

Safety Committee Regular Meeting

March 1, 2017

Meeting was called to order at 8:37 a.m. by Marvin Kohout

Present: Marvin Kohout, Tim McDermott, Kara Burda, Tammie Korbelik, Dan Johnson, Becky Vales, Sharon Jelinek, Lyle Weber, John McKee, Bruce Filipi and Russ Kalkwarf.

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

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

T.Korbelik read the minutes of the November 30, 2016 regular meeting. McDermott moved to approve the minutes, with the correction of the next meeting date from Wednesday February 28, 2017 to Wednesday March 1, 2017, seconded by Jelinek. Voting aye: all, nays: none, motion carried.

OLD BUSINESS:

WELLNESS COMMITTEE UPDATES:

McDermott reported that the Wellness Committee has received the 2016 wellness packets from the employees. Once they are processed they will be delivered and the employees will have a chance to protest. The Wellness Program is also working with Madonna on some program ideas.

COURTHOUSE UPDATES:

Johnson informed the committee that the Assembly Room is getting ready to be remodeled. Asbestos was found in the floor tiles and will have to have an abatement done.

The crews have been working on the doors and installing the wire for the scan cards.

POSTING MEETING MINUTES:

Kohout mentioned that the meeting minutes and the agenda need to be posted on the website and sent to each office. We have this set up with MIPS and it is now in use.

SPRING TRAINING:

Kohout has made some inquiries on the Spring Training and hasn't had any luck. McDermott suggested a Suicide Prevention Training and will call Public Health Solutions to see if he can get a date and time lined up. Kalkwarf will visit with Alan to see what works best for the L.E. Center. We are looking at April 5th or April 11th, 2017.

OTHER OLD BUSINESS:

Burda has had a few employees approach her and ask why we can't do the blood work in the summer months versus the winter months. Kohout explained that we can only have the blood work done once a year within a 12 month period. If we would switch then employees would have to pay for a separate test from the doctor's office due to medication checks.

NEW BUSINESS:

WORKMANS COMP CLAIMS: KOHOUT REPORTED:

There was one claim for the fourth quarter of 2016:

#1: On November 18, 2016 an employee was pushing on a hitch and hurt his lower back. Preventive action-Be aware of the weight and ask for assistance, or try to realign the vehicle.

NIRMA CLAIMS: KOHOUT REPORTED:

There were five claims for the fourth quarter of 2016:

#1: On October 10, 2016, a tree limb fell on a car. Preventive action-Was an Act of God, could not have been prevented.

#2: On October 13, 2016, an employee hit a deer with the County vehicle. Preventive action-Be aware of your surroundings in October, as the deer are out.

#3: On October 24, 2016, an employee was backing up a County truck and trailer and the trailer jack knifed hitting another vehicle. Preventive action-Slow down, look twice and be aware.

#4: On November 17, 2016, customer tripped and fell on the steps. Preventive action-Use the handrail.

#5: On December 13, 2016, an employee hit a calf with a County vehicle. It was reported on December 20, 2016. Preventive action-Be aware of your surroundings.

FIREDRILL:

McKee reported that the fire drill went well. He said it was good to have all of the employees report to one area.

There was discussion on a tornado drill, as the season is approaching. There was some concern about the Extension and County Attorney's building, where would they go for shelter in the case of a tornado? Some ideas were to visit with surrounding businesses

to see if they have basements and would allow the County employees to take shelter there if needed. There will be new protocols and new exits when the construction is finished.

COURTHOUSE/SHOPS/SCLEC QUARTERLY/SEMI-ANNUAL AND ANNUAL CHECKS/INSPECTIONS:

Johnson reported that the fire extinguishers are in for inspections so, in the meantime, we are using loaners. He also mentioned that we will get the proper first aid kits when the construction is complete.

OTHER NEW BUSINESS:

Burda said there were some complaints on why the sidewalks were not cleared from the snow as you come into the courthouse. Johnson said he did the best he could for as fast as it was coming down.

Mckee mentioned that Severe Weather Awareness Week will be March 27th-31st, 2017. The County will be having a mock tornado drill on March 29th at 10:00 a.m.

