

Safety Committee Regular Meeting

February 4, 2014

Meeting called to order at 8:27 a.m.

Present: Becky Vales, Sharon Jelinek, Bruce Filipi, Marv Kohout, Daryl Fikar, Tim McDermott, Russ Kalkwarf, Kara Burda, Dan Johnson, Rick Korbelik, Debbie Spanyers and Phyllis Niebuhr

Kohout reminded 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.

Fikar read the minutes of the November 26, 2013 regular meeting. Filipi moved to approve the minutes, seconded by Jelinek. Voting aye: all, nays: none, motion carried.

OLD BUSINESS:

None.

NEW BUSINESS:

Quarterly Workers Comp Claims:

1). Employee scratched an eye while using chain saw to cut trees. Since safety glasses were in use, the Committee recommended that employees wear goggles that fit over their glasses while using chain saws.

2). Employee had sore knees from a fall after missing a step on stairway. The Committee recommends that all employees use the handrails on stairs.

3). Employee suffered a strain to their right index finger while installing a brake spring with a pair of vise grips. The Committee recommends that the proper tool be used for the job.

4). Employee cut his right middle finger while using a hammer to straighten a piece of metal. The Committee suggested that the employee use more care when using heavy tools.

5). Employee cut their left index finger and left thumb while removing the hose from a sprayer. The Committee recommends that, when cutting any material, always cut away from any body parts.

NIRMA Assist Grant Status:

McDermott reports that the grant for the healthy snack vending machine has been denied. However, two other grants, one for assistance with the county health fair and one for assistance with workwell dues have both been approved. Filipi informed the Committee that the grant to help pay for employee safety vests and coats has also been approved.

Chairlift:

Johnson informed the Committee that the county spent \$3,400 to for troubleshooting the chairlift and to install a previously purchased cable. He said that the maintenance people commented that our chairlift has been used many more hours than average.

Courthouse Addition:

Kohout updated the Committee on the planned courthouse addition. He reports that Jerry Berggren of Berggren Architects will return on February 25 with new plans. He stated that, at the last

Commissioner meeting, Berggren informed the Commissioners that he believes that the addition will have to be larger than originally planned.

Spring training thoughts:

Burda informed the Committee that our CPR certification expired in January (2014). That said, it was decided that Kohout would contact Chad Engel at NIRMA to see when his schedule would allow him to give CPR classes to Saline County employees.

Filipi will contact Lyle Weber to ask him to check with his contact at the State Patrol about giving the meth lab recognition class, also in the spring. The dates discussed were the middle of April, 2014.

Other New Business:

Johnson told the Committee that he had checked the panic alarms on Monday the 3rd and that all work. He also noted that during a recent power outage, some of the emergency lights did not work, so they will need their batteries replaced.

Burda mentioned that she was informed during conversation that the judge's bench in the County Court room has a hole in it and the steps leading to the bench has a weak step. Johnson said that he would check into it.

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, May 7, 2014 at 8:15 a.m. in the courthouse assembly room.

NOTE:

The Wellness Committee updates/projects listed on the agenda was inadvertently left out of the discussion during this meeting. This item will be listed on the May 7 meeting agenda.

Respectfully submitted,
Daryl Fikar, Secretary

Safety Committee Regular Meeting
May 7, 2014

Meeting called to order at 8:20 a.m.

Present: Rick Korbek, Tim McDermott, Bruce Filipi, Russ Kalkwarf, Lyle Weber, Marvin Kohout, Kara Burda, Becky Vales, Debbie Spanyers, Dan Johnson, and Sharon Jelinek

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

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

Kohout read the minutes of the February 4, 2014 regular meeting. Filipi moved to approve the minutes, seconded by Spanyers. Voting aye: all, nays: none, motion carried.

Old Business:

Wellness Committee updates/projects:

- McDermott gave an update on the Wellness Committee's Lucky 7 Poker Challenge.

NIRMA CPR/AED training thoughts:

- NIRMA CPR/AED training-Kohout reported that there were 60 people that took the training. Also, the pediatric pads for the AED were replaced in the courthouse. Johnson said everything should be good for a year.

New Business:

Quarterly worker's compensation claims for Saline County:

- No claims for the last quarter

NIRMA ASSIST applications for 2014(AED for Senior's building):

- Saline County Aging Services doesn't have an AED in their building. Fictum advised the Committee that Emergency Management is partnering with Public Health Solutions on the "Help for Hearts Project" which, if awarded, would provide some AEDs through the Rural Access to Emergency Defibrillators (RAED) grant. Alternatively, a NIRMA ASSIST grant can provide up to 50% funding. Need to think about this between now & November 1st, when the ASSIST grant applications are due.

