



## City Administrator & Staff Update

2023.07.07

- **Housing Tax Credits:** See the attached spreadsheet provided by IFA. Chris Ales' West Burlington senior housing project was awarded funding. Great News!!
- **Community Visioning:** Peter Lundgren - Attached are the minutes for the Design Workshop meeting on July 4<sup>th</sup>. Our next meeting is tentatively scheduled for July 25<sup>th</sup> at 5:30pm at City Hall. I will send out a confirmation for that meeting once I confirm the progress with the design team.
- **July 4<sup>th</sup>:** Great event! Thanks for Andy Crowner and your yearlong efforts! Appreciate the Mayor's, Councils, and staff support. Many involved. A special thank you to public works for the long hours in prep for the day. We had a ton of volunteers and heard many positive comments about the daylong event! Congratulations!
- **PD and Dog:** Chief Logan updated the council on the department's goal to fundraise and fund a drug/search dog. Goal would be to fund the purchase, training, food, etc. Minimal ongoing costs to city that outside fundraising doesn't cover (i.e., training over years).
- **Trail Check Plan:** IDOT is reviewing the trail check plans and we will be meeting with Snyder to review the check plans as well next week.
- **Vacation:** FYI – taking a vacation the week of 7/17.
- **Pool:** We have a new assistant manager taking over for the previous assistant pool manager – Raven Messamaker. Angie is sending some financial information along. Please review and let us know what you are looking for in addition to the info provided.

### IT (Newberry)

- I don't really have much to update you on this week. It was a short week, and I spent it fixing computers such as TraCs and Jesse's car computer, among other things.
- Additionally, I dedicated some time to getting Office 365 data into Splunk, aiming to track security issues with Office 365 effectively. This will help ensure that all our security logging is consolidated in one place.
- I am not sure if you had a chance to sign the document for the backups with Net 3, but as soon as that is done, I can start setting up the new licenses on the backup system.
- I sent out the confirmation for the renewal of Barracuda this morning. Once the new subscription is active, I can proceed with setting up the new features within Barracuda.

- Katie's computer arrived, but upon testing, we discovered that DDR Channel 1 doesn't work. As a result, if either of the two RAM channels is populated, it doesn't function properly. Hence, we have initiated the process of returning the computer, and a replacement PC will be sent to us. Hopefully, I will have the replacement before Katie leaves on the 18<sup>th</sup> so I can install it while she is gone.
- If you have any questions or require further information, please feel free to reach out.
- **Definitions:**
  - **TraCs:** A computer system used for tracking and managing traffic citations and related data.
  - **Splunk:** A software platform used for monitoring, analyzing, and visualizing machine-generated data.
  - **Office 365:** A cloud-based suite of productivity and collaboration tools provided by Microsoft.
  - **Security logging:** The process of recording and storing security-related events and activities for analysis and auditing purposes.
  - **Backups:** Copies of data or information created as a precautionary measure to restore or recover it in case of data loss or system failures.
  - **Net 3:** Referring to a specific company or service provider related to backups (context-dependent).
  - **Barracuda:** A network security and data protection solution offered by Barracuda Networks.
  - **DDR Channel 1:** A memory channel in a computer's memory architecture that supports Double Data Rate (DDR) memory modules.
  - **RAM:** Random Access Memory, a type of computer memory that enables quick data access for the CPU.
  - **PC:** Personal Computer, a general-purpose computer designed for individual use.

#### **Police (Logan)**

- Went and picked up the new squad car in Des Moines. It should be in service next Monday.
- I have a department meeting on Monday to go over Flex and any major issues we are still having. We are also getting a game plan on what our next step is with the K-9 fundraising.
- I have 3 applicants that I will be proceeding with. They have all passed the physical agility test, doing the POST test next.

#### **Building/Fire (Ryan)**

- Nuisance: Posted 10-day notice at 537 Spring for junk in yard.
- Building Permits and Licenses: Driveway/patio permit issued.
- Code Review - Pharmacy walls going up. Menards storage doors are going up. Most steel is done. SCC Safe Room sent hydrant flow request – private hydrants so it's on SCC.

- Liquor License Inspection:
- Other Building:
- IWorQ training: None this week due to holiday.
- Fire Dept –
  - Provided Mutual Aid to New London for a structure fire – 2 times on Sunday, July 2. Both times they requested Tower 1. Second trip, we took over and ensured the fire was out for good. Smoking in bed was the initial cause. Danville and Mt Pleasant Fire departments also were there.
  - Mt Pleasant's aerial is out of service pretty much for good. Motor is damaged. They won't be replacing the motor; cost isn't worth it. They have requested our aerial to any structure fires or other incidents they may need an aerial for until they get their new one in 18 months.
  - Bought flowerpots and flowers for in front of station. Firefighter Begner planted them and made it look really nice for the 4<sup>th</sup>. There are two planters with tomato plants in those. That's become a tradition so those stay in place.
  - Feel like it was a successful 4<sup>th</sup>. No fires directly related to fireworks and no medical calls directly related to fireworks. Not 100 percent on this, but it seemed like there were less fireworks being shot off during the day and also the nights leading up to the 4<sup>th</sup>. Made for an enjoyable holiday.
  - Kids seemed to enjoy the waterball fights. Had kids and adults lining up before we had everything set up. The line of kids remained the entire time we were running the event.
  - Have to get Tower 1's air conditioning repaired. Not blowing cold air so it was rather warm riding in it to and from the calls.
  - Engine 3's door is fixed.
  - New boots that replaced damaged ones from Borghi's have been received and distributed.

### **City Clerk (Fry)**

#### **COMMUNITY VISIONING**

Visioning Design Workshop was a successful event at the WB 4<sup>th</sup> of July celebration. They were very happy with the input they gathered from members of the community. The committee will meet again on July 25th at City Hall at 5:30 pm.

#### **P&Z**

Steve Swafford resigned from the P&Z Commission after serving from 2001 – 2023. He was also the Planning & Zoning Commission's representative on the Board of Adjustment from 2001 – 2006. Swafford leaves an unexpired term ending 12/31/2025. This is a good chance for someone to try it out and fill the unexpired term. \*\*\*Please be thinking of candidates!

#### **POOL**

I have asked the Chamber to update our Pool information and logo on their website.

Raine is going to reach out to Bethany to see if we can organize another Lifeguard Certification class before the end of the season.

I suggested holding a “Lifeguard Prep Class” to help get kids interested in the certification. I think some kids are concerned that they won’t be able to pass the class. Maybe if they had a chance to see what the requirements are beforehand, they would be more open to it.

Emerson was asked to step down as one of the Assistant Managers. She decided to leave rather than continue working as a lifeguard.

### **POLICE VEHICLE**

Working on title

### **AUDIT**

Working on organizing some files for the auditor.

### **JULY 4<sup>TH</sup>**

Clean-up and making some notes for next year.

### **ELECTION**

I have paperwork for anyone interested in running for November 2023 election.

### **Filing Period**

Nomination papers (Affidavit of Candidacy and Nomination Petition) must be filed with the county auditor during the filing period. They cannot be filed before or after the filing period.

The filing period is:

First day: Monday, August 28, 2023

Last day: Thursday, September 21, 2023 – 5:00 p.m.

Signatures Required on the Nomination Petition: Minimum of 25 signatures.

### **JOINT SAFETY TRAINING**

July Safety Training is Workplace Situational Awareness Training on July 20<sup>th</sup>  
2023 Joint Safety Committee Annual Report

### **PERMITS**

- New Taxi Service application
- Liquor License renewals

### **COFFEE & CONVERSATION**

We hosted our third Coffee & Conversation at Dunkin. Thinking about doing one in September at the Mall and having coffee brought in by Lost Bear. I would like to get the next year scheduled, so we can advertise them better and hopefully get more people to attend.

### **STAGE RENTAL**

Fruitland Fire Dept has rented the stage for July 15<sup>th</sup>. The stage passed the annual IDOT Inspection this week, so it's good for another year.

### **SPRING CLEAN-UP**

Scheduled for Wednesday, May 10<sup>th</sup>.

### **LANDSCAPING**

Now that the 4<sup>th</sup> of July is over and we are in a new budget year, I will get some native grasses to finish up the landscaping downtown.

### **CITY-WIDE GARAGE SALES**

July 29<sup>th</sup> -

### **MOBILE FOOD TRUCKS**

Looking for some regulations to update our Mobile Food Truck Ordinance.

### **UPCOMING TRAINING**

- I prepared a letter nominating Katie for the Greater Burlington Leadership Program – She has an essay to fill out and return by July 13<sup>th</sup>
- Katie will be in Ames July 17-20 for her first year at Iowa Municipal Professionals Institute
- I'll be in Ames July 26 – 28 for Iowa Municipal Professionals Academy

### **ONGOING/FUTURE PROJECTS:**

**Record Retention** - Trying to find a time to meet with the City Clerk in Bondurant, IA, to look at the process she went through to digitize all of their files.

**Beaverdale Water System/Contract** – Need to schedule a follow-up to see if they have made any progress with funding upgrades to their system.

