

Safety Committee Meeting
Logan County Courthouse
March 12, 2013

Present: Jan Schumacher; Gene Rohlfs; Pat O'Neill; Bob Farmer; Dennis Reves; Dan Fulscher; Alana Sorrentino; Shana Altman; Bret Aukamp; Vicki Dugan; Mary Kelley

Absent: Steve Nichols; Mike Harberts; Julie Parker

Guests: Pamela Meagher

Mrs. Schumacher called the meeting to order at 10:00 am.

A motion was made by Mr. Rohlfs, seconded by Mr. Fulscher, to approve the minutes from the February 19, 2013 meeting as printed. Motion passed.

Old Business:

- 1) Fire inspections: Mr. Reves reported the exit lights, as well as the backup lights, have been installed in all the courtrooms. Simplex will be coming to repair the second floor alarm which isn't functioning properly. They will also replace a detector in the basement that malfunctioned. This should resolve all of the city fire inspector's concerns.
- 2) Safety manual: The committee discussed the revised draft of the proposed manual. The committee agreed to minor language and formatting changes recommended by Mrs. Schumacher. The committee discussed, at length, what type of injuries should be reported. It was agreed that even a seemingly minor incident could turn into later treatment so every injury should be reported for our files. Mrs. Meagher said this is critical in order to establish details of the incident for potential later investigation. It was determined the guidelines should be clear that an employee has a duty to report any accident or injury within two working days and the supervisor has the obligation to complete and submit the report to the Insurance Administrator. The committee also discussed the County's ban on the "use or possession of intoxicating beverages or narcotics." Mrs. Schumacher questioned whether the language is correct. The committee agreed to change this section to read "The use or possession of intoxicating beverages or illegal drugs is prohibited." Mr. Fulscher recommended revising the weather emergency guidelines to read "All employees and the general public will be advised to remain in the Courthouse during a weather emergency." Mrs. Altman discussed updating the emergency phone tree. The document that is currently used does not list the Health Department or EMA contacts. They will be added. Mrs. Meagher asked that phone numbers not be included in the addendum to the Safety Manual to alleviate privacy concerns. This document will be revised and brought forward to the full Board in April. **A motion was made by Mrs. Altman, seconded by Mr. Fulscher to approve the safety manual with the revisions discussed in today's meeting. Motion passed.**
- 3) Safety grant: This was not discussed at this time.
- 4) Training: Mr. Fulscher provided a draft training summary to committee members for review and a possible schedule was discussed. After employee training is complete, severe weather and fire drills will be conducted. The guidelines should be approved by the Board in April, so it would be appropriate to tentatively schedule the training sessions at this time. The committee discussed planning for May 13th at the Courthouse for two sessions, May 16th at the Safety Complex for two sessions, and May 17th at the Highway Department. Employees can choose to attend any session. Sheriff, jail and Health Department employees are exempt since they already have their own guidelines. The video recording will be done during a session at the Safety Complex to be used for future new hires or employees who miss all of the training sessions.
- 5) Active shooter training: The Sheriff will be consulted on whether this will be shared with all employees.
- 6) Concealed carry: No action was taken at this time.

New Business:

- 1) None

The next meeting will be held on Tuesday, April 16th at 10:00 a.m.

A motion was made by Mr. Aukamp, seconded by Mrs. Dugan, to adjourn the meeting. Motion passed. Meeting ended at 11:58 am.