

Safety Committee Regular Meeting

Wednesday, February 19, 2020

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

Present: Marvin Kohout, Kara Burda, Sharon Jelinek, Deb Spanyers, Tim McDermott, Rick Korbelik, John McKee, Bruce Filipi and Dan Johnson

Absent: Colby Marks, Russ Karpisek, Becky Vales, Lyle Weber and Russ Kalkwarf

- 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 thereby.
- Filipi moved to approve the agenda, seconded by McKee. Voting aye: all, nays: none, motion carried.
- Members present during the Safety Committee meeting, having received, heard & reviewed minutes of the November 20, 2019 Safety Committee meeting, Korbelik motioned to approve them as presented. The motion was seconded by Filipi. 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 final data submitted by employees for the 2019 Program year. An expected return of PPI information from Madonna, along with their analyzed points, whereby a conclusive tally can be documented and distributed to all county staff members who had engaged in the program. The standard 'Protest Period' will follow to ensure an accurate calculation of Wellness Points.

In addition, an update on the number of county employees and/or spouses attending the 2020 Health Fair held at both the LEC & Courthouse on February 11th & 12th was provided; of which 88 participants attended in total.

COURTHOUSE BUILDING ADDITION UPDATE:

McDermott provided a brief update on the ongoing difficulty with remaining door hardware to be installed on the secure hallway exiting the elevator on third floor. Learned yesterday, the General Contractor, after much conversation with Berggren Architects have scheduled a meeting to discuss this issue this very day at 10:00 a.m. Beyond this, progress on the County Seal to be mounted in the Courthouse entryway continues to proceed, painstakingly. A future update is hoped to be more conclusive.

NEW BUSINESS:

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

Two (2) claims were discussed at this meeting:

#1: Reported on December 3, 2019 a Law Enforcement Liability (LEL) claim was filed against the County due to an incident(s) occurring on April 20, 2018 contending there was inadequate medical care provided by law enforcement. **COMMITTEE RESPONSE – FUTURE PRECAUTION:** The Safety Committee voiced the need to withhold a response based on inadequate information provided at the time of this meeting, and the fact this matter is being litigated, along with no available representative(s) from Law Enforcement attending this meeting to help generalize.

#2: Reported on October 30, 2019 a claimant had filed a Public Officials Liability (POL) claim against the county in regards to a wind farm project currently underway. **COMMITTEE RESPONSE – FUTURE PRECAUTION:** Given this to be a litigation matter, comment or any potential future precaution is avoided; assuming the committee could conclude with a substantive response.

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

The committee reviewed two (2) claims from the earlier quarter:

#1: Reported on November 22, 2019, a county employee was putting a “skid steer track” back in place. Using a prybar to bring the track onto the drive sprocket, after properly loosening the track tension, the bar and the employee slipped causing minor injury. **COMMITTEE RESPONSE – FUTURE PRECAUTION:** The Committee suggests that maintaining control of the placement of self and tool, while always using caution, be the lesson taken from this event.

#2: Reported on December 2, 2019, a Sheriff’s deputy sustained blood splatter into the left eye while restraining an inmate in the emergency room. **COMMITTEE RESPONSE – FUTURE PRECAUTION:** The Committee saw in hindsight that the additional use of PPE (Personal Protective Equipment) should be used in situations where the likelihood of blood being present exists. However, the Committee having no other information supplied by Law Enforcement at this meeting, will withhold additional comment for the next meeting.

FIRE EVACUATION/SEVERE WEATHER PLANS:

McDermott provided the updates to the General Facility Drill & Evacuation Procedure document along with a Courthouse specific version. An earlier request for other facility managers to supply those existing procedures used by staff and visitors at those county owned locations has yet to be made available.

McDermott also provided a General Severe Weather Emergency Procedure document, along with a Courthouse specific version. An earlier request for other facility managers to supply their current procedures used by staff and visitors has yet to be made available.

Discussion ensued on the likelihood of retrofitting storm shelters in remote shop locations. McKee will help Filipi arrive at local availability and options to be used for possible planning consideration.

Kohout requested that McDermott continue to connect with facility managers to obtain their planned procedures currently in place.

SEVERE WEATHER DRILL/FIRE DRILL:

As storm season approaches, McKee will update the committee and the County Board on date specifics for a Severe Weather Drill and a Fire Drill event, so to prepare.

NEW BUSINESS:

A request for a bottle filler(s) to be retrofitted to Courthouse water fountain(s) be researched; preventing water from ending up on the floor. Johnson was asked to look into this; perhaps limited to a central 2nd floor location.

A brief discussion was held on the value of the recently attended “Cyber Security - Community Preparedness” class, presented by TEEX (Texas AM Engineering Extension) by McKee, McDermott and Kohout. McKee is currently researching more information in which to schedule a training event in the future.

IN CONCLUSION:

- The next meeting of the Saline County Safety Committee will be held on Wednesday, May 20, 2020 at 8:30 a.m. in the Courthouse Conference Room.
- There being no further business, the meeting was adjourned at 10:02 a.m.

