


Municipal Water District
**MINUTES OF A REGULAR
SAFETY COMMITTEE MEETING**
AUGUST 25, 2016

MEMBER REPRESENTATIVES

Chair:
Co-Chair:

Board Directors:
General Manager:

Bargaining Unit Members Association (BUMA):
Customer Services Department:
District Employees Association (DEA):
DCM Water Treatment Plant:
Engineering Department:
Finance Department:

Operations Department:

Water Reclamation Facility:

Safety SUB-Committee (Two Attendees):
Adam Calm, Dan Nevitt, Eddie Rodriguez, Mark Wilson

Recorder:

ATTENDEES

Joseph Mackey, Safety/Risk Compliance Administrator
Tom Wood, Human Resources Manager

Robert F. Topolovac; Lawrence A. Watt
Kimberly A. Thorner

Raymond Motas, Water Reclamation Operator Level III
Jeff Anderson, Park Supervisor
Cathy Collier, Project Accountant II
Tom Arellano, WTPO Level IV
George Briest, Engineering Manager
Rainy Selamat, Finance Manager
Tim Sheppard, Purchasing / Warehouse Clerk
Dave Smith, Operations Manager
Dan Bean, Operations Supervisor - Construction
John Onkka, WRF Supervisor

Adam Calm, Systems Operator II
Eddie Rodriguez, Field Services Technician III
Mark Wilson, Utility III

Leslie Naritelli, Records & Contracts Coordinator

Committee Chair, Joe Mackey, called the meeting to order at 8:00 A.M. and called the roll. Director Topolovac and Director Watt were present.

3. ADOPTION OF AGENDA

Tom Wood 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 JUNE 30, 2016 REGULAR SAFETY COMMITTEE MEETING

Director Watt moved to approve the minutes of the June 30, 2016 Regular Safety Meeting, seconded by General Manager Thorner and carried.

6. CONSENT CALENDAR:

C-a. CONSIDER APPROVAL OF THE SEPTEMBER / OCTOBER TRAINING CALENDAR

Dan Bean 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

Dan Bean reported on the injury, vehicle, and property statistical information provided in the Board packet. He reported that in 2015 there were 2.4 injuries and one (1) injury reported in 2016. The total preventable damage to District vehicles thus far in 2016 is \$3,760.47; there is no property damage to date for 2016.

Joe Mackey reported that the 2.4 injuries reported in 2015 are based on a formula using 100 employees; the District currently has 80 employees. He stated that the one (1) injury reported in 2016 was related to a hearing test for an employee who has since retired; the District does not consider this a preventable incident as an employee's hearing reflects their lifestyle.

8. CONSIDER AN UPDATED REPORT ON AN INCIDENT REGARDING AN OVERFILL SITUATION BY A SUPPLIER

Dave Smith reported that he had met with the District's ammonia supplier, Hills Brothers Chemical Company (HBCC), to discuss the April 2016 chemical spill. He stated that the spill was below reportable standard as it was contained; there was no release offsite. He stated that the District has received verbal confirmation from San Diego County HazMat that there is no further inquiry necessary. However, the District may be required to be a witness with regard to the incident, if additional examination of HBCC's practices are necessary.

Dave Smith stated that he has not yet been able to verify whether the District is indemnified in the agreement with HBCC. General Manager Thorner stated that this contract was entered into quite some time ago and may need to be revised. She asked that a follow-up item be placed on the October Agenda to further discuss the indemnity provision on the District's purchase orders and contracts.

Joe Mackey stated that he would add that item to the October Agenda.

9. CONSIDER AN UPDATE ON THE REVAMP OF THE DISTRICT LOBBY

George Briest reported that the original design of the lobby using movable walls could not be provided by the supplier. He stated that a modified design was looked at; however, the supplier was unable to submit a design that worked for the District's lobby.

George Briest reported that the District is now considering the traditional dry-wall construction with a glass wall installation to allow more light into the lobby. Because the lobby is being reduced by half of its size, there is concern that the lobby may be quite dark with a traditional wall. Mr. Briest stated that the lobby will also include the necessary security. He stated that this project is taking much longer as the movable wall design did not pan-out. Mr. Briest will update the committee in October.

