

FLORENCE COUNTY
SAFETY COMMITTEE
MINUTES
DECEMBER 11, 2014

Ed Kelley called the meeting to order.

Members in attendance: Ed Kelley, Donna Trudell, Terri Lindstrom, Barbara Bauer, Susan Theer, Jeanette Bomberg, Annette Seibold and David Gribble Pat Smith. Jeff DeMuri was excused.

The agenda was approved on a motion made by Susan second by Jeanette with the addition of the Minutes of the previous meeting held on February 13th.

Minutes of the February 13, 2014 meeting were approved on a motion made by Jeanette and seconded by Susan.

David Gribble was in attendance and discussed the recent Court House Functional Exercise held November 13th. He thought there was good participation. There were some glitches with the code red sign up. Some areas in the courthouse were not hearing the PA system, (vault areas) but all in all it went well. The lock-down of the building went very well. Internal lock-down worked well. There are just a few small things to be worked on.

Discussion on the remodel project on the second floor was had. It is agreed that it is important for safety reasons. The matter was approved by the Buildings and Grounds committee but needs to have a date of completion. It should be finished by the end of the year.

Wall Signs: There is a problem by the main entrance with placing signs so they can be seen by visitors. It will be looked into further. All other signage will be replaced if it isn't in compliance.

Cameras: The cameras have been moved in order to see areas better. More cameras may be added per year.

Annette Seibold stated that the speaker system for emergency announcements are working well and that each department has taken a turn with announcements.

Discussion was had regarding accident reports. Motion by Jeanette second by Susan Theer that the Safety Committee will go over any accident report filed. Donna and Jeanette will meet with the administrator in charge of the injured to address any training that may correct the action. It was also recommended that another column be added to the report showing what if any corrective action was taken or how the situation was handled.

It was also recommended that Jodi Traas be asked to possibly set up a training with employees to help employees set up their work stations to improve safety.

Getting a time clock was also discussed. It should be part of the future phase of the key cards that all employees possess.

Motion to adjourn made by Susan, second by Annette.

Respectfully Submitted,
Ed Kelley, Chairman

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