Updating of emergency maps in county buildings:

- Johnson is going to update the emergency maps to show the location of the AED's and fire extinguishers as well as evacuation routes. McDermott suggested, due to the orientation of the maps, that they be posted on the north wall if possible.

NIRMA—new reporting forms for snow removal, non-employee and employee incidents:

- NIRMA workshop-Kohout reported that documenting everything (snow removal, how much ice melt was used, etc) can help with the case if someone should fall.

- McDermott said you can fill out these forms when helping someone. Just ask the questions while you are helping the person that got hurt and then you can fill out the form later.
- The new forms are in the clerk's office.
- Documenting everything is the answer to helping with a case if it should arise.

Courthouse addition project/update:

- Kohout reported that Jerry Berggren of Berggren Architects will return May 21, 2014 at 8:15 a.m. with Plan A and Plan B.

2014 Fall Safety Training ideas (proper lifting, office ergonomics, meth/hazardous material training, Premises Liability: An Accident Waiting to Happen, De-Escalation in the Midst of Today's Volatile Society, etc.):

- It was decided to have NIRMA-Premises Liability and De-Escalation in the Midst of Today's Volatile Society. Chad Engel and Terry Baxter would do the presentations. We would do 2 sessions—one in the morning and one in the afternoon. Maybe have it at Sokol Hall since there will be more people per session. Kohout will see if he can set it up for Wednesday November 19th and will let Fikar know.

Safety Committee budget for 2014-15:

- Keep budget the same for Safety Committee. The Wellness Committee should have a separate budget. It has been using the Safety Committee budget so far.

NIRMA'S planned visit with Wellness Committee:

- NIRMA is using us as examples for other counties. Marshal Tofte, who is NIRMA's communications and events manager, will sit in on part of the Wellness committee's meeting on the 19th in order to write an article for the magazine on Saline County's Wellness efforts. We are leaders in Wellness.

Other New Business:

- McDermott said we should have a defined way to get information out to everyone about the Safety Committee's recommendations.
- McDermott made a motion to insert the minutes of the Safety Committee meeting in everyone's paycheck, seconded by Weber. Voting aye: all, nays: none, motion carried.
- Kohout will talk to Linda Kastanek about this.

Other New Business:

- Burda said their weather machine didn't have any volume and maybe wasn't working quite right. Having Fictum check out the 3 weather machines in the Courthouse.
- Vales suggested a handicap door for the Extension Office because they have a person that has been coming in more often, having trouble getting in and out. Johnson will get estimates.

Next quarterly safety meeting—Wednesday, August 20th.

Respectfully submitted for,

Daryl Fikar, Secretary
By Sharon Jelinek

Safety Committee Regular Meeting

August 20, 2014

Meeting called to order at 8:20 a.m.

Present: Sharon Jelinek, Bruce Filipi, Marv Kohout, Daryl Fikar, Kara Burda, B.J. Fictum and Lyle Weber. Dan Johnson arrived at 8:35 and Russ Kalkwarf arrived at 8:39.

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

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

Fikar read the minutes of the May 7, 2014 regular meeting. Fictum moved to approve the minutes, seconded by Weber. Voting aye: all, nays: none, motion carried.

OLD BUSINESS:

Wellness Committee updates/projects:

Jelinek reports that the 100 miles in 100 days challenge will be finishing up on September 8, and that another challenge will be approved and announced after the next Wellness Committee meeting in the middle of September. The Wellness Committee is also considering the purchase of a new barbell set. Jelinek also informed the Committee that she was on a webinar on Aug. 19 with about 10 other companies, discussing ideas for different wellness activities.

Kohout informed the Committee that the Wellness Committee now has its' own budget, rather than using the Safety Committee budget.

Updating of emergency maps in county buildings:

Johnson stated that McDermott has created all of the emergency maps for county buildings and that he has installed them. The maps are hung in the proper orientation with the floor plan of each office.

Kohout brought up the subject of fire drills. The Committee questioned where employees would gather during a fire drill and how we would account for all employees. These questions were not answered. Fictum volunteered to contact the courts to schedule a possible date for a fire drill.

NEW BUSINESS:

Quarterly Workers Comp Claims:

1). Using a dog to track in Jefferson County, a Sheriff's Deputy suffered a tick bite on his right leg. The bite became painful and possibly infected. The Committee recommended that you be aware when you are in an area that might be infested with ticks and check yourself during and afterward.