### **R-O-W Dedication – BK Land – Extension is coming to an end**

The City of West Burlington Iowa, and BK Land, LLC entered into a Real Estate Purchase Agreement, dated March 26, 2020, and filed July 14, 2020. BK Land, LLC, was required to dedicate certain land to the City by filing a Final Plat in the Recorder's Office within six (6) months of closing, in exchange for street and alley right-of-way that was conveyed to BK Land, LLC, by the City.

In September of 2022, Council approved an amendment to the Real Estate Purchase Agreement to give them additional time to dedicate property. They were allowed an extension of six (6) months and no more than two (2) extensions of three (3) months each at the City's discretion to make the dedication. All of those extensions will expire in Sept. 2023.

**Finance (Moore)**

- I was out of the office from June 30 - July 5. I finished getting the 4th of July stuff ready before I left. I did work remotely on July 3, 4, and 5. I worked on TIF stuff for the auditors, and I also watched the training videos that Ted has on the Department of Management website to help with understanding it better. I audited the time off spreadsheets compared to the Tyler report. I did a more detailed review of the major sick hours due to the issues that I knew we were going to have.

**Public Works (Brissey)**

- July 4<sup>th</sup> (More to come next week).

# Meeting Minutes

Community:

Meeting Title:

If Other:

Meeting Number:

Trees Forever Facilitator:

Minutes Completed By:

Meeting Date:

Meeting Start Time:

Meeting Length:

Number of Committee Members in Attendance:

Number of Youth in Attendance:

Names of Committee Members in Attendance:

Number of Non-Committee Members in Attendance:

Names of Non-Committee Members in Attendance:

Meeting Summary:

Meeting Summary (continued):



Meeting Summary (continued):

#	Project Name	City	County	Set-Asides Requested	Project Type	Occupancy Type	Total & LIHTC Units	Tax Credit Award	State HOME Award	Developer
23-14	Columbia Station	Burlington	Des Moines	Nonprofit, Rural	New	Family	30	\$865,583	\$0	Anawim
23-05	Frank Smith Center	Des Moines	Polk	Nonprofit	Acq/Rehab	Older Persons 62	44	\$545,971	\$500,000	Community Housing Initiatives, Inc.
23-16	Alice Place West Burlington	West Burlington	Des Moines	Rural	New	Older Persons 55+	47	\$1,163,148	\$500,000	Iceberg Development Group, LLC
23-04	The Asher	Sioux City	Woodbury	-	New	Family	30	\$799,746	\$0	Arch Icon Development Corporation
23-09	East High Lofts	Sioux City	Woodbury	-	Adaptive Reuse	Family	41	\$1,127,500	\$0	Commonwealth Development Corporation of America
23-26	JB Lofts	Dubuque	Dubuque	-	Adaptive Reuse	Family	30	\$501,296	\$500,000	Horizon Development Group, Inc.
23-11	Emri Apartments	Dubuque	Dubuque	-	New	Family	48	\$1,185,430	\$500,000	St. Michael Development Group, LLC
23-18	Carol's Village Gardens	Davenport	Scott	Nonprofit	New	Family	30	\$843,750	\$1,000,000	Vera French Community Mental Health Center
23-03	Cottonwood Trail	Mount Vernon	Linn	Nonprofit	New	Older Persons 55+	30	\$675,000	\$1,100,000	Community Housing Initiatives, Inc.
23-10	Townhomes at Creekside	Ames	Story	-	New	Family	38	\$1,149,500	\$500,000	Hatch Development Group LLC & Hatch, Kiernan, Galloway, Development LLC
23-22	Keokuk Family Flats	Keokuk	Lee	Rural	New	Family	42	\$1,200,000	\$500,000	Pivotal Development LLC
<b>TOTAL AWARDED</b>							<b>410</b>	<b>\$10,056,924</b>	<b>\$5,100,000</b>	



## FY 2023 Annual Report

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*The Joint Safety Commission, through the Director of Safety, assists the City of Burlington, Des Moines County, the City of West Burlington, Southeast Iowa Regional Airport, Burlington Municipal Waterworks, and the Des Moines County Solid Waste Commission in creating a safe and healthful workplace through identification of workplace hazards – existing, potential and anticipated.*

## YEAR AT A GLANCE



The Monthly Focus Topic Program continues to be the primary method of addressing IOSHA's required training with the flexibility of providing timely safety awareness updates. The Monthly Focus Topic Program provides an organized process for customizing specific topics to the wide diversity of services provided by entities participating in the Joint Safety Committee, as well as some community partners. By addressing specific compliance and training on a monthly basis, the Monthly Focus Topic Program continues to fulfill the stated goal. Additionally, addressing the required training allows the flexibility to alter the schedule to provide opportunities for "Lunch and Learn" Break-out Meetings, On Site Inspections, Department Observation Visits and Insurance Risk Assessment Meetings. Information is disseminated through providing entities with site presentations using interactive power point or video/DVD training sessions, given by the Safety Director or guest presenters. We are also continuing our You Tube video presentations for those employees that are on off shifts or vacation at the time of their department trainings. By supporting the Monthly Focus Topic Program, department heads are provided an organized approach for focusing training and related compliance issues on a monthly basis and thereby insure an organized progression to the process.

This year we were able to bring some outstanding hands on training for all our entities. Once again we did a CPR certification program and were able to train and certify numerous employees within our entities. We did specific BLS certification for the Des Moines County Public Health Department as well, to meet their requirements for the year.

We completed the Operation Prom Simulation in May of this year with the area high schools. That was a great program and I am pleased I was able to be involved. I would like to thank Gina Hardin for all her hard work in bringing this to our community, and organizing all of our emergency personnel and local officials to pull this off.

I continue to be part of the Des Moines County Courthouse Security Committee to pull together and keep an updated security plan for the courthouse and all public that would be in the building during any emergency. This will be a continued process for many years to come.

Moving forward, drug and reasonable suspicion training will take place every September. This will satisfy the state requirement for yearly Drug and Alcohol awareness training. The training is going very well and those who attend have commented that they walked away with a deeper understanding.

I brought in Jerry Eslick and his team from Professional Rescue Innovations to do a very detailed Confined Space Training for all of our groups in January 2023. I want to thank the Burlington Fire Department for hosting us for the week as well as several members helping with pulling everything together. This training is so important for many of the departments we work with, and gives them an opportunity to see why it is important for them to have open communication with our Fire Department and rescue personnel.

In August of 2022 I did a Lunch and Learn at the Fire Department on FMLA leave and Workers Compensation. This was in hopes of giving everyone a clearer understanding of how the process works. There has been some confusion from employees in the past, and this training appears to have been a big help with them understanding it more clearly.

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I met with Chad Williams, Argents Risk Manager, on two different occasions for tours of our different facilities. This gives me a great opportunity to see what trends other companies and Local Governments are seeing as well as getting an in depth view from a second set of eyes of our own departments and challenges. We continue to get very good feedback from the risk managers on how we are handling things on our end. I also met with Brian Matlock and Tom Broeker on Des Moines County's loss ratio and where we sat at the end of the year. Brian gave us great news that the county would not only see a discount in their cost for the next year, but would also be gaining a nice dividend check at the end of the year.

One of the new things that we have been doing this year, is each of the Safety Committees have been touring their various departments. This has given us all a better insight into what the different departments do and deal with, as well as giving them a chance to really look at safety and where and how risks are found. After each tour we spend time discussing the things that we found as well as ideas to resolve the problem. I believe it is giving each of our committee members more opportunity to understand how valued their opinions and insights are.

I attended the IMWCA Roundtable meeting via zoom with the League of Cities. Several top safety professionals from around the state shared concerns, successes and discussed safety principals and practices for the future.

I attended a De-escalation Seminar in April. Put on by Burlington Police Department. I found the information was very useful and very well thought out. They did a very nice job, and I believe every person in attendance should have walked away with new information that they will be able to use in everyday life.

Our other topics covered in FY 2023 were; Tools and Ladders, Body Mechanics, Fire Prevention, Cold Weather Protection, Accident Prevention, Confined Space Training, Stress Management, Severe Weather Preparedness, Hand and Power Tool Safety, Hot Weather Protection and Repetitive Motion Injury Protection.

I completed my recertification through The American Heart Association, for my Heartsaver, CPR, First Aid and AED instructors' license, as well as recertifying as a BLS instructor for health care professionals.

After our challenges from COVID 19, we are continuing to see decreases in accidents across the board. Employees are getting back into the groove of their jobs and we had a decent year. I look forward to a continual decline in the number of accidents and severity. We still have challenges and we are far from perfect, but we are back on track and continuing to improve.





## STATISTICAL OVERVIEW OF 2022 CALENDAR YEAR

### OCCUPATIONAL ILLNESSES AND INJURIES

29 CFR Part 1904 establishes the requirement for all employers, who employ 10 or more employees in a calendar year, to maintain records of all Occupational Injuries and Illnesses involving "Medical Treatment" and/or Lost Workdays. "Medical Treatment" is defined by the Occupational Health and Safety Act of 1970 as "follow-up treatments or treatment of an occupational injury or illness beyond a one-time first-aid treatment." Injuries are considered to be the result of a one-time traumatic exposure to a hazard. Illnesses, on the other hand, are considered to be the result of multiple exposures to a hazard and are the cumulative result of those exposures. OSHA 300 Logs document Occupational Injuries and Illnesses requiring medical attention (Recordable Injuries and Illnesses) and Occupational Injuries and Illnesses involving Restricted Duty or Days Away From Work.

