

**MINUTES**  
**(Thursday) June 11, 2020 – 7:00 A.M.**  
**HIGHWAY SAFETY SUB-COMMITTEE**  
**LEC CONFERENCE ROOMS North-South**  
**301 WASHINGTON STREET, OCONTO WI 54153**  
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*(Draft minutes –until approved by committee)*

COMMITTEE PRESENT: Bill Elias, Kevin Hamann, Brandon Hytinen, Bob Swenty, Jeff Stepien, Tim Olive, Vanessa Peters, Jason Stage, Zach School, Chris Burg

OTHERS PRESENT: None

TIME MEETING BEGAN: 7:12 A.M.

1. Approval of Agenda
  - A. Change of Sequence – None.
  - B. Remove Items – NoneMotion by Elias second by Burg, to approve the agenda. The motion was voted and carried.
2. Approval of Minutes of Previous Meeting  
Motion by Elias, second by Stage, to approve the minutes of the March 10, 2020 meeting. The motion was voted and carried.
3. Communications  
None
4. Review Vehicle Accident and Claims Report  
Hamann went over one minor accident that occurred since last meeting:
  - February 2020, plow truck hit pole with wing, which caused pole to fall and damage gutter on a nearby home. We repaired for \$260. Occurred due to uncontrollable weather conditions.
5. Review any Work Comp Claims  
Hamann reported there were no claims since last meeting and thanked the department for safe work. Hamann complimented the department for record number of days with no lost time claims.
6. Review any Safety Issues or Concerns
  - Hamann went through requirements from Chris Hohol. We need to schedule air monitoring at the crusher and refresher for blood borne pathogens. Hytinen shared that MSHA refresher is complete and CPR is scheduled for end of June.
  - Hamann is looking for items for October safety day agenda. Ideas included: Load securement/proper use of chains, pretrip inspections with DOT trainer, sharps container and training on items found along roadway.
  - There is a need for a separate training day for snowplow procedures. There are a lot of new employees and good refresher for others. Need to address proper way to clear intersections, as well as plowing with different wing styles.
  - Concerns with truck 124 light not being very bright on top compared to other 1 tons. Trucks 125/126 have quad lights on side that block vision for using side mirrors. Request was made to order spotlights on all foreman trucks from now on.
7. Review Observation Cards  
Safety Observation Cards turned in since last meeting were reviewed.
  - CTH M/Midway Road – June 10, 2020. Flagging operation for while crackfilling. Work zone was past the sign location. Discussed that work should have stopped prior to the sign.
  - CTH I / One mile south of County Road A – April 14, 2020. Traffic control during guardrail repair. Flagger was standing on centerline. Flagger was asked to move to shoulder. Discussion followed on the need to stand close to center due to vision issues. Burg stated there are 8 radios available and they should always be used when flagging.

- Frog Pond Road. Mastic Crew. No flagger physically standing on roadway. Flaggers were sitting in vehicles instead while one lane was closed. Discussion that flagger was needed on road at all times so motorists know what to do.
  - Oconto Shop – May 2020 - Sign stands were thrown in the truck, not put away properly. Discussed cost of equipment and taking care of it, as well as providing racks to make it easier to organize.
  - End Road Work sign put up upside down. Discussion that time needs to be taken to verify proper sign placement.
8. Review Safety Check Lists
- Cracksealing bridge approaches. Work done properly but wrong material was charged to job. Need to verify what is used and correct quantities.
9. Hard Hat Discussion
- Elias verified with Chris Hohol that hardhat requirements are left up to department discretion. Discussion followed on different operations needing different hard hats. Hamann suggested offering most comfortable option to encourage use and to have vendor available with examples for October safety day.
10. Announcements/General Information/Guests (No action to be taken)
- Swenty recommended adding light bar on top of grader to be more visible to approaching traffic.
  - Concern with labels being worn off of old equipment buttons.
  - Hamann thanked the department again for wonderful job of keeping safe and looking out for each other.
10. Set Next Meeting Date
- Next meeting set for September 10, 2020 at 7:00 am.
- Recommended to attend: Bob Swenty, Jeff Stepien, Zach School, Chad Frank, Keith VanDenElzen.
11. Adjournment
- Hytinen declared meeting adjourned at 8:53 am.

Vanessa Peters  
Recorder

Date Posted: June 23, 2020