COMMITTEE MEETING MINUTES

Meeting Date: June 13, 2024

Meeting Time: 9:00 A.M.

Meeting Location: Board Chambers, Town Hall

Members present/absent: (Excel spreadsheet, attached)

Guests: None

Meeting was called to order at 9:00 a.m.

Ms. Benjamin brought the meeting to order.

Ms. Benjamin took roll call.

Ms. Benjamin asked if there were any additions or deletions to the meeting agenda. There were none. The meeting agenda was approved.

Ms. Benjamin asked if there were any additions or deletions to the minutes from the May 9, 2024, meeting. There were none. The minutes for the May 9th meeting were approved.

Discussion of unfinished business

(A) Review: First Amendment audit training: Ms. Benjamin notified committee members that Elisha Hodge with Public Entity Partners will be providing the First Amendment audit training for the second quarter. There will be three sessions held in Board Chambers on Wednesday, June 26th. The times of the sessions are 8:30 AM – 10:00 AM, 10:30 AM – 12:00 PM, and 2:00PM – 3:30 PM. Ms. Benjamin notified Fire and Public Utilities that no one has signed up from their departments. Representatives from the two departments responded that they would sign up after the meeting. The question was asked if there would be a make-up session for the employees that could not attend. Ms. Benjamin responded that there will not be a make-up session and the information will need to be relayed to all employees that cannot attend. Public Entity Partners is hoping to have on-line training available by the end of the year.

(B) Review: Town Hall fire drill results: The fire drill at Town Hall was held on Friday, May 31st. Ms. Benjamin noted that overall, the fire drill was successful. All employees were accounted for in five minutes. Ms. Benjamin commented that a text group was utilized allowing for quick communication between those individuals tasked with taking attendance at their meeting points. Only one employee was unaccounted for. Ms. Benjamin reminded committee members of the importance of having a plan in place that can quickly account for personnel. No employees were observed returning to their offices for personal belongings or bypassing the nearest exit to utilize an exit door closer to their meeting location.

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(C) Review: CPR Certification classes: CPR certification classes are scheduled for June 19th from 9:00 AM – 12:00 PM and 1:00PM – 4:00 PM. The classes will be held at the Fire Administration Building located on Peterson Lake. Ms. Benjamin initially only sent the sign-up sheet to the employees that showed interest in attending since the sessions had to be reduced. With spots still available in both sessions, Ms. Benjamin will send the sign-up sheet out to all employees.

New Business

(A) Discuss: Year End Mileage Report: Ms. Benjamin reminded committee members that vehicle mileage should be recorded either at the close of business on Friday, June 28th or at the beginning of the shift on Monday, July 1st. Natasha Irby commented that she will be sending an email out to the director of each department asking for the information to be sent to the finance department by the close of business on July 3, 2024. Once the email is received the mileage is recorded and submitted, it was reiterated that the mileage needs to be recorded at either of the two times previously mentioned. If a vehicle is not going to be driven after the close of business on June 28th, the mileage can be recorded then, if the vehicle is driven over the weekend the mileage will need to be recorded the morning of July 1st. Dawn Weir asked if the admins can be copied on the email to ensure the mileage is recorded. Natasha Irby responded that she would include the admins. The question was asked if the mileage for all vehicles needs to be recorded, Natasha responded that only passenger vehicle mileage was needed.

(B) Discuss: Hazard Communication Training/Updating SDS: Hazard Communication training will be the third quarter safety training. This training is required by OSHA to be completed annually. Ms. Benjamin told committee members that employees will not have the entire quarter to complete the training. All employees will need to complete the training by Wednesday, July 31, 2024. The training video will be assigned and available to employees on July 1st to ensure the maximum amount of time is available for employees to complete the training. The video is approximately fifteen minutes in length.

Ms. Benjamin reminded committee members to use this time to update SDS binders to ensure that all chemicals are accounted for. She also reminded committee members that all new employees that work with chemicals must be trained in the hazards and where the SDS is located. If any new chemical is introduced to the workplace training must also occur.

