

# Safety Committee Minutes

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Monday, January 14, 2013

12:00 – 1:00 PM, Rooms 545/129

**Present:** Julie Fenning, Sandy Bratvold, Wes Stainbrook, Bryan Berger, Steve Crittenden, Becky Lindseth, Bob Gooden, Clinton Castle, James Jesme, Andrew Dahlen, Tyler Beckman, Jesse Adkins, Curtis Zoller, Lynell Wayne, David Christian, Kent Wagner, Jeffery Laskowske, Danika Braaten, and Colleen Kukowski

**Absent:** Mary Fontes, Shannon Boen, and Jodi Stassen

1. **Injury report** – No recordable injuries. We had an employee slip on the ice in the EGF north parking lot. No injuries reported. Discussion was held if more can be done to reduce risk of slipping on ice. **ACTION ITEM:** Grounds will monitor high traffic areas closely and Julie will send an email to all employees reminding them to be extra cautious with icy conditions.
2. **In-Service Presentation “Shots Fired”** – The committee shared feedback regarding the presentation by Tracy Worsley. It appeared that it was well-received with a lot of positive feedback.
  - a. **Panic Button** – There was a request to install panic buttons for various employees to utilize during an emergency. Julie mentioned a software Tracy Worsley had suggested. **ACTION ITEM:** Julie will research and bring to the next meeting.
  - b. **Motion Sensor Lighting** – Steve Crittenden shared there was a concern regarding the motion-sensored lighting. Not all rooms/offices are wired to be able to manually turn off. Clinton shared that some lights do not have an override switch. The EGF campus has an override on all switches. **ACTION ITEM:** A form will be created to email employees regarding override switches in their areas.
  - c. **Student Availability** – Julie shared that we can offer video to students to view. Julie will check to insure that students can’t share the link with the general public.
3. **MNSCU Compliance Visit** – The report has been received from Don Beckering, Director of Compliance at the system office. The findings report will be emailed to those affected. Once affected employees have been notified, an all employee email will be sent to ensure awareness of possible findings. The report with corrective action is due back to Julie and Colleen by April 15. Julie must submit to the system office by April 30.
4. **Lockdown Drill Scheduled** – Julie shared information regarding the upcoming lockdown drills. Employees have been notified and students will receive their email on Monday. Jim contacted law enforcement so they will be present at both sites.

Jim shared information regarding instructions for the emergency assistance personnel. There was a recommendation to create an evaluation form for the emergency assistance personnel and employees/students to provide feedback. There will be a meeting with law enforcement immediately after the drills for their feedback as well. Drills are scheduled as follows:

- a. Tuesday, January 29, 1:45pm, EGF**
- b. Wednesday, January 30, 1:45pm, TRF**

- 5. Airport Safety Update** – Tyler Beckman stated that there was nothing at this time.
- 6. Safety Items from Committee** – There was discussion on extremely icy conditions. It was recommended that employees contact maintenance immediately to notify them of icy areas.
- 7. Next meeting: Tuesday, February 19, 2013 Rooms 545/129/AC**