

COME TO THE CAVE

*...and bat around important safety solutions while learning
the latest from experts and networking with peers!*

2014 SAFETY CONFERENCE

Kentucky Municipal Environmental Safety & Health Association (KMESHA)

March 5 - 7, 2014

KMESHA Preconference

March 4, 2014

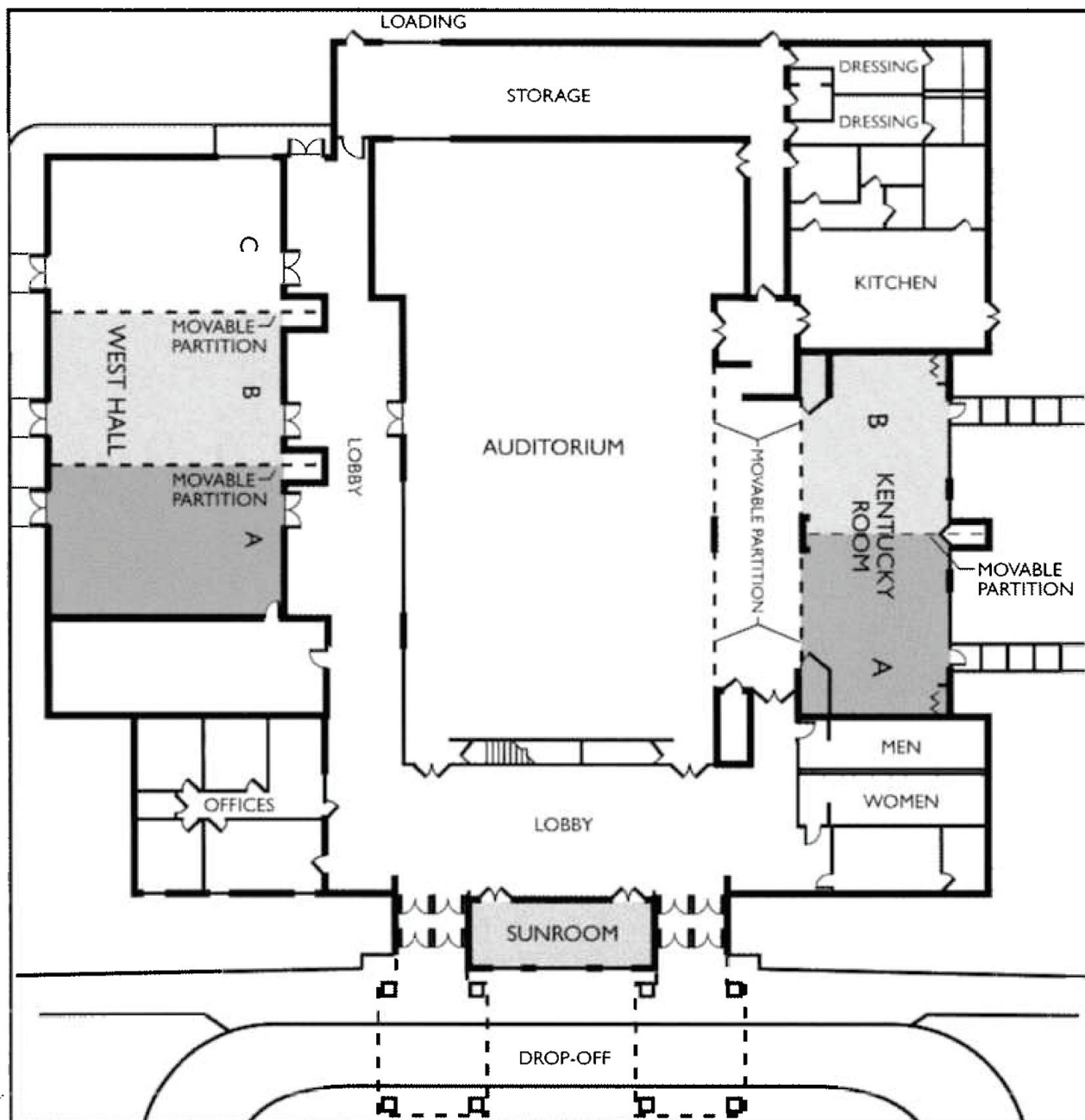
Cave City Convention Center

502 Mammoth Cave Street
Cave City, KY 42127

Register online at klc.org or klcis.org.



