

Self-Insurance Management Safety Committee
July 12, 2017 – 3:00 p.m.

Present: Chairman Wood, Supervisors John Collyer, Paul Lent and Chairman of the Board Ed Kinowski; Tom Speziale, Scott Brackett, Dave Costanzo, Public Works; Diane Brown, Human Resources; Chris DuBois, IT.

Chairman Wood called the meeting to order and welcomed all in attendance.

On a motion made by Mr. Collyer, seconded by Mr. Brackett the minutes of the March 28, 2017 meeting were approved unanimously.

Mrs. Brown gave an overview of the Safety Suggestion Contest. Mrs. Brown said that as in the past the notice will be sent out to Department Heads and a message on paystubs for five payroll periods. Suggestions will be accepted until September 22, 2017.

SAFETY SUGGESTION CONTEST RULES

1. The contest is open to all Saratoga County employees.
2. Safety suggestions must immediately be turned over to Human Resources and/or the appropriate supervisor to determine the validity of the suggestion.
3. If the suggestion has merit, it may be implemented as soon as possible.
4. A file will be kept of all suggestions to be used by the Committee in making the annual awards.
5. If several suggestions on a given subject are received, the suggestion received by Human Resources first will be used by the Committee for a possible award.
6. The Labor/Management Safety Committee has the right to change any of the above rules without notice. The Committee members also have the right to administer this contest at their discretion.

A motion was made by Mr. Collyer seconded by Mr. Brackett, to authorize raising the safety suggestion award levels to \$50 for third place, \$100 for second place and \$200 for first place. Unanimous.

Mr. Collyer suggested that the monetary reward be increased this year to stimulate more participation. Mr. Speziale suggested that the monetary awards be doubled. Mr. Wood said that the awards of \$100/\$50/\$25 have been the same for several years. Mr. Lent suggested that the committee use the safety suggestion opportunity to focus on problems identified by the Workers Comp office and look for solutions. Mr. Speziale said that accident report forms are completed and sent to HR for all incidents that occur, he said that they can create a spreadsheet and keep track in the future. Mrs. Brown said that the Safety Officer position is currently not filled. Mr. Wood said that next year they can encourage employees to also come up with solutions to identified problem areas.

A motion was made by Mr. Lent seconded by Mr. Collyer, to authorize using remaining grant funds towards a 4th Complex Lock Out button and additional access to camera views

to be installed in the Sheriff's Department contingent on administration and grantor approval. Unanimous.

Mr. Speziale said that the complex lock out system is fully installed, operational, training has taken place and it's being monitored by Tyco. Mr. Speziale said that all of the key cards and fobs have been distributed and that HR has a policy in place for Departments requesting additional cards or fobs. Mr. Speziale said that of the \$124K grant funds there is approximately \$6,600 remaining. Mr. Speziale said that several different suggestions were discussed regarding spending the remaining grant funds. There are currently three buttons located in the Chairman's, County Administrator and HR offices and they thought a 4th button and access to the camera views at the Sheriff's office would be beneficial. The quote from Tyco for this upgrade was \$2,824. The camera access would not be monitored continually, but only used in case of an actual event.

Mr. Speziale said that some updates to the emergency plan that include office and room numbers will need to be updated now that some of the doors are locked, the cost for this will be minimal. Another suggestion for unspent funds is to install a blue light on the outside of the building which would be activated in case of an event to notify people not to enter the building during such an event. Mr. Speziale said that he will speak with Tyco regarding the lights and also research if spare cameras can be purchased with remaining grant funds.

Mr. Speziale reported that Mr. Tremblay will need to get approval to modify the grant for additional purchases.

Mr. Speziale said that the Tyco's monitoring fee is \$481 annually. He reported that a future plan would be that the Sheriff's office would be notified directly if the system is activated and avoid the annual fee. Mr. Brackett said that from a Union standpoint, he does not have a problem with the additional camera access being provided to the Sheriff's Department.

Mrs. Brown reported that the cameras in HR are in a room that has a lock, they also recently installed a phone in this room that has several speed-dials programmed. They are planning to train additional staff on the software that locks and unlocks doors. Mrs. Brown said that they will be creating a procedure and setting up a system for testing the lock out buttons on a regular basis. Mrs. Brown said that they have a back-up generator and external hard drive set up in case of power failure. Mr. Speziale also added that a 100% back-up generator is being installed in Building 5 this year.

On a motion made by Mr. Lent, seconded by Mr. Brackett the meeting was adjourned unanimously.

Respectfully submitted,
Therese Connolly
Deputy Clerk of the Board