

## **Safety Committee Regular Meeting**

August 22, 2018

Meeting was called to order at 8:40 a.m. by Marvin Kohout.

Present: Marvin Kohout, Lyle Weber, Tim McDermott, Tammie Korbelik, Becky Vales, Bruce Filipi, John McKee, Russ Kalkwarf and Dan Johnson at 9:30 a.m.

Kohout informed those present of the open meetings law posted on the wall in the conference room.

Filipi moved to approve the agenda, seconded by McDermott. Voting aye: all, nays: none, motion carried.

T. Korbelik read the minutes of the May 30, 2018 regular meeting.

The minutes were approved as read.

### **OLD BUSINESS:**

#### **WELLNESS COMMITTEE UPDATES:**

McDermott updated on the Wellness program. The flu shots are being organized. We are still participating in the 100 miles in 100 days challenge. We will begin discussion on the 2019 Wellness Program, as it is fast approaching.

#### **COURTHOUSE UPDATES:**

McDermott reported that the doors are still an issue. The new ones will be installed around October or November. We are still waiting on the final proposal on the signs. We are hoping the signs will arrive within the next 45 days. Cheever's will install the signs once they are approved by the architect and the fire marshal. The directory will be installed next to the elevator on the first floor. The rock area outside is where the outdoor lighting will be installed. They will be installing LED lights. Handrails are also being installed. Some of the security cameras were moved or repositioned and the elevator issues are still being worked on.

Weber showed some concern on which door is suppose to be used for evening meetings. The public is a little confused when they can't come in the main entrance in the evenings and all of the other doors say Do Not Enter. He was concerned that the alarm may sound if the other doors were to be used. McDermott informed Weber that it is okay, and likely preferred, to use the southwest door as long as they are unlocked for the members to get in. McDermott suggested placing a Meeting sign over the Do Not Enter sign until the meeting is over. A final procedure will be further explained when those existing doors become fire/security alarm activated.

#### **OTHER OLD BUSINESS:**

Filipi showed some concern for the Conference/Mail room. If there is a meeting in progress how are the employees supposed to do, or pick up their mail? Some mail is time sensitive. Employees may have to just come in and get their mail, as it was further explained that the meetings, other than closed session matters, are open to everyone.

McDermott announced that the county has purchased two new smoking/trash stands. One has been placed on the north side at the top of the stairs and the other is placed on the west side next to the drop box.

**NEW BUSINESS:**

**WORKERS COMP CLAIMS: KOHOUT REPORTED:**

We have three workers comp claims for the 2<sup>nd</sup> quarter of 2018:

#1: On April 12, 2018, an employee was changing blades on a motor grader, felt and heard a pop in their right foot. They reported it, nothing developed and they did not need to see a doctor.

#2: On May 24, 2018, an employee was grinding, with safety glasses and side shields on, got something in their eye. They did not need to see a doctor.

#3: On June 12, 2018, an employee was walking on a plank and the plank broke. Hurt their right shoulder. Went to the doctor, employee is ok and back to work. Preventive action-use good quality planks and inspect them prior to use.

**NIRMA CLAIMS: KOHOUT REPORTED:**

We reviewed one claim for the second quarter of 2018:

#1: On March 10, 2018, there was a single vehicle accident, on a county road, that resulted in a fatality. Alcohol suspected. This claim will be open for one year.

**PEDIATRIC PAD-PAK:**

McDermott reported that the pad-battery-packs are 200.00 each and five were ordered. Filipi moved to approve the claim, seconded by McKee. Voting aye: all, nays: none, motion carried.

**OPENHOUSE:**

McDermott announced that there will be an open house on October 27, 2018 from 10:00 a.m. to 1:00 p.m. Each office will need to be open with one employee present. The signs will be posted, the seal and flags will be displayed on the south entry wall. If you have any suggestions on activity ideas please contact Tim McDermott. We will be serving hotdogs and pop.

**FIREDRILL:**

Kohout announced that a fire drill will be conducted when the signs are posted.

**NIRMA AUDIT REPORT:**

Kohout handed out a Saline County Safety Committee Audit report from NIRMA. Saline County is always used as a positive example when it comes to the Safety and Wellness Committees.

#### COURTHOUSE/SHOPS/SCLEC INSPECTIONS:

Kohout reported that the jail inspection was completed two weeks ago. Chad went with Filipi to do the shop inspections. There are a couple of simple fixes that need to be completed.

#### FALL TRAINING:

Kohout announced that there will be a FIRST AID/CPR/STOP THE BLEED training Wednesday November 7, 8, 14, and the 15<sup>th</sup> (if needed), this will be a 6-hr. class, 9:00-4:00, breaking for a one-hour lunch. There will be a max of 20 people per class. Vales will check the calendar for scheduling at the Extension Office.

#### MANUAL:

Handbook update-Filipi submitted proposed changes for chapters 9-13.

Marv Kohout and Tim McDermott will update the Attachments and Table of Contents within the next 30 days.

#### OTHER NEW BUSINESS:

McDermott stated that the 'Chapter #6, Emergency Plan' in the Safety manual needs to be updated. McDermott and McKee will get together and work on this.

If anyone is interested in being the secretary for the Safety Committee please contact Tammie Korbelik.

McKee reported a break in at the Swanton Tower. The people were caught and confessed.

The next meeting of the Saline County Safety Committee will be on Wednesday November 28, 2018 at 8:30 a.m. in the Courthouse Conference Room.

There being no further business, the meeting was adjourned at 9:50 a.m.

Respectfully submitted, Tammie Korbelik, Secretary