

REGULAR MEETING
WILLIAMS COUNTY HEALTH & SAFETY COMMITTEE

January 11, 2011 @ 9:00 a.m.

The Williams County Health & Safety Committee met on the above date in the Training Room of the Williams County Emergency Medical Services Building.

MEMBERS PRESENT

Anne Retcher, Commissioners
Jim Hicks, EMS
Art Chupp, Hillside
Kim Shoup, Health Dept

Dennis Smith, Engineer
Dawn Baldwin, EMA/9-1-1
Candy Scribner, Health Dept
Susan Jackson, J&FS

The Minutes from the prior meeting were reviewed, Candy Scribner moved to accept the minutes as presented, Seconded by Dawn Baldwin and Accepted by everyone.

JEANS DAY

- For 2011 Jeans Day will be held Quarterly.
- Suggestions for Jeans Day: Cancer Assistance and Cops for Kids
 - Dawn Baldwin is going to check on the proper name
 - Anne Retcher will request a spreadsheet from Cindy on past organizations and how much money was raised.

ACCIDENT/INCIDENT REPORTS

Accident/Incident Reports prepared by Robin Kemp were reviewed.

SAFETY MANUAL REVIEW & UPDATE

- Reporting Forms (Dennis Smith)
 - TABLED until manual is complete waiting on the manual to be done
- First Aid Tab (Jim H. & Joan)
 - TABLED until February 8, 2011
 - Need clarification on what is treatable with the office vs. calling EMS
 - Engineer's Office makes employees report ALL injuries/incidents now matter how minor, this way there is a paper trail.
- GOAL to complete manual at February 8, 2011 meeting.

The manual will be presented to the Commissioners once it is completed in its entirety.

Black Swamp Meeting and Events:

Review do we continue to participate in 2011. Since we are in Group Retro we are not eligible to receive any other discounts.

Anne Retcher will provide a spreadsheet showing what we currently have in said line, the total health fair expenses for 2010 and what the membership dues will be for 2011.

Meetings:

January 18, 2011 – Crisis Management – Dawn Baldwin

Anne Retcher will send out a link to everyone which lists the meetings.

HEALTH FAIR

- Saved \$5.00 per person since we scheduled so early.
- Anne Retcher will ask the Commissioners if they support a 2011 Health Fair

Meeting adjourned at 9:45 a.m.

Motion made by Dennis Smith

Seconded by Kim Shoup

The next meeting will be

TUESDAY FEBRUARY 8, 2011 at 9:00 a.m.