

# ***NDSU Loss Control Committee***

## ***Meeting Minutes***

January 11<sup>th</sup> 2024 at 1:30pm

### **Call to order**

Jen Quenette called to order the regular meeting of the Loss Control Committee at 1:31 pm via Zoom.

### **Attendance**

Voting members present: Jennifer Quenette, Michael Kangas, Trent Gilbery, Brandon Gustafson and Zach Smith (alternate), Laura McDaniel, Lois Christianson, Stacey Winter, Adam Walter, Pete Zimmerman, Scott Woken, Becky Hellman Tangen and Angela Evans (alternate), Kristina Astrup, Matt Diischer, Enrique Garcia, Mike Borr, Angela Fowler.

Voting Members Absent:

Ex-Officio Members Present: Monty Botschner

### **Introductions**

**Minutes for the July 13, 2023 meeting were approved.**

### **Review of unfinished business/standing committee reports**

**Forestry-** Exterior improvements for the Bottineau Field Office were bid, awarded, and the project is set to begin in spring/summer of 2024.

The NDFS safety committee met via conference call on October 12, 2023. All NDFS building inspections have been completed and were sent to the NDSU Safety Office in December for review. Our spring meeting is scheduled for March 13, 2024.

NDFS Cooperative Fire and Fire Operations: Scored the Cooperative Fire Grants and awarded 46 grants for a total \$391,492. Trained two fire departments with the SIM Table - Dwight Fire Department- 21 students and Kindred Fire Department- nine students. Assisted Co-op fire in training three fire departments with Sim table Class. Reviewed and updated seasonal firefighter positions to be posted for hire and started recruitment for 2024 fire season.

The agency is reviewing our Facility Master Plan and beginning preparations for our 2025-27 legislative budget request.

**Agriculture-** The Ag Service Center recently completed construction of a perimeter fence around the Animal Nutritional Physiology Center. The fence has keypad-controlled access and

was built to improve security around the ANPC facility. Surveillance cameras were also installed for additional protection. These measures were taken following theft of state property around the research center.

Gated access has been added to the NDSU farm plots north of the NDSU Veterinary Diagnostic Lab. There has been significant traffic unrelated to NDSU activities along the service roads recently. These actions have damaged the roads without maintenance, particularly during wet cycles

**Environmental Health and Safety-** The Safety Office completed 3681 inspections resulting in 51 initial warnings and two follow-ups. The NDDEQ conducted their hazardous waste audit and found no deficiencies but requested a hazardous waste contingency plan quick reference guide be created and sent to first responders. The MS4 inspection report identified some updates needed to maps and public outreach. That has been corrected. Additionally, the UST inspection identified an overdue annual test. That was also corrected.

All fume hoods, eyewashes, and safety showers have been inspected on campus and a plan is being implemented to streamline the process and reporting of test results to users. Additionally, a list of all BSL spaces was created.

Chimera chemical inventory software is being adopted throughout campus giving a clearer picture of overall chemical amounts and locations along with their associated hazards—this is especially useful as new buildings are being constructed. Furthermore, as buildings are being renovated or demolished, asbestos abatement is ongoing.

Lastly, the Safety Office is not reporting any major spills or incidents. We are also in the beginning stages of having our radioactive waste shipped off-site.

**University Relations-** No report.

**Loss Control and Claims- Safety Trainings/Reminders:** Since our last Loss Control Committee meeting, we have had a number Baseline Safety trainings (some in-person; some via Zoom) for audiences including Dining Services, Facilities Management- custodial staff, Financial Aid and the Dickinson REC.

We have our Baseline Safety and Supervisor Safety trainings scheduled for spring semester and an announcement was sent out last week regarding the spring training schedule. Please remind your employees to complete their safety trainings and any specialized departmental trainings.

Our winter safety reminder which includes recommendations for walking in the wintry conditions was emailed to employees on October 27, 2023 as winter did make an appearance in our region back then. Grounds are working hard to keep our campus sidewalks, streets and parking lots cleared but we need to stay alert and take care when walking outside by slowing down, wearing proper footwear, taking extra time to get to where we need to go and remind others to be careful.

