

**LABOR / MANAGEMENT COMMITTEE
HEALTH AND SAFETY
MEETING
Monday, December 12, 2022
3:30 p.m. Board Room & Google Meet**

Minutes

Committee Members: Dan Adams, Bill Flynn, Matt Grose, Ben Hawkins, Pat Medure, Kara Lundin, Jenny Lund, Kasie VanQuekelberg, Darin Cherne, Clayton Lindner, Carol Copp, Sue Roy, Cari Haley, Esther Hoganson, Aaron Riehle, Jessica Taylor, John Card, Julie Rasmussen

Unable to attend: Sue Roy, Clayton Lindner, Aaron Riehle, Darin Cherne, Clayton Lindner

1. Welcome new members:
 - a. Aaron Riehle – Teacher unit
 - b. Jessica Taylor – Custodial unit
 - c. John Card – Transportation
2. No additions or corrections were made to the agenda.
3. Motion by Bill Flynn, second by Carol Copp to accept the 9/12/22 meeting minutes. Motion carried without dissent.
4. Superintendent's Report - Matt Grose
 - a. We are closely watching activity with the legislative session and how school funding will be affected by the State surplus. Labor negotiations, health insurance, the possibility of a referendum, and the legislative session are all things to consider for the coming year.
5. Safe Environment
 - a. Health and Safety Report – Darin Cherne (absent)
 - i. Report from IEA provided
 - ii. Lead in water testing will be done in buildings over the December winter break.
6. Topic of Month
 - a. Enrollment - Kara L.
 - i. Kindergarten numbers are slightly below the 10-year average. Elementary is over 100 students from last year.
 - ii. Current enrollment is 3931.
 - iii. The district is at 42.3% Free & Reduced this year! This rate doubles our compensatory revenue for 2023-24 from this year. F&R forms can still be turned in until December 15.
 - iv. An additional 85 students are open-enrolled into our district this year. (795 open-enrolled students total). 627 ISD 318 students are open-enrolled in other districts or online programs. The district has had a net gain over the past 10 years in open-enrollment.
 - v. Our district covers 1956 square miles.
 - vi. COVID funding is still available with specified allowable expenses. The district still has \$2,440,000 remaining.
 - b. Electronic timecards – Jenny L.
 - i. A meeting was held with all of the secretaries on rolling out the electronic timecards. Payroll is working on an online C-7 form that will transmit the data into a spreadsheet for payroll. Coding will be done by building secretaries and approval by the supervisors. Hourly staff are currently being paid by their certification rather than the number

of hours actually worked. A change to be paid hourly will need to be agreed upon during negotiations.

- c. District construction update - Darin C.
 - i. Water infiltration problem at West Rapids has been resolved.
 - ii. Metal stairs at East and West have been repaired.
 - iii. GRHS HVAC project bids came in \$1.4 million over budget. The district is considering options.
 - iv. Opening bids for the Southwest project will take place in January.
 - v. The Murphy ice rink and warming shack will be moved between RJEMS and East Rapids.
 - vi. The Anishinaabe program received a Blandin Foundation grant in the amount of \$150,000 to build a cultural learning area on the new site south of the middle school.
- 7. Budget Forecast and Discussion - Kara L.
 - a. Interest revenue is up regardless of rising interest rates.
 - b. Received a COVID testing grant in the amount of \$98,000
 - c. Inflation, fuel tax, staff mileage, and health insurance benefits (mainly due to cyber insurance) are increasing expenditures.
- 8. Legislative Review and Discussion – Kara L.
 - a. There is nearly a \$14 billion surplus in the Minnesota budget.
 - b. The current 5% & 5% on formula ask will equate to about \$1.3 million annually for ISD 318. This is not enough to cover a 5% & 5% wage increase during negotiations.
 - c. Subsidy is nearly \$4 million on FY23.
- 9. Labor-Related Comments/Updates
 - a. Concerns were expressed about teachers cleaning their own room due to lack of custodial staff. Three custodians were recently hired. At this time, there is one unfilled position. New staff will need to be trained. If concerns continue, contact Kara Lundin. An electrician was hired after three months of posting the position.
 - b. Buildings are experiencing staffing issues from absences due to a big increase in illnesses.
- 10. Schedule Topic of the Month for 3/13/23
 - a. Enrollment - Kara Lundin
 - b. State of the District - Matt Grose
 - c. Electronic Timecards - Jenny Lund
 - d. District Construction Update - Darin Cherne
 - e. District Health Insurance Update - Kasie V.
- 11. Meeting adjourned at 4:19 p.m.



Date: September 12, 2022
Site Visit: 5

Your district recently had a site visit completed by IEA. Please see below for the progress of the tasks and IEA's notes from the visit. Please contact us with any questions.

