



MEETING MINUTES

CITY OF MOLALLA SAFETY COMMITTEE

March 21, 2023

9:00AM

LOCATION

Avenue, Molalla, OR 97038

1. STAFF ATTENDANCE

Staff Present: Beka Murcay, Asst. Director - Library; Christie Teets, City Recorder – City Hall; Ronda Lee, Planning Specialist – Civic Center; Nicole Ricker. – Molalla PD; Suzanne Baughman, Executive Admin Asst. – City Hall; Devin Oei, Utility Worker II – PW Shops

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

2. CONSENT AGENDA

- A. Meeting Minutes – February 21, 2023

A motion was made by Ronda to approve the Meeting Minutes, seconded by Devin. Vote passed 5-0.

3. OLD BUSINESS

- A. Emergency Exits – All Facilities

Christie thanked everyone for submitting their Emergency Exit plans. Plans are ready to be posted in each facility. This was an important task to accomplish, as it was part of the CIS Best Practice suggestion from the 2022 review.

Suzanne joined the meeting a few minutes late. When she arrived, she shared that she has been in contact with the Fire Department for fire extinguisher training. Devin is interested in having a training for Public Works. Training will be mandatory for employees to attend. Two times will be made available to allow for staff schedules.

4. NEW BUSINESS

- A. Emergency Evacuation Plans

The SC Team reviewed an old Emergency Evacuation Plan provided by Library staff. The team looked over the plan and made edits/updates to their individual departments. Christie will send the Word document to all members, and updates are due at the next meeting.

The SC Team focused on evacuation locations for each department. The Wells Fargo ATM lot and Ace Hardware lot will be main meeting locations for City Hall, PD, and Public Works. Billy Sheets Park will be the meeting location for PW Shops, WTP, and WWTP. The Library will meet at Lamm's Restaurant.

- B. Exposure Control Plan

Public Works Division Manager, Andy Peters, emailed the SC Team regarding an Exposure Control Plan. This item was generated by the CIS monthly safety training module. March's topic was Bloodborne Pathogens. Mr. Peters is working on a compliant Plan, as the most current plan is from 2018. It needs

minimal updating and to be distributed to employees. Once completed, each department will inform their staff where the binders will be located.

A discussion regarding SDS binders began, and Christie asked all members if they had SDS binders and where they were located. The SC team will respond before the next meeting.

5. ACCIDENT INVESTIGATION

Nicole shared that she had slipped in some mud recently just outside of the PD and injured her ankle. Other staff members have tripped in the same place. Discussion took place about the risk to citizens and employees. Devin stated that he would check into it and see about making that area safer. It collects rain and mud and creates a sludge that may need gravel poured over it for better footing.

6. ADJOURN

Christie adjourned the meeting at 9:45am.

The next meeting is scheduled for April 18, 2023 at 9:00am at City Hall.

ATTEST: Christie Teets, CMC
Safety Committee Chair
City Recorder