

Safety Committee Regular Meeting

February 13, 2019

Meeting was called to order at 8:32 a.m. by Marvin Kohout.

Present: Marvin Kohout, Tammie Korbelik, Dan Johnson, Bruce Filipi, Rick Korbelik, Kara Burda, Sharon Jelinek, Deb Spanyers, Tim McDermott and Russ Kalkwarf.

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 November 28, 2018 regular meeting.

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

OLD BUSINESS:

WELLNESS COMMITTEE UPDATES:

McDermott reported that the Wellness Committee has acquired all of the 2018 packets and that they have completed their part of the packets. They will then be sent to Madonna so that they can do their part. Lisa Henning has all of the information for the Impact Survey. She will have it ready by the first part of March.

The Health Fair was today. We had a good turn out and there were only five no shows due to illness.

COURTHOUSE UPDATES:

McDermott also reported that the signs are up. Incorrect labeling and missing signs need to be addressed. The Fire Marshall has made some changes to the exits on the first floor. We may need to add some extra exit signs and lighting on the first and third floors. We also have a couple of the doors that need to be addressed.

OTHER OLD BUSINESS:

McDermott also mentioned that the Marble Seal is not complete for the entrance. The lighting for outdoors is complete.

Filipi visited with Leslie from General Fire and she sent a Sample First Aid Kit. The committee decided that we would need 7 large First Aid Kits for the Courthouse, 1 small First Aid Kit for the Old Jail and one AED for Aging Services. McDermott moved to approve the purchase of the First Aid Kits and an AED, seconded by Burda. Voting aye: all, nays: none, motion carried. Filipi will put the order in with his order to get a better deal.

NEW BUSINESS:**WORKERS COMP CLAIMS: KOHOUT REPORTED:**

We reviewed one claim for the fourth quarter of 2018:

#1: On November 5, 2018 an employee hurt their shoulder by lifting an election box. Precautions: Use proper lifting techniques.

NIRMA CLAIMS: KOHOUT REPORTED:

We reviewed one claim for the fourth quarter of 2018:

#1: On December 18, 2018 an employee was backing out of the sally port and the door was inadvertently shut causing the vehicle to hit the door. Precautions: Have better communication.

FIREDRILL & OPEN HOUSE:

Once the Fire Marshall signs off, we will schedule a Fire Drill and an Open House.

SPRING TRAINING:

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

OTHER NEW BUSINESS:

It was brought to the Committees attention that there was a man sleeping on the bench in the hallway. Recommendations were to call security right away when noticed.

Johnson reported that the security key pad, at the entrance, for afterhours is working well.

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

There being no further business, the meeting was adjourned at 9:32 a.m.

Respectfully submitted, Tammie Korbelik, Secretary

Safety Committee Regular Meeting

Wednesday, May 8, 2019

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

Present: Marvin Kohout, John McKee, Lyle Weber, Bruce Filipi, Rick Korbelik, Kara Burda, Sharon Jelinek, Deb Spanyers, Tim McDermott and Russ Kalkwarf.

Absent: Dan Johnson, Colby Marks, Russ Karpisek, Becky Valas

- Kohout informed those present the location of the Open Meetings Law posted in the conference room and the committee's abidance and acknowledgment of them.
- Filipi moved to approve the agenda, seconded by Jelinek. Voting aye: all, nays: none, motion carried.
- McDermott read the minutes of the February 13, 2019 Safety Committee meeting.
- Filipi moved to approve the minutes, seconded by Spanyers. Voting aye: all, nays: none, motion carried.

OLD BUSINESS:

WELLNESS COMMITTEE UPDATES:

McDermott reported on the completed status of the acquisition and distribution of all Wellness incentives to employees, thus closing out all activities for the 2018 Program.

A brief update was provided on the mini-challenges concluded, underway and upcoming. These involve the "Crazy-8 Challenge", "100miles in 100days" and "Walk-across-Nebraska".

Mentioned also was an upcoming Madonna class-presentation on the topic of "Cholesterol" to be held in the Assembly Room at 5:30 p.m., Wednesday, June 26, 2019.

In addition, the Wellness Committee is looking at potential needs for additional equipment at the fitness center which may include a kick-punch bag and/or an exercise bike.

