

Safety Committee Meeting Minutes

Wednesday February 9, 2022

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

Present: Russ Kalkwarf, Dan Johnson, Kara Burda, Becky Vales, Deb Spanyers, Sharon Jelinek, Brandi Kelly, Jennifer Hermsmeier, Marvin Kohout, Rick Korbelik & Bruce Filipi

Absent: Lyle Weber, John McKee & Brandi Klaassen.

- In recognition of a quorum, Kohout informed those present of the Open Meetings Act.
- 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 November 4, 2021 Safety Committee meeting, Vales motioned to approve them as presented. Hermsmeier seconded the motion. Voting aye: all, nays: none, motion carried

Old Business:

Wellness Committee new year, new program. Points will be based on 6 per quarter or 24 per year. Health fair will be coming up in two weeks.

Quarterly jail inspections are still on hold due to Covid.

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

Dan has purchased batteries for the Adult AED systems. Pediatric will expire next year. He also reported that the company that checks fire extinguishers would be visiting soon. They also check the First Aid kits and he will schedule with them to update supplies as needed.

Bruce reported that the grant for AED's in all of the shops was denied. All funds were used before they got to us. We discussed possibly using ARPA money to purchase them.

John McKee in Emergency Management is working on the pictorial staff directory. Unknown where we are in the process. I know the Clerk's office was waiting on one more employees' picture but we do not know when it was submitted to John.

Dan reported on the tuck-pointing project. It is 99% done we just have a few stones that needed repaired/rebuilt and when weather permits, they will be back out to install them.

Telephones are still on backorder, unknown status. We discussed what to do if phones and internet are down who alerts who. Will look into this more and put out a message in the March monthly newsletter to employees.

New Business

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

November 20, 2021 Deer collision with patrol unit. As discussed, that was probably around harvest time and deer season just be aware.

On December 15 there was a windstorm causing damage to towers. This is an act of God we cannot control Mother Nature.

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 November 24, Crew was installing a culvert; the excavator was shifting the culvert into position when the culvert rolled hitting an employee in the leg

COMMITTEE REVIEW FINDINGS: It was discussed with employees that when the excavator is placing the culvert to get out of the ditch away from the area.

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. Filipi reported having two people who would need to attend. Chad Engel will be instructing these classes and we may have to move to a Tuesday/Thursday.

2022 training discussion on cybersecurity was discussed. There is a company from Texas that will do a half-day training. Once covid is better and they can travel again, we will schedule them, hopefully this fall.

The new personnel handbooks should be close to finished. The first draft will go to elected and appointed officials for review soon.

Construction projects ongoing: the retaining wall on the east end of the parking lot. There is currently discussion on water lines and storage areas in the old jail/workout area as to what to do with B.J.'s old Emergency Management area.

Kelly reported a security meeting on Monday the 14 with Electronic Contractors. They will discuss door locks. Sound in the second floor hallway may also be discussed.

It was decided that due to some conflict meetings would move back to Tuesdays.

IN CONCLUSION:

- The next meeting of the Saline County Safety Committee will be held on Tuesday May 3rd, 2022 at 8:30 a.m. in the Courthouse Assembly Room.
- There being no further business, the meeting was adjourned at 9:30 a.m.

Jennifer Hermsmeier, Secretary

Safety Committee Meeting Minutes

Tuesday May 3, 2022

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

Present: Lyle Weber, Dan Johnson, Rick Korbelik, Kara Burda, Bruce Filipi, Brandi Kelly, Sharon Jelinek, Marvin Kohout, Becky Vales, Deb Spanyers, Jennifer Hermsmeier

Absent: Russ Kalkwarf, John McKee & Brandi Klaassen.

- In recognition of a quorum, Kohout informed those present of the Open Meetings Act.
- 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 February 9, 2022 Safety Committee meeting, Filipi motioned to approve them as presented. Spanyers seconded the motion. Voting aye: all, nays: none, motion carried

Old Business:

Wellness Committee packet's should have all been distributed. Gift cards to come soon.

Quarterly jail inspections are still on hold due to Covid.

Fire & Tornado Safety Update- John was working on updated plans.

Dan reported that the fire extinguishers are checked yearly and first aid kits every three years. They have been completed for the year.

John McKee in Emergency Management has completed the pictorial staff directory. Jenny will follow up with John to see if each office can get a copy.

Dan reported on the tuck-pointing project. They had the final walk through and everything is complete.

