

Safety Committee Regular Meeting

February 7, 2018

Meeting was called to order at 8:42 a.m. by Marvin Kohout

Present: Marvin Kohout, Tim McDermott, Tammie Korbelik, Kara Burda, Becky Vales, Debbie Spanyers, Bruce Filipi, John McKee, Dan Johnson and Russ Kalkwarf at 9:10 a.m.

Kohout informed those present of the open meetings law posted on the back of the door in the assembly room and on the back of the wall in the commissioner's room.

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

T. Korbelik read the minutes of the November 8, 2017 regular meeting.

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

OLD BUSINESS:

WELLNESS COMMITTEE UPDATES:

McDermott reported that the 2017 Wellness program is complete. The committee has completed their portion. Madonna is going thru their part, when they are finished there will be a protest period and then the incentives will be passed out. Our next event will be the health fair, February 20-21, 2018

COURTHOUSE UPDATES:

McDermott reported that the construction is coming to an end. They are doing the finishing touches. The panic buttons are being installed and they are doing the adjustments on the cameras. The L.E. Center is now able to view the cameras. The elevator is still being worked on with locking out certain access buttons. The elevator speed cannot be adjusted, but the time delay on the door can be.

OTHER OLD BUSINESS:

McDermott reported that all of the water fountains now have filters on them. The taste of the water was an issue and should now be resolved.

NEW BUSINESS:

WORKERS COMP CLAIMS: KOHOUT REPORTED:

We have no workers comp claims for the fourth quarter.

NIRMA CLAIMS: KOHOUT REPORTED:

We reviewed one claim for the fourth quarter of 2017:

#1: On October 11, 2017, a claimant was sitting and when they got up to walk they tripped and fell. Not enough information to suggest cautions. We all need to be aware of our surroundings.

FIREDRILL:

Kohout announced that a fire drill will be conducted when the construction is complete. We will get the instructions and maps posted and schedule a training.

COURTHOUSE/SHOPS/SCLEC INSPECTIONS:

Kohout reported that the shops have not been inspected and that we will schedule them at the May meeting. The jail inspection will be done quarterly.

SPRING TRAINING:

Filipi announced that the road guys will have a flagger training on March 2, 2018, which is valid for 2 years.

Burda suggested a Harassment Training for the Spring Class. Kohout will work with McDermott to get a date and time set up. We will be looking at a Wednesday in mid-March.

Kohout announced that there will be an employee recognition banquet on Friday April 13, 2018 at Sokol Hall.

MANUAL:

T. Korbelik emailed chapters of the Safety Manual to all of the Safety Committee Members. There is a copy of the manual in our handbook as well. The safety members were assigned chapters to update. We will discuss them at our next meeting on May 30th.

Chapters:

1-3 – Russ Kalkwarf

4-5 – Tim McDermott

6 – John Mckee

7 – Tammie Korbelik

8 – Debbie Spanyers

9-13 – Bruce Filipi

14 – Dan Johnson

15 – Kara Burda

Marv Kohout and Tim McDermott will update the Attachments and Table of Contents.

OTHER NEW BUSINESS:

TORNADO DRILL:

McKee announced that March 26-30 is Severe Weather Awareness week. McKee will have a tornado drill around 10 a.m. on March 28, 2018, weather permitting.

McDermott will post a note on the door to inform the public that they will need to participate in the drill if they are in the courthouse at that time.

Vales asked if all of the phones would be connected to the all call. McDermott will check into that and make sure each building will be connected.

Burda asked if directory signs were going to be posted soon. McDermott said they will be done last due to the fire marshal.

PARKING LOT:

Burda reported that there are customers wondering why there are so many county vehicles taking up customer parking near the courthouse. They are wondering why all county employees do not park in the parking lot north of the courthouse. Johnson has mentioned to some of the county employees, who use the county vehicles, to please park east of the garage when not in use.