COURTHOUSE UPDATES:

McDermott reported on the status of the final inspection of the Courthouse which may occur on May 22nd; court schedules pending. Also discussed was the status of the garage repair at the old jail, additional signs, door hardware changes and the progress of the marble, County Seal to be installed in the new lobby.

OTHER OLD BUSINESS:

Filipi provided an update on the completed round-up and installation of new First-Aid Kits purchased through General Fire & Safety. Also made mention was the purchase and installation of the additional AED for our County Aging Services building.

NEW BUSINESS:

NIRMA II - WORKERS COMPENSATION CLAIMS: KOHOUT REPORTED:

The committee reviewed five (5) claims for the first quarter of 2019:

#1: On January 9th, an employee was walking to a vehicle in a County parking lot and rolled an ankle. The employee purchased ankle support. **COMMITTEE RESPONSE – FUTURE PRECAUTION:** There being no indication of improper footwear, ground conditions or other obvious adjustments to walking, the committee could not make a recommendation altering another equally similar situation.

#2: On January 17th, an employee was assisting in the stripping of wire using a razor knife. The knife slipped from its surface and cut employees left thumb. **COMMITTEE RESPONSE – FUTURE PRECAUTION:** It was recognized that employees should use proper knife techniques, extreme caution with added consideration for the use of proper tools if future, similar situations are presented.

#3: On February 15th, an employee was assisting in the moving of a door. The door fell and injured the big toe on the employees' right foot. **COMMITTEE RESPONSE – FUTURE PRECAUTION:** It determined that this could be avoided in the future with added precaution, additional communication with those assisting in the action while slowing down movements in order to avoid injury.

#4: On February 26th, an employee was involved in the restraint of an inmate who was resisting causing injury. **COMMITTEE RESPONSE – FUTURE PRECAUTION:** The Committee had no information related to actions or circumstances, either appropriate or non-appropriate, having been connected to this incident.

A general discussion took place on the likelihood of advancing notice of these types of injury to the Safety Committee representative better equipped to investigate the circumstance, in advance of the Safety meeting, so that the committee can better evaluate the action and make precautionary recommendation for future action.

#5: On April 19th, an employee was injured while subduing a non-cooperative suspect while making an arrest. **COMMITTEE RESPONSE – FUTURE PRECAUTION:** The Committee has no information related to actions or circumstances, either appropriate or non-appropriate, having been connected to this incident.

NIRMA I – PROPERTY and LIABILITY CLAIMS: KOHOUT REPORTED:

We reviewed three (3) claims for the first quarter of 2019:

#1: On January 22, 2019 an individual slipped and fell on the ice getting out of their vehicle in the parking lot. **COMMITTEE RESPONSE – FUTURE PRECAUTION:** All visitors and employees using county facilities must be cautious and take notice of winter weather and surrounding, icy surface conditions when traveling to and from a county building on or adjacent to county property.

#2: On January 20, 2019 an employee was traveling west bound on HWY 41 when a deer entered the roadway from the south ditch striking and causing \$7,907.08 in damage to the

front right of a county vehicle. **COMMITTEE RESPONSE – FUTURE PRECAUTION:** General Discussion took place around additional prevention methods that could be used in connection to these types of incidences involving nighttime roadways and deer crossings. A suggestion arose to add a push-button “walk” light to be used by deer in highly trafficked areas. Knowing that deer have a heightened sense of danger, this idea was debated, but lacked real consideration due to their inability to read. Short of this, the committee understands the need and recommends that drivers always remain vigilant in watching the roadway for these potential, frequent dangers.

#3: On February 10, 2019 a County Shop building was totally destroyed by an early morning fire. It appeared to have been caused by a burning ember likely sparked from a welding torch earlier the day before. **COMMITTEE RESPONSE – FUTURE PRECAUTION:** The committee realized this situation would have been difficult to spot when there was little evidence at the time the torch was being used. It is advised that users of welding equipment and torches always be cautious of their surroundings, moving items out of the way of spark or ember and take special notice of areas and contents subject to ignition.

