

**Southwest Iowa Planning Council
Safety Committee Meeting
Thursday, August 8, 2025, 1:30 p.m.
SWIPCO Conference Room, 1501 SW 7th Street Atlantic**

MINUTES

1. **Call to Order.** SWIPCO Safety Coordinator Mike Ballinger called the meeting to order at 1:30 p.m.
2. **Roll Call.** Committee members present: John McCurdy, Daurine Petersen, Mike Ballinger, Tracy Clark, Brandie McFarland, Chris Parks.
3. **Review Incidents and Accidents.** Ballinger shared there were three at-fault accidents this quarter. He also shared information about the two buses that were damaged after being stolen and used for a joyride in Glenwood from the GRC campus. One bus is being repaired, the other is being totaled with \$60,000 reimbursement from insurance.
4. **Key Card Lock Boxes.** Follow up discussion was had on how to have access to buildings in an emergency. Park will work on setting up an emergency phone number to post on doors at each facility, that will ring to the office during business hours then to a rotating designee during off-hours. It was agreed that a passcode protected lock will be put on the south door of the council bluffs facility. That code could then be shared when someone calls during an emergency and doesn't have access. They will check on the Atlantic bus barn too.
5. **Training on stroke and heart attack warning signs.** Ballinger has shared information out to drivers. It was discussed possibly getting training for the fall driver meeting and doing something in house for staff still.
6. **Cameras.** Ballinger shared that bus camera installs are scheduled for Monday, August 11th. Hopefully work will be done in time for school without issue.
7. **Incident Review.** Incident reporting and review was discussed. Final reports need to go to HR for files and still may be good to form an incident review committee. Maybe develop a flow chart for what response is needed depending on incident types. McFarland also shared the need for an Employee Incident Form. We will look at adapting current passenger form and creating a simple one for employees.
8. **Atlantic Taxi.** Progress on making Atlantic Taxi safer and more efficient was discussed. McCurdy will set up a taxi specific meeting.
9. **Adjourn.** Meeting was adjourned by Ballinger at 2:33 p.m. Next meeting to be October 2, 2025 at 1:30 p.m. in SWIPCO Conference Room.