

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