



**MINUTES OF A REGULAR  
SAFETY COMMITTEE MEETING**

**OCTOBER 31, 2019**

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:

Telemetry and Information Technology:

Water Reclamation Facility:

Safety SUB-Committee:

*Chris Bumcrot, Adam Calm, Tammi Bowman, Dan Nevitt,*

*Bryan Rickards, Tong Tang*

Additional Employee Attendees:

Recorder:

ATTENDEES

Kimberly Thorner, General Manager

Tom Wood, Human Resources Manager

Tim Schuette, Safety/Risk Compliance Administrator

Robert F. Topolovac

Robert M. Kephart

Jason Emerick, Water Reclamation Operator Level III

Jeff Anderson, Park Supervisor

Cathy Collier, Project Accountant II

Tom Arellano, Water Treatment Facilities Supervisor

None

Rainy Selamat, Finance Manager

Dave Smith, Operations Manager

Dan Nevitt, Instrument Control Technician II

John Onkka, Water Reclamation Facilities Supervisor

Adam Calm, Systems Operator III

Tammi Bowman, Accountant I

Tong Tang, Field Services Technician II

Joseph Randall, Assistant General Manager

Evan DeWindt, WTP Operator Level IV

Leslie Naritelli, Records & Contracts Coordinator, HR Dept.

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

3. ADOPTION OF AGENDA

Co-Chair Wood moved to adopt the Agenda, seconded by Tammi Bowman and carried.

4. PUBLIC COMMENTS

There was no one present for public comment.

5. CONSIDER APPROVAL OF THE MINUTES OF THE AUGUST 29, 2019 REGULAR SAFETY COMMITTEE MEETING

Director Topolovac moved to approve the minutes of the August 29, 2019 Regular Safety Committee Meeting, seconded by Joseph Randall and carried.

6. CONSENT CALENDAR:

C-a. CONSIDER APPROVAL OF THE NOVEMBER/DECEMBER 2019 TRAINING CALENDAR

Cathy Collier 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 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 reported that the Safety Sub-Committee met and discussed the benchmark for District employees with regard to preventable damage to District vehicles/equipment. The Safety Sub-Committee recommended that the benchmark remain at \$10,000.

Co-Chair Wood moved to accept the recommendation to keep the benchmark at \$10,000 for preventable damage to District vehicles/equipment, seconded by Tammi Bowman and carried.

Committee Chair Thorner stated that the last reportable injury was May 8, 2006 which has brought us to 4,924 days without a preventable lost time injury. She stated that the employees are only 76 days from achieving 5,000 days without a preventable lost time injury and if reached would like to establish an employee recognition for this accomplishment.

Co-Chair Wood moved to have the Safety Sub-Committee meet and discuss the possibility of the employees reaching 5,000 days without a lost time injury and to make a recommendation for the employees in recognition of this accomplishment, if met, seconded by Director Topolovac and carried.

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

Co-Chair Schuette stated that on October 21, 2019, a civilian entered District property at the Water Reclamation Facility (WRF) and climbed into Truck #90. A line locator (worth approximately \$5,000) and an automatic gate opener was removed from the vehicle. This was reported to the San Diego County Sherriff's Department which is currently under investigation; there was no damage to the vehicle. Immediately upon being notified, Dan Nevitt reported that the gate openers were reprogrammed. Following review of the recorded video of this incident, it showed that Truck #90 was not locked and the civilian entered the truck. Following discussion, the Committee concurred that all District vehicles should be locked at the close of business. A Safety

Tailgate will be provided to all employees responsible for driving a District vehicle, and to ensure that at the close of business all vehicles are locked.

Co-Chair Schuette provided an update on a previous incident regarding an employee receiving a dog bite that was discussed at the August 29, 2019 Safety Committee meeting. The employee had entered the property to test a waterline and received the dog bite, it was determined that he had entered the wrong property. The owner of the property that was to be inspected gave permission to the employee to go around to the back and enter his property; however, there are no addresses on the back of the townhomes and the employee entered the wrong property.

Joseph Randall recommended that the employees receive Dog Bite Training for how to handle these types of situations; the committee concurred. Co-Chair Schuette will be sure that this training is provided.

Following discussion, Director Topolovac made a motion that this incident was preventable, seconded by Rainy Selamat and carried.

9. CONSIDER DISCUSSION WITH REGARD TO TEMP INJURIES AND HOW IT WILL EFFECT THE DISTRICT'S SAFETY HAS NO QUITTING TIME (SHNQT) PROGRAM

Co-Chair Schuette stated that this item was tabled from the August 29, 2019 committee meeting for further discussion to determine if temps/interns should become a part of the SHNQT Program.

He stated that everyone should have buy-in to the SHNQT Program and recommends that the temps/interns become a part of this program for both preventable injuries and vehicle/equipment damage. He reported that per CalOSHA, the host employer (District) is liable for temporary workers as we manage their time/hours and necessary training. Co-Chair Schuette asked for the committee's view on this matter.

Committee Chair Thorner stated that another option would be to divide the temps/interns participation in the SHNQT Program. She reported that temporary workers are covered with workers' compensation insurance through the temporary agency that the District uses to hire temps. The District contracts with the temporary agency and pays an increased salary for that entity to cover the temporary worker with workers' compensation. However, the District's insurance covers the vehicle/equipment for District property or public property that may be damaged by temps/interns. She recommended excluding temps/interns from the SHNQT for any injuries as they are covered through the temporary agency.

