



**MINUTES OF A REGULAR  
SAFETY COMMITTEE MEETING**

**October 29, 2020**

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, Acting Human Resources Manager  
Tim Schuette, Safety/Risk Compliance Administrator

Robert F. Topolovac  
Robert M. Kephart

Jason Emerick, Water Reclamation Operator Level III

Brandon Barnick, Field Services Supervisor

Cathy Collier, Project Accountant II

Tom Arellano, Water Treatment Facilities Supervisor

Steve Weddle, Engineering Services Supervisor

Rainy Selamat, Finance Manager

Geoff Fulks, Operations Manager

Jeff Anderson, Park Supervisor

John Onkka, Water Reclamation Facilities Supervisor

Safety SUB-Committee:

*Tammi Bowman, Gary Briant, Chris Bumcrot,  
Lance Castro, Rudy Petrovski, Arman Tarzi*

Tammi Bowman, Accountant I

Lance Castro, Utility III

Arman Tarzi, Administrative Analyst

Additional Employee Attendees:

Joey Randall, Assistant General Manager  
Don Hussey, Operations Supervisor (Systems)

Recorder:

Shawn Patterson, Records & Contracts Coordinator, HR Dept.

Chair Thorner called the meeting to order at 8:03 a.m. Directors present were Kephart and Topolovac. It was noted that Directors Kephart and Topolovac participated in the meeting via teleconference in accordance with Governor Newsom's Executive Order N-35-20, which allows for local or state legislative bodies to hold meetings via teleconference, to make meetings accessible electronically, and waives certain Brown Act provisions as stated in item 11 of the Executive Order.

3. ADOPTION OF AGENDA

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

4. PUBLIC COMMENTS

There was no one present for public comment.

5. CONSIDER APPROVAL OF THE MINUTES OF THE AUGUST 27, 2020 REGULAR SAFETY COMMITTEE MEETING

Director Kephart moved to approve the August 27, 2020 Regular Safety Committee Meeting minutes, seconded by Cathy Collier and approved by the following roll call vote:

AYES: Thorner, Kephart, Topolovac, Joslin, Schuette  
NOES: None  
ABSTAIN: None  
ABSENT: None

6. CONSENT CALENDAR:

C-a. CONSIDER APPROVAL OF THE NOVEMBER/DECEMBER 2020 TRAINING CALENDAR

Director Kephart moved to approve the Consent Calendar, seconded by Director Topolovac and approved by the following roll call vote:

AYES: Thorner, Kephart, Topolovac, 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 stated that the Safety Sub-Committee met on October 22, 2020 to discuss the benchmark and recommended that the benchmark remain at \$10,000. Co-Chair Schuette also stated that a comprehensive review will be conducted next year and will use other water districts as a benchmark while taking items into consideration such as: fleet size, miles driven, and assessed value.

Director Kephart moved to approve keeping the benchmark at \$10,000, seconded by Director Topolovac and approved by the following roll call vote:

AYES: Thorner, Kephart, Topolovac, Joslin, Schuette  
NOES: None  
ABSTAIN: None  
ABSENT: None

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

Co-Chair Schuette informed the committee that there were no injuries or accidents to report.

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

Co-Chair Schuette provided an informational report on the September and October Safety/Risk compliance activities.

10. CONSIDER AN INFORMATION REPORT ON THE SAFETY SUB-COMMITTEE FISCAL YEAR 2020/2021

Co-Chair Schuette introduced four new members of the Safety Sub-Committee: Gary Briant, Lance Castro, Rudy Petrovski, and Arman Tarzi. Terms for the new members will run through September 30, 2022.

11. CONSIDER DISCUSSION OF PROPOSED SUGGESTIONS/UPDATES TO THE 2020 RESOLUTION SUPPORTING THE DISTRICT'S SAFETY & WELLNESS PROGRAMS TO BE PRESENTED TO THE FULL BOARD OF DIRECTORS ON DECEMBER 9, 2020

Co-Chair Schuette outlined the elements of the Safety and Wellness program included in the Safety Committee packet. The Safety and Wellness programs remained mostly unchanged; however, the Committee discussed establishing a new Longevity Goal for the Safety Has No Quitting Time program. Director Topolovac suggested a new Longevity Goal of 1,000 days starting from August 15, 2020. In addition, eligible staff members will each receive a \$100 award on December 31, 2021 if there are no preventable lost time injuries.

Director Topolovac moved to adopt the new Longevity Goal and staff award, seconded by Director Kephart and approved by the following roll call vote:

AYES: Thorner, Kephart, Topolovac, Joslin, Schuette  
NOES: None  
ABSTAIN: None  
ABSENT: None

12. CONSIDER SAFETY ACTION ITEMS ASSIGNED / COMPLETED

Co-Chair Schuette reviewed the Safety/Risk Compliance activities as provided in the packet. Director Kephart suggested adding brush clearing around the Water Treatment Plant as an action item for 2021.

13. CONSIDER FUTURE AGENDA ITEMS

There were no future items requested.

14. CLOSED SESSION DISCUSSION (If Necessary)

There was no Closed Session.

15. ADJOURNED

Chair Thorner adjourned the meeting at 8:28 a.m. The next Safety Committee meeting is scheduled for Thursday, December 17, 2020 at 8:00 a.m.

---

Robert F. Topolovac  
Board Director  
Olivenhain Municipal Water District

ATTEST:

---

Kimberly A. Thorner, Assistant Secretary  
General Manager  
Olivenhain Municipal Water District