

Kingman Connection



OCTOBER 2013

City of Kingman's Employee Newsletter

Our Mission: "To Build a Bridge of Open Communication Between Employees Across All Departments"

HEALTH & SAFETY THEME

Cancer Awareness Month

October is Breast Cancer Awareness Month on a National level. NFL players wear pink shoes or pink ribbon logos on their uniforms; all around the country organizations are hosting walks and various fundraising efforts are taking place for this very important cause.

Here locally, the City of Kingman's employees are pulling together to help raise cancer awareness and funds for the Kingman Cancer Care Unit. On October 19th, 10:30 a.m at KRMC parking lot along Western Ave, 1,000 ribbons will fall from the sky as our effort to raise funds for our families, friends and neighbors of Kingman who are affected by cancer.

The ribbon falling closest to the target will win a spectacular barbeque grill and the second closet ribbon will win \$250 in cash.

You can purchase a ribbon from HR staff for \$3 per ribbon or \$10 for four ribbons. We have until October 18th to sell 1,000 ribbons. We need your help to accomplish this goal, buy your ribbon TODAY!

A special thank you to all the City employees assisting with the event, KRMC for hosting the event, MTC staff and inmates who donated the beautiful hand-painted grill, and to Taco Bell/Pizza Hut for donating the ribbons.



Other events this year include the 3rd Annual Pitchin' for Cancer a horseshoe event was held in September by

(Continued on page 6)

Each year over 230,000 men will be diagnosed with prostate cancer and about 30,000 will die of it.

DETECT CANCER EARLY, GET SCREENED!

A

ttention Men 40 and Over!!

Or younger if you have prostate cancer in the family

**PROSTATE ONSITE PROJECT WILL BE IN KINGMAN
OCTOBER 10TH**

Appointments required - CALL TODAY 800-828-6139
ON-SITE LOCATION DATE & TIME:

Public Works, 3700 E Andy Devine
⇒ Thursday, October 10, 2013 - 6:00am-10:00am

This benefit is provided for City of Kingman Employees & Eligible Dependents covered on our medical plan.

The cost of the Prostate Specific Antigen (PSA) testing is covered at 100%, no cost. The exam will be changed to a member's preventive benefit at \$65 and will come out of our annual \$500 benefit so there's not out of pocket cost for you.

Screening includes: PSA (Blood Test), DRE (Digital Rectal Exam), Testicular Exam and a Doctor Consultation.

**PARTICIPANTS WILL BE ENTERED INTO WIN A 32" FLAT
SCREEN PROSCAN TV**



SAFETY ROUND-UP



It's time for Fire Prevention Week, and from October 6-12 Kingman Fire Department is joining forces with the nonprofit National Fire Protection Association (NFPA) to remind local residents to 'Prevent Kitchen Fires.' During this year's fire safety campaign, fire departments will be spreading the word about the dangers of kitchen fires--most of which result from unattended cooking--and teaching local residents how to prevent kitchen fires from starting in the first place.

According to the latest NFPA research, cooking is the leading cause of home fires. Two of every five home fires begin in the kitchen--more than any other place in the home. Cooking fires are also the leading cause of home fire-related injuries.

"Often when we're called to a fire that started in the kitchen, the residents tell us that they only left the kitchen for a few minutes," said Keith Eaton, Assistant Fire Chief and Fire Marshal for the City of Kingman. "Sadly, that's all it takes for a dangerous fire to start. We hope that Fire Prevention Week will help us reach folks in the community before they've suffered a damaging lesson."

Among the safety tips that firefighters and safety advocates will be emphasizing:

- ★ Stay in the kitchen when you are frying, grilling, broiling, or boiling food.
- ★ If you must leave the room, even for a short period of time, turn off the stove.
- ★ When you are simmering, baking, or roasting food check it regularly, stay in the home, and

...continued on page 3

City Golf League Results

08/28/2013: City Golf League

1st Place 32 (-4)	Dan Theel Joel Freed Cotton Winters	
2nd Place 35 (-1) (Tie)	Ernie Dollarhide Mike Godfrey Burley Hambrick	Nathan McDaniels Chris Weaver Charley Brown
3rd Place 37 (+1)	Roy Ratliff Russ Brooks Harry White	
4th Place 39 (+3)	Bill Barnes Karen Lopez Bill Johnston	
Closest to the pins:	#6 Karen Lopez #8 Joel Freed	

09/18/2013: Realtor Golf

1st Place 30 (-6) (Tie)	Doug Potokar Russ Brooks Marjorie Stone Bill Johnston	Brad Abraham Tom Teske Harry White
3rd Place 33 (-3) (Tie)	Bill Fogg Kathy Dunton Nathan McDaniel	Roy Ratliff Charley Brown Dave Towne

"Caught Being Safety Smart"

To nominate someone for a Safety Smartie award please send Linda Semm an email or give her a call. It only takes a moment and just like safety, can make a big difference by recognizing someone doing the job right.



