

Safety & Staff Meeting Minutes
January 30, 2025 – 2:30 PM – BCRSD Conference Room

SAFETY IS A PERSONAL RESPONSIBILITY

MEMBERS PRESENT: Meg Petrillose, Drew Perkins, Wendy Wieggers, Caleb Rittenour, Scott O'Neal, Seth Cozean, Roy Freeman, Jesse Stephens, Virgil Farnen, Kevin Sublett,

MEMBERS ABSENT: Daniel Cunningham, Jason Horton, Robbie Hill, Joe Foster

Driving Safety Tool Box Talk- Meg Petrillose reviewed the handout from Missouri Employers Mutual regarding safe driving tips, including wearing a seat belt, not driving while impaired, staying focused while driving, and avoiding aggressive driving.

Wendy Wieggers noted that with aggressive drivers it is best to stay calm and if necessary, wait for the police to show up. In the case of an accident, let insurance handle it, and notify Wendy or the BCRSD immediately.

Accidents or Near Misses: There was one accident. One of the BCRSD vehicles was involved in an incident on January 9, 2024. It was voted preventable by the staff present.

Cyber-Security Training from Ninjio Dojo – “Aware S10|E01 - No Shortcuts In Cybersecurity” – The video reviewed distinguishing the difference between file names, and how to capture phishing attachments before opening them using the “view” tab in zip files.

Status of Safety Works-in-Progress & Annual Items

- ACC Security & Alarm Sensor Cleaning – Completed July 2024
- Driver's License Review – Completed September 2024
- WWTO Address Postings – Signs are completed as of 2/1/25, Rocheport has to issue Rocheport addresses

Other Business - Project Status Updates:

- Jesse Stephens discussed project updates on Bolli Rd, Rollingwood, and Highfield Acres.
- Wendy reviewed the importance of getting photographs if in an automobile accident. She also discussed worker's compensation; if an employee gets hurt at work they must report it to HR within 24 hours.
- Wendy noted the importance of clocking in and out correctly, and discussed the Treatment and Collections tracking project and how it is tied to Paycom. She also reviewed accessing Paycom to update tax information, personal information and emergency contact information.

Old Business: There was no Old Business.

New Business: There was no New Business.

Meeting Adjourned at 3:31 p.m.