**Minutes**

**WCHA Safety/Training Committee Meeting**

Date: May 3, 2023

Time: 9:00 a.m. – 9:45 a.m.

Virtual Zoom Link

1. **Call to Order** Chair Duane Jorgenson called the meeting to order at 9:02 a.m.
2. **Roll Call:**

Present: Casey Beyersdorf (Waupaca), Brian Danielsen (Washburn), Jon Knautz (Grant), Chris Bates (Pepin), Jon Edgren (Ozaukee), Duane Jorgenson (Rock), Patrick Vander Sanden (WCHA), John Hanz (Lincoln)

1. **Approval of Agenda**

Motion by Jon K., 2nd by Chris B.

1. **Approval of Minutes**

Motion by Jon K., 2nd by Chris B.

1. **Icebreaker** – None
2. **FAQ’s and Website Updates**
   1. Frequently Asked Questions (FAQ) update/discussion
      1. Patrick briefed that the main contact w/ Impact has changed and the new contact is being brought up to speed as the new contact with WCHA.
      2. Summer road school meeting with the S&T Committee is Monday, June 5th, 11:00 a.m. -12:00 p.m. in Laguna Room. Hoping a member from Impact can attend to discuss adding training videos, equipment inspections, and any FAQ documents to the website.
   2. Reviewed FAQ and Links as it pertained to each topic. Utilizing previously created documents as examples from Tim Ramburg – St. Croix, and Jim Greisbach – Marathon will make it easier to reference when Impact gets their site user friendly for trainings.
3. **Upcoming Fall Commissioner Training Topic Ideas –** 
   1. **WisDOT Legman** 
      1. **Roles and Responsiblities – actual duties or job description**
      2. **Relations and working with Patrol Superintendents**
      3. **Where to find WisDOT personnel when it comes to a variety of topics and where to send the public when they have a question.**
         1. **Driveway Permit**
         2. **Detour/Parade Request**
         3. **Traffic Safety Issue**
         4. **RMA monitoring and assignment of work**
         5. **PBM inspections**
         6. **Etc…..**
4. **Task/Work Items**
   1. Frequently Asked Questions (FAQ? Update/discussion

To be worked on again at Summer Road School

1. **Next Item to address:** 
   1. Follow-up meeting to address FAQ’s.
   2. Utilize the WCHA website to create the FAQ document link
2. **Next Meeting Date:**

Upcoming Safety and Training Committee Meeting is slated for June 5th, 2023 11:00 a.m. , Laguna Room, Chula Vista, Wi Dells

1. **Roundtable**

Members of the committee shared manuals, training videos, equipment inspection and training documents to help with employee equipment training.

Shared examples from Tim R. and Jim G. Highway Operations Policies and References

1. **Adjourn** 
   1. Motion made to adjourn at 9:45 a.m.