Recipes for Success...

Chicken with Brussels Sprouts and Mustard Sauce

Makes: 4 servings

Recipe Time: 40 minutes

Ingredients

2 tablespoons olive oil, divided
4 (6 ounce) skinless, boneless chicken breast halves
3/8 teaspoon salt, divided
1/4 teaspoon freshly ground black pepper
3/4 cup fat-free, lower-sodium chicken broth, divided
1/4 cup unfiltered apple cider
2 tablespoons whole-grain Dijon mustard
2 tablespoons butter, divided
1 tablespoon chopped fresh flat-leaf parsley
12 ounces Brussels sprouts, trimmed and halved

Preparation

1. Preheat oven to 450°
2. Heat a large ovenproof skillet over high heat. Add 1 tablespoon oil. Sprinkle chicken with 1/4 teaspoon salt and pepper; add to pan. Cook 3 minutes or until browned. Turn chicken; place pan in oven. Bake at 450° for 9 minutes or until done. Remove chicken from pan; keep warm. Heat pan over medium-high heat. Add 1/2 cup broth and cider; bring to boil, scraping pan to loosen browned bits. Reduce heat to medium-low; simmer 4 minutes or until thickened. Whisk in mustard, 1 tablespoon butter and parsley.

3. Heat remaining 1 tablespoon oil and 1 tablespoon butter in large nonstick skillet over medium-high heat. Add Brussels sprouts; sauté 2 minutes or until lightly browned. Add remaining 1/8 teaspoon salt and 1/4 cup broth to pan; cover and cook 4 minutes or until crisp-tender.

Serve sprouts with chicken and sauce. Photo below shows a pairing with Rosemary Potatoes (not included with recipe provided).

Nutrition facts per serving:

Calories: 355
Fat: 14.9 g
Saturated fat: 5.2 g
Monounsaturated fat: 7 g
Polyunsaturated fat: 1.5 g
Protein: 42.8 g
Carbohydrate: 11.6 g
Fiber: 3.5 g
Cholesterol: 114 mg
Iron: 2.6 mg
Sodium: 647 mg
Calcium: 61 mg

Robin Bashinsky, Cooking Light
DECEMBER 2011

<http://www.myrecipes.com/recipe/chicken-brussel-sprouts-50400000117840>



Fire Prevention Week, Preventing Kitchen Fires, continued:

use a timer to remind you.

- ★ If you have young children, use the stove's back burners whenever possible. Keep children and pets at least three feet away from the stove.
- ★ When you cook, wear clothing with tight-fitting sleeves.
- ★ Keep potholders, oven mitts, wooden utensils, paper and plastic bags, towels, and anything else that can burn away from your stovetop.
- ★ Clean up food and grease from burners and stovetops.

Fire Prevention Week is actively supported by fire departments.

Chimney Safety

With the summer months drawing to a close, remember it's time to make sure your chimney is ready for the winter months ahead. All chimneys

and flue-ways should be cleaned and checked to ensure they're free from debris and in full working order before the heating season. A blocked or defective chimney can cause carbon monoxide poisoning as well as a fire.

Make sure your chimney is swept regularly by a registered chimney sweep company and that you have working smoke alarms in your home and test them once a week.

<http://www.csia.org/>





Stop the Spread of Germs at Work

How Germs Spread

Illnesses like the flu (influenza) and colds are caused by viruses that infect the nose, throat, and lungs. The flu and colds usually spread from person to person

when an infected person coughs or sneezes.

What can you do to stay healthy?

- ★ Cover your mouth and nose when you sneeze or cough

Cough or sneeze into a tissue and then throw it away. Cover your cough or sneeze if you do not have a tissue. Then, clean your hands, and do so every time you cough or sneeze.

- ★ Clean your hands often

Wash your hands -- with soap and warm water -- then rub your hands vigorously together and scrub all surfaces. Wash for 15 to 20 seconds. It is the soap combined with the scrubbing action that helps dislodge and remove germs. When soap and water are not available, alcohol-based disposable hand wipes or gel sanitizers may be used. You can find them in most supermarkets and drugstores. If using a gel, rub the gel in your hands until they are dry. The gel doesn't need water to work; the alcohol in the gel kills germs that cause colds and the flu.

