

Safety Committee Regular Meeting

February 11, 2015

Meeting called to order at 8:17 a.m.

Present: Tim McDermott, Russ Kalkwarf, Phyllis Niebuhr, Kara Burda, B.J. Fictum, Marv Kohout, Daryl Fikar, Bruce Filipi 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 Fictum. Voting aye: all, nays: none, motion carried.

Fikar read the minutes of the November 5, 2014 regular meeting. Jelinek moved to approve the minutes with the correction of the budget year for the Wellness Committee, seconded by Niebuhr. Voting aye: all, nays: none, motion carried.

Fikar read the minutes of the December 9, 2014 Special Meeting. McDermott moved to approve the minutes, seconded by Jelinek. Voting aye: all, nays: none, motion carried.

OLD BUSINESS:

Wellness Committee updates/projects:

McDermott reports that the vending machine has been purchased and received. There were 80 items purchased from the machine in the first 15 days. Various individuals from the Wellness Committee have been stocking the machine.

ASSIST Grants:

McDermott and Kohout explained that Saline County has received two ASSIST grants from NIRMA; one for \$275.00 to defray the costs of our Wellness membership dues, and one for \$20.00 per person for the health fair, up to \$2,000.00 maximum.

Filipi stated that the Roads Department received grants for two of the three projects for which he applied.

NEW BUSINESS:

Liability Claims:

#1: Lightning damage to equipment on 10/1/2014. The Committee decided that this was an act of God, and no preventative action is possible.

#2: On 7/12/2014, County vehicle backed into a private vehicle. Driver must be more cognizant of surroundings, especially when driving in reverse.

#3: On 7/21/2014, a plank came loose on a county bridge, damaging a private vehicle. As bridge inspections are performed on a regular basis and no defects were found, encourage employees to report any irregularities to the Highway Dept.

#4: Excavator rolled over while moving dirt. Operator must be more observant and aware of surroundings when moving equipment on irregular surfaces.

Workers Comp Claims:

#1: On 7/28/2014, an inmate at the Saline County Law Enforcement Center spit in the face of a Corrections Officer during a struggle. At the Law Enforcement Center, there are instances when the Officers must come in contact with the inmates, and this type of contact may be unavoidable.

#2: Corrections Office was bit on the arm during a struggle with inmate. At the Law Enforcement Center, there are instances when the Officers must come in contact with the inmates, and this type of contact may be unavoidable.

Fitness Center Rules:

Deputy Jennifer Retchless-Chavez, a member of the Saline County Wellness Committee was present to address an issue that Saline County employees have expressed to her concerning the use of the Saline County Fitness Center. She explained that the rule for the Fitness Center allowing Saline County employees to sponsor a friend is being abused in that, the intent was to have the friend join the employee while working out, but the friend is using the Fitness Center without the employee present. She believes that this is causing the Fitness Center to be over-used, wearing out the equipment and crowding out the employees.

After discussion, Fictum moved to rescind rule #6 and to amend rule #4. Rule #4 will now read "Effective March 1, 2015, this Facility is available to Saline County employees, their current household members, and employees of any Saline County facility. Children under 19 years of age are allowed when accompanied and directly supervised by their parent or legal guardian". The motion was seconded by McDermott. Voting aye: all, nays: none, motion carried.

Courthouse Addition:

McDermott gave an update on the Courthouse addition by stating that the security system for the courthouse has been separated from the general construction phase. The bid opening for the security system will be on February 19.

The final drawings for the addition will be available on February 23, and the final bids from the contractors are due on March 17.

The entire construction should take 18 to 24 months.

Spring training:

Spring training will take place on April 8, 2015 during two sessions and will consist of "Active Shooter Training". The classes will be 9:30 to 11:30 and 1:00 to 3:00 in the District Courtroom. This will be a coordination between NIRMA and the Sheriff's Department. Fictum will distribute the sign-up sheets for the class.

It was also decided that the Fall, 2015 training will be the First Aid class and the Spring, 2016 training will be a Severe Weather class.