In 2002, OSHA instituted changes in Record keeping procedures. The change most significantly affecting data collected for the Joint Safety Committee requirements are Lost Workday or Lost Time Accident Data. Originally, Lost Workdays began the day after the incident occurred and were based upon scheduled workdays.

Under the 2002 changes, Lost Workdays are now based upon calendar days away from work, and include Saturdays and Sundays regardless of whether or not they are scheduled workdays. Under the new requirements, an accident occurring on a Friday with a physician's release to work on Monday would result in a lost time accident with duration of 2 days. If a physician releases an employee on Friday for the "next scheduled workday" – Monday – then there is no lost work time. Working with experienced Workers Compensation professionals will stop any unnecessary lost time.

A major change in occupational classification occurred in 2003. The Bureau of Labor Statistics (BLS) began to use a new system of occupational classification. For 60 years the Standard Industrial Classification (SIC) system served as the structure for the collection, aggregation, presentation, and analysis of the US Economy. The SIC system has been replaced with the North American Industry Classification System (NAICS).

NAICS uses a production oriented conceptual framework to group establishments into industries based upon the activity in which they are primarily engaged. The data collected by the BLS is compiled to assist industries in the recognition of accident trends and provides an overview of how other like businesses are performing. The rates established through analysis of recordable and lost time accidents and illnesses also provide tangible evidence of an individual business's safety performance. This safety performance information is valuable in evaluating a company for Risk Management Programs and Process Safety Management compliance.

For comparison, statistical analysis and determining the Safety performance of an existing entity or company, the Department of Labor has developed a method of determining "Incident Rate" (Recordable Accident Rates) and "Lost Time Accident Rates." The Incident Rate is defined as the number of



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injuries or illnesses related to a common exposure base of 100 full time workers. The following formulas are used to calculate Lost Time and Recordable Accident Rates:

## ***Lost Time Accident Rate Calculation–***

***# of Lost Time Accidents divided by total hours worked x 200,000***

## ***Recordable Accident Rate –***

***# of Recordable Accidents, divided by the total hours worked x 200,000***

The following Lost Time and Recordable Accident Ratings were derived from: "Incident Rates for Nonfatal Occupational Injuries and Illnesses by Industry and Case Types, under "All Industries including State and Local Government". The rates were computed from Iowa statistical data.

Lost Time and Recordable Rates provide a "benchmark" for measuring how each entity is performing in relation to other entities throughout the State of Iowa and the United States. When determining these rates, it is important to notice the effect of entity size in relation to number of hours worked, and that effect on the rate.

The difficulty comparing these rates across all JSC entities is that one accident in an entity working 50,000 hours per year has a much greater impact upon the apparent safety performance of that entity, than one accident has on the apparent safety performance of an entity working 100,000 hours per year. However, we can look at the percentages as well compared to the total numbers and return a more accurate benchmark.

## **JSC Rates for FY 2023:**

### **City of Burlington**

Lost Time Accident Rate – 3.56

Recordable Rate – 8.30

### **Des Moines County Regional Solid Waste**

Lost Time Accident Rate – 0.0

Recordable Rate – 0.0

### **Burlington Municipal Waterworks**

Lost Time Accident Rate – 0.0

Recordable Rate – 0.0

### **Des Moines County**

Lost Time Accident Rate – 0.61

Recordable Rate – 4.29

### **Southeast Iowa Regional Airport**

Lost Time Accident Rate – 0.0

Recordable Rate – 0.0

### **City of West Burlington**

Lost Time Accident Rate – 0.0

Recordable Rate – 0.0

# 5 YEAR STATISTICAL DATA

<b>CITY OF BURLINGTON</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Total Hours Worked	521136	522410	500705	511921	505970
Total Accidents	31	47	37	30	32
Recordable Accidents	12	11	22	15	21
Lost Time Accidents	4	1	7	3	9
# of Days Lost	24	5	89	13	587
# of Days Restricted	281	53	337	194	515
Recordable Rate	4.61	4.21	8.79	5.86	8.30
Lost Time Rate	1.54	0.38	2.80	1.17	3.56
<b>DES MOINES COUNTY</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Total Hours Worked	347690	348998	348998	342860	326450
Total Accidents	12	16	20	10	13
Recordable Accidents	5	6	13	5	7
Lost Time Accidents	2	3	2	0	1
# of Days Lost	47	56	113	0	180
# of Days Restricted	0	179	310	49	120
Recordable Rate	2.88	3.44	7.45	2.92	4.29
Lost Time Rate	1.15	1.72	1.15	0.00	0.61
<b>MUNICIPAL WATERWORKS</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Total Hours Worked	54193	54539	56696	55448	56887
Total Accidents	0	2	2	0	0
Recordable Accidents	0	0	1	0	0
Lost Time Accidents	0	0	1	0	0
# of Days Lost	0	0	91	0	0
# of Days Restricted	0	0	0	0	0
Recordable Rate	0.00	0.00	3.53	0.00	0.00
Lost Time Rate	0.00	0.00	3.53	0.00	0.00
<b>DMC SOLID WASTE</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Total Hours Worked	48071	47475	44544	50568	49080
Total Accidents	1	1	0	1	0
Recordable Accidents	0	0	0	0	0
Lost Time Accidents	0	0	0	0	0
# of Days Lost	0	0	0	0	0
# of Days Restricted	0	0	0	0	0
Recordable Rate	0.00	0.00	0.00	0.00	0.00
Lost Time Rate	0.00	0.00	0.00	0.00	0.00
<b>SOUTHEAST IA AIRPORT</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Total Hours Worked	6442	6,418	6123	6411	5649
Total Accidents	0	0	1	0	0
Recordable Accidents	0	0	1	0	0
Lost Time Accidents	0	0	0	0	0
# of Days Lost	0	0	0	0	0
# of Days Restricted	0	0	0	0	0
Recordable Rate	0.00	0.00	32.66	0.00	0.00
Lost Time Rate	0.00	0.00	0.00	0.00	0.00
<b>CITY OF WEST BURLINGTON</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Total Hours Worked	0	0	0	0	59765
Total Accidents	0	0	0	0	3
Recordable Accidents	0	0	0	0	0
Lost Time Accidents	0	0	0	0	0
# of Days Lost	0	0	0	0	0
# of Days Restricted	0	0	0	0	0
Recordable Rate	0	0	0	0.00	0.00
Lost Time Rate	0	0	0	0.00	0.00

