

## **RISK MANAGEMENT COMMITTEE**

COMMITTEE: RISK MANAGEMENT COMMITTEE  
DATE: MAY 24, 2018  
TIME: 3:30 P.M.  
PLACE: COUNTY BOARD ROOM

### **CALL TO ORDER**

Chairperson Campbell called the meeting to order at 3:30 p.m. and read the agenda.

### **ROLL CALL**

Members Present: Burl & Campbell

Absent: Lukas

Others present: Nora Matuszewski, Shannon Boney, Mark Rinehart, Rob Koplien, Penny Carter, Tammy Queen, & Jason Theune

### **APPROVE AGENDA**

Motion by Burl to approve the agenda, seconded by Campbell. All present voting AYE. Motion carried.

### **APPROVE MINUTES FROM THE DECEMBER 14, 2017 MEETING**

Motion by Burl to approve the minutes from the December 14, 2017 Risk Management meeting, seconded by Campbell. All present voting AYE. Motion carried.

### **DISCUSSION ON ANY UPDATES TO THE PREPAREDNESS PLAN**

Jason has the plan finished and would like all departments and employees to look them over and bring them back for the next meeting for approval. He will be putting up evacuation routes in each office. When this is finalized it can be brought to full County Board as a resolution for approval.

### **DISCUSSION ON FUTURE ITEMS**

There was discussion on a CPR training for employees. Rinehart was looking into the suggestions for The Clerk of Courts office that came down from Susan Byrnes. The fire escape from The Register of Deeds Office needs to be looked at to see if it is safe enough for people to use it in the case of evacuation, Rinehart will talk to Darrell Wilson from the Fire department about who he may know who could come and check this out.

### **ADJOURNMENT**

There being no further business, motion by Burl to adjourn meeting, seconded by Campbell. All present voting AYE. Motion carried. Meeting adjourned at 4:23 p.m.

These minutes are not official and are subject to change. They will be officially approved at the next scheduled Risk Management meeting.