Other New Business:

Fictum informed the Committee that the statewide tornado drill will be on March 25. The tornado watch will be announced at 10:00 a.m. with the drill to follow shortly thereafter.

He also noted that this year's Severe Weather Seminar will be on March 28 at 12:30 p.m. at Saline Center.

He then outlined the in-progress "Emergency Response Plan" that is now required by OSHA for Saline County's buildings. This is a plan to facilitate and organize management and employee actions during workplace emergencies.

There being no further business, the meeting was adjourned at 9:50 a.m.

The next meeting of the Saline County Safety Committee will be Wednesday, May 27, 2015 at 8:15 a.m. in the courthouse assembly room.

Respectfully submitted,
Daryl Fikar, Secretary

Safety Committee Regular Meeting

May 28, 2015

Meeting called to order at 8:23 a.m.

Present: Tim McDermott, Becky Vales, Phyllis Niebuhr, Kara Burda, Marv Kohout, Daryl Fikar, Dan Johnson, Debbie Spanyers and Sharon Jelinek. Russ Kalkwarf arrived at 8:32.

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

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

Fikar read the minutes of the February 11, 2015 regular meeting. Niebuhr moved to approve the minutes, seconded by Spanyers. Voting aye: all, nays: none, motion carried.

OLD BUSINESS:

Wellness Committee updates:

Kohout reports that Elly Reedy has been hired as the new county wellness coordinator. McDermott tells the Committee that sales from the vending machine are going very well, and that personnel at the jail are still considering replacing their current vending machine with a county owned one.

NIRMA training:

Various members of the Committee reported that all of the comments that were made concerning the active shooter training on April 8 were positive. Kohout mentioned that NIRMA had presented another session for the County and District Court personnel. In the future, the Safety Committee will consider inviting all employees of county owned facilities, not just county employees, to our training sessions.

A discussion followed concerning the evacuation that occurred on April 30. There was not a general evacuation order over the telephone. Niebuhr questioned whether we should present a training session for the telephone system.

Burda told the committee that she was approached by a member of the public, telling her that they had come in the east door of the courthouse during the evacuation and gone up to the Assessor's Office only to find no one there.

Spanyers expressed concern that it may take too long to evacuate with the chairlift, especially if it is not on the correct floor.

Johnson informed the Committee that he had repositioned the panic button receiver in the Extension/County Attorney office to better receive signals from all of the panic buttons in the building. He also made some adjustments to the system in the probation office.

NEW BUSINESS:

Workers Comp Claims:

There were no worker compensation claims for the first quarter of 2015.

Courthouse Addition Update:

McDermott stated that there were two construction bids received for the addition, with the bid being awarded to Cheever Construction. There was a pre-construction meeting with Cheever earlier in the week.

He also informed the Committee that there will be fencing installed around the construction area and the new parking area north of the courthouse, now that the houses across the street have been demolished and removed.

McDermott also mentioned that the foundation of the existing courthouse will need to be reinforced prior to the new portion being built. This will consist of pounding or vibrating reinforcing steel into the ground next to the building. This may be very uncomfortable for anyone in the building, so the courthouse may need to be closed for a period of time, possibly one to three days.

Fall training:

Fall training will consist of a First Aid course, since the current one will expire in October. Kohout will contact Chad Engel at NIRMA to see if he can schedule the class.

Budget:

Kohout noted that the Safety Committee budget balance remains at \$9,000.00. Since the Wellness Committee is covering the expense for the Fitness Center equipment, we will request a lesser amount for the 2015-16 fiscal budget.

There being no further business, the meeting was adjourned at 9:10 a.m.

The next meeting of the Saline County Safety Committee will be Wednesday, August 26, 2015 at 8:15 a.m. in the courthouse assembly room.

Respectfully submitted,
Daryl Fikar, Secretary

Safety Committee Regular Meeting

August 26, 2015

Meeting called to order at 8:35 a.m.

Present: Tim McDermott, Phyllis Niebuhr, Kara Burda, Marv Kohout, Daryl Fikar, Dan Johnson, Debbie Spanyers and Russ Kalkwarf.

