



**MINUTES OF A REGULAR
SAFETY COMMITTEE MEETING**

January 25, 2023

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

Matthew Hahn
Neal Meyers

Jason Emerick, Water Reclamation Operator Level III

Brandon Barnick, Field Services Supervisor

Teresa Chase, Administrative Analyst

Tom Arellano, Water Treatment Facilities Supervisor

Steve Weddle, Engineering Services Supervisor

Rainy Selamat, Finance Manager

Geoff Fulks, Operations Manager

Jeff Anderson, Parks Supervisor

John Onkka, Water Reclamation Facilities Supervisor

Safety SUB-Committee:

Gary Briant, Purchasing/Warehouse Clerk

Joe Jansen, Administrative Analyst

Marcela Novy, Accountant I

Phillip Reed, WTP Operator Level II

Tim Sheppard, Backflow & Cross Connection Coordinator I

Additional Employee Attendees:

Joey Randall, Assistant General Manager

Lindsey Stephenson, Engineering Manager

Marvin Cohen, Facilities Coordinator

Evan DeWindt, Water Treatment Plant Operator Level IV

Mark Wilson, Operations Supervisor - Construction

Recorder:

Shawn Patterson, Records & Contracts Coordinator

Chair Thorner called the meeting to order at 2:30 p.m. Directors present were Hahn and Meyers. It was noted that the meeting was published via teleconference in accordance with Assembly Bill 361, which allows local or state legislative bodies to hold meetings via teleconference, make meetings accessible electronically, and waives certain Brown Act provisions.

3. ADOPTION OF AGENDA

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

AYES: Thorner, Hahn, Meyers, 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 OCTOBER 26, 2022 REGULAR SAFETY COMMITTEE MEETING

Co-chair Joslin moved to approve the minutes of the October 26, 2022 Regular Safety Committee meeting, seconded by Co-chair Schuette and approved by the following roll call vote:

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

6. CONSENT CALENDAR:

C-a. CONSIDER APPROVAL OF THE FEBRUARY/MARCH 2023 TRAINING CALENDAR

Engineering Services Supervisor Weddle moved to approve the Consent Calendar, seconded by Co-chair Schuette and approved by the following roll call vote:

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

7. CONSIDER AN INFORMATIONAL REPORT ON THE "SAFETY HAS NO QUITTING TIME" (SHNQT) PROGRAM AND THE RECOMMENDATION PROPOSED BY THE SAFETY SUB-COMMITTEE FOLLOWING ANNUAL REVIEW OF THE BENCHMARK FOR DISTRICT EMPLOYEES WITH REGARD TO PREVENTABLE DAMAGE TO DISTRICT VEHICLES

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 current safety program numbers for 2022, as well as the latest vehicle damage report.

Co-chair Joslin shared the good news that SDRMA, OMWD's Workers' Compensation insurance carrier, just released OMWD's 2023-2024 experience modification rate (Ex-Mod) and it is the lowest it has been in over 15 years at .60. The Ex-Mod rating is important since it is utilized to calculate our annual Workers' Compensation insurance premium. Industry average is 1.0.

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

Co-chair Schuette stated that there was one injury to discuss in closed session. There were also two minor vehicle related property damage incidents to discuss. The first incident occurred on December 13, 2022 while truck #103 was waiting at a stop light and a vehicle rear ended his truck at approximately 5 mph. The driver reported having no insurance and police were not called to the scene. Training will be provided in the future regarding standard reporting procedures in the event of a vehicle accident.

Co-Chair Schuette moved that the incident was non-preventable, seconded by Co-chair Joslin and approved by the following roll call vote:

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

The second incident occurred on December 27, 2022 when truck #46 was making a 4-point turn and contacted the license plate frame of a Toyota Prius.

Co-Chair Schuette moved that the incident was preventable, seconded by Finance Manager Selamat and approved by the following roll call vote:

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

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

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

10. CONSIDER AN INFORMATION REPORT ON THE SAFETY SUB-COMMITTEE

Co-Chair Schuette explained the responsibilities/duties of the Safety Sub-Committee and then introduced the five new members: Joe Jansen, Marcela Novy, Phillip Reed, Tim Sheppard, and Paul Zamora. Gary Briant will continue his tenure through December 1, 2023 and the terms for all other members will run through December 1, 2024.

11. CONSIDER AN INFORMATIONAL REPORT ON THE STATUS OF OMWD'S KEY CAPITAL IMPROVEMENT PROJECTS AND CONTRACTOR SAFETY FOR CALENDAR YEAR 2022

Engineering Manager Stephenson provided a brief introduction and then Engineering Services Supervisor Weddle delivered an overview on the status of OMWD's key Capital Improvement Projects highlighting zero contractor safety incidents on each project.

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 one employee was recognized according to the Caught Being Safe program for their commitment to safety by utilizing the Phish Alert button to report a suspicious email. Further analysis revealed that this email contained 24 separate threats.

13. CONSIDER INFORMATIONAL REPORT ON COVID TASK FORCE UPDATES

Chair Thorner provided an overview of COVID Task Force updates. It was noted that the Governor's Emergency ends February 28, 2023. Cal OSHA rules are still in effect.

14. CONSIDER FUTURE AGENDA ITEMS

There were no future items requested.

15. CLOSED SESSION DISCUSSION (If Necessary)

Closed session was held from 3:21 p.m. to 3:30 p.m.

OPEN SESSION

The incident reported on in closed session was determined to be preventable by the following roll call vote:

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

The incident resulted in no lost time.

15. ADJOURNED

Chair Thorner adjourned the meeting at 3:30 p.m. The next Safety Committee meeting is scheduled for Wednesday, March 22, 2023 at 2:30 p.m.

Neal Meyers
Board Director
Olivenhain Municipal Water District

ATTEST:

Matthew Hahn
Board Director
Olivenhain Municipal Water District