

**REGULAR MEETING  
WILLIAMS COUNTY HEALTH & SAFETY COMMITTEE**

April 8, 2014 @ 9:00 a.m.

The Williams County Health & Safety Committee met on the above date at the Williams County Community Offices Building at 1425 East High Street, Bryan, Ohio.

**CHAIR: Jim Hicks  
VICE CHAIR: Dawn Baldwin  
SECRETARY: Anne Retcher/Robin Kemp**

**MEMBERS PRESENT**

Robin Kemp, Commissioners	Art Chupp, Hillside
Kim Shoup, Health Department	Dennis Smith, Engineer
Dawn Baldwin, Communications	Kim Herman, Clerk of Courts
Alan Dietrich, Juvenile Probation	Patti Rockey, Recorder

The meeting was called to order at 9:00 a.m.

The minutes from the prior meeting were reviewed. A motion to approve the minutes was made by Kim Shoup, seconded by Dennis Smith and unanimously approved.

**ACCIDENT/INCIDENT REPORTS**

Accident/Incident Reports prepared by Robin Kemp were reviewed.

February, 2014 – 7 incidents; 2 BWC claims

March, 2014 – 3 incidents, 0 BWC claims

**JEANS DAY**

A discussion was held concerning jeans day campaigns for 2014. It was decided that for 2014 we would do two campaigns for Christmas for Kids. Flyers will be sent with paychecks in June, 2014 and again for the November jeans day. Robin will prepare the flyers to be distributed.

**HEALTH FAIR:**

The 2014 Health Fair will be held on November 6, 2014 from 7:00 a.m. – 9:00 a.m. Candy sent information with Robin that the date has been confirmed and that the blood screening will be at a cost of \$40.00 this year.

**TRAINING UPDATE:**

There was no training update.

## **Black Swamp Meeting and Events:**

- April 15** BSSC Monthly Safety Luncheon (Voinovich Auditorium) 11:50am  
Awards Banquet; Safety With the Stars Presentation & Balloting  
**Attending::** ??
- May 20** BCSS Monthly Safety Luncheon (Voinovich Auditorium) 11:50am  
Heat Stress & Hydration  
**Attending:** Dennis Smith
- June 17** BCSS Monthly Safety Luncheon (Voinovich Auditorium) 11:50am  
Personal Financial Stress & Impact on Work Safety  
**Attending:** Robin Kemp

### OTHER TOPICS FOR DISCUSSION:

A discussion was held about the need to do evacuation maps for the new East Annex building. Dawn Baldwin indicated that Brian Fritsch from the Engineer's office had done the evacuation maps for the Courthouse and said that Brian has indicated he would be willing to do the same for the new building. Robin will contact Brian about getting those done.

Alan Dietrich questioned the procedure that is listed on the Tornado Warning Evacuation Instructions that are posted in each office. A question was raised as to whether the offices will still be contacted via intercom through the Auditor's office in the event of severe weather because we now have a new phone system in place. Apparently, Kathy Nern had talked with Deb Nester, Auditor, who indicated she was not aware of that procedure being in place. Robin has confirmed that Deb Gordon of the Auditor's office is the one who was to advise of severe weather through the intercom system. Robin is contacting Frontier to determine whether the new phone system will allow a full-building page to be broadcast in the event of severe weather.

Dawn Baldwin has indicated that her office is willing to go over the severe weather evacuation procedure with county offices since that has not been done for a few years. Once the questions as to the intercom/paging system are answered Robin will contact Dawn about setting that up.

Finally, a question was asked about fire drills being conducted, especially with the new building now open. Robin indicated that there is a need for fire drills to be conducted in other county buildings as well. Robin will get with Fire Chief Siders and discuss this with him.

Patti Rockey asked about the status of the CHIP (Complete Health Improvement Program) that was put on hold due to the lack of a facilitator. There is a facilitator in Fort Wayne, Indiana who is willing to conduct the program in Williams County and Robin is working with her to determine dates, etc.

Robin brought up the issue of inviting new agencies/members to sit on the Health & Safety Committee. Anne from the Commissioners' office had suggested that maybe we invite individuals who are now located at the new East Annex building. Everyone was in agreement and Robin will send out invites by email.

There being no further business to come before the meeting, a motion to adjourn was made by Patti Rockey, seconded by Kim Herman and unanimously passed. The meeting adjourned at 9:15 a.m.

**The next meeting will be *TUESDAY, June 10, 2014 at 9:00 a.m.* at the Williams County Community Offices Building.**