

Safety Committee Meeting Minutes

Thursday November 4, 2021

Meeting was called to order at 8:35 a.m. by Chairperson Marvin Kohout.

Present: Russ Kalkwarf, Dan Johnson, Kara Burda, Deb Spanyers, Jennifer Hermsmeier, Marvin Kohout and Brandi Kelly

Absent: Bruce Filipi, Sharon Jelinek, Lyle Weber, Rick Korbelik, John McKee, Becky Vales & Brandi Klaassen.

- In recognition of a quorum, Kohout informed those present of the Open Meetings Act.
- Kalkwarf moved to approve the agenda, seconded by Spanyers. Voting aye: all, nays: none, motion carried.
- Members present during the Safety Committee meeting, having received, reviewed and heard the minutes of the August 18, 2021 Safety Committee meeting, Spanyers motioned to approve them as presented. Burda seconded the motion. Voting aye: all, nays: none, motion carried

Old Business:

Wellness Committee will meet next Monday the 8th.

Quarterly jail inspections are still on hold due to Covid.

Fire & Tornado Safety Update- John was not present, on hold until next meeting.

Additional Water container filling stations were added to the first and third floors. The employees commented they were a great addition.

Dan reported on the tuck-pointing project. They should be finished this week. There are a few small things that the supervisor will come work on but the rest of the staff will move on to the next job.

AED/CPR Training went over fairly well. We had a few that could not make it to training, more on that in new business.

Dan is still looking into buying Batteries for the AED units. He checked on all six units and five of them need new batteries/pads for Adults by the end of the year.

Russ Kalkwarf asked if we had a pictorial staff directory for security station and others. John McKee in Emergency Management is working on this!

Bruce is looking to get a grant to purchase AED's for all of the shops.

Soarin Group is still looking into working on CDC compliance. Michaela is sending out weekly or biweekly revisions to the handbook for the elected officials to review.

New Business

NIRMA I – PROPERTY and LIABILITY CLAIMS: (As summarized by Kohout...)

None! 😊

NIRMA II - WORKERS COMPENSATION CLAIMS: (As summarized by Kohout...)

The Committee reviewed and discussed one (1) WC claims having been reported during the last quarter:

On September 21, 2021 an employee was coming down on a stair/step ladder, missed a couple of steps, fell hit the floor with body then hit head on foot of a chair.

COMMITTEE REVIEW FINDINGS: Three Points of contact at all times and be aware of surroundings.

Training:

Spring Training dates for first aid classes and AED/CPR for those that could not attend the fall training will be set up in March of 2022. We have about a dozen people who will attend one AED/CPR class. We will try to do the training in two day's with three classes. Each class is 2-3 hours. Marvin will contact NIRMA to set up dates hopefully on a Wednesday and Thursday.

2022 training discussion on cybersecurity was discussed. There have been a few local threats that are of concern. We may contact Soarin Group to do a small training to help understand what their job is and how to protect our county equipment.

Deb asked about an electrical problem that caused the security doors to close but only two of the four went down. Dan discussed that when they do a test of the fire alarms this spring they may test the doors but he does not want customers in the courthouse during that time. It was discussed to close the courthouse from 12:00-1:00 one day or after 4:30 when the public would be out of the building.

Brandi asked about a master key to unlock her door due to the power outage. Dan will see if we have copies or can get more.

Phones should be coming soon from Unite as they update the system and switch over service.

There was also discussion about the sign in the foyer stating the hours are 8-5:00. I let them know the clerk's office is working on getting a new sign.

IN CONCLUSION:

- The next meeting of the Saline County Safety Committee will be held on Wednesday, February 9th, 2022 at 8:30 a.m. in the Courthouse Assembly Room.
- There being no further business, the meeting was adjourned at 9:55 a.m.

Jennifer Hermsmeier, Secretary