

SAUK COUNTY BOARD OF SUPERVISORS

MEETING NOTICE/AGENDA

COMMITTEE: PROPERTY & INSURANCE COMMITTEE
DATE: Tuesday, November 04, 2014
TIME: 3:30 p.m.
PLACE: EMBS Meeting Room C128, 510 Broadway, Courthouse, Baraboo, Wisconsin

REASON FOR MEETING: ☒ Regular ☐ Special

SUBJECTS FOR DISCUSSION:

1. Call to Order and Certify Compliance with Open Meeting Law
2. Adopt agenda
3. Adopt draft minutes of October 07, 2014 meeting.
4. Public Comment
5. **Communications**
6. **Business items**
 - a. Treasurer's Report -- monthly report
 - b. Discussion regarding interest and penalty on delinquent taxes
 - c. Review and possible approval of updated Smoking Ordinance
 - d. Discussion regarding County owned property along Clark Creek
7. **Departmental Updates - Risk Management (Carl Gruber)**
 - a. Monthly Report
 - b. Review and Approval of Deductibles

Departmental Updates - Buildings, Communications/Towers & Landfill (Tim Stieve)

 - a. Monthly Report
 - b. Review and Approval of Vouchers
8. Public Comment
9. Next Meeting:
10. Adjourn

COPIES TO:

Johnson, N.	Giebel	Johnson, G.	Von Asten	Hambrecht	Stieve	Gruber
Schauf	Web Liaison	Co Clerk	News Media	Geoghegan	Liebman	Krueger

DATE NOTICE MAILED: October 30th, 2014

PREPARED BY: *Emergency Management, Buildings & Safety Department*

NOTE: Any person who has a qualifying disability that requires the meeting or materials at the meeting to be in an accessible location or format should contact Sauk County at (608) 355-3269, or TTY at (608) 355-3490, between the hours of 8:00 A.M. and 4:30 P.M., Monday through Friday, exclusive of legal holidays, at least 48 hours in advance of the meeting so that reasonable arrangements can be made to accommodate each request.

SAFETY/RISK MANAGEMENT

2014 Monthly Report for October

MISSION STATEMENT

Establish a "Safety First" mindset for all employees and maintain a safe environment for all employees and visitors

Previous Month Activities and Issues:

- Safety Trainings/Program
 - Purchase of equipment
 - Performed Ergonomic Assessments in Sheriff's Dept. and Human Services.
 - Performed hearing exams for Highway.
 - Performed Fit Tests.
 - Worked on Ergo assessment for COC with Encore.
 - Met with MSDS Online for an article.
 - Fixed the Simulator.
 - Schedule Drug Testing for Highway.
 - Chainsaw safety by FISTA at the Highway Department.
 - ALERT training at the Shooting Range
 - Attended Defense Training for the Jail.
- Inspections
 - UGT for monthly inspection.
 - Inspected Highway Dept. Job Sites
- Insurance Activities
 - Worked on loss runs for Workers Comp.
 - Updated OSHA 300 Logs
 - 0 Liability Cases Filed
 - 5 Property Cases Filed
 - 4 Workers Compensation Cases Filed
- Risk Management Activities
 - Insurance Renewals for 2015 and resolution.
 - Put items on the auction.
 - Entered items for insurance for new equipment.
 - Worked on Builders Risk for the UW Campus Science Building

Previous Months Meetings & Events

10-07 P and I Committee
10-15 Health Care Center Safety Committee
10-21 County Board Meeting
10-22 Attended Department Head Meeting

Upcoming Activities and Issues on the Horizon:

- Simulator Trainings
- Outside Facilities Inspections

SAFETY/RISK MANAGEMENT

2014 Monthly Report for October

OUTPUT MEASURES

DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2014 BUDGET
Safety Training Services (Employees Trained)	870 Employees	770 Employees	850 Employees
Employee Personnel Health Training and Information	333 Employees	300 Employees	300 Employees

OUTCOME AND EFFICIENCY MEASURES

DESCRIPTION	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL
Recordable Incident Rate (Workers Compensation)	4.3	4.5	
Lost workday Cases Rate (Workers Compensation)	1.1	1.1	
Property/Liability Claims Reported			
Worker Compensation Claims Reported	68	51	

SHORT TERM GOALS (To be accomplished during 2014)

GOAL	OBJECTIVE	COMPLETION DATE
Complete Safety Trainings and Correct all safety issues immediately	Completion of all trainings and abatement of safety issues as they arise.	12/31/2014
Complete Facility Inspections	Complete all facilities inspections and make all corrections.	12/31/2014
Safety Committee Meetings	Improve and continue to evaluate safety committee meetings.	12/31/2014

BUILDING SERVICES

2014 Monthly Report for October

MISSION STATEMENT

To assure that the facilities and grounds are properly maintained operationally, and that they project a professional and respected appearance both inside and out.