There being no further business, the meeting was adjourned at 9:52 a.m.

The next meeting of the Saline County Safety Committee will be Wednesday May 10, 2017 at 8:30 a.m.

Respectfully submitted,

Tammie Korbelik, Secretary

Safety Committee Regular Meeting

May 10, 2017

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

Present: Marvin Kohout, Tim McDermott, Tammie Korbelik, Debbie Spanyers, Kara Burda and Dan Johnson.

Kohout informed those present of the open meetings law posted in the Commissioners room due to the construction.

*McDermott moved to approve the Agenda, seconded by Spanyers. Voting Aye: all, nays: none, motion carried.

T.Korbelik read the minutes of the March 1, 2017 regular meeting.

*Johnson moved to approve the minutes, seconded by Burda. Voting Aye: all, nays: none, motion carried.

OLD BUSINESS:

WELLNESS COMMITTEE UPDATES:

McDermott talked about upcoming challenges. Our next challenge is the 100 miles in 100 days. The committee will be planning for the wellness budget at their next meeting.

COURTHOUSE UPDATES:

McDermott reported that the construction workers are keeping busy with the wiring and the restrooms.

SPRING TRAINING:

The Safety Committee thought that the QPR Training went well and was very interesting. We all thought it was a great class and we had a lot of compliments from other employees.

SEVERE WEATHER:

Kohout talked about the tornado drill and why we did not do the drill as scheduled. We did not want the County to think that it was the real thing due to current weather conditions that day. We will be working on getting a new date and time set up.

OTHER OLD BUSINESS:

Kohout reported that the quarterly jail inspection is finished.

A key was given to the County Attorney & Extension Offices, by the Lutheran Church, for the employees to use their basement in case of a tornado warning.

NEW BUSINESS

WORKMANS COMP CLAIMS: KOHOUT REPORTED:

We reviewed three claims for the first quarter of 2017:

#1: On December 23, 2016, an employee fell over a box in the office and hurt their shoulder. Preventive action-Be aware of your surroundings. Be considerate of others and place boxes out of the walk ways.

#2: On January 11, 2017, an employee at the LEC was exiting the building during a fire alarm and slipped and fell on a patch of ice. The employee was 32 weeks pregnant. Preventive action-Be cautious during bad weather months.

#3: On January 17,2017, an employee was stepping out of the motor grader and slipped on the ice twisting their knee. Preventive action-Be cautious of your surroundings and your points of contact.

NIRMA CLAIMS: KOHOUT REPORTED:

We reviewed two claims for the first quarter of 2017:

#1: On February 14, 2017, the crane operator swung the unit and hit the county pickup at the job site. Preventive action-Be aware of where you are parked and do not park too close to the job site.

#2: On February 23,2017, an employee hit a county vehicle with another county vehicle. Preventive action- Look before you leap.

FIREDRILL:

Discussed courthouse fire drill protocol when the courthouse is complete.

INSPECTIONS:

Kohout reported that we will do the shop inspections unannounced. The committee will be working on a date and time.

FALL TRAINING:

Kohout will do some checking on a Nutrition Training Class. He will also try to get a date and time scheduled.

OTHER NEW BUSINESS:

Spanyers showed some concern for her office not having air conditioning for the summer months. They can't open the new windows in the vault as they have no screens on them. Suggestions were a window air condition unit or some type of temporary cooling system.

Johnson reported that he checked all of the panic buttons on May 9, 2017. They are all working good. We will be updating the panic buttons when the construction is complete.

Korbelik asked if employees need to sign a new waiver form for the work out center, as Safety Committee has been added to the waiver. The committee thought that it would be a good idea as the code will be changing on July 1, 2017 as well. Korbelik will put a new waiver form in the May 26th pay checks. The employees can return their forms to Tim and get the new code from him at that time.

McDermott suggested the Safety Committee Manual be updated as it has been five years. The committee will work on getting that updated.

The next meeting of the Saline County Safety Committee will be Wednesday August 16, 2017 at 8:30a.m.

There being no further business, the meeting was adjourned at 9:49 a.m.

