

Safety & Staff Meeting Minutes
April 27, 2023

SAFETY IS A PERSONAL RESPONSIBILITY

MEMBERS PRESENT: Daniel Cunningham, Dylan Beckham, Jason Horton, Scott O'Neal, Roy Freeman, Meg Petrillose, Kevin Sublett, Tom Ratermann, Wyatt Rice, Sandi Clark, Dylan Beckham

MEMBERS ABSENT: Russ Palmer, Virgil Farnen

FACILITATORS: Daniel Cunningham, Tom Ratermann, Sandi Clark

Wastewater General Safety: Tom Ratermann reviewed the Emergency Procedures After a Sewer Backup policy, adopted in 2008. Fliers with the policy were passed out, to be stored in trucks. Ratermann stated that if in doubt, office staff should always send out a service call. Crew should immediately respond, determine where the blockage is, and use the preventative maintenance program. It is important that the crew issue no statements of blame while providing service, and instruct customers to call the office with questions.

Ratermann stated that the first thing that happens when a potential claim is recognized is notifying the insurance company. The insurance company will determine liability for each claim. The next day crew goes out to televise the line where the backup occurred. The policy authorizes Ratermann to spend up to \$6,000 to assist homeowners in cleanup, and will recommend ServePro or ServiceMaster.

Equipment Safety: Summertime PPE will be reviewed at the next meeting. Sandi Clark cautioned that all crew should have sunblock, bug wipes, and an EpiPen if necessary. It was requested that ant and wasp killer be stocked and on-hand.

Many of the WWTP's have UV lights. Face shields have been issued for use during maintenance.

Accidents or Near Misses: There were no accidents or near misses.

Status of Work-In-Progress

- Work on the parking lot is scheduled for Summer 2023
- ACC security & alarm sensor cleaning was completed in August 2022
- The driver's license review is coming soon
- The 911 WWTO Address Posting - none needed May 2023

Other Business: Office Announcements and Project Status Updates

- Daniel Cunningham reviewed projects in progress, and advised a new generator connection at Butch's Investments is pending.
- Wendy Wieggers reviewed vacation and sick leave and the health insurance policy. The policy of a bonus for passing a certification was discussed.
- Clark reviewed I/T device needs for the group.
- Ratermann reviewed the pros and cons between the LAGERS and the current 457(b) retirement plans.

New Business: There was no new business.