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MINUTES OF THE DODGE COUNTY SAFETY COMMITTEE

Session # 23e.
Date 10-23-2019

25
September 24, 2019

Meeting began at 11:00 am with the following members present: Lon Strand, Micki Gilfry, Tim Walter, Steve Hespen & Jean Andrews NIRMA contact person and Tom Smith, Dodge County Emergency Manager.

OLD BUSINESS:

Due to the flooding in Dodge County and the time it and FEMA have taken away from everyone we did not get a tornado drill scheduled this year. We will be sure and get one done next year.

NEW BUSINESS:

October is fire safety month, Tom Smith, Dodge County Emergency Manager, recommended that we do a fire drill since it has been several years since we had one. The date of October 24th was set and the time of 4pm., it was determined that late in the day is probably the best time to conduct the drill. The fire alarms will sound as the waring that the fire drill has begun. Micki will send out a notice to all departments so they are aware of the date. The county and district courts over at the judicial center will also be participating.

Discussion then began on what type of plans are in place for the county and district courts when it comes to fire, tornado, active shooter, the sheriff and jail have their own protocol in place yet there is nothing for the other 2 offices on 3rd floor. Tom will work on getting some sort of plan put together and we will add that into our current emergency response plan.

All employees' ID badges will expire at the end of this year. Tom has come up with a new form to be filled out for ID badges that fits more of information he needs for each applicant/employee. Micki will pass these new forms out with pay checks in December to have employees' start filling them out to get their new badge so that the process can be complete by January 1, 2020. She will also be sure each state office has the forms also. The software that produced the ID badges before is no longer supported so Tom thought it was best to just use the same software he does for state employees; it makes more sense than spending a lot of money to get another machine or update the one we have.

With no other new business being brought up, the meeting adjourned at 11:32 am until the next safety meeting on December 18, 2019.