



**MINUTES OF A REGULAR
SAFETY COMMITTEE MEETING**

January 22, 2025

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:

Park Operations

Water Reclamation Facility:

ATTENDEES

Kimberly A. Thorner, General Manager

Jennifer Joslin, Human Resources Manager

Tim Schuette, Safety/Risk Compliance Administrator

Christy Guerin

Matthew Hahn

none

Brandon Barnick, Field Services Supervisor

Teresa Chase, Administrative Analyst

Evan DeWindt, Water Treatment Facilities Supervisor

Lindsey Stephenson, Engineering Services Supervisor

Rainy Selamat, Finance Manager

Jesse Bartlett-May, Operations Manager

Jeff Anderson, Park Supervisor

none

Safety SUB-Committee:

none

Additional Employee Attendees:

Joey Randall, Assistant General Manager

Marvin Cohen, Facilities Coordinator

Brian Sodeman, Customer Service & Public Affairs
Supervisor

Don Hussey, Operations Supervisor – Systems Operations

Mark Wilson, Operations Supervisor - Construction

Recorder:

Gabriela Saffiote, Human Resources Analyst

Chair Thorner called the meeting to order at 2:31 p.m. Directors present were Guerin and Hahn.

3. ADOPTION OF AGENDA

Director Guerin moved to adopt the agenda, seconded by Co-Chair Joslin and approved by the following roll call vote:

AYES:	Thorner, Guerin, Hahn, Joslin, Schuette
NOES:	None
ABSTAIN:	None
ABSENT:	None

4. PUBLIC COMMENTS

There was no one present for public comment.

5. CONSIDER APPROVAL OF THE MINUTES OF THE SEPTEMBER 25, 2024 REGULAR SAFETY COMMITTEE MEETING

Co-Chair Joslin moved to approve the minutes of the September 25, 2024 Regular Safety Committee meeting, seconded by Co-Chair Schuette and approved by the following roll call vote:

AYES: Thorner, Hahn, Joslin, Schuette
NOES: None
ABSTAIN: Guerin
ABSENT: None

6. CONSENT CALENDAR:

C-a. CONSIDER APPROVAL OF THE FEBRUARY/MARCH 2025 TRAINING CALENDAR

Co-Chair Joslin moved to approve the Consent Calendar, seconded by Co-Chair Schuette and approved by the following roll call vote:

AYES: Thorner, Guerin, Hahn, Joslin, Schuette
NOES: None
ABSTAIN: None
ABSENT: None

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

Co-Chair Schuette provided an informational report and reviewed key statistics contained in the Safety packet including OMWD's consecutive days without a preventable lost time injury, OMWD's safety program numbers and vehicle damage report for 2024 and 2025.

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

Co-Chair Schuette informed the Committee that there was one vehicle related incident to discuss. The vehicle related incident occurred on November 13, 2024 when a District vehicle was driving through a parking lot and turned too sharp, striking a large decorative boulder in an island divider, causing damage to the front and rear passenger side doors.

Co-Chair Schutte moved that the vehicle related incident was preventable, seconded by Co-Chair Joslin and approved by the following roll call vote:

AYES: Thorner, Guerin, Hahn, Joslin, Schuette
NOES: None
ABSTAIN: None
ABSENT: None

\$5,500 in repairs will be added to the 2024 vehicle damage report.

9. CONSIDER A REPORT ON OCTOBER, NOVEMBER, DECEMBER, AND JANUARY SAFETY/RISK COMPLIANCE ACTIVITIES

Co-Chair Schuette provided an informational report on the October, November, December, and January Safety/Risk compliance activities.

Chair Thorner asked Co-Chair Schuette to expand upon security measures at remote OMWD locations/facilities. There has been a noticeable uptick in intrusion events and increased security measures may be necessary, potentially including physical security visits.

10. CONSIDER INFORMATIONAL REPORT ON THE RENEWAL PROCESS FOR FISCAL YEAR 2027 GENERAL LIABILITY, PROPERTY, AUTOMOBILE, EQUIPMENT, TERROISM, EXCESS, AND CYBERSECURITY INSURANCE POLICIES

Customer Services & Public Affairs Supervisor Sodeman provided an informational report on the fiscal year 2027 insurance renewal process with the Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA) and covered topics such as: background information on previous property insurance coverage, experience with ACWA JPIA insurance and claims handling, and the proper procedures and timelines should OMWD choose to leave ACWA JPIA and pursue other insurance options. Staff was asked to bring this item back at the March 2025 meeting.

11. CONSIDER INFORMATIONAL REPORT ON OMWD'S WILDFIRE PREPAREDNESS

Chair Thorner and Co-Chair Schuette provided an overview of OMWD's Wildfire Preparedness Plan. The Plan included information on topics such as: Investments in Emergency Preparedness, Collaboration with Fire Departments and Member/Regional Agencies, Proactive System Management/Maintenance, Community Engagement – Promoting Awareness and Readiness, Multi Hazard Mitigation Plan and Vulnerability Assessments.

The Committee recommended presenting the Wildfire Preparedness Plan to the full Board.

12. CONSIDER SAFETY ACTION ITEMS ASSIGNED / COMPLETED

Co-Chair Schuette reviewed the Safety action items as provided in the packet.

Co-Chair Schuette also mentioned that two employees were recognized according to the Caught Being Safe program. The first employee was recognized for his exceptionally quick thinking and remarkable composure after a fellow employee was stung by multiple bees and needed immediate medical attention. The employee requiring medical attention was rushed to a nearby fire station for rapid treatment, possibly preventing the situation from becoming life threatening.

The second employee was recognized for utilizing his expertise and experience to significantly shorten the repair timeline on an emergency project when a recycled water main failed and created a small sink hole in a busy roadway.

13. CONSIDER FUTURE AGENDA ITEMS

Three future agenda items will be presented at the next safety meeting. First, continue with the discussion on OMWD's insurance renewal process for Fiscal Year 2027. Second, informational report on the remote site security initiatives. Third, consider suggestions for employee recognition if staff reaches the 1,000 day milestone without a preventable lost time injury.

14. ADJOURNED

Chair Thorner adjourned the meeting at 4:15 p.m. The next Safety Committee meeting is scheduled for Wednesday, March 26, 2025 at 2:30 p.m.

Matthew Hahn
Board Director
Olivenhain Municipal Water District

ATTEST:

Christy Guerin
Board Director
Olivenhain Municipal Water District