



**Craig Hardy, Highway Commissioner**

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Minutes of the 01/17/2012 WCHA Training & Safety Committee Meeting held in the Laguna Room of the Chula Vista Resort in the Wisconsin Dells during the WCHA Winter Road School.

1) Call to Order.

The meeting was called to order by chair Steve Schofield (Pepin) at 8:00 A.M. on 01/17/2012.

2) Roll Call.

The secretary summarized roll call of those members in attendance as:

Steve Schofield, Pepin County  
Craig Hardy, Iowa County  
Dennis Pelock, Crawford County  
John Nelson, Iron County  
Dale Jandrain, Kewaunee County  
Grant Bystol, Shawano County  
John Johnson, Washburn County

Non-voting Members:

Jerry Hirt, Alpha-Terra  
Michelle Boeldt, Alpha-Terra

Not present :

Dave Prott, Racine County

Non-voting Membership:

Brenda Schelman, WMMEC  
Mike Sproul, WisDOT  
Vance Forrest, Aegis/Wis County Mutual

The chair Schofield noted a quorum of members as present, 7 of 8 members, in addition; other committee member and association members were in attendance – see attendance sheet attached.

3) Approval of the previous meeting minutes.

Motion was made by Pelock (Crawford) to approve the minutes of the December 12, 2011 meeting, second by Nelson (Iron), motion passed unanimously.

4) Approval of the Agenda/Any additions or changes.

Agenda motion for approval by Hardy (Iowa) second by Pelock (Crawford), approved unanimously.

5) Safety & Training Committee membership.

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Chair Schofield commented the organization requires the regions to select their Training & safety Committee representation on a two year basis. The chair passed out a listing of committee membership and representation for the WCHA districts. Per the by-laws committee membership is for a two year term; however, seats are not required to be vacated – can be longer terms in increments of two years. Three regions were identified as requiring recertification of their representation being the SC, NE, and SW. The committee members were requested to review and discuss with their regions, then notify the Executive Director (Fedderly) and current Secretary (Halverson). A copy of the current committee membership is attached.

6) Equipment Operator's Certification Update.

Chair Schofield questioned if the committee member's regional districts requested any additional operator certifications? He stated to-date the program consists of some 15 certifications. He stated the certification are on the WCHA website in pdf format. Hearing no comments, the chair stated we will continue to monitor progress and solicit feedback at future WCHA meetings. Bystol (Shawano) questioned the status of the Snow Plow Operator Certification procedures. Chair commented Mike Sproul was working on the snow plow operator's training certification in combination with an effort by the Dakotas to identify a Snow Plow Driver Program. He stated it is still in process of creation.

7) Update on Meigs Sealcoat Training Program.

Chair Schofield commented on the creation of a Sealcoat Training Program by Meigs Oil. The anticipation is a late spring rollout of training geared towards new commissioners, superintendents, foreman, etc. Chair invited Ken Schakelman with Meigs to discuss the program. Ken provided an update of the progress of the creation of a training program for the sealcoat process including the training outline and potential timelines. He stated the previous outline has been put to a PowerPoint presentation complete with photos from various county projects. Meigs will send out brochures related to the training topics such as BMP's, maintenance principles and benefits, PASER identification, oils, aggregates, troubleshooting recommendations, weather, etc. Ken stated the presentation is 85% complete, anticipate scheduling at six sites around the state, program length of 3 to 4 hours. The approximate presentation timeframe of mid to late April was discussed. No fees will be charged for the training – Meigs proposes to cover the costs. The topic will be discussed at the Board of Directors meeting scheduled for this Winter Roads School meeting to discuss, review, and provide authority to continue with planning and coordination.

8) Review of Commissioner's Training Draft Agenda

The Chair provided a draft agenda for the Spring Commissioner training for review by committee. The training is tentatively scheduled for February 21 & 22, 2012 at Three Bears Lodge in Warrens Wisconsin. New Commissioner's training will occur on Wednesday the 22<sup>nd</sup> in the afternoon. The draft agenda is as follows:

DAY 1

- Public Relations / Media Outreach
- Act 10 Provisions on STH Maintenance Funding
- NACE Update
- New Regulations on County Rules
- Roundtable Question & Answer Forum

DAY 2

- Fracsand / Windmill Hauling Freight Initiatives
- President's Task Force Discussion
- Summit Discussion and Platform Direction – Poll Counties
- Sealcoat Training for 2012 Presentation
- DNR Permit Process

- Surveys and Next Year's Topics

DAY 2 afternoon

New Commissioner's Training

- Utility Permit Process
- Structure & Legislative Priorities
- Funding Program Mechanisms
- Question & Answer Roundtable Discussion

Pelock (Crawford) stated the SW commissioners would move the spring training program be scheduled back to the April dates as in past years. Some discussion of other activities in April led to the decision to schedule the training for February such as: NACE meeting, TDA fly-in, elections, task force initiative. Suggestion from the attendees a roundtable related to the Bridge Inspection process changes at the new commissioner's portion may be warranted – Team Leader, Division Leader, Program Manager duties.

#### 9) Other Topics

- a) Core Competency Checklist. Chair commented a checklist has been compiled by the committee which defines the required safety training and compliance for a typical county highway operation. It is available on the WCHA website for use and download by all association members.
- b) Fall Commissioner Training. Chair stated the Executive Committee has questioned if a fall training session related to the political process is warranted for the membership. Chair stated the training would be held in Madison with a two half-day session format. The topics would be the legislative process, hearing rooms, testimony process, etc. In addition, tours would be provided at the Capital Building and the State Hill farms Office Building. The committee agreed this was a good idea and to place on the agenda for future discussions.
- c) Transportation and Finance policy Commission. Chair summarized the Governor's creation of a Transportation and Finance policy Commission, the public listening/hearing session being held across the state, and the importance to provide feedback to the commission – testimony is important for county operations.
- d) Other training needs?
- e) Discussion of the Federal Motor Carrier's cell phone usage policy and requirements for hands-free usage. Two members – Crawford and Pepin stated they had cell phone usage policies in place for all employees.

#### 10) Meeting, Time, and Date for the next meeting.

The next meeting date is tentatively scheduled during the WCHA Spring Commissioner's Training for Tuesday February 21, 2012 time to be announced by future agenda distribution at the Three Bears Lodge in Warrens, Wisconsin.

11) Motion to adjourn by Pelock (Crawford), seconded by Bystol (Shawano), motion carried. .

Respectfully Submitted,

Craig E Hardy  
Iowa County Highway Commissioner

Corrections:

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