

Safety & Staff Meeting Minutes
August 28, 2025 – 2:30 PM – BCRSD Conference Room

SAFETY IS A PERSONAL RESPONSIBILITY

MEMBERS PRESENT: Drew Perkins, Caleb Rittenour, Seth Cozean, Roy Freeman, Jesse Stephens, Jason Horton, Jason Wolf, Robbie Hill, Spencer Nichols, Daniel Cunningham, Kenneth Eskew

MEMBERS ABSENT: Wendy Wieggers

Safety Topic – Hearing Protection 101

The training video “Hearing Protection 101” provided an overview of the importance of safeguarding employees from long-term hearing loss due to workplace noise exposure. It explained how prolonged exposure to high-decibel environments, such as construction sites, manufacturing facilities, and other industrial settings, can cause irreversible damage to hearing. The presentation emphasized that hearing loss often occurs gradually, making it difficult for workers to recognize the risk until it is too late. To address this, the video outlined OSHA’s permissible noise exposure limits and stressed the responsibility of both employers and employees in preventing damage before it occurs.

The video introduced different types of hearing protection, including disposable foam earplugs, reusable earplugs, earmuffs, and more specialized options designed for unique environments. Demonstrations were provided to show how to properly insert and fit earplugs to ensure maximum effectiveness. The importance of selecting the right protection based on noise levels and job tasks was highlighted, as improper use or a poor fit can significantly reduce the protective value.

Finally, the training underscored that consistent use of hearing protection is essential whenever noise levels exceed safe limits. It encouraged workers to treat hearing conservation as part of their daily routine, just like wearing a hard hat or safety glasses. By adopting the right protective gear and practicing proper usage, employees can preserve their hearing health and avoid the life-changing impacts of preventable hearing loss.

Accidents or Near Misses:

During the review of accidents or near misses, it was reported that no incidents had occurred within the organization since the last meeting. However, the group discussed a serious accident that took place in Ashland involving a 17-year-old worker. While assisting with equipment maintenance, the individual was struck when a crowbar slipped during an attempt to reseat a track on a loader. The accident resulted in multiple severe injuries, including fractures and head trauma, and initially appeared life-threatening.

The discussion emphasized how proper equipment upkeep and adherence to safe maintenance procedures could have prevented the event. It was noted that workers attempted to force the track back into place rather than relying on appropriate mechanical repairs, leading to the dangerous outcome. Participants agreed that this incident underscored the importance of learning from external accidents to avoid similar risks within their own operations. Key takeaways included ensuring that equipment is adequately maintained, using correct tools and methods for repairs, and avoiding shortcuts that increase exposure to serious hazards.

Cyber-Security Training from Ninjio Dojo – “Aware S10|E08 – Badges”

The training video “Badges” addressed the growing threat of employee impersonation through vishing, a form of social engineering where attackers use phone calls to manipulate individuals into

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providing access or sensitive information. The video highlighted how attackers often impersonate trusted employees, vendors, or authority figures to create urgency and lower the target's guard. By exploiting natural tendencies to be helpful or compliant, these criminals can gain entry to secure areas or obtain confidential data that can put an entire organization at risk.

The video emphasized the importance of vigilance and verification in preventing such attacks. Employees were reminded that no legitimate colleague or vendor will bypass established security protocols or request sensitive information without proper authentication. Best practices were shared, including verifying caller identity through official channels, refusing to share badge details or access credentials over the phone, and immediately reporting suspicious calls to security or management.

In closing, the training reinforced that organizational security depends on every individual's awareness and actions. By recognizing red flags, slowing down when confronted with urgent or unusual requests, and following procedures without exception, employees can help prevent impersonation attempts from succeeding. The overarching message was clear: protecting secure access begins with employees being cautious, skeptical, and proactive in the face of vishing threats.

Status of Safety Works-in-Progress & Annual Items

Fire Extinguishers Update/Renewal by Cintas: Yearly update for fire extinguishers are underway. Labels have been generated to tag all extinguishers from all active sites and company vehicles. O&M field crew are to collect and return to office by end of month. Wendy will reach out to Cintas to schedule a visit for maintenance and order any more needed/missing extinguishes.

Other Business – Project/HR Status Updates:

The meeting included an update on LAGERS, the Local Government Employees Retirement System, which functions as a defined benefit plan for municipalities in Missouri. It was explained that unlike a defined contribution plan, where only the input amount is fixed, a defined benefit plan guarantees a set payout to employees upon retirement. The update clarified how this structure differs from other retirement options, such as county-level plans or defined contribution systems, and highlighted its prevalence among nearby municipalities including Ashland, Columbia, and Sturgeon .

Discussion also touched on the valuation process used by LAGERS, which helps determine long-term financial obligations and future employee benefits. Examples were given to illustrate how annuities and defined payouts work, underscoring that the focus is less on contributions and more on the predictable benefits employees will receive. The explanation provided context for staff members unfamiliar with retirement plan terminology and reinforced the value of participating in such a system as part of long-term workforce planning .

Equipment Safety: Nothing to discuss

Old Business: Nothing to discuss

New Business: Nothing to discuss

Meeting Adjourned at 3:37 pm.