

## DAWES COUNTY SAFETY COMMITTEE MINUTES

Date: 7 December 2015

Time: 8:37am

Place: Dawes County Courthouse, suite CCC

### Members Present:

Jake Stewart

Tracy Cloyd

Christi Yeatts

Jeff Johns

Brad Streeks

Larry Hankin

Dan Wordekemper

### Member(s) Absent:

Cheryl Dunn

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: Christi Yeatts, Seconded by: Larry Hankin

Vote: Motion Carried

Chairman Jake Stewart asked if there were any corrections or additions to the minutes from 28 September 2015, there were none.

Motion to approve as written: Dan Wordekemper, Seconded by: Jeff Johns

Vote: Motion Carried

### **Incident & Claim Reviews:**

The Chairman & members by turn reviewed the quarterly loss and claims reports. Two new claims on the reports were briefly discussed. These claims were a result of the same incident.

1) Correction Officer employee injured her head, ribs, and foot during attempted escape.

Recommendations: Follow proper procedure and installed mirror to ensure line of sight.

2) Inmate injured his hand during attempt to escape

Recommendations: Because of inmate rights, we can not remove television.

### **Action:**

Recommendations to County Board

- None for these incidents

### **Old Business:**

- 1) Building safety inspections were completed, complied and reviewed.
  - Address and remedy discrepancies by 7 March 2016.
    - a. Key areas addressed during meeting:
      - i. Fire extinguishers – Southern Hills
      - ii. Evacuation drills – Scheduling for spring 2016
      - iii. Key for 250 Main – contact SW Wrap to have key returned.
      - iv. Contents of First Aid Kits – contact First Respond
      - v. Outside lights on 451 Main not functioning – Brad in already in contact with an electrician to have repairs done.

- vi. The Courthouse steps are in need of repair - The trip hazards will be filled in on 9 December 2015 as a temporary fix and re-addressed in better weather for contract work
- 2) Larry Hankin will be contacting the City to obtain mirror.

**New Business:**

- 1) Outside light at Weeds shop – Dan Wordekemper will look into.
- 2) Roads Quonset building has electrical problem. Brennan Electric provided estimate for work to be performed
- 3) Parking behind 250 Main – Coordinate with City for snow removal concerning the parking of County truck for ease of snow removal.
  - a. Change of schedule for clean-up because of quantity of airport flights.

**Additional Comments and Concerns:**

- None at this time.

**Safety Recommendations to the County Board:**

- Implementation of Phone / Bomb Threat information collection form

**Scheduling of the Next Meeting and Adjournment:**

The next meeting was scheduled for Monday, 7 March 2016 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 9:07 a.m.