FIREDRILL:

Upon completion of the Fire Marshall’s final inspection, it is planned to hold a fire drill here in the courthouse. Communications will be held with courthouse staff, Law Enforcement, Emergency Management and Wilber Fire & Rescue to potentially choose a 4:00 p.m. – 5:00 p.m. time frame to hold the drill. Advertising of an earlier close-of-business for that day will need to be made. A round-table discussion is also hoped to be held at that time to discuss the drill and the actions expected from all staff and visitors.

TORNADO:

Further discussion of developing a written plan to be contained within the Safety Manual for all County buildings in the event staff and visitors are advised to shelter due to an advancing storm.

OPEN HOUSE:

Upon completion of the Fire Marshall inspection, it is planned that we schedule a public “Open House” for the Courthouse Addition. This open house will likely take place on a Saturday this upcoming summer from 10:00 a.m. to 2:00 p.m.

FALL 2019 TRAINING:

Committee members were advised to begin thinking about topics for the Fall Safety Training event. The use of Fire Extinguishers is currently on the table.

IN CONCLUSION:

- The next meeting of the Saline County Safety Committee will be held on Wednesday, August 21, 2019 at 8:30 a.m. in the Courthouse Conference Room.
- There being no further business, the meeting was adjourned at 9:45 a.m.

Respectfully submitted,
Tim McDermott – Step-Secretary

Safety Committee Regular Meeting

Wednesday, August 21, 2019

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

Present: Marvin Kohout, Lyle Weber, Kara Burda, Sharon Jelinek, Deb Spanyers, Tim McDermott, Becky Vales and Dan Johnson.

Absent: Bruce Filipi, Colby Marks, Russ Karpisek, Rick Korbelik, John McKee and Russ Kalkwarf.

- Kohout informed those present the location of the Open Meetings Law posted at the back of the conference room and the committee's abidance and acknowledgment of them.
- Spanyers moved to approve the agenda, seconded by Jelinek. Voting aye: all, nays: none, motion carried.
- Members present during the present Safety Committee meeting, having received & reviewed individual copies of the May 8, 2019 Safety Committee meeting minutes, made discussion of them. Upon review, Spanyers motioned to approve the minutes as presented. The motion was seconded by Burda. Voting aye: all, nays: none, motion carried.

OLD BUSINESS:

WELLNESS COMMITTEE UPDATES:

McDermott reported the receipt of a letter sent by NACO regarding the submission of a Wellness grant. NACO Benefit Planners has accepted our grant submission and will present the County Board with a funding check in the amount of \$4,744.56 by Larry Dix of NACO at an upcoming September County Board meeting.

A brief update was provided on the plan to transition Wellness participants to an online portal during the 2020 Plan year. Funding from the Wellness grant will be used in part to provide 'wearable' devices to willing participants, or participants can use their own recordable, wearable device. The portal will be funded by the Wellness Committee using Workwell's MyVia. An early process to determine which county staff members opt for remaining within the current plan or transition to option #2 using wearable devices. Information will be provided in the September newsletter.

An additional update was provided on the planning process for the upcoming Flu-shot clinic to be held on Tuesday, October 15, 2019; 10:00 a.m. to 1:00 p.m. at the Courthouse, and 2:00 p.m. to 4:00 p.m. at the Law Enforcement Center.

NIRMA DEFENSIVE DRIVING CLASS:

An open discussion was held on any feedback received upon the completion of the Spring Safety Training topic, "Defensive Driving" provided by Chad Engle of NIRMA. All heard that many received valuable, re-learned information that held participants interest throughout the course. Several people felt they wished to have brought their own teenagers to the class. It was a very good training day(s).

NEW BUSINESS:

NIRMA I – PROPERTY and LIABILITY CLAIMS: KOHOUT REPORTED:

We reviewed one (1) claim from the second quarter of 2019:

#1: On or about the evening/early morning of May 25, 2019 a severe thunderstorm passed through Saline County. During the storm, a lightning strike occurred and subsequently damaged radio equipment housed in a radio tower site owned by Saline County. The amount of damage was estimated to be over \$2,500. **COMMITTEE RESPONSE – FUTURE PRECAUTION:** In the understanding that the equipment was protected/connected within the building struck as would normally be standard and expected, this was said to be an 'Act of God' making it difficult for the Committee to make additional safety precautions beyond what currently exists within this environment.