Cave City Convention Center



Dear KLCIS Members and Friends:

I invite you to "Come to the Cave" for the 15th annual Kentucky Municipal Environmental, Safety and Health Association (KMESHA) Conference in Cave City, Kentucky, March 4 - 7, 2014. The Kentucky League of Cities Insurance Services (KLCIS) is proud to host and sponsor this safety training opportunity designed specifically for municipal employees.

The program is packed with workshops designed especially for professionals employed in the environmental, safety and health fields. Attendees have a very affordable opportunity to earn technician level work zone safety certification at the preconference session on Tuesday, March 4. The KMESHA Conference offers sessions on homeland security, conflict resolution, trenching, confined space, the always-popular utility vehicle safety session and a mobile workshop to nearby Mammoth Cave National Park to learn about radon detection, sampling, monitoring equipment and stormwater runoff. KMESHA attendees visited Mammoth Cave 10 years ago, and it remains one of the most memorable and well-liked tour in the conference's history. After class, KLCIS will treat you to opportunities to network in the evening so you can connect with others in your field.

This year, KLCIS members have the opportunity to use the safety grant to cover half of registration and hotel costs. Please make sure to take advantage of the early bird rates, and we look forward to seeing you in Cave City.

Best regards,



A large, stylized handwritten signature in black ink that reads "Doug Goforth".

Doug Goforth
Chief Insurance Services Officer
Kentucky League of Cities

Who should attend?

- Anyone with Safety Responsibilities, Interests or Concerns
- Supervisors with Safety Responsibilities
- Safety, Risk and HR Managers
- Mayors and City Clerks
- EMTs
- Code Enforcement Officers
- Fire and Police Officials
- Public Works Employees
- Parks and Recreation Employees
- Water Treatment and Distribution Employees
- Wastewater Treatment and Collection Employees
- Street Department Employees
- Sanitation and Landfill Employees
- Vehicle Maintenance and Mechanics Employees
- Human Resources Employees

Learning Objectives

Upon completion of this conference, participants will be able to:

- Identify current best practices and resources in public safety;
- Enhance public protection in their communities;
- Improve the safety and welfare of municipal employees;
- Expand their safety personal network of professional peers; and
- Experience unique interactive and motivational training.

About KMESHA – The Annual Safety Conference Sponsored by KLCIS

The Kentucky Municipal Environmental Safety & Health Association (KMESHA) was created to:

- Promote and improve environmental, safety and health concerns of municipal entities;
- Develop programs to improve environmental, safety and health awareness in the public entity workplace;
- Educate members, employees, management and public officials about relevant issues; and
- Facilitate communication among members regarding environmental, safety and health concerns.

Kentucky League of Cities Insurance Services (KLCIS) created this safety conference to offer specialized training that is not available anywhere else.

2013-2014 KMESHA Advisory Board

KLCIS would like to thank the Advisory Board, which represents a cross section of municipal services employees that meet throughout the year to establish topics for the conference.

Terry Davis, Campbellsville Water
Jason Duckett, Bowling Green Municipal Utilities
Chuck Dorman, City of Danville
Sherri Osbourne, City of Springfield
Bart Miller, City of Versailles
David Weisbrodt, City of Bowling Green
Stanley Oliver, City of Somerset

GENERAL INFORMATION

Safety Field Trip - Mammoth Cave National Park

Attendees must provide their own transportation.

Wednesday, March 5, 2014

12:30 p.m. – 5:00 p.m.