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

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

Fikar read the minutes of the May 28, 2015 regular meeting. McDermott moved to approve the minutes, seconded by Spanyers. Voting aye: all, nays: none, motion carried.

OLD BUSINESS:

Wellness Committee updates:

McDermott reported that the Wellness Committee is currently conducting an extensive review of the procedures that will be implemented for the 2016 calendar year wellness program.

He also stated that Elly Reedy's contract as Wellness Coordinator has been renewed for another quarter.

McDermott also discussed a new program that is presented by NACO and Blue Cross/Blue Shield called BlueHealth Advantage Premium Wellness Program. There will be more information concerning this program that is scheduled to be emailed by NACO today. Program details will be sent out with each employees' paycheck.

The Wellness Committee is also getting ready to start planning for the flu shots and health fair.

Kalkwarf informed the Committee that there is still interest at the jail to have a county owned vending machine replace the current machine.

NEW BUSINESS:

Workers Comp Claims:

#1: On September 3, 2014, an employee at the jail fell and hurt his right knee. This item was tabled until the next meeting to gather more information.

#2: On May 9, 2015, an employee at the jail was attempting to prevent a cell door from slamming and caught their finger in the door. The Committee recommended that all employees at the jail be reminded to use the handles on the doors.

Courthouse Addition Update:

McDermott stated that the concrete pouring has begun on the parking lot this morning. He said that the concrete will take about three weeks to cure, then cutting and striping must be done. He also explained how the drainage system will work to prevent flooding the adjoining properties.

He also noted that the foundation of the current courthouse will no longer be reinforced by sheet pilings, but will instead have concrete pilings poured to stabilize it.

He will be attending the next construction meeting which is Monday, August 31.

Fall training:

Fall training will consist of a First Aid course on October 28th and 29th in the County Attorney/Extension Office conference room. Kohout will check with Chad Engle to verify the content and length of the course.

Budget:

Kohout noted that the Safety Committee budget for the 2014-15 year was \$9,000.00, but none of it was spent. Therefore, the budget for the 2015-16 year has been reduced to \$3,000. This should be sufficient to cover the cost of training workbooks and any other expenses that arise.

Step Wisely Program:

Kohout detailed a new NIRMA program called "Step Wisely", which is presented through a partnership with Minnesota Counties Intergovernmental Trust. The program is intended to keep employees aware of injury prevention through the use of posters, paycheck stuffers and table tents. The material will be sent out on a monthly basis.

OTHER NEW BUSINESS:

Kohout also familiarized the Committee with NIRMA new video on-demand program which is now up and running. There are over 150 safety videos available for training purposes available through NIRMA's website.

Kalkwarf requested that the Safety Committee meetings begin at 8:30 instead of 8:15. After discussion, this change was approved.

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, November 18, 2015 at 8:30 a.m. in the courthouse assembly room.

Respectfully submitted,

Daryl Fikar, Secretary

Safety Committee Regular Meeting

November 4, 2015

Meeting called to order at 8:35 a.m.

Present: Tim McDermott, Phyllis Niebuhr, Kara Burda, Marv Kohout, Daryl Fikar, Dan Johnson, B.J. Fictum, Russ Kalkwarf and Sharon Jeinek.

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

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

Fikar read the minutes of the August 26, 2015 regular meeting. Niebuhr moved to approve the minutes, seconded by Fictum. Voting aye: all, nays: none, motion carried.

OLD BUSINESS:

Wellness Committee updates:

McDermott reported that the Wellness Committee is continuing their work and making progress to make significant changes to the wellness program for 2016. He stated that they are analyzing how points are awarded for different types of exercise and increasing the number of points that will be awarded for not using tobacco. Also, McDermott noted that the number of points for retrieving the 10% employee cost remains at 8,000 out of approximately 15,000 possible points. Wellness Committee members have submitted ASSIST grant applications to NIRMA for Saline County's Workwell dues and for a significant part of the upcoming health fair costs.

He also stated that Elly Reedy's contract as Wellness Coordinator has been changed from a quarterly renewal to semi-annual renewal. Her contract for the next six months was approved at yesterday's Board of Commissioner's meeting.