Burda reported that there have been some questions about having a sidewalk poured from the middle of the parking lot to the street. We all walk there now and we will end up killing the grass.

CLASSES:

McKee stated that he had sent out the wrong date for the NIMS class. He had accidentally sent February 7 and it should be March 7, 2018. He sent out a new email with the corrections.

McKee also announced that there will be a Weather Training Class on March 12, 2018 at 7:00 pm. It will be held at the old Homestead National Monument site. It's a three-county training class.

UPDATES:

Johnson reported that the five defibrillators are all working, but the batteries are expired. We need to purchase new ones soon. Kohout said to take the money out of the Safety Budget. The first aid kits will be updated after the construction is complete. The fire extinguishers will be updated in March and the inspection is done once a year.

The next meeting of the Saline County Safety Committee will be on Wednesday May 30, 2018 at 8:30 a.m. in the assembly room.

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

Respectfully submitted,

Tammie Korbelik, Secretary

Safety Committee Regular Meeting

May 30, 2018

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

Present: Marvin Kohout, Tim McDermott, Tammie Korbely, Kara Burda, Debbie Spanyers, Bill Slezak, John McKee, Dan Johnson, Sharon Jelinek, Rick Korbely, and Russ Kalkwarf.

Kohout informed those present of the open meetings law posted on the bulletin board in the assembly room.

McKee moved to approve the agenda, seconded by R.Korbely. Voting aye: all, nays: none, motion carried.

T. Korbely read the minutes of the February 7, 2018 regular meeting.

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

OLD BUSINESS:

WELLNESS COMMITTEE UPDATES:

McDermott stated that the 2017 Wellness program is complete. Our next challenge is the 100 miles in 100 days.

COURTHOUSE UPDATES:

McDermott reported that the new doors are cracking. They will be inspected and replaced.

We do not have enough new panic buttons installed at this time. We are awaiting the arrival of additional. The old panic buttons may be thrown away as they are not in working order. The new buttons that are hooked up are in working order and can be used if necessary.

Parking is still an issue and employees are encouraged to please park in the parking lot on the north side of the courthouse.

The cameras are still being placed and adjusted. They are still working on the elevator and locking out certain areas. Johnson has quarterly maintenance done on the elevator.

There are approximately 160 signs being designed and manufactured to be installed.

OTHER OLD BUSINESS:

Johnson reported that the defibrillators are all up to date with new batteries. The AED's need to be centrally located on the first floor.

McDermott reported that the first tornado drill in the new building went well. McKee said there weren't any problems reported.

Kohout attended the weather class at the Homestead, he mentioned that there was a good size group of people who attended. McKee reported that approximately 70-80 people were present.

Kohout reported that the Spring Training on Harassment was one of the best ones yet. There were quite a few comments on this Training. Terry Baxter and Gail Sutter did a wonderful job.

NEW BUSINESS:

WORKERS COMP CLAIMS: KOHOUT REPORTED:

We reviewed two claims for the second quarter in 2018:

#1: On January 7, 2018 an employee slipped and fell on the ice. They hurt their left elbow, hand, hip, upper thigh, jarred neck and back. Preventive action-make sure the ice melt is down and that you wear the proper shoes.

#2: On January 23, 2018 an employee slipped on the packed snow and fell on their right side. They hurt their right ankle and knee. Preventive action-use ice melt and wear the proper shoes.

NIRMA CLAIMS: KOHOUT REPORTED:

We reviewed one claim for the second quarter of 2018:

#1: On December 15, 2017, a motor grader was cleaning out the ditch and hit a power pole. This is the first time this has happened in over 40 years. Preventive action-Be aware of your surroundings.

NIRMA:

Kohout read an article written by Chad Engle called "Money for Minutes".

FIREDRILL:

McDermott announced that there will be a fire drill when the construction is finalized. Waiting for the signs to be installed in the proper places.

