



## PERSONNEL AND BENEFITS

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Wednesday, April 28, 2021 at 7:30 a.m.  
Memorandum

Mr. Kimbell called the meeting to order at 7:34 a.m.

Members Present: Committee Chair Jeff Kimbell, and member Eric Hand. Others in attendance were Utility Director Andrew Williams and Administrative Assistant Maggie Crediford.

Mr. Ryerson was absent.

### **Public Comment**

There was no one present from the public.

### **Safety Update**

Mr. Williams said the Utility has reset the lost time accident clock and is now back up to 111 days. Staff has restarted their in-person Tailgate Safety training sessions. The sessions are 10-minute-long safety training sessions once a week. Mr. Prange has been making sure things at the plant are in compliance. Staff has been working with the contractors to insure they are installing safety measures around the work site and reminding the contractors that there need to be designated pathways and access to all the buildings. TriCo had its safety inspection and passed with no comments. This would be expected given that Mr. Watkins and Mr. Prange are very active in the IWEA Safety Committee.

Mr. Hand asked if there is a safety checklist the collections staff uses when working out in the field. For instance, what do they do to assess if access to a control panel is safe? Mr. Williams said there is not a formal checklist. Staff participates in safety training which includes an electrical course. Safety issues at lift stations are corrected when found. There are limitations when panels are accessed. When the door is opened one half is the control panel and the other half is the power side which should not be opened unless there are specific reasons to be working on that side of the panel. Mr. Hand said he recalled that one of the new hires has an electrical background. Mr. Williams said yes, he was a lineman for Thorntown and his experience has been beneficial already when working with higher voltages. Mr. Hand suggested having him do some electrical training in one of the Tailgate sessions. Mr. Williams said employees take Arc Flash training and are issued the rubber gloves and facemasks for use when accessing the power side of a panel.

### **Workers Compensation Pay**

Mr. Williams said by following Indiana State Law the Utility does not cover the first five days of an employee's injury. Management believes that if there is an injury on the job it is reasonable that the Utility would pay an employee for those missed days. If they are off work beyond 21 days, Worker's Compensation Insurance does go back and cover those first five days. Mr. Kimbell asked what happens in the 20-day gap. This is covered by the insurance. Mr. Williams presented a form that an employee would need to sign stating that they would get their first five days off covered up front by the Utility, but if they are out 21-days or more they would reimburse the Utility for those days with a reduction in PTO or could reimburse the money paid to them. Ms. Sheeks said she can set up a special pay code in ADP so it can be tracked. Mr. Kimbell asked if this policy addresses the issue of an employee being paid up front by TriCo and later rejecting the repayment back to the Utility if they are out 21 days or more. Mr. Williams said when an employee agrees to a reduction in PTO days it eliminates that issue.

**On Call Pay Policy Clarification**

Mr. Williams said it was brought to his attention that field staff members do not always clock in for time spent at home dealing with issues and alarms. Per the Fair Labor Standards Act, TriCo must pay hourly employees for their time working while away from the office. Ms. Sheeks said most employees have a mobile app on their phones that allows them to clock in remotely. Mr. Kimbell asked how often an employee needs to work from home. Mr. Williams said each week there is one person on call, so they are expecting phone calls. Windstorms and thunderstorms can cause lapses in power and alarms may go off which employees need to reset remotely. Ms. Sheeks said employees who are on call receive an extra \$2.77 per hour to compensate for their on-call time and they receive mileage if they must drive in. Mr. Williams said the update will make it clear for employees when to log their time to ensure the Utility remains in compliance with the Fair Labor Standards Act.

Mr. Williams informed the Committee that there was a leak in a force main at the plant on Sunday. He was leaving about 6:00 p.m. and noticed water on the driveway that should not have been there. When he investigated, he noticed a small geyser off the edge of the pavement. It ended up being a leak in the LS 11 force main, but that evening the leak stopped on its own due to a large rag plugging the hole. Staff and the contractor were on location until about 12:00 a.m. trying to locate the leak. The contractor was able to locate the crack in the pipe the following day and replace the bad section of pipe. Mr. Kimbell asked how far down the pipe was from the ground's surface. Mr. Williams said five to six feet.

**Staff Updates**

Mr. Williams said one of the new employees is a US Airforce Reservist. He will have duty days the Utility will need to recognize. He will need two weeks off for his annual duty requirement. The law states that TriCo must provide him the ability to take those days off work without penalty. Some employers compensate employees the difference in their normal wage and their military service wage. Mr. Williams asked if the committee had any opinion as to if TriCo should revisit its current policy regarding military service. The Committee did not.

Mr. Williams mentioned a phone call he received regarding a potential service expansion opportunity. This matter is still just in the inquiry stage but could impact the Utility's staffing needs in the future.

**Adjournment**

The meeting adjourned at 7:40 a.m.

Respectfully Submitted,



Andrew Williams  
Utility Director