

Safety & Staff Meeting Minutes
December 7, 2023

SAFETY IS A PERSONAL RESPONSIBILITY

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

MEMBERS ABSENT: Russ Palmer

FACILITATORS: Daniel Cunningham, Sandi Clark, Tom Ratermann

Cyber-Security Training from Ninjio Dojo: Clark reviewed the Ninjio Dojo training video on hackers and texting. Group discussion ensued, focused around the USPS and FedEx scam texts and how to spot and avoid them.

Pre-Winter Preparation & Winter Road Safety: Cunningham reviewed pre-winter preparation, including: review and restock emergency supply kits; stay hydrated; check for snow/ice removal, check for frostbite; check vehicles for fluids and gear; check for a back-up power supply; air up tires; never use a generator inside; use portable heaters and heat tape as needed for pumps and at facilities; remove UV bulbs as necessary (at Midway, Kincaid, and Brookfield); keep phones charged and readily available; and listen to weather reports.

Cunningham reviewed winter road safety: stock cold weather gear in trucks, including food, water, clothes, medication, and blankets; maintain at least a ½ tank of fuel at all times; never warm up a vehicle in an enclosed space; don't use cruise control on icy or wet roads; accelerate/decelerate slowly; stay in the vehicle if you get stuck; don't drive impaired or ride with an impaired driver; and no texting or emailing while driving.

Cunningham also reviewed BCRSD's cell phone policy, which states there are no phones while driving, including texting, unless using hands-free technology. There is also a new Missouri law which prohibits holding and using a phone while driving. The law prohibits any distracted driving activity, including eating while driving.

Equipment Safety: Kevin Sublett reported his truck would get running boards on 12/8/23. Virgil Farnen reported that toolboxes were ordered for the new trucks, decals will be in before Christmas, and Scott, Dylan and Wyatt will be assigned the new trucks. Farnen reminded the crew to review safety procedures for line maintenance equipment as the maintenance starts soon.

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

Status of Work-In-Progress

- Repaving parking lot is scheduled for 2024.
- ACC Security & Alarm Sensor cleaning was completed 8/28/2023
- The driver's license review was completed September 2023, pending one return.
- The 911 WWTO Address Posting – Brookfield signage needed after Oak Hill's completion.
- Virgil to follow up with the Fire Department RE: BCRSD Inspection report

Other Business: Office Announcements and Project Status Updates

- Cunningham reviewed the status of construction progress at Tradewinds Park Plat 5. The project is completed, but lines still need to be CCTV'd. He noted that Brookfield Estates, Heather Hills, and Phenora will have maps updated in January/February 2024.
- Clark discussed the importance of inspection forms getting back to her desk in a timely manner after each inspection.
- Tom Ratermann discussed the Executive Director position. There was discussion on computer and phone set up, as well as a remodel of the headquarters building and the South Route K facility.
- Ratermann reviewed 2024 budget highlights, including two new hires in Operations, a COLA increase of 3.2%, and a 2.5% increase to user rates; all are pending Board approval.
- The group discussed the pros, cons and expectations of QuickBooks time tracking. Ratermann explained the benefits of tracking collection vs treatment activity for data collection purposes.
- Farnen reported the upgraded computer at Rocky Fork was built, installed and monitored successfully. He advised the redundancy for the wasting system was also in place.

Old Business: There was no old business.

New Business: There was no New Business.

Meeting Adjourned