

**MINUTES**  
**(Wednesday) September 27, 2023 – 8:00 A.M.**  
**HIGHWAY SAFETY SUB-COMMITTEE**  
**UPPER CONFERENCE ROOM AT THE HIGHWAY DEPARTMENT**  
**202 VANDYKE STREET, OCONTO, WI 54153**

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*(Draft minutes –until approved by committee)*

PRESENT: Vanessa Hasenberg, Brandon Hytinen, Erik Pritzl, Bill Elias, Todd Marohl, Chris Pryes, Greg VanEperen, Jason Maye, Bob Waschbisch, Chuck Tauscher

TIME MEETING BEGAN: 8:00 A.M.

1. Call to Order  
Hytinen called the meeting to order at 8:00 A.M.
2. Approval of Agenda
  - A. Change of Sequence – None.
  - B. Remove Items – NoneMotion by Marohl/Elias, to approve the agenda. The motion was voted and carried.
3. Approval of Minutes of Previous Meeting  
Motion by Maye/Elias, to approve the minutes of the June 28, 2023 minutes with the addition of Ron Waschbisch as present. The motion was voted and carried.
4. Communications
  - Reminder from HR Director Shelly Schultz to call nurse hotline with any work comp related injuries, prior to seeking treatment – even if you do not anticipate having to go to the doctor.
5. Review Vehicle Accident and Claims Report
  - Follow up: Call received on damage to vehicle on CTH-T. Claim was filed and it has been turned over to insurance.
  - Follow up: February 27, 2023: Plow truck damaged garage door and wall of Oconto shop due to driving out with box still in the air. – All costs have been submitted to insurance company for reimbursement, less \$10,000 deductible.
  - Follow up: February 24, 2023: Wing of plow truck hit parked vehicle in Town of Little Suamico. Claim was filed and paid by insurance.
6. Review any Work Comp Claims  
Pritzl reported three claims since last meeting.
  - July 12, 2023: Employee twisted right knee while stepping off road to ditch slope. No lost time, did not seek medical treatment.
  - Pritzl reported there have been no claims with lost time this year.
7. Review Observation Cards – None.
8. Review Safety Check Lists  
Elias went through inspection from epoxy overlay on WisDOT bridges on September 13, 2023. No safety issues were observed. Masks were worn and reminder to replace reflective gear when necessary. Tauscher commented the operation has greatly improved.
9. Follow Up on Safety Issues or Concerns from Last Meeting
  - Marohl creating quick guide for emergency trailer with lane closure instructions to improve process during emergency situations. This will include contact information for WisDOT RIMC (Regional Incident Management Coordinator) for any questions. Need to also verify if call was made to STOC (State Traffic Operation Center).
  - Tourniquets ordered and will be put in equipment during annual check. They should be stored in a uniform location in each truck, in the glove box.
  - Tailgate latch and lift buttons have been moved.
  - Kurt Niemann looking into relay to stop the additional lights from flashing whenever turn signal is used.
  - Niemann looking into reverse light placement to make them easier to view.
  - VanEperen suggested hanging fiberglass pole with sensor to prevent trucks from leaving shops with box in the air. Marohl to discuss with Niemann.
10. Review any New Safety Issues or Concerns

- VanEperen concerned with increased threats from motorists in work zones. Committee recommends getting license plate number and reporting to patrol superintendent when motorist behavior is endangering safety. Pritzl recommends calling for police presence in areas of continual concern. Discussion followed on adding advisory speed signs in work zones to attempt to slow traffic and Marohl reminded crews to always verify barricade placement when used in work zones.
  - Pries concerned with lack of light on site when paving at night. Requested light-up stop paddles, which are already on hand due to a previous safety recommendation. Many are unaware these were purchased. Elias to verify where they are and to notify crew to use in future.
  - Hytinen stated that morning meeting is the time to remind crews to take proper equipment needed for the day.
  - Pries requested better lights on paver and little roller.
  - VanEperen discussed 2-way radios not working in longer work zones. Hytinen to talk to Jon Spice about our department using our own channel.
  - Tauscher recommends on-site flagger training, in addition to classroom training, to make sure employees know the best practices to keep themselves and entire work zone safe.
  - Elias stated a cell phone use policy is being written for use in near future.
  - Concerns with equipment being parked in safe locations at end of day.
11. Announcements/General Information/Guests (No action to be taken)
    - Safety Day is October 19, 2023. Need to send agenda to Forestry, Land Conservation and Surveyor departments when ready so they can attend when applicable.
    - Sign truck and lowboy trailer have been delivered.
    - Three tri-axles are built and scheduled to be delivered to Monroe Truck Equipment in October.
    - Hytinen getting prices for purchasing a 550/350 truck next year.
    - Hytinen reminded committee of the importance of safety observation cards. Reminded crew to watch out for each other and offer guidance to all the newer employees.
  12. Next meeting set for Wednesday, January 24, 2024 at 8:30 am in upper conference room at the Highway Department office in Oconto.  
Recommended to attend: Ron Waschbisch, Chris Pries, Chuck Tauscher, Greg VanEperen, Bob Waschbisch.
  13. Adjournment  
Hytinen declared meeting adjourned at 9:09 am.

Vanessa Hasenberg, Recorder  
Date Posted: October 4, 2023