

Approved minutes:

IMLRMA (Illinois Municipal League Risk Management Association)/Newton Safety Committee Meeting
April 23, 2014, 9:30 AM

Present: Jim Closson (IMLRMA), Melissa Brooks, Brad Benefiel, Larry Dorn, Joie Stoops, Carl Baker,
Raymond Reynolds, Alice Addis

Mr. Closson called the meeting to order.

Reynolds made a motion, seconded by Benefiel, to approve the minutes of the January 22, 2014 meeting. Minutes were approved unanimously.

Website resources are always available with new information made available in articles and videos. By June 30 there will be new videos. The IML Review magazines are archived on the website. There is a vehicle liability article in the May issue written by Closson. He wants all department heads to see it. There are Weekly Safety Wisdoms and calendars on the IMLRMA's website...<http://www.imlrma.org/>

2014 Claims review: \$15,600 for the control panel for the lift station. The driver of the vehicle has insurance which will pay for these damages.

A report has been filed by the Electric Department for a possible claim on Hickory Drive due to low voltage. At this time a claim has not been filed.

There was a lightning strike on a water well. Sometimes motors go bad later, after a strike, so a report was filed by the Electric Department.

A city tree fell on the personal property of Jack Stuckey. \$500 has been reserved for this claim. Unless the tree was identified as needing to be removed and was removed, a claim will probably not be paid. The City may want to consider the min/max program when the insurance is renewed the first part of November. A loss fund is set. This could save the city \$15,000 to \$20,000 in premiums.

Dept. of Labor inspections: Fines generally are not imposed unless directions are not followed after the inspection.

Written plans: there are eight plans that need to be written. Closson will provide a disc with plans that can be adapted to Newton's needs. (confined space, trenching, blood-borne pathogens, respiratory, lockout/tagout, Hazcom, emergency action plan and PPE)

When a surprise inspection is initiated, the Mayor is contacted first, then the Risk Management Coordinator, then the Department Heads. The inspector is very interested in the written plans, document trails, agenda and minutes of safety meetings, five years of OSHA logs, etc.

Police officers' staff meeting – need to have an hour-long training with the police department. Closson will contact Chief Swick.

Public works training needed: Closson will find out about flagger training in this area. In 2015 all current flaggers will need additional training. Four City of Newton employees need the initial flagger training. It

is recommended to have written plans in place prior to the training. A training will be scheduled for March 2015.

Benefiel has been inspecting the parks regularly and documenting his findings. There is one camera in the park and several cameras at the pool. Chief Swick has a signed contract for the firing range to be used for a concealed carry class but no class has been scheduled.

Melissa Brooks has been appointed Risk Management Coordinator effective May 1, 2014. A renewal packet will be sent to Brooks in order to confirm the items covered with the IML insurance.

The new electric building should be constructed this year. With any new construction, the contractor must have a Builder's Risk Policy. IML insurance doesn't insure until the city takes possession of the completed building.

The pool opening is planned for Friday before Memorial Day...May 23, 2014. The lifeguards have completed Red Cross training. Cheryl Michl, Pool Manager, conducted a training session for all employees of the pool and batting cages last year and intends to do more training this year. Closson emphasized, private pool parties require extra attentiveness.

The next meeting will be July 23 at 9:30 AM for the IMLRMA Safety Committee. Meeting adjourned at 10:15 AM

Alice Addis, Recorder