



## City of Rock Falls Personnel Committee Meeting Minutes

**Date:** 24 February 2011

**Time Meeting Started:** 7:00 p.m

**Time Meeting Ended:** 7:26 p.m.

Members		Also Attended	
Alderman Thurm , Chairperson	P	City Clerk Bill Wescott	P
Alderman Reitzel	A		
Alderman Vandersnick	P		
Mayor Blanton	P		
Also Attended			

Topic	Discussion	Plan of Action
1. Call to order @ 7:00 p.m.	<ul style="list-style-type: none"> <li>Committee called to order at 7:00 p.m. with quorum present.</li> </ul>	No Action
2. Worker's Compensation/Liabilities Report	<ul style="list-style-type: none"> <li>Committee reviewed report presented by the City Clerk. Committee reviewed report and took no action</li> </ul>	No action
3. Department Safety Reports	<ul style="list-style-type: none"> <li>Committee examined safety reports from electric, police, fire, street and water.</li> </ul>	No action taken
4. New Business: a) Discuss review of City Safety manual	<ul style="list-style-type: none"> <li>Clerk Wescott, who serves the City as the Risk Management Coordinator, spoke to the Council about the City Safety Manual which was approved in July 2006. It is time to conduct a review of the document and make updates as necessary. With the committee's permission, he will work with the departments and see that a review is completed, to include addition of any department specific safety policies that are in existence. The Department of Labor is becoming active in their inspection programs and we need to be ready for a visit should it occur. Safety is everyone's responsibility.</li> </ul>	Committee concurs and directs Clerk Wescott to begin the process and provide progress reports to the committee.
5. Committee items	<ul style="list-style-type: none"> <li>No items were brought forth for discussion.</li> </ul>	No action
7. Adjournment	<ul style="list-style-type: none"> <li>With no other business to come before the committee, Chairman Thurm called for adjournment.</li> </ul>	Adjourned at 7:26 p.m.

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Committee Chairman, Bob Thurm