

Safety Committee Meeting Minutes

Wednesday February 8, 2023

Chairperson Marvin Kohout called meeting to order at 8:38 a.m.

Present: Deb Spanyers, Brandi Kelly, Rick Korbelik, Marvin Kohout, Becky Vales, Bruce Filipi, Jennifer Hermsmeier, Dan Johnson.

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

- In recognition of a quorum, Kohout informed those present of the Open Meetings Act.
- Filipi moved to approve the agenda, seconded by Korbelik. Voting aye: all, nays: none, motion carried.
- Members present during the Safety Committee meeting, having received, reviewed and heard the minutes of the November 29, 2022 Safety Committee meeting, Hermsmeier made motion to approve the minutes as presented. Vales seconded the motion. Voting aye: all, nays: none, motion carried.

Old Business:

Wellness Committee is looking for an employee/coordinator. *Health fair is coming up, be sure to sign up.*

Quarterly jail inspections will be held in the next month. Nirma may be able to do a courthouse inspection as they usually do the shop buildings for Bruce.

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.*

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.*

Courthouse/old jail projects-. *A.C./heater units should arrive this spring.*

Telephone update- *No other questions or concerns at this time.*

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.*

Spring Training on First Amendment Rights. Rob Keith presented at the NIRMA convention and is willing to come to Saline County. We are tentatively looking at a 10:00 to 11:30 and 1:30-3:00 training possibly on a Wednesday this spring. Marvin has contacted Rob to see if dates March 29, April 5 or 12, 2023 would work.

Other old business- John will be contacting offices about ID cards that are expiring at the beginning of the New Year. *Some have been delivered but not all of them.*

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...)

Train/Vehicle accident on June 21, 2022 but not reported until 10/5/2022. Bruce reported that from Sheriff's pictures and personal inspection, the signs were posted and roadway was in normal condition. No action taken.

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

Employee slipped on ice in Walmart parking lot heading into store to buy items for employee appreciation dinner. Employee is ok. It was reported to Walmart as well. Did not happen on County Property. No action taken. Just discussed being aware of your surroundings.

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. It has also been requested to have an active shooter drill. Russ will look into this.*

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.

In talking about the acoustics on the second floor, 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. This may help with acoustics but we need to be mindful of the cameras as well.

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.

IN CONCLUSION:

- The next meeting of the Saline County Safety Committee will be held on Wednesday May 17, 2023 at 8:30 a.m. in the Courthouse Assembly Room.
- There being no further business, the meeting was adjourned at 10:00 a.m.

Jennifer Hermsmeier, Secretary

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 Korbelik, 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

Safety Committee Meeting Minutes

Wednesday August 16, 2023

Chairperson Marvin Kohout called meeting to order at 8:35 a.m.

Present: Lyle Weber John McKee, Dan Johnson, Debbie Spanyers, Sharon Jelinek, Marvin Kohout, Becky Vales, Kara Burda, Jennifer Hermsmeier, Rick Korbek

Absent: Bruce Filipi, Russ Kalkwarf

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

Old Business:

Wellness Committee is revamping the program due to health insurance being covered 100% for the employee. We are going to look at doing quarterly meetings and challenges and will be looking at the newsletter to see what is needed for the employees.

Quarterly jail inspections will be coming up in September.

Fire & Tornado Safety Update- John said each storm is different and we cannot write a scenario for each situation. Go to the basement if you can otherwise each floor/office needs to have a designated safe spot.

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

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-. The A.C./heater units have all been 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 for probation. Future of the wellness center is unknown, but that is down the road. Bulletproof glass is being ordered for some of the windows.

Brandi Klaassen Is no longer employed with the county. Spanyers made motion to remove Klaassen from the Safety Committee, seconded by Jelinek. Voting Aye: all, nays: none, motion carried.

New Business

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

June 29, 2023 Hail storm? No additional information. John stated it was for the emergency management truck and they were working on getting it repaired.

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

May 6, 2023 Deputies called to jail for assistance, inmate attacked Deputy and during altercation injury happened. Be aware of surroundings. Try to deescalate the situation.

Training: 2023 fall training will be on cybersecurity

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

IN CONCLUSION:

- The next meeting of the Saline County Safety Committee will be held on Wednesday November 8, 2023 at 8:30 a.m. in the Courthouse Assembly Room.
- There being no further business, the meeting was adjourned at 9:54 a.m.

Jennifer Hermsmeier, Secretary

Safety Committee Meeting Minutes

Wednesday November 8, 2023

Chairperson Marvin Kohout called meeting to order at 8:37 a.m.

Present: Bruce Filipi, John McKee, Lyle Weber, Rick Korbelik, Marvin Kohout, Brandi Kelly in place of Sharon Jelinek, Debbie Spanyers and Jennifer Hermsmeier. Kara Burda arrived later.

Absent: Russ Kalkwarf, Dan Johnson, Sharon Jelinek and Becky Vales.

In recognition of a quorum, Kohout informed those present of the Open Meetings Act.

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

Members present during the Safety Committee meeting, having received, reviewed and heard the minutes of the previous Safety Committee meeting, Hermsmeier made motion to approve the minutes as presented. Spanyers seconded the motion. Voting aye: all, nays: none, motion carried.

We added an employee open forum: If you are unable to make it to the safety meeting, you may read the minutes on the website. If you see something that is urgent or have a concern, please contact one of the safety members listed above.

Old Business:

Wellness Committee is going to continue to publish the newsletter as long as there is content to put into the newsletter. Looking for volunteers to be in the Employee Spotlight.

Quarterly jail inspections were completed in September.

Handicapped accessible buttons at the front entry/exit-we are in discussion with Berggren Architects to get this corrected. Looks to be an oversight. We will be taking bids soon to add these.

Acoustical concerns update- Berggren looking to install panels on the ceiling in the treasurer's area. From there we will see if more are needed. If so, they will expand down the hallway.

Courthouse/old jail projects-. No update as Dan was absent. There was discussion of possibly moving workout equipment to the probation office once they are moved into the new space. In addition, Lyle asked about storage area for planning and Zoning stuff. We think there is room in the upstairs vault for him.

Cybersecurity training seemed to be informational and well received.

John discussed the storm safe rooms for the county buildings.

New Business

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

July 27, 2023 Plaintiff filed complaint seeking declaratory injunction regarding a decision made by the Saline County Board of Adjustment. Not necessarily a safety committee concern. The court is doing its thing. Board of adjustment had no jurisdiction.

July 29, 2023 Windstorm took part of the roof from an older building and hit a newer building. Mother nature nothing we can do.

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

July 7, 2023

Employee was doing training and hit their knee twice on a wall. There was nobody present from this department and we had questions as to whether they had safety gear. Assuming this is just something that a person in that position knows could happen as a hazard with the physical demands of their job duties.

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

Also possibly a defensive driver class as the last class was May of 2019

Tornado drill in the spring. Date to be set at the next meeting

Fire drill in the fall.

Debbie would like the large picture in the assembly room moved to the second floor hallway outside of the transaction windows.

NIRMA has new safety handbook if you would like to look at one let one of the safety committee members know and we will get you one to borrow. They only had five per county.

Brandi Kelly asked to become a member of the safety committee. Bruce made motion to accept Brandi as a member, Seconded by Hermsmeier. Voting aye: all, nays: none, motion carried.

IN CONCLUSION:

- The next meeting of the Saline County Safety Committee will be held on Wednesday February 21, 2024 at 8:30 a.m. in the Courthouse Assembly Room.
- There being no further business, the meeting was adjourned at 9:41 a.m.

Jennifer Hermsmeier, Secretary