

DAWES COUNTY SAFETY COMMITTEE MINUTES

Date: 28 September 2015

Time: 8:27am

Place: Dawes County Courthouse, suite CCC

Members Present:

Jake Stewart

Tracy Cloyd

Christi Yeats

Cheryl Dunn

Jeff Johns

Brad Streeks

Larry Hankin

Dan Wordekemper

Member(s) Absent:

None

Open Meetings Act information was posted on the door of the meeting room and the east hallway wall, outside meeting room.

Approval of Agenda & Last Meeting's Minutes:

Chairman Jake Stewart asked if there were any changes or additions to the agenda, there were none.

Motion to approve as written: Dan Wordekemper, Seconded by: Larry Hankin

Vote: Motion Carried

Chairman Jake Stewart asked if there were any corrections or additions to the minutes from 1 June 2015, there were none.

Motion to approve as written: Cheryl Dunn, Seconded by: Christi Yeasts

Vote: Motion Carried

Incident & Claim Reviews:

The Chairman & members by turn reviewed the quarterly loss and claims reports. Three new claims on the reports were briefly discussed;

- 1) Roads employee injured his wrist

Recommendations: Place driver on post in a position closer to the ground. Do not carrier driver from one post to another overhead.

- 2) Roads employee injured his head

Recommendations: Obtain Braided bungee straps, inspect chain, and review safety procedures.

- 3) Deputy injured his leg

Recommendations: File off sharp piece, walk around truck or trailer. Ensure the wear of proper uniform.

Action:

Recommendation to County Board

Old Business:

- 1) The parking lot was just completed in the area the alley mirror at Office Mall will be Installed, Larry will be contacting the City to obtain mirror.
- 2) It was also suggested that a parking rotation be made between the offices at 250 Main to ensure ease of parking during the winter.

- 3) The Courthouse Concrete is in need of repair, there are trip hazards. Item has been placed on the Commissioners agenda for 13 Oct 2015, Commissioners will inspect areas and discuss the budget for repairs.
- 4) Radon Mitigation has been completed through NCAP, test results show acceptable levels.
- 5) Courthouse Painting Project almost Complete, fire escape will need to be sand blasted and then painted.
- 6) Bailiff Handheld radios have been purchased for security reasons.

New Business:

Building Safety Inspection forms were disseminated and the inspection schedule and appointments decided as follows:

- 1) 250 Main St. will be inspected by Christi Yeatts and Cheryl Dunn
- 2) 342 Main St. will be inspected by Christi Yeatts and Cheryl Dunn
- 3) 451 Main St. will be inspected by Brad Streeks and Jake Stewart
- 4) Some Roads Shops will be inspected by Larry Hankin and Jeff Johns
- 5) Weeds Department and remaining Roads Shops will be inspected by Dan Wordekemper and Larry Hankin

Building inspections to be completed by: 7 December 2015.

Additional Comments and Concerns:

- 1) Larry Hankin mentioned that the annual MSHA refresher will be held in October.
- 2) Dan Wordekemper inquired about CPR and First aid training requirements. He asked about recertification requirements? Larry Hankin answered at CPR is every 2 years and First Aid is every 3 years.

Safety Recommendations to the County Board:

The Safety Committee recommends to the County Board that concrete work be budgeted for and completed to address hazards on the front entrance of the Courthouse steps and walkway areas.

Scheduling of the Next Meeting and Adjournment:

The next meeting was scheduled for Monday, 7 December 2015 at 8:30 a.m. at 451 Main St. suite CCC. There being no further business or discussion, the Chairman asked for a vote to adjourn; all voted in favor. The Chairman announced the meeting adjourned at 9:10 a.m.