Emergency Eyewash & Shower Assessment

IEA completed an annual emergency eyewash and shower assessment in the High School. IEA will print and file the reports within the AWAIR management plan. The following items below were not in compliance at the time of inspection:

1112 Biology	<ul style="list-style-type: none">Per MNOSHA, stations are required to be flushed and documented weekly.
1433 Science	<ul style="list-style-type: none">Per MNOSHA, stations are required to be flushed and documented weekly.
1113 Science	<ul style="list-style-type: none">Per MNOSHA, stations are required to be flushed and documented weekly.
3113 Science	<ul style="list-style-type: none">Per MNOSHA, stations are required to be flushed and documented weekly.
3114 Science	<ul style="list-style-type: none">Per MNOSHA, stations are required to be flushed and documented weekly.

Chemical Hygiene Safety

IEA conducted assessments in the High School science labs. Activities included, completing: the Science Safety Checklist, annual fume hood inspections, and assessment of overall safety within the labs. IEA will meet with the new CHO at an upcoming visit to review the Chemical Hygiene management plan and training requirements.

Emergency phone numbers were updated and posted in the chemical storeroom. With the staffing change at the High School, the emergency phone number list has been updated and will be posted at an upcoming site visit.

IEA will print and file the Science Safety Checklist and fume hood assessment within the Chemical Hygiene management plan at an upcoming site visit.



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<p><u><i>Science Safety Checklist</i></u> IEA completed the annual Science Safety Checklist in the science classrooms and the chemical storeroom at the High School. The checklist is required to be completed annually, per Minnesota State Fire Code.</p>	<p>Items that were not meeting the specifications noted on the checklist are listed below:</p> <ul style="list-style-type: none"> • Totes containing chemicals were found outside the chemical storeroom, in an empty lab. All chemicals must be secured in the locked storeroom when not in immediate use. • All containers must be properly labeled to identify the contents.
<p><u><i>Fume Hood Assessment</i></u> IEA conducted fume hood assessments in science rooms 3104 and 3101. Fume hood assessments are required per OSHA's laboratory safety standard.</p>	<p>The hood was found to be operating properly with an average air flow of 96 and 93 feet per minute, respectively. The flow rate is within the acceptable range of 80-150 fpm. IEA will place an updated sticker noting the height at which the hood sash should be placed during an upcoming visit.</p>
<p><u><i>Safe Operating Procedures</i></u> Minnesota State Fire Marshal provides labs with a list of chemicals that are considered to be excessive risk. It is a best practice to have safe operating procedures in place for any of those chemicals that are on hand.</p>	<p>IEA recommends SOP's are available for each chemical on the excessive risk list. The chemicals within the lab that are on that list are as follows:</p> <ul style="list-style-type: none"> • Acetic Anhydride • Aluminum Chloride • Ammonium dichromate • Potassium, metal • Sodium fluoride (Bifluoride) • Calcium Carbide • Hydrogen Peroxide (>29%) • Lead Nitrate • Potassium Chlorate • Potassium Chromate • Potassium Dichromate • Silver compounds • Sodium Chlorate • Sodium dichromate <p>IEA has supplied a form to be used to accomplish this. Completed SOPs should be on file with the Chemical Hygiene management plan.</p>
<p><u><i>Training</i></u> CHO's are required to have training per the items listed in OSHA's laboratory safety standard at the time of initial assignment and prior to a new task. CHO's also must receive Personal Protective Equipment and Employee Right-to-Know refresher training annually.</p>	<p>The CHO will be required to complete an in-depth training on the laboratory standard. The training will be scheduled with the CHO and the training record will be filed within the Chemical Hygiene management plan.</p>



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Management Plan Organization

IEA filed the annual notifications for Asbestos, Integrated Pest Management, Indoor Air Quality and lead-in-water within their respective management plans.

IEA filed the Respirator Fit Test and Training Record and the Respiratory Protection User List within the respective management plan.

IEA filed the updated Fall Hazard Summary within the Fall Protection and Prevention management plan.

IEA filed the Aerial Lift Training Summary within the Aerial Lift management plan.

IEA filed Round 1 AHERA Periodic Reports at the Administration Building, the High School, and the Cohasset School.



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Date: September 26, 2022
Site Visit: 6

Your district recently had a site visit completed by IEA. Please see below for the progress of the tasks and IEA's notes from the visit. Please contact us with any questions.

Emergency Eyewash & Shower Assessment

IEA completed an annual emergency eyewash and shower assessment in the Bigfork School. IEA will print and file the reports within the AWAIR management plan. The following items below were not in compliance at the time of inspection:

147 Science	<ul style="list-style-type: none">• Per MNOSHA, stations are required to be flushed and documented weekly.
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IEA noted that there is not a station present in the wood shop or metal shop. If a product that is handled in that space lists that burns, corneal damage, blindness or eye damage may occur, there should be an eyewash station in that area.

