

# MINUTES OF THE DODGE COUNTY SAFETY COMMITTEE

December 19, 2018

Meeting began at 10:30 am with the following members present: Lon Strand, Micki Gilfry, Tim Walter, Tom Smith, Dodge County Emergency Manager, Jean Andrews NIRMA contact person.

## OLD BUSINESS:

Meeting began with discussion on the safety assessment that was done by NIRMA. Tom Smith showed the committee and sample draft of a safety manual that was used in another county which would address many issues stated in our final assessment. It's a start and more discussion will follow as to revising it to fit Dodge County and address the concerns in this county.

Tim Walter stated than many of the smaller or simple items in the assessment have been taken care of. He has contacted 911 and informed them of the locations of our AED equipment and he will follow up with sending them a letter with the information. A survey was sent to each office addressing active shooter protocol for their office and Tim was going to meet with each dept. to discuss any action that may need to be taken to address locking of doors etc. Tim has not yet met with them and may hold off until we meet with a panic device vendor Lon had been in contact with at convention as this may also resolve many of those concerns or issues.

## NEW BUSINESS:

Tom Smith presented the committee with a draft copy of an Emergency Action Plan (EAP). Its gives the committee at starting point on discussions for an EAP. Committee will review. Tom also showed an quick reference guide that could be put together for each office to hang on the wall for reference. This plan covered the courthouse so discussion was on how to incorporate the judicial center into this plan. It will be fairly easy to incorporate the district and county court employees into the plan by just adding a few pages specific to their needs or an addendum to the plan. As far as the judges, jury, jail and sheriff go that would take a plan of its own or a more specific plan to fit their needs. Lon, Tim and Tom will be meeting in January to go over some of the items in this plan and address any that involve the building.

Lon meet with a vendor at the convention regarding panic devices. He did not have the name of the company on him today but they are going to schedule a meeting at the courthouse to do w walk through of the office. The panic devices would be a fob type device that can be carried around and when pushed it will not only notify the law enforcement but it will connect with all offices to notify them of the threat. A light on the outside of the office door would also light up to notify law enforcement or anyone else which office is under the threat.

Tom also had a list of the offices that currently have panic alarms, where they are located and where they ring to. This was presented to the committee.

With the addition of AlertSense, emergency notification system, Tom will be implicating a mass email and/or text message/warning to all employees that can be used for a variety of reasons such as snow, severe weather, active shooter and more. He will email Micki a list so she can distribute to the offices and get everyone's cell number and email. It won't be mandatory for employees to give such information but will be highly encouraged.

It was also brought up that no office in the courthouse has a NOA radio. A NIRMA assist grant could be used for something like this and its suggested that at least 1 per floor be purchased.

The committee does not want to wait on some of these items mentioned above so it was suggested that we schedule an additional safety committee meeting on February 13, 2018 to keep many of these items moving forward in a quick manor.

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A stop the bleeding training is something that Dodge County has not yet done but should. NIRMA can conduct such a training along with CPR and AED training but would take about 5 hours to complete. With most offices not being able to let their employees go for that duration of a time it was suggested that we schedule this separate and apart from the CPR/AED training.

The last item on the agenda was the approval of the 2019 safety committee meeting dates.

With no other new business being brought up, the meeting adjourned at 11:15 am until the next special meeting on February 13, 2018.

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