

City of Marinette Ad-Hoc Safety Committee Meeting Minutes From December 13, 2018

1. **City Engineer & Public Works Director Miller**, Ad-Hoc Safety Committee Chairperson, **called** the City of Marinette Safety Committee Meeting **to order** at 010:00 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, Police Chief Mabry, City Clerk Bero and Fire Chief Heckel.
Absent: Public Works Street Superintendent Carlson, and Water and Sewer Utility Operations Manager Howard.
Others present: Mayor Genisot.
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 October 25, 2018.
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. Public Works will put together a schedule to check on the emergency lightening on a monthly basis.
4. **City Hall door lock key codes**
Police Department has employee list of codes for keyless entry door. Every employee is issued their own Key code to get into the side door, S&O lock will be called to change the internal codes and delete any codes that were given to retired employees.
5. **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. The committee discussed having a lock box in the hallway for Fire Department personnel in case of emergency; another option is to contact dispatch to have an officer to give the Fire Department access to City Hall.
6. **Update on City Hall Fire Drill (Chief Heckel).**
Chief Heckel reported the Fire Drill was a success. He discussed with the committee whether or not computers should be shut down for privacy reasons, he also stated if time all doors to offices should be closed. The committee discussed a central meeting area for all employees to disband to so a head count can be taken then in inclement weather can disburse to other areas such as personal vehicle, Post Office or County Court house. All of the Fire Route plans will be updated at City hall to reference the meeting place.
7. **Future agenda items** – No items were requested at this time.
8. **Adjourn** – By unanimous consent members agreed to adjourn at 10:47AM

Lana Bero, City Clerk