



**MINUTES OF A REGULAR
SAFETY COMMITTEE MEETING**

FEBRUARY 22, 2018

MEMBER REPRESENTATIVES

Chair:

Co-Chairs:

Board Directors:

Bargaining Unit Members Association (BUMA):

Customer Services Department:

District Employees Association (DEA):

DCM Water Treatment Plant:

Engineering Department:

Finance Department:

Operations Department:

Water Reclamation Facility:

Safety SUB-Committee:

Adam Calm, Dan Nevitt, Kevin Gerken

Recorder:

ATTENDEES

Kimberly A. Thorner, General Manager

Tom Wood, Human Resources Manager

Joseph Mackey, Safety/Risk Compliance Administrator

Robert F. Topolovac

Gerald E. Varty

Adam Calm, Systems Operator II

Brian Sodeman, Cust Serv & Public Affairs Supervisor

Cathy Collier, Project Accountant II

Tom Arellano, Water Treatment Facilities Supervisor

George Briest, Engineering Manager

Rainy Selamat, Finance Supervisor

Dave Smith, Operations Manager

Dan Bean, Operations Supervisor-Construction

Sean Peterson, Backflow & Cross Connection Coord I

Kevin Gerken, Utility III

Leslie Naritelli, Records & Contracts Coordinator, HR Dept.

Committee Chair, Kimberly Thorner, called the meeting to order at 8:00 A.M. and called the roll. Directors Topolovac and Varty were present.

3. ADOPTION OF AGENDA

George Briest moved to adopt the Agenda, seconded by Dan Bean and carried.

4. PUBLIC COMMENTS

There was no one present for public comment.

5. CONSIDER APPROVAL OF THE MINUTES OF THE DECEMBER 21, 2017 REGULAR SAFETY COMMITTEE MEETING

Tom Wood moved to approve the minutes of the December 21, 2017 Regular Safety Meeting, seconded by Dan Bean and carried.

6. CONSENT CALENDAR:

C-a. CONSIDER APPROVAL OF THE MARCH / APRIL 2018 TRAINING CALENDAR

Director Varty moved to approve the Consent Calendar, seconded by George Briest and carried.

7. CONSIDER AN INFORMATIONAL REPORT ON THE "SAFETY HAS NO QUITTING TIME" (SHNQT) PROGRAM

Joe Mackey reported on the injury, vehicle, and property statistical information provided in the Board packet.

8. CONSIDER REVIEW OF EMPLOYEE INJURIES, VEHICLE ACCIDENTS AND SAFETY REPORTS (IF NECESSARY)

Joe Mackey stated that there were no injuries to report.

9. CONSIDER A REPORT ON THE AMMONIA LEAK FOUND DURING ROUTINE INSPECTION OF THE AMMONIA FEED INJECTION FACILITY (AFIF) VAULT

Tom Arellano reported that this incident was discovered during a scheduled chemical delivery by WTP Operator Joel Holt. When the Ammonia Feed Injection Facility (AFIF) Vault was opened, it was partially filled with ammonia due to a leak on the primary injection line. Joel followed District protocol by isolating the leak and stopping it by placing the backup injection line into service.

Tom Arellano stated that the Dept. of Environmental Health (DEH) was contacted and determined that this was not a reportable incident as the ammonia chemical was 100% contained, and there was no release into the environment. He stated that during an inspection a couple of years ago, the DEH recommended that the AFIF Vault be sealed at the bottom. This recommendation was completed back then and the vault was sealed to protect the environment. This safeguard stopped any potential problems with this incident.

The ammonia chemical is delivered to the AFIF Vault approximately every 2 weeks and the vault is routinely inspected at that time. There is no further action necessary.

10. CONSIDER A DEMONSTRATION OF THE MSA ALTAIR 5X CONFINED SPACE MONITORS

Adam Calm provided a demonstration of a new Confined Space Monitor; he stated that this is a much more efficient way to keep track of employees entering a vault. The Blue Tooth sinks up

with the employee's Smart Phone to record and notify of their exact location. It also informs the location of those employees within the vicinity should backup be necessary.

Adam Calm stated that this new monitor will eliminate the lone worker having to call into the District's front desk to inform them of their location, the time they enter the vault, and the time that they exit the vault.

Committee Chair Thorner stated that the front desk currently has the capability to locate employees when entering a vault/confined space with GIS; she requested that the front desk also have the capability to use the MSA Altair 5X Confined Space Monitor. Joe Mackey will look into updating the front desk from GIS to this Bluetooth Monitor system.

11. CONSIDER A REPORT ON THE NEW WHITE NOISE BACK-UP ALARMS FOR DISTRICT VEHICLES

Joe Mackey reported that a District customer working from his home and living in close proximity to the District's headquarters had complained that he could constantly hear our equipment's backup alarms. Backup alarms on District vehicles/equipment is OSHA required. Joe Mackey along with George Briest, Chad Williams, and Marvin Cohen met with the homeowner in his backyard; Joe Mackey then called an employee to test the new OSHA approved White Noise Back-Up Alarm. The homeowner was quite happy not to hear it.