## 2022 ALL JSC ENTITIES AVERAGE:

Recordable Rate: 2.09

Lost Time Rate: 0.69

## 2022 Iowa Statistical Data:

### STATE AND LOCAL GOVERNMENT

Recordable Rate: 3.49

Lost Time Rate: 1.58

## 2022 United States Statistical Data:

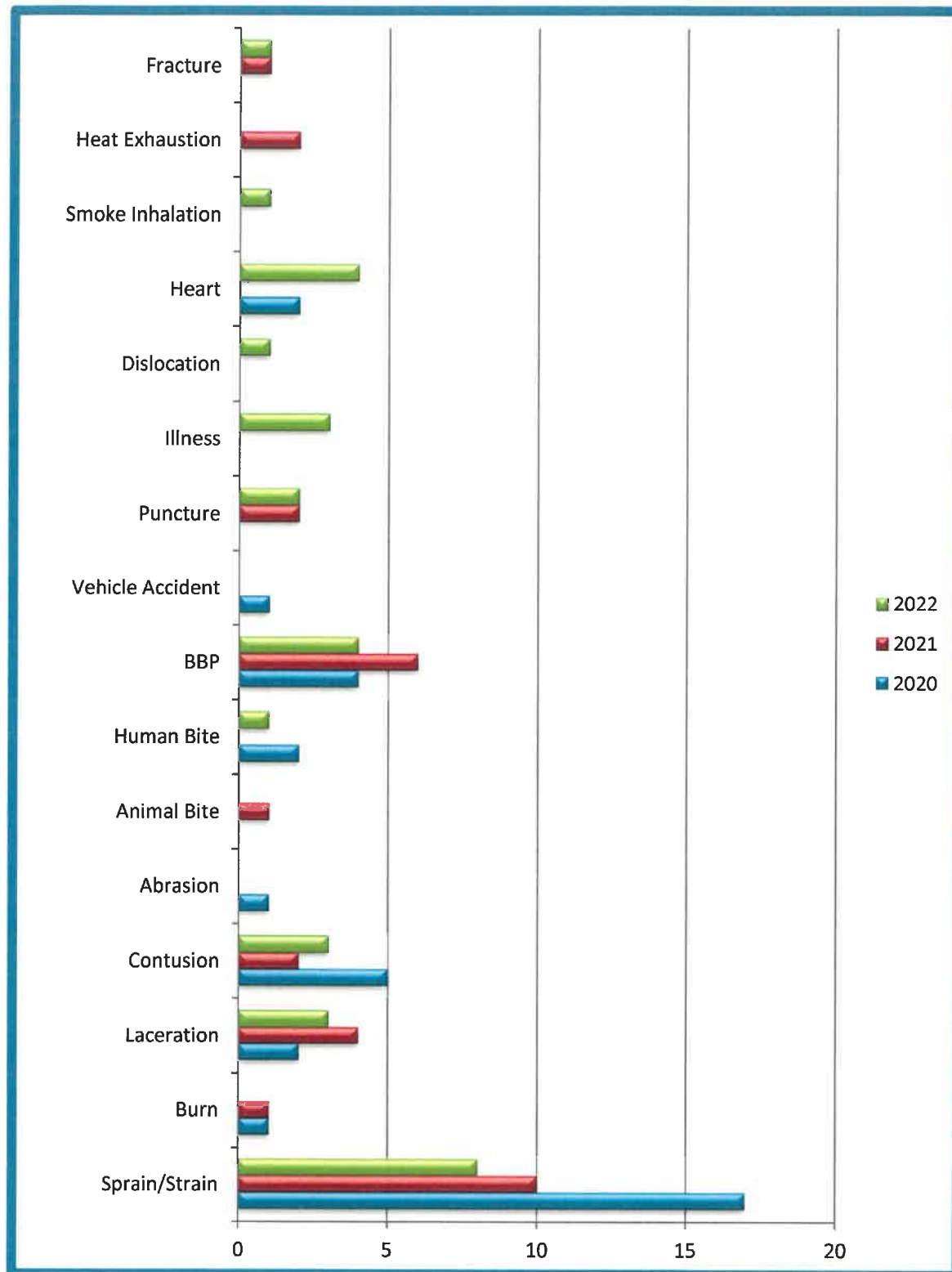
### STATE AND LOCAL GOVERNMENT

Recordable Rate: 3.80

Lost Time Rate: 2.10