2). During a struggle with an infected inmate, a Sheriff's Deputy suffered an abrasion on his arm. The Committee decided that the Sheriff's Office was aware that the inmate was infected and that the Deputy did get medical attention after the altercation, and will be receiving follow-up medical attention.

NIRMA Assist Grant Status:

Fictum states that he has not yet heard back from Public Health Solutions concerning the grant for an AED in the Aging Services building. Kohout recommended that, should we not hear back, or receive the grant by October, that we apply for an ASSIST grant from NIRMA to purchase the AED.

Fitness Center Passcode:

The current policy of changing the passcode on the Fitness Center requires that it be changed every 6 months, on Jan. 1 and July 1. Fikar moved that we change the policy to changing the passcode only once per year, on July 1, unless there is a reason to change it during the year. Johnson seconded the motion. Voting aye: all, nays: none, motion carried.

Courthouse Addition:

Kohout updated the Committee on the planned courthouse addition. He reports that Jerry Berggren of Berggren Architects, Commissioner Tim McDermott, Commissioner Willis Luedke and Treasurer Deb Spanyers are visiting the Lancaster DMV this morning to get some ideas for the design of the Treasurer's Office. He announced that the County Commissioners will discuss the addition at next Tuesday's Board of Commissioners meeting and decide whether to place the issue on the ballot, or to just approve the addition.

Fall training:

Fall training will take place on November 19, 2014 during two sessions (9:00 to 12:00 and 1:00 to 4:00) and will consist of three classes: Meth Lab/Hazardous Material Training, Premises Liability: An Accident Waiting to Happen, and De-Escalation in the Midst of Today's Volatile Society. Fictum will distribute the sign-up sheets for the classes.

Safety Committee Budget for 2014-2015:

Kohout informed the Committee that the Safety Committee budget for 2013-14 was \$8,000 and included the budget for the Wellness Committee. For the 2014-15 year, the Safety Committee budget will remain at \$8,000, but the Wellness Committee now has their own budget. He also announced that the Wellness Committee is still planning to purchase vending machines for the courthouse and Sheriff's Office.

There being no further business, the meeting was adjourned at 9:23 a.m.

The next meeting of the Saline County Safety Committee will be Wednesday, November 5, 2014 at 8:15 a.m. in the courthouse assembly room.

Respectfully submitted,
Daryl Fikar, Secretary

Safety Committee Regular Meeting
November 5, 2014

Meeting called to order at 8:20 a.m.

Present: Tim McDermott, Russ Kalkwarf, Debbie Spanyers, Phyllis Niebuhr, Kara Burda, Becky Vales, B.J. Fictum, Dan Johnson, Marv Kohout and Daryl Fikar. Brandi Kelly arrived at 8:23, Bruce Filipi arrived at 8:30.

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

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

Fikar read the minutes of the August 20, 2014 regular meeting. Burda moved to approve the minutes, seconded by Kalkwarf. Voting aye: all, nays: none, motion carried.

OLD BUSINESS:

Wellness Committee updates/projects:

Kohout informed the Committee that the Safety Committee and the Wellness Committee now have separate budgets. The Safety Committee budget is \$8,000 and the Wellness Committee budget is \$39,000 for 2014-2015. He also noted that Kerry Hagemeyer is no longer an employee of Saline County, but she is under a 3 month, renewable contract to be co-coordinator with Sharon Jelinek for the Wellness Committee.

McDermott updated the Committee on the possible purchase of a vending machine for the courthouse. The machine that the Wellness Committee is looking at is a hybrid machine, with one half of the machine for refrigerated items, with the other half for snacks. The machine is available through Global Vending, with the snack items being purchased at sources such as Sam's Club. It would be serviced by members of the Wellness Committee, with assistance from Dan Johnson. Ryan Rezac of LinPepCo informed McDermott that they would remove their machines from the courthouse and still service the machine at the Sheriff's Office. Kalkwarf will visit with Sheriff Moore to see if there would be interest for a county owned vending machine at the Sheriff's Office.

NEW BUSINESS:

Cleaning Chemical Use/Storage:

Johnson states that the cleaning chemicals that his department uses are generally kept out of sight, but not under lock and key. The chemicals that are used are not too harsh, but there is no place to keep them secured. He is hoping that this situation can be fixed with the courthouse addition.