Chemical Hygiene Safety

IEA conducted assessments in the Bigfork School's science lab. Activities included, completing: the Science Safety Checklist, reviewing the Chemical Hygiene management plan, and assessment of overall safety within the lab.

IEA reviewed the Chemical Hygiene management plan with the CHO, Erin Poquette. Emergency phone numbers current and are posted on the storeroom door.

IEA did meet with the CHO, Erin Poquette and reviewed the recommendations and findings from today's assessment. IEA will file the Science Safety Checklist within the Chemical Hygiene management plan located in the Google Drive.

<u>Science Safety Checklist</u> IEA completed the annual Science Safety Checklist in the science classrooms and their chemical storerooms at the Bigfork School. The checklist is required to be completed annually, per Minnesota State Fire Code.	Items that were not meeting the specifications noted on the checklist are listed below: <ul style="list-style-type: none">• 147 lab – An unsecured cabinet within the lab is being used to store biology chemicals. All chemicals must be secured in the locked storeroom.• 147 lab & store room – All containers must be properly labeled to identify the contents.
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<p><u>Fume Hood Assessment</u> IEA was unable to conduct the fume hood assessments in room 147. Fume hood assessments are required per OSHA's laboratory safety standard.</p>	<p>IEA recommends repairing the fume hood. IEA will perform an inspection once repairs have been made.</p>
<p><u>Safe Operating Procedures</u> Minnesota State Fire Marshal provides labs with a list of chemicals that are considered to be excessive risk. It is a best practice to have safe operating procedures in place for any of those chemicals that are on hand.</p>	<p>IEA recommends SOPs are available for each chemical on the excessive risk list. The chemicals within the lab that are on that list are as follows:</p> <ul style="list-style-type: none"> • Acetic Anhydride • Antimony Powder • Ferrous Sulfide • Formaldehyde • Calcium Carbide • Hydrogen Peroxide (>29%) • Lead compounds • Silver compounds • Sodium Chlorate <p>IEA has supplied a form to be used to accomplish this.</p>
<p><u>Training</u> CHO's are required to have training per the items listed in OSHA's laboratory safety standard at the time of initial assignment and prior to a new task. CHO's also must receive Personal Protective Equipment and Employee Right-to-Know refresher training annually.</p>	<p>The CHO, Erin Poquette, has completed an in-depth training on the laboratory standard. The training was completed in Fall 2021. The training record is filed within the Chemical Hygiene management plan.</p> <p>The instructor is provided with an online training module refresher class annually.</p>

Management Plan Organization

IEA filed Round 1 AHERA Periodic Reports in the Bigfork School office.

IEA placed safety newsletters in the staff lounge.



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Date: November 9 & 10, 2022
Site Visit: 7 & 8

Your district recently had a site visit completed by IEA. Please see below for the progress of the tasks and IEA's notes from the visit. Please contact us with any questions.

Respiratory Protection

IEA was unable to perform a Fit Test on Greg Campbell during this site visit. The Fit Test will be completed during an upcoming site visit.

Compressed Gas Assessment

IEA completed annual compressed gas assessments in R.J.E. Middle School and at the High School. The cylinders were inventoried, and an inspection completed to determine the cylinders compliance with compressed gas standards.

IEA recommends the following:

- IEA recommends the work areas in both R.J.E. Middle School and the High School have Safety Data Sheets available for all gasses and chemicals.
- IEA recommends signage be installed in RJE Middle School alerting people of the locations of compressed gasses. IEA will provide signs at an upcoming site visit.
- IEA recommends the High School ensure that valve protection caps are in place when cylinders are not in use. Cylinders were found in Oxidizing Storage area in Room 1344 without valve protection caps in place.

IEA will print and file the assessment at an upcoming site visit in the Compressed Gas management plan.

Machine Guarding & Industrial Arts Safety

IEA completed a hazard assessment within the RJE Middle School wood/metal shop and at the High School. IEA found numerous items needing attention. Please reference the summary in a separate document.

The full report will be printed and filed in the Machine Guarding and Industrial Arts Safety management plan.