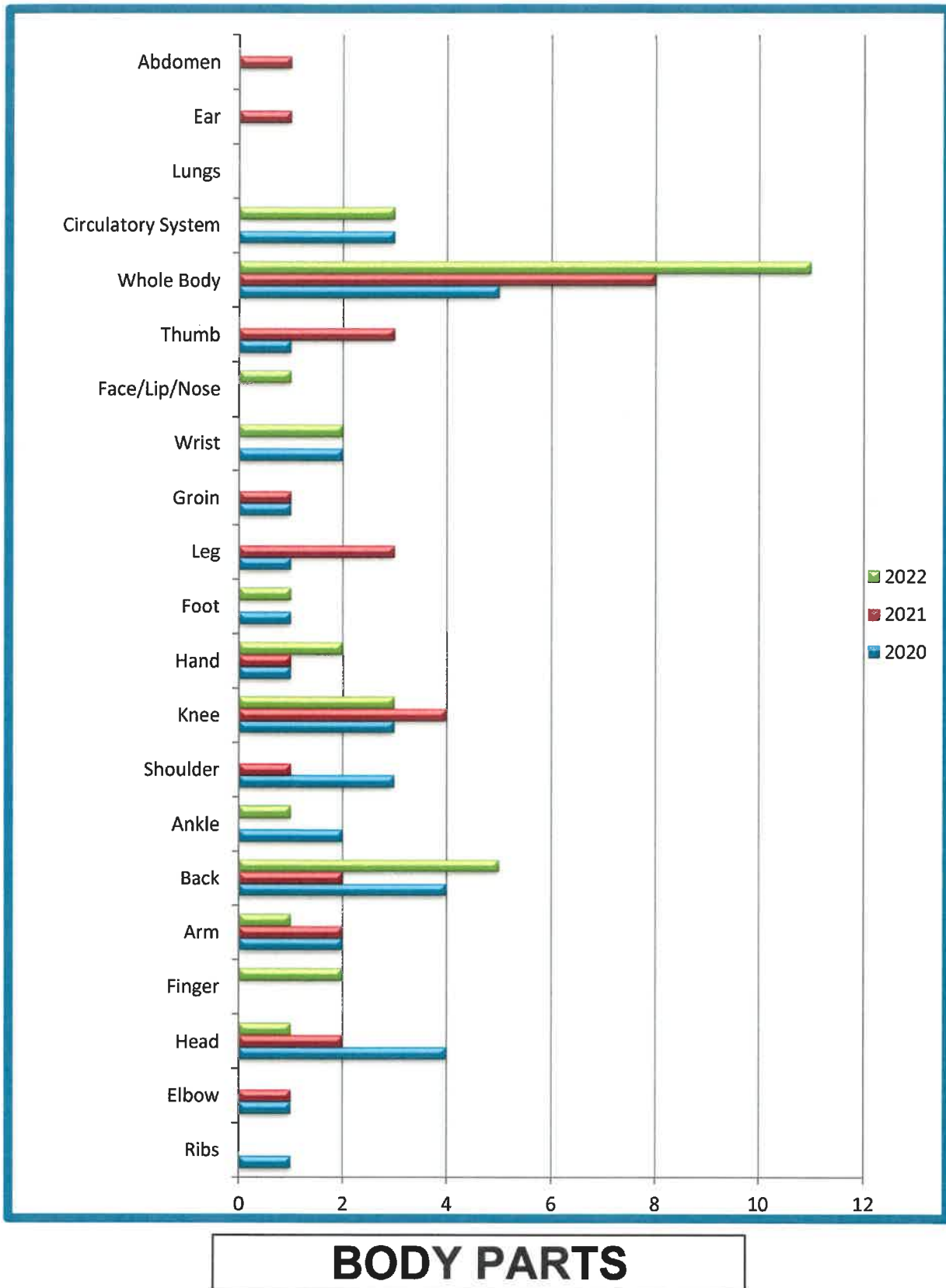


# CITY OF BURLINGTON

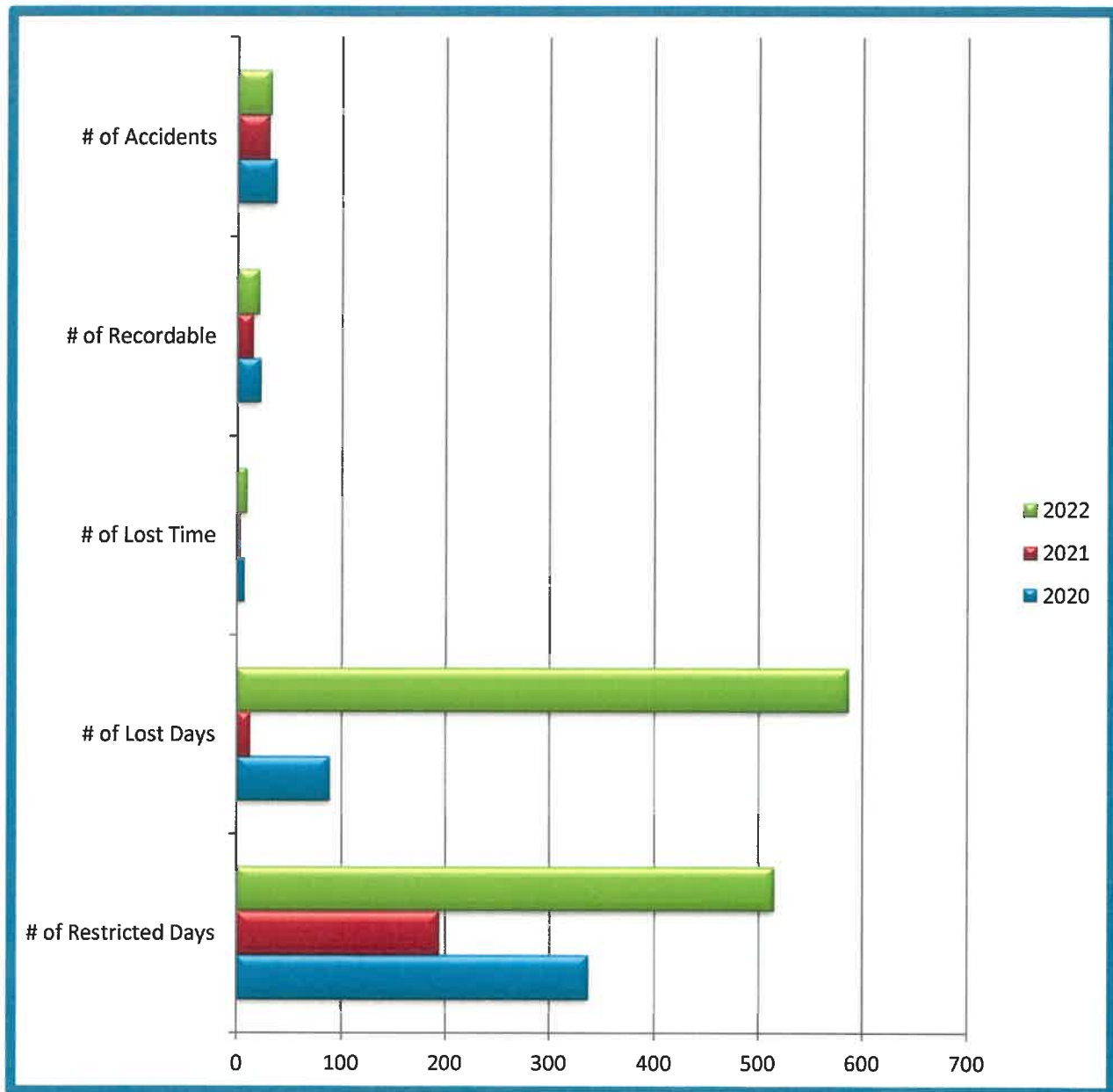


**ACCIDENT TYPE**

# CITY OF BURLINGTON



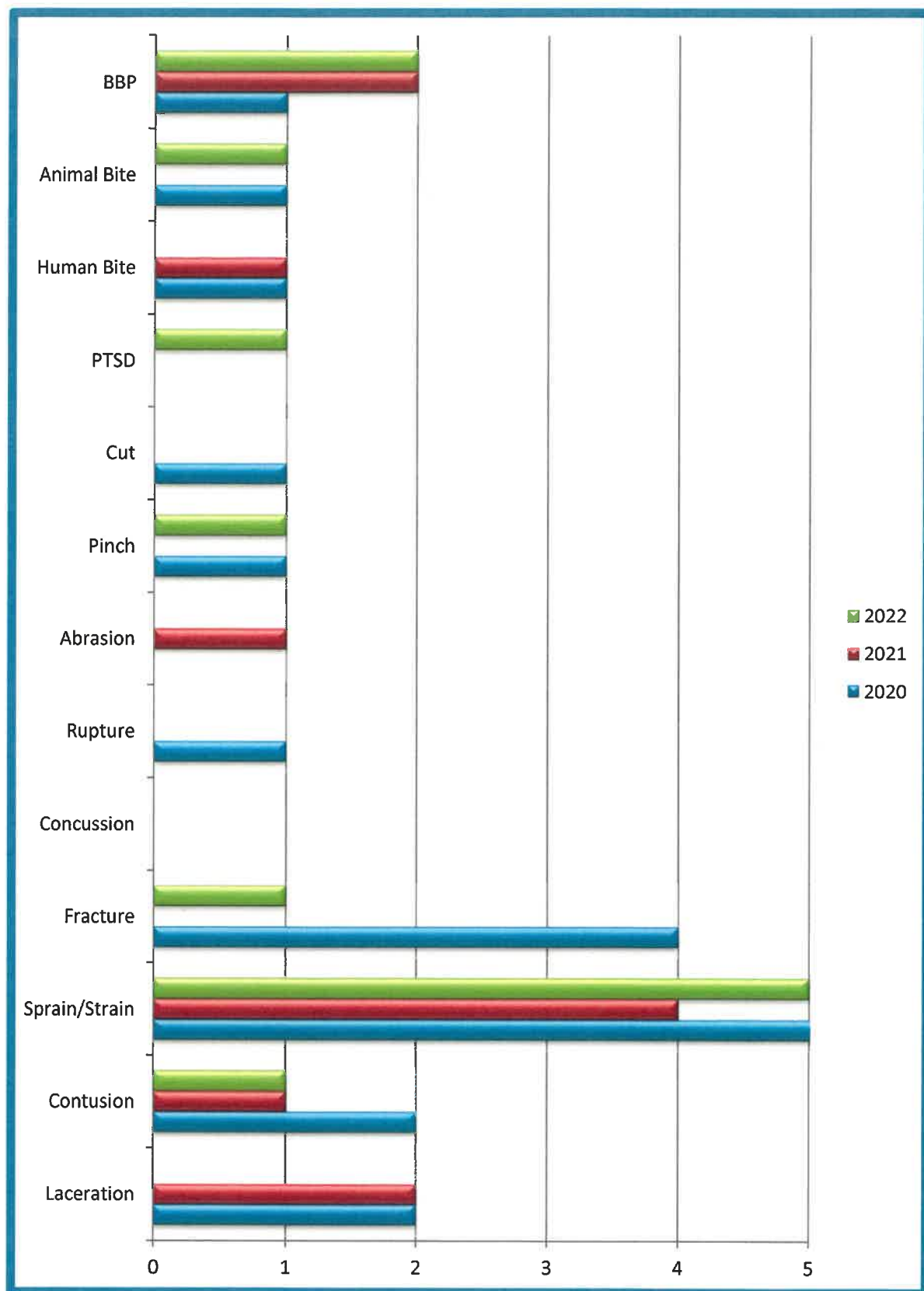
# CITY OF BURLINGTON



	2020	2021	2022
# of Restricted Days	337	194	515
# of Lost Days	89	13	587
# of Lost Time	7	3	9
# of Recordable	22	15	21
# of Accidents	37	30	32

