

NDSU Loss Control Committee

Minutes - Approved 04/25/2007

Date: January 24, 2007, 10:00 a.m.

Place: Facilities Management, Green Conference Room, Thorson Maintenance Center

1. Call to order and attendance

The meeting was called to order at 10:02 A.M. by Jolean Pederson, Chair

Voting Members Present:

Jolean Pederson (Chair), Jennifer Baker, William MacDonald, Lois Christianson (alternate for Rick Johnson), Stacey Winter, Ray Boyer, Bruce Frantz, Kevin Matheson (alternate for Bruce Bollinger), Becky Ackley (acting alternate for Sheri Anderson), Janna Stoskopf.

Voting Members Absent:

Roy Laframboise, David Wahlberg, Broc Lietz, Josh Hemingway

Ex-Officio Members Present:

John Adams, Gina Haugen, Mike Borr

Ex-Officio Members Absent:

Ted Jirik

2. Introduction of visitors

Kevin Schindlbeck was introduced as Bruce Frantz's new alternate to the Loss Control Committee. Kevin is replacing Joan Chapek as his alternate and is the new Associate Director of Operations in Facilities Management. Introductions were made.

3. Review and approval of October 18, 2006 minutes

Jolean Pederson asked for changes and/or corrections to the minutes of the October 18, 2006 meeting. Becky Ackley moved to approve the minutes as submitted. Bruce Frantz seconded the motion. Motion carried.

Lois Christianson requested that discussion of Background Checks be added to the agenda under New Business.

4. Review of unfinished business

- **Standing Committee Reports**

Forestry - Roy Laframboise has resigned his position on the North Dakota State University Loss Control Committee due to illness. He did provide a synopsis of the Forest Service activities and meeting minutes for discussion. This information will be made a part of these minutes.

Ray Boyer moved to acknowledge Roy Laframboise's commitment to the Loss Control Committee and for the development of the Forest Service Safety Program. He brought a level of expertise to the Loss Control Committee and showed great dedication to the Forest Service, North Dakota State University, and his employees. Bruce Frantz seconded the motion and expressed his appreciation for the work and dedication to the Loss Control Committee.

It was further moved that a letter of appreciation be requested from President Chapman to Roy Laframboise for his years of service on the Loss Control Committee and his commitment to safety. Motion carried.

It should be noted that the Forest Service will be designating a new representative to the Loss Control Committee.

Agriculture - Kevin Matheson reported that the branch stations are working on building inspection deficiencies and that majority of the items have been corrected. Some of the high dollar items are not done, but anticipate that with the new legislative budget these will be done by next summer.

A hard wired smoke detection system has been installed in one of the homes located at the main station farm. Battery operated detectors had been used prior to the new installation.

The Service Center has been building guards and shields and that Agriculture departments are now bringing equipment in to have these safety features installed. Kevin also reported that the MSDS binder has recently been updated..

Public Health and Safety - Jolean Pederson reported that Marilyn Koehlmoos has resigned her position as Claims Specialist and that she is working with Jennifer Baker on the claims process. Fire extinguisher checks and building inspections are on hold until this position is filled.

The Wellness Program application for 2007 has been completed and submitted. This program is through PERS and Blue Cross/Blue Shield.

The Go Red Program has been implemented. This program works with women's health and heart disease.

The Safety Office is working on a plan for the upcoming Health Fair.

There has been a surge in processing IACUC/IBC protocols on verification of required training.

Baseline Safety Training and Supervisor Safety training are being updated to include information on radiation safety.

The Pandemic Committee will be meeting the afternoon of January 24, 2007. Committee members have all submitted the first draft of their emergency plans. These plans will be discussed at the meeting.

President Chapman has required that the Emergency Response Plan be updated by the end of the Spring Semester 2007. The Emergency Procedures policy (Policy 164) will also need to be revised to reflect current information.

Jolean stated she will be attending an Emergency School Closure exercise on Friday, January 26, 2007.

Jolean stated she will be doing the Baseline Safety Training and that filling the vacant Claims Specialist position is a priority for the University Police and Safety Office.

Jennifer Baker added that one inspection has been done for the current calendar year and that the remaining inspections are currently on hold.

Jennifer also indicated that two sessions of Defensive Driving Class were held and that both sessions were well attended. Currently there are no sessions scheduled, but there may be a class broadcast through IVN during spring break week.

Jennifer stated that Hintz Fire Equipment has started their annual service of fire extinguishers.

Environmental Health and Safety - Mike Borr reported that the Request for Proposals (RFP) for the campus wide asbestos survey are due back by January 30, 2007 and that a contractor will be determined at that time.

Radiation lab inspections were completed last quarter.

Mike reported that he recently attended a 40 hour training session which focused on radiation program regulations/radiation safety officer duties and that he plans to request the North Dakota Department of Health approve him as NDSU's Radiation Safety Officer.

