



MONROE COUNTY BOARD OF SUPERVISORS

10 Benton Avenue East
Albia, Iowa 52531

Phone: 641-932-7706
Fax: 641-932-5905

On Tuesday, September 18, 2012 @ 1:00 the Monroe County Safety and Security Committee met for a quarterly meeting in the Monroe County Board of Supervisors Office.

Members in attendance were:

Ray Vitko, Jr.	Jeannie Bettis (for Rhonda Kness)
Peggy Vandenberg	Pam Freshwater
John Goode	Ed Heriford
Juanita Murphy	Diane Durian
Travis Kaster (for Randy Noe)	Kathy Welsh
Denny Ryan	Tracy Cassady

Members absent were:

Dan Johnson	Katie Fisher
Penny McDanel	Ann Taylor
CJ Hughes	

Denny Ryan opened the meeting by telling everyone that Ed Morrison from IMWCA had been in Monroe County for a review and one of the most important items he discussed was having quarterly meetings of the Safety and Security Committee. Denny reviewed the listing of all of the committee members. The list was correct but members thought that perhaps Tanner Vitko should be added as he is the Emergency Management individual @ ADLM for Monroe County. All members agreed that Tanner should be added to the committee.

John Goode reviewed the incident investigation procedure for personal injury and incident investigation procedure for damage to property or vehicles. It was decided that 5. (b) Incident Investigation Procedure – County Property should be amended to change and add:

#5. Becomes – If the damage is sufficient to require notification of the Insurance Company, the Incident investigation Report will be sent to ICAP for further processing of the claim.

#6. Add – Each incident shall be reviewed by the Monroe County Safety and Security Committee, which meets on a quarterly basis. The Committee will make recommendations and send those recommendations to the appropriate department head.

#7. (previously listed as #5) The completed and signed forms shall be formally submitted to the Chairperson, Board of Supervisors, within forty-eight (48) hours of the final report from the Safety and Security Committee. (It should be noted that any incident of significant or substantial value be unofficially reported to the Board of Supervisors immediately.)

Ryan called for a motion to approve amending 5b and Peggy Vandenberg made the motion and Diane Durian seconded the motion. All attending members voting in favor of the motion.

Discussion was held concerning the fact that worker's compensation information is not HIPAA protected. Therefore, it is possible for the committee to review the incidents for personal injury as well as property losses.

Denny then touched on the "Best Practices" award that Ed Morrison from IMWCA wants Monroe County to work towards. The county is presently doing a lot of positive things towards that award and with a few additional items we could be considered for it. Morrison also stated he hoped we could have our safety program become second nature for the county and have it become a "matter of standard practice". It was briefly mentioned that some counties were not following any of the safety procedures outlined by IMWCA and their premiums were dramatically higher.

Ryan also reviewed with the committee that IMWCA is the county's workers compensation loss carrier and in order to keep the premium down Monroe County is going to have to participate in their programs. Since the premiums are something that each individual department doesn't see as it is taken out of the Board's budget, it is something that absolutely has to be controlled. He also added that the premium and cost is a factor, but the most important factor of all is that we value our employees and citizens of Monroe County and the safety and well-being of everyone is the very most important reason to participate and embrace the safety policies. It was mentioned that if department's didn't participate that perhaps some of the premium could be passed on to that department.

Another item that IMWCA is advocating to obtain the "Best Practices" is a self-auditing committee. It could be comprised of two or more people and obtain training from him and then go to each department and make recommendations as to safety issues etc.

It was decided that we would create this committee and volunteers were asked for. John Goode, Ray Vitko, Ed Heriford and Kathy Welsh volunteered for this committee. When the committee visits the committee members office, building or area that individual committee member would not participate in that review. Juanita Murphy will contact Ed Morrison to arrange for the training for the committee. Murphy will also arrange for Mr. Morrison to visit the county shop after the training. Ed Heriford, Road Superintendent has indicated that he would like for Ed to talk to the shop employees to help in relaying the importance of a good safety program to protect the employees as well as the work environment.

Review of each incident was then done.

Damage to property:

1. 5-11-2012 – Employee was working in ROW with the hoe and employee swung the hoe into the power pole, pole broke off and just as the pole fell to the ground a sprayer applicator from Troy Elevator turned and was under the pole and wires when they fell. Note: No personal injuries sustained. **It was determined by the Shop Safety Committee that employees should get out of the equipment once in a while, be more aware of your surroundings and look out your equipment windows. Be sure and secure the area after the incident. The County Safety and Security Committee agreed with the Shop Safety Committee.**
2. 6-5-2012 – Employee mowing weeds in the ROW and a rock flew up and hit a truck parked just outside of the ROW. This incident was turned into the insurance company and a claim was paid for the rock chip damage done to the vehicle. **It was stated by the Road Superintendent, Ed Heriford, that when an employee sees anything that might be in the way to shut the equipment off and wait until they are out of that**

area. The County Safety and Security committee agreed with Ed Heriford's recommendations.

Personal Injury:

1. 5-16-2012 – Employee was working and supervising placement of rock for road department and since it was so dry and dusty after about a week developed an eye infection. He was wearing safety glasses. Went to the eye doctor and received medicine. No follow-up necessary. **It was discussed by the Safety and Security Committee that perhaps instead of just safety glasses the employee could wear goggle type glasses. County Engineer acknowledged that next time they do this type of project would get the goggle type eye protection.**
2. 5-30-2012 – Employee #1 was working on vehicle adjusting clutch and was using the starter to bump the engine over to align adjuster on the pressure plate to access hole in bell housing so that he could install the wrench to adjust clutch. Miscommunication between employee #1 and employee #2 on whether to bump the starter or hold it. Employee #2 bumped the starter while employee #1 had his hand on the wrench, catching his middle left hand finger, causing injury. Serious but not life threatening injury occurred. **Road Superintendent, Ed Heriford, purchased a remote starter the next day so this didn't happen again. Shop safety committee agreed with this measure as well as the County Safety and Security Committee.**

Safety concerns that could be reviewed by the Safety Audit Committee:

1. Signage to better direct the general public to the elevator.
2. Repair sidewalks at Courthouse when possible.
3. Notify all county offices when there is a trial in the building.
4. Loading and unloading area at Community Services Building.
5. Mark lines for parking spaces at Community Services Building.

John Goode reviewed briefly the new Title IV act. Mr. Goode has been appointed as the Civil Rights Coordinator for Monroe County to implement this new policy. He will address this further during the next department head meeting. The Title IV Act assures that no person shall, on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259), be excluded from or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The County of Monroe further assures every effort will be made to ensure nondiscrimination in all of its committees, programs and activities, regardless of the funding source.

It was decided that the next Safety and Security Committee will meet on December 11, 2012 @ 1:30 p.m. with a department head meeting being held @ 2:30 p.m. on that same day.

Ed Heriford made the motion to adjourn the meeting and Kathy Welsh seconded the motion. All members voting in favor of adjournment.

Meeting adjourned.

Dennis J. Ryan, Chairman,
Monroe County Board of Supervisors

DJR/jm