(C) Discuss: Fuel Island Procedures: Ms. Benjamin alerted committee members that there have been reports of employees not turning their vehicle off while fueling. This is not an individual department problem but a town wide problem. Ms. Benjamin asked that all employees be counseled on the importance of turning off their vehicle while fueling. This is a policy. There is signage on the fuel pumps indicating that the vehicle be turned off while fueling.

The question was asked if vehicles should be left running while unattended in Town Hall parking lots. Ms. Benjamin responded that all vehicles should be turned off and keys removed when not being driven unless being utilized for a task that requires them to run to complete the task.

Miscellaneous Discussion Items:

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(A) Review: 2024 Second quarter building inspections: Ms. Benjamin reminded committee members of the buildings they were assigned for the second quarter. Committee members have until June 30th to complete the inspections.

- Melissa Hampton, Mark Ellis, Yvonne McKinney: Library inspection is scheduled for Friday, June 21st.
- Natasha Irby, Sean Williams, Valerie Webster: Shelton Rd. WWTP inspection is scheduled for Friday, June 21st.
- Roger Wescott, Joe Casey, James White: Fire House #3 and Admin inspection is scheduled for Thursday, June 20th.
- Rosalyn Yates, Dawn Weir, Clay Ticer: Fleet Maintenance is scheduled for Thursday, June 20th.

(B) Review May First Report of Injuries:

- An employee was exiting his vehicle when his foot slipped, and he twisted his ankle. He was coached to keep three points of contact when exiting the vehicle. No missed days of work.
- A police officer responded to an animal complaint call. While trying to apprehend the dog, the employee was bitten on the lower left leg. Ms. Benjamin asked Inspector Williams if it is common for the police to respond to these types of calls instead of animal control. He commented that in this case the report was received after hours for the animal shelter, therefore, the police responded. Most of the time the police will respond regardless because they can make the scene quicker than animal control. No missed days of work.
- An employee was removing cabinets from an RV that had been on fire. The employee felt a pain in the right neck, shoulder, and back area. The report indicated that to prevent this type of injury in the future the work needed to be rotated between employees to ensure that someone is not overworked.

(C) Review: May Liability and Property Claims:

- A cell phone was damaged when the officer was transferring several inmates and their possessions from the Collierville jail to Shelby County jail. The cell phone was dropped, cracking the screen. The cost to replace the cell phone was \$1,284.
- A sanitation truck was damaged presumably at the landfill. Fleet services noticed the damage and reported it to the sanitation manager. At the time of the damage the truck was being used by several different drivers and no one reported the damage. A proper post-trip inspection would have found the damage. Employees were counseled to do post-trip inspections. The estimate for the repair is \$5,400.

(D) Update: Toilet seat covers from May meeting: Ms. Benjamin spoke with Derek Honeycutt about the toilet seat covers being available in the town hall restrooms. At one time the toilet seat covers were available, but they caused plumbing issues. It is believed that one of the causes was when people would grab one, if two or three came out as well, they were all being flushed. Although they are made to be flushed, they do not break down immediately and were causing clogs. We discussed using disinfectant wipes, but they cause the same problems.

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(E) Miscellaneous Discussion: Dawn Weir opened the discussion with an incident that occurred on a Friday afternoon when police responded to a vehicle accident at Poplar and Houston Levee and noticed a gas smell that was not associated with either vehicle. The police department notified MLGW of the gas smell. MLGW reported to the intersection and work ensued to discover where the leak was coming from. Along with other repairs that were taking place by Norfolk Railroad at the intersection traffic was greatly affected. The engineering division was inundated with calls from citizens and members of the BMA wanting to know what was happening and alerting staff that no traffic control was established. Dawn asked if it was possible for the police department to notify engineering when MLGW is called on gas leaks so that the appropriate lane closure and traffic control can be put in place and all affected departments can be notified. Inspector Williams requested that Dawn Weir email him the incident details and commented that it will not be a problem going forward to notify engineering either by phone call or email.

Discuss Next Month Business:

- (A) Next scheduled Meeting: July 11, 2024
- (B) Update third quarter safety training.
- (C) Assign third quarter building inspections.
- (D) Review June Liability and Property Claims
- (E) Review First report of injuries

The meeting was adjourned at 10:01 A.M.