

## City of Marinette Ad-Hoc Safety Committee Meeting Minutes From October 25, 2018

- 1. City Engineer & Public Works Director Miller**, Ad-Hoc Safety Committee Chairperson, **called** the City of Marinette Safety Committee Meeting **to order** at 01:41 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; Recreation Department Director Kostelecky, Water and Sewer Utility Operations Manager Howard and Fire Chief Heckel.

**Absent:** City Clerk Bero, Public Works Street Superintendent Carlson, and Police Chief Mabry.

**Others present:** Alderperson Noppenberg.
- 2. Approval of minutes-** **Recreation Department Director Kostelecky moved/Fire Chief Heckel** seconded and all concurred to approve, as submitted, the Safety Committee **regular meeting** minutes from **May 7, 2015**.
- 3. Procedures to follow when a power outage occurs at City Hall** – There is currently no temporary power source, i.e. generator in City Hall. The Police Department does have back up batteries to keep their radios running in such event. Creation of a procedure for City Hall power outage event should be put in place. This item will be carried to next month's meeting.
- 4. Procedures for City buildings if a tornado occurs** – Fire Chief Heckel explained the safest place to go in the event of a tornado would be the 1<sup>st</sup> floor, interior room with no windows. It was suggested that the police locker room or Council Chambers would be a good area. An Emergency Response Plan should be put in place for all such events. Water and Sewer Utility Operations Manager Howard will provide Public Works Director/City Engineer Miller with a copy of the plan they have in place at the Water Utility. No further action was taken on this item.
- 5. City Hall door lock key codes**  
Police Department has employee list of codes for keyless entry door. This item will be carried to next month's meeting.
- 6. City Hall front door access during power outage.**  
Side doors are keyless entries that are operated by batteries. The front door is unlocked by the City Clerk's office. A question was raised as to whether the Police Department has a key to the building. This item will be carried to next month's meeting.
- 7. Future agenda items** – Items 3, 5 and 6 will be carried over to the next meeting. If anyone has an additional item they would like added, please bring it to Public Works Director/City Engineer Miller.
- 8. Schedule next meeting** – The next Safety Committee meeting will be first part of November, possibly the 12<sup>th</sup> or 14<sup>th</sup>.
- 9. Adjourn** – By unanimous consent members agreed to adjourn at 1:53

Mindy Campbell, Deputy City Clerk