

## **Safety Committee Regular Meeting**

**Wednesday, February 10, 2021**

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

**Present:** Marvin Kohout, Kara Burda, Sharon Jelinek, Tim McDermott, Becky Vales, Bruce Filipi, Jenny Hermsmeier, Deb Spanyers, Dan Johnson, and sitting in for Russ Kalkwarf, Rich Zimmerman

**Absent:** Lyle Weber, Russ Kalkwarf, Rick Korbelik, and John McKee

- In recognition of a quorum, Kohout informed those present of our abidance of the Open Meetings Law.
- Filipi moved to approve the agenda, seconded by Jelinek. Voting aye: all, nays: none, motion carried.
- Members present during the Safety Committee meeting, having received, reviewed and heard the minutes of the August 12, 2020 Safety Committee meeting, Filipi motioned to approve them as presented. The motion was seconded by Hermsmeier. Voting aye: all, nays: none, motion carried.

### **OLD BUSINESS:**

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

McDermott reported on the progress of the upcoming Health Fair offered by Madonna Fit-for-Work to be held at both the LEC and the Courthouse on February 23<sup>rd</sup> and 24<sup>th</sup> respectively. At this time, 35 staff members have registered for the 23<sup>rd</sup> event, and 43 at the Courthouse on the 24<sup>th</sup>.

In addition, the Wellness Committee is piecing together a Q&A Document to help answer some of the direct and indirect questions and/or comments relative to the Wellness Program.

#### **COURTHOUSE WATER FOUNTAIN UPDATE:**

In brief, Johnson reported that the bottle filler for the mid-building water fountain, while seeing some difficulty in finding a service company to schedule its installation, now reports the task complete. Those in attendance shared much satisfaction with the final outcome.

### **NEW BUSINESS:**

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

The Committee reviewed and discussed one (1) Property Liability (PL) claim having been reported amidst the last two (2) quarters:

**#1:** Reported on July 2, 2020, a county vehicle operated by a Saline County Deputy hit a deer with a Sheriff's Department vehicle on June 12<sup>th</sup> resulting in over \$11,000.00 in physical damage to the vehicle.

**COMMITTEE REVIEW FINDINGS:** The Safety Committee, while recognizing that deer and/or other animals have the propensity to rush out into the path of vehicle travel, continues to voice the need for operators to maintain awareness of their surroundings while driving, being observant and defensive at all times. Special attention should be paid to areas of the road marked and often expecting deer crossings to occur. Reducing speed in expectance of the need for quick reaction time may also help.

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

The Committee reviewed and discussed four (4) WC claims having been reported during the last two (2) quarters:

**#1, #2 & #3:** Three of the four claims were discussed separately but responded to in similar nature. Each involved injury of leg or arm, with one involving sudden contact/contamination with bodily fluids at the

County Jail. In connection, lost time at work due to the confrontation with a combative inmate was of issue in combined total of \$30,000.00. **COMMITTEE REVIEW FINDINGS:** Law Enforcement present at the meeting helped outline the ongoing training and measures being taken by detention personnel to alert and alleviate such incidents. However, flair-ups such as these happen suddenly and without much warning in this environment. Detention officers are known to take their training seriously and work diligently to minimize confrontations; being as aware as possible to shifting attitudes and the surroundings circumstances. Detention staff will continue self-awareness to these problems.

**#4:** As reported on October 28, 2020, having occurred a couple days prior, a Sheriff's Deputy was exiting a County vehicle, slipped, and fell on the ice causing personal injury in excess of \$8,000.00. **COMMITTEE REVIEW FINDINGS:** The Committee continues to remind all staff members of the dangers of ice, or other such slippery surfaces, when exiting vehicles and/or traveling on foot within, to and from job locations. The Committee reminds all employees to be cognizant of their surroundings and secure their footing prior to stepping out of a vehicle, maintaining three-points of contact as those situations dictate.

#### **COURTHOUSE PANDEMIC RELATED DISCUSSION:**

A general discussion was held on the limiting of Courthouse hours, closing at 4:00 p.m. during the pandemic. Most of those in attendance voiced positively that reducing public access to county services an hour earlier each day was helpful to their offices. Expression of ongoing attention to social distancing, masks and temperature monitoring not be overlooked; thereby not dropping our guard.

