

Call to order:

The meeting was called to order at 1:03 P.M. in the conference room #2 in the Vilas County Courthouse by Chairman Kathleen Rushlow. Members present: David Alleman, Gina Egan, Martha Milanowski, Karin Schmidt, Russ Szuta, and Tom Numrich. Excused absence: Jim Jefferson. Also present were Jim Galloway and Dawn Schmidt.

Approve agenda to be discussed in any order by the Chair:

Motion by T. Numrich, 2nd by R. Szuta to approve the agenda to be discussed in any order by the Chair. All voted aye. Carried.

Approve November 3, 2011 minutes:

Motion by T. Numrich, seconded by D. Alleman to approve the minutes of the November 3, 2011 meeting as presented. All voted aye. Carried.

Injury and claim summary:

Safety Director J. Galloway reported 7 recorded Worker's Comp. claims for 2011. 45 days of lost time were recorded. Job transfer/restricted duty days totaled 100. Claim experience has improved. 8 claims remain open. OSHA 300 logs were handed out and discussed. All names were previously redacted.

Review revised draft Fleet Safety Policy:

J. Galloway presented the latest draft of the proposed Fleet Safety Policy. Previous issues with policy language have been settled. The draft policy has been reviewed by the Corporation Counsel and HR. **Motion by R. Szuta, 2nd by T. Numrich to submit the draft Fleet Safety Policy to the Personnel Committee for their review and approval. All voted aye. Carried.**

Temporary assignment of Alternative Productive Work Program:

J. Galloway initiated discussion of an email received from a County staff member. The employee is requesting that a policy be considered allowing for an Alternative Productive Work Program, for County staff injured or taken ill while not on the job. This concept was discussed at length. The current return to work policy specifies that injuries or illness occur while at work. K. Rushlow pointed out that past practice currently allowed employees injured or taken ill, while off the job, to return to work with a physician's release. Restricted duty is currently permitted on a case by case basis.

Training requests:

J. Galloway reported that a survey, conducted during a recent training, indicated interest in three different trainings: Fire Extinguisher; CPR & AED; House Call Safety. He feels that fire extinguisher training would offer the most overall safety benefit, in light of a limited training budget. Costs of providing fire extinguisher training range from \$750.00 to \$1,200.00. depending on the type and level of training. The issue was discussed. It was felt that a portion of County staff could be provided this training within budget, over the course of two to three years. J. Galloway suggested offering a higher level of fire training to specific county staff. J. Galloway discussed the need for future OSHA training. The county will need the services of a certified OSHA trainer to properly train new employees.

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A county employee could become an OSHA certified trainer at a cost of \$1,500.00 plus travel expenses. The training involves an on line class, followed by a week long course at an out of state location. Alternatives to utilizing a county employee for OSHA training purposes were discussed. The County's liability carrier may be willing to offer this service. J. Galloway will investigate what other counties are doing to comply with OSHA training requirements. G. Egan may be able to provide some funds for CPR & AED training. A survey will be held to gauge interest.

Letters and Communications:

J. Galloway reported that a policy conflict existed due to passage of the County's Concealed Carry policy. Corporation Counsel will follow up on this issue.

Future meeting date

Date to be determined.

Adjournment:

Motion by T. Numrich, 2nd by M. Milanowski to adjourn. All voted aye. Carried.

Meeting adjourned at 2:00 P.M.

Respectfully submitted:

David R. Alleman

Minutes reflect the recorder's notations and are subject to approval by the appropriate board or committee.