Previous Month Activities and Issues:

- Spent approximately 140 hours on phones (Mostly 9-1-1)
 - Programming of phones-changes, general maintenance, etc.
 - Install/move phones
 - 9-1-1 install October 14th through October 30th
- Landfill Update
 - Spent 8 hours working on/at Landfill
 - Work on trouble shooting fiber connections to Landfill - bad media converter
 - Clean Sweep on October 4th
- Facilities update
 - Carpet – finishing up a couple spots in Courthouse
 - Digital Controls – Working with former engineer to restart this project
 - Issue with tractor – review tractor pricing
 - Science facility project
- Communications update
 - Nothing new – most of the month spent on the 9-1-1 installation

Previous Months Meetings & Events

10-1 Joint Finance & Personnel Committee meeting
10-7 Property & Insurance Committee meeting
10-7 Science Building Review of pricing/cost saving measures
10-7 Intrado Weekly status conference call
10-8 Meeting with Calix to review fiber transport equipment
10-9 Campus Commission
10-14 Intrado Weekly status conference call
10-15 Science Facility Pre-con meeting
10-21 Intrado Weekly status conference call
10-28 Intrado Weekly status conference call
10-29 Science Facility Construction meeting

Upcoming Activities and Issues on the Horizon:

- Digital Controls upgrade
- Fall/Winter prep
- UW Science building project

BUILDING SERVICES

2014 Monthly Report for October

OUTPUT MEASURES

DESCRIPTION	2012 ACTUAL	2013 ESTIMATE	2014 BUDGET
Work Orders	Facilities in good working order, no compliance issues, 2300 work orders completed	Facilities in good working order, looking professional and no compliance issues, work orders addressed 1900	Keep facilities in good working order, looking professional and no compliance issues, work orders addressed-expect we will handle around 2000
Communications	500 work orders, 4 fiber lease, 10 tower leases, narrowbanding	425 work orders, Narrowbanding equipment upgrades completed. Completed tower maintenance, added/updated tower and fiber leases	Narrowbanding upgrades install and operational, concerns related to the Narrowbanding, complete, tower maintenance completed, quickly address lease request

OUTCOME AND EFFICIENCY MEASURES

DESCRIPTION	2012 ACTUAL	2013 ESTIMATE	2014 BUDGET
Maintenance Costs per square foot includes all tower sites (NOTE: Based on final Revised budget divided by square footage {424,280} this will vary year to year based on outlay projects)	\$4.40 / sq. ft	\$4.75 / sq. ft (Estimated at this time – final number once budget is closed out)	Based on 2014 budget anticipated to be at \$5.44 / sq. ft.
Communications	Only a couple minor down time, up time 99%+; No requested changes due to ineffectiveness of system, narrowbanding prep started 30+ air cards deployed	Only a couple minor down time, runtime 99%+; No requested changes due to ineffectiveness of system, narrowbanding upgrade equipment ordered, in testing/burn in mode	All Communication systems running at peak efficiency, no outages, evaluate, correct all identified; narrowbanding upgrades installed are operational; annual tower maintenance completed

SHORT TERM GOALS (To be accomplished during 2014)

GOAL	OBJECTIVE	COMPLETION DATE
Clerical	Develop more cross training amongst staff at all facilities. Increase overall training of staff to branch off into all areas of Building Services.	12/31/2014
Exterior Maintenance	Maintain professional appearance of the exterior of the facilities, landscaping, sidewalks etc. Continue maintenance at landfill site.	12/31/2014
Fuel Tank Compliance	Correct any maintenance or compliance issues.	12/31/2014
Interior Maintenance	Completion of carpet replacement within the West Square. Implementation of the energy assessment recommendations regarding lighting. Work on Digital controls for West Square Facility.	12/31/2014
Mail	Continue to implement any changes that will keep our usage at minimal levels. Utilize upgraded technology of the mail system as is appropriate to operations.	12/31/2014
Communications (Formerly Telephones)	Complete installation of Narrowbanding upgrades. Implement more VOIP technology.	4/30/2014 & 12/31/2014
Utilities	Continue work on systems to save on utilities – implement lighting and digital controls in West Square.	12/31/2014 & 7/01/2014
Vending	Evaluate the needs of the buildings to determine changes	12/31/2014