MINNESOTA COUNTIES INTERGOVERNMENTAL TRUST

100 Empire Drive
Suite 100
St. Paul, MN 55103-1885

651.209.6400
866.547.6516
Fax: 651.209.6496

June 26, 2012

Ken Olson - Auditor
Pennington County Courthouse
101 Main Ave. N
Thief River Falls, MN 56701-0616

Re: Loss Control Survey of Old City Auditorium and Ice Arena June 26, 2012

Dear Mr. Olson,

This survey was performed as a service to your county as a part of membership in the Minnesota Counties Intergovernmental Trust (MCIT.) The purpose of our visit was to assist the county in the reduction of potential losses through loss control and risk management activities.

See the attached recommendation form. We have found that compliance with loss control recommendations can lessen the potential for losses which may have an effect on the county's ongoing contributions and future dividends.

The long-term benefits and successes that can be enjoyed by a cooperative, risk management organization depend upon serious and careful consideration of loss control recommendations. In that context, we ask that you keep us informed of the steps you take to address these loss control recommendations. Please respond within 60 days of your receipt of this letter regarding the status of how you intend to proceed with these loss control recommendations.

We appreciate the time and courtesy extended to us at the time of our visit. If we can be of any assistance on these topics or any other loss control issue please do not hesitate to contact us.

Sincerely,

Debra M. Sletten
MCIT Loss Control Consultant
dsletten@mcit.org
218-487-5994

Kevin Balfanz CSP, ARM-P
MCIT Risk Control Manager
kbalfanz@mcit.org
651-209-6446

Cc: Kevin Erickson

Loss Control recommendations are developed using generally accepted safety standards. Compliance with recommendations does not guarantee compliance with any building code, or federal, state or local regulations regarding safety or fire. Compliance does not ensure the absolute safety of your operations or workplace.

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Loss Control Services

Member: Pennington County	**Survey Date:** June 26, 2012
Location: Old City Auditorium and Ice Arena Thief River Falls, MN	**Surveyed By:** Deb Sletten Kevin Balfanz

No.	Recommendation	Response
1.	**Old City Auditorium Kitchen**: To reduce the rapid spread of fire, smoke and heat to other sections of the building we recommend the pipe chase in the wall above the electrical panel in the kitchen be sealed/repaired.	
2.	**Old City Auditorium Kitchen**: It was noted that the outlets in the kitchen area are not protected with a GFCI. A Ground Fault Circuit Interrupter (GFCI) is a fast acting electrical interrupting device that senses leaks of very low levels of current and opens the circuit immediately to prevent or minimize injury. The National Electric Code (NEC) now requires GFCI protected outlets on all 15 and 20 ampere, 125-volt receptacles in kitchens within 6 feet of a kitchen sink to serve counter top surfaces, bathrooms, garages, utility rooms, outdoor outlets, and any other place that water or moisture may present a hazard. GFCI's can also be installed at the circuit breaker and can protect a service line with several receptacles. ***Circuit Breaker and receptacle installations require the knowledge and skills of a trained electrician.***	
3.	**Old City Auditorium Boiler Room Air Compressor:** The air compressors guard only partially guards the moving parts. To reduce the hazard from operating machinery, we recommend all belts, fans, pulleys, chains, flywheels, shafts and shaft projections, or other rotating or reciprocating parts located within seven feet of the floor or working platform be effectively guarded.	
4.	**Boiler Rooms:** In order to help prevent employee injury and comply with OSHA standards Asbestos Warning signs should be provided and displayed at each regulated area. In addition, warning signs should be posted at all approaches to regulated areas so that an employee may read the signs and take necessary protective steps before entering the area. This is per OSHA standard 1910.1001(j)(4)(i) DANGER CONTAINS ASBESTOS FIBERS AVOID CREATING DUST CANCER AND LUNG DISEASE HAZARD	

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5.	**Ice Arena Summer Ventilation:** During the limited tour of the ice arena it appeared from smell that the facility is not getting enough ventilation. To protect occupants from indoor air hazards and the building from damage the ventilation of the building should be reviewed and corrective action taken.	
6.	**Ice Arena Winter CO monitoring:** During the limited tour of the ice arena we were not able to review records to confirm if the State of Minnesota Standards for monitoring Carbon Monoxide in ice arenas is being met. Owners and operators of enclosed sports arenas must follow Minnesota Rule, Chapter 4620, parts 4620.3900 to 4620.4900. The rule requires that facilities be certified by the Minnesota Department of Health and that air quality is maintained in these arenas as demonstrated by weekly air monitoring. It should be confirmed that these requirements are being met and corrective action taken if they are not. Additional information and compliance forms can be found on the Department of Health website: www.health.state.mn.us/divs/eh/indoorair/arenas/index.html	
7.	**Ice Arena Oversight**: It was noted that the county has a very limited role in the operation or maintenance of the ice arena. Because the property and liability coverage is carried by the county as the owner the county should play a more active role in making sure the exposures that the building maintenance and operations create are being properly controlled. This may include periodic building inspections. It may also be prudent to review the lease agreement to make sure it is written to clearly outline the roles and responsibilities of each party as well as has the proper contractual risk management considerations and provisions.	

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