



MEETING MINUTES

CITY OF MOLALLA SAFETY COMMITTEE

March 15, 2022

9:00AM

Molalla Civic Center

315 Kennel Avenue, Molalla, OR 97038

1. CALL TO ORDER AND ROLL CALL

Staff Present: Michelle Satyna, Asst. Director - Library; Christie Teets, City Recorder – City Hall; Julie Larson, Planning Specialist – Civic Center; Gus Watkins, Sgt. – Molalla PD; Jamie Ward, Executive Admin Asst/Deputy City Recorder – City Hall; Tim Gustafson – Gustafson Insurance

Absent: Devin Oei, Utility Worker II – PW Shops

Christie called the meeting to order at 9:02am.

Christie welcomed Tim Gustafson and had him introduce himself to the group.

2. CONSENT AGENDA

- A. Meeting Minutes – December 1, 2021
- B. Meeting Minutes – February 9, 2022

A motion was made by Jamie Ward to approve the meeting minutes, seconded by Michelle Satyna. Vote passed with all members voting Aye.

3. OLD BUSINESS

- A. AED Training Update

Christie shared with committee members that at a recent Department Head meeting, the management team did not feel that AED training was necessary, as the AED has verbal instructions on the unit. Sgt. Watkins disagreed, and felt it was wise for all staff to be trained, so that employees would at least be familiar with the unit. Discussion about a 10 minute training video took place, when Tim Gustafson offered to provide a link through CIS. It was the decision of the committee to provide the link to all staff members, with an acknowledgement form, stating that they had reviewed the video.

- B. First Aid Kits

Julie stated that she had not had time since our last meeting to locate a company that provides First Aid Supply service. Michelle offered an Amazon link that she had used to place an order recently. Each department agreed that we have enough supplies for employees at this time.

- C. Facility Visits

Christie shared that a CIS Best Practices meeting was held on March 8th. The result of that meeting was a scheduled facility walkthrough with CIS Representative Tom BeLusko. Tom is meeting with Christie on Friday, April 1st, at 9:00am. Facilities that will be toured are City Hall/PD, Civic Center, and PW Shops. The purpose of this visit is to be sure that each building is following OSHA Rules, and to check the security of each building. Christie will report back to the team at the next meeting.

4. NEW BUSINESS

A. Musculoskeletal Disorders (Oei)

Devin was unable to attend the meeting, therefore this item will be placed on the next agenda.

The next meeting is scheduled for April 19, 2022 at 9:00am, at City Hall.

5. ADJOURN

Christie adjourned the meeting at 9:34am.

ATTEST: Christie Teets, Safety Committee Chair
City Recorder