Telephones are still on backorder, unknown status.

AED/CPR training and Stop the Bleed had positive feedback.

NIRMA Cybersecurity seminar. We had several employees attend a meeting and followed up with questions to Soarin Group.

Personnel handbook status will be on the May 9, 2022 board meeting. We added Michaela to the agenda at 9:30 or as soon as possible that morning.

New Business

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

January 12, 2022 Deer collision with County Vehicle. As discussed, just be aware.

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

NONE!

Training:

2022 training discussion on cybersecurity. Marvin will look into training options from NIRMA and Soarin Group.

Acoustics in the second floor hallway will be discussed at the May 24, 2022 Board Meeting.

IN CONCLUSION:

- The next meeting of the Saline County Safety Committee will be held on Tuesday August 9, 2022 at 8:30 a.m. in the Courthouse Assembly Room.
- There being no further business, the meeting was adjourned at 9:15 a.m.

Jennifer Hermsmeier, Secretary

Safety Committee Meeting Minutes

Tuesday August 9, 2022

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

Present: Deb Spanyers, Sharon Jelinek, Brandi Kelly, John McKee, Rick Korbely, Dan Johnson, Lyle Weber, Marvin Kohout, Jennifer Hermsmeier

Absent: Russ Kalkwarf, Brandi Klaassen, Kara Burda, Bruce Filipi, Becky Vales.

- In recognition of a quorum, Kohout informed those present of the Open Meetings Act.
- Spanyers 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 May 3, 2022 Safety Committee meeting, Hermsmeier made motion to approve the minutes as presented. Korbely seconded the motion. Voting aye: all, nays: none, motion carried.

Old Business:

Wellness Committee packets should have all been distributed. Gift cards have been delivered. Hoping to have a wellness meeting in August.

Quarterly jail inspections are still on hold due to Covid.

Fire & Tornado Safety Update- John is working on updated plans, he will discuss entry ideas with Sheriff Department. Dan has been unlocking basement door when we are in a tornado watch. Not all employees have access to the basement, as it is a secure area.

Courthouse/old jail projects-They are in the process of cleaning out the old jail. Dan has been given the go ahead to get new windows. They will need to replace plumbing fixtures and water pipes within the building. They are hoping to put more office space and bathrooms on the first floor. A.C. units have been ordered to replace the older and non-working units in the courthouse.

Telephones have been delivered and installed. Many people are confused on how to use them, as they require more steps to transfer a call or page. Jenny will look into seeing if we have some instructions or can get training.

2022 training/cybersecurity/Soarin Group - This fall Marvin hopes to get a training on Cybersecurity. Tom with Soarin Group stated it should take 1-2 hours.

Other old business: John McKee in Emergency Management has completed the pictorial staff directory. However, they are having issues with the older photos (not in jpeg form) and they may need to get updated pictures for the book. It was also discussed getting updated security cards with the picture and county information on the access card, a two in one. They would be good for four years. When an employee quits they surrender their card and a new employee will

have to get a new ID card with security access. In the past we have used the access card for the next employee in that position, letting law enforcement know to just change the name on the access card. This is not ideal for the sheriff's department.

Acoustics in the second floor hallway is being looked into. Apparently, other counties are stating the same problem. Jerry at Berggren has an employee who deals with these specifically and is looking into options for several counties at this time.

New Business

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

April 8, 2022 a person was driving on Hwy 76D, gravel blew out of the County truck due to very high winds and damaged a vehicle. We did not have much information to go off of. So we discussed not following so close and possibly tarping the truck. A road employee was present and stated that they usually do not overfill the trucks for this purpose.

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

A Sheriff Deputy was placing a subject into custody and his dirt bike started to fall. The deputy grabbed the bike and hurt his shoulder. As discussed, ask the subject to get off the bike and secure it before attempting to put him in custody. Again situational awareness or just let the bike fall.

Training: It was requested to have active shooter training and de-escalation training.

Handicapped Accessible buttons at the front entryway. Marv talked to Cheever who contacted the sub-contractor. They are embarrassed this was an oversight and will be looking into what can be done to remedy the situation.

Faulty Cornice on new part of courthouse- Dan let us know that there is a corner of the building that is flaking off. It is one of the new, reconstructed stones. He has contacted Berggren.