Respectfully submitted,
Tim McDermott – Secretary

Safety Committee Regular Meeting

Wednesday, May 20, 2020

Meeting was called to order at 8:36 a.m. by Chairperson Marvin Kohout.

Present: Marvin Kohout, Kara Burda, Sharon Jelinek, Deb Spanyers, Tim McDermott, John McKee, Becky Vales and Dan Johnson

Absent: Colby Marks, Russ Karpisek, Lyle Weber, Russ Kalkwarf, Rick Korbelik and Bruce Filipi

- In recognition of a quorum, Kohout informed those present of our abidance of the Open Meetings Law.
- McKee moved to approve the agenda, seconded by Johnson. Voting aye: all, nays: none, motion carried.
- Members present during the Safety Committee meeting, having received, heard & reviewed minutes of the February 2, 2020 Safety Committee meeting, Spanyers motioned to approve them as presented. The motion was seconded by Johnson. Voting aye: all, nays: none, motion carried.

OLD BUSINESS:

WELLNESS COMMITTEE UPDATES:

McDermott reported on the completed work of Wellness Committee's work for the 2019 Program year. Discussions are ongoing by the Committee in consideration of moving all participants into the online, MyVia portal for the 2021 Program year, with or without an all-wearable reporting layer for 'activity' points.

2020 TRAINING DISCUSSION:

A short update, as was well known and understood by all given the current COVID-19 Pandemic, was provided on the limited likelihood of classroom training opportunities the spring, possibly through the summer and maybe again continue through the Fall.

COURTHOUSE WATER FOUNTAIN UPDATE:

In brief, the bottle filler for the mid-building water fountain has been delivered. It now awaits a scheduled install.

SPRING TRAINING DRILLS (TORNADO/FIRE):

Given the current pandemic, it was recommended that each office and/or building review the current protocols previously announced and practiced for those locations.

NEW BUSINESS:

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

Update: Kohout provided a brief update on an awaited litigation decision regarding the construction of a windfarm in Saline County. It was said that a determination was made by the court that there was little support to continue the case by the plaintiffs; thereby dismissed.

Two (2) claims were discussed at this meeting:

#1: Reported on January 14, 2020, a vehicle owned and operated by a public citizen of Saline County was traveling upon a Saline County road when a piece of freshly laid crushed rock penetrated one of the tires, causing a flat. **COMMITTEE RESPONSE – FUTURE PRECAUTION:** The Safety Committee voiced the need to withhold a targeted response based on the lack of information provided at the time of this meeting within the claims report.

#2: Also reported on January 14, 2020, a claimant had filed a General Liability Claim against the County due to a slip and fall on some ice. **COMMITTEE RESPONSE – FUTURE PRECAUTION:** The Committee recognized the hazards of cold and ice during the winter and continues to recommend precautions, such as sand, ice-melt or another form of pre-treatment be placed, to limit the hazard.

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

The committee reviewed two (2) claims from the earlier quarter:

#1: Reported on February 5, 2020, a county employee, the claimant, slipped and fell on the ice. **COMMITTEE RESPONSE – FUTURE PRECAUTION:** While the Committee had limited information in regards to a sustained injury or the location of the slip/fall, the Committee continued to mention the need to recognize the hazards of winter surfaces; step carefully, slowly and generally pay attention to surfaces at risk during the winter. Additional recommendations provide for the application of sand, ice-melt or other such pre-treatment as is needed.

#2: Also reported on February 5, 2020, another county employee, the claimant, slipped and fell on the ice. **COMMITTEE RESPONSE – FUTURE PRECAUTION:** While the Committee had limited information in regards to a sustained injury or the location of the slip/fall, the Committee continued to mention the need to recognize the hazards of winter surfaces; step carefully, slowly and generally pay attention to where/how moving about during the winter. Additional recommendations provide for the application of sand, ice-melt or other such pre-treatment as is needed.

COURTHOUSE REOPENING DISCUSSION – THOUGHTS AND PREPARATIONS

A lengthy discussion was held regarding an anticipated re-opening of county government offices in the near future. Discussed items included, PPE, limited access to buildings, advanced scheduling of office visits, sneeze-guards for environment's in need of them, potential rushes to various offices such as the Assessor, DMV, Clerk, Treasurer and District Court for passports. The County Board will be continuing to hold discussions at Board meetings in June to narrow-down a plan for a reopening date, while also awaiting any new Directed Health Measure by way of the Governor.

IN CONCLUSION:

- The next meeting of the Saline County Safety Committee will be held on Wednesday, August 12, 2020 at 8:30 a.m. in the Courthouse Conference Room – or by teleconference given our unknowns.
- There being no further business, the meeting was adjourned at 9:55 a.m.

Respectfully submitted,
Tim McDermott – Secretary

Safety Committee Regular Meeting

Wednesday, August 12, 2020

Meeting was called to order at 8:36 a.m. by Chairperson Marvin Kohout.

