

## Safety Meeting Minutes 4/24/2023

In attendance: John McCurdy, Daurine Petersen, Mark Lander, Mike Ballinger, Tracy Clark, and Dee Holtz

Not in attendance: Karen Mauer

### **Old Business:**

Mark has started Spring CPR classes. Mark will continue to have more classes in June, the plan is to offer classes on Saturdays in June. Mark will arrange to have one in Atlantic and one class in Council Bluffs.

### **New Business:**

John and Karen will continue to update our existing Emergency Safety plan. The goal is to work on one section a week as time allows.

John will finalize the Safety/Training Coordinator position. The plan is to include this position in the budget for fiscal year 2024 and start July 1<sup>st</sup>, 2023.

John will contact Safety Vison about getting the correct wiring for the installation of camera's at our Temp office at 1401 Sunny Side Lane.

We had a driver that engaged in a fatality. After the investigation was complete the driver was determined not to be at fault.

Mark discussed he will be reviewing the safety plan with all the drivers at the Driver's Meeting on April 29, 2023.

We are following the Public Health guidelines for the end of the Covid pandemic. This will end on May 11<sup>th</sup>, 2023.

Discussed the stage area that the construction company will be utilizing part of our parking lot. Education about the importance of staying out of that area and being cautious coming in and going out of the parking lot.

Once a year we have staff review our fire safety and severe weather plans. We will have a staff meeting on May 2<sup>nd</sup>, 2023. To ensure that all staff know where fire extinguishers are located and review how to use one. John will go over the designated areas that we have mapped out to be safe zones. This training will take place at both of our locations.

John is continuing to get bids to update our phone system. The new phone systems that he is considering offer Voice over IP. This new system would allow you to download an app to your cell phone. This would allow you to take your phone with you away from your desk. The new phone systems today have numerous options available.

Dee Holtz

Administrative Assistant