

MINUTES OF THE DODGE COUNTY SAFETY COMMITTEE

Agenda Item #

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Date

4/7/21

March 24, 2021

Meeting of the Dodge County Safety committee began at 1100 am with the following members present: Lon Strand, Steve Hespen, Micki Gilfry, Dana Nielsen, Tom Smith Emergency Manager, & Jean Andrews NIRMA contact person.

Tim Walters who was serving on the safety committee has retired so Dana Nielsen the new Facilities Director will be taking his place on the committee

**OLD BUSINESS:**

First item up under old business will be the workman's comp for the Sheriff's Department employee who had been in a motor vehicle accident. Nothing became of the claim and the employee is fine and at work.

Tom Smith with the Emergency Manager's Office had purchased 3 fire extinguishers. He has one placed in his office, one in his vehicle and the third in the Emergency Management communication trailer. He also had purchased a first aid kit that is located in his office. He received grant money through NIRMA for the purchase of these items.

Gail Bargstadt, Dodge County Treasurer again asked Steve Hespen from the Sheriff's Department about the security and panic buttons in her office. The buttons used to go over to the Sheriff's Department, since the combination of the dispatch with the city and the moving of the 911 dispatch to the police department it had been tested and determined that only a few of the panic button were in working order. This was looked into with some of the committee members and also Complete Security had been contact to get a quote on updating or getting the panic buttons to work properly. Lon asked if that quote ever came back and with the retirement of Tim Walters, Dana said he didn't know anything about the quote but would definitely look to see if anything came back. Discussion proceeded and it was mentioned that the panic buttons were also a feature installed in the Treasurer's Office before we had 2 armed security guards right outside her door and before the pass through security glass protection was installed. With 2 armed sheriff's deputies sitting right outside the office door that alone should deter most people from doing anything and with the security scanner that prevents anyone from entering with a weapon. The only time the deputies are both extremely busy and may not notice a disturbance would be on court days when there is a lot of people entering and exiting the building. A panel could be installed that a light would go off by the security station if a button inside the Treasurer's Office was pushed to alert the deputies that something is going on, then it was brought up that you start that and other offices on different floors would want the same thing. Now the panel becomes a more complex and difficult thing to install. Lon asked about something as simple as an air horn. It would be loud enough to get the deputies attention and a non-expensive solution. In fact every department could have one or two. Dana may do some testing some night to see if an air horn blown on 3<sup>rd</sup> floor could be heard on 1<sup>st</sup>. Lon will talk to Gail to let her know that the committee understands her concerns and that we are working on a simple yet very effective solution and will report back to us at the next meeting.

Micki forwarded emails and surveys from NEMA onto the security committee to review and answer.

**NEW BUSINESS:**

Workman's Comp claim was filed on behalf on an employee in the facilities department who had a cinder block fall on his toe. He was working at one of the county buildings and the blocks had been inside the bucket of a skid loader and the block fell out onto his toe. The toe was sore but was not broken and everything seems to be ok with nothing becoming of the claim as of today. This could have been prevented had the employee paid attention to how close to the edge the blocks were and maybe would have seen that one was close to falling.

Jean Andrews announced that once again NIRMA will be implementing the Money for Minutes program for safety committee's and also that they have increased the number of awards from two to five.

In the past the safety committee has held a tornado drill in April. Last year with COVID-19 we did not hold one. This year with everything still on edge, it was discussed if we should hold a virtual fire drill instead. Basically we will send out a mass notification and have each department at least respond that they did receive. The county can send out a notification to all departments within the building via phone by pushing \*80. The thing we are not sure of is which department may not actually be getting the notification. Micki and Tom will work together to set up a time and date of the drill. It will be held on April 9<sup>th</sup> between 1:45 and 2pm. Tom will send out the notification from his office and Micki will field all the calls. Micki will send out a notification to every department in both the courthouse and judicial center notifying them of the date and time and ask them to be sure to call in if they DO receive the notice.

With no other new business the meeting adjourned at 11:25 am until the next scheduled meeting date of June 30, 2021 at 11am.

Respectfully Submitted

Micki Gilfry  
Secretary

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Dodge Co Hyway Dept