

Call to order:

The meeting was called to order at 9:07 A.M. in the Vilas County Justice Center Training room by Chairman Kathleen Rushlow with the following members present: David Alleman, Gina Egan, Gene Leveille, Martha Milanowski and Tom Numrich. Greg Schiek and Jim Jefferson were excused. Also present were Jim Galloway and Ken Anderson. Open meeting law complied with. Quorum verified.

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

Motion by T. Numrich, 2nd by G. Egan to approve the agenda with the agenda order at the Chair's discretion. All voted aye. Carried.

Approve minutes of the October 7, 2009 meeting:

Motion by T. Numrich, 2nd by G. Egan to approve the minutes of the October 7, 2009 meeting as presented. All voted aye. Carried.

Renaming of the committee:

K. Rushlow suggested that the Loss Control Committee be renamed as a means to more clearly define the true task of the committee, which is employee safety. A number of suggested names were discussed. **Motion by G. Leveille, 2nd by G. Egan to change the name of the Loss Control Committee to Employee Safety Committee. All voted aye. Carried.** This recommendation will be forwarded to the Legislative & Judicial Committee for further action.

Selection of committee members:

J. Galloway reported that, contrary to the Standing Rules for the Loss Control Committee, a representative of the Sheriff's Dept. was not currently included in committee membership. He also suggested that the Highway Commissioner be included as a committee member. These recommendations will need to be presented to the Vilas County Board Chair at the time of the general board reorganization in April, 2010.

Program implementation:

E. Outside contractors – contracts:

1. Highway Dept:

2. General:

J. Galloway inquired from M. Milanowski regarding information needed by her office to formulate a policy dealing with Highway Contractor Standards. She replied that a contractor policy was going before the Legislative & Judicial Committee for their review and action. J. Galloway presented copies of a Manual for Traffic Control Devices, which he felt should be made part of the Highway Contractors Standards policy.

D. Highway Department inspection:

1. Letter from Jim Jones:

J. Galloway presented a letter from United Heartland Loss Control representative Jim Jones. The letter summarized a recent Highway Dept. injury that resulted in an inspection by the workers compensation carrier. Jones was pleased with safety measures implemented, and also made suggestions for additional improvements. He suggested that

personnel working under trucks and equipment be provided with “bump caps” for head protection. **Motion by G. Egan, 2nd by G. Leveille that the Highway Dept. purchase a sufficient number of “bump caps” to be worn by personnel when working under vehicles and equipment. All voted aye. Carried.**

A. Training:

1. Haz Com DVD:

2. Blood borne pathogen DVD:

J. Galloway reported that United Heartland provided the county with training materials at no cost, enabling the instruction of personnel regarding hazardous chemicals and blood borne pathogens. The carrier recommends conducting trainings on both hazards annually. After discussing how to accomplish this, G. Egan suggested that the two trainings could be made part of annual hepatitis B screenings conducted annually for certain county employees. About half of the total county staff could be trained at that time. K. Rushlow would like trainings held for remaining staff as soon as possible. J. Galloway will check with the carrier if this needs to include County Board Supervisors.

3. Develop exposure specific programs:

J. Galloway reported that little had been accomplished to date regarding this subject. Help in this area is forthcoming from United Heartland.

B. Hazard communication:

1. Master chemical inventory:

2. Departmental chemical inventory:

J. Galloway presented a written list of chemical substances used and inventoried by Vilas County. He characterized this list as being about 90% complete. The Highway Dept. continues to gather its chemical list. He explained the regulations regarding chemical substances. He encouraged departments to reduce chemical inventories by limiting the types of products being purchased. Cleaning agents in particular could be standardized to include only a few necessary types.

C. Personal protective equipment:

J. Galloway reported that this issue remains in progress.

Review claim activity:

J. Galloway presented an up to date OSHA log and claim activity report for review.

Loss subrogation:

J. Galloway submitted a report showing that two recent workers comp. claims were in subrogation.

Fleet policy:

J. Galloway presented a revised Fleet Policy draft provided by United Heartland. He has only edited the content to reflect the needs of Vilas County. United Heartland recommends that the policy be reviewed and added to the county’s safety manual.

Newsletter:

J. Galloway presented the need to disseminate safety related newsletters to all county employees. Each letter would contain a specific safety issue or topic. The letters can be produced in house and handed out with employee pay statements. He feels that a monthly newsletter would be the most beneficial. The current Loss Control budget would have sufficient funds to cover the paper and copying costs.

Department Head meeting:

J. Galloway summarized the safety presentation that he gave at the recent Department Head meeting. His presentation focused on the link between accident reduction and lower workers compensation insurance premium costs. He also explained the reasons behind the return to work policy. During discussion, he stated that timely and thorough accident investigation continued to be lacking in various departments. He reminded department heads that he is available to assist with any accident investigation.

Future meeting dates:

K. Rushlow recommended that the committee meet in April and May of 2010, and bimonthly after that time.

Letters and Communications:

Nothing presented.

Set next meeting date and time:

The next meeting will be scheduled for Monday, April 26, 2010.

Adjournment:

Motion by G. Egan, 2nd by T. Numrich to adjourn. All voted aye. Carried. The meeting adjourned at 10:25 A.M.

Respectfully submitted by:
David R. Alleman
Vilas County Clerk