



**CITY OF BURNS  
SAFETY COMMITTEE  
FEBRUARY 13, 2024, AT 10:00 A.M.  
CITY HALL COUNCIL CHAMBERS**

The City of Burns will be holding a Safety Committee Meeting on Tuesday, February 13, 2024, at 10:00 a.m. at Burns City Hall Council Chambers.

**AGENDA**

- I. Call to Order
- II. Pledge of Allegiance
- III. Establish Quorum (Roll Call)
- IV. Consent agenda
  1. Approve minutes from the November 13, 2023, Safety Meeting.
- IV. New Business
- V. Old Business
  1. Continue Discussion on Event Permit
- VI. Adjourn

CITY OF BURNS  
SAFETY COMMITTEE MEETING  
NOVEMBER 13, 2023

Committee Members Present:

City Manager Judy Erwin  
Councilor Smith  
Police Chief Steve Macartney  
Code Enforcement Officer Emerson Budreau  
Public Works Director Ty Richardson  
Fire Chief Scott Williamson  
City Clerk Tiffany Leffler

CM Judy Erwin opened the meeting at 9:14 a.m.

Councilor Smith informed the Safety Committee that the Christmas Parade would be on December 9, 2023, at 5:30 p.m., with a bon fire to follow at Memorial Park. Councilor Smith also said she would be setting up and sending out forms for anyone wanting to be in the parade.

Police Chief Steve Macartney asked City Clerk Tiffany Leffler to remove the Support Specialist job listing from the web site because they had filled the position. He also talked about finding out whether mandatory mental health checks were required. He struggles with this issue a lot in his profession and wanted to find a better way to help these people. He also mentioned they had received estimates back on two of their Dodge Chargers that needed repairs and it wouldn't be feasible financially for the city to repair them. He then asked City Clerk Tiffany Leffler if she would write an Ordinance to sell the surplus property. He also asked that she check if Public Works Ty Richardson and Fire Chief Scott Williamson had anything they would like to have added as well.

City Clerk Tiffany Leffler agreed.

There was discussion had on the use of barricades during road closures. The committee agreed it would be in the city's best interest to have a deposit and fee attached, because they are costly and sometimes get ruined.

Public Works Director Ty Richardson said he would draft a rental agreement and get it back to them.

There was also discussion on creating an Event Permit. One idea for the permit was that any road closure would need a 90-day notice. They hadn't worked out all the details but had hoped to have something in effect by January 1<sup>st</sup> of 2024.

Public Works Director Ty Richardson talked with the committee about the Public Works crew needing to get their Hepatitis vaccination. He informed them it was not cheap, but it was required for the city to offer it to the employees. They were not required to take it, but they were required to have the option available. They all agreed that there should be a waiver form drafted for those who declined the vaccination.

Code Enforcement Officer Emerson Budreau said he would also like to see a pre-exposure rabies shot available through the city as well.

Councilor Smith said the city had purchased a permanent Christmas tree for the City of Burns from [bigtreestoday.com](http://bigtreestoday.com) and they will plant and deliver the tree. She also informed the committee that the parade would start on Madison and Monroe and the bon fire would follow, at the Memorial Park. She then asked Public Works if they could find wood for the bonfire.

Code Enforcement Officer Emerson Budreau said he had also been working on making sure that cars and trees were out of the right of way for the snowplows.

Fire Chief Scott Williamson informed the committee that hose/pump testing had been done. Also, said EMT was doing well but it was taking time, and that they were still waiting on the new fire truck.

There was no more discussion had.

The meeting was ended at 9:42 a.m.

# The City Of Burns

## Street Closure Request Form

This application is required for all parties requesting the closure of a public street for a scheduled event of a non-emergency nature. The deposit, Certificate of Liability Insurance and any additional information supplemental to this form must be included with the application. Submit completed forms to Burns City Hall 242 S. Broadway, Burns OR 97720. **INCOMPLETE FORMS WILL NOT BE CONSIDERED.** Hand delivered copies must be submitted between the hours of 8:00 a.m. and 5:00 p.m. Monday thru Friday excluding any state or national holidays. Any street closure must be approved by the City Council. **This form must be submitted at least 14 days prior to the scheduled event.**

In the event of a scheduling conflict, the applicant will be notified. Closings are approved on a first come, first serve basis. The City will not approve more then one scheduled event on the same calendar day.

### PART I

#### A. Organization Information

State the name of the organization requesting closure \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Contact Address \_\_\_\_\_

#### B. Event Planning Requirements

State the name and planned date of the event \_\_\_\_\_

Indicate what hours the event will occur \_\_\_\_\_

List all streets that are requested for closure (attach list on additional sheet if needed)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

#### C. Proof of Insurance

Attach a copy of proof that the organization has minimum liability coverage of \$1,000,000.00

#### D. Street Closure Sign Deposit

A \$200.00 deposit must be paid prior to the date of the street closure. This is to cover the cost of any street closure signs that are not returned to the City of Burns.

I verify that the above information is correct to the best of my knowledge.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Council Ruling: \_\_\_\_\_ Approved \_\_\_\_\_ Declined Date: \_\_\_\_\_

Deposit Collected: \_\_\_\_\_ Yes \_\_\_\_\_ No Date: \_\_\_\_\_

Deposit Refunded: \_\_\_\_\_ Yes \_\_\_\_\_ No Date: \_\_\_\_\_

Copy to Public Works: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

**Rental Fees:**

Equipment	Cost to Replace	Quantity Available	Fee	Refundable Deposit	Quantity Needed	Total Fee
<b>Traffic Control Equipment</b>						
Type III Barricades	\$241.75 ea	0	\$24.00 ea	\$120.50 ea		
Type II Barricades	\$88.25 ea	0	\$9.00 ea	\$44.00 ea		
Safety Cone	\$22.70 ea	0	\$2.50 ea	11.00 ea		
<b>Personnel Charges</b>						
Delivery/ Pick up Fee			\$70.00			
After Hours/ Weekend Service			\$100.00/HR			

Total Refundable Deposit \_\_\_\_\_

Total Non- Refundable Fee \_\_\_\_\_

Date and Time of Delivery \_\_\_\_\_ Date of Pick up \_\_\_\_\_

**By signing, I certify that (please check):**

- I have read and will adhere to the terms of this Agreement.
- I have received and read the City of Burns Rental Equipment Policy.
- I can adequately operate the rental equipment and in the event I cannot, I will request instructions on equipment use prior to the rental period.
- I am of legal age and have the authority to sign the Agreement on behalf of the organization, if any, intending to use the equipment.
- I understand that the City as a public entity is subject to Oregon Public Records Law and this Agreement is a public record and subject to disclosure upon request.

**Signature of Responsible Person:** \_\_\_\_\_

**Date:** \_\_\_\_\_