Canon-McMillan School District
Safety Committee

Meeting Minutes

Date: January 30, 2025
Location: Canon-McMillan High School

I. Call to Order
The meeting was called to order by Mr. McCullough at 10:04 a.m.

II. Roll Call

Donna Barca	Karl Herald	Tim McCullough	Kara Buncic
Jared Diesel	Michael Kelley	Neil Stewart	Shelly Leichty
Debbie Grebeck	Jurdon Maier	Tom Orr	Ray Adams - guest

III. Approval of the Minutes from the December 17, 2024 meeting
Mr. McCullough asked if everyone had a chance to review the minutes from the December 17, 2024 committee meeting. Mr. McCullough requested a motion to approve the minutes. Motion to approve made by Mr. Diesel and seconded by Ms. Barca. All in favor - 11; opposed - 0; minutes approved.

IV. Chairperson's Report
Mr. McCullough reported that there has been only one fall incident that was weather related this year. He attributes that to the District's use of FID days when the weather has been questionable along with the maintenance crews keeping walking areas clean and safe. Mr. McCullough spoke about the recent increase in upper respiratory and stomach viruses. He noted that all employees should be using common sense and good hygiene practices. Employees should stay home if they aren't feeling well and make sure to wash their hands frequently. Common equipment, such as keyboards and door handles, should be disinfected.

Mr. Herald spoke about the series of "Shop Talks" that he has initiated with support staff. He presents brief, interactive talk sessions to custodians and maintenance employees in buildings throughout the District. Topics discussed include prevention of slips, trips and falls as well as proper footwear and limiting the use of cell phone use while at work. Mr. McCullough noted that the talks take place at the start of the employee's shift and provide good and simple reminders that they can take with them and use as they work. Mr. McCullough introduced Mr. Ray Adams, Senior Safety and Loss Control Consultant from Encova, to the committee. Mr. Adams offered to provide Mr. Herald with additional literature from Encova that he can use during these talks.

V. Open Issues
Mr. Herald noted that there were no open issues from the building walk-through at Cecil Intermediate School in December.

VI. Old Business
Mr. Herald remarked that groundskeeping has been busy with the recent winter weather events. Typically, an assessment of the weather/road/grounds conditions is done around 4:00 A.M. and crews are sent out at 5:00 A.M. to begin plowing and salting the parking lots. There are 7-8 trucks involved in this process. Mr. Herald noted that the 2 hour delays have helped crews get areas cleared and that, overall, this is a day-by-day process. Custodians also work diligently to keep sidewalks and stairs clean. Mr. McCullough added that Dr. Taranto had recently sent out a communication to the District outlining the use of snow days vs FID days.

VII. New Business
Mr. Maier commented that the District is preparing for the new security system installation which will take place over the next few months. All employees will have badges which pinpoint their building and location within the building as well as give them access to emergency services if a need arises. The new system will also replace the current Raptor system for visitor entrance to the buildings.

VIII. Review of Work Related Incidents since the last meeting and corrective actions taken

Ms. Grebeck reported that there were 4 new incidents since the December meeting which included a fall, sprains and a vehicle accident. The committee discussed each incident as well as follow up care and corrective actions.

Mr. Adams presented a policy year comparison overview to the committee. There was an analysis of two past policy years along with the current policy year through January 28th. He explained that the loss ratio is what the District pays in prevention vs. what Encova pays in claims. A loss ratio between 40-60% is good and the District is currently at 46%. He noted that the number of claims so far this year has been small which is trending in the right direction. There were two indemnity claims so far this year involving manual material handling. An indemnity claim involves lost time away from work. Overall communication, from the time an employee is injured to the point where a claim is filed with Encova, has improved. Mr. Adams noted that, ideally, a claim should be filed within a maximum of 48 hours from the time of the incident. The District's compliance with this standard is currently at 78% which is an improvement over the past two years. Mr. Adams remarked that slip, trip and fall incidents, related to ice and snow, have also decreased. He did note that during a particularly bad weather event last year, there were three incidents that occurred on the same day. He explained that it is important to monitor gutters and downspouts and overflow when there are freeze and thaw situations. Mr. Adams reported that the trend related to injuries resulting from student behaviors has also decreased while the number of motor vehicle accidents has increased.

IX. Round Table

Canon-McMillan High School Building Representative: Mr. Orr reported that he has been working with Mr. Maier and Mr. Herald regarding the building cameras. He also noted that the school has addressed problems with traffic patterns in the morning and afternoon. Students have been asked to get to the building before 7:30 A.M. Those arriving after this time can be dropped off at the front of the building. There has also been a new drop off location added on the side of the building near the pool area. Rugs were added to this area to prevent slips, trips and falls during inclement weather when water can be tracked in on student's shoes. Mr. Orr also noted that there are plans to relocate the main office to the current guidance office location. This places the main office nearer to the freshman students. Ms. Buncic remarked that the employee parking space numbers in the parking lot were not visible even with recent snow removal and that some spots had been blocked by the snow. Mr. Maier commented that although the maintenance department is plowing and treating the parking lots with salt, it takes time and sunlight to really clear the pavement. Mr. Herald noted that it is hard to find places to put the excess snow when plowing so sometimes parking spaces can be covered. Mr. Diesel noted that the maintenance department is doing their best to clear the snow as quickly and efficiently as possible.

Mechanics: Mr. Stewart noted no issues. All of the buses are being kept inside the garage during the winter which makes it easier for them to start in the cold weather and eliminates the need for snow removal. The van parking area is cleaned in the morning before drivers arrive to prevent slips, trips and falls.

Central Office: Ms. Barca noted no issues.

Technology: Mr. Kelley noted no issues. The department has been working to install elements of the new District security system.

Maintenance: Mr. Diesel reported that the department has been busy with the recent wintry weather and that their goal is to work smarter to prevent injuries.

X. Suggestion Box

Mr. McCullough reported that there were no items in the suggestion box.

XI. Adjournment

Mr. McCullough asked for a motion to adjourn the meeting. Motion was made by Mr. Stewart and seconded by Mr. Diesel. The meeting was adjourned at 10:44 a.m. followed by an inspection of the Canon-McMillan High School building led by Mr. Orr.