



**MINUTES OF A REGULAR
SAFETY COMMITTEE MEETING**

DECEMBER 20, 2018

MEMBER REPRESENTATIVES

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
Tom Wood, Human Resources Manager

Robert F. Topolovac
Lawrence A. Watt

Adam Calm, Systems Operator II

Jeff Anderson, Park Supervisor

Teresa Chase, Staff Analyst

Tom Arellano, Water Treatment Facilities Supervisor

George Briest, Engineering Manager

Rainy Selamat, Finance Manager

Dave Smith, Operations Manager

Dominic Brunozzi, Pump/Motor Tech II

John Onkka, Water Reclamation Facility Supervisor

Tong Tang, Field Services Technician I

Dan Nevitt, Instrument Control Tech I

Jason Emerick, Water Reclamation Operator Level III
Chad Williams, Engineering Services Supervisor

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

George Briest 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 OCTOBER 25, 2018 REGULAR SAFETY COMMITTEE MEETING

George Briest moved to approve the minutes of the October 25, 2018 Regular Safety Meeting, seconded by Dave Smith and carried.

6. CONSENT CALENDAR:

C-a. CONSIDER APPROVAL OF THE JANUARY/FEBRUARY 2019 TRAINING CALENDAR

George Briest moved to approve the Consent Calendar, seconded by Dave Smith and carried.

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

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

Joe Mackey stated that an employee in a District vehicle was hit from behind by a citizen and was hurt. The Safety Committee determined this to be non-preventable; however, OSHA considers it reportable and will be reported on the OSHA 300 Log. The District's Safety Recognition Program in 2018 reports two (2) preventable injuries. The OSHA 300 Log will show 4 injuries in 2018 as OSHA requires all injuries to be reported; preventable or not.

8. CONSIDER APPROVAL OF AMAZON CARDS FOR THE CY 2018 EMPLOYEE SAFETY RECOGNITION

Committee Chair Thorner asked Joe Mackey to report on the recommendation of the Safety Sub-Committee.

Joe Mackey stated that the Safety Sub-Committee recommended recognizing the employees with cards from Amazon. He stated that should the Committee agree to continue the same recognition for employees the Amazon Gift Card would be in the amount of \$200.

The breakdown of the program recognition is: \$50 keep Injury Incident Rate (IIR) below the National 3-year average and keep less than 40 hours of lost time due to preventable injury/accident; \$50 for keeping the vehicle/property damage under \$10,000; and a \$100 bonus for continuing the record of no preventable lost time injuries since the date of 5/08/2006.

Tom Wood moved to accept the Safety Sub-Committee recommendation as long as the District goals are met by December 31, 2018 at 11:59 P.M., seconded by Dave Smith and carried.

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

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

- 1) Joe Mackey reported that an employee driving a District vehicle was exiting the 78 Fwy and was hit from behind by a citizen. It was discovered that the driver had insurance coverage, but did not have a California Driver's License. The insurance company was unaware that their insured had no license as the Department of Motor Vehicles did not notify them. The insurance company will pay for the damage which is approximately \$3,000.00. This was determined to be non-preventable.
- 2) Joe Mackey stated that an employee on duty and using duty truck #77 had noticed damage to the truck on the back passenger side between the bumper and taillight. The employee did not know how it happened. Upon seeing the damage, the employee immediately called his supervisor who then called Joe Mackey. The damage appeared to be from some time ago and wasn't noticed until reported. The damage is approximately \$1400.00 and was determined to be non-preventable.

Because of this damage, there was discussion as to the need for a visual checklist of a vehicle before an employee takes it for duty. Committee Chair Thorner did not see a necessity to create an additional paperwork process for this rare incident, but suggested a simple visual check. Jason Emerick stated that this would be a good tailgate topic for employees to remember to complete a visual check for vehicle damage before taking a District vehicle.

Joe Mackey moved to concur with the reported incidents being non-preventable and to hold a tailgate topic for employees to complete a visual check for vehicle damage before taking a District vehicle, seconded by Tom Wood and carried.

10. CONSIDER A REPORT ON THE FIRE DRILL FINDINGS AND RECOMMENDATIONS FOR THE DISTRICT'S MAIN YARD, DAVID C. MCCOLLOM WATER TREATMENT PLANT, AND THE 4S RANCH WATER RECLAMATION FACILITY

Joe Mackey reported that there were three issues to report to the Safety Committee regarding the fire drills at Headquarters, the 4S Wastewater Treatment Plant (4S WWTP), and the David C. McCollom Water Treatment Plant (DCMWTP).

