

EXECUTIVE SAFETY COMMITTEE MEETING

October 21, 2014

Room 128, City Hall

PRESENT: Audrey Key, Human Resources Director; Mike Lewis, Director of Public Works/City Engineer; Dave Wepking, Assistant Director of Public Works; Sally Nusslock, Health Commissioner; Assistant Fire Chief Gary Streicher; Deputy Fire Chief Jay Scharfenberg; Deputy Police Chief Christopher Botsch; Mike Koszalka, Library Director; Scott Post, City Attorney; Sheryl Kuhary, Assistant City Attorney III; and Linda Huske, Safety and Training Coordinator III.

EXCUSED: Mark Wyss, Director of Finance/Comptroller/City Treasurer.

I. Review and Approval of Minutes of July 15, 2014 Meeting:

Meeting was called to order at 9:00 a.m.

Motion made to accept the minutes as written, by Michael Koszalka, seconded by Christopher Botsch and unanimously passed to approve the minutes of July 15, 2014.

II. Review of Departmental Safety Committee's Minutes:

Linda Huske overviewed the July 16, 2014 Department of Public Works Safety Committee meeting minutes:

- a) Training updates were reviewed, including new hire orientations, chain saw safety, four sessions of the employee enrichment series, and the last EPL session were conducted. Upcoming training will include confined space, CPR/AED, anti-harassment training for elected officials, committee chairpersons, and committee members, and fire extinguisher training.
- b) The submission of Significant Awards was discussed, noting DPW had two submittals, and the Police Department had one.
- c) All employees should have received an updated Safety Manual, and if not they should let Brenda or their Supervisor know.
- d) Dave Kodel was present, and a summary of DPW incidents was distributed and discussed as a way to get the Fleet Safety Program moving forward.
- e) A review was done of the safety concerns the Committee had received and how they were taken care of.
- f) There were 28 injuries reported in the second quarter and 11 vehicle and property incidents, with known repair costs of \$3,256.75.

Assistant Fire Chief Gary Streicher stated he had nothing to report, noting the Fire Department's Safety Committee meets twice a year, and they are scheduled to meet next month.

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The Library, Health, Senior Center, and City Hall Safety Reports were reviewed.

- a) One incident at the Library concerning a patron who suffered a seizure was reviewed. A discussion ensued regarding when the last time Library employees had pre-emergency training to handle incidents such as this since they do happen occasionally at the Library. It was decided Linda Huske would add this to her training schedule for 2015. One incident at City Hall was reviewed. There were no reported incidents at the Health Department or Senior Center.

Motion made by Sally Nusslock and seconded by Gary Streicher to accept all reports as presented and unanimously approved.

III. Quarterly Review of Accidents Report:

All Quarterly Accidents Reports from July 1 to September 30, 2014 were reviewed with the Committee members.

Linda Huske presented the DPW report, noting there were 6 accidents, with 4 resulting in no action, 1 resulting in a note to file, and 1 the employee was terminated. Updated costs to previous accidents included \$250.00 for the February 5 accident where a homeowner's fence was damaged during snowplowing, \$29.40 for the June 19 accident where the left fender on a trailer was dented after making contact with a chute on a parked chipper, and \$975.00 for the June 24 accident where a tire was damaged on a City vehicle by a steel rod while breaking out concrete on road.

Scott Post asked why an employee had 6 accidents in the last 2 years and there was no action taken on any of them. Dave Wepking noted the report does not state if the employee was at fault or not and he would look into it and would report back to the Committee members at the next meeting in January.

A discussion ensued regarding the need to clarify whether an employee was "at fault" or "not at fault" on the respective Department's Accidents Reports. Determination of "at fault" or "not at fault" is a supervisory function. The Committee decided that from here forward it would be indicated on each Department's Accidents Reports. Further discussion ensued pertaining to historical records at DPW wherein this was not previously recorded. It was determined that an employee's file would be reviewed and updated as incidents arise.

Christopher Botsch reviewed the Police Department report, noting there were 12 accidents, with 4 resulting in no action taken (3 were not at fault, 1 was at fault), 5 resulting in a verbal warning, and 3 resulting in a written warning.

Scott Post asked why an employee had 3 accidents this year that were all at fault and no action was taken. Christopher Botsch stated they were all very minor accidents, with the last one being a backing accident where the officer bumped into some equipment that was stored in a place it didn't belong. The damage to the squad was minor and did not need to be repaired.

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Gary Streicher reviewed the Fire Department report, noting there were 4 accidents, with 3 resulting in no action (2 were not at fault, 1 was at fault), and 1 resulting in suspension of driving privileges for 60 days and the requirement to participate in a minimum of 6 hours of driver training.

Motion made by Michael Koszalka and seconded by Sally Nusslock to accept the Quarterly Review of Accidents Report as written and unanimously approved.

IV. Quarterly Review of Injuries:

Linda Huske reported 36 injuries occurred at DPW, with none resulting in lost time and 5 incurring light duty. She stated many of the injuries were due to improper lifting, and she planned to do refresher training on correct lifting techniques next year.

Gary Streicher reported there were 2 injuries at the Fire Department resulting from employee's jarring their backs while driving an older rig where the seat bounces up and down. He stated they would like to get the rig out of the fleet if possible, or at least talk with Jim Leu, Fleet Services Superintendent, to try and address the seat issue.