#### **2020 TRAINING DISCUSSION:**

It was understood that given the ongoing COVID-19 Pandemic, planning classroom training opportunities may somewhat be limited. Cyber Security is hoped to be a primary topic when prospects for training open up. We will continue to monitor and plan ahead as things begin to improve.

#### **FIRE EXTINGUISHERS, AEDS & FIRST AID SUPPLIES:**

Maintenance shared the upcoming need to test/refill/retag all Fire Extinguishers in the possession of Saline County. This will happen in the upcoming month or two. In addition, the topic of reviewing the status of all AED batteries/pads will be examined. First Aid Kits will also be examined for replacement of items reaching an expiration date. The AED's and Kits are likely to be funded by the 2021-22 fiscal year budget and will be included in that budget for next year.

#### **EMPLOYEE RECOGNITION BANQUET**

It was shared that the Employee Recognition Committee is moving forward with the planning of the event as conditions provide. The date of the event is planned for Friday, April 23, 2021.

#### **IN CONCLUSION:**

- The next meeting of the Saline County Safety Committee will be held on Wednesday, May 5, 2021 at 8:30 a.m. in the Courthouse Assembly Room, or Conference Room if the Pandemic situation provides.
- There being no further business, the meeting was adjourned at 9:45 a.m.

Respectfully submitted,  
Tim McDermott – Secretary

## **Safety Committee Regular Meeting**

**Wednesday May 5, 2021**

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

**Present:** Marvin Kohout, Jenny Hermsmeier, Kara Burda, Dan Johnson, Deb Spanyers, Becky Vales, Sharon Jelinek, Russ Kalkwarf, John McKee

**Absent:** Bruce Filipi, Lyle Weber, Rick Korbelik

- In recognition of a quorum, Kohout informed those present of the Open Meetings Law.
- Burda moved to approve the agenda, seconded by Vales. Voting aye: all, nays: none, motion carried.
- Members present during the Safety Committee meeting, having received, reviewed and heard the minutes of the February 10, 2021 Safety Committee meeting, Spanyers motioned to approve them as presented. The motion was seconded by Kalkwarf. Voting aye: all, nays: none, motion carried

### **Old Business:**

Wellness Committee is looking for an employee to fill the chairperson vacancy.

Quarterly jail inspections are on hold due to Covid. Public Health Solutions must have less cases in all 5 counties before they will do inspections.

Over 100 fire extinguishers have been replaced or refilled.

Dan is looking into Batteries for the AED units.

### **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 four (4) WC claims having been reported during the last two (2) quarters: On February 20, 2021 a person slipped on ice in the parking lot of the Law Enforcement property, hurting both legs that are already being treated. **COMMITTEE REVIEW FINDINGS:** The Committee continues to remind all staff members of the dangers of ice, or other such slippery surfaces, when exiting vehicles and/or traveling on foot, within, to and from job locations. The Committee reminds all employees to be cognizant of their surroundings and secure their footing prior to stepping out of a vehicle, maintaining three-points of contact as those situations dictate. Also be aware that due to temperature changes snow/ice can melt one day but refreeze overnight.

Fire and Tornado Drills were discussed along with updated procedures. Employees will discuss with individual offices and bring ideas back to the next meeting.

Courthouse Hours are now 8:00 am to 4:30 pm, Monday thru Friday with exceptions to holidays.

Dan reported the tuck pointing will start soon on the exterior of the Courthouse building. They have a meeting on May 26, 2021.

Jenny Hermsmeier will fill in as the Secretary for the Safety Committee meetings.

2021 Training:

- Cyber Security is at the top of the list. We're just waiting on things to open back up.
- CPR/First Aid/AED expired for several employees. Again, waiting on things to open back up.

Computer Networking was discussed and the possibility of sharing an I.T. Person with Jefferson County. Marv will bring this before the County Board.

IN CONCLUSION:

- The next meeting of the Saline County Safety Committee will be held on Wednesday, August 11th, 2021 at 8:30 a.m. in the Courthouse Assembly Room.
- There being no further business, the meeting was adjourned at 10:05 a.m.

