

Village of Decatur
Village Safety Committee Meeting Minutes

Tuesday August 22, 2023, at 11:30 P.M

Village Hall, 114 N. Phelps Street

Decatur, MI 49045

- I. Village Manager Tapper called the meeting to order at 11:45 P.M.

II. **Roll Call**

Clerk/Treasurer, Duncan provided roll call; Village Manager, Christopher Tapper, Chief of Police Thomas VanDerWoude, DPW Foreman James Ebeling, DPW Team Leader, Tim Shroyer, Officer Thomas Dahlquist, DPW crew member, David Driscoll, DPW crew member, Gordy Meyer, Administrative Assistant, Shantel Pentland, Deputy Clerk & Treasurer, Natilie Davis. Village President, Ali Elwear (excused) and President Pro Tem, Charlene Jackson (excused).

III. **Public Comments**

- a. N/A

IV. **Approval of Agenda**

Chief VanDerWoude offered a motion with support from Pentland to approve the agenda dated Tuesday, August 22, 2023. All members present voting yes, motion carried.

New Business – Village of Decatur, Department Safety Topics

a. The Village is committed to providing a safe and healthy working environment for employees. The Village also makes every effort to comply with relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment.

b. The Village also makes every effort to comply with relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to such environment.

Village employees are expected to:

1. Exercise maximum care and good judgment to prevent accidents and injuries.
2. Report to supervisors and seek first aid for all injuries, regardless of how minor.
3. Report unsafe conditions, equipment, or practices to supervisory personnel.
4. Know and conscientiously always observe all safety rules and regulations; and
5. Observe good housekeeping practices, including keeping a clean and orderly work area, uncluttered aisles, unimpaired exit, and general neatness.

Some of the best ideas to improve safety come from employees. Employees with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor or bring them to the attention of the Village Manager. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. The Village prohibits retaliation against any employee that submits an idea, concern, or suggestion pursuant to this policy.

The Village complies with federal and state Right-To-Know laws and will make every effort to provide information to employees about any hazardous chemical to which they may be exposed. Right-To-Know information is posted near the areas in which employees may be exposed to chemicals or other potentially hazardous materials.

Employees are required to read and be familiar with all posted materials.

Violations of the policy may lead to disciplinary action up to and including termination of employment. Questions concerning this policy should be directed to their department head and or the Village Clerk/Treasurer.

A general discussion ensued regarding the relationships between Village employees and Village Council members. Several employees expressed concerns regarding current and prior Council members who approach crew members when those employees are performing Village work assignments. Some of the comments included, "they always come from their homes and try to run us down to discuss matters involving Village operations". Employees also addressed this type of behavior happening with Village residents. Staff members feel very uncomfortable with Council members, residents wanting to speak with them because, in the employees' words, "you ever know what they are going to say", it's a uncomfortable feeling coming into the workplace for the Village when so many residents, Council members want to put employees in the middle of Village business.

Next meeting to be scheduled for Tuesday, September 26, 2023, at 11:30

V. Adjournment

- a. Deputy Clerk & Treasurer, Natilie Davis offered a motion to adjourn the meeting with support from Tim Shroyer at 1:00 P.M. All members present voting yes, motion carried