**Incident Reporting:** Please keep enforcing the 24-hour reporting – that is required per NDSU Policy.

**Workers' Comp and Tort Liability:** The two loss control reports were provided in advance for your review by email 1) workers' comp and the 2) tort. The reporting period covers the first half of the fiscal year. Slip and falls dominate our reports thanks to our winter weather. Other incidents reported were located in labs, with our animals, in classrooms, and out in the fields. The Safety Office and supervisors work to do what we can to try to mitigate the risks.

Sometimes simple safety reminders can go a long way reminding employees/students to slow down, be aware of surroundings and distractions, remember their safety trainings and proper procedures. If anyone has any paper reports, please shred them.

**Insurance and Service Contracts-** We are working on reducing contract service agreements from five down to three and making them simpler to use. Flood insurance for the year has been secured. We continue to work on annual inventories for the year and are also working with State Fire and Tornado to update any building values that need to be.

**Personal Safety and Security-** The NDSU Police has completed several trainings with staff and faculty to include seven active shooter trainings and monthly crime prevention trainings with students and staff. We have been working with the community to remove barriers to reporting, holding events such as coffee with a cop and food with the force. Departmental training will begin with qualifications for officers and de-escalation training, following that will be instruction on officer wellness.

**Facilities Management-** Peltier is on schedule, move in is tentative for April. Waldron is in final planning and design and will start early to mid-summer. The engineering complex is in design. There is no start date yet. Heating Plant has had two small packaged gas boilers installed. A new large boiler is in the design stages. Potential expansion could be on the west side of the music building by the loading dock. NCI, Harris and Greenhouses will come down in 2024. ABEN will also come down this spring.

**Athletics-** No report.

**Research and Creative Activity-** Introduced alternate Angela Evans.

**Human Resources-** Annual performances reviews due April 1<sup>st</sup> and Vector Solutions just launched.

**Student Affairs & Institutional Equity-** Policy 601 moved forward and became official. CARE team referrals are 2x higher at this time this year compared to last year and the student case manager has about a 40-student case load at any given time. The Dean of Student's Office has offered to present to academic partners about our services and resources here at NDSU.

**IT-** Will be blocking compromised devices within 10 calendar business days after being notified from NDUS. If it is more pressing the device could be blocked immediately. In October 2025, Windows 10 will no longer be supported by IT. As a reminder, NDSU email needs to be used for all work-related actions to comply with open records requests. AI has been a topic of discussion among faculty and student groups. AI revolves around the regulation of the data, i.e., it has to comply with the data, for example FERPA.

**Academics-** No report.

**Public Health and Safety-** NDSU received the full Risk Management Workers' Compensation discount of 15%. That savings along with our experience rate and other discounts that we were eligible for, we were able to bring our premium down from over \$948,000 to \$356,814.06. There is a WSI Dividend Discount that is considered internal to the Risk Management Workers' Compensation Program that was not provided to state agencies this year. The reason for this decision by the state was due to loss development over the last year. Risk Management made the decision to hold those funds back from state agencies to cover those losses. Without that discount, NDSU still did an excellent job staying on top of their claims and we can be proud of that accomplishment.

In October, Jen Quenette was asked to participate again in the Staff Senate Wellness Expo to provide information on ergonomics. The event was very well attended this year and she had quite a few employees inquire about assessments and changes they were interested in making to their workspace.

With the start of the new year, please remind your staff that they can now go into the Dakota Wellness Program portal and complete their health assessment. You can access this portal through the Sanford My Chart application. If there are any questions, please feel free to contact Jen Quenette. We do have a webinar hosted by our new Sanford Health Program Specialist coming up on January 24th, and more information about the Dakota Wellness Program will be covered.

**Other Old Business-** No other old business.

**New Business- Building Inspections:** All safety inspections for 2023 have been completed and are available for review by appointment in the Safety Office.

**Defensive Driving:** For 2023 94 people completed the training online while 154 people participated in-person.

**Fire Extinguishers:** All fire extinguishers have had their annual inspection and needed service for the 2023 year completed by Summit Co. Thank you to the custodial supervisors and other personnel who have assisted with the monthly checks of the fire extinguishers.

Deputy Fire Marshal Jamie Garvey has left the Fargo FD to become Moorhead's new Fire Marshal. The new deputy fire marshal assigned to NDSU is Ryan Young.

**Future Meeting-** July 11, 2024 @ 1:30pm- Via Zoom Meeting Adjourned 2:14pm