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MINUTES OF THE DODGE COUNTY SAFETY COMMITTEE

March 25, 2020

Meeting began at 11:00 am with the following members present: Lon Strand, Micki Gilfry, Tim Walter, Steve Hespen & Jean Andrews NIRMA contact person.

Agenda Item # 21e
Date 4/8/20

OLD BUSINESS:

Due to the COVID-19 virus once again the tornado drill has been postponed until further notice. We will discuss again at our June safety meeting. Our fire drill is scheduled for May 29th. Micki will talk with Tom at the beginning of May to see if we will proceed with that drill. Also the weather radios have not yet been purchased.

Lon and Tim went floor by floor through the courthouse to address any areas of concern that were mentioned in the Emergency Action Plan and also took a look that what can be done to help stop or eliminate or contain the spread of germs during the COVID-19 pandemic.

As far as safety goes, it was determined that the Assessor and Register of Deeds offices will both go to pass through glass as those 2 offices can be easily converted. Lon will talk with the Veterans Office to see if that is an option they would also like to consider. The Highway Dept. will start to lock their doors to the public and anyone visiting that office will have to be let in. The clerk's office is one they will tackle next fiscal year as they are not sure which direction to go with that office, there is a lot that needs to be looked at.

NEW BUSINESS:

Dodge County had an employee trip on uneven ground outside, 1st report was filled for workmen's comp but nothing became of the claim. A sheriff's deputy had an accident on Highway 77, all reports have been filed and everything has been sent off to NIRMA.

Gail Bargstadt with the Treasurer's office submitted a request to the safety committee regarding her office's security cameras. The video of her cameras used to go to the Sheriff's dispatch but since they moved to the 911 center the video is gone. Tim will do some research to see what she has and where her audio/video is being transmitted to. Since there is a camera on 24/7 at the security station right outside her door how important is it for the Treasurer's Office to have video also? They also now have the glass partition in place which will alleviate the threat of someone jumping the counter. Tim will contact Matt with Complete Security and Investigation so they can go over the security camera at the security station and see how it all works and how long the video is kept.

Starting March 26, 2020 there will be someone coming around to the offices and doing extra cleaning in the public spaces. They will be wiping down door handles, counter tops and any exposed area in the public spaces. They will come around between 1am-2pm each day.

Tim informed us that the Post Office has been issued a temporary FOB to use at the north doors so that they have easier access to the building during the COVID-19 crisis.

Jean reminded everyone that there is money available through the NIRMA assist grants for all counties and other entities to submit applications for.

With no other new business being brought up, the meeting adjourned at 11:26 am until the next safety meeting on June 17, 2020.

Respectfully Submitted

Micki Gilfry
Secretary

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