



**MINUTES OF A REGULAR
SAFETY COMMITTEE MEETING**

OCTOBER 25, 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

Kimberly Thorner, General Manager

Joseph Mackey, Safety/Risk Compliance Administrator

Robert F. Topolovac

Lawrence A. Watt

Adam Calm, Systems Operator II

Jeff Anderson, Park Supervisor

Cathy Collier, Project Accountant II

None

George Briest, Engineering Manager

Rainy Selamat, Finance Supervisor

Erik Harp, Operations Manager

Dan Nevitt, Instrument Control Tech II

Raymond Motas, Water Reclamation Operator Level III

Tong Tang, Field Services Technician I

Kevin Gerken, Utility IIII

Dan Bean, Operations Supervisor - Construction

Pierre Dreher, WTP Operator Level III

Jason Emerick, Water Reclamation Operator Level III

Leslie Naritelli, Records & Contracts Coordinator, HR Dept.

Committee Chair, Kimberly Thorner, called the meeting to order at 8:00 A.M. and called the roll; Directors Topolovac and Watt were present.

3. ADOPTION OF AGENDA

Director Watt moved to adopt the Agenda, seconded by George Briest and carried.

4. PUBLIC COMMENTS

There was no one present for public comment.

5. CONSIDER APPROVAL OF THE MINUTES OF THE AUGUST 30, 2018 REGULAR SAFETY COMMITTEE MEETING

Dan Bean moved to approve the minutes of the August 30, 2018 Regular Safety Meeting, seconded by George Briest and carried.

6. CONSENT CALENDAR:

C-a. CONSIDER APPROVAL OF THE NOVEMBER/DECEMBER 2018 TRAINING CALENDAR

George Briest moved to approve the Consent Calendar, seconded by Dan Bean and carried.

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

Joe Mackey reported on the injury, vehicle, and property statistical information provided in the Board packet.

Joe Mackey stated that the Sub-Committee met and discussed the \$10,000 benchmark; it was recommended to keep the amount at \$10,000.

Adam Calm stated that we revisit this benchmark every year and asked why we believe that it should be lowered when the cost of everything is going up. He stated that this benchmark is the field workers insurance or safety net and have had the \$10,000 benchmark for many years now. Joe Mackey responded that this benchmark in past discussion was considered a large amount and included the number of miles District vehicles are driven. He stated that the \$10,000 ceiling was in place when he began his employment with the District in 2007.

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

Joe Mackey stated that he had a few accidents/incidents to report.

1) Joe Mackey reported that a Supervisor parked in the area for take-home trucks up against the fence by Building B (there is a red area "no parking zone") that the Supervisors use as their way to turn around otherwise they will have to drive in reverse half way across the yard. An employee was parked in that red no parking area and a Supervisor backed into the red no parking area and backed right into one of the District trucks. He did review the accident on the video and, in his opinion, it was caused by the Supervisor not checking behind him before he backed the truck into the no parking zone. Director Topolovac suggested that the employee(s) be reminded not to park in the red no parking area at any time, not even for a minute. The total cost to repair the damage for both vehicles was \$1,651.22.

Director Topolovac asked about the status of the installation of the back-up cameras in existing vehicles as all new vehicles will be purchased with standard back-up cameras.

Dan Bean stated that the Safety Sub-committee met to discuss the camera placement on 46 District vehicles. It was determined that the large vehicles with service utility beds containing the tool box cabinets, dump trucks, and large tandem vehicles would receive the back-up cameras; 26 vehicles were installed with back-up cameras. He stated that the sub-committee had also recommended that the small standard trucks with good visibility would not receive cameras and allow these vehicles to surplus out and then replace them with a new vehicle that comes standard with a back-up camera.

Following discussion, Joe Mackey stated that he determined that this accident was preventable; the Committee concurred.

2) Joe Mackey reported that an employee has strained his wrist and cannot quite determine what he had done to cause the injury. It occurred following the removal of debris; he was sent to the doctor on Thursday afternoon with minor restrictions lifted by Monday (Dark Friday). The employee only missed a few hours.

There was discussion as to whether or not this injury could have been avoided; employees do physical labor every day and after a 9-hour shift when the job was done the employee noticed his wrist was hurting. It was determined that the employee did his job correctly and received the sprain.

Joe Mackey stated that based on past and similar injuries he determined this injury to be non-preventable; the Committee concurred.

3) Joe Mackey reported that two District vehicles sitting in the yard against the opposite fence that faces Rancho Santa Fe had their rear windows shot out with some type of pellet gun. They were damaged within 40-feet of each other; however, the damage was done a couple of months apart. The video was dark and it could not be determined when the incidents occurred. These incidents were reported to the Carlsbad Police. These incidents were non-preventable.