Come learn about the behind-the-scenes safety precautions Mammoth Cave National Park staff takes to protect the cave and visitors. Topics of discussion will include efforts to control and collect stormwater runoff, radon gas sampling, public safety and the ongoing environmental concerns to the cave system. After a short classroom style presentation, attendees will tour a section of the cave.

Hotel Information

Sleep Inn: \$70 per night

801 Mammoth Cave Street
Cave City, KY 42127
270.773.2030

Comfort Inn: \$70 per night

819 Sanders Street
Cave City, KY 42127
270.773.3335

With questions or for more information - 1.800.876.4552.

Content and Workshops

Sarah Razor (srazor@klc.org)
859.977.3761

General Information

Joe Isaacs (jisaacs@klc.org)
502.330.0480

Hotel

Tammy Penna (tpenna@klc.org)
859.977.3741

Registration

Lynda Schwendeman (lschwendeman@klc.org)
859.977.3725

Training Credits

The Kentucky Boards of Certification of Wastewater, Water Treatment and Distribution System Operators has approved KMESHA courses for 6.75 hours of drinking water (dw) credit and 6 hours of waste water (ww) credit. Approved courses are marked in the agenda.

Participants will receive Community Safety Health credit from the Kentucky League of Cities on an hour-for-hour basis for all classes. Additionally, all KMESHA classes are approved for the Training Incentive Program (commonly referred to as House Bill 119) on an hour-for-hour basis.

This program has been submitted for continuing education credit to the Kentucky Municipal Clerks Association (KMCA).

For more information about any of these training programs, please visit registration on-site or contact Lynda Schwendeman at 1-800-886-4552.

PRECONFERENCE Agenda - Tuesday, March 4

*Schedule subject to change. Please visit klcis.org for the most up-to-date information.
Please note all times are Central Time.*

Tuesday, March 4, 2013
8:30 a.m. – 4:30 p.m.

Breakfast on your own.

Work Zone Safety

Presenter: Kentucky Department of Transportation

Location: Classroom A/B

Work Zone Training & Testing courses are designed to provide governmental roadway maintenance workers the basic knowledge necessary to safely and efficiently maintain Kentucky's highways. This training session includes lectures, videos and hands-on exercises to present the following: proper use of personal protective equipment, work zone components and types of operations; flagging procedures, proper and improper flagging operations, as well as communicating with workers and the public. Upon completion of the course and testing, participants will be certified by the Kentucky Transportation Cabinet, a requirement that must be fulfilled every five years.

Space is limited to 60 participants, who will participate in groups of 30. Additional preconference registration fee required.

Preconference workshop will break for lunch from 11:30 a.m. - 12:30 p.m. Lunch is provided.

Preconference registration is \$100 for KLCIS members and \$150 for nonmembers before February 15 and includes materials and lunch. Registration for KLCIS members is \$125 and nonmembers is \$175 after February 15.

Schedule subject to change. Please visit klcis.org for the most up-to-date information. Please note all times are Central Time.

Breakfast on your own.

8:00 a.m. – 8:30 a.m.

KMESHA Kickoff

Presenter: Doug Goforth, Chief Insurance Services Officer, Kentucky League of Cities

Presenter: Dwayne Hatcher, Mayor of Cave City

Presenter: Brian Dickey, Director of Loss Control, Kentucky League of Cities

Presenter: Joe Isaacs, Loss Control Specialist, Kentucky League of Cities

Location: Ballroom

8:30 a.m. – 10:00 a.m.

General Session: Homeland Security

Presenter: Thomas Arnold, Fire Service Liaison, KY Intelligence Fusion Center, State Training Program Coordinator, NIMS Compliance Program Coordinator, Office of the Governor, Kentucky Office of Homeland Security

Location: Ballroom

In case of an emergency, are you prepared? Do you have a plan? Have you practiced your plan? Everyone has a role in hometown security. This session will emphasize the importance of continuity of operations in disaster situations. Additionally, the presenter will discuss Suspicious Activity Reporting (SAR). You will gain an understanding of the importance of recognizing suspicious activity and how to properly report it.

