


Municipal Water District
**MINUTES OF A REGULAR
SAFETY COMMITTEE MEETING**
DECEMBER 15, 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
Tim Sheppard, Purchasing / Warehouse Clerk
Dave Smith, Operations Manager
John Onkka, WRF Supervisor

Adam Calm, Systems Operator II
Mark Wilson, Utility III

Dominic Brunozi, Pump/Motor Technician II

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

Director Watt moved to adopt the Agenda, seconded by Jeff Anderson and carried.

4. PUBLIC COMMENTS

There was no one present for public comment.

5. CONSIDER APPROVAL OF THE MINUTES OF THE OCTOBER 27, 2016 REGULAR SAFETY COMMITTEE MEETING

Joe Mackey moved to approve the minutes of the October 27, 2016 Regular Safety Meeting, seconded by Cathy Collier and carried.

6. CONSENT CALENDAR:

C-a. CONSIDER APPROVAL OF THE JANUARY / FEBRUARY 2017 TRAINING CALENDAR

Director Topolovac 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.

NOTE: John Onkka entered the meeting at 8:08 A.M.

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. Joe Mackey stated that after today's closed session, the 2016 injury count is expected to increase to three (3). He reported that the total preventable damage to District vehicles thus far in 2016 is \$6,373.61 and stated that minor damage to a bumper can be costly. There is no property damage to date for 2016.

8. 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. He stated that the San Diego County Multi-Hazard Mitigation Plan (MHMP) Committee met in November to review the first draft and made some revisions. Kim Thorner stated that this MHMP is valuable information and requested that once it is finalized, Joe Mackey present it to the committee in a closed session. This request will be added to the Action Items list for presentation at a future meeting.

NOTE: George Briest entered the meeting at 8:18 A.M.

Joe Mackey reported that the Member Area Communication System (MACS) radio test results showed that he could hear the County; however, the County and other agencies could not hear the Olivenhain MWD. He stated that several agencies are only hearing static; there is definitely a problem that needs to be resolved.

Joe Mackey reported that he had attended a Rural Community Assistance Corporation (RCAC) water class in San Marcos. He stated that this class is free of charge and designed mostly for the more rural areas that don't have access to colleges, such as Palomar College and Cuyamaca College, where we have access to water type classes that will earn and accumulate

contact hours; this RCAC class is provided for that purpose. He strongly recommended the RCAC class as it's possible to earn about 6.5 contact hours.

Joe Mackey reported that the District held an Emergency Operations Center (EOC) Table Top Drill was conducted on November 17, 2016. He stated that a follow-up drill on the scenarios presented will be held in January 2017.

Director Watt asked, does the District have a "Business Continuity Plan" or "Continuity of Operations Plan" in place? General Manager Thorner responded that there are plans in place for emergencies such as in the Finance Department for purchases that may be necessary to provide facility repairs or meals for the crews/employees. She stated that the IT Department has a plan in place should District plants/facilities be damaged or shut down; the EOC is also a part of the plan. Following discussion, the General Manager requested that the District's procedures be reviewed to encompass a full action plan during an emergency.

Joe Mackey stated that just yesterday the District used its *Business Continuity Plan* as the supply line to the lower level drinking fountain flooded the downstairs hall and some employee offices. The response was managed very quickly and responsibly by District crews; employees were promptly moved to dry areas to work while the water leak was stopped, water was siphoned, and dryers placed on the floor to dry the carpet. Although this was an unexpected event, the disruption to the District was minimal.

Raymond Motas reported that as one of his annual goals, he was assigned the task of submitting an application for the Safety Plant of the Year to the California Water Environment Association (CWEA) on behalf of the District. He thanked Joe Mackey for his help on the application and submitted 168 pages. General Manager Thorner stated that she had read it; however, did not know that Raymond Motas completed the application; she found it to be excellent.

Director Topolovac asked about the RCAC class and if it is to help organizations that are very small water districts. Joe Mackey responded yes, they not only provide a class, but will come out and provide consulting services free of charge on any water issue. Director Topolovac asked for a link to their website; Joe Mackey stated that they have a great website and will provide that information.

9. 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 comprehensive review by Homeland Security of the District's Telemetry and Information Technology was provided to the Board of Directors at their October 19, 2016 Board meeting in Closed Session. We are now ready for a review of the District's critical infrastructure. Joe Mackey will complete a walk-through with Kelly Wilson from Homeland Security on January 18, 2017, and once completed will calendar a presentation to the Safety Committee.
- b. Homeland Security will also address the "Active Shooter" Training for District employees following completion of the District's lobby.
- c. George Briest reported that the construction of the District's lobby will begin on Thursday, December 29th and if necessary work will continue into Friday, December 30th; this will avoid the cost to complete the project during evenings and weekends.

10. CONSIDER FUTURE AGENDA ITEMS

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

11. ADJOURNED

Joe Mackey adjourned the meeting at 8:37 A.M. The next Safety Committee meeting is scheduled for Thursday, February 23, 2017 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