Emergency Eyewash & Shower Assessment

IEA completed an annual emergency eyewash and shower assessment in R.J.E. Middle School and at the High School. IEA will print and file the reports within the AWAIR management plan. The following items below were not in compliance at the time of inspection:

RJE Middle School – Kitchen	<ul style="list-style-type: none">• Water to emergency stations is required to be tepid, which is between 60 and 100 degrees. IEA recommends tempering the water to this station.• The water pressure at this station was high. IEA recommends ensuring water pressure is adequate.
RJE Middle School – Room 1042/Pool Room	<ul style="list-style-type: none">• The water pressure at this station was low. IEA recommends cleaning the station's nozzles and ensuring water pressure is adequate.• Stations are required to be flushed and documented per MNOSHA weekly.
RJE Middle School – Room 704	<ul style="list-style-type: none">• Water to emergency stations is required to be tepid, which is between 60 and 100 degrees. IEA recommends tempering the water to this station.• The water pressure at this station was high. IEA recommends ensuring water pressure is adequate.• Stations are required to be flushed and documented per MNOSHA weekly.
RJE Middle School – Room 705	<ul style="list-style-type: none">• The water pressure at this station was low. IEA recommends cleaning the station's nozzles and ensuring water pressure is adequate.• Stations are required to be flushed and documented per MNOSHA weekly.
RJE Middle School – Room 804	<ul style="list-style-type: none">• The water pressure at this station was low. IEA recommends cleaning the station's nozzles and ensuring water pressure is adequate.• Stations are required to be flushed and documented per MNOSHA weekly.
RJE Middle School – Room 805	<ul style="list-style-type: none">• The water pressure at this station was low. IEA recommends cleaning the station's nozzles and ensuring water pressure is adequate.• Stations are required to be flushed and documented per MNOSHA weekly.
RJE Middle School – Room 514	<ul style="list-style-type: none">• The water pressure at this station was high. IEA recommends ensuring water pressure is adequate.• Stations are required to be flushed and documented per MNOSHA weekly.



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High School – Kitchen	<ul style="list-style-type: none"> The water pressure at this station was low. IEA recommends cleaning the station's nozzles and ensuring water pressure is adequate.
High School – Boiler Room	<ul style="list-style-type: none"> The water pressure at this station was high. IEA recommends ensuring water pressure is adequate.
High School – Room G301	<ul style="list-style-type: none"> The water pressure at this station was low. IEA recommends cleaning the station's nozzles and ensuring water pressure is adequate. Stations are required to be flushed and documented per MNOSHA weekly.
High School – Room G306	<ul style="list-style-type: none"> The water pressure at this station was low. IEA recommends cleaning the station's nozzles and ensuring water pressure is adequate. Stations are required to be flushed and documented per MNOSHA weekly.
High School – Room G316	<ul style="list-style-type: none"> Regularly clean/wipe the station to keep it clean and free of debris. The water pressure at this station was low. IEA recommends cleaning the station's nozzles and ensuring water pressure is adequate. Stations are required to be flushed and documented per MNOSHA weekly.
High School – Room 1355	<ul style="list-style-type: none"> The water pressure at this station was low. IEA recommends cleaning the station's nozzles and ensuring water pressure is adequate. Stations are required to be flushed and documented per MNOSHA weekly.
High School – Room 1350	<ul style="list-style-type: none"> The water pressure at this station was low. IEA recommends cleaning the station's nozzles and ensuring water pressure is adequate. Stations are required to be flushed and documented per MNOSHA weekly.
High School – Room 1340	<ul style="list-style-type: none"> Regularly clean/wipe the station to keep it clean and free of debris. The water pressure at this station was high. IEA recommends ensuring water pressure is adequate. Stations are required to be flushed and documented per MNOSHA weekly.



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High School – Room 1331	<ul style="list-style-type: none">• The water pressure at this station was low. IEA recommends cleaning the station's nozzles and ensuring water pressure is adequate.• Stations are required to be flushed and documented per MNOSHA weekly.
High School – Room 1321	<ul style="list-style-type: none">• Water to emergency stations is required to be tepid, which is between 60 and 100 degrees. IEA recommends tempering the water to this station.• The water pressure at this station was low. IEA recommends cleaning the station's nozzles and ensuring water pressure is adequate.• Stations are required to be flushed and documented per MNOSHA weekly.
High school – Room 1328	<ul style="list-style-type: none">• Water to emergency stations is required to be tepid, which is between 60 and 100 degrees. IEA recommends tempering the water to this station.• The water pressure at this station was low. IEA recommends cleaning the station's nozzles and ensuring water pressure is adequate.• Stations are required to be flushed and documented per MNOSHA weekly.
High School – Room 1303	<ul style="list-style-type: none">• The water pressure at this station was low. IEA recommends cleaning the station's nozzles and ensuring water pressure is adequate.• Stations are required to be flushed and documented per MNOSHA weekly.

Management Plan Organization

IEA filed numerous annual online training records, the Emergency Eyewash & Shower Assessment and Science Safety Checklist performed at Bigfork School within the respective management plans.