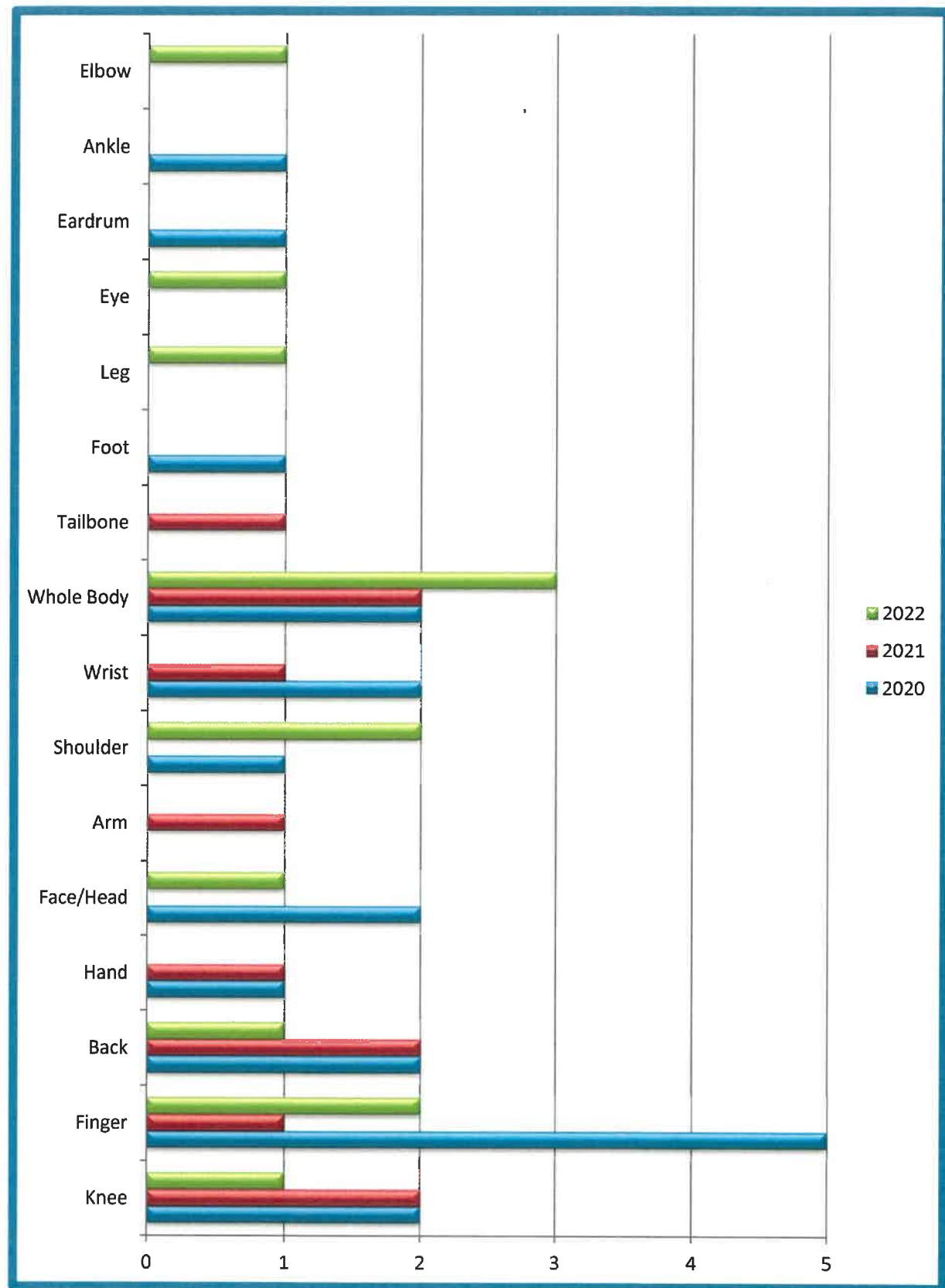
**OSHA LOG**

# DES MOINES COUNTY 3 YEAR ACCIDENT LOGS



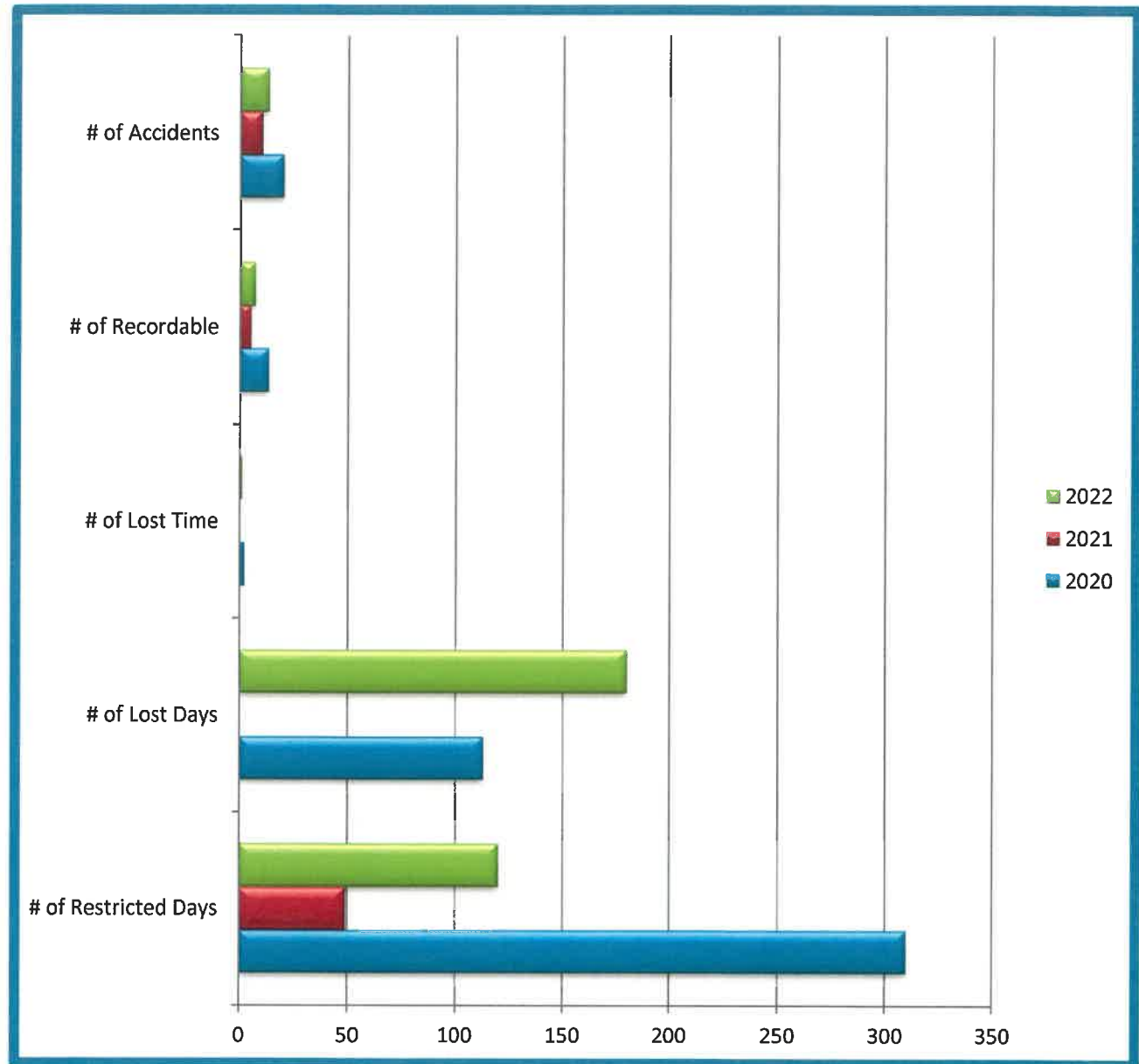
**ACCIDENT TYPE**

# DES MOINES COUNTY 3 YEAR ACCIDENT LOGS



**BODY TYPE**

# DES MOINES COUNTY 3 YEAR ACCIDENT LOGS

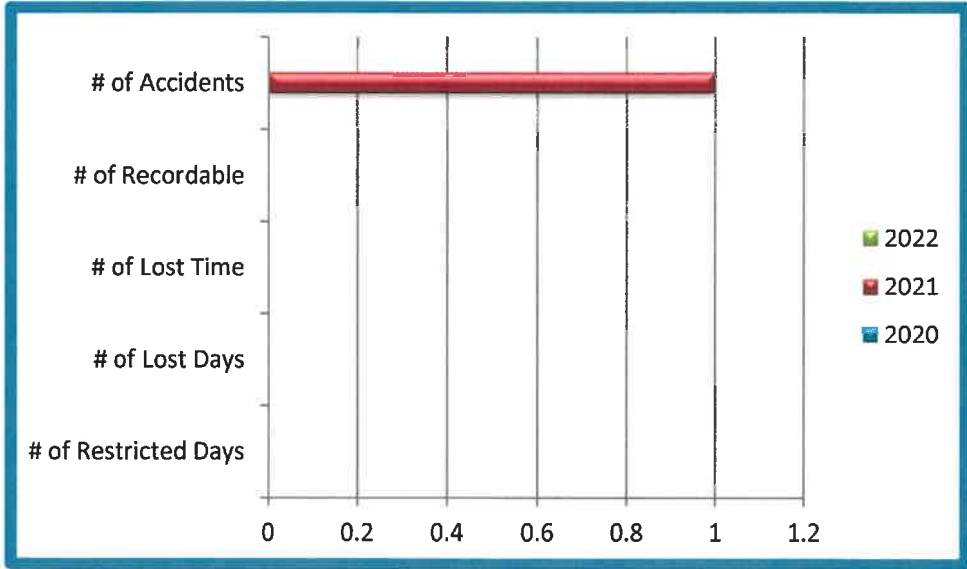
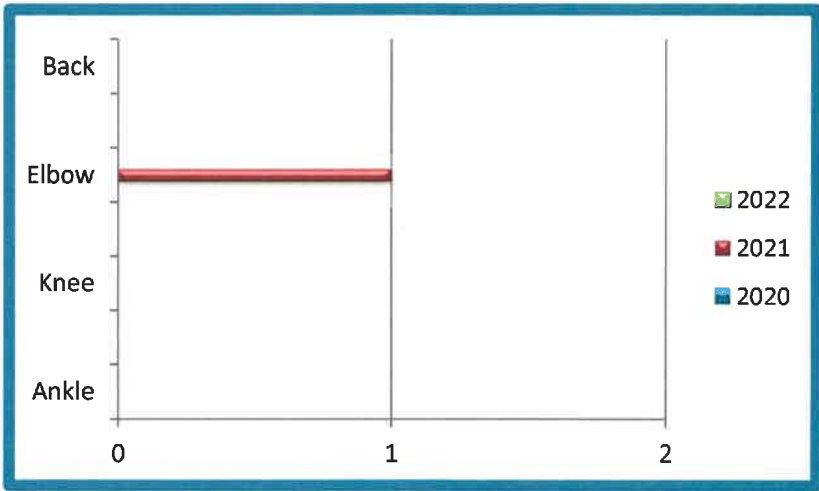
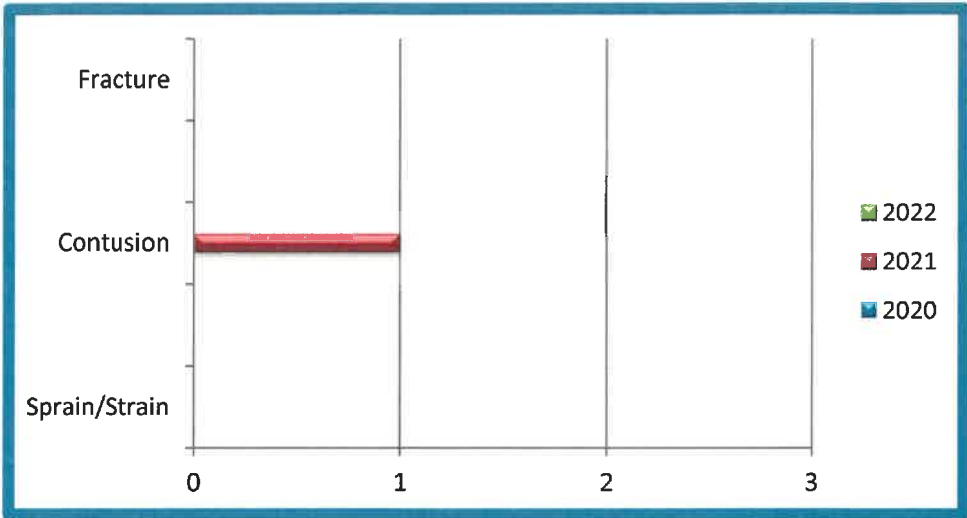


	2020	2021	2022
# of Restricted Days	310	49	120
# of Lost Days	113	0	180
# of Lost Time	2	0	1
# of Recordable	13	5	7
# of Accidents	20	10	13