- ★ Avoid touching your eyes, nose, or mouth

Germs are often spread when a person touches something that is contaminated with germs and then touches their eyes, nose, or mouth. Germs can live for a long time (some can live for 2 hours or more) on surfaces like doorknobs, desks, and tables.

- ★ Stay home when you are sick and consult a health care provider when needed

When you are sick or have flu symptoms, stay home, get plenty of rest, and consult a health care provider as needed. Your employer may need a doctor's note for an excused absence. Remember: Keeping your distance from others may protect them from getting sick. Common symptoms of the flu include:

- fever (usually high)
- headache
- extreme tiredness
- cough
- sore throat
- runny or stuffy nose
- muscle aches, and
- nausea, vomiting, and diarrhea, (more common among children than adults)

For more information, visit www.cdc.gov/flu, or call the CDC Flu Information Line at (800) CDC-INFO.

DID YOU MISS THE FLU SHOTS IN SEPTEMBER?

If you did, you haven't missed out!

Flu shots can be obtained at local pharmacies while supplies last. (check OPTUM RX for covered pharmacies)

No out-of-pocket costs to you and your covered dependents.

Just show your NAEBT medical insurance card!

Health Insurance Marketplace Notice

Recently, HR mailed to every employee's home address of record a notice regarding the Healthcare Insurance Marketplace. This notice went to all people on the City's payroll regardless of benefit eligibility. All employers have a responsibility to provide their employees the notice by October 1, 2013.

The notice is just that, a notice. The purpose of the Notice is to inform you of the existence of the Health Insurance Marketplace, give you a description of the services provided, give information about subsidized coverage opportunities and tell you how to contact the Health Insurance Marketplace to request assistance.

The Notice also warns you of the loss of favorable tax treatment from your City-sponsored health coverage, if you purchase coverage through the Marketplace instead of through your City sponsored plan (if otherwise eligible). In addition, if you purchase coverage through the health insurance marketplace, you will lose any City contribution toward the cost of employer-provided coverage.

As you review the federally required Notice, keep in mind that any employee who has access to affordable, minimum value coverage (as the law defines it) is not eligible for subsidized coverage through a Health Insurance Marketplace. City of Kingman employees covered under or eligible for a City of Kingman Health Plan have access to affordable, minimum value coverage under the law and so are unlikely to qualify for subsidized coverage through the Marketplace.



Upcoming Wellness
event...

Fitness Assessment

November 20–21, 2013

Fitness Assessment are coming to the City of Kingman. The assessments will be held on November 20 -21 at the Kingman Police Department.

The Physical Fitness Age score is calculated by comparing the value obtained from the fitness test and comparing it to the respective age group using the ACSM (American College of Sports Medicine) normative database. A score above the chronological age will reflect an out of range value and a score below will reflect good value.

The physical fitness age will calculate using the scores from the following parameters.

- ⇒ Body fat %
- ⇒ 1 Minute Abdominal Curl Test
- ⇒ Maximum Push-Ups (standard push-ups for males and modified push-ups for females)
- ⇒ Sit & Reach Flexibility Test (Right and Left leg will be averaged)
- ⇒ Submaximal two stage treadmill test using extrapolation to predict Max V02. EKG monitoring will be utilized to accurately measure heart rate to accurately measure heart rate to rhythm abnormalities.

Cost is \$100.00 towards the annual wellness benefit.

More information will be forthcoming!



Lifestyle Improvement For Everyone

Ask HR...

Personnel Rules & Regulations

Did you know the City of Kingman Personnel Rules and Regulations are located on cityweb? Simply type in cityweb in the address bar of your browser to any computer connected to the City's network.

Rule 1 of the Personnel Policy addresses personnel administration. City Council creates policy of the City and the City Manager along with City employees implement the policy set by Council.

The City Manager is the policymaking authority in the formulation of personnel policies, to prescribe policies, and administer policies and procedures with the aim of facilitating personnel administration for the City departments.

Rule 1 also outlines the administration and enforcement of the personnel policies. The City Manager, or his/her designated representative, will be charged with the responsibility for the administration of these policies and procedures. It is the Department Director's and Supervisor's responsibility to follow up and implement these policies and administrative guidelines.

Additionally, Rule 1 addresses the interaction of the personnel rules and department rules as well as outlines any violation of the Personnel Rules.

...Rule 2 covered in next issue.

Cancer Awareness Activities (continued)

Melvin Dubay. Proceeds to benefit Kingman Cancer Care Unit. Another successful event by Melvin, good job!

