



## **MEETING MINUTES**

### **CITY OF MOLALLA SAFETY COMMITTEE JULY 18, 2023 | 9:00AM FOX PARK PAVILION**

#### **STAFF ATTENDANCE**

Staff Present: Beka Murcay Asst. Library Director - Library; Christie Teets, City Recorder – City Hall; Nicole Ricker – Molalla PD; Suzanne Baughman, Executive Admin Asst. – City Hall; Devin Oei, Utility Worker II – PW Shops

Absent: Ronda Lockwood, Planning Specialist – Civic Center (call to another meeting)

Christie called the meeting to order at 9:01am.

#### **CONSENT AGENDA**

- A. Meeting Minutes – May 16, 2023

#### **GENERAL BUSINESS**

- A. Heat Illness Review

Christie provided the group with two handouts related to Heat Illness Prevention, as a reminder for each department. PD & PW are the primary groups affected by the heat.

- B. Safety Check In – How Is Summer Going?

Handouts prompted discussion about how the summer is going. Nicole is making sure that PD employees have what they need for water, PPE, and other related supplies. Devin expressed the need for water bottles at the PW Shops. Suzanne offered to purchase cases of water and deliver them to the Shops later in the day. She also suggested a cooler, so PW could fill them with water bottles as needed. After discussion of ice, it was decided that reusable freezer packs would be most cost effective. Devin is making sure that pop-up shades are being used when it is really hot and no shade is provided. Christie sent a letter to department heads sharing the discussion after the Safety Committee meeting, that is attached to these meeting minutes.

- C. Cintas Meeting

Christie met with a representative from Cintas earlier in the morning. Cintas provides First Aid supplies, PPE, Fire Extinguishers, etc. in order to keep businesses compliant with OSHA. She presented options to the group and asked for feedback.

Each department felt that they had what they need in the way of supplies. Nicole suggested a higher grade (thicker) glove for PW employees to wear when dealing with Hazardous Materials. Nicole will email Devin what the PD orders.

It was suggested that each Support Staff would be responsible for making sure their departments are covered. Suzanne – City Hall, Nicole – PD, Ronda – PW & CC.

#### **ACCIDENT INVESTIGATION**

None.

**ADJOURN**

Christie adjourned the meeting at 9:37am.

The next meeting is scheduled for August 15, 2023 at 3:00pm at Clark Park.

ATTEST:     Christie Teets, CMC  
                  City Recorder | Safety Committee Chair