



**CITY OF MOLALLA**  
**SAFETY COMMITTEE MEETING MINUTES**  
**November 21, 2023 @ 9:00 AM**  
**LOCATION: City Hall Conference Room**

**STAFF ATTENDANCE**

**Staff Present:** Nicole Ricker, Suzanne Baughman, Andy Oliva, Beka Murcra, Ronda Lockwood, Jamie Joost.

**Absent:** *Devin Oei*

Andy called the meeting to order at 9:06am

**CONSENT AGENDA**

- A. Safety Committee Meeting Minutes – October 17, 2023

All attendees approved Minutes from 10/17/23 and meeting Agenda.

**GENERAL BUSINESS**

- A. Review and update of previous meeting action items.  
B. Safety Check-In
1. Safety Committee discussed 1<sup>st</sup> Aid supplies and reorder process.
    - Andy will contact Mac to identify person responsible for reordering 1<sup>st</sup> Aid supplies for WWTP & Public Works. Resolved – Andy to contact Ronda and request she order 1<sup>st</sup> aid supplies as necessary.
    - Nicole to contact Canby Police Department regarding contents of their Trauma Kits. We'll compare contents and reorder necessary supplies. Complete – We will need to order supplies as needed.
  2. Andy to continue conducting overall safety check-in of each department. Andy will be conducting walk through's of each facility, inspecting First Aid kits, checking for potential hazards, etc.
  3. Safety Committee to conduct safety inspections in January '24.

**ACCIDENT INVESTIGATION**

None.

**ADJOURN**

Andy adjourned the meeting at 9:30am.

The next meeting is scheduled for December 19, 2023, at 9:00am at City Hall.

ATTEST: Andy Oliva  
Human Resource / Risk Manager  
Safety Committee Chair