10:15 a.m. – 11:15 a.m.

Documentation, Discipline and Discharge: Part I

Presenter: TBD, Kentucky League of Cities

Location: Classroom A/B

Among the most frequently litigated workplace disputes are those which arise out of disciplinary actions and employee terminations. This session will provide you with the knowledge and tools on how to properly document employee performance issues and handle a termination.

10:15 a.m. – 11:15 a.m.

Personal Protective Equipment: Part I

Presenter: Michael B. Barnes, Pro-Tek Sales Associates, Inc.

Location: Classroom C

This course provides guidance for selection and use of personal protective equipment (PPE) and how to perform a hazard assessment of the workplace to determine if any hazards are present that would necessitate the need for PPE. This includes protection for the head, face, eyes, and feet. It is not essential to attend both part I and part II of these workshops, but it is most beneficial to attend both.

10:15 a.m. – 11:15 a.m.

Utility Vehicle Safety: Part I

Presenter: Dale Dobson, Safety Administrator, Kentucky Department of Agriculture

Location: Ballroom and outside component (weather permitting)

Back by popular demand, Dale Dobson will provide safety instruction in the classroom and a hands-on demonstration with a variety of commonly used utility vehicles such as Gators and all-terrain vehicles (ATVs). It is not essential to attend both part I and part II of these workshops, but it is most beneficial to attend both.

11:30 a.m. – 12:30 p.m

Documentation, Discipline and Discharge: Part II

Presenter: TBD, Kentucky League of Cities

Location: Classroom A/B

Among the most frequently litigated workplace disputes are those which arise out of disciplinary actions and employee terminations. This session will provide you with the knowledge and tools on how to properly document employee performance issues and handle a termination.

11:30 a.m. – 12:30 p.m

Personal Protective Equipment: Part II

Presenter: Michael B. Barnes, Pro-Tek Sales Associates, Inc.

Location: Classroom C

This course provides guidance for selection and use of personal protective equipment (PPE) and how to perform a hazard assessment of the workplace to determine if any hazards are present that would necessitate the need for PPE. This includes protection for the head, face, eyes and feet. It is not essential to attend both part I and part II of these workshops, but it is most beneficial to attend both.

11:30 a.m. – 12:30 p.m

Utility Vehicle Safety: Part II

Presenter: Dale Dobson, Safety Administrator, Kentucky Department of Agriculture

Location: Ballroom and outside component (weather permitting)

Back by popular demand, Dale Dobson will provide safety instruction in the classroom and a hands-on demonstration with a variety of commonly used utility vehicles such as Gators and all-terrain vehicles (ATVs). It is not essential to attend both part I and part II of these workshops, but it is most beneficial to attend both.

12:30 p.m. – 2:00 p.m

Luncheon and Travel Time to Mammoth Cave National Park

Location: Ballroom

2:00 p.m. – 5:00 p.m.

DW - 1 hour

WW - 1 hour

Safety Field Trip: Mammoth Cave National Park

Presenters: TBD

Location: 1 Mammoth Cave Pkwy., Mammoth Cave, KY 42259

Attendees must provide their own transportation.

Come learn about the behind-the-scenes safety precautions Mammoth Cave National Park staff takes to protect the cave and visitors. Topics of discussion will include efforts to control and collect stormwater runoff, radon gas sampling, public safety and the ongoing environmental concerns to the cave system. After a short classroom style presentation, attendees will tour a section of the cave.

Breakfast on your own.