Mike stated that Ted Jirik has been working on DOT training which will focus on the shipment of materials off campus. A portion of this training will be designed to instruct personnel in the proper procedure to receive materials.

NDSU is currently in the 5th year of a 5 year program on storm water procedures. Mike stated that there are some gaps that exist in the program and that inspections and program oversight need to be done .

At a recent Lab and Chemical Safety Committee meeting, John Arens, Fargo Fire Department, addressed the committee on expectations for chemical storage in campus buildings once the Material Handling Facility comes on-line. John Arens stated that some buildings experience egress problems due to negative air pressure when the fire alarm is pulled. Bruce Frantz requested additional information on the location of these buildings.

Insurance and Service Contracts - Stacey Winter stated she is working with Mike Borr on the asbestos RFP and that only two of the five contractors attended a mandatory meeting. As indicated earlier, the bids are due by January 30, 2007.

Stacey reported that the Domestic Student Health Insurance and the Agriculture insurance bids have been awarded. The International Student Insurance bids have been received and are currently under review by the committee. and that Language is being developed with the General Counsel's office for all outside vendors to provide advance notice of any employees that are on the Registered Sex Offenders list that will be working either on the main campus or at locations owned or controlled by NDSU. Said notification will be effective as of September 1, 2006.

Personal Safety and Security - William MacDonald reported that two police officers have recently been hired. Thoy Macfarland and Bob Ruud started January 16, 2007 and are currently in their second week of an eight week field training program. The target date for them to be taking calls and on their own is March 10, 2007.

The University Police recently sent out Cleary Act reporting letters to local law enforcement agencies and that responses are being returned.

Facility Use Agreements - Jolean Pederson reported that she and Jennifer Baker have been working on a new agreement and that a rough draft has been completed. Janna Stoskopf requested the new agreement be reviewed by a group comprised of departments that will be using the new agreement prior to being finalized. A procedure will need to be incorporated on how agreements will be processed when the Facilities Use Agreement is finalized.

Other Old Business - No other old business was discussed.

5. **New Business** -

Review of Risk Management Bulletin. The bulletin was not received from Risk Management in Bismarck. Discussion was tabled to the next meeting.

Emergency Management and Response. Ray Boyer reported to the committee that he and Bruce Frantz met with the academic Emergency Response Program and individuals from the State on buffer zones. The Pandemic Committee, the Disaster Resistant University (DRU) Committee, and the Emergency Response Plan all need to be brought together under one plan and a formal process be implemented on how responses to emergencies are handled.

Ray also reported that contact has been made with the State regarding the use of the on-campus Emergency Operations Center (EOC) by NDSU in the event of an emergency. The State EOC is located on-campus as a secondary location for the State to conduct business.

Ray stated that a recorded NACUBO webcast will be presented to the University System Loss Control Committee and the Human Resources Council in Bismark on February 13, 2007.

Ray indicated that participation in the Emergency School Closure exercise as noted in Jolean Pederson's report is a requirement of the Chancellor's Office.

Ray said that NDSU is continuing to move forward on emergency preparedness. The first point of contact during an emergency is the University Police and they are working to enhance the status of the University Police with training opportunities.

Background Checks. Lois Christian distributed information prepared by Rick Johnson on background checks. Rick Johnson conducted a recent training presented to department chairs about background checks of staff and students. There are both safety and liability issues involved in doing checks, but that a number of universities are implementing such checks. The background check would be for convictions of felony and/or misdemeanor crimes of violence and/or theft.

Currently, mailed applications to attend NDSU include a five question criminal disclosure form. On-line applicants are mailed the disclosure form once the application is received in the Office of Admission. The disclosures are then reviewed by committee and are handled on a case-by-case basis.

The Graduate School is working on implementing a similar process.

Any questions regarding the criminal disclosure forms or background checks need to be addressed to the General Counsel's Office.

6. **Review of incidents/accidents** - Jolean Pederson called for a motion to go into executive session. At 10:58 a.m. Stacey Winter moved to go into executive session, per NDCC sections 32-12.2-11 and 44-04-19.2. William MacDonald seconded the motion. Motion carried. The topic of the session was review of employee incident reports (medical, non-medical, near miss) as tracked by the University Police and Safety Office, and review of the 3rd party reports as tracked by Marilyn Koehlmoos. The date range for the employee

incident reports was October 18, 2006 thru January 5, 2007. The 3rd party incident reports date range was October 18, 2006 through January 5, 2007. By law the executive session was recorded.

Executive Session ended at 11:03 a.m.

7. Future meeting Schedule

Proposed 2007 meeting schedule.

April 24, 2007, 10:00 a.m.

8. Adjournment

Meeting adjourned at 11:10 a.m.

Respectfully submitted,

Stephanie Wegner
Administrative Assistant