

## **Safety Committee Regular Meeting**

February 24, 2016

Meeting called to order at 8:35 a.m.

Present: Colby Marks, Tim McDermott, Phyllis Niebuhr, Kara Burda, Marv Kohout, Daryl Fikar, Dan Johnson, Russ Kalkwarf, Sharon Jelinek and Debbie Spanyers.

Kohout informed those present of the open meetings law posted at the back of the room.

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

Fikar read the minutes of the November 4, 2015 regular meeting. McDermott moved to approve the minutes, seconded by Jelinek. Voting aye: all, nays: none, motion carried.

### **OLD BUSINESS:**

#### Wellness Committee updates:

McDermott reported that the health fair on February 17<sup>th</sup> and 18<sup>th</sup> went very well at both locations. The results of the health fair should be back to the employees by the end of March. Several members of the wellness committee met on February 10 to analyze and score the exercise and challenge portions of the 2015 wellness program. The next meeting of the wellness committee will be on March 1.

#### Spring Training Class:

Kohout informed the Committee that the spring, 2016 safety training will be titled Severe Weather Awareness and will be held on March 24 in the conference room at the Extension/County Attorney building. There will be a morning session from 9:30 to 12:00 and an afternoon session from 1:00 to 3:30.

#### Other Old Business:

Johnson noted that General Fire from Lincoln will be here on March 7 to check the fire extinguishers and first aid kits. As noted during the November 4, 2015 meeting, it was suggested that Johnson ask if there can be more 4" X 4" gauze pads added to the first aid kits. Followed was a discussion concerning the purchase of larger first aid kits. It was noted that after the courthouse addition is finished, we may need to purchase more kits, so it was decided to wait until then to see what will be needed.

### **NEW BUSINESS:**

#### Workers Comp Claims:

There were no new worker's compensation claims for the 4<sup>th</sup> quarter of 2015.

#### Liability Claims:

There were no new liability claims for the 4<sup>th</sup> quarter of 2015.

#### Courthouse Addition Update:

McDermott mentioned to the Committee that the basement outside walls and the basement interior walls were complete or nearing completion. Johnson reported that the construction foreman told him that the 1<sup>st</sup> floor flooring was scheduled to be installed on Friday.

#### Fall training:

Kohout mentioned that we had checked the expiration date on our CPR/AED training, and that it would expire in April. He suggested that we offer that training in the fall. We

will determine the schedule during our May meeting. Again, all employees of county owned buildings will be invited.

**Fitness Center Administration:**

Kohout explained to the Committee that the expenses of the Fitness Center are now being paid out of the Wellness Committee budget and suggested that we should allow the administration of the Center to be transferred to that Committee. Niebuhr moved that we allow transfer of administration of the Fitness Center to the Wellness Committee pending their acceptance of such, seconded by Burda. Voting aye: all, nays: none, motion carried.

**OTHER NEW BUSINESS:**

Johnson reported checking and, where necessary, replacing the batteries in the county defibrillators. He also ordered new batteries for when others need replacement.

Johnson also noted that the automatic door opener at the Extension/County Attorney Office building has been installed, but we are still waiting for the electrician to complete the wiring.

Johnson then informed the Committee that he had been approached by the resident of the house to the west of the Fitness Center, inquiring whether her son could use the basketball hoop next to the Center. The Committee decided that, since there may be liability issues, Johnson should check with the County Attorney.

Burda passed on a concern that she had received from another county employee having to do with the door to the kitchen on the south side of the Fitness Center. The door is inaccessible due to the fact that there is a stationary bicycle in front of the door. Suggestions included getting a smaller table for the kitchen so the bike could be moved away from the door. Johnson will investigate the acquisition of a smaller table.

Burda also echoed concerns from some employees about having the ability to make suggestions concerning county policies. Discussion included installing a suggestion box. It was decided that we could use the drop box to the west of the courthouse. Fikar will create paycheck stuffers to inform the employees. McDermott suggested giving the general public the ability to use the drop box for suggestions.

