

**CITY OF LA VISTA  
SAFETY COMMITTEE MEETING  
MINUTES  
November 28, 2007**

**I. CALL TO ORDER**

A meeting of the Safety Committee convened on November 28, 2007 at 8:30 a.m. at District #2, 10727 Chandler Road, La Vista, NE 68128.

Present were Mary Alex, Pat Archibald, Todd Armbrust, Ann Birch, Pam Buethe, Pat Cavlovic, Ray Crane, Karen Fagin, Brenda Gunn, Ray Harrod, Rose Iwan, Bob Lausten, Cathy Lupomech, Rita Ramirez, Randy Ruhge, Jeff Siebels, Jeff Sinnett, Joe Soucie, and Scott Stopak.

Emergency Procedures announcement made by Lausten.

**II. APPROVAL OF MINUTES FROM MARCH MEETING**

A request was made by Lausten to approve the minutes from the September 26, 2007 meeting. Motion by Gunn, seconded by Buethe. Ayes: All.

**III. OLD BUSINESS**

**A. SUB-COMMITTEE BRIEFINGS**

**1. STANDARD POLICIES**

Lausten gave an update on the "Emergency Signs." All signs are up at the Police Department, Public Works, and City Hall. The Community Center and Golf Course are nearing completion. Iwan questioned the number needed for the library and Archibald indicated that the meeting rooms also need to be included in that number. Siebels noted that District #2 is also complete but Fire Station #1 is not, due to the lack of plans to base the information off of.

**2. SAFETY ANALYSIS AND TRACKING OF INCIDENTS**

Lupomech distributed incident reports for September and October. Discussion held on determining the accident "preventable" or "non-preventable." It was indicated that the Supervisor will make the determination.

Gunn questioned the use of the floor mat for the gym floor at the Community Center and noted that it was unsafe. Stopak suggested the only way to make it safer would be to tape all overlapping seams. Lausten suggested the mat could be an ADA issue for someone using a walker or a wheelchair. Discussion held on possibly purchasing a mat that would cover the entire floor, but storage would then become an issue. Gunn then requested that the floor mats no longer be used.

### **3. TRAINING AND INSPECTIONS**

Cavlovic distributed copies of the Facility Safety Inspection Summary for the inspections held on November 15, 2007, noting that most First Aid kits had expired products. Discussion held on who should be responsible for keeping products current. Gunn suggested all departments check their kits and determine what items need to be replaced. Rughe suggested only keeping the "basic" first aid supplies on hand, no medications. Ramirez indicated a new list of items needed to be created, which Buethe will handle. Cavlovic stated the next inspection is scheduled for late February or early March.

Corbit and Hurst attended the Red Cross Emergency Preparedness Seminar training on October 10, 2007 at the Red Cross, 2912 South 80<sup>th</sup> Avenue. Lausten stated that Corbit felt the training class was intended for more HR related issues and OSHA issues and indicated it was informative to a limited extent. Iwan distributed a hard copy report, provided by Hurst, for all members of the Safety Committee.

Sgt. Davis conducted the driver's training class which was attended by twelve employees, some of whom repeated the class. Buethe noted that the class was very informative and challenging, but fun. The class will be scheduled on an annual basis.

### **4. REWARDS AND INCENTIVES**

Stopak provided information regarding the new incentive game planned. The "kick-off" luncheon scheduled for January may be delayed until all details of the new game can be worked out. All members of the Safety Committee should e-mail Scott with suggestions on how to work the "Safe-Not Safe" game being planned.

## **IV. NEW BUSINESS**

- Update on City Pandemic Influenza Preparedness Plan:  
Lausten reported that Gunn has appointed a committee (Soucie, Lausten, Buethe, Uhl, Stopak) which is preparing plans with emphasis on continuity of City services. Department Heads will receive the information in December and comments are due to Gunn by March 1<sup>st</sup>. Once finalized, the plans will be forwarded to City Council for adoption.
- City-wide fire drill update:  
Archibald reported fire drills were held in all buildings, with most passing. It was noted that City Hall employees are to go to the designated area once outside the building. Supervisors are responsible for doing a head count to ensure all have evacuated, checking meeting rooms and restrooms. Gunn suggested having a re-training class on evacuation.
- Report on product /pricing information for field apparel:  
Sinnett reported on the cost of windbreakers and labeling with "City of La Vista" noting that after checking numerous suppliers, cost would be approximately \$30 each. One will be provided for each Department Head. Sinnett will create a list of others who should also have one.

- Follow up on funding for defibrillators  
Ramirez presented the report in Uhl's absence. Uhl had spoken to a few members of the fire department and the Public Information Officer was also checking for funding. Complete report will be provided after the holidays.
- Lausten will have a payroll flyer regarding safety reminders for the holidays.
- Gunn thanked all who worked on the Health Fair.

**A. DISCUSS NEXT MEETING DATE**

The next safety committee meeting is scheduled for January 30, 2008 at 8:30 a.m. at District #2.

**V. ADJOURNMENT**

Motion to adjourn by Iwan, seconded by Buethe.

The meeting was adjourned.