



**MINUTES OF A REGULAR  
SAFETY COMMITTEE MEETING  
AUGUST 29, 2019**

MEMBER REPRESENTATIVES

ATTENDEES

Co-Chair(s):	Tom Wood, Human Resources Manager Tim Schuette, Safety/Risk Compliance Administrator
Board Directors:	Robert F. Topolovac Robert M. Kephart (absent)
Bargaining Unit Members Association (BUMA):	Jason Emerick, Water Reclamation Operator Level III
Customer Services Department:	Jeff Anderson, Park Supervisor
District Employees Association (DEA):	Cathy Collier, Project Accountant II
DCM Water Treatment Plant:	Tom Arellano, Water Treatment Facilities Supervisor
Engineering Department:	Jason Hubbard, Engineering Manager
Finance Department:	Rainy Selamat, Finance Manager
Operations Department:	Dave Smith, Operations Manager
Telemetry and Information Technology:	None
Water Reclamation Facility:	John Onkka, Water Reclamation Facilities Supervisor
Safety SUB-Committee: <i>Chris Bumcrot, Adam Calm, Tammi Lile, Dan Nevitt, Bryan Rickards, Tong Tang</i>	Adam Calm, Systems Operator II Tammi Lile, Accountant I
Additional Employee Attendees:	Joseph Randall, Assistant General Manager Dan Bean, Operations Construction Supervisor Evan DeWindt, WTP Operator Level IV
Recorder:	Leslie Naritelli, Records & Contracts Coordinator, HR Dept.

Co-Chair Wood 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

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

4. PUBLIC COMMENTS

There was no one present for public comment.

5. CONSIDER APPROVAL OF THE MINUTES OF THE JUNE 27, 2019 REGULAR SAFETY COMMITTEE MEETING

Dan Bean moved to approve the minutes of the June 27, 2019 Regular Safety Committee Meeting, seconded by Tom Arellano and carried.

6. CONSENT CALENDAR:

C-a. CONSIDER APPROVAL OF THE SEPTEMBER/OCTOBER 2019 TRAINING CALENDAR

Dan Bean 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

Co-Chair Schuette reported on the injury, vehicle, and property statistical information provided in the Safety packet.

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

Co-Chair Schuette stated that he had three (3) accidents/incidents to report today:

- 1) On August 21<sup>st</sup> a District employee received a dog bite while working on an irrigation cross connection in the Village Park Homeowners Association (HOA) area. The dog bite broke the employee's skin who received medical attention and returned to work.

There was discussion regarding whether the incident happened in the common area of the HOA, or if it happened on a homeowner's property. Director Topolovac asked if this incident happened in the common area was the dog required to be on a leash? Co-Chair Schuette stated that the specifics as to where the dog bite occurred are under investigation.

Jeff Anderson asked if the dog bite was reported to the office of Animal Control. Co-Chair Schuette wasn't sure if it was reported to Animal Control; he expects to contact the dog owner regarding this incident and will verify if Animal control received a report of this incident.

**Following further discussion, this incident was tabled to the October 31, 2019 meeting.**

- 2) On August 21<sup>st</sup> a Temp pinched his arm in the tailgate of a dump truck while dumping a load of compressed dirt. The Temp had trouble emptying the heavy load. He received medical attention and was off work for two (2) days. Co-Chair Schuette stated that this incident must be reported under OSHA 300; however, the Temporary Agency will report this incident on their OSHA record. Dan Bean stated that he provided a tailgate discussion with regard to this incident to his employees. Co-Chair Schuette will provide additional training information to all Operations employees regarding proper procedures with dump truck tailgates to prevent such an incident from happening again.

There was discussion regarding how Temp injuries affect the District's Safety Has No Quitting Time Program. The committee requested that this matter be added to the Agenda of the October 31, 2019 Safety Committee Meeting for consideration.

**Further discussion of this incident was tabled to the October 31, 2019 meeting.**

NOTE: Jason Emerick entered the meeting at 8:28 A.M.

- 3) A Temp was in Truck #45 and was pulling out from a parked position and hit the passenger side mirror with vegetation which caused the plastic casing to break away from the mirror. The cost of this damage was approximately \$700.00.

The question was asked, if this damage would affect the District's Safety Has No Quitting Time (SHNQT) program, as the incident was caused by a Temp? Following discussion, the committee requested that this matter be added to the Agenda of the October 31, 2019 Safety Committee meeting for consideration.

**Further discussion of this incident was tabled to the October 31, 2019 meeting.**

9. CONSIDER A REPORT ON JULY AND AUGUST 2019 SAFETY/RISK COMPLIANCE ACTIVITIES

Co-Chair Schuette stated that he had attended a compliance update meeting with the Air Pollution Control District; it was an informational meeting and nothing major to report. He also stated that the Safety Shoe Truck arrived and eligible employees received their safety shoes.

10. CONSIDER AN INFORMATIONAL REPORT ON THE SAFETY SUB-COMMITTEE FISCAL YEAR (FY) 2019/2020

Co-Chair Schuette reported that two (2) additional employees approved by the General Manager have been added to the Safety Sub-Committee. Members of the Sub-Committee are voluntary employees that provide valuable information and are extremely beneficial in keeping the District the safest place to work.

The Safety Sub-Committee members are as follows:

Tong Tang – Term Ends 6/30/20

Chris Bumcrot – Term Ends 6/30/21

Bryan Rickards – Term Ends 6/30/20

Tammi Lile – Term Ends 6/30/21

Adam Calm – Term Ends 6/30/20

Dan Nevitt – Term Ends 6/30/20

Co-Chair Wood moved to approve the Sub-Committee members as listed, seconded by Dave Smith and carried.

11. CONSIDER SAFETY ACTION ITEMS ASSIGNED / COMPLETED

Co-Chair Wood stated that each year at the October meeting, the Committee revisits the Safety Has No Quitting Time Program for the dollar amount of preventable damage to District vehicles/equipment. He asked that everyone think about this and perhaps discuss, with your association membership or group, what the ceiling dollar amount for the vehicle/equipment damage should be for next year (currently this amount is set at \$10,000.00).

He also stated that the ACWA/JPIA Safety Award is presented at the ACWA Spring or Fall Conferences for invented or fabricated methods or tools that are better and safer to complete a task. He asked that we keep in mind any method or better way that an employee may develop is submitted for consideration of this award.

Co-Chair Schuette reported that seven (7) Caught Being Safe (CBS) employee recognitions were presented at the August Employee Forum.

12. CONSIDER FUTURE AGENDA ITEMS

The following items will be added to the October 31, 2019 Safety Committee Agenda:

- 1) Consider discussion with regard to Temps injured on the job and how it will affect the District's Safety Has No Quitting Time Program
- 2) Consider discussion of the District's liability with regard to vehicle/equipment damage caused by Temps and how it will affect the District's Safety Has No Quitting Time Program

13. CLOSED SESSION (If Necessary):

There was no Closed Session.

14. ADJOURNED

Co-Chair Wood adjourned the meeting at 8:45 A.M. The next Safety Committee meeting is scheduled for Thursday, October 31, 2019 at 8:00 A.M.

ATTEST:

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Robert F. Topolovac  
Board Director  
Olivenhain Municipal Water District

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