Spanyers expressed her and her employees concern over the amount of dust that is settling on the surfaces in the courthouse due to the ongoing construction. Johnson assured her that there was no asbestos in the dust, as this had been tested for. It was suggested that air purifiers may help. McDermott offered to check with the construction supervisors at their meeting next week.

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

The next meeting of the Saline County Safety Committee will be Wednesday, April 27, 2016 at 8:30 a.m. in the courthouse assembly room.

Respectfully submitted,  
Daryl Fikar, Secretary

**Safety Committee Regular Meeting  
April 27, 2016**

Meeting called to order at 8:35 a.m.

Present: Colby Marks, Bruce Filipi, Russ Kalkwarf, Marv Kohout, Tim McDermott, Tammie Korbelik, Kara Burda, Debbie Spanyers, Phyllis Niebuhr at 8:45 am, Sharon Jelinek, John McKee, and Rick Korbelik at 9:17 am.

Kohout informed those present of the open meetings law posted at the back of the room.

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

T. Korbelik read the minutes of the Feb. 24, 2016 regular meeting. McDermott moved to approve the minutes, seconded by Burda. Voting aye: all, nays: none, motion carried.

**OLD BUSINESS:**

Wellness Committee Updates:

McDermott and Kohout updated on how the Wellness program points protest went. There were seven of them and it seemed to go pretty well. They will either be approved or disapproved at the next Wellness meeting along with the drawing for the winner of the TV. It was also mentioned that there is a possibility of getting a new bike and a kick boxing bag for the work out center.

Spring Training Class:

McKee mentioned that the Severe Weather Awareness went well and was very interesting. We had a good turnout.

Other Old Business:

It is noted that the box on the West side of the Courthouse will also be the suggestion box for employees who have any suggestions for the County. There will be notes going out in the April 28<sup>th</sup> payroll checks.

**NEW BUSINESS:**

Workers Comp Claims:

There were two new worker's compensation claims for the 1st quarter of 2016.

#1: On January 25, 2016, an employee slipped on ice and no medical treatment was necessary. We would like to remind the employees to be more cautious on slippery conditions.

#2: On February 18, 2016, an employee got a foreign object in the eye while welding. All protective wear was being worn at the time. We may need to look for a different form of protective wear.

Liability Claims:

There is one litigation matter for 2016. The County Attorney will be taking care of this one and will report on this at the next quarter meeting.

Courthouse Addition Update:

McDermott mentioned that they will work on the stair well after the floor is complete.

Fall Training:

Kohout reported that there may be three new topics of interest for the Fall Training.

1-CPR

2-AED

3-Ergonomics. Niebuhr showed concern for sitting long periods of time and how studies say it shortens your life span. Spanyers showed concerns on the financial cost to accommodate all employees request. It was brought up that we may need to contact the University for more information on the Ergonomics Training.

Marvin will check with Chad Engel for a 3-hr training for the month of October.

Kohout passed out some flyers for slips, trips and falls to be posted. A stuffer will be made for the April 28<sup>th</sup> payroll checks.

**OTHER NEW BUSINESS:**

Identification Cards:

McDermott showed concern on the Employee ID cards and how often they should be updated. John showed concern on expired cards, employees who have retired or quit and have not turned in their ID cards. There was also some discussion on the New Addition Security and having key fobs for ID.

Wellness Committee:

Niebuhr proposed a new challenge for the Wellness Committee.

There being no further business, the meeting was adjourned at 9:20 a.m.

The next meeting of the Saline County Safety Committee will be Wednesday, August 17, 2016 at 8:30 a.m. in the courthouse assembly room.

Respectfully submitted,  
Tammie Korbek, Secretary

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

Present: Sharon Jelinek, Tammie Korbek, Tim McDermott, Dan Johnson, John McKee, Kara Burda, Debbie Spanyers, Russ Kalkwarf, Phyllis Niebuhr at 8:45 am, Bruce Filipi and Lyle Weber at 9:15 am.

