

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
APRIL 7, 2020 AGENDA**

| Subject: | Type: | Submitted By: |
|---|--|--|
| APPOINTMENT OF SAFETY STEERING COMMITTEE MEMBERS | ◆ RESOLUTION ORDINANCE RECEIVE/FILE | JEFF SINNETT CHIEF BLDG. OFFICIAL/SAFETY STEERING COMMITTEE CHAIRPERSON |

SYNOPSIS

A resolution has been prepared in reference to the appointment of selected personnel to the La Vista Safety Steering Committee.

FISCAL IMPACT

N/A

RECOMMENDATION

Approval

BACKGROUND

In accordance with the provision of state law 48-443, the Safety Steering Committee is comprised of an equal number of representatives for the Employer and the Employees. It is intended that the committee represent a diverse cross-section of city departments and employees. We have member terms expiring the end of April 2020.

I recommend the appointment of these individuals to a 2 year term:

| | | |
|---------------|-------------------------|----------------------------|
| Todd Armbrust | Employer Representative | 2 year term through 4/2022 |
| Randy Trail | Employer Representative | 2 year term through 4/2022 |
| Ryan South | Employee Representative | 2 year term through 4/2022 |
| Terry Foster | Employee Representative | 2 year term through 4/2022 |
| Jean Hurst | Ex-Officio (Non-Voting) | 2 year term through 4/2022 |

Other members of the Safety Steering Committee include:

| | | |
|-------------------|------------------------------------|----------------------------|
| Jeff Sinnett | Employer Representative (Chairman) | 2 year term through 4/2021 |
| Pam Buethe | Employer Representative | 2 year term through 4/2021 |
| Brian Burke | Employee Representative | 2 year term through 4/2021 |
| James Berger | Employee Representative (FOP) | 2 year term through 4/2021 |
| Bill Bowes (Fire) | Ex-Officio (Non-Voting) | |

RESOLUTION NO.

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA PROVIDING FOR THE APPOINTMENT OF SAFETY STEERING COMMITTEE MEMBERS.

WHEREAS, The City Council of the City of La Vista has determined that appointments to the La Vista Safety Steering Committee are necessary; and

WHEREAS, a recommendation by the City Administrator, in consultation with the staff, has been made regarding appointments; and

WHEREAS, the recommended appointments comply with N.R.S. 48-443:

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of the City of La Vista, Nebraska, do hereby appoint the following city employees to the La Vista Safety Steering Committee for the terms specified:

| | | |
|---------------|-------------------------|----------------------------|
| Todd Armbrust | Employer Representative | 2 year term through 4/2022 |
| Randy Trail | Employer Representative | 2 year term through 4/2022 |
| Ryan South | Employee Representative | 2 year term through 4/2022 |
| Terry Foster | Employee Representative | 2 year term through 4/2022 |
| Jean Hurst | Ex-Officio (Non-Voting) | 2 year term through 4/2022 |

PASSED AND APPROVED THIS 7TH DAY OF APRIL 2020.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk

City Safety Committee Structure

The purpose of this policy will be to define the organization, responsibilities, and tenure of the members of the City of La Vista Safety Committee.

Organization

The committee will be organized as follows:

1. Four of the eight members of the Committee shall be representative from each of the City's bargaining groups and non-bargaining personnel. In accordance with the provisions of Nebraska Revised Statute 48-443, which requires the Committee be comprised of an equal number of representatives for the Employer and the Employees. The Employer representatives can be from any management level and may include non-management employees if so desired as determined by the Directors of the various City departments who submit the names of individuals who are interested in serving on the Safety Committee. It is intended that the committee represents a diverse cross-section of all City departments and employees.
2. The names of all Committee members shall be made available to all City employees.
3. The initial terms of the members of the Safety Committee shall be staggered so that four members are appointed for a two-year term and four members are appointed for a three-year term beginning on April 15, 2008. Thereafter, all members of the Committee shall be appointed for a two-year term.
4. The Committee shall select a Chair and a Vice-Chair from its membership who shall serve for terms of two years unless otherwise provided for as determined by the members of the Committee.
5. An employee of the City shall serve as an ex-officio, non-voting member of the Committee for purposes of coordinating the meetings of the Committee; maintaining all records of Committee meetings; handling correspondence pertaining to the Committee; maintaining accurate minutes of all meeting transactions and providing copies of minutes to each Committee member; assisting the Chair in planning Committee meetings; establishing an agenda for each meeting; and providing any other administrative assistance required by the Chair or Vice-Chair. This person must be competent in the use of Microsoft Word and Outlook. The ex-officio member shall be appointed for a two-year term.
6. A representative of the Fire and Rescue Department serving the City of La Vista shall serve as an ex-officio, non-voting member of the Committee for purposes of working with the Safety Committee to help insure all responsibilities of the Safety Committee are carried out.
7. The specific responsibilities of the Safety Committee shall consist of the following:

City of La Vista

Council Policy Statement

City Safety Committee Structure

- A. In accordance with state law, the Committee shall adopt and maintain an effective written injury prevention program;
 - B. The Committee shall actively engage in promoting safety at all work sites throughout the City;
 - C. The Committee shall make recommendations regarding methods of addressing safety and health at work sites throughout the City;
 - D. The Committee chair or vice-chair shall accompany a representative of the State of Nebraska Department of Labor during any safety inspections conducted by the Department of Labor in accordance with the terms of Nebraska Revised Statute 48-443 or the Department of Labor rules and regulations promulgated to those statutory provisions;
 - E. The Committee shall assist in the investigation of unsafe practices or conditions which are brought to the attention of the Committee and provide recommendations with respect to preventing reoccurrences of such practices;
 - F. The Committee shall facilitate the safety inspections of City facilities.
 - G. Committee members upon request shall serve on any subcommittee which is created by the Safety Committee to study specific areas of concern relative to safety concerns and accident prevention;
 - H. Committee members shall review accident/injury reports and records and, if appropriate, make recommendations regarding methods to prevent the occurrence of future accidents/injuries;
 - I. Committee members should take all reasonable measures to attend a meeting and if unavailable, shall request an excused absence.
 - J. Committee members shall perform any other duties and assignments deemed necessary by the body as a whole.
8. The Safety Committee shall meet quarterly (January, April, July, October) on the second Tuesday of the month at 9:00 am at the La Vista Police Station.
9. The Chair of the Safety Committee shall be responsible for conducting all Committee meetings in an orderly and businesslike manner; encourage suggestions to improve workplace safety; have a good working knowledge of City safety policies and procedures; and provide for meetings of the Safety Committee on a quarterly basis or as otherwise directed by the body as a whole. In the event the Chair is unable to attend a meeting, the Vice-Chair will conduct the meeting in his or her absence.
10. The Committee Chair and Vice-Chair should be selected from the members of the Committee as soon after the Committee members' terms commence on or about April 15, 2008.
11. The Committee may adopt any formal written rules of procedure for the conduct of its business and proceedings as it deems appropriate.