**OSHA LOG**

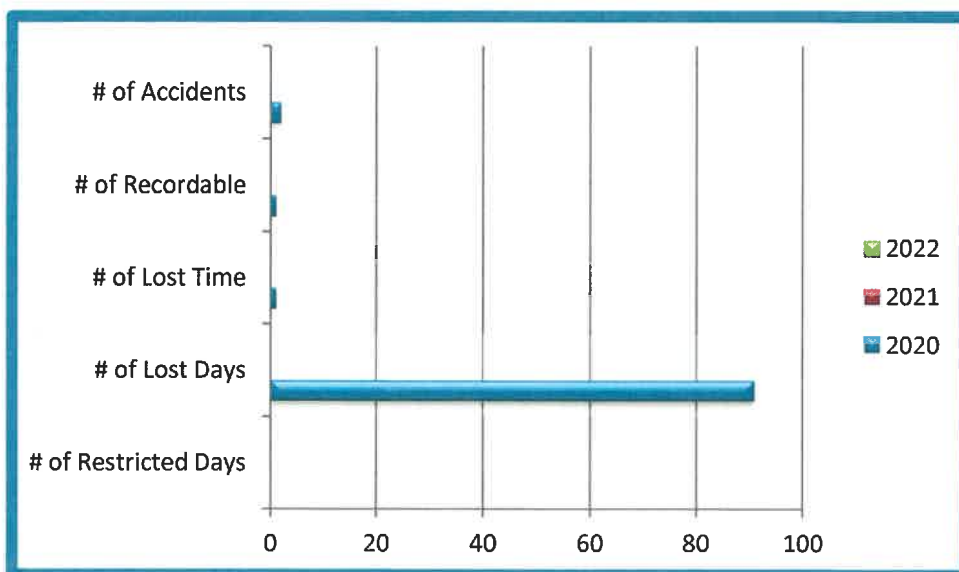
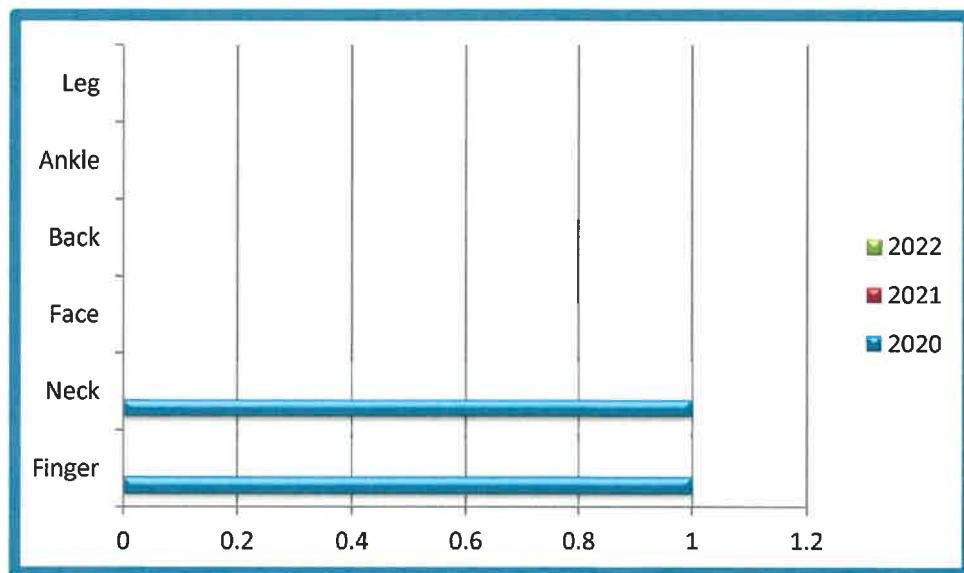
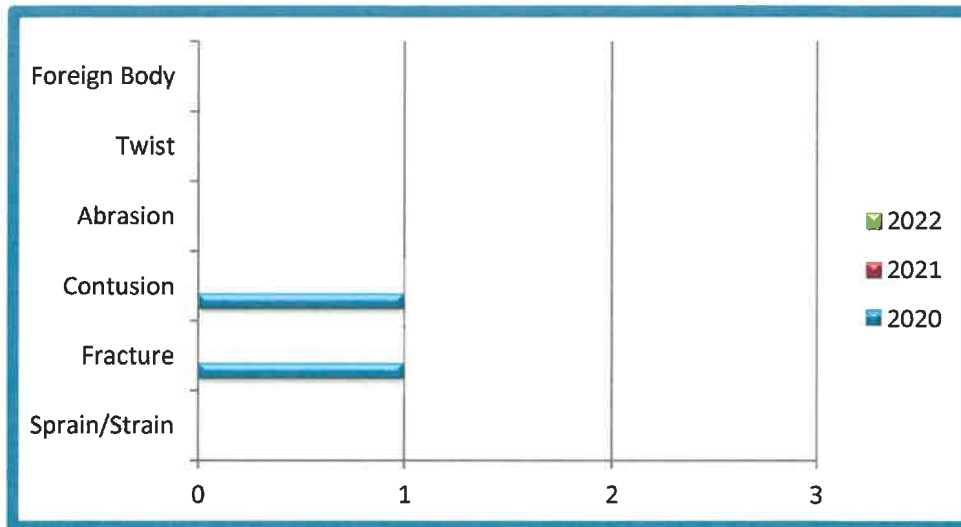
# SOLID WASTE

## 3 YEAR ACCIDENT TYPE/BODY PART/OSHA LOG



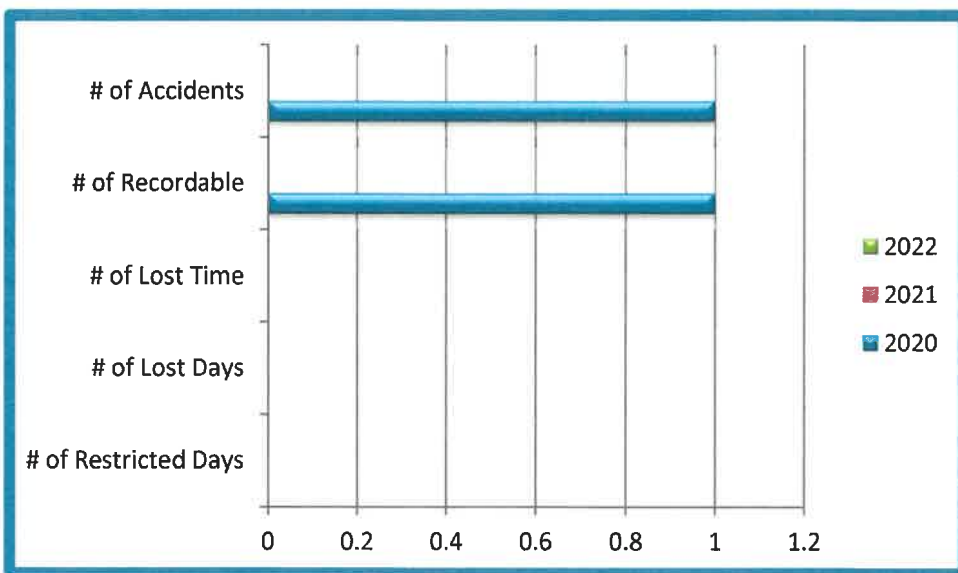
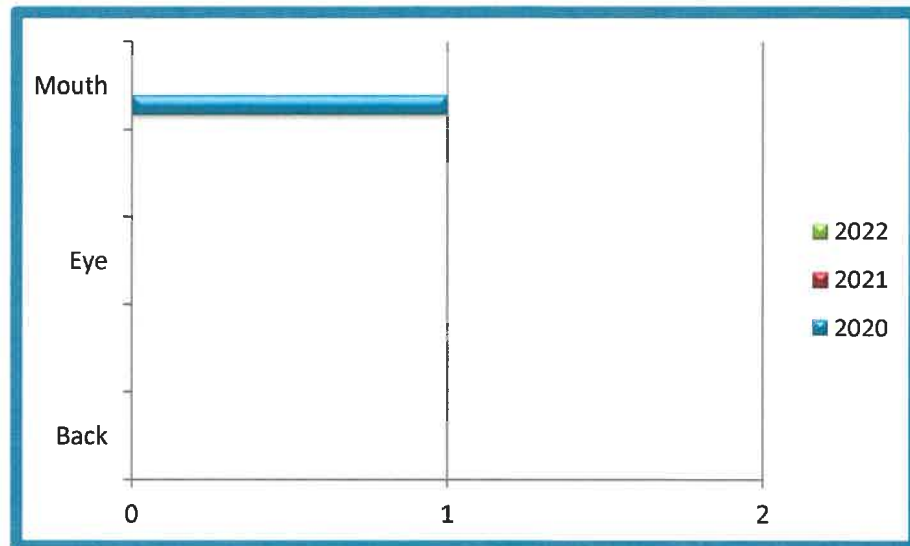
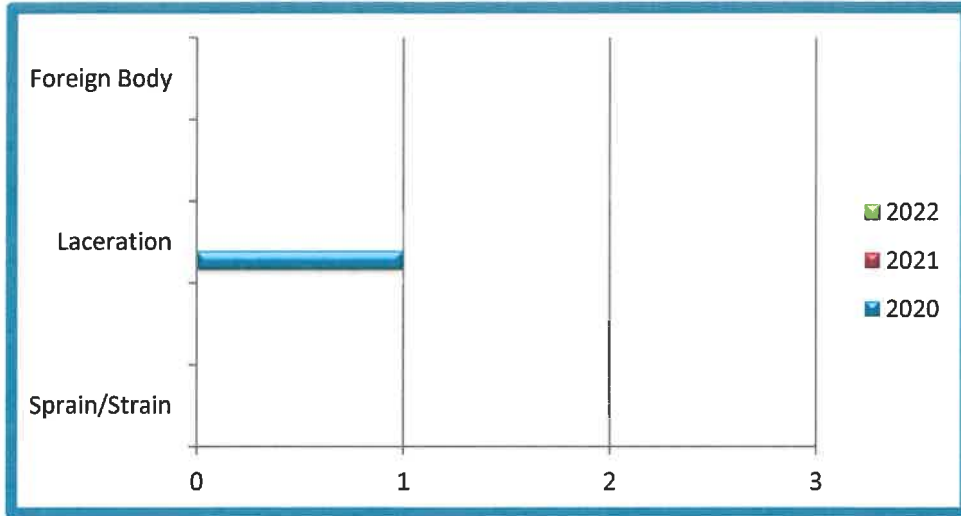
# WATERWORKS