*This meeting failed to meet the quorum and will be reviewed and new motions entertained at the next meeting.

Respectfully submitted,

Tammie Korbelik, Secretary

Safety Committee Regular Meeting

August 16, 2017

Meeting was called to order at 8:31 a.m. by Marvin Kohout

Present: Marvin Kohout, Tim McDermott, Tammie Korbelik, Debbie Spanyers, Kara Burda, Lyle Weber, Sharon Jelinek, Becky Vales, Russ Kalkwarf, John McKee, Bruce Filipi, and Rick Korbelik.

Kohout informed those present of the open meetings law posted in the Commissioners room due to the construction.

Spanyers moved to approve the Agenda, seconded by Burda. Voting Aye: all, nays: none, motion carried.

T. Korbelik read the minutes of the May 10, 2017 regular meeting.

McDermott moved to approve the minutes, seconded by Kalkwarf. Voting Aye: all, nays: none, motion carried. McDermott moved to approve the minutes of the previous meeting, as there was not a quorum, seconded by Spanyers. Voting Aye: all, nays: none, motion carried.

OLD BUSINESS:

WELLNESS COMMITTEE UPDATES:

McDermott talked about the 100 miles in 100 days challenge that the county just finished. The committee is looking for new ideas so please contact a committee member if you have anything new.

COURTHOUSE UPDATES:

McDermott reported that the Weeds/P & Z and Roads Department have moved up to the second floor. The internet and new phones are being installed. Attorney's office plans to move at the end of August and then the District Court and jury rooms will follow. The sprinkler system and sod has been installed. They will be working on the railing and the County Court. The access cards are being created for the employees.

SAFETY MANUAL UPDATE:

We will check and see how many sections there are in the manual, get volunteers and assign the volunteers to certain sections of the manual and then we will go from there.

NEW BUSINESS

WORKMANS COMP CLAIMS: KOHOUT REPORTED:

We reviewed three claims for the second quarter of 2017:

#1: On May 18, 2017, while taking pictures and elevations for a corp. permit an employee was walking off of the road into the ditch where there were some old limbs in the tall grass. The employee's feet got tangled in the limbs, they tripped and rolled down the ditch. Preventive action-Be aware, walk slow and poke around to feel with your feet.

#2: On May 22, 2017, an employee was getting up onto the back end of a sign trailer and the hitch came off of the ball making the trailer tip backwards. They were holding onto a chain on the back of the trailer. The employee had arm and shoulder pain. Preventive action-make sure trailer is hooked correctly and the ball is secure.

#3: On June 21, 2017, an employee was shooting an AR rifle when the rifle malfunctioned. The employee had second and third degree burns to the left hand. Preventive action-had false ammo and was a true accident.

NIRMA CLAIMS: KOHOUT REPORTED:

We reviewed three claims for the second quarter of 2017:

#1: On June 9, 2016, there was an injury while riding in the county transit vehicle.

#2: On, May 17, 2017, there was a lightning strike at the communications tower in Dorchester. Preventive action-Act of nature.

#3: On, June 21, 2017, an employee hit a deer with a county vehicle. Preventive action-Be aware of your surroundings and drive with caution.

FIREDRILL:

McKee will set a date when the courthouse construction is complete.

INSPECTIONS:

Kohout reported that we will do the shop inspections around September or October. The jail inspection will be done in September.

FALL TRAINING:

Kohout announced that the fall training will be on Wednesday, September 20, 2017 at the Extension Office. It will be on Nutrition & Civility in the Workplace. There will be two sessions, the 1st one will be from 9 am-noon and the 2nd one will be from 1-4 pm. McDermott will get a signup sheet made.

OTHER NEW BUSINESS:

There are two picnic tables and two benches that will be put out on the courthouse lawn.

The next meeting of the Saline County Safety Committee will be Wednesday November 8, 2017 at 8:30a.m.

There being no further business, the meeting was adjourned at 9:12 a.m.

