

COPY

**MINUTES
OF
DODGE COUNTY HIGHWAY DEPARTMENT
SAFETY COMMITTEE**
March 23, 2021 – 7:45 A.M. – Fremont Maintenance Facility

The meeting of the Dodge County Safety Committee was called to order by Chief Safety Officer, Scott Huppert at 7:45 A.M., with the following employees present: Matt Adams, Tim Adams, Larry Brune, Charles Bunn, Justin Burt, Steve Helgenberger, Scott Huppert, Larry Klahn, Tim Meyer, Leon Nelson, Justin Robart, Ernie Stockamp, Gary Tienken, Lynn Wooldrik and John VonSeggern. Absent: Eugene Uher. Also present was: Jean Andrews, NIRMA Contact Person.

Motion was made by **Helgenberger** and seconded by **Burt** to approve the Minutes of September 24, 2020. Motion carried.

ITEM #3. OLD BUSINESS:

Lynn Wooldrik asked if a 4 post lift could be purchased for vehicle service. **Lynn** made a motion and seconded by **Tim Adams** to get the equipment. All present voted in favor.

REMINDER: Check your receipts for sales tax, sign them and turn them into the office. Don't forget the vehicle or equipment # on repairs.

Change out faded and dirty vests. Replace license plates that are not legible. Please keep the vehicles cleaner. Do not store chains inside the cab of equipment and vehicles. AND everyone needs to help fill sandbags.

Reminder to use the site signs, vests, flashers which need to be kept operating

REMINDER TO WEAR SEAT BELTS – Gloves & Eye Protection.

Seat Belts needs to be used and all protective personal equipment

REMINDER TO DO A WALK-AROUND ON EQUIPMENT Parked on or off county shed property. We need to do a better job of looking more closely to the vehicles and equipment. Let's do preventative maintenance not catastrophe repair.

Reminder to clean up the messes in and around the wash bay.

Be sure to write down the filter number when changing oil!

Equipment, vehicles and trucks, wash and neutralize under the vehicles and equipment. Don't be afraid to wash windows and take some time to clean out the cabs.

ITEM #4. NEW BUSINESS:

Scott noticed the inside of trucks to be cleaner.

1. **Timothy Zechman Accident;** On October 29th, 2020 approximately 8:00 A.M., was driving Unit #11 on County Rd. 300 approximately ¼ mile south of Old Highway 8 on the west side of the road, laid the vehicle into a ditch where it suffered damage to the passenger side of the cab including the passenger door and headache rack. Mr. Zechman stated he drove off the road while trying to stop his coffee from spilling onto the dash. He took his eyes off the road and proceeded to drive #11 into the west ditch and turn the vehicle onto the passenger side of the truck. The accident was determined to be preventable and the recommendation by the Safety Committee that employees keep both hands on the steering wheel and both eyes on the road at all times. If a hot beverage such as coffee is in the vehicle, the safety committee recommends the vehicle be stopped before taking a drink from the cup.

2. **Tim Adams incident:** On November 20, 2020 at approximately 2:00 P.M. was driving Truck #10 hauling dirt to property owned by Glen Kassmeier. After dumping his load, he got out of the truck and cleaned out the box corners. He then got back into the truck and drove off failing to lower the box. The box then tore down the neutral power line. The investigation revealed that the raised truck box did come in contact with the neutral power line resulting in that line being torn down. There was no damage to the county property only Tim's pride. Recommendation: The accident was preventable and after raising truck boxes and inspection of stuck material in said truck boxes, caution must be made to make sure that the box is completely lowered before moving. Also, make sure that the raised box warning beeper is working, if equipped.

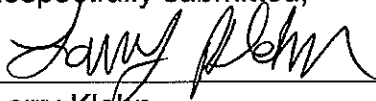
3. **Charles Bunn incident:** On January 19th, 2021 at approximately 7:05 A.M. at the Scribner Maintenance Shed, the wire that holds the "Caution – Flying Sand" sign on the back of Truck #19 suffered damage. As Mr. Bunn was driving Truck #19 out of the Scribner Shop, he accidentally bumped the automatic garage door opener resulting in the door coming down. Realizing what had just happened, Chuck stopped the truck and pressed the opener button again so that the door would go back up. The incident was preventable and the safety committee recommends that all equipment and vehicles be completely out of the doorway before attempting to touch the door opener.

4. **Justin Burt Accident:** On February 4th, 2021 at approximately 12:02 P.M. near "M" and South Street, Burt was driving Unit #22 north on "M" Street when another vehicle encountered a patch of ice at the stop sign on "South" St. The west bound vehicle slid through the stop sign and in front of Unit #22 causing the snow plow blade to come in contact with the side of the other vehicle. No damage was done to Unit #22. The investigation revealed that an icy road surface was the cause of the other vehicle sliding through the stop sign causing Unit #22 to come in contact with it and was not preventable. Recommendation of the Safety Committee recommends that county employees implement defensive driving especially in the winter months when slick driving surfaces are present.

5. **Justin Robart Incident:** On February 13, 2021 at approximately 8:00 A.M. at the intersection of Ridge Road and State Lakes Road, Justin was cleaning up the intersection of Ridge Road and State Lakes Road, pushing snow off the shoulder of the road. As the plow came into contact with the frozen snow from previous storms, he heard a loud "POP" noise and noticed that the driver's side of the truck. Snow plow was moving at a slower pace than the passenger side of the blade. Justin got out of Truck #1 to inspect the blade and saw that the hinge was broken snow plow to Unit #1. He then returned to the Fremont shed and parked in front of the southwest overhead door. While outside of the vehicle, he then heard a "slap, slap noise coming from the engine compartment. Further investigation revealed a shredded serpentine belt. The incident was not preventable and the safety committee recommends that caution needs to be used when piling snow over top of old frozen snow to prevent damage or injury to equipment and personnel.
6. Gary Tienken reported that the fire extinguishers were inspected and 11 will need to be replaced next year. One extinguisher was recharged and Unit #58 received a new one.
7. **Vehicle and Equipment Inspection Committee:** Justin Burt and Matt Adams
8. Shop Inspections: Lynn Wooldrik and Larry Brune
9. Scott Huppert reported he was still looking for 2 additional employees preferably for Scribner.
10. **An Important Reminder: DO NOT USE COUNTY CELL PHONES FOR PERSONAL USE!** Scott requested an update on cell service. Employees will give him a list of areas where service is not available or adequate.

With no further business, motion was made by **Brune** and seconded by **Burt** at **8:20 A.M.** Motion carried.

Respectfully submitted,



Larry Klahn,
Secretary