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Safety & Staff Meeting Minutes
February 29, 2024

SAFETY IS A PERSONAL RESPONSIBILITY

MEMBERS PRESENT: Tom Ratermann, Dylan Beckham, Sandi Clark, Wendy Wieggers, Meg Petrillose, Scott O’Neal, Roy Freeman

MEMBERS ABSENT: Virgil Farnen, Daniel Cunningham, Wyatt Rice, Kevin Sublett, Jason Horton

Video Reviewed: *Construction Safety: Training and Excavation Safety:* The video reviewed definitions of types of equipment and different safety terms, and discussed what preplanning by a “competent” person meant. It discussed safety factors such as traffic control, safe trench entry, sloping, etc. Excavation slope angle and how to compute slope angle for different soil types were discussed, and that shielding/shoring can be used instead of sloping. The video covered the importance of marking underground utilities and wearing personal protective gear, such as high visibility vests.

Cyber-Security Training from Ninjio Dojo: Due to technical difficulty, the cyber-safety video was not able to play for the group. Sandi Clark gave an overview of the NINJIO Awareness training “Aware S09| E03 – Clouded Judgement” regarding safe procedures for external thumb drives.

Equipment Safety: The crew requested a mini excavator that would be used for pressure systems; there was debate on continuing to rent vs. purchasing one. Roy Freeman stated the Ford 550 isn’t “doing very well” and asked about a replacement. It was noted that the three titles for the new pickups arrived.

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 – Completed 8/28/2023
- The driver’s license review was completed December 2023.
- The 911 WWTO Address Posting – Brookfield signage was re-posted.

Other Business: Office Announcements and Project Status Updates

- Tom Ratermann reviewed the status of works in progress, Scott O’Neal noted Heather Hills is not on the mapping system when an address is typed in.
- Wendy Wieggers advised that she sent an email regarding Nationwide Retirement; the BCRSD should have a new contact in March or April.
- Wieggers notified the crew of the Sydney app from Anthem that can be utilized.
- Wieggers noted that she has blank forms for Workman’s Comp inside the office by the door in case anyone needs one, and they are to be filled out within 24 hours if an injury occurs.
- Ratermann advised staff to keep up to date on tetanus shots.

Old Business: There was no old business.

New Business: There was no new business.

Meeting Adjourned