Respectfully submitted,

Tammie Korbelik, Secretary

Safety Committee Regular Meeting

November 8, 2017

Meeting was called to order at 8:44 a.m. by Marvin Kohout

Present: Marvin Kohout, Tim McDermott, Tammie Korbelik, Rick Korbelik, Sharon Jelinek, Kara Burda, Becky Vales, Debbie Spanyers, Rich Zimmerman and Steve Sunday at 8:55 a.m.

Kohout informed those present of the open meetings law posted on the back of the door in the assembly room and on the back of the wall in the commissioner's room.

Spanyers moved to approve the agenda, seconded by R. Korbelik. Voting aye: all, nays: none, motion carried.

T. Korbelik read the minutes of the August 16, 2017 regular meeting.

McDermott moved to approve the minutes, with the correction of "Saline Center" added to the NIRMA claim that happened on May 17, 2017 due to lightening strike, seconded by R. Korbelik. Voting aye: all, nays: none, motion carried.

OLD BUSINESS:

WELLNESS COMMITTEE UPDATES:

McDermott reported that the committee is engineering the 2018 wellness. The draft has been sent to the Wellness members for review. They will then discuss it further at the November 20, 2017 meeting and then send it to the Board of Commissioners for approval. The Bingo challenge is now going on. The committee has checked into a printing company to print the new 2018 wellness booklets.

COURTHOUSE UPDATES:

McDermott talked about how busy the construction workers have been with projects all over the courthouse. New doors have been installed and may need to update some of the cards for access. Zimmerman states that there will be a policy and we will all be working with one another to try to get those policies in place. We will be working with everyone on the screenings and trainings so we can all be on the same page. If anyone has any questions or concerns please talk to the sheriff's office or the Safety Committee. Sunday says he is always in the building and he does safety checks daily.

OTHER OLD BUSINESS:

Kohout states that the safety manual will be put on hold until after the construction is complete. There was discussion on updating the manual and the committee thought it would be a good idea to get the manual emailed to all of the members so that we can start reviewing it for any changes that need to be made. T. Korbelik will get that emailed to all of the committee members.

NEW BUSINESS:**WORKMANS COMP CLAIMS: KOHOUT REPORTED:**

We reviewed one claim for the third quarter of 2017:

#1: On September 4, 2017, an employee cut their thumb with a pocket knife, while cutting a tie strap off of a measuring wheel. Preventive action-Use a pair of scissors or a different tool.

NIRMA CLAIMS: KOHOUT REPORTED:

We reviewed one claim for the third quarter of 2017:

#1: On June 29, 2017, a claimant alleges that a deputy hit their car. It was reported on July 19, 2017.

FIREDRILL:

Kohout announced that a fire drill will be conducted when the construction is complete and will require multiple trainings.

COURTHOUSE/SHOPS/SCLEC INSPECTIONS:

Kohout reported that the shops have not been inspected. The jail inspection is complete for the third quarter.

FALL TRAINING:

Kohout announced that the fall training, Nutrition and Civility in the Workplace, was in September. Some of the employees thought that the nutrition part of the training was very interesting. Kohout says that if there are any recommendations for the spring training please let the Safety Committee know.

NIRMA:

Kohout reported that at the NIRMA Self Defense Course, Saline County received an award for being active on trainings and reporting meetings.

COURTHOUSE SECURITY:

McDermott announced that there will be a meeting November 14, 2017 at 11:30 a.m. A policy will be put in place for the entrance of the courthouse. There will be training to make sure that we are all on the same page.

OTHER NEW BUSINESS:

Burda reported that an attorney got her heel stuck in a hole on the north side of the courthouse. Burda also reported that there have been some lost customers who are ending up in rooms where they do not belong and cannot find their way out. Tim states that some of the buttons in the elevator will be locked so that the community cannot access certain areas. There was further discussion on the public being confused and

there will be signs and a directory posted when the construction is complete. There was also some concern with the elevator being slow. Tim is going to visit with O'Keefe and Cheevers at the November 14, 2017 meeting to see if it is set at the right speed.

The next meeting of the Saline County Safety Committee will be on Wednesday February 7, 2017 at 8:30 a.m. in the assembly room.

There being no further business, the meeting was adjourned at 9:26 a.m.

Respectfully submitted,

Tammie Korbelik, Secretary