

RISK MANAGEMENT COMMITTEE

COMMITTEE: RISK MANAGEMENT COMMITTEE
DATE: MONDAY, JUNE 25, 2018
TIME: 3:00 P.M.
PLACE: COUNTY BOARD ROOM

CALL TO ORDER

Chairperson Campbell called the meeting to order at 3:00 p.m. and read the agenda.

ROLL CALL

Members Present: Burl, Campbell, & Lukas

Absent:

Others present: Nora Matuszewski, Mark Rinehart, Alex Walrath, Tammy Queen, Jason Theune, Jill Zagar, Tom Tallier, & Steve Bunda

APPROVE AMENDED AGENDA

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

APPROVE MINUTES FROM THE MAY 24, 2018 MEETING

Motion by Burl to approve the minutes from the May 24, 2018 Risk Management meeting, seconded by Lukas. All present voting AYE. Motion carried.

DISCUSSION ON ANY UPDATES TO THE PREPAREDNESS PLAN

Jason has received the input back from the departments and employees. There were questions on the evacuation process, using the public phone system for emergency situations, and adding instructions in the book for how to use it. Jason feels using the phones is good as long as plain language is used. He will meet with the Clerk on how the system works and add it to the plan. There were suggestions for other ways to alert of lockdowns in the Courthouse. Burl is concerned and wants to make sure when this plan is implemented that all employees are required to sign off that they have read and understand it.

DISCUSSION ON FIRE INSPECTION

There were issues with the fire inspection, with compliance due in 30 days. Maintenance will be working on correcting all issues and the Clerk will notify employees of issues that can be corrected immediately by the employees.

DISCUSSION ON FIRE ESCAPE

The committee has suggested that Maintenance check all the bolts on it and replace some angle iron on the bottom leg for support.

DISCUSSION ON FUTURE ITEMS

None

PUBLIC COMMENT

Dorothy Kegley asked for a copy of the fire report to be sent to her.

ADJOURNMENT

There being no further business, motion by Lukas to adjourn meeting, seconded by Burl. All present voting AYE. Motion carried. Meeting adjourned at 3:46 p.m.

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