

**Safety & Staff Meeting Minutes
March 7, 2023**

SAFETY IS A PERSONAL RESPONSIBILITY

MEMBERS PRESENT: Virgil Farnen, Daniel Cunningham, Dylan Beckham, Jason Horton, Scott O’Neal, Russ Palmer, Meg Petrillose, Kevin Sublett, Tom Ratermann, Wyatt Rice, Sandi Clark, Dylan Beckham

MEMBERS ABSENT: Roy Freeman

FACILITATORS: Daniel Cunningham, Sandi Clark

Wastewater General Safety: Daniel Cunningham reviewed a video, “Wastewater Instructional Video: Wastewater Maintenance Safety” (YouTube), which covered safety topics such as falls, electrical safety, excavation, strains and sprains, moving equipment, Personal Floatation Devices, good hygiene around chemicals, maintenance and working in remote locations.

The group discussed reviews of first aid kits and fire extinguishers located in trucks. The fire extinguishers are reviewed in September of each year.

Virgil Farnen reminded the group that the electrical gloves stored at the plants have expiration dates and will need review; replace as necessary.

Cunningham reminded the group that tetanus and hepatitis vaccines are available upon request.

Accidents or Near Misses: There were no accidents or near misses.

Status of Work-In-Progress

- Work on the parking lot is scheduled for Summer 2023
- ACC security & alarm sensor cleaning was completed in August 2022
- The driver’s license review is coming soon
- The 911 WWTO Address Posting for Butch’s Investments is needed; Sandi will find the accurate address

Other Business: Office Announcements and Project Status Updates

- Cunningham reviewed projects in progress, and advised a new connection to Butch’s Investments may be coming soon.
- Cunningham reviewed mapping project status. He said he will take concerns and corrections needed for mapping assets. Clark advised new field forms are available for testing.
- Clark reviewed I/T device needs for the group.

New Business: There was no new business.