**Workplace Health & Safety Committee Minutes**

January 13, 2020 10:00

**Members Present:**

* Joe Kaczenski
* Marianne Berg
* Jessika Crook
* Larry Boxman
* Matthew Kleen
* Robert Davis

**Guests Present:**

* Deputy Chief Don Beck

**Additions to the Agenda:**

District Building Quarterly Inspections, New Business

**Reading of Previous Meeting Minutes**

*Rob Davis made a motion to approve the December 18, 2019 meeting minutes as presented. Matthew Kleen seconded the motion. Committee members Joe Kaczenski, Marianne Berg, Larry Boxman, Jesika Crook, Matthew Kleen, and Robert Davis gave a yes vote. The motion passes.*

**WHaSC Reports**

-A Near Miss incident was presented to the Committee and discussion was had.

The Committee makes the following recommendations:

* Management needs to provide coaching to all drivers involved in the incident. Coaching provides effective and constructive feedback on performance, activities and/or learned skills. The intent is to maximize individual and team potential. Coaching is not meant to be punitive or disciplinary, but rather create an environment of learning and transparency.
* Driver training needs to be provided to all personnel who drive district apparatus/vehicles.
* Policy 4010, Apparatus Operational Safety and policy 4011, Responding with Privately Operated Vehicles on Public Ways should be reviewed and updated accordingly.
* Management should send out an email or memo to all personnel regarding roadway passing protocol.

**Old Business:**

-A suggestion box has been purchased and will be installed soon. A notification about the suggestion box and where to locate it will be in the first issue of the new WHaSC newsletter.

-Chief Kaczenski and Rob Davis will work on producing an OSHA inspection requirements document.

-A suggestion box form needs to be created for safety reporting

-Chief Beck is talking to a company about new gutters for the Main Station building

-No progress on the Health and Safety Corner

-Marianne will send the link to OSHA training to all committee members

-A Wellness Safety topic for each drill will be a message from the WHaSC. Larry Boxman will work on a message for February.

**New Business:**

-Volunteer Fire Representative Don Bangert resigned from the WHaSC at the end of December 2019.

-Rob Davis will email volunteers in hopes of finding a new Volunteer Fire Representative to replace newly resigned Volunteer Fire Representative Don Bangert.

-Jesika Crook will be creating the first WHaSC newsletter soon. Newsletter will show Committee Bylaws along with an introduction on what the WHaSC is and who is on the committee. The newsletter will also explain how to submit comments and reports.

-Quarterly District building inspections will take place in the months of January, April, July and October. A member of the committee will accompany Chief Beck to each station and perform an inspection with him.

**Member Comments:**

None

**Meeting adjourned:** 11:13

**Next Meeting:** Monday, February 10, 2020 @ 1pm