

AGENDA

DATE: October 22, 2018
TO: Safety Committee Members
RE: SAFETY COMMITTEE MEETING

A meeting of the **Safety Committee** will be held on **Thursday, October 25, 2018 at 1:30 P.M.** in the **Second Floor Conference Room 214** at Marinette City Hall, 1905 Hall Avenue, Marinette, Wisconsin.

1. Roll call.
2. Approval of Minutes.
3. Discuss procedures to follow when a power outage occurs at City Hall.
4. Discuss procedures for city buildings if a tornado occurs.
5. Discuss City Hall door lock key codes.
6. Access to City Hall front door during power outage.
7. Future Agenda Items.
8. Schedule Next Meeting.
9. Adjourn.

CC: Mayor Steve Genisot (w/encl.); City Attorney, Jonathan Sbar (w/encl.); City Clerk, Lana Bero (w/encl.); Common Council Members; Department Heads; Bay Cities Radio (w/encl.); EagleHerald (w/encl.); Peshtigo Times (w/encl.); City Hall Bulletin Board.

City of Marinette Ad-Hoc Safety Committee Meeting Minutes From May 07, 2015

1. City Engineer & Public Works Director Miller, Ad-Hoc Safety Committee Chairperson, **called** the City of Marinette Safety Committee Meeting **to order** at 02:30 PM in Marinette City Hall Conference Room 214, 1905 Hall Avenue, Marinette, WI. **Upon a call of the roll** it was determined a quorum of Safety Committee members were present and attendance was documented as follows:
Members present: Public Works Director/City Engineer Miller; City Clerk Anderson, Recreation Department Director Kostelecky, Police Chief Mabry and Fire Chief Thull.
Absent: Public Works Street Superintendent Swiatnicki.
Others present: Mayor Genisot, Water and Sewer Utility Operations Manager Howard.
2. **City Hall front entrance door security -** At the April 16, 2015 City of Marinette Ad-Hoc Information Technology meeting, members approved the following motion: "forward a recommendation to the Board of Public Works advising those Board members to discuss and possibly act upon a citywide municipal facility security policy that addresses which employees, contractors and elected officials will be issued door security codes and/or master keys along with creation and maintenance of a chain of custody log for those individuals with passwords and those with keys." At the April 27, 2015 Board of Public Works meeting, Board members approved the following two motions:
 - Short term action – "authorize issuance of a City Hall facility front and inside door security pass codes to UES Computers, the contracted computer network service provider for the City, which will allow designated UES staff City Hall facility access during non-standard City Hall business hours".
 - Long term action – "forward a recommendation to the City of Marinette Ad-Hoc Safety Committee to develop a citywide municipal facility access security policy that could eventually be incorporated into the Citywide employee manual that addresses which employees, contractors and elected officials shall be issued door security codes and/or master keys and assigns responsibility to once position to issue those codes or keys and tasks that position with the creation and maintenance of a chain of custody log for all individuals, elected officials or contractors who have been issued passwords and or keys."At today's meeting, Committee members discussed various elements of what would be included in a local policy. Police Chief Mabry reported the Police Department Office Coordinator, Sandy Becker, serves as the City Hall liaison with S & O Lock and she provides S & O Lock with any personnel changes where pass codes must be added or deleted as it related to main foyer entranceway door security code for access to the building during non-business hours which are 07:00 AM to 04:30 PM Monday through Friday. Committee member suggestions included:
 - compile an updated City Hall entrance door chain-of-custody lists that would include all employees, elected officials and contractors who have been issued pass codes and keys,
 - assign responsibility to an individual for issuance of pass codes or keys,
 - obtain price quote for installation of new door security system that would include a key fob system similar to what is in place at Water Utility plant and forward that price quote to Finance and Insurance Committee for their consideration,
 - consider a daily timeframe that would allow nonstandard business hour entry with pass code or fob, and,
 - develop and adopt a City Hall security policy that would have components of the policy also included within employee handbook.No further action was taken on the aforementioned suggestions.
3. **Key access to other municipal facilities** – Creation of entrance door chain-of-custody lists for all other municipal facilities that would include all employees, elected officials and contractors who have been issued pass codes and or keys was suggested. No further action was taken on this item.
4. **Nonstandard hour access to City Hall by contracted Information Technology firm** – Due to prior action by Board of Public Works to permit access to U.E.S. Computers, no further action was taken on this item.
5. **Emergency procedures**
Fire Chief Thull and Police Chief Mabry briefly reviewed what is in place currently as it relates to local emergency response and planning within the City of Marinette. Mabry reported he is in the process of seeking approval to replace an emergency outdoor warning siren that has a history of failing to work when tested. No further action was taken on this item.
6. **Emergency interfacing with Marinette County.**
Fire Chief Thull and Police Chief Mabry reported the City has a solid working relationship with Eric Burmeister, Marinette County Emergency Management Director. Local Emergency Management Office encompasses a vast array of services and resources to assist individuals, families, schools, businesses, and local governments prepare, respond, recover and mitigate. No further action was taken on this item.
7. **Adjournment** – By unanimous consent members agreed to adjourn at 03:14 PM.

Jim Anderson, City Clerk

Next meeting date – Not discussed or established.