NIRMA II - WORKERS COMPENSATION CLAIMS: KOHOUT REPORTED:

The committee reviewed two (2) claims for the second quarter of 2019:

#1: On April 25, 2019, a Sheriff's Deputy was injured while in the process of subduing a non-cooperative suspect while making an arrest. The circumstances involved in the wake of the injury was unknown to the Committee members present. The Committee would opt to await the next meeting, in which a committee member from the Sheriff's Department would offer additional information, allowing the Committee to comment further on any future precautions. **COMMITTEE RESPONSE – FUTURE PRECAUTION:** Tabled

#2: On June 28, 2019, a Sheriff's Deputy was in direct contact with blood splatter from a county jail inmate while on trial in the District Courtroom. The deputy was able to help load and escort the EMS unit to the hospital emergency room where both the inmate and the deputy were seen. The deputy had a blood draw accomplished by hospital staff to test for any blood borne disease from that contamination. Follow up appoints will be needed. The circumstances involved, or potential protection used during the quick action needed in this circumstance was unknown to the Committee present. The Committee would opt to await the next meeting, in which a committee member from the Sheriff's Department would offer additional information, allowing the Committee to comment further on any future precautions. **COMMITTEE RESPONSE – FUTURE PRECAUTION:** Tabled

FIRE EVACUATION PLAN/DRILL:

The Committee was presented with a DRAFT policy of a Fire Drill/Evacuation Plan, generally focused on all county facilities in which to build individual protocols for those facilities based upon their location, build and occupancy use. The DRAFT was discussed with minimal offering for change. The DRAFT will be refined slightly and presented as the final version soon.

TORNADO/SEVERE WEATHER PLAN/DRILL:

The Committee was presented with a DRAFT policy of a Tornado/Severe Weather Plan, generally focused on all county facilities in which to build individual protocols for those facilities based upon their location, build and occupancy use. The DRAFT was discussed with

minimal offering for change. From the offerings presented, the DRAFT will be refined slightly and presented as the final version soon.

FALL 2019 TRAINING:

Committee members discussed potential topics to build a Fall Training event to be held most likely in October. There were two (2) such topics that arose in hopes to achieve and connect with NIRMA to plan; Fire Extinguisher Training and Computer Security/Cyber Safety. Committee members agreed via general consent to proceed in planning.

COURTHOUSE PANIC BUTTONS:

A question arose on the standardized testing of panic buttons in the courthouse. The Sheriff's Department has previously performed this test and will likely continue doing those on a periodic basis. Dan Johnson will ask if there is a timeline between tests that is planned and focused upon by the Security office.

IN CONCLUSION:

- The next meeting of the Saline County Safety Committee will be held on Wednesday, November 20, 2019 at 8:30 a.m. in the Courthouse Conference Room.
- There being no further business, the meeting was adjourned at 9:42 a.m.

Respectfully submitted,
Tim McDermott – Secretary

Safety Committee Regular Meeting

Wednesday, November 20, 2019

Meeting was called to order at 8:30 a.m. by Chairperson Marvin Kohout.

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

Absent: Colby Marks, Russ Karpisek, Becky Vales and Dan Johnson

- In recognition of a quorum, Kohout informed those present the location of the Open Meetings Law posted in the conference room and the expectation of committee acknowledgment and abidance.
- Filipi moved to approve the agenda, seconded by Spanyers. Voting aye: all, nays: none, motion carried.
- Members present during the present Safety Committee meeting, having received, heard & reviewed minutes of the August 21, 2019 Safety Committee meeting, Weber motioned to approve the minutes as presented. The motion was seconded by Russ. Voting aye: all, nays: none, motion carried.

OLD BUSINESS:

WELLNESS COMMITTEE UPDATES:

McDermott reported on the status of the Wellness Committee's work in compiling changes to the 2020 Wellness Program along with its program changes. The update included the transition toward the use of an online portal to be utilized by participants who have indicated Option #2 in the use of wearable devices to track activity steps. The Safety Committee was informed that additional wearable devices are available for those who remain interested. A reminder that both the portal and a select number of devices will be funded by the Wellness Committee. Workwell's MyVia is to become the sole portal during 2020.

