



**MINUTES OF A REGULAR
SAFETY COMMITTEE MEETING**

February 25, 2021

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:

Safety SUB-Committee:
*Tammi Bowman, Gary Briant, Chris Bumcrot,
Rudy Petrovski, Arman Tarzi*

Additional Employee Attendees:

Recorder:

ATTENDEES

Kimberly A. Thorner, General Manager
Jennifer Joslin, Human Resources Manager
Tim Schuette, Safety/Risk Compliance Administrator

Robert F. Topolovac

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

Tammi Bowman, Accountant I
Gary Briant, Purchasing/Warehouse Clerk
Rudy Petrovski, Instrument Control Tech II

Joey Randall, Assistant General Manager

Shawn Patterson, Records & Contracts Coordinator

Chair Thorner called the meeting to order at 8:01 a.m. Director present was Topolovac. It was noted that Director 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.

It was noted that Director Sprague was unable to attend due to a scheduling conflict. Future Safety Committee meetings will be moved to the 4th Wednesday of every other month at 2:30 p.m. in order to accommodate everyone's schedule.

3. ADOPTION OF AGENDA

Director Topolovac moved to adopt the Agenda, seconded by Chair Thorner and approved by the following roll call vote:

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

4. PUBLIC COMMENTS

There was no one present for public comment.

5. CONSIDER APPROVAL OF THE MINUTES OF THE DECEMBER 17, 2020 REGULAR SAFETY COMMITTEE MEETING

Director Topolovac moved to approve the December 17, 2020 Regular Safety Committee Meeting minutes, seconded by Co-Chair Joslin and approved by the following roll call vote:

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

6. CONSENT CALENDAR:

C-a. CONSIDER APPROVAL OF THE MARCH/APRIL 2021 TRAINING CALENDAR

Jason Emerick moved to approve the Consent Calendar, seconded by John Onkka and approved by the following roll call vote:

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

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

Co-Chair Schuette provided an informational report and reviewed key statistics contained in the Safety packet including OMWD's consecutive days without a preventable lost time injury, OMWD's current safety program numbers for 2021, as well as the latest vehicle damage report.

Co-Chair Schuette stated that due to ongoing COVID restrictions, staff will receive a gift card for lunch instead of holding the annual Employee Appreciation Luncheon. Eligible employees will also receive a \$50 Amazon gift card in recognition of achieving the 2020 SHNQT program vehicle incident/damage goal.

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

Co-Chair Schuette informed the Committee that there were two incidents to report. The first incident occurred on February 1, 2021 when vehicle #26 backed into a light pole in the OMWD parking lot. There was only minor damage to the vehicle, no damage to the light pole, and no injuries to report.

Jeff Anderson moved that the incident was preventable, seconded by Co-Chair Joslin and approved by the following roll call vote:

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

The second incident was discussed in closed session.

9. CONSIDER A REPORT ON JANUARY AND FEBRUARY SAFETY/RISK COMPLIANCE ACTIVITIES

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

10. CONSIDER A REPORT ON SAFETY PROGRAM REVIEW DATES AND UPDATE SCHEDULE

Co-Chair Schuette reviewed the list of OMWD safety programs and their scheduled review dates.

11. CONSIDER SAFETY ACTION ITEMS ASSIGNED / COMPLETED

Chair Thorner reviewed the Safety/Risk Compliance activities as provided in the packet.

Co-Chair Schuette stated that four employees were recognized according to the Caught Being Safe program for their involvement in an incident that occurred on District property involving an unidentified vehicle and an unresponsive driver.

12. CONSIDER FUTURE AGENDA ITEMS

Chair Thorner requested the addition of a COVID Task Force update as a future agenda item.

13. CLOSED SESSION DISCUSSION (If Necessary)

Closed session was held from 8:25 a.m. to 8:45 a.m.

14. ADJOURNED

Chair Thorner adjourned the meeting at 8:45 a.m. The next Safety Committee meeting is scheduled for Wednesday, April 28, 2021 at 2:30 p.m.

Robert F. Topolovac
Board Director
Olivenhain Municipal Water District

ATTEST:

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