

Agenda Item # 21d
Date 12/31/19



COPY

**MINUTES
OF
DODGE COUNTY HIGHWAY DEPARTMENT
SAFETY COMMITTEE**

December 19, 2019 – 3:00 P.M. – Fremont Maintenance Facility

The meeting of the Dodge County Safety Committee was called to order by Chief Safety Officer, Scott Huppert at 3:05 P.M., with the following employees present: Tim Adams, Charles Bunn, Bryan Cushing, Steve Helgenberger, Scott Huppert, Larry Klahn, Justin Burt, Leon Nelson, Justin Robart, Gary Tienken, John VonSeggern, Lynn Wooldrik and Tim Zechman. Absent: Tim Meyer, Ernie Stockamp, Larry Brune and Eugene Uher Also present was: Jean Andrews, NIRMA Contact Person.

Motion was made by Helgenberger and seconded by Bunn to approve the Minutes of September 18, 2019. Motion carried.

ITEM #3. OLD BUSINESS:

1. Phones? Larry Klahn brought up the use of signal boosters for the sheds which might help phone coverage. There have been repeated problems with the current phones.
2. Stay off your personal phones!

REMINDER: Check your receipts for sales tax, sign them and turn them into the office. Don't forget the vehicle or equipment # on repairs.

Reminder to use the site signs, vests, flashers which need to be kept operating

REMINDER TO WEAR SEAT BELTS – Gloves & Eye Protection.

Seat Belts needs to be used and all protective personal equipment

REMINDER TO DO A WALK-AROUND ON EQUIPMENT Parked on or off county shed property. We need to do a better job of looking more closely to the vehicles and equipment. Let's do preventative maintenance not catastrophe repair. The #7 Truck engine costs \$16,000.00 replacement!

Reminder to clean up the messes in and around the wash bay.

Be sure to write down the filter number when changing oil!

Equipment, vehicles and trucks, wash and nuetralize under the vehicles and equipment. Don't be afraid to wash windows and take some time to clean out the cabs.

When in doubt, ask questions about the work or job. We are all on the same team and should be able to help each other.

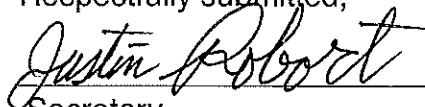
On the daily time sheets, get the equipment or truck # and location written in a way that any one can read. Use multiple lines or pages. Site #'s a must! On the pickup trucks ½ or ¾ ton record miles used not hours. Everything else should be recorded in hours. Everything needs to be clearly documented.

ITEM #4. NEW BUSINESS:

1. Election of New Secretary: Larry Klahn
2. Vehicle Inspection Committee: Tim Adams and Leon Nelson
3. Shop Inspection Committee: Steve Helgenberger and Eugene Uher

With no further business, motion was made by **Robart** and seconded by **Burt** at 3:40 P.M. Motion carried.

Respectfully submitted,


Secretary