Fire Drill Results:

Johnson reported that there was no response from the Wilber Fire Dept., so there were no sirens, and that he had difficulty with the fire alarm in the building. He also noted that the only handicap exit from the building is at the west door, so anyone that could

not negotiate stairs had to exit through the “smoke”. He suggested that the courthouse addition could address this.

Office communication and accountability were discussed, with McDermott offering the idea of a clipboard behind each office door with employee information. The board could be taken as the employees exit the office during an emergency. Kelly reports that she keeps a record of each employee’s specific condition/needs.

Fictum questioned whether the problem with the 911 call during the fire drill had been addressed. Fikar said that he was unaware of any problem, but would check on it.

Fictum speculated that we may have 2 or 3 fire drills per year, along with one tornado drill in the spring. This will allow employees a chance to learn and remember what to do in case of an emergency.

ASSIST Grant Update:

The Wellness Committee has applied for ASSIST grants from NIRMA to help pay for the employee health fair coming up early next year, as well as a grant to defray the expense of WorkWell dues.

The Roads Department has submitted applications for safety gear for their employees as well as signage.

Fictum informed the Committee that the grant has gone through for an AED for the Aging Services building. Fikar questioned whether there are any other locations that an AED could be placed, such as the Probation Office. Fictum will check on that. Kalkwarf suggested that one could be placed near the ball fields at the Legion Park.

Courthouse Addition:

McDermott gave an update on the Courthouse addition by stating the the posters that are hung in the building are now obsolete, but the most recent plans are online at: www.salinecountycourthouse.info.

Fall training:

Fall training will take place on November 19, 2014 during two sessions (9:00 to 12:00 and 1:00 to 4:00) and will consist of three classes: Meth Lab/Hazardous Material Training, Premises Liability: An Accident Waiting to Happen, and De-Escalation in the Midst of Today’s Volatile Society. Fictum has distributed the sign-up sheets for the classes. Discussion followed about how to handle the conflict between the training and County Government Day, which is the same day.

There being no further business, the meeting was adjourned at 9:19 a.m.

The next meeting of the Saline County Safety Committee will be Wednesday, February 11, 2015 at 8:15 a.m. in the courthouse assembly room.

Respectfully submitted,
Daryl Fikar, Secretary

Safety Committee Special Meeting

December 9, 2014

Meeting called to order at 8:27 a.m.

Present: Sharon Jelinek, Bruce Filipi, Marv Kohout, Daryl Fikar, Tim McDermott, Kara Burda, Dan Johnson and Debbie Spanyers

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

Kohout announced that the purpose of this special meeting is to consider recommendations made by the Saline County Wellness Committee to amend the rules of the Saline County Fitness Center during their meeting on December 8, 2014.

The changes to consider include adding the words "or guardian" to the last sentence of rule #4, amending the rule to read: "This Facility is available to Saline County employees, their guests, and employees of any Saline County facility. Children under 19 years of age are allowed when accompanied and directly supervised by their parent or guardian". Johnson moved to change the wording as presented, seconded by Filipi. Voting aye: all, nays: none. Motion carried.

The other change was a modification to rule #6, amending it to require that the employee-sponsor be present when the non-relative that they are sponsoring is in the Fitness Center. Fikar questioned whether this is necessary, as he is unaware of any problems being caused by anyone in the Fitness Center, and this change would cause inconveniences to the sponsors. Fikar presented a sign that he had created which reads: "STOP! You must have signed a Waiver of Liability to enter the Saline County Fitness Center. **If you enter the Fitness Center without signing a waiver, you are trespassing, and you will be reported to Law Enforcement.** The Saline County Safety Committee", and recommended that we place several of these signs around the Fitness Center. He also mentioned that he created a Fitness Center membership ID that could be issued to all people that have signed liability waivers. After much discussion, Filipi moved to leave rule #6 as it is and hang up several copies of the sign presented by Fikar in the Fitness Center, seconded by Fikar. Voting aye: all, nays: none. Motion carried.

The Committee discussed whether a person under the age of 19 could sign a liability waiver. It was decided that we would contact the County Attorney with this question.

McDermott moved to rescind the change to rule #4, seconded by Fikar. Voting aye: all, nays: none. Motion carried. This leaves the current rules unchanged.

There being no further business, the meeting was adjourned at 9:11 a.m.

The next meeting of the Saline County Safety Committee will be a regular meeting on Wednesday, February 11, 2015 at 8:15 a.m. in the courthouse assembly room.

Respectfully submitted,
Daryl Fikar, Secretary