## 3 YEAR ACCIDENT TYPE/BODY PART/OSHA LOG



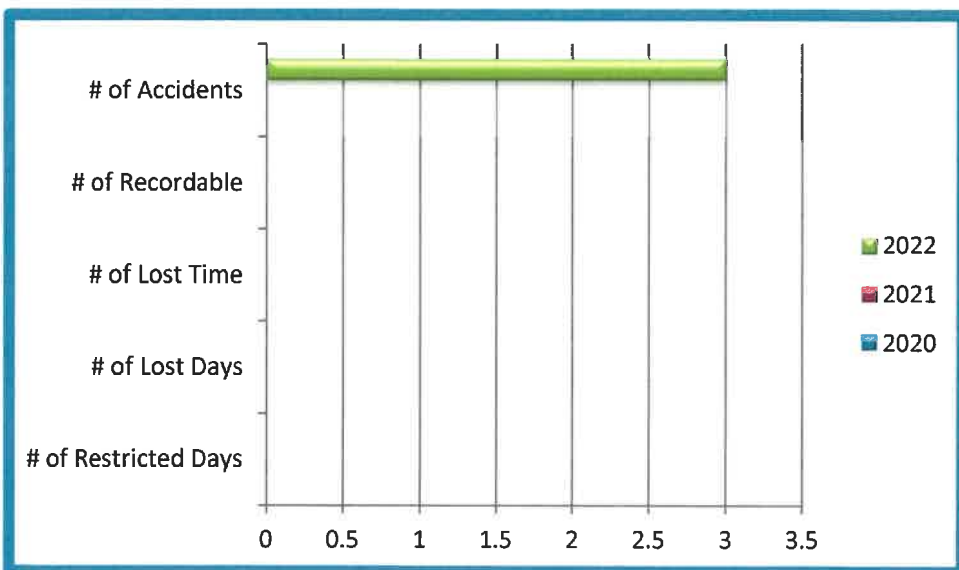
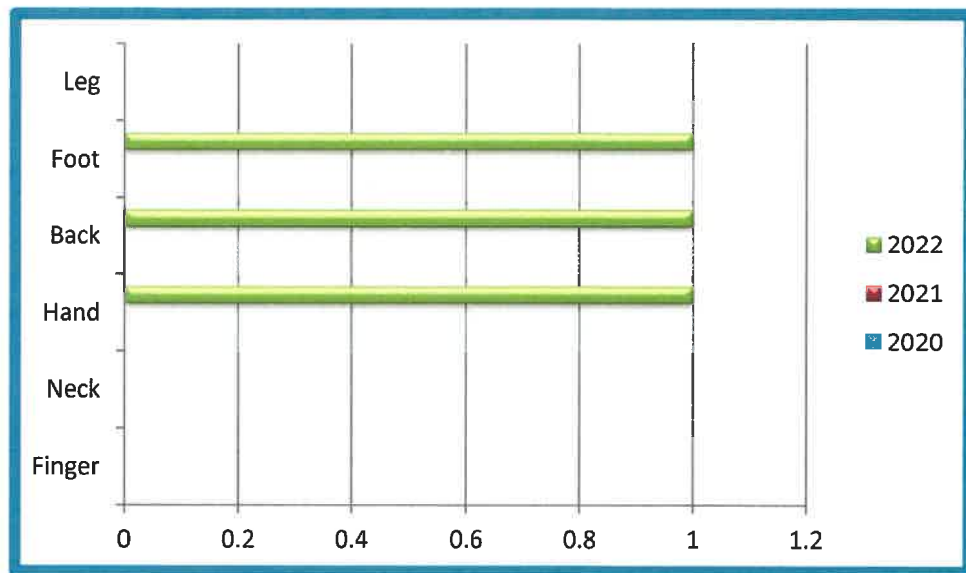
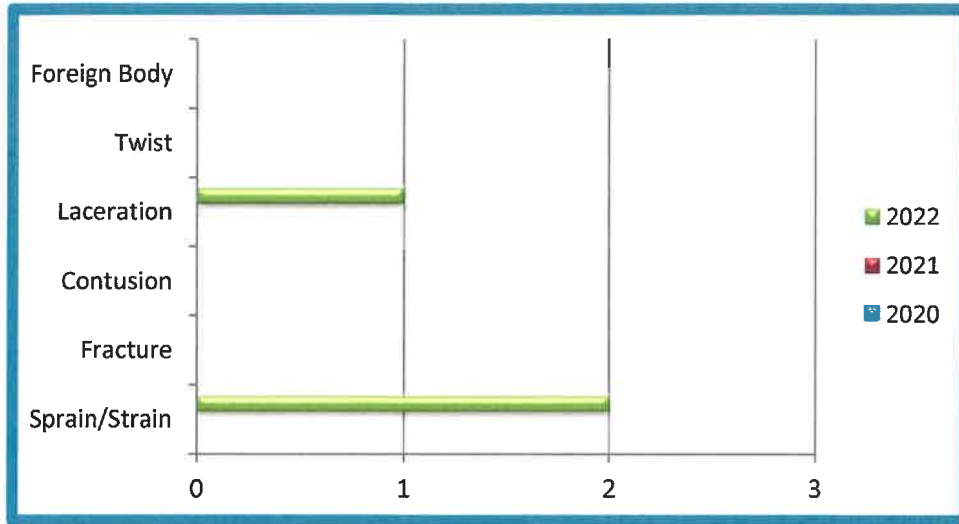


# SOUTHEASTERN IOWA REGIONAL AIRPORT 3 YEAR ACCIDENT TYPE/BODY PART/OSHA LOG



# WEST BURLINGTON

## 3 YEAR ACCIDENT TYPE/BODY PART/OSHA LOG



## **PROFESSIONAL DEVELOPMENT**

In Fiscal Year 2023, I attended a number of professional development trainings. Some of those included the following.

- *Safety College*
- *BLS and Heartsaver CPR and First Aid Instructor Certification Training*
- *De-escalation Training*
- *Work Comp Law Seminar*
- *IMWCA Round Table Discussions*
- *Meetings with OSHA representatives*
- *Meetings with Risk Managers*

## **PROFESSIONAL SERVICE**

In Fiscal Year 2023, I was involved with the following organizations.

- *Chairman for the Des Moines County Animal Control Board*
- *MVHRA's SHRM Group*
- *DMC Safety Exchange*
- *Southeast Iowa Regional Safety Directors Group*
- *Iowa/Illinois Safety Council*
- *National Safety Council*
- *Courthouse Security Committee*
- *City of Burlington Safety Committee*
- *Des Moines County Safety Committee*



## ***SAFETY DIRECTOR'S GOALS***

- *Continue to come up with new and innovated ideas for development and interaction with team members.*
- *Work on increasing the number of all active participants in the monthly training. Make schedule adjustments if necessary.*
- *Continue to add on-site training for the departments.*
- *Continue to spend one on one time with the departments and work on departmental observations and inspections.*
- *Continue to grow the relationships with the different entities so each and every person feels comfortable coming to me for assistance.*
- *Continue to work with the insurance groups, workers comp and incident reporting procedures.*
- *Continue to work with Great River Occupational Health to improve our hospital- client relationship.*
- *Continue my certifications as an instructor of Heartsaver and BLS for medical professionals for CPR, First aid and AED. I want to continue to certify our team members in CPR and grow the numbers that are trained.*
- *Have the willingness to make changes quickly with proposed monthly trainings in order to reach the true needs of each group.*
- *Work on setting up online trainings in order to meet changing needs with our teams in case of future shut downs again.*
- *Completing accident investigations for departments, in order to document what issues we are seeing and draw valid conclusions on corrections that need to be made.*
- *Continue to complete my CPU's in order to keep current on my Environmental and Safety Compliance Officer Certification, as well as gain new certifications in order to be better prepared to help our groups.*