



**MINUTES OF A REGULAR
SAFETY COMMITTEE MEETING**

APRIL 26, 2018

MEMBER REPRESENTATIVES

Acting Chair:

Co-Chair:

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

George Briest, Engineering Manager

Joseph Mackey, Safety/Risk Compliance Administrator

Robert F. Topolovac

Gerald E. Varty

Raymond Motas, Water Reclamation Operator Level III

Mark Wilson, Field Services Supervisor

Tammi Lile, Accountant I

Tom Arellano, Water Treatment Facilities Supervisor

Acting Committee Chair

Rainy Selamat, Finance Supervisor

Dave Smith, Operations Manager

Dan Nevitt, Instrument Control Tech II

John Onkka, WRF Supervisor

Adam Calm, Systems Operator II

Kevin Gerken, Utility III

Dan Bean, Operations Supervisor - Construction

Dominic Brunozzi, Pump/Motor Technician II

Evan DeWindt, WTP Operator Level IV

Gabriel Hernandez, Reclamation Operator Level IV

Nate Naugles, Pump/Motor Tech I

Leslie Naritelli, Records & Contracts Coordinator, HR Dept.

Acting Committee Chair, George Briest, called the meeting to order at 8:00 A.M. and stated that he is chairing the meeting for Kimberly Thorner, General Manager, today. He called the roll; Directors Topolovac and Varty were present.

3. ADOPTION OF AGENDA

Director Varty moved to adopt the Agenda, seconded by Dan Bean and carried.

4. PUBLIC COMMENTS

There was no one present for public comment. However, Tom Brandon of Fortress Security Consultants was at today's meeting to present the Business Continuity Plan (BCP) in the closed session.

5. CONSIDER APPROVAL OF THE MINUTES OF THE FEBRUARY 22, 2018 REGULAR SAFETY COMMITTEE MEETING

Director Topolovac moved to approve the minutes of the February 22, 2018 Regular Safety Meeting, seconded by Dan Bean and carried.

6. CONSENT CALENDAR:

C-a. CONSIDER APPROVAL OF THE MAY / JUNE 2018 TRAINING CALENDAR

Dan Bean moved to approve the Consent Calendar, seconded by Director Varty 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 he had three (3) incidents to report today.

Incident #1: The District's dump truck in the lower yard was damaged. The bed of the truck had malfunctioned and would not empty; it was necessary to physically remove the load from the bed of the truck. The truck had been driven onto the dirt to make it easier to unload; the employee tried a few times and unfortunately, the pile of dirt was not solid enough to hold the weight of the truck and ultimately pushed the bumper of the truck back into the fender. It was determined that this incident was preventable; the committee concurred.

Incident #2: Truck 31 was in an intersection waiting for traffic to move forward and was hit from behind; no one was injured. Following review, this incident was determined to be non-preventable; the committee concurred.

Incident #3: While preparing to work on a gate, a District employee was using a vector that removes dirt and mud from the street. During the cleanup, the employee lost control of the hose when the suction was released. This caused the hose to hit the employee on the side of the head pushing the ear protector into his ear causing a laceration to his ear canal. The employee was treated at Palomar Pomerado Health Clinic and returned to work with no restrictions; there was no lost time. It was stated that this employee had used the vector many times and this incident was determined to be preventable; the committee concurred.

In addition to the three (3) incidents, Joe Mackey also reported that a temporary employee was using the stainless steel banding machine and cut his finger requiring four (4) stitches. The doctor gave him a long list of restrictions and the temporary employee was sent home until he is 100% cleared. The circumstances of this incident have still to be determined as it happened just last night. Temporary employees are covered with worker's compensation insurance through the temporary agency of which they were hired and does not affect the District's safety record.

9. CONSIDER A REPORT ON MARCH AND APRIL SAFETY/RISK COMPLIANCE ACTIVITIES

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

He added the following information:

- The 800 MHz radios are expected to be replaced within the next few months; the monthly testing have had good results.
- Following today's closed session presentation regarding the purpose and pertinent information necessary for the District's Business Continuity Plan (BCP), the final review of the BCP is in the hands of the Managers; once complete, the BCP will then be reviewed by the General Manager for approval.
- The Automatic Emergency Defibrillator (AED) monthly checklist is online and keeps track of all 10 AEDs located at the District's facilities and sends an email message when necessary to re-order batteries, pads, etc.

10. 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 discussed and removed, added or remained on the list:

- a. A presentation will be provided by Tom Brandon, Fortress Security Consultants, in today's closed session.
- b. Joe Mackey provided a Tailgate session for the prevention of back injury to all employees. It is expected that a follow-up Tailgate presentation will be provided to all employees in the near future.
- c. Caught Being Safe (CBS) certificates were presented to Rudy Petrovski, Joel Holt, Teresa Chase, Dan Nevitt, Mike Salazar, Shane Sullivan, Evan DeWindt, Pierre Dreher at the March and April Employee Forums.

11. CONSIDER FUTURE AGENDA ITEMS

There were no future agenda items added at this time.

12. CLOSED SESSION:

PRESENTATION OF THE DISTRICT'S BUSINESS CONTINUITY PLAN AS AN ELEMENT OF DISASTER PREPAREDNESS AND SECURITY [Pursuant to Government Code Section 54957(a)]

The Closed Session was held from 8:34 A.M. to 8:47 A.M.

OPEN SESSION:

Nothing further to report.

13. ADJOURNED

Acting Committee Chair Briest adjourned the meeting at 8:48 A.M. The next Safety Committee meeting is scheduled for Thursday, June 28, 2018 at 8:00 A.M. in the Boardroom.

Robert F. Topolovac
Board Director
Olivenhain Municipal Water District

ATTEST:

Gerald E. Varty
Board Director
Olivenhain Municipal Water District