



MEETING MINUTES

CITY OF MOLALLA SAFETY COMMITTEE

November 15, 2022

9:00AM

City Hall Conference Room
117 N. Molalla Avenue, Molalla, OR 97038

1. CALL TO ORDER AND ROLL CALL

Staff Present: Michelle Satyna, Asst. Director - Library; Christie Teets, City Recorder – City Hall; Ronda Lee, Planning Specialist – Civic Center; Suzanne Baughman, Executive Admin Asst. – City Hall
Absent: Devin Oei, Utility Worker II – PW Shops

Christie called the meeting to order at 9:00am.

2. CONSENT AGENDA

- A. Meeting Minutes – October 18, 2022

A motion was made by Ronda to approve the Meeting Minutes from October, seconded by Michelle. Vote passed 4-0, with all members voting Aye.

3. OLD BUSINESS

- A. AED/Fire Extinguisher – ADA Requirements

The group reviewed the email from Tim Gustafson of Gustafson Insurance regarding the requirements.

- B. CIS Witness Form

Ronda Lee volunteered to create/update a Witness Form for when accidents occur.

4. NEW BUSINESS

- A. Safety Committee Self Assessment

The group conducted a Self Assessment that will be reviewed at the January 2023 meeting. Each department will conduct Facility Inspections in December, that will be reviewed at the January meeting.

The next meeting is scheduled for January 17, 2023 at 9:00am at City Hall.

5. ADJOURN

Christie adjourned the meeting at 10:07am.

ATTEST: Christie Teets, Safety Committee Chair
City Recorder