



**MINUTES OF A REGULAR
SAFETY COMMITTEE MEETING**

FEBRUARY 28, 2019

MEMBER REPRESENTATIVES

Chair:

Co-Chair(s):

Board Directors:

Bargaining Unit Members Association (BUMA):

Customer Services Department:

District Employees Association (DEA):

DCM Water Treatment Plant:

Engineering Department:

Finance Department:

Operations Department:

Telemetry and Information Technology:

Water Reclamation Facility:

Safety SUB-Committee:

Adam Calm, Dan Nevitt, Kevin Gerken, Tong Tang

Additional Employee Attendees:

Recorder:

ATTENDEES

Kimberly Thorner, General Manager

Joseph Mackey, Safety/Risk Compliance Administrator
Tom Wood, Human Resources Manager

Robert F. Topolovac

Adam Calm, Systems Operator II

Jeff Anderson, Park Supervisor

None

Tom Arellano, Water Treatment Facilities Supervisor

George Briest, Engineering Manager

Rainy Selamat, Finance Manager

Dave Smith, Operations Manager

Dominic Brunozzi, Pump/Motor Tech II

Jason Emerick, Water Reclamation Operator Level III

Dan Nevitt, Instrument Control Tech I

Tong Tang, Field Services Technician I

Dan Bean, Operations Construction Supervisor

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; Director Topolovac was present; Director Kephart was absent.

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 20, 2018 REGULAR SAFETY COMMITTEE MEETING

Director Topolovac moved to approve the minutes of the December 20, 2018 Regular Safety Meeting, seconded by Dan Bean and carried.

6. CONSENT CALENDAR:

C-a. CONSIDER APPROVAL OF THE MARCH/APRIL 2019 TRAINING CALENDAR

This item was pulled as Joe Mackey had additional information to add to the Training Calendar. Joe Mackey added the following training classes to his calendar:

- March - Traffic Control Class
- April - Trench Excavation Safety Class

Rainy Selamat moved to approve the Consent Calendar as amended, 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.

Committee Chair Thorner asked if there are differences in the definition of preventable and non-preventable incidents between OSHA and the District. Joe Mackey stated yes, OSHA considers all incidents to be preventable. There was discussion with regard to the reporting of lost time when an employee uses vacation or sick time following an incident. Committee Chair Thorner asked that an item be placed on the April 25, 2019 Safety Committee Agenda for discussion of the differences between OSHA and the District when conducting an inquiry following an incident.

Joe Mackey will place this item on the April 25, 2019 Agenda for discussion.

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

Joe Mackey stated that he had three accidents/incidents to report.

- 1) An employee was stopped at a light and hit from behind by another vehicle. The person who hit him had come around the corner hitting Truck #36's tailgate and pushing it several feet forward. The employee did not hit anyone in front of him. This employee is now on modified duty. Joe Mackey had determined this incident to be non-preventable. The Committee concurred.

- 2) Joe Mackey stated that last night an employee re-injured his back while hooking up a portable-toilet. Because this injury just happened last night, we do not have a report from the doctor as yet. However, he determined this incident to be non-preventable. Following discussion, this incident was tabled to establish whether this was a re-injury occurrence.
- 3) Joe Mackey also reported that an employee had miss-stepped out of a truck and rolled (sprained) his ankle; he determined this incident to be preventable. The question was asked whether the employee stepped out onto gravel or blacktop; Joe Mackey responded blacktop. Following discussion, the Committee asked to re-visit this incident at the next meeting to report an update as to whether the employee exited his truck properly.

Joe Mackey will provide an updated report on the incident reported under #3 above at the April Safety Committee meeting.

9. CONSIDER REPORT ON THREE (3) DAY TRAINING HELD JANUARY 2019 AT ELFIN FOREST RECREATIONAL RESERVE WITH RANCH SANTA FE FIRE PROTECTION DISTRICT PERSONNEL

Jeff Anderson gave a presentation on the rescue training held at the Elfin Forest Recreational Reserve (EFRR) in coordination with the San Diego Sheriff and CALFIRE. He stated that the training involved scenario rescues using the San Diego Sheriff's helicopter whereby the pilot is a Sheriff along with CALFIRE personnel to perform the rescue. He stated that the training was a great success and provided better communication skills which will be helpful and safer for park visitors when conducting an actual lifesaving event at the EFRR.

The Committee thanked him for his very informative presentation.

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

Joe Mackey reviewed the Safety/Risk Compliance Activities as provided in the Safety Committee Packet and added the following information:

- The County HazMat inspections at the Midpoint Pump Station, Neighborhood-1 Sewer Pump Station, and the 4S Ranch Water Reclamation Facility were excellent as all three (3) facilities were very clean and well maintained.
- The 800MHz Radio test with the Elfin Forest Recreational Reserve, 4S Ranch Water Reclamation Facility (4S Ranch WRF), and the Safety Office went very well. John Onkka volunteered to participate from the 4S Ranch WRF and with this being his first time, he did a great job.

Following review of the January/February activity list, Committee Chair Thorner asked about the monthly checklist for Project Heartbeat – Automatic Emergency Defibrillator (AED). She also asked if an update should be provided to the employees on how to use an AED and where they are located. Joe responded that complete AED training is provided in the First Aid/CPR/AED class; he stated that all employees who have contact with the public are required to take the training. Joe Mackey will resend an email to all employees showing the locations of the District's AEDs.

Joe Mackey also stated that the average life of an AED is between seven (7) and ten (10) years; however, the majority of the District's AEDs are now reaching 13 years in service. Committee Chair Thorner asked that Joe Mackey look into the costs to replace the outdated AEDs. There was discussion as to whether the District should place additional AEDs in certain facilities to provide better coverage for the District employees and the public. Joe Mackey stated that perhaps we should establish a timeline for the life of the AEDs and when to replace them to prevent the possibility of an AED not working when needed. He will provide a comprehensive report at the April Safety Committee meeting.

11. CONSIDER SAFETY ACTION ITEMS ASSIGNED / COMPLETED

Joe Mackey reviewed the Safety/Risk Compliance Activities as provided in the Safety Committee Packet. The following action items were added:

- a. Take a comprehensive look at the AEDs and the redundancy at the satellite facilities.
- b. Review OSHA rules regarding the classification of what constitutes lost time.

13. CONSIDER FUTURE AGENDA ITEMS

There were no additional items added to what was already discussed to be placed on the April Agenda.

14. CLOSED SESSION (If Necessary):

There was no Closed Session.

15. ADJOURNED

Committee Chair Thorner adjourned the meeting at 8:50 A.M. The next Safety Committee meeting is scheduled for Thursday, April 25, 2019 at 8:00 A.M.

ATTEST:

Robert F. Topolovac
Board Director
Olivenhain Municipal Water District

Kimberly Thorner, Safety Committee Chair
General Manager
Olivenhain Municipal Water District