

City of Saint Paul
Labor Management Safety Committee (LMSC) Minutes
November 4, 2009 (8:30 – 10:30 a.m.)

Present: John Ross, Tom Perrier, John Waldron, Mike Dreis, Mark Cahill, Derek Hollanitsch, Mark Pothen, Jeff Strobel, Tom Vail, Dave Cormeer, Stan Theis, John Blackstone, Glen Kadrlík, Bill Gunther, Mary Jo Kiewel, Pat Gerlach, Darlene McMinn, Kris Fredson, Sandra Bodensteiner, Jack Serier, Ron Edlund, David Schuler, Scott Thompson.

Kiewel called meeting to order at 8:37 AM.

Kiewel approved minutes after seeing no objections or amendments.

Kiewel gave an update that at the recent First Line Supervisor training hosted by City Human Resources that time was dedicated for a presentation on workplace safety. Kiewel passed on from Lisa McKeown of City Human Resources that the presentation was conducted by Paul Trudeau who is a nationally known trainer from one of the trade unions in Saint Paul.

Kiewel said that City HR will be requesting Mr. Trudeau to do further appearances at other city training opportunities and Mr. Trudeau has agreed to be taped by City HR for an e-distribution of his presentation.

Kiewel said that safety training for members of the Central Labor/Management Safety committee has been scheduled at the Dale Street Public Works building for two stand alone sessions on November 6, 2009 from 8 AM to Noon and November 12, 2009 from 1 PM to 5 PM. Training is being provided by the Minnesota Safety Council.

Kiewel said the training agenda for the meeting includes 35 subjects that are touched over the four hour period.

Edlund said the upcoming training with the MN Safety Council was derived from his consultation with Public Works employees on topics that they thought would be important and appropriate for an introductory training.

Gerlach addressed the concern of 35 items being too many by saying that if they are grouped together appropriately, it is not as overwhelming.

Gunther said he was concerned about how that many topics can be absorbed in a four hour period.

Edlund responded to this concern by saying this was an overview class and was tailored for the members of the Labor/Management Committee to help people become more acquainted with the issues of safety and be a more effective committee. Bodensteiner

added that this is for a baseline level of knowledge and will help us to determine directions for future training.

This led to some discussion of overall committee direction. Blackstone suggested that instead of trying to figure out the details of goals in this format, a sub-group should form to create some ideas to present to the whole committee. Perrier and Gerlach volunteered to help with this effort with Blackstone.

Discussion then continued on the upcoming November training and Bodensteiner said she wanted at least one person from each union to attend November training and she took account of times when people could attend the training sessions.

Review of the Saint Paul Regional Water Service (SPRWS) and Fire Department Safety Groups then occurred to share information with the rest of the group about the processes being used currently for department safety groups in order to assist in the formation or rejuvenation of other department safety groups.

Schuler spoke with regard to the SPRWS safety committee:

1. Has management safety team: which reviews policy and works with a consultant on these reviews. This group has the responsibility of reviewing all safety policy at SPRWS and then gives SPRWS administrators recommendations for changes or improvements to safety policy. SPRWS administration has ultimate authority to approve or reject all policy changes.
2. SPRWS has four management/employee safety teams which review existing procedures and make suggestions to the management safety team for policy changes or additions.
3. SPRWS has a stand alone Accident Review Board for vehicle collisions which is a stand alone group which reports their findings to the SPRWS administration.

Kadrlik spoke about the Fire Department Safety Committee:

1. Keith Morehead is the Chair.
2. Majority of the group is from the Fire Suppression group of the department.
3. Group operates by a consensus approach to issues.
4. Issues include the evaluation of turn-out gear and specification for safety clothing, safety communication, and always trying to elicit the feedback of department employees on issues either before the committee or their concerns that may be germane to the work of the committee.
5. There are no subcommittees to the Fire Safety committee.

6. Accident Review Board (ARB) at Fire is not a part of the safety committee. Kadrlik said he believed the ARB should be separate because of certain issues that drive discussion and issues at the Safety Committee. He also said that he believes that ARB findings should go to safety committees as a data set for a different type of evaluation than done by ARB's.

Blackstone agreed with Kadrlik as accident investigations should be looked at by safety groups to look at root causes of accidents versus liability.

Pothen spoke briefly to the fact that Sewers has had a safety committee for a long time. Bodensteiner asked the group how they distribute minutes and information from their safety committees? Pothen said via the bulletin board. Blackstone said the internet. Public Works said via bulletin boards.

Discussion around a suggestion box system for safety occurred. Kiewel asked for agreement on such a system. Gerlach suggested having an electronic version of one available for city employees. Bodensteiner said she will work on adding one to the new City Safety Website. Bodensteiner will be in-charge of the website initially with a roll out target of January 1, 2010. Committee will have to determine ownership of evaluation and response to these electronic submissions.

Further discussion on suggestion boxes elicited from Cahill that Public Works has a suggestion box and that it is rarely used. He suggested that a form on-line may be more effective – need to advertise its location to employees.

Blackstone suggested that a printable form should also be made available for handwritten submissions and instructions should be made available with the form for proper routing. Blackstone suggested that it should go to the committee co-chairs and then forward to appropriate department head. Edlund agreed with this approach and that for those submissions with or without names, there should be follow-up or response to peoples' submissions. Petry and Edlund both said that it is likely that if people are submitting to the Labor/Management Safety Committee (LMSA), they have exhausted other avenues for addressing their concerns.

Bodensteiner will see that the form has the ability to be submitted anonymously or with names. The flow will be to the LMSA co-chairs, then flow to management and union heads for departments. Anonymous submissions will be posted via internet with a response.

New Business:

Bodensteiner will provide larger name tents for the meetings.

Passed roster for emails and contact info. Attendance sheet at meetings will also always be present.

Perrier asked if we have a mission statement or vision statement yet for this committee? Bodensteiner said that currently we are using the Mayor's directive for those items. Cahill suggested that we continue to use the Mayor's directive. Gerlach added that we should start with the Mayor's directive and after the November training, add more specific language. Blackstone, Kadrlík, Cahill, Morehead, and Gerlach will be on a subcommittee to address this issue.

Next Month's Agenda:

Kiewel said she will ask for the small group's findings on the November training.

Address issues with regard to mission and vision statements.

Blackstone and Fredson discussed the tenure of the current committee co-chairs. Fredson pointed out the agreement to date has been that the co-chairs are interim and permanent and new co-chairs are to be decided in the beginning of 2010. Fredson also said that with the rollout of the website, the committee should address what we want to say as a full committee to employees and how we want to follow up with employee concerns.

Next meeting set at Public Works for December 2, 2009 from 0830-1030.

Meeting adjourned at 0940.

Submitted by Sgt. Jack Serier-Saint Paul Police Department