Kohout informed those present of the open meetings law posted at the back of the room.

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

T.Korbek read the minutes of the April 27, 2016 regular meeting. Spanyers moved to approve the minutes, seconded by Burda. Voting aye: all, nays: none, motion carried.

**OLD BUSINESS:**

Wellness Committee Updates:

McDermott mentioned that they would appreciate any suggestions or comments for the Wellness Program for 2017. He also reported that the new bike has arrived and is at the Fitness Center. There are 3 pieces of equipment that were declared surplus if anyone would like to place a bid. They are located upstairs at the Fitness Center.

Courthouse Updates:

McDermott reported on the courthouse construction. The Topping went well and we had a good turnout. We need to plan ahead on the new computer system and the new phone service. We are working with Windstream and Unite. We will still need panic buttons and fax machines with the new service. The exterior stone has arrived, so the installation will be soon.

Suggestion Box Updates:

Johnson reported that he has not received any suggestions or comments in the suggestion box.

**NEW BUSINESS:**

Workers Comp Claims: Kohout reported:

There were two new Liability Claims for the 2<sup>nd</sup> quarter of 2016.

#1: On May 9, 2016, there were several County vehicles that were damaged by hail. We have no garage for the vehicles, so the only thing we can do is to be aware of the weather as it is an act of nature.

#2: On June 27, 2016, the water tower in Friend flooded causing some damage to the Saline County equipment. McKee is working on a solution to the problem. Daryl and NIRMA are also working together, on the financial side of it, to get it repaired.

There were three new Workers Compensation Claims for the 2<sup>nd</sup> quarter of 2016.

#1: On April 8, 2016, there was an altercation at the jail and an employee was exposed to blood.

#2: & #3: On June 1, 2016, there was an altercation at the jail and two employees were exposed to blood and one of those employees was scratched on the arm.

Committee suggested being more cautious, considering the circumstances.

Fall Training:

Kohout reported on AED/CPR Training that will be held on October 26<sup>th</sup> and 27<sup>th</sup>. There will be 2 3-hr classes each day. One class will begin at 9 am and the 2<sup>nd</sup> class will begin at 1pm. A signup sheet will be sent out in September. We had the Ergonomics Training on the 16<sup>th</sup> and that went well. Employees found it to be an interesting subject. McDermott talked about the interest in the Varidesk. Kohout reported that if there are any employees who are interested in purchasing a Varidesk place your order by October 15<sup>th</sup>. You can fill out an application, through NIRMA by November 1, 2016, for a Grant to help with the purchase.

Minutes:

McDermott showed concern about the minutes; they need to be posted on the Saline County Web Site. We will get ahold of MIPS and get this set up. We will be emailing the minutes to every office, so please print them off and post them in your office for all employees to read.

**OTHER NEW BUSINESS**

Kohout mentioned that we have a new poster to be posted in the office called "Field and Scream". It's a quarterly Safety poster from NIRMA.

There being no further business, the meeting was adjourned at 9:34 am.

The next meeting of the Saline County Safety Committee will be Wednesday November 16, 2016 at 8:30 am.

Respectfully submitted,

Tammie Korbek, Secretary

Safety Committee Regular Meeting  
November 30, 2016

Meeting called to order at 8:34 a.m. by Marvin Kohout

Present: Marvin Kohout, Lyle Weber, Sharon Jelinek, Tammie Korbelik, Tim McDermott, Dan Johnson, John McKee, Kara Burda, Debbie Spanyers, Rich Zimmerman and Bruce Filipi arrived at 9:10 am.

Kohout informed those present of the open meetings law posted at the back of the room.

McKee moved to approve the Agenda, seconded by Jelinek. Voting aye: all, nays: none, motion carried.

T.Korbelik read the minutes of the August 17, 2016 regular meeting. McDermott moved to approve the minutes, seconded by Weber. Voting aye: all, nays: none, motion carried.