Also, the Kingman Police Department is selling Name the Pink Police Car raffle tickets for \$1 each or six for \$5 for a chance to name the car. The winning ticket will be drawn on October 19th. Proceeds benefiting Kingman Cancer Care Unit. The winner will name the car and be honored at next year's Andy Devine Days parade.

City Council Member Erin Cochran and Mayor Janet Watson are hosting the "Walk a Mile in Their Shoes" event which was a very successful fundraising effort last year, also benefiting the Kingman Cancer Care Unit. This year's event will be held on Saturday, October 5th at 10:00 a.m. Contact Erin Cochran to sign up 928 279-8367 or pick up a registration at the City Complex.

Other events that we would like to highlight include the PINK PIG Out Challenge at Redneck's BBQ. The 2013 event will be held on Saturday, Oct 5th at noon. Come support those brave enough to pig out on 5lb pulled pork sandwich.



We are very pleased to announce that on Saturday, October 19th we will once again have our Pink Heals Kingman parade walk and ceremony with local public safety vehicle honking their horns honoring cancer survivors and their supporters.

This year's event will include a Walk beginning at 8:30 a.m. from the parking lot in front of Home Style Furniture (next to Ross) to KRMC pavilion behind Del E Webb Wellness Center. Everyone is invited to walk in the procession wearing pink or any other color that represents a type of cancer. People are encouraged to dress creatively and carry signs or other props as a show of support for cancer survivors or as remembrance of a friend or loved-one who had the disease.

The Pink Ribbon Drop will happen at 10:30 in the parking of KRMC and coinciding with these events, KRMC's Women's Health Expo is scheduled from 10:00 a.m. to 2:00 p.m. in the KRMC Medical Professional Building.

Employees in practically every department are helping to coordinate this public event. We greatly appreciate everyone's team efforts to make this possible.

PINK HEALS KINGMAN—OCTOBER 19TH

- ★ Walk—8:30 parking lot of Home Style Furniture
- ★ Celebration—9:30 KRMC Pavilion (behind Wellness Center)
- ★ Pink Ribbon Drop—10:30 KRMC parking lot
- ★ Women's Health Expo—10:00 KRMC Medical Professional Building

October Birthdays

Pam VandeKrol	1
Janet Watson	1
Karly Wyatt	5
Linda Dorado-Corwin	6
Gary Higgins	6
Andrew Rucker	7
John Wells	7
Doug Letcher	9
Diane Richards	10
Fred Warring	10
Trinna Ware	11
Sandi Brice	12
Dean Pethers	12
Rachel Richmond	12
Jesse Carranza	13
Melissa Timm	13
Curt Schrade	14
Mike Prior	15
Chris Kimrey	18
Vicki Sandsness	18
Stacey Mayo	24
Mark Olivas	24
Joe Cowin	25
Kathy Finch	27
Todd Foster	28
Lisa Brasher	29
Matt Klenke	30
Amanda Sanne	30

To nominate someone for a "smiley" - send an email to Linda or Cheryl in HR.





FALL PROTECTION

FALLS ARE THE LEADING CAUSE OF DEATH IN CONSTRUCTION. In 2010, there were 264 fall fatalities (255 falls to lower level) out of 774 total fatalities in construction. These deaths are preventable.

Falls can be prevented and lives can be saved through three simple steps:

- Plan
- Provide
- Train

You can fall from any height and be seriously injured or killed. In the construction industry, as well as any other industry, when falls from heights happen, they're usually very serious. Some people have actually stated that falls from less than 10 feet can't hurt you. They are seriously mistaken because falls from almost any height can cause serious injury or death, that's why it's important to have fall protection and the knowledge to prevent these falls.

FACT: Last fiscal year one of the City of Kingman's largest claims was from a fall of less than 10 feet. The injured worker was out of work for several months and had serious injury.

What is fall protection? Basically, it's something that keeps you from falling from a certain height. **Whenever you're working six or more feet high, OSHA requires fall protection.**

Before you work from any height:

PLAN ahead to get the job done safely. When working from heights, such as ladders, scaffolds, and roofs, employers must plan projects to ensure that the job is done safely. Begin by deciding how the job will be done, what tasks will be involved, and what safety equipment may be needed to complete each task.

When evaluating a job, employers should include safety equipment in the evaluation, and plan to have all the necessary equipment and tools available at the work site. For example, in a roofing job, think about all of the different fall hazards, such as holes or skylights and leading edges, then plan and select fall protection suitable to that work, such as personal fall arrest systems (PFAS).

