

Safety Committee Meeting Minutes

Wednesday May 17, 2023

Chairperson Marvin Kohout called meeting to order at 8:34 a.m.

Present: Marvin Kohout, Deb Spanyers, Dan Johnson, Rick Korbek, Bruce Filipi, Brandi Kelly, Jennifer Hermsmeier, Rich Zimmerman.

Absent: Lyle Weber, Kara Burda, Sharon Jelinek, Russ Kalkwarf, John McKee, Becky Vales.

- In recognition of a quorum, Kohout informed those present of the Open Meetings Act.
- Filipi 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 February 8, 2023 Safety Committee meeting, Filipi made motion to approve the minutes as presented. Hermsmeier seconded the motion. Voting aye: all, nays: none, motion carried.

Old Business:

Wellness Committee is looking for more members. We would like to have one from each office represent. In June we have a walking challenge. The impact survey is in the works. We are having issues with the login so we do not want to send it out until we are clear that it is working correctly.

Quarterly jail inspections will be coming up in the next few months again for the second quarter.

Fire & Tornado Safety Update- John is working on updated plans. He is on board with utilizing the basement. *Tabled-He was not present to discuss.* There was a drill in March Jenny and the Assessor's Office staff participated in the drill. There are brief instructions in the safety handbook. We are just asking for more clarification.

Handicapped accessible buttons at the front entry/exit-we are in discussion with Berggren Architects to get this corrected. *Have emailed-no response.*

Faulty Cornice on new part of courthouse- we are in discussion with Berggren Architects to get this corrected. The area near the roof is flaking off. *Berggren has been contacted, no response. Not a safety issue at this time.* Dan is also talking to a guy from Europe who is supposed to be in the States sometime this year. We want him to look at the stone and see what can be done.

Acoustics on second floor hallway and others-Berggren Architects is to send someone out to observe/investigate and let us know what the solution is. *No reply- may go look for other contact options. This is not necessarily an "old building" problem.*

Courthouse/old jail projects-. A.C./heater units are being installed at this time. The old jail is structurally sound we just need to gut the building and work on plumbing and then office space.

With the wildfires that recently happened it was asked why an alert was not sent out on the county Everbridge Alerts. *John was not present to discuss-tabled.* There are instructions on the County website to sign up for the Everbridge Alert App.

We will discuss an active shooter training in the spring with the Sheriff's Office.

Also relating to training we were asked why employees are not scanned at the security station. Russ was not present for the meeting but said he would have no problem doing this. *Tabled until next meeting.* Discussion was that it was causing too much of a backup in the morning to scan each employee. Several are already inside the building when security arrives. Most of the employees have access to the building outside of normal working hours and if there is a problem with an employee the supervisor will report it to Security/Sheriff's Office.

Rob Keith presented on First Amendment Rights this spring. The feedback on this presentation was good. Everyone seemed to enjoy this presentation. We had another office try to get Rob for another training and he is booked through August! There was discussion on putting up signs for Private/Employee only areas in offices.

It was asked if we could install signage for the offices/bathroom in the second floor hallway to be visible from the elevator and stairway. We have many people walking around looking for offices because at this time it is only printed on the doors or on the wall next to the door. Deb has installed signs for the bathrooms in the hallway to make them more visible. As far as office signs, we are not installing anything at this time we need to be mindful of the cameras as well. Jenny collected some of the office duties to give a list to the security station. They are being diligent about asking where a person needs to go and directing them to the correct office when they go through security.

New Business

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

On January 6, 2023 a person in the jail was attempting to gain control of an inmate when they lunged for the door, their hand caught a metal piece of the door. Be aware of surroundings. Try to deescalate the situation.

On March 22, 2023, a police officer was training with the K-9 unit and received a dog bite. Use protective clothing/barrier when training and use common sense.

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

None, great job!

Training: 2023 topics cybersecurity with Soarin Group. John said that Jefferson County is doing an online training and he would get us the details. *John was not present but we believe we will have Soarin do a fall training.* Marvin will also look into a training with NiRMA as they did a presentation last year that some of the employees attended.

IN CONCLUSION:

- The next meeting of the Saline County Safety Committee will be held on Wednesday August 16, 2023 at 8:30 a.m. in the Courthouse Assembly Room.
- There being no further business, the meeting was adjourned at 9:50 a.m.

Jennifer Hermsmeier, Secretary