10. CONSIDER THE RECOMMENDATION BY THE SAFETY SUB-COMMITTEE FOR THE MID-YEAR SAFETY AWARD

Joe Mackey stated that the Safety Sub-Committee met to discuss the \$50 Safety Award for each employee for the first half of calendar year (CY) 2016. They recommended awarding a \$50 award card using the District's American Express card (AMX) points for all employees at no cost to the District. The sub-committee also discussed the District's CY 2016 Safety Goals and recommended that a \$150.00 transferrable Vons card be awarded to each employee if this goal is achieved.

Tom Wood moved to approve the Sub-Committee's recommendation to use the District's AMX card points to order \$50 award cards for all employees in recognition of achieving the District's 2016 Six-month Safety Goals at no cost to the District; and if the District's CY 2016 Safety Goals are met, to authorize the purchase of \$150 transferrable Vons cards for all employees, seconded by General Manager Thorner and carried.

Director Topolovac stated that he would like to see a new safety performance target set for the employees to reach and asked that the Sub-Committee meet and provide a recommendation. Joe Mackey stated that he agreed and that this item is on the "Safety Meeting Action Items" list for discussion at the October 27th Safety Committee Meeting. He stated that the sub-committee would define a new method to provide an enhanced benchmark. Discussion of the dollar amount for preventable vehicle incident damage will be placed on the October 27th Safety Committee Agenda.

11. CONSIDER REPORT ON JULY AND AUGUST SAFETY/RISK COMPLIANCE ACTIVITIES

Joe Mackey reviewed the Safety/Risk Compliance Activities as provided in the Safety Committee Packet. He stated that he will be holding another First Aid class for new employees and invited anyone who would like to attend.

He reported that the MACS Radio is not working; the County is expected to come out and test it as a new radio may be required.

Joe Mackey reported that the District's Automated Emergency Defibrillators (AEDs) have been placed on a list in the local directory for public use via smartphone. He stated that the batteries for the AED are expected to last approximately four (4) to five (5) years. When the battery on the AED unit gets low it will beep; as soon as the unit begins beeping, Joe Mackey must be notified so that he may order the replacement battery. The battery will continue to work for about six (6) months once it begins beeping. Mr. Mackey told the committee how to stop the beeping for a 24-hour period.

Joe Mackey reported that the OMWD Multi-Hazard Mitigation Plan (MHMP) Committee have held a couple of meetings to update the MHMP. He stated that this document covers hazardous situations such as fires, floods, landslides, etc., and that Tracer Environmental will be filing the MHMP with the County of San Diego once completed.

12. CONSIDER SAFETY ACTION ITEMS ASSIGNED / COMPLETED

Joe Mackey reviewed the listed action items completed and the timelines for those still pending.

The following action items were discussed and removed, added or remained on the list:

- a. The Safety Has No Quitting Time (SHNQT) program will be revisited at the October 27th Safety Meeting to discuss the dollar amount for preventable vehicle damage.
- b. The comprehensive review by Homeland Security of the District's Telemetry and Information Technology is now complete; the report is being prepared and will be provided to the Board of Directors at their November Board meeting in the Closed Session. The District is now ready for the review of the District's critical infrastructure.
- c. Homeland Security will also address the "Active Shooter" Training for District employees.
- d. The Chemical Spill Training "awareness" level was completed for the first responders provided by Brad Prill with Industrial Safety Professionals. The next level of training will be at the DCMWTP / Ammonia Feed Facility for one full day; and at the WWRF for one-half day. The District will receive a full report of recommendations as to what level of training should be maintained and what types of equipment should be available for a full spill response.
- e. The movable wall design did not work out for the District's lobby. The front lobby is being re-designed with traditional dry wall to include a glass wall and allow for more light. This project has been delayed due to the change in the construction plan.

13. CONSIDER FUTURE AGENDA ITEMS

There were no future agenda items in addition to what was already discussed.

14. ADJOURNED

Joe Mackey adjourned the meeting at 8:57 A.M. The next Safety Committee meeting is scheduled for Thursday, October 27, 2016 at 8:00 A.M. in the Boardroom.

Lawrence A. Watt
Board Director
Olivenhain Municipal Water District

ATTEST:

Robert F. Topolovac
Board Director
Olivenhain Municipal Water District