- 1) When a fire alarm goes off in the main office building, employees down in Building J (mechanics bay) do not hear it. There was a question as to whether the alarms in the upper buildings should be combined with Building J or to leave them separate; the alarm company suggested keeping them separate.
- 2) Joe Mackey reported that during the drill at the 4S WWTP, it was discovered that when a pull station was pulled, no alarm sounded and the fire system did not react. The Electro Specialty Systems (ESS) representative repaired this by re-hooking a dislodged

wire in the fire system. When this occurred, the red light on the pull station turned on. The pull station was then retested and it worked properly by sounding the alarm.

- 3) The DCMWTP complex has three (3) separate alarm systems. If you activate a pull station, each separate system will sound the fire alarm in all areas; however to reset them, each separate alarm system must be reset individually at each building. The only way to resolve this issue is to link all three systems together. It was found to be very expensive to do this. Joe Mackey stated that he didn't believe that this large cost should be incurred for mere convenience. Tom Arellano agreed and stated that it will be a good process after an alarm to walk to each building to reset the alarm and make sure all is well.

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

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

- The County HazMat inspection at the Rancho Lakes Pump Station went well; the diesel tank was required to be stenciled with "Diesel Fuel" and Joe Mackey reported that this request has been completed.
- Jeff Anderson reported that the 800 MHz Radio test at the Elfin Forest Recreational Reserve found that they only received noise/static. This problem was in the Ranger radios; Regional Communication System came out and repaired the radios.

12. 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. There was discussion with regard to the feasibility of installing equipment to monitor the employee(s) entering a vault/confined space at the front desk (MSA Altair 5X Confined Space Monitor System). It was stated that when entering a confined space, the employee will link up to the monitoring system with their smartphone. Should there be an event, the alarm will trigger all System Operations Department employees, the Safety/Risk Compliance Administrator, and several plant employees who also have the system on their smartphones. All of these employees will receive the same message (alarm); immediate action would be taken and if necessary a call would be made to 911. Committee Chair Thorner's concern was that while those receiving the alarm know which confined space location the alarm would be coming from, do they have access to know the location of those receiving the alarm for best response? Joe Mackey stated that all smartphone users with the system on their phones have the capability to see the location of those on the Space Monitor System. The front desk would require an

exclusive monitor that remained on at all times as well as a smartphone. Joe Mackey and Adam Calm will further discuss this issue with the General Manager and finalize any alternatives to this issue.

- b. Director Watt stated that he and Director Topolovac both participated in a ride-along to tour a vault off of Rancho Santa Fe Road; they found it impressive to see the process of entering a vault. He reported that the vault they toured was in excellent condition and stated that if all vaults are that clean the District is in good shape.
- c. Committee Chair Thorner stated that the District had submitted to the ACWA/JPIA for the LaBounty (Safety) Award its idea for a fabricated method of using a valve key to exercise the overflow valve at the 4S WRF Wet Weather Storage Pond; this valve key could help prevent possible injuries. Director Watt is on the ACWA/JPIA Board and stated that the LaBounty Award is now called the Safety Award. He reported that there were 100 nominations received; 21 were awarded. He stated that although the District did not receive the award, we should not be discouraged and suggested that the employees take a look at the ACWA/JPIA website to see if any of the better/safer methods that received an ACWA Safety Award could be applicable to the District.
- d. Caught Being Safe Certificates were presented at the December Employee Forum to the following:
 - Dan Nevitt and Brian Keeler conducted maintenance and installation of new equipment on the 50-foot tall SCADA Tower located in the Employee Parking Lot were observed wearing proper protective equipment and completed the job safely.
 - Marvin Cohen and Colette Barrow sufficiently handled the distribution of over 150 new fobs for employee access to the District. This resulted in more secure access control for all OMWD buildings and prevent entrance by unauthorized personnel.

13. CONSIDER FUTURE AGENDA ITEMS

Jeff Anderson stated that there will be an extensive three (3) day training in January 2019 with the Rancho Santa Fe Fire Department to include the Elfin Forest Recreational Reserve; the Park Rangers and Temporary Rangers will participate. Committee Chair Thorner requested that this item be added to the February 2019 Agenda to report the results of the training.

14. CLOSED SESSION (If Necessary):

There was no Closed Session.

15. ADJOURNED

Tom Wood stated that he didn't know if Director Watt would be assigned to the Safety Committee next year; however, wanted to thank him for filling in on the committee following the resignation of Director Varty.

Committee Chair Thorner adjourned the meeting at 8:52 A.M. The next Safety Committee meeting is scheduled for Thursday, February 28, 2019 at 8:00 A.M. in the Boardroom.

Robert F. Topolovac
Board Director
Olivenhain Municipal Water District

ATTEST:

Kimberly Thorner, Safety Committee Chair
General Manager
Olivenhain Municipal Water District