Advanced dates were also provided in anticipation of the Annual Health Fair to be February 11th & 12th at both the Courthouse and the LEC from 5:00 a.m. to 8:00 a.m., as was done the previous year.

FALL TRAINING:

Due to the earlier chosen topic of Cyber Security, and the unavailability of NIRMA to guide this topic in November, the option to await the time period of Spring, perhaps March, when planning ahead for this training.

BUILDING ADDITION:

McDermott provided a brief update on the remaining door hardware to be installed on the secure hallway exiting the elevator on third floor. Indications from the General Contractor have led us to believe installation would happen in the neighborhood of Monday, December 16th.

SELF DEFENSE CLASS:

A request was brought forth from the Committee to reach back out to the Law Enforcement Center in continuation of a Self-Defense Class as earlier provided by the Wellness Committee.

NEW BUSINESS:

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

Two (2) claims were discussed at this meeting:

#1: On September 24, 2019 a resident of Saline County alleged that on or about July 31, 2019 bridge planking removed from a county bridge floated into his brome grass due to high water issues. He subsequently hit this plank with his 'baler' causing damage to it. **COMMITTEE RESPONSE – FUTURE PRECAUTION:** In learning the bridge plank was pulled from the bridge by employees of the county and set aside during work on the bridge, and high

water – flooding issues transpired at around this time frame, the recommendation of the committee would be continuing to ensure that all such debris be fastened or otherwise removed/discarded in a timely manner.

#2: On September 3, 2019 a City of Wilber waterline broke outside the front door of the Saline County Aging Services building subsequently flooding the basement below Aging Services. **COMMITTEE RESPONSE – FUTURE PRECAUTION:** Given the loss reported was limited to payments for restoration services in drying out the basement itself, the Committee found no available remedy that would prepare for equally similar, future events.

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

The committee reviewed two (2) claims from an earlier quarter in 2019: *(These claims from the previous quarter were tabled due to an absence of available law enforcement personnel to help address the circumstances for each incident during the previous meeting.)*

#1: On April 25, 2019, a Sheriff's Deputy was injured while in the process of subduing a non-cooperative suspect while making an arrest. The Committee, having heard the background and situational circumstances involved in a deputy having his hand/fingers caught within the chain area of detainee-restraints as the altercation accelerated, understood the speed at which this incident quickly developed. **COMMITTEE RESPONSE – FUTURE PRECAUTION:** The Committee found no apparent corrective action due to the nature of the event.

#2: On June 28, 2019, a Sheriff's Deputy was in direct contact with blood splatter from a county jail inmate while on trial in the District Courtroom. The deputy was able to help load and escort the EMS unit to the hospital emergency room where both the inmate and the deputy were seen. The deputy had a blood draw accomplished by hospital staff to test for any blood borne disease from that contamination. Follow up appointments would be needed. The Committee heard and understood the nature of this incident and the quick response by deputies to prevent further injury. **COMMITTEE RESPONSE – FUTURE PRECAUTION:** Given the circumstances involved in this incident, the committee would not offer any corrective action that may have prevented this claim without having caused more injury to another.

FIRE EVACUATION/SEVERE WEATHER PLANS:

The Committee briefly discussed the DRAFT policy of a Fire Drill/Evacuation Plan & Tornado/Severe Weather Plan discussed during the previous meeting. Both these topics will be reviewed during the anticipated 2020 Personnel Policy Review Committee, perhaps in January or February. In the meantime, McDermott will request a response from Department Heads in all remote building locations to provide their current, building evacuation and severe weather plans/guidelines.

SPRING 2020 TRAINING:

Committee members continued to discuss the Spring Training event were two (2) topics, Fire Extinguisher Training and Computer Security/Cyber Safety remain a focus. McDermott will be attending an expanded training event in January in which information will hopefully be gathered in utilizing a similar presentation, or reach out to NIRMA for its training offering.

IN CONCLUSION:

- The next meeting of the Saline County Safety Committee will be held on Wednesday, February 19, 2019 at 8:30 a.m. in the Courthouse Conference Room.
- There being no further business, the meeting was adjourned at 9:25 a.m.

Respectfully submitted,
Tim McDermott – Secretary