Present: Marvin Kohout, Kara Burda, Sharon Jelinek, Tim McDermott, Becky Vales, Bruce Filipi, Jenny Hermsmeier and Dan Johnson

Absent: Colby Marks, Russ Karpisek, Lyle Weber, Russ Kalkwarf, Rick Korbelik, John McKee and Deb Spanyers

- In recognition of a quorum, Kohout informed those present of our abidance of the Open Meetings Law.
- Jelinek moved to approve the agenda, seconded by Hermsmeier. Voting aye: all, nays: none, motion carried.
- Members present during the Safety Committee meeting, having received and reviewed minutes of the May 20, 2020 Safety Committee meeting, Burda motioned to approve them as presented. The motion was seconded by Vales. Voting aye: all, nays: none, motion carried.

OLD BUSINESS:

WELLNESS COMMITTEE UPDATES:

McDermott reported on the now completed mini-challenge of “100-miles/100-days”. A quiet set of months, due in part to the pandemic, has delayed the meetings of the Wellness Committee. Discussions will be underway again in consideration of moving all program participants into the online, MyVia portal for the 2021 Program year, with or without an all-wearable reporting layer for ‘activity’ points.

The forthcoming Flu-shot Clinic is being planned and organized with Madonna Fit-for-Work. The date established for the clinic will be Tuesday, October 13. Similar location of both the Courthouse and the LEC using times similar to last year is to be scheduled.

2020 TRAINING DISCUSSION:

A short update, as was well known and understood by all given the current COVID-19 Pandemic, was provided on any “on hold” classroom training opportunities forthcoming this Fall. Cyber Security is expected to be a primary topic when prospects for training open up.

COURTHOUSE WATER FOUNTAIN UPDATE:

In brief, Johnson reported that the bottle filler for the mid-building water fountain, while delivered months ago, has seen some difficulty in finding a service company to schedule its installation. Johnson will continue to reach out and find a plumber willing to get this accomplished.

NEW BUSINESS:

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

The Committee reviewed and discussed one (1) PL claim having been reported during the last quarter:

#1: Reported on May 27, 2020, a county vehicle operated by a Saline County Deputy “hit a deer with a 2018 Ford Explorer” on May 20th. **COMMITTEE REVIEW FINDINGS:** The Safety Committee, while recognizing that deer and/or other animals have the propensity to rush out into the path of vehicle travel, continue to voice the need for operators of county vehicles, as well as their own, to continually be aware of their surroundings while driving, being observant and defensive at all times.

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

The Committee reviewed and discussed one (1) WC claim having been reported during the last quarter:

#1: Reported on June 15, 2020, a county employee – the claimant, sustained minor injury while “digging with a shovel” on June 8th. **COMMITTEE REVIEW FINDINGS:** While the Committee had limited information in regards to a sustained injury or the contributing factors involved in the incident, it was discussed that workers should provide for themselves proper footing, maintain good posture with safe use of their back while digging with hand tools, such as a shovel.

A brief discussion was held on the merits of having complete information reported to NIRMA on the claim reporting form. The Safety Committee relies on this information to make a proper review to be shared with others.

COURTHOUSE REOPENING DISCUSSION – THOUGHTS

A limited discussion was held on the outcomes experienced with the reopening of the Courthouse. It was felt by most that the limiting of Courthouse hours, closing at 4:00 p.m., helped with cleanup, attending to late arrivals and general acceptance of the public. The committee’s shared thoughts will be provided to the County Board for any future consideration, during or after the pandemic.

CLAIMS & ACCUSSION COSTS:

- McDermott introduced two (2) claims that suggested a retroactive approval by the Safety Committee.
 - One was for the purchase of an electronic ‘body temperature’ device primarily used by Security Staff at the entrance to the Courthouse. McDermott moved to approve the claim in the amount of \$1,677.50, seconded by Johnson. Voting aye: all, nays: none, motion carried.
 - The second claim, in the amount of \$325.00, was discussed in association with COVID-19 Rapid Testing vouchers for use if a staff member is needing such a service. One such voucher had already been utilized and the process proceeded smoothly. McDermott moved to approve the claim, seconded by Johnson. Voting aye: all, nays: none, motion carried.
- A brief update was provided on the compilation of materials and services funded specifically to help combat the coronavirus. The County has thus far expended \$19,071.38 in funds for this purpose, of which there is a process underway by the Emergency Manager to request reimbursement via the CARES Act.

SAFETY COMMITTEE MEMBERS:

A brief discussion was held on the removal of documented Safety Committee members that could not or did not attend meetings over lengthy periods of time. The removal of one member was offered, another will await a response of their continued intent.

IN CONCLUSION:

- The next meeting of the Saline County Safety Committee will be held on Wednesday, November 11, 2020 at 8:30 a.m. in the Courthouse Assembly Room.
- There being no further business, the meeting was adjourned at 9:23 a.m.

Respectfully submitted,
Tim McDermott – Secretary