



MEETING MINUTES

CITY OF MOLALLA SAFETY COMMITTEE

January 17, 2023 - 9:00am

Molalla City Hall

117 N. Molalla Ave., Molalla, OR 97038

1. STAFF ATTENDANCE

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; Devin Oei, Utility Worker II – PW Shops

Christie called the meeting to order at 9:06am.

2. CONSENT AGENDA

- A. Meeting Minutes – November 15, 2022

A motion was made by Michelle to approve the Consent Agenda, seconded by Devin. Vote passed 5-0, with all members voting Aye.

3. OLD BUSINESS

- A. Safety Committee Self Assessment

The team reviewed the SAIF Self-Assessment, focusing primarily on the items circled in blue. (See attached) It's important that each member be aware of these areas, as representatives of the Safety Committee.

4. NEW BUSINESS

- A. December Facility Inspections

Ronda shared Civic Center updates and the goals that they are working towards. They are working with Oregon Corrections Enterprise for a new front desk area that will provide more safety to the front office staff. Ronda is working on EXIT signs, and will make and display them.

Suzanne reported that there were two bad electrical outlets in City Hall, one in the front lobby and another near the city recorders office. Both outlets have been replaced and the hazard has been mitigated.

Michelle shared that the Library has daily inspection duties and will provide the checklist to Christie. No current issues at this time.

Devin reported on the multiple buildings for Public Works. A key item reported is that all buildings should be properly addressed and marked, particularly the out buildings at the PW Shops yard. It would be helpful to the Fire Department or Alarm Co. to know what each building is used for. Devin also reported that the PW crew is working on continuing to clean and organize areas, as time allows.

The need for proper signage in areas of Public Works was also addressed, indicating chemicals or hazardous materials. Combustibles are being stored in a shelving area inside of the WWTP and WTP, opposed to outside and away from the buildings.

Tasks that the committee felt were important action items:

- All buildings need an updated evacuation exit map
- All buildings and outbuildings need to show and address, with outbuildings clearly marked.
- Check with Gustafson Insurance about fire detectors in city shops and plants

B. 2023 CIS Training Calendar

The CIS Training Calendar was presented and discussed. Each department shared that overall, the new system is going fine. It is taking a few folks a longer amount of time to complete than others. There are quizzes at the end of each section that need to be taken and passed.

The next meeting will be used as time for the Safety Committee to create Emergency Exit plans for each facility.

C. **ADJOURN**

Christie adjourned the meeting at 10:07am.

The next meeting is scheduled for February 21, 2023, at 9:00am at City Hall.

ATTEST: Christie Teets, CMC
Safety Committee Chair
City Recorder