**Minutes**

**WCHA Safety/Training Committee Meeting**

Date: Wednesday, March 13, 2024

Time: 1:00 p.m. – 2:00 p.m.

Virtual Location: Zoom

1. Call to Order – **Chair Beyersdorf called the meeting to order at 1:00 PM.**
2. Roll Call – **Casey Beyersdorf, Brian Danielsen, Jon Edgren, Chris Bates, Jon Knautz, Patrick VanderSanden, Todd Avery**
3. Approval of Agenda – **Motion by Brian D., second by Jon E.**
4. Approval of Minutes –
	1. **Minutes from January 22, 2024 – Motion by Brian D., Second by Chris B.**
5. Icebreaker – Discuss time when you were hesitant to implement a new policy/procedure, but it ended up going very well.
6. Spring Commissioner’s Training, Green Bay, April 2-3 2024
	1. Select members to help with registration. **Bates will help hand out folders. Danielsen will help if the BOD meeting is done in time. Any other members can help if available. Todd will have everything else ready for the training.**
	2. **Reviewed the draft agenda. Todd will send final agenda to the group after the meeting.**
7. Training Topic Suggestions: **List reviewed and acceptable for now.**
	1. Ag-Roads Improvement Program
	2. Winter Readiness, What is it and how does it work?
	3. Less than 20 foot bridges
	4. Pesticide/herbicide
	5. Flagger Training
	6. MUTCD Updates
	7. **Review of the MOU and what work Counties are allowed to do.**
8. Summer Road School
	1. Location: Chula Vista, Wisconsin Dells
	2. Date: June 3-5, 2024
	3. Registration and hotel information will be posted:
	4. Agenda Topics: List speakers or topics of discussion
		1. **Topic List to be finalized at the next meeting.**
	5. **Discussed that other venues are being vetted.**
	6. **Discussed that the new employee committee and Bylaw subcommittee may be meeting at Road Schools.**
	7. **The golf outing will be held again.**
	8. **All registration will be through impact and payment online.**
9. Task/Work Items
	1. Location options for Fall Commissioner’s Training. **Discussed options for training locations. Looking into Warrens and Par 4 Golf resort in Waupaca. Need room for 60-80 people. Platteville looked at, but no conference room with hotel large enough to hold the group at one location.**
	2. Location options for Leadership and Professional Development Training. **Wausau location worked well in the past and would be a good location again.**
	3. LDG Rep for Safety and Training Committee. **Brian Olson already on board.**
	4. Frequently Asked Questions (FAQ) update/discussion. **No updates this month.**
10. Next Item to address:
	1. Continue with FAQ List
11. Roundtable. **Todd A. mentioned that he wanted everyones input. He wants ideas and constructive criticism. John K. inquired if Dubuque IA would be an option for training. Just out of state, but has many locations that would fit the group. Chris B. talked about initiating regional training on MUTCD, signing, and traffic control for highway staff as was done in the past. Office manager training would be helpful as well.**
12. Next Meeting Date: **April 24, 2024 at 1 PM. VIRTUAL**
13. **ADJOURN: Motion by Brian D. second by Chris B.**

**Our Challenge:** Provide WCHA members with the following:

* 1. The most up-to-date and timely resources available
	2. Database of answers to “Frequently Asked Questions”
	3. Recommendations of various items related to safe operations and safety for traveling public
1. Monitor all County Highway Department concerns and address training and safety related concerns on regular basis
2. Study and determine all necessary training requirements for County Highway Departments
3. Prepare outline and advisory method, by which County Highway Departments can obtain necessary, required training