**OLD BUSINESS:**

WELLNESS COMMITTEE UPDATES:

McDermott mentioned that they have finalized the Wellness Program for 2017, bylaws were presented and quorum is in place. He also reported that there will be two changes for 2017.

- 1) They will be implementing a new alternative point system.
- 2) The new employees will be prorated.

The Health Fair will be February 7<sup>th</sup> & 8<sup>th</sup>, 2017.

COURTHOUSE UPDATES:

McDermott touched base on the phone system, they will all be Voip phone system, there will be plenty of data connections available and it is called Allworx from Windstream.

The stone and mortar are coming along quite well. The windows will be going in soon and the new windows are coming in from Chicago. Dan has been doing a great job keeping everything cleaned up and keeping up with the shredding.

NIRMA AED/CPR TRAINING

Kohout reported that the training went well and we had a good turnout.

POSTING MINUTES

McDermott contacted MIPS on posting the minutes on the Saline County Website. The minutes will be posted on the website and sent to each office for posting.

NIRMA GRANT REQUEST

Kohout and McDermott reported on the NIRMA Grant Funds. A Grant was sent in for the Health Fair and the Security System. Korbelik sent in a Grant for a Varidesk. Filipi sent in a couple of Grants for the Roads Department.

**NEW BUSINESS:**

WELLNESS 2017:

The Committee discussed ideas on what kind of training we could have for the New Year. Some ideas were possibly a nutritionist or a dietician and a fire extinguisher refresher course.

#### **FIREDRILL:**

McKee and Johnson discussed how the County is due for a fire drill. We need to have a designated meeting point that everyone is aware of. We also need to designate employees who would be interested in having certain responsibilities for the fire drills. Possibly putting something in the handbook, so that the employees are aware of who the fire drill members are. We are looking to have a drill on a Wednesday December 21, 2016, between 1:30-2:30 pm. We also discussed having a safety procedure policy put in place for fire drills, active shooter, tornados and bomb threats. We need to know the exits, meeting places, who to contact, get others involved, possibly the neighborhood and warn the construction workers.

#### **WORKERS COMP CLAIMS: KOHOUT REPORTED-**

There were three new Liability Claims for the 3rd quarter of 2016.

#1: On May 20, 2016, and was reported on August 16, 2016, there was a lightning strike in Swanton, which blew out some cables in the tower. Preventive action-was an act of nature. It was grounded and hooked up properly.

#2: On July 1, 2016, a cruiser hit the median when it swerved to miss a deer. Preventive action-be aware of your surroundings.

#3: On August 9, 2016, a tire from another vehicle came off and struck a cruiser. He did take action and he was aware. Preventive action-take evasive action.

There was one new Workers Compensation Claims for the 2<sup>nd</sup> quarter of 2016.

#1: On August 10, 2016, an employee hurt his shoulder during defensive training class. There are no preventive measures that could have been taken.

#### **COURTHOUSE QUARTERLY/SEMI-ANNUAL AND ANNUAL CHECKS/INSPECTIONS:**

McKee and Johnson reported on the inspections. The panic buttons and fire extinguishers need to be checked. There was an inspector here from Health and Human Services last summer to check the batteries and the pads. Johnson and Kalkwarf did do an inspection last spring. It is noted that the extinguishers are checked every year and the 1<sup>st</sup> aide is checked every three years.

#### **OTHER NEW BUSINESS**

Berggren will need to be contacted for new evacuation plans.

Kohout and McDermott suggest that the wellness waiver form should be updated, with the addition of the Wellness Committee as another form of contact to be alerted if a problem arises. T.Korbelik will update the forms.

Spanyers showed some concern on the bathrooms in the courthouse. We have men going into the women's restrooms. She had a sign made in Spanish for the second floor bathroom. The problem does occur on the first floor restroom as well.

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

The next meeting of the Saline County Safety Committee will be Wednesday February 28, 2017 at 8:30 am.

Respectfully submitted, Tammie Korbelik, Secretary