Jennifer Hermsmeier, Secretary

## **Safety Committee Meeting Minutes**

**Wednesday August 18, 2021**

Meeting was called to order at 8:33 a.m. by Chairperson Marvin Kohout.

**Present:** Russ Kalkwarf, Sharon Jelinek, Kara Burda, Deb Spanyers, Dan Johnson, Marvin Kohout, Jenny Hermsmeier.

**Absent:** Bruce Filipi, Lyle Weber, Rick Korbelik, John McKee, Becky Vales

- In recognition of a quorum, Kohout informed those present of the Open Meetings Law.
- Spanyers moved to approve the agenda, seconded by Kalkwarf. Voting aye: all, nays: none, motion carried.
- Members present during the Safety Committee meeting, having received, reviewed and heard the minutes of the May 5, 2021 Safety Committee meeting, Kalkwarf motioned to approve them as presented. The motion was seconded by Spanyers. Voting aye: all, nays: none, motion carried

### **Old Business:**

Wellness Committee updates/Projects/reorganization. Brandi was not present so Marv filled us in a bit about the new employee newsletter and the current 100 day/100 miles challenge. Russ Kalkwarf asked if we had a pictorial staff directory for security station and others. Discussed getting pictures of current employees from John McKee and then the Clerk's office would possibly provide new and updated information as employees come and go.

Quarterly jail inspections are on hold due to Covid. Public Health Solutions must have less cases in all 5 counties before they will do inspections.

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

Dan is looking into 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. They are around \$200.00 per unit to replace. There was a motion to replace the outdated units by Hermsmeier, seconded by Jelinek. Voting aye: all, nays: none, motion carried.

Marv will discuss with Bruce to see if there is a need for AED units in the Roads Department vehicles. Russ informed us they are temperature sensitive so they would need to come into the house/building each night.

### **New Business**

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

On May 24<sup>th</sup> an employee was backing up in a county pickup and backed into a Buick Enclave parked to his left rear. Discussion was be aware of your surroundings

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

The Committee reviewed and discussed four (4) WC claims having been reported during the last quarters:

On July 14<sup>th</sup> two jail staff members were injured during an altercation with an inmate.

**COMMITTEE REVIEW FINDINGS:** Sometimes this is just part of the job. They have training and due to the environment, there are times when you just can't prevent it.

On August 3<sup>rd</sup> A roads employee was exiting an excavator and stepped down hurting his knee.

**COMMITTEE REVIEW FINDINGS:** Three points of contact at all times.

On August 3<sup>rd</sup> jail staff and two officers were attempting to break up a fight between inmates.

One inmate forced himself down some stairs and the staffer fell down the stairs. **COMMITTEE REVIEW FINDINGS:** Be aware of your surroundings and again just the nature of the job at times.

Additional water container filling stations at the courthouse will be added to the 1<sup>st</sup> and 3<sup>rd</sup> floors.

Dan reported the tuck point is going well. They will need to turn the power off for one section at the old jail as it is close to electrical lines. He is working with the City on this. We may be without air conditioning for a day unless he can get them to work on a weekend. He is hoping they will be done in the next month or two.

Training:

CPR/First Aid/AED expired for several employees. Dates were discussed and Marv is going to check to see if October 5<sup>th</sup> and 6<sup>th</sup> will work for the CPR/AED only at this time. We will plan on doing First Aid in the Spring.

2022 Training discussion (The Importance of Cyber Security) is at the top of the list. We're just waiting on things to open back up.

Discussion on adding the Wellness Coordinator to the Safety Committee. Johnson Motioned to Approve Brandi Klaassen as an additional member, Kalkwarf seconded the motion. Voting Aye: all, nays: none, motion carried.

Thoughts/discussion on Directive Health Measures for Saline County. It was discussed to just change the wording in the handbook to comply with CDC recommendations. We have been following last years guidance. More discussion to follow at the next meeting.

IN CONCLUSION:

- The next meeting of the Saline County Safety Committee will be held on Wednesday, November 3rd, 2021 at 8:30 a.m. in the Courthouse Assembly Room, or Conference Room if the Pandemic situation provides.
- There being no further business, the meeting was adjourned at 9:34 a.m.

Jennifer Hermsmeier, Secretary

## **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 8<sup>th</sup>.

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 9<sup>th</sup>, 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