

**City of Saint Paul
Labor/Management Safety Committee (LMSC)
Minutes, March 3, 2010**

Present: John Ross, Tom Perrier, Mike Dufour, Mike Dreis, Derek Hollanitsch, Mark Pothen, Scott Thompson, Tom Vail, John F. Blackstone, Glen Kadrlík, Mary Jo Kiewel, Sandra Bodensteiner, Pat Gerlach, Ron Hauth, Lyn Waldorf, Jean Karpe, Jack Serier, Ron Edlund, David Schuler, Lorrie Brown.

Review of the LMSC website:

- Sandra Bodensteiner updated the committee members of the LMSC website which went live Monday, 3/1/10. She presented the site contents and demonstrated how to navigate through the City of St. Paul website to the LMSC page.

The highlights of the website include:

- Motto & goals
- Grouped information from the Mayor's office, including his City Wide emails
- Suggestion & comment page
- Safety policies and procedure will be added later
- Training information
- Training opportunities
- Safety Calendar
- The LMSC meeting schedule and minutes will be added after approval

Mayors letter and Safety Topics

- The committee reviewed the Mayor's letter and said it was well written.
- Sandra presented the proposed "Safety Topic" calendar draft March safety messages, and explained that some topics will be included in the pay stubs, hopefully once a month.
- Glen Kadrlík suggested that the heat awareness topic be included for June through August and all agreed
- The safety messages will start in March via an all-city email from LMSC. They will be distributed two to four times a month.

Member site visits

- Discussion was held about visiting various sites. Everyone participated in the discussion and we decided to start with the larger departments and work around to the smaller ones.
- Each visit would include the use of a safety checklist.
- The final schedule decided upon is:

April 7, 2010 - Police Headquarters and Central District Offices - 367 Grove Street

May 5, 2010 - SPRWS Plant and Administration Buildings - 1900 Rice Street

June 2, 2010 - Public Works Dale Street Complex - meet at 891 Dale Street

July 7, 2010 - Parks - Como Zoo and Conservatory - 1225 Eastbrook Drive

August 4, 2010 - Highland Library and Hillcrest Recreation Center - 1974 Ford Parkway

September 1, 2010 - Fire Equipment Services (Garage) and Fire Training Center - 1675 Energy Park Drive

October 6, 2010 - Parks Central Service Facility - 1100 North Hamline and DSI's Animal Control Building - 1285 Jessamine Avenue West

November 3, 2010 - City Hall - 15 West Kellogg Blvd and City Hall Annex - 25 West 4th Street

The LMSC will return to its winter meeting location on December 1, 2010 - Public Works, 891 Dale Street, 2nd floor training room, 8:30am to 10:30am.

- The logistics will be ½ hour meeting beginning promptly at 8:30 am followed by 1 ½ hours for touring.
- Mary Jo will send out 3 check lists for site visits, and asked for comments back within two weeks. A one page check list will be created and used.
- Prior to each visit an all employee email should be sent out by the management representative to let them know LMSC will be there and encourage communication.
- Labor Representatives should also let members know LMSC is visiting/touring.

Other business

- All documents will be sent in Word & pdf format in future emails to avoid Word version problems.
- John Blackstone suggested the LMSC send representatives to **May 12-14** Safety Council Conference. Sandra reminded everyone that since LMSC has no budget, conference fees would be the responsibility of their department or office.
- Libraries is creating a subcommittee and will meet soon.
- Ron Hauth said Parks will use 3 subcommittees.
- DSI has met with their subcommittee and are expanding the membership.
- Police assigned Jack to develop committee(s), they will meet quarterly starting in April 2010.
- Sandra asked that members think about asking for funding now for the 2011 Budget for any training you may want since the 2011 budget is underway.
- Adjourn.

*Additional: Glen Kadrlik is looking to find someone to take his place on the LMSC, as the Labor Co-chair beginning 1/1/2011.