COURTHOUSE/SHOPS/SCLEC INSPECTIONS:

Kohout reported that the shops have not been inspected and that we will take volunteers and get the dates set. We will call for volunteers a week before hand.

FALL TRAINING:

Kohout suggested 1st Aid and CPR Training as our cards will be expiring soon. He will contact Chad to set a date.

SAFETY HANDBOOK:

The following members reported on the chapters that they were assigned to:

- Chapters:
 - 1-3 – Russ Kalkwarf – NO CHANGES
 - 4-5 – Tim McDermott – submitted proposed changes.
 - 6 – John Mckee – NO CHANGES
 - 7 – Tammie Korbelik – NO CHANGES
 - 8 – Debbie Spanyers – NO CHANGES
 - 9-13 – Bruce Filipi – Bill Slezak and Rick Korbelik will go over these chapters for Bruce, as Bruce is out of the office.
 - 14 – Dan Johnson – NO CHANGES
 - 15 – Kara Burda – submitted proposed changes.
 - Marv Kohout and Tim McDermott will update the Attachments and Table of Contents.

We will continue the Safety Handbook at our August meeting.

OTHER NEW BUSINESS:

T. Korbelik brought up the fact that county employees are not allowed to smoke on county property, so she was wondering why the public is allowed to smoke on county property, right by the front door. Suggested moving the cigarette container to the corner curb or to the parking lot, across the street, on the north side of the courthouse. Johnson and McDermott will do some checking into this to see what can be done.

Spanyers showed some concern for the attorneys and their clients having privacy. She wondered if they had a private place to meet. Kalkwarf mentioned that the attorneys know where the private rooms are located and they have access to those rooms. They are more than welcome to meet in the assembly room and the DMV room, except for Thursdays as the DMV is here on those days.

Kohout announced that NACO has passed a resolution for incentives, per person, per county, for the wellness program. NACO is working on the rules and regulations.

Burda said that there are some employees wondering why we don't receive our incentives sooner since the packets were due sooner. McDermott responded that we do need to give the County, Madonna and the protest period time to get things done on their end before the incentives are handed out.

Johnson announced that Cheevers finished the new hand rails outside on the east side of the courthouse. McDermott reported that they will also install new handrails on the old stair case from the 1st to the 3rd floor.

The next meeting of the Saline County Safety Committee will be on Wednesday August 22, 2018 at 8:30 a.m. in the assembly room.

There being no further business, the meeting was adjourned at 10:09 am

Respectfully submitted, Tammie Korbelik, Secretary.

Safety Committee Regular Meeting

August 22, 2018

Meeting was called to order at 8:40 a.m. by Marvin Kohout.

Present: Marvin Kohout, Lyle Weber, Tim McDermott, Tammie Korbelik, Becky Vales, Bruce Filipi, John McKee, Russ Kalkwarf and Dan Johnson at 9:30 a.m.

Kohout informed those present of the open meetings law posted on the wall in the conference room.

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

T. Korbelik read the minutes of the May 30, 2018 regular meeting.

The minutes were approved as read.

OLD BUSINESS:

WELLNESS COMMITTEE UPDATES:

McDermott updated on the Wellness program. The flu shots are being organized. We are still participating in the 100 miles in 100 days challenge. We will begin discussion on the 2019 Wellness Program, as it is fast approaching.

COURTHOUSE UPDATES:

McDermott reported that the doors are still an issue. The new ones will be installed around October or November. We are still waiting on the final proposal on the signs. We are hoping the signs will arrive within the next 45 days. Cheever's will install the signs once they are approved by the architect and the fire marshal. The directory will be installed next to the elevator on the first floor. The rock area outside is where the outdoor lighting will be installed. They will be installing LED lights. Handrails are also being installed. Some of the security cameras were moved or repositioned and the elevator issues are still being worked on.

