

Open meeting law complied with. Quorum verified.

**Call to order:**

The meeting was called to order at 9:05 A.M. at the Vilas County Courthouse by Chairman Kathleen Rushlow with the following members present: David Alleman, Gina Egan, Gene Leveille, and Tom Numrich. Jim Jefferson, Martha Milanowski and Greg Schiek were excused. No other persons were present during this meeting.

**Approve agenda to be discussed in any order by the Chair:**

Motion by T. Numrich, 2<sup>nd</sup> by G. Leveille to approve the agenda with the agenda order at the Chair's discretion. All voting aye. Carried.

**Approve previous minutes:**

Motion by T. Numrich, 2<sup>nd</sup> by G. Leveille to approve the minutes of the August 5, 2008 meeting as presented. All voting aye. Carried.

**Loss Control / Safety Manager:**

K. Rushlow discussed the need for a Loss Control / Safety manager to help coordinate these efforts with departments. Emergency Management Director Jim Galloway has expressed willingness to assume this duty. He would manage coordination efforts and the compilation of data. Department heads would remain responsible for incident and injury investigation and reporting, and for carrying out loss control and safety initiatives within their respective departments.

**Loss control – reporting procedures:**

K. Rushlow reviewed the procedures followed concerning two recent courthouse injury reports. She reminded those present to sign the reports.

**Loss control progress report – Highway Dept. / Corp. Counsel:**

T. Numrich reported that on September 10, 2008 Corporation Counsel Martha Milanowski, Highway Dept. employee Mike Dreger and T. Numrich traveled to a location on County Trunk Highway W in Presque Isle to observe shouldering operations. They felt that all safety guidelines were being properly followed. They then observed gravel loading operations at the nearby gravel pit. They observed the use of an older County end loader that did employ roll over protection nor a back-up alarm. Those issues will have to be corrected by the Highway Dept. Other safety infractions were minor and will be corrected.

**Loss control – employee education and training:**

G. Egan stated that the Public Health Department would be holding a Hand Washing & Coughing Health Safety training for county employees as soon as time can be scheduled.

K. Rushlow asked if Cough & Sneeze posters were available, and asked that they be posted throughout County buildings.

**Recent incidents and injuries:**

G. Leveille reported that an employee of his department was recently injured due to the failure to lock out a motor control. The employee was examining pulley belt tension when the motor was energized and injured his thumb, requiring stitches. This incident was properly reported to our Workers Compensation carrier. Steps will be taken to insure that lockouts are used. D. Alleman reported that a visitor fell after tripping on the metal threshold at the Court Street entrance to the courthouse. The woman injured her knees but declined any treatment. An incident / injury report was filed. T. Numrich reported that a Highway employee injured his shoulder while installing a sign and post. An incident / injury report was filed and our Workers Compensation carrier was notified.

**Letters and Communications:**

None presented.

**Set next meeting date and time:**

The next meeting was scheduled for Tuesday, November 4, 2008 at 9:00A.M.

**Adjournment:**

Motion by T. Numrich, 2<sup>nd</sup> by G. Leveille to adjourn. All voting aye. Carried. The meeting adjourned at 9:32 A.M.

Respectfully submitted by:

David R. Alleman  
Vilas County Clerk

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