

  
Municipal Water District  
**MINUTES OF A REGULAR  
SAFETY COMMITTEE MEETING**  
**OCTOBER 27, 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:  
*Adam Calm, Dan Nevitt, Eddie Rodriguez, Mark Wilson*

Additional Employee Attendees:

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  
None  
George Briest, Engineering Manager  
Rainy Selamat, Finance Manager

Dave Smith, Operations Manager  
None

Adam Calm, Systems Operator II  
Dan Nevitt, Instrument Control Technician I  
Mark Wilson, Utility III

Dominic Brunozzi, Pump/Motor Technician II  
Tim Sheppard, Purchasing / Warehouse Clerk

Leslie Naritelli, Records & Contracts Coordinator, HR Dept.

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

Joe Mackey moved to adopt the Agenda, seconded by General Manager Thorner and carried.

4. PUBLIC COMMENTS

There was no one present for public comment.

5. CONSIDER APPROVAL OF THE MINUTES OF THE AUGUST 25, 2016 REGULAR SAFETY COMMITTEE MEETING

George Briest moved to approve the minutes of the August 25, 2016 Regular Safety Meeting, seconded by Jeff Anderson and carried.

6. CONSENT CALENDAR:

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

George Briest moved to approve the Consent Calendar, seconded by Cathy Collier 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 TO ESTABLISH A NEW BENCHMARK FOR DISTRICT EMPLOYEES WITH REGARD TO PREVENTABLE DAMAGE TO DISTRICT VEHICLES

Joe Mackey 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 in 2016 resulting from a hearing test of an employee who has since retired. 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 asked for input with regard to the \$10,000.00 ceiling for vehicle and property incident damage. Following discussion it was determined to maintain the current \$10,000 ceiling.

Director Topolovac moved to keep in place the \$10,000.00 marker as a cap for preventable damage to District vehicles/property, seconded by Director Watt and carried.

8. CONSIDER DISCUSSION OF PROPOSED SUGGESTIONS / UPDATES TO THE 2016 RESOLUTION SUPPORTING THE DISTRICT'S SAFETY & WELLNESS PROGRAMS TO BE PRESENTED TO THE FULL BOARD OF DIRECTORS ON DECEMBER 7, 2016

Director Topolovac stated that he is very proud of the District's safety record and would like to see the employees rewarded for their outstanding accomplishment since reaching the 10 year milestone. Director Watt stated that he doesn't believe that the employees realize what they have achieved with their safety record.

General Manager Thorner stated that as of today the District's record with no preventable lost time injuries is 3825 consecutive number of days. Joe Mackey stated that the District's x-mod factor is now .70 which will save the District approximately \$60,000 per year. General Manager Thorner suggested that the committee entertain a new benchmark of 4,000 consecutive number

of days as this is a milestone not reached by anyone in the industry. If achieved, the employees will earn an additional \$50.00 reward; this is in addition to the current \$150.00 award (see SHNQT for more information).

Tom Wood stated that he would like to add some terminology to the Safety Has No Quitting Time (SHNQT) under #2 Eligibility that full time employees must have worked one (1) day during the eligibility period to receive the safety award. He also stated that at the March 9, 2011 Board of Directors meeting, the Board had made a motion to exclude Board Members from receiving awards earned by the employees under the District's Safety and Wellness Program; Mr. Wood suggested adding the Board Members to the list of those excluded from receiving the safety award.

Director Topolovac moved to set a new safety milestone of 4,000 days with no preventable lost time injuries and, if met, the employees will receive an additional \$50.00 Safety Award at the end of 2017; and to revise the SHNQT with the revisions proposed under #2 Eligibility that full time employees must have worked one (1) day during the eligibility period to receive the safety award, and add the Board Members to the list of those excluded from receiving the safety award, seconded by General Manager Thorner and carried.

9. CONSIDER A REPORT REGARDING THE INDEMNITY PROVISION FOR DISTRICT PURCHASE ORDERS AND CONTRACTS/AGREEMENTS

Dave Smith provided an updated memo to the committee with information on the indemnity clause for various chemical suppliers. Following review of the purchasing process from chemical suppliers and their indemnification of the District, it was determined to establish the terms and conditions language for all District contracts with chemical suppliers.

The committee directed Dave Smith to generate the appropriate language and produce the final outcome as approved by the General Manager at a future Safety Committee meeting.

10. CONSIDER AN UPDATE ON THE RENOVATION OF THE DISTRICT'S LOBBY

George Briest reported that the District has secured a purchase order for the lobby renovation with delivery expected within six (6) weeks. He stated that due to the upcoming holidays, construction will begin in early January 2017. This work will be done during evenings and weekends to avoid disruption to the District's customers.

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

Joe Mackey reviewed the Safety/Risk Compliance Activities as provided in the Safety Committee Packet. He stated that he completed plant evaluations with Brad Prill of Industrial Safety Professionals with regard to recommendations on first responder training for chemical spills.

Mr. Mackey also stated that he had requested an estimate for two 24-hr classes and an 8-hr refresher each year for first responders.

He reported that the MACS Radio was used during the County Earthquake Drill and he did not hear anything. The County is expected to come out and test it as a new radio may be required. Dave Smith stated that the San Diego County Water Authority has been receiving complaints from member agencies with regard to the radio proponents and have created a team that is working with member agencies to identify the problems on their end. He would like to work with Joe Mackey on this effort; Joe Mackey agreed and would like to identify and fix the problem.

Tom Wood reported that the District's Automated Emergency Defibrillators (AEDs) now include "child/infant pads" at the Varty Center in the Elfin Forest Recreational Reserve.

Joe Mackey stated that he had attended the National Safety Council Expo in Anaheim (the largest Expo in the United States) and visited the Mine Safety Appliances (MSA) booth. He viewed their demonstration of a confined space monitor using blue tooth that produces real time monitoring. The District will enter into an agreement to purchase the real time monitors and once received and put into practice, Joe Mackey will provide a presentation to the Safety Committee.

## 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 was reviewed at the October 27<sup>th</sup> Safety Meeting and the dollar amount for preventable vehicle damage received a unanimous vote to sustain the current \$10,000.00 ceiling.
- b. The comprehensive review by Homeland Security of the District's Telemetry and Information Technology 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; Joe Mackey will complete a walk-through with Kelly Wilson on January 18, 2017 and will calendar a presentation to the Safety Committee.
- c. Homeland Security will also address the "Active Shooter" Training for District employees following completion of the District's lobby.
- d. The Chemical Spill Training "awareness" level was completed for the first responders provided by Brad Prill with Industrial Safety Professionals. Industrial Safety Professionals will provide an estimate for two 24-hr classes and an 8-hr refresher each year for first responders.
- e. The construction of the District's lobby will begin in early January 2017. This work will be done during evenings and weekends to avoid disruption to the District's customers.

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 9:20 A.M. The next Safety Committee meeting is scheduled for Thursday, December 15, 2016 at 8:00 A.M. in the Boardroom.

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Lawrence A. Watt  
Board Director  
Olivenhain Municipal Water District

ATTEST:

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Robert F. Topolovac  
Board Director  
Olivenhain Municipal Water District