First Aid class:

Kohout solicited comments from the Committee concerning last week's first aid class. Niebuhr commented that the handbook that was provided was very useful. Fikar offered that Chad Engel did another great job. Burda noted that the training was a good refresher.

Fictum cautioned the Committee that the first aid kits available to County offices have no 4" by 4" gauze pads. After discussion, Fictum moved that the Safety Committee purchase the gauze pads to add to the existing first aid kits, seconded by Fikar. Voting aye: all, nays: none, motion carried. Another discussion followed concerning the size of the existing first aid kits, as there might be occasion when a larger, better equipped kit might be required. Fictum will check on the prices of larger kits, as well as the cost of restocking them and report back to the Committee during the February, 2016 meeting.

NEW BUSINESS:

Workers Comp Claims:

#1: On September 3, 2014, an employee at the jail fell and hurt his right knee. This item was discussed and tabled during the August 26 meeting, pending more information. Kalkwarf updated the board, stating the he had spoken to the person involved, and learned that the employee had twisted his knee while preparing for training. His knee has completely healed and is giving no problem. The committee reminds their employees to constantly be aware of their surroundings and take care accordingly. There were no new worker's compensation claims for this quarter.

Liability Claims:

#1: Two cars were struck by a county owned vehicle. This was due to a medical episode that has since been remedied.

#2: A citizen injured his foot by jumping down the outside stairs. Johnson reminded the Committee that we will be unable to control the actions of visitors to the courthouse and as long as the facilities are

maintained properly, there is nothing that the Committee can do about this particular incident. Fikar informed the board that NIRMA has paid the minimum liability amount of \$5,000 to Bryan Hospital.

Courthouse Addition Update:

McDermott mentioned to the Committee that the Department heads with offices in the courthouse had been updated on the addition progress yesterday after the Board of Commissioners meeting. He also stated that the new parking lot is now available for use. Discussion followed concerning the islands in the new lot and whether we should do anything to prevent people from walking across them. It was decided that, at this time, it is not dangerous to walk across them, nor will it hurt the material that is there. McDermott mentioned that sometime in the future, sod and lighting will be installed in and around the lot.

Concerning the addition to the courthouse building, McDermott briefed the Committee that the north wall foundation is now supported and that digging has resumed to reach the level of the basement floor. Additionally, the next work to be done inside the building will be the removal of the stairs to the fourth floor. Therefore, the vaults on the fourth floor will only be available when absolutely necessary. McDermott also enlightened the Committee as to the construction process inside the building, stating that we will be noticing walls going up around areas that are being updated. These walls will only be temporary as they are necessary to keep out unauthorized people and to keep the construction dust from spreading throughout the building.

Spring training:

Fictum suggested to the Committee that we offer Severe Weather Safety training in the spring of 2016. He offered to coordinate with the National Weather Service to do the training. He speculated that each session would last between 2 and 2 ½ hours. The date selected was March 24, 2016 and the conference room in the Extension building was reserved for that date. It was decided to invite all employees of County owned buildings, including the Probation office. The time for each session will be set after it is determined how many employees will be attending, offering either three or four sessions.

Budget:

Kohout learned from Chad Engel that each workbook for the first aid training will cost between seven and eight dollars. This will come from the Safety Committee budget, and should be a total of around \$500. This would leave \$2,500 in the Safety Committee budget.

Step Wisely Program:

Kohout distributed new posters from the "Step Wisely" program, as we will receive new ones every month. There are also paycheck stuffers that will be sent.

OTHER NEW BUSINESS:

Kohout mentioned that Chad Engel from NIRMA had visited on September 23 to perform a safety audit at the courthouse. No deficiencies were noted.

Kohout noted that Saline County had received a dividend check from NIRMA in the amount of approximately \$19,000.

There being no further business, the meeting was adjourned at 9:33 a.m.

The next meeting of the Saline County Safety Committee will be Wednesday, February 24, 2016 at 8:30 a.m. in the courthouse assembly room.

Respectfully submitted: Daryl Fikar, Secretary