8:00 a.m. – 9:45 a.m.
DW - 1.75 hours

General Session: Conflict Resolution

Presenter: Alex Payne, Major of Operations, City of Jeffersontown Police Department

Location: Ballroom

Frontline city employees are the first resources for city residents and city employees find themselves dealing with upset customers. Whether it's dealing with an environmental concern that disrupts utility services, citing a property for code enforcement violations or handling a disputed utility bill, city employees need to know how to safely diffuse tense situations. This conflict resolution training will give attendees safe approaches to the inevitable conflicts that arise at work. Participants will learn practical, proven options you can use in the most difficult situations.

10:00 a.m. – 11:00 a.m.

Revision to the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard: Globally Harmonized System (GHS) for Classification and Labeling of Chemicals

Presenter: Michelle Baker, CHMM, Product Stewardship Manager, Zeon Chemicals LP

Location: Ballroom

This workshop provides an overview of GHS and the recent changes to the OSHA Hazard Communication Standard. Specific health and physical hazard categories and new requirements for safety data sheets and labels will be explained.

10:00 a.m. – 11:00 a.m.

Small Engine and Chainsaw Safety

Presenter: TBD

Location: Classroom A/B

This course will cover safe and efficient working techniques for anyone using a chainsaw and other small engine equipment at work. The presenter will cover important safety tips, techniques and rules you should implement in your organization.

10:00 a.m. – 11:00 a.m.

Proper Lifting

Presenter: Randy Sugg, Senior Industrial Hygiene Consultant, Kentucky Labor Cabinet

Location: Classroom C

This program focuses on the prevention of back injuries through the use of proper lifting techniques, ergonomics, and exercise. Topics of discussion include anatomy and physiology of the back, risks, causes, and consequences of back injuries, ergonomics, proper lifting and moving skills, and exercise. A hands-on workshop demonstrating proper lifting and moving skills, as well as preventative exercises, will be offered.

11:15 a.m. – 12:15 p.m.

DW - 1 hour

WW - 1 hour

Trenching

Presenter: Mark W. Houghton, Senior Safety Consultant, Department of Labor, Division of Occupational Safety and Health Education and Training

Location: Ballroom

The primary hazard from trenching and excavation is employee injury from collapse. This course will cover the basic safety precautions you and your employees should take before entering a trench. Topics will include soil analysis to determine appropriate sloping, benching, and shoring, working with heavy machinery, manual handling of materials, working in proximity to traffic, electrical hazards from overhead and underground power lines and underground utilities.

11:15 a.m. – 12:15 p.m.

Hydraulic Truck Safety

Presenter: Dan Coots, Project Manager, Serco, Inc.

Location: Classroom A/B, outside component (weather permitting)

If a hydraulic truck is misused or a failure occurs, an accident can happen. However, certain steps can be taken to minimize the possibilities of a bucket truck accident. This course includes hands-on instruction of how to inspect a truck and plan a job so that safety is always on the forefront.

11:15 a.m. – 12:15 p.m.

New Employee Safety

Presenter: David Weisbrodt, Safety and Risk Manager, City of Bowling Green

Location: Classroom C

The OSHA Office of Statistics reports that 40 percent of employees injured at work have been on the job less than one year. It is critical that new hires are made aware of how serious safety training is right from the start. Attend this session to find out what your new employees need to learn from the first day on the job.

12:15 p.m. – 1:15 p.m.

Luncheon General Session: So You Want To Reduce Claims Without Allocating Additional Resources? No Problem!

Presenter: Brian Dickey, Director of Loss Control, Kentucky League of Cities

Location: Ballroom

In this session learn how many companies are able to reduce claims using their current staff. Learn how these companies use available resources to make their employees more aware of the potential risks they face each day. The great thing is that everything needed to achieve these same results is available on the KLCIS website.

1:15 p.m. – 2:15 p.m.

DW - 1 hour

WW - 1 hour

Confined Space

Presenter: Marty Link, Hygiene Consultant, Kentucky Department of Labor, Division of Occupational Safety and Health Education and Training

Location: Classroom A/B

This course explains the regulations regarding entry into and working in confined spaces. Topics of discussion include assessment of the confined space environment, entry into continuous system confined spaces, such as sewers, entry into closed system confined spaces, such as tanks and pits, emergency entry into all confined spaces, and training of employees.