Referring to the SHNQT Program (Exhibit B to the Safety Resolution), Committee Chair Thorner stated that the \$10,000 is determined by the number of miles and total number of vehicles driven by the District each year. She stated that we are paying a temporary worker to drive a

vehicle/equipment that would otherwise be driven by a District employee and believes that temporary workers should be a part of the SHNQT Program for vehicle and property damage.

Committee Chair Thorner also stated that any vehicle damage by an employee, Board member, or temp/intern is all the same as far as District liability and recommended that temps/interns become a part of the SHNQT Program for vehicle/equipment damage.

Co-Chair Wood stated that he would like to continue reviewing any injuries that involve a temps/interns as a way to present ideas and learn how it could have been prevented; also, that the department supervisor be responsible for the safety of the temps/interns.

Co-Chair Wood moved to exclude temporary workers/interns injuries from the Safety Recognition Program; however, any injuries will be discussed at the Safety Committee meeting, and those same individuals will be counted against the vehicle/property damage; and also receive the recognition compensation in correlation with the Safety Recognition Goals for Calendar Year 2020; and instruct Tim Schuette to make these changes to Exhibit "B" of the Safety Resolution to be presented to the Board at their December 11, 2019 meeting, seconded by Jeff Anderson and carried.

Co-Chair Wood stated that the discussion of the temp worker who pinched his arm in the tailgate of a dump truck and the effect on SHNQT Program has been addressed; no further discussion is necessary. He stated that a Safety Tailgate training with regard to this incident was provided to the employees.

Committee Chair Thorner requested a comparison of payroll (W-2) and non-payroll (Form 1099) injuries at the next meeting to review and determine if additional training is necessary.

10. CONSIDER DISCUSSION OF THE DISTRICT'S LIABILITY WITH REGARD TO PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE CAUSED BY TEMPS AND HOW IT WILL EFFECT THE DISTRICT'S SAFETY HAS NO QUITTING TIME (SHNQT) PROGRAM

This item was tabled from the August 29, 2019 Safety Committee meeting for further discussion with regard to the SHNQT Program. Discussion and action was taken under Agenda Item #9.

Co-Chair Schuette reported that a temporary worker was driving Truck #45 away from a parked position and hit the passenger side mirror with some vegetation which caused the plastic casing to break away from the mirror. The cost of this damage was approximately \$700.00. He asked the committee to determination if this incident was considered to be preventable or non-preventable.

Following discussion, Director Topolovac moved to determine this incident in Truck #45 as preventable, seconded by Dave Smith and carried.

11. CONSIDER DISCUSSION OF PROPOSED SUGGESTIONS/UPDATES TO THE 2019 RESOLUTION SUPPORTING THE DISTRICT'S SAFETY & WELLNESS PROGRAMS TO BE PRESENTED TO THE FULL BOARD OF DIRECTORS ON DECEMBER 11, 2019

The proposed changes to the Resolution supporting the District's Safety and Wellness Program were discussed under Agenda Item #9.

Co-Chair Wood moved to accept the changes as discussed and to present it to the Board at their December 11, 2019 meeting, seconded by Rainy Selamat and carried.

12. CONSIDER A REPORT ON SEPTEMBER AND OCTOBER 2019 SAFETY/RISK COMPLIANCE ACTIVITIES

Co-Chair Schuette stated that he had attended the Project Heartbeat class for the Automatic Emergency Defibrillator (AED) to keep the program current and registered with the City of San Diego. This helps the District stay abreast of inspection dates and expiration dates of pads and equipment. He also stated that he had visited departmental Safety Tailgate meetings to observe and provide any feedback. The CPR/AED/First Aid class was presented to those employees required to complete.

Co-Chair Schuette reported that two County Hazmat inspections were completed at the District's Headquarters and the Firehouse Pump Station. He stated that at District headquarters the California Environmental Reporting System (CERS) issues on the site map must be updated with the construction zone (District Headquarters). Also, the Spill Prevention Control Countermeasure Plan (SPCCP) is to be updated every five years and is now in the process of being revised. A verbal update regarding the recommended inspection items will be provided at the December 19<sup>th</sup> Safety Committee Meeting.

13. CONSIDER SAFETY ACTION ITEMS ASSIGNED / COMPLETED

Committee Chair Thorner stated that seven (7) employees received a Caught Being Safe recognition. She reminded those in attendance that anyone who fabricates a method or tool that will make a task safer to complete, to submit it to the ACWA/JPIA Safety Award Committee.

Co-Chair Wood stated that he would like to keep the SHNQT Agenda Item for annual discussion of the dollar amount for preventable damage to District vehicles/property; it will now be scheduled for the Safety Committee meeting on October 29, 2020.

Co-Chair Wood thanked Leslie Naritelli for her help with the Safety Committee meetings as she is retiring and this is her last meeting. She was congratulated by those present.

14. CONSIDER FUTURE AGENDA ITEMS

There were no additional items for a Future Agenda in addition to what was already discussed.

15. CLOSED SESSION DISCUSSION (If Necessary)

There was no Closed Session.

16. ADJOURNED

Committee Chair Thorner adjourned the meeting at 9:10 A.M. The next Safety Committee meeting is scheduled for Thursday, December 19, 2019 at 8:00 A.M.

ATTEST:

---

Robert F. Topolovac  
Board Director  
Olivenhain Municipal Water District

---

Robert M. Kephart  
Board Director  
Olivenhain Municipal Water District