IN CONCLUSION:

- The next meeting of the Saline County Safety Committee will be held on Tuesday, November 29, 2022 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

Safety Committee Meeting Minutes

Tuesday August 30, 2022

Chairperson Marvin Kohout called meeting to order at 2:11 p.m.

Present: Deb Spanyers, Kara Burda, Bruce Filipi, Russ Kalkwarf, Dan Johnson, Marvin Kohout, Jennifer Hermsmeier

Absent: Brandi Klaassen, Becky Vales, Sharon Jelinek, John McKee, Rick Korbelik, Lyle Weber

This was a special meeting called to discuss a pilot program Energizing Your Safety Culture through NIRMA.

Michael Melnik with The Energized Approach spoke via conference call.

He will email the team leaders on a bi-weekly basis.

The email will contain safety video's ranging in time from approximately 90 seconds to twenty minutes.

The team leader may watch the suggested video or choose from a library of more job specific videos.

The team leader will choose to share videos with their staff or instruct them on ways to complete their job duties in a safe manner.

The course will Start October 1st and run through December 31, 2022

Michael will have quarterly webinars for questions and concerns.

We may be able to track this at the leadership level for training hours needed in certain offices.

Johnson moved to approve the program on a trial basis, seconded by Filipi. Voting Aye: all, nays: none, motion carried.

IN CONCLUSION:

- The next meeting of the Saline County Safety Committee will be held on Tuesday, November 29, 2022 at 8:30 a.m. in the Courthouse Assembly Room.
- There being no further business, the meeting was adjourned at 2:58 p.m.

Jennifer Hermsmeier, Secretary

Safety Committee Meeting Minutes

Tuesday November 29, 2022

Chairperson Marvin Kohout called meeting to order at 8:30 a.m.

Present: Brandi Kelly, Bruce Filipi, Marvin Kohout, Jennifer Hermsmeier, Dan Johnson, Deb Spanyers, Kara Burda, Sharon Jelinek, Russ Kalkwarf, John McKee, Rick Korbelik.

Absent: Becky Vales, Lyle Weber,

- In recognition of a quorum, Kohout informed those present of the Open Meetings Act.
- Filipi moved to approve the agenda, seconded by Hermsmeier. Voting aye: all, nays: none, motion carried.
- Members present during the Safety Committee meeting, having received, reviewed and heard the minutes of the August 30, 2022 Safety Committee meeting, Spanyers made motion to approve the minutes as presented. Johnson seconded the motion. Voting aye: all, nays: none, motion carried.

Old Business:

Wellness Committee is looking for an employee.

Quarterly jail inspections are still on hold due to Covid.

Fire & Tornado Safety Update- John is working on updated plans. He is on board with utilizing the basement.

Handicapped accessible buttons at the front entry/exit-we are in discussion with Berggren Architects to get this corrected.

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.

Courthouse/old jail projects- Dan reported they are renovating for office space and bathrooms in the old jail, as the plumbing is bad. A.C. units have been ordered to replace the older and non-working units in the courthouse.

Telephone update- Jenny had Bob from Unite come and do some additional training. No other questions or concerns at this time. Windstream picked up the old telephones.

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.

Other old business- John will be contacting offices about ID cards that are expiring at the beginning of the new year.

Dan will replace the pediatric AED units, battery and pads, in all of the units that are expiring soon.

New Business

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

August 3, 2022 Plaintiff has sued the County Clerk and the Board of Commissioners. Believes he should be declared the winner of the 2022 primary for District 1 County Commissioner.

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

None-please congratulate your co-workers for being safe!

Training: 2023 topics cybersecurity with Soarin Group. John said that Jefferson County is doing an online training and he would get us the details. Another topic is First Amendment Audits. Rob Keith presented at the NIRMA convention and is willing to come to Saline County. We are tentatively looking at a 10:00 and 2:00 training possibly on a Wednesday this spring.

Discussion on recycling totes in Assembly room-It was discussed that these are not secure and general coconscious is we would rather see them behind locked doors. We will put one on each floor in a secure area where the staff has access to them.

We will change meeting dates back to Wednesdays.

Other new business- The Energized Approach to Safety emails. Most have not looked at them or did not receive them.

IN CONCLUSION:

- The next meeting of the Saline County Safety Committee will be held on Wednesday February 8, 2023 at 8:30 a.m. in the Courthouse Assembly Room.
- There being no further business, the meeting was adjourned at 9:22 a.m.

Jennifer Hermsmeier, Secretary