Weber showed some concern on which door is suppose to be used for evening meetings. The public is a little confused when they can't come in the main entrance in the evenings and all of the other doors say Do Not Enter. He was concerned that the alarm may sound if the other doors were to be used. McDermott informed Weber that it is okay, and likely preferred, to use the southwest door as long as they are unlocked for the members to get in. McDermott suggested placing a Meeting sign over the Do Not Enter sign until the meeting is over. A final procedure will be further explained when those existing doors become fire/security alarm activated.

OTHER OLD BUSINESS:

Filipi showed some concern for the Conference/Mail room. If there is a meeting in progress how are the employees supposed to do, or pick up their mail? Some mail is time sensitive. Employees may have to just come in and get their mail, as it was further explained that the meetings, other than closed session matters, are open to everyone.

McDermott announced that the county has purchased two new smoking/trash stands. One has been placed on the north side at the top of the stairs and the other is placed on the west side next to the drop box.

NEW BUSINESS:

WORKERS COMP CLAIMS: KOHOUT REPORTED:

We have three workers comp claims for the 2nd quarter of 2018:

#1: On April 12, 2018, an employee was changing blades on a motor grader, felt and heard a pop in their right foot. They reported it, nothing developed and they did not need to see a doctor.

#2: On May 24, 2018, an employee was grinding, with safety glasses and side shields on, got something in their eye. They did not need to see a doctor.

#3: On June 12, 2018, an employee was walking on a plank and the plank broke. Hurt their right shoulder. Went to the doctor, employee is ok and back to work. Preventive action-use good quality planks and inspect them prior to use.

NIRMA CLAIMS: KOHOUT REPORTED:

We reviewed one claim for the second quarter of 2018:

#1: On March 10, 2018, there was a single vehicle accident, on a county road, that resulted in a fatality. Alcohol suspected. This claim will be open for one year.

PEDIATRIC PAD-PAK:

McDermott reported that the pad-battery-packs are 200.00 each and five were ordered. Filipi moved to approve the claim, seconded by McKee. Voting aye: all, nays: none, motion carried.

OPENHOUSE:

McDermott announced that there will be an open house on October 27, 2018 from 10:00 a.m. to 1:00 p.m. Each office will need to be open with one employee present. The signs will be posted, the seal and flags will be displayed on the south entry wall. If you have any suggestions on activity ideas please contact Tim McDermott. We will be serving hotdogs and pop.

FIREDRILL:

Kohout announced that a fire drill will be conducted when the signs are posted.

NIRMA AUDIT REPORT:

Kohout handed out a Saline County Safety Committee Audit report from NIRMA. Saline County is always used as a positive example when it comes to the Safety and Wellness Committees.

COURTHOUSE/SHOPS/SCLEC INSPECTIONS:

Kohout reported that the jail inspection was completed two weeks ago. Chad went with Filipi to do the shop inspections. There are a couple of simple fixes that need to be completed.

FALL TRAINING:

Kohout announced that there will be a FIRST AID/CPR/STOP THE BLEED training Wednesday November 7, 8, 14, and the 15th (if needed), this will be a 6-hr. class, 9:00-4:00, breaking for a one-hour lunch. There will be a max of 20 people per class. Vales will check the calendar for scheduling at the Extension Office.

MANUAL:

Handbook update-Filipi submitted proposed changes for chapters 9-13.

Marv Kohout and Tim McDermott will update the Attachments and Table of Contents within the next 30 days.

OTHER NEW BUSINESS:

McDermott stated that the 'Chapter #6, Emergency Plan' in the Safety manual needs to be updated. McDermott and McKee will get together and work on this.

If anyone is interested in being the secretary for the Safety Committee please contact Tammie Korblik.

McKee reported a break in at the Swanton Tower. The people were caught and confessed.

The next meeting of the Saline County Safety Committee will be on Wednesday November 28, 2018 at 8:30 a.m. in the Courthouse Conference Room.

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

Respectfully submitted, Tammie Korblik, Secretary

Safety Committee Regular Meeting

November 28, 2018

Meeting was called to order at 8:37 a.m. by Marvin Kohout.