Joe Mackey stated that the District has now installed the new alarm on two backhoes, a dump truck, and a crew truck. All trucks that do not have clear visibility when backing up will have the new white-noise alarm installed. He also stated that District employees will be trained to recognize the new alarm sound.

12. CONSIDER THE PROPOSED LANGUAGE FOR THE DISTRICT'S INDEMNITY PROVISION FOR CONTRACTS AND PURCHASE ORDERS RELATED TO WATER AND WASTEWATER TREATMENT CHEMICALS

Dave Smith stated that local agencies in San Diego County were surveyed and a committee reviewed the practices and indemnity language of those agencies. He stated that Rainy Selamat helped him tremendously using her contacts with other agencies throughout the county. Several workshops were held to develop and compose the indemnity language for the District's agreements/contracts and purchase orders being presented today. Dave Smith reported that the District is now using this indemnity provision for new vendors and that current vendors will be phased into the new agreement/contract or purchase order.

13. CONSIDER A REPORT ON THE APPLICATION SUBMITTED TO ACWA/JPIA FOR THE LABOUNTY AWARD FOR THE DISTRICT'S FABRICATED VALVE KEY USED TO EXERCISE THE DAM VALVE AT THE 4S WATER RECLAMATION FACILITY WET WEATHER STORAGE POND

Committee Chair Thorner stated that Director Watt, who is a member of ACWA/JPIA, had suggested that the District apply for the ACWA/JPIA LaBounty Award nominating the District's Dam Valve at the 4S WRF Wet Weather Storage Pond.

Dave Smith stated that the Nomination Form was submitted under Ergonomics/Falls as it best describes the risk reduction. An adaptor was created to connect directly to the valve exercise machine that now does all of the work. In the past, two employees would have to turn the valve 125 times manually on uneven surfaces, requiring a consistent 150-200 foot pounds of continuous torque to cycle the valve which is physically strenuous. Dave Smith stated that this is a great invention and he looks forward to hearing the outcome of the LaBounty Award.

Committee Chair Thorner stated that she believes there are other good ideas that could be nominated for the LaBounty Award and would like to see them presented to the Safety Committee and submitted. She requested that Agenda Items 12 and 13 be sent to Director Larry Watt as he was a former member of the Safety Committee who fostered these two items.

14. CONSIDER THE CALENDAR YEAR (CY) 2017 SAFETY RECOGNITION AS PROPOSED BY THE SAFETY SUB-COMMITTEE

Joe Mackey reported that the safety goals for CY 2017 have been met. The Safety Sub-Committee voted to provide a choice of either a \$200 gift-card from Home Depot or Amazon to the District employees. A Safety Recognition Luncheon is planned for March 21st with street taco catering to celebrate the District's accomplishments.

Director Topolovac moved to approve the Safety Sub-Committee's recommendation to offer a choice of a \$200 Home Depot or Amazon gift-card to the District employees, and to hold the Safety Recognition Luncheon on March 21st serving street taco catering, seconded by Rainy Selamat and carried.

15. CONSIDER A REPORT ON JANUARY AND FEBRUARY SAFETY/RISK COMPLIANCE ACTIVITIES

Joe Mackey reported on the Safety/Risk Compliance Activities as provided in the Safety Committee Packet.

16. CONSIDER SAFETY ACTION ITEMS ASSIGNED / COMPLETED

The following action items were discussed and removed, added or remained on the list:

- a. The language for the indemnity provision for contracts and purchase orders approved by the General Manager was presented at today's meeting.
- b. It is expected that the Business Continuity Plan (BCP) will be presented to the Safety Committee in Closed Session at the April 26, 2018 meeting.
- c. Joe Mackey will schedule the "Back Injury Prevention" training class for all employees.
- d. A demonstration of the MSA Altair 5x Confined Space Monitors was presented to the Safety Committee at today's meeting.
- e. The District applied for the LaBounty Award for the fabrication of a simplified method to exercise the dam valve at the 4S WRF Wet Weather Storage Pond; the LaBounty Award Nomination will remain on the Safety Action Items list as a standing Item.
- f. Caught Being Safe (CBS) certificates were presented to Dan Gomez, Kelvin Ku, and John Gonzales.

17. CONSIDER FUTURE AGENDA ITEMS

Committee Chair Thorner stated that much of the safety discussion now involves cyber issues and requested that someone from the I.T. Department attend the Safety Committee meetings; the committee concurred. She asked Dave Smith to appoint someone from I.T. to provide reports as necessary to the Safety Committee.

18. CLOSED SESSION (If Necessary)

There was no closed session.

19. ADJOURNED

Committee Chair Thorner adjourned the meeting at 8:59 A.M. The next Safety Committee meeting is scheduled for Thursday, April 26, 2018 at 8:00 A.M. in the Boardroom.

ATTEST:

Robert F. Topolovac
Board Director
Olivenhain Municipal Water District

Gerald E. Varty
Board Director
Olivenhain Municipal Water District