



**MINUTES OF A REGULAR
SAFETY COMMITTEE MEETING**

December 19, 2019

MEMBER REPRESENTATIVES

Acting 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

Joseph Randall, Assistant 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

Steve Weddle, Engineering Services Supervisor

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

Don Hussey, Operations Supervisor

Cienamon Bailey, Records & Contracts Coordinator, HR Dept.

Acting Chair Randall called the meeting to order at 8:04 A.M. and called the roll; Director Topolovac was present; Director Kephart was not yet present.

3. ADOPTION OF AGENDA

Acting Chair Randall moved to adopt the Agenda, seconded by Co-Chair Schuette and carried.

4. PUBLIC COMMENTS

There was no one present for public comment.

5. CONSIDER APPROVAL OF THE MINUTES OF THE OCTOBER 31, 2019 REGULAR SAFETY COMMITTEE MEETING

Co-Chair Wood moved to approve the October 31, 2019 Regular Safety Committee Meeting minutes, seconded by Acting Chair Randall and carried unanimously.

6. CONSENT CALENDAR:

C-a. CONSIDER APPROVAL OF THE JANUARY/FEBRUARY 2020 TRAINING CALENDAR

Acting Chair Randall moved to approve the Consent Calendar, seconded by Tammi Bowman and carried unanimously.

Director Kephart entered the meeting at 8:08 A.M.

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

Co-Chair Schuette reported the injury, vehicle, and property statistical information provided in the Board packet. He reported that we are 4,973 days into the 5,000 days without a preventable loss time injury and currently have three preventable and four OSHA recordable injuries.

8. CONSIDER APPROVAL OF THE SUGGESTED EMPLOYEE RECOGNITION OF THE SAFETY SUB-COMMITTEE IF THE EMPLOYEES REACH THE 5,000 DAYS WITHOUT A PREVENTABLE LOSS TIME INJURY

Co-Chair Schuette stated that on November 25, 2019 the Safety Sub-Committee met and provided three options that were presented in the board packet. Director Topolovac recommended allocating \$50 for an apparel purchase and a \$75 Amazon gift card per employee.

Co-Chair Wood motioned to make a recommendation to the General Manager for the employee recognition allocation of \$50 for an apparel purchase and a \$75 Amazon gift card per employee, seconded by Adam Calm and carried unanimously.

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

November 5, 2019, truck #70 backed into a light pole in the OMWD yard. The employee stated that the sun was obstructing his view in the backup camera. There were no injuries to report.

November 14, 2019, truck #66 was involved in an accident totaling \$5,000 in damages. The employee stated that when his phone fell off of the dash, he reached for it and his foot came off of the brake and caused him to rear end a citizen's vehicle. There were no injuries to report.

December 17, 2019, an employee damaged a roll up door while operating a fork lift. Initial damages were quoted at \$600. It is projected that the cost will exceed \$600. There were no injuries to report.

Following discussion, Don Hussey made a motion that these incidents were preventable, seconded by Director Kephart and carried unanimously.

10. CONSIDER A REPORT TO REVIEW BOTH PAYROLL (W-2) AND NON PAYROLL (FORM 1099) INJURIES TO DETERMINE IF ADDITIONAL TRAINING IS NECESSARY

Co-Chair Schuette provided an informational report concluding that only one injury within the previous three years involved a Non-Payroll injury. The committee agreed that no additional/special training is needed.

11. CONSIDER A REPORT ON NOVEMBER AND DECEMBER 2019 SAFETY/RISK COMPLIANCE ACTIVITIES

Co-Chair Schuette provided a report on 2019 Safety/Risk compliance activities.

12. CONSIDER DISCUSSION ON THE DISTRICTS SMOKING POLICY

Co-Chair Wood provided an informational report based on General Counsel Smith's recommendation that employees smoking rights should not be restricted on their breaks while off the employer premises at any time as this likely violates Labor Code §96(k).

Director Kephart asked if there are designated smoking areas onsite and at worksites. Acting Chair Randall noted that training is provided by supervisors regarding safety while smoking near chemicals and at worksites. Co-Chair Wood added that designated smoking areas will be revisited prior to moving into the new administrative building.

13. CONSIDER SAFETY ACTION ITEMS ASSIGNED / COMPLETED

Co-Chair Schuette stated that there were no employees recognized for the Caught Being Safe program.

14. CONSIDER FUTURE AGENDA ITEMS

Director Kephart requested an update on the damaged roll gate be placed on the February agenda.

15. CLOSED SESSION DISCUSSION (If Necessary)

There was no Closed Session.

16. ADJOURNED

Acting Chair Randall adjourned the meeting at 9:04 A.M. The next Safety Committee meeting is scheduled for Thursday, February 27, 2020 at 8:00 A.M.

ATTEST:

Robert F. Topolovac
Board Director
Olivenhain Municipal Water District

Robert M. Kephart
Board Director
Olivenhain Municipal Water District