1:15 p.m. – 2:15 p.m.
Electrical Line Safety
Presenter: Jason Duckett, Bowling Green Municipal Utility
Location: Ballroom

This live and interactive hands-on training will demonstrate electrical line safety for attendees. Learn about safety precautions needed when you are near downed power lines, tips for safely trimming trees and other indoor and outdoor electrical safety tips.

1:15 p.m. – 2:15 p.m.
Parks and Recreation Risk Management
Presenters: Greg Partin, Loss Control Specialist, Kentucky League of Cities
Howard L. Rosewell, Jr., Property Specialist, Kentucky League of Cities
Location: Classroom C

Most cities have parks and recreation exposures, even if they don't have a parks and recreation department. Learn how to prevent losses by reviewing past claims and seeing what other cities have done to improve their facilities.

2:30 p.m. – 3:30 p.m.
DW - 1 hour
WW - 1 hour
Lockout-Tagout
Presenter: Robert Fisher, Kentucky Labor Cabinet, Division of Education and Training
Location: Classroom C

This course familiarizes the participant with Kentucky's lockout/tagout standard. It demonstrates the lockout and tagout methods relating to the various hazardous energy sources associated with machinery, equipment, and processes used in industry. Topics addressed include training requirements, documentation required, hardware, and group lockout procedures.

2:30 p.m. – 3:30 p.m.
Team Building: Safety Challenge
Presenter: Ed Lingenfelter, Instructor III, Leadership Development, Eastern Kentucky University
Location: Kentucky Room

This session will feature fast paced, hands-on activities that allow participants to expand their communication skills, increase confidence, improve decision-making and learn how to facilitate group cooperation — all with safety issues at the forefront. Come ready to stand up and be prepared to move around the room. This is not a typical classroom setting, but no special skills are required and all abilities are welcome.

2:30 p.m. – 3:30 p.m.
Workers' Compensation
Presenter: Zilda Henson, Workers' Compensation Claims Manager, Kentucky League of Cities
Location: Classroom A/B

Attend this session for a workers' compensation review, as well as an update on current issues and recommendations for your city. Come with questions!

3:45 p.m. – 4:45 p.m.
WW - 1 hour

Sewer Backup

Presenter: Gary Musgrave, Loss Control Specialist, Kentucky League of Cities
Location: Classroom A/B

This presentation will explain Kentucky League of Cities recently developed plan for cities and utility providers to help reduce the frequency and severity of sewer and stormwater claims. Topics include system maintenance, provider and customer responsibilities, employee training, and necessary documentation. In addition, attendees will learn how to help reduce the frequency and severity of claims against such service providers and therefore reduce premiums and deductibles.

3:45 p.m. – 4:45 p.m.

Recognizing Employee Health Issues

Presenter: Aaron Stamper, Deputy Director of Operations, Boyle County Emergency Medical Services
Location: Classroom C

If your colleague was having a heart attack or a stroke, would you recognize it? Do you know how to react to potentially dangerous environmental health threats like heat stroke or hyperthermia? This session will cover some important clues to help you determine if your colleague is at risk, as well as some essential steps you should take once an issue has been identified.

3:45 p.m. – 4:45 p.m.

Team Building: Safety Challenge

Presenter: Ed Lingenfelter, Instructor III, Leadership Development, Eastern Kentucky University
Location: Kentucky Room

This session will feature fast paced, hands-on activities that allow participants to expand their communication skills, increase confidence, improve decision-making and learn how to facilitate group cooperation — all with safety issues at the forefront. Come ready to stand up and be prepared to move around the room. This is not a typical classroom setting, but no special skills are required and all abilities are welcome.

Breakfast on your own.