PROVIDE the right equipment. Workers who are six feet or more above lower levels are at risk for serious injury or death if they should fall. To protect these workers, employers must provide fall protection and the right equipment for the job, including the right kinds of ladders, scaffolds, and safety gear.

Different ladders and scaffolds are appropriate for different jobs. Always provide workers with the kind they need to get the job done safely. For roof work, there are many ways to prevent falls. If workers use personal fall arrest systems (PFAS), provide a harness for each worker who needs to tie off to the anchor. Make sure the PFAS fits, and regularly inspect all fall protection equipment to ensure it's still in good condition and safe to use.

TRAIN everyone to use the equipment safely. Falls can be prevented when workers understand proper set-up and safe use of equipment, so they need training on the specific equipment they will use to complete the job. Employers must train workers in hazard recognition and in the care and safe use ladders, scaffolds, fall protection systems, and other equipment they'll be using on the job.

Supervisors: You are responsible for the safety of the work site. Ensure that a Fall Control Program is developed and implemented for your areas of responsibility. Make sure your employees are following policy and working safely.

Employees: Evaluate the need for fall arrest equipment and fall prevention systems such as ledges, unprotected scaffolding, elevated walkways, platforms roof, etc. Consider the hazards that may be present. Consider the use of temporary scaffolding, handrails, aerial lifts, etc. Anticipate the unexpected and discuss possible hazards with your supervisor. Comply with all safety rules; and properly maintain and inspect fall arrest equipment and systems.

DON'T LET YOU GUARD DOWN...WATCH FOR HAZARDS; REPORT UNSAFE CONDITIONS!

Appreciation

We believe the City of Kingman has some of the most outstanding employees in the community. Your co-workers and the customers we serve agree! We would like to share some of the thoughtful words received about our dedicated team.

ADMIRATION

**Craig Ellingson
Parks & Recreation**

For going above and beyond and working extra hard to accommodate teams and putting together a volleyball schedule.

Thanks

Pam Van de Krol

Gabe Johns

Finance

Thank you for always going that extra mile and letting me interrupt your busy day to get a special request from our department done.

Grateful

Gratitude

**Guy Reynolds
Parks & Recreation**

For making safety awareness a priority.
Great Job!

Kudos

**Mel Dubay
Larry Dubay
Karen Fogg**

GREAT JOB in making the 3rd Pitchin for Cancer Horseshoe Tournament a Big Success!

October Employment Anniversaries

Parks	Terri Morrison	27 years
Engineering	Roger Conrath	26 years
Fire	Kelly Johnson	15 years
Street	Mike Williamson	12 years
Info Tech	Joe Clos	12 years
Dev Services	Don Anderson	10 years
Police	Bryan Bredenkamp	9 years
Fire	Joe Cowin	9 years
Fire	Brandon Medlin	9 years
Fire	Joseph Meins	9 years
Fire	Tanner Miller	9 years
Fire	David Ravenberg	9 years
Fire	Andrew Rucker	9 years
911 Dispatch	April Hanss	7 years
Transit	Cynthia Heatley	7 years
Police	Evan Hopper	4 years
Water Operating	Robert McFadyen	4 years
Finance	Pam Van de Krol	3 years
Building Maint	Stan Mills	2 years
911 Dispatch	Mandy Deets	2 years
911 Dispatch	Adam Lucier	1 year



Retirees

Bill Couch

Public Transit Operator

7 years of service

Robin Foreman

Administrative Assistant

9 years of service

Congratulations and Best Wishes!



Welcome New Hires

Honey Bahre	Court Clerk	Municipal Court
Brian Kelly	Public Transit Operator	Transit
Lisa Brasher	Administrative Secretary	Police

...and new Council Member, Jen Miles

Mark your calendars

OCTOBER 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 	3	4	5 
6	7	8	9	10	11 	12
13	14	15	16	17	18	19 
Turn the Town Pink—Pink Week						
20	21	22	23	24	25 	26
27	28	29	30	31	 Happy Halloween 	

Pay Days

Friday, Oct 11th; Oct 25th

- Walk Away From Drugs 10/2 – 5:30 pm
- Walk A Mile in Their Shoes 10/5 – 10:00 am
- Pink Pig Out 10/5–12:00 pm
- Insurance Committee Meeting 10/10–10:00 am
- General Safety Committee Meeting 10/15–9:00 am
- Pink HEALS Kingman 2013 10/19 – 8:30 am
- Pink Ribbon Drop 10/19–10:30 am