Christopher Botsch reported there were a couple minor injuries resulting from officer's using force when making an arrest.

Motion made by David Wepking and seconded by Christopher Botsch to accept the Quarterly Review of Injuries and unanimously approved.

V. Other Business:

a) Traffic Issue at Fire Station 1

Gary Streicher stated traffic issues are getting worse at Fire Station 1, with continuing incidents of citizens pulling behind apparatus when backing into the garage. He stated the DOT said signals are not an option, but offered to put up a camera, but Gary was not sure that would help. Gary asked if anyone had any other ideas. Mike Lewis suggested Fire staff meet with Chris St. Clair to come up with other possible solutions. Audrey Key stated after Fire personnel met with the Engineering Department, they should bring back solutions to the next Committee meeting in January.

b) Status of Worker's Compensation Policy 1434, Addition of "Head Injuries"

Linda Huske stated there was much discussion on the addition of head injuries to Policy 1434 at previous meetings, but Committee members wanted to review the policy before making a final decision on the wording. She asked if anyone had any comments, and Committee members stated they did not have time to review the policy. Audrey Key stated this issue would be included on the next agenda, and if there were no further comments, the changes to the policy would move forward with the advice given from the Attorney's Office.

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c) Fire Extinguisher Training Update

Jay Scharfenberg stated the simulator used for fire extinguisher training has been found. It had been mistaken for confined space equipment and was found stored with that. He noted it can be used outside or inside any City building. Jay stated Linda Huske should contact Lt. Ziolecki for training, and then she is welcome to use the simulator any time. Linda said she would contact him soon for training and would update Committee members at the next meeting.

d) MRI Steerage Incentive Update and Further Incentive Efforts

Linda Huske stated the City has saved \$8,000 to date under the MRI steerage incentive program, and there have been no complaints from physicians with the quality of the MRI's. Greg Gilsinger of CVMIC is also looking at other ideas for the City to save money and offer incentives to employees, such as for CT scans, ultrasounds, X-rays, and physical therapy.

Jay Scharfenberg asked why these incentives are only being used for worker's compensation and not also for health insurance. Audrey Key stated the City is investigating into this with regards to the health insurance program in conjunction with our health insurance consultant, Willis.

e) Training Update

Linda Huske reviewed training completed this quarter, including new hire orientations, the completion of the employee enrichment series, and anti-harassment training for elected officials. Upcoming training includes CPR/AED training and confined space training. Linda stated she needs suggestions for training to be held in 2015, and Committee members should contact her, as she will be setting the schedule soon with CVMIC Representative, Dave Kodel. She stated she would include pre-emergency training for Library employees and fire extinguisher training City-wide as discussed at today's meeting.

f) Significant Award Update

Linda Huske stated the City won two Significant Awards this year and received \$2,000. Sheryl Kuhary asked what the City has spent the money on, and Linda stated harnesses and pants have already been purchased, and she is also looking into purchasing jackets. Dave Wepking stated DPW is also looking into purchasing an electronic generator to be used in confined spaces. Linda stated that in addition to the Significant Award program, CVMIC is also looking into instituting a Safety grant program.

g) Worker's Compensation Update, Hearing Loss Claim

Linda Huske stated a claim filed in 2010 by an employee who retired in 2003 settled for a \$4,000 "full and final" settlement; potential exposure for

this claim was \$37,000. She also stated there is one more hearing loss claim that has yet to work its way through the process.

h) Post Injury/Accident Drug Testing Discussion

Linda Huske stated she recently attended 2 worker's compensation conferences where the number of prescription drugs showing up in employees' systems has been a topic of concern. Linda asked if Committee members would want to discuss the possibility of instituting post-accident and injury drug testing for all employees. Committee members asked if this would include any injury or accident, and Linda stated yes, it would include all accidents and injuries by all employees.

A discussion ensued with issues/concerns brought up including defining what an accident/injury is, what drugs would be tested for, would a 5 or 10 panel test be done, employees reporting the injury right away or waiting for drugs to be out of their system, the cost effectiveness of testing including lost time and overtime needed to cover time away from work, and should it be for vehicle accidents only or include all injuries.

The Committee directed Linda to check with CVMIC on what other communities are doing, and to report back to the Committee at its next meeting.

VI. Topics/Items for Future Agendas:

Linda Huske stated CVMIC is entertaining the idea of creating its own Occupational Health Clinic which would service their Milwaukee area clients such as West Allis, Greenfield, Wauwatosa, Brookfield, New Berlin, Cudahy, South Milwaukee, and Oak Creek. Possible location to be West Allis, as we are centrally located amongst this client base. Linda noted this concept is in the very early stages, and she would keep Committee members updated if/when she hears any more.

VII. Establish Next Meeting Date:

The next meeting is scheduled for January 20, 2015 in Room 128, City Hall; anticipated start time of 8:30 a.m. in order to allow enough time for regular Committee business in addition to Dave Kodel's CVMIC 2015 Work Plan presentation.

Meeting adjourned at 9:59 a.m.

Respectfully submitted,



Linda Huske
Safety and Training Coordinator III