9:00 a.m. – 9:30 a.m.

Awards Ceremony

9:45 a.m. – 10:45 a.m.

General Session: Meth Labs Identification and Safety Precautions

Presenter: TBD

Location: Ballroom

Methamphetamine can be made in clandestine laboratories with household products that by themselves present little danger, but when combined can have serious toxic and explosive effects. How do you recognize the difference between roadside litter and a mobile meth lab? If you came in contact with a methamphetamine lab operation, would you know? What equipment and ingredients are dangerous? What should you do if you find a meth lab? This session will cover the indicators that can keep front line employees from unknowingly endangering themselves.

11:00 a.m. – 12:00 p.m.

General Session: Active Shooter in the Workplace

Presenter: Alex Payne, Major of Operations, City of Jeffersontown Police Department

Location: Ballroom

The course introduces strategies employees can take when confronted with an active shooter and to assist responding law enforcement officials. Attendees will learn how to recognize potential workplace violence indicators, what actions to take to prevent and prepare for potential active shooter incidents and how to manage the consequences of an active shooter incident.

KMESHA Closing Remarks

2014 KMESHA CONFERENCE **REGISTRATION FORM**

MARCH 4 - 7, 2014



Please print your name as you would like it to appear on your name tag.

Name	Title
City/Agency	
Address	
City	State/Zip
Phone	Fax
Preferred Email (required to receive confirmation)	
Special Dietary Needs	

PAYMENT OPTIONS			
Visa <input type="checkbox"/>	Master Card <input type="checkbox"/>	Check (please enclose) <input type="checkbox"/>	Invoice <input type="checkbox"/>
Card Number			
Cardholder Name			
Cardholder Signature			
Invoice Option (Billing information if different from above.)			
Invoice To			
Address		City/State/Zip	
Authorization Signature			

REGISTRATION FEES

Advance Registration Fees Deadline - February 15, 2014

<input type="checkbox"/> Preconference Workshop (Insurance Member)	\$100
<input type="checkbox"/> Preconference Workshop (Nonmember)	\$150
<input type="checkbox"/> Insurance Member Registration	\$200
<input type="checkbox"/> Nonmember Registration	\$250
<input type="checkbox"/> One Day - Member	\$100
<input type="checkbox"/> One Day - Nonmember	\$150

Registration Fees After February 15, 2014

<input type="checkbox"/> Preconference Workshop (Insurance Member)	\$125
<input type="checkbox"/> Preconference Workshop (Nonmember)	\$175
<input type="checkbox"/> Insurance Member Registration	\$225
<input type="checkbox"/> Nonmember Registration	\$275
<input type="checkbox"/> One Day - Member	\$125
<input type="checkbox"/> One Day - Nonmember	\$175

Member rates denote participation in the KLC Insurance Services program.
Please make checks payable to the Kentucky League of Cities.

Cancellation and Refund Policy

All cancellations must be made in writing.

Refund Schedule and Percentage

- Received on or before 12/31/13 - refunded 75%
- Received from 1/1/14 - 2/25/14 - refunded 50%
- After 2/25/14 - No refunds

Registration Substitutions/Replacements

- KLC must receive any substitution/replacement by fax, email or mail to Lynda Schwendeman at the address below.

Send completed form to:
Kentucky League of Cities
Attn: Lynda Schwendeman
100 East Vine Street, Suite 800
Lexington, KY 40507
859.977.3725; Fax 859.977.3703
Email lschwendeman@klc.org

HOTEL INFORMATION

Sleep Inn: \$70 per night

801 Mammoth Cave Street
Cave City, KY 42127
270.773.2030

Comfort Inn: \$70 per night

819 Sanders Street
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270.773.3335





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2014 SAFETY CONFERENCE

KENTUCKY MUNICIPAL ENVIRONMENTAL
SAFETY & HEALTH ASSOCIATION (KMESHA)

COME
TO THE
CAVE

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