Present: Marvin Kohout, Lyle Weber, Tim McDermott, Tammie Korbelik, Bruce Filipi, John McKee, Russ Kalkwarf, Rick Korbelik, Kara Burda, Sharon Jelinek and Dan Johnson

Kohout informed those present of the open meetings law posted on the wall in the conference room.

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

T. Korbelik read the minutes of the August 22, 2018 regular meeting.

R. Korbelik moved to approve the minutes, seconded by Filipi. Voting aye: all, nays: none, motion carried.

OLD BUSINESS:

WELLNESS COMMITTEE UPDATES:

McDermott reported that he has submitted the 2019 Wellness packet to the Board and it was approved. There are a few changes for the new year. The tobacco free points and the yearly earned points have both been updated. There are also some additional opportunities and rewards to earn extra points in 2019.

COURTHOUSE UPDATES:

McDermott also reported that the new doors are all installed and the old doors are being hauled out. The signs are not here yet and we are having scheduling conflicts. The elevator has been locked so the customers are not going places they shouldn't be. The outdoor lights are here but we are having scheduling conflicts to have them installed. The alarms are activated on the east and west doors at the south end of the courthouse. The alarm is also activated on the key pad at the main entrance for after hours.

NEW BUSINESS:

WORKERS COMP CLAIMS: KOHOUT REPORTED:

There were no claims to report.

NIRMA CLAIMS: KOHOUT REPORTED:

We reviewed three claims for the third quarter of 2018:

#1: On July 9, 2018, there was a vehicle who ran into the back of a motor grader. They claim there was a cloud of dust and they could not see. The motor grader followed all necessary precautions with lights, signs and flags. Precautions-make sure everything is in working order before you start your job.

#2: On July 12, 2018, Deputy hit a piece of metal, that was sticking out of the ground, with patrol car. Precautions-be aware of your surroundings.

#3: On August 17, 2018, two individuals cut a lock to gain access to the enclosed area around a tower site. Once inside, they attempted to steal a copper plate by cutting the ground wires from the tower and the equipment. Our security cameras caught the two individuals. Precautions were taken with security cameras and locks.

NIRMA FALL TRAINING:

Kohout reported that the Fall Training with Chad went very well. It was interesting, entertaining and very life like. Everyone seemed to enjoy this training. We had 63 employees who participated. McDermott moved to approve the \$945.00 billing for the training, seconded by Johnson. Voting aye: all, nays: none, motion carried.

McDermott showed some concern for public access to First Aid Kits. Filipi will contact Leslie from General Fire to come for a visit. We will then get some ideas on what will be needed for the kits and how many.

Johnson reported that we have all of the AED centrally located on each floor in the Courthouse and in the extension and the old jail. Johnson will contact Aging Services to see if they have one located in their building. If they do not, he will see about getting one purchased for them. Filipi would like to put in for an Assist Grant next year to purchase an AED for each one of his shops.

FIREDRILL:

Once the signs are all posted we will set a date for a fire drill. We are looking at setting a date in the Spring of 2019.

OPENHOUSE:

We will schedule an open house in the Spring when all of the signs are posted.

SPRING TRAINING:

Some ideas for the Spring Training are Fire Extinguisher Training or Defensive Driving Training.

HANDBOOK:

T. Korbelik sent out a draft of the Safety Manual to all of the Safety Members. There were no changes to the updated copy. Burda moved to approve the Safety Manual, seconded by T. Korbelik. Voting aye: all, nays: none, motion carried.

OTHER NEW BUSINESS:

Kohout thanked Johnson for getting gravel and salt out for foot traffic.

The next meeting of the Saline County Safety Committee will be on Wednesday February 13, 2019 at 8:30 a.m. in the Courthouse Conference Room.

There being no further business, the meeting was adjourned at 9:34 a.m.

Respectfully submitted, Tammie Korbelik, Secretary