



**MINUTES OF A REGULAR
SAFETY COMMITTEE MEETING**

JUNE 28, 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

Jeff Anderson, Park Supervisor

Lorrie Smith, Accountant I

No Attendees

Acting Committee Chair

Rainy Selamat, Finance Supervisor

Dave Smith, Operations Manager

Dan Nevitt, Instrument Control Tech II

No Attendees

Adam Calm, Systems Operator II

Tong Tang, Field Services Technician I

Don Hussey, Operations Supervisor - Systems

Dominic Brunozzi, Pump/Motor Technician II

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

4. PUBLIC COMMENTS

There was no one present for public comment.

5. CONSIDER APPROVAL OF THE MINUTES OF THE APRIL 26, 2018 REGULAR SAFETY COMMITTEE MEETING

Director Varty moved to approve the minutes of the April 26, 2018 Regular Safety Meeting, seconded by Raymond Motas and carried.

6. CONSENT CALENDAR:

C-a. CONSIDER APPROVAL OF THE JULY / AUGUST 2018 TRAINING CALENDAR

Joe Mackey moved to approve the Consent Calendar, seconded by Rainy Selamat 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.

Joe Mackey stated that the employees are now eligible for a \$50.00 recognition award for reaching 4,434 consecutive number of days with no lost time. He suggested recognizing the employees with cards through Amazon and would like to propose this to the General Manager; he asked for a motion.

Director Topolovac moved to approve the \$50.00 Amazon recognition award to be presented to the General Manager for approval, seconded by Lorrie Smith and carried.

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

Joe Mackey stated that he had one (1) incident to report today. He stated that an employee in a District truck was stopped at a stop light and hit from behind. A woman using her cell phone did not stop. Another employee in a District vehicle was in close proximity and witnessed the incident. The employee was injured and remains off work. Joe Mackey stated that he had determined that this was a non-preventable incident; the committee concurred.

Joe Mackey also reported on the follow-up of the temporary employee who was injured using the stainless steel banding machine cutting his finger and requiring four (4) stitches. This incident had just happened the night before the April 26, 2018 Safety Committee meeting and the circumstances had yet to be determined. It was reported that while using the banding machine, the metal band snapped as designed, leaving a sharp edge that cut the temporary employee's finger. He was not wearing leather gloves which would have prevented this incident. The temporary employee missed six (6) days of work; however, this incident was covered with worker's compensation insurance through the temporary agency.

He also stated that following review of the banding machine incident, a new mandatory rule has been put into place stipulating that anyone using the banding machine must wear leather gloves. A tailgate session will be presented regarding this new rule.

9. CONSIDER A REPORT ON MAY AND JUNE SAFETY/RISK COMPLIANCE ACTIVITIES

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

- He attended the Water Utility Safety Managers Association (WUSMA) meeting at Sweetwater Authority of which he was the Chair. After five (5) years, Joe Mackey has now turned over the Chair to someone else.
- There have been three (3) First Aid classes held with one (1) more scheduled to accommodate all remaining employees required to maintain this certificate.
- The Business Continuity Plan (BCP) is being circulated to the Managers for input, and once the document is revised with their comments, the final BCP will be presented to the General Manager for approval.

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:

- a. The front desk will receive the capability to use the MSA (Mine Safety Appliances) Altair 5X Confined Space Monitor to observe employees entering/exiting a vault/confined space, once all aspects of the installation have been addressed. The District is their first customer and is awaiting a formal quote.
- b. Caught Being Safe (CBS) certificates were presented at the May Employee Forum to Teresa Chase, Pierre Dreher, Lisa Maxwell, Leslie Naritelli, and Sean Peterson for their efforts during an IT phish test in keeping the network safe. George Briest stated that at the last Staff Leadership Meeting, it had been reported by the IT Dept. that the District is now at a 1.3% error rate, which is way down from about 50% when first implemented.

CBS certificates were presented at the June Employee Forum to Adam Calm, Kelvin Ku, Morgan Ferguson, Justin Fichtelman, Dan Gomez, Don Hussey, Mike Keller, Roberto Martinez, Phillip Reed, Jose Rodriguez, Mike Salazar, Tong Tang, Jay Turman, and Cesar Vigil for safely following District protocol during an interior cleaning of the Gaty II Reservoir.

Don Hussey stated that he had received a quote for the interior cleaning of the Gaty II Reservoir which was expected to take approximately two to three days to complete; District employees safely completed the job in just one day, saving the District time and money.

11. CONSIDER FUTURE AGENDA ITEMS

There were no future agenda items added at this time.

12. CLOSED SESSION (If Necessary):

There was no Closed Session.

13. ADJOURNED

Acting Committee Chair Briest adjourned the meeting at 8:29 A.M. The next Safety Committee meeting is scheduled for Thursday, August 30, 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