

Safety Committee Meeting
Logan County Courthouse
April 16, 2013

Present: Jan Schumacher; Gene Rohlfs; Steve Nichols; Dennis Reves; Dan Fulscher; Alana Sorrentino; Shana Altman; Bret Aukamp; Julie Parker; Vicki Dugan

Absent: Pat O'Neill; Bob Farmer; Mike Harberts; Mary Kelley

Guests: Sally Bulicek

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

A motion was made by Mr. Fulscher, seconded by Mr. Rohlfs, to approve the minutes from the March 12, 2013 meeting as printed. Motion passed.

Old Business:

- 1) Safety grant: Sheriff Nichols agreed that these funds could be used for whatever need this committee identifies. The committee will continue to discuss needs this summer.
- 2) Training: Mr. Fulscher provided a draft schedule for the safety training sessions for County employees. Because of scheduling concerns, some portions of the session will be taped for use during the program. The entire session will then be taped so it can be shown to each new employee at the time of their hire. The committee discussed what would be included in the session and decided that candy would be available to encourage employee participation. Training sessions will be held on Monday, May 13th at the Courthouse at 9:30 am and 1:30 pm. A session will be held on Friday, May 17th at the Safety Complex at 9:30 am. The final session will be held the same day at the Highway Department at 1:30 pm. Mrs. Schumacher will communicate the training sessions to all County employees. All employees will receive a copy of the safety manual at the training and be asked to sign their agreement to comply. Fire and shelter-in-place drills will be planned after the training has been completed. Mrs. Schumacher will coordinate the date and time of the drills with Mr. Reves.
- 3) Active shooter training: Sheriff Nichols will address this training during the sessions in May. There will be no need to provide the video this committee previously reviewed for employee viewing.
- 4) Concealed carry: Because the state will be passing some form of concealed carry legislation, this committee needs to consider whether any policy needs to be developed for County facilities. Sheriff Nichols does not believe weapons can be brought into any government buildings or vehicles (except law enforcement vehicles) once legislation is passed. The committee agreed this policy should be posted at all County facilities.

New Business:

- 1) Disaster plan implementation: Mrs. Dugan indicated our auditors identified the need for a disaster recovery plan to be developed for Logan County. The plan is used to identify how business would continue to operate in the event of any disaster.

Ms. Bulicek recommended a New Employee Orientation checklist be developed for County use. She also recommended the County consider identifying specific safety responsibilities for department heads, office holders and supervisors. She thought the County might consider a future harassment training class in the future as well. She also provided some sample animal control safety guidelines for consideration.

The next Safety Committee meeting will be held on Thursday, May 9th at 10:00 am at the Safety Complex. Ms. Sorrentino recommended adding a representative from the Assessor's office to this committee. Mrs. Schumacher will handle this.

A motion was made by Mr. Rohlfs, seconded by Mr. Reves, to adjourn the meeting. Motion passed. Meeting ended at 10:56 am.