4) Joe Mackey reported that a District Park vehicle, pulling into a parking space, struck the fender of a citizen's vehicle. The employee left a note on the citizen's vehicle who contacted the District; however, is now out of town and will provide a quote upon return.

Joe Mackey determined that this was a preventable accident; the Committee concurred.

5) Joe Mackey reported that an employee driving the District forklift ran into the fence in the lower yard knocking the fence off of the track; no damage to the fence. However, a bracket on the fence punctured the tire of the forklift, which cost about \$400.

He reported that the video was reviewed and this incident was determined to be preventable; the Committee concurred.

9. CONSIDER DISCUSSION OF PROPOSED SUGGESTIONS/UPDATES TO THE 2018 RESOLUTION SUPPORTING THE DISTRICT'S SAFETY & WELLNESS PROGRAMS TO BE PRESENTED TO THE FULL BOARD OF DIRECTORS ON DECEMBER 12, 2018

Committee Chair Thorner outlined the elements of the Safety & Wellness program included in the Safety Committee Packet. Following discussion, there were no changes made.

Director Topolovac moved to present the Resolution supporting the 2019 Safety and Wellness Programs to the full Board of Directors at their December 12, 2018 meeting, seconded by Director Watt and carried.

10. CONSIDER A REPORT ON SEPTEMBER AND OCTOBER SAFETY/RISK COMPLIANCE ACTIVITIES

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

- Health Works has merged with Concentra. This gives a larger corporate health network with longer hours of operation.
- Just this week, the Rancho Santa Fe Fire Dept. came out to inspect the David C. McCollom Water Treatment Plant (DCMWTP) with a follow-up the next day to change some things around in the Knox box out front which worked out perfectly.
- Also, the Rancho Santa Fe Fire Dept., for what is believed to be the first time, came out to inspect the Interpretive Center at the Elfin Forest Recreational Reserve; passed completely.
- Fire Drills at all Facilities were conducted yesterday, October 24, 2018.
 - They found that at the Wastewater Facility there was a pull station that did not work properly; a punch list was created and changes are being made.
 - Also, suggestions were made at the WTP as there are three (3) different buildings affected when the fire alarm is activated. It was found that in order to turn the fire alarm off it must be turned off individually by building.

11. 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. Director Topolovac asked about the recent Active Shooter training and if there was any follow-up from that exercise. Committee Chair Thorner stated yes, that she had received a report with an analysis of our facilities with recommendations. Also, there will be additional training with the Staff Leadership; Part 2 of the Active Shooter training is expected to take place at the WTP on November 28, 2018.
 - o At this time, Joe Mackey displayed the bulletproof clipboard; the main comment received was that it was heavy.
- b. Committee Chair Thorner responded to Adam Calm's earlier question regarding the \$10,000 maximum amount for District vehicle/property damage. She stated that we aren't looking for an up or down amount as the Safety Committee revisits the dollar amount each year. We review the number of District vehicles in the fleet; determine if the miles driven are more or less miles from previous years; and consider if the \$10,000 maximum should remain in place.
- c. There was discussion with regard to the front desk being included in the alarm notification group for confined space monitoring. Adam Calm explained the need for this as it will monitor those entering a confined space. He stated that all Supervisors in the field have this device and should someone be unable to respond because they are driving or unavailable, there is more coverage with this system which knows the exact location of a confined space entry and can call 911 should it be necessary.

Dan Bean stated that every employee who enters a confined space receives OSHA required training every two (2) years.

Directors Watt and Topolovac stated that they would like to schedule a ride-along with Adam Calm to observe entering and exiting confined spaces.
- d. The District's fabricated valve key to exercise the overflow valve at 4S WRF was submitted for consideration for the ACWA/JPIA LaBounty Award. Awards are presented at the ACWA Spring and Fall Conferences.
- e. A Caught Being Safe (CBS) certificate was presented at the October Employee Forum to Raymond Motas, Jason Emerick, and William Broadhead as they performed a carbon change out for the Neighborhood 3 Pump Station Odor Scrubber. It was reported that spent carbon clumps into large rocks which is difficult to remove. These employees took all of the proper precautions to safely and efficiently tackle this task.

12. CONSIDER FUTURE AGENDA ITEMS

There were no future Agenda items added at this time.

13. CLOSED SESSION (If Necessary):

There was no Closed Session.

14. ADJOURNED

Committee Chair Thorner adjourned the meeting at 8:56 A.M. The next Safety Committee meeting is scheduled for Thursday, December 20, 2018 at 8:00 A.M. in the Boardroom.

Robert F. Topolovac
Board Director
Olivenhain Municipal Water District

ATTEST:

Lawrence A. Watt
Board Director
Olivenhain Municipal Water District