



Municipal Water District

**MINUTES OF A REGULAR
SAFETY COMMITTEE MEETING**

FEBRUARY 23, 2017

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

None

Tom Arellano, Water Treatment Facilities Supervisor

George Briest, Engineering Manager

Rainy Selamat, Finance Manager

Dave Smith, Operations Manager

John Onkka, WRF Supervisor

Adam Calm, Systems Operator II

Eddie Rodriguez, Field Services Tech 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

General Manager Thorner moved to adopt the Agenda, seconded by George Briest and carried.

4. PUBLIC COMMENTS

There was no one present for public comment.

5. CONSIDER APPROVAL OF THE MINUTES OF THE DECEMBER 15, 2016 REGULAR SAFETY COMMITTEE MEETING

George Briest moved to approve the minutes of the December 15, 2016 Regular Safety Meeting, seconded by Tom Wood and carried.

6. CONSENT CALENDAR:

C-a. CONSIDER APPROVAL OF THE MARCH / APRIL 2017 TRAINING CALENDAR

Director Topolovac moved to approve the Consent Calendar, seconded by Jeff Anderson 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.

He reported that as of today, the District has 3944 days without a preventable lost time injury. There is no property damage to date for 2017.

Raymond Motas asked about the goal of reaching 4000 days; Joe Mackey will put together a subcommittee to consider the award, if 4000 days without a preventable lost time injury is achieved.

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

Joe Mackey reviewed the Safety/Risk Compliance Activities as provided in the Safety Committee Packet. He stated that the Dept. of Homeland Security Representative, Kelly Wilson, came in and completed an evaluation of the DCM Water Treatment Plant. He has received a summary of that report; unfortunately, Kelly Wilson has been directed to Oroville for the dam issue in that area. She will work with Joe Mackey to review the report upon her return.

Mr. Mackey reported on 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 there is definitely a problem that needs to be resolved. Adam Calm asked if this is a volunteer program as it seems that the MACS system always an issue; is it possible to actually get this fixed? Joe Mackey stated that yes, it may come down to about \$200 to get the radio repaired.

Joe Mackey reported that a meeting was held in January to review the November 17, 2016 Table Top Drill. He stated that various scenarios were discussed for future Table Top Drills.

Joe Mackey also reported that he provided a Traffic Control training class for the WWRF; John Onkka thanked him for this training.

He also reported that he provided the District's Safety Orientation to two (2) San Diego County Water Authority interns. He stated that he is very impressed with the Intern Program and has now requested that all interns have their Water Distribution Operator Grade-2 certification. Dave Smith stated that the hiring rate through the Intern Program is approximately 80% which is an indication of a successful program.

Joe Mackey reported that he completed the monthly Project Heartbeat Automatic Emergency Defibrillator (AED) maintenance check; the District has 10 AEDs. Per Director Watt's suggestion, he will remind all employees of the AED locations at an upcoming Employee Forum.

Mr. Mackey stated that a one-day awareness confined space training class was provided to the required employees. He stated that an internal confined space class with an outside instructor for hands-on rescue training is scheduled for later this year.

He also reported that today is the Annual Fire Extinguisher Recharge Day in the main yard for not only the District's extinguishers, but is also offered to employees to bring in their personal fire extinguishers with a metal valve to be checked and recharged if necessary.

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 chemical spill training at both the DCMWTP and 4S WRF is expected to be scheduled soon as the professional trainer was out on medical leave and is now available.
- b. We are now ready for a review of the District's critical infrastructure. Joe Mackey completed a walk-through with Kelly Wilson from Homeland Security on January 18, 2017. Ms. Wilson was to provide a presentation to the Safety Committee; however, she has been directed to the City of Oroville to help with the dam spillway situation.
- c. Homeland Security will also address the "Active Shooter" Training for District employees, following completion of the District's lobby; this will be coordinated with line item "b" above.
- d. George Briest reported that the District's lobby is near completion; the glass to be placed in front of the receptionist desk should be installed this week with a mouse hole at the bottom to pass paper through as well as a speaker hole.
- e. A purchase order has been processed for four (4) MSA Altair 5x Confined Space Monitors with Blue Tooth capabilities that will be available by the end of March. This will enable District employees to monitor confined space entry in real time. Once installed and working, a presentation will be provided to the Safety Committee and to the full Board of Directors at the request of Director Topolovac.

- f. The Business Continuity Plan (BCP) was discussed with Kelly Wilson following the DHS meeting. She has provided some templates and examples along with questions that are necessary to establish a BCP. This information has been submitted to General Manager Thorner for review and input; a sub-committee will be formed to address the BCP.
- g. The San Diego County Multi-Hazard Mitigation Plan (MHMP) is almost complete and once received will be presented to the Safety Committee in a Closed Session.
- h. A sub-committee will be established to discuss a possible safety award for all employees, should the new milestone of 4,000 days without a preventable injury be obtained.

There was discussion regarding the upcoming Safety Award Luncheon; the committee voted to schedule the 2017 Safety Luncheon on Wednesday, March 29th.

10. CONSIDER FUTURE AGENDA ITEMS

Tom Wood stated that there will be an upcoming fire drill at the District's headquarters and he would like a follow-up discussion of the exercise placed on the April Safety Agenda. Joe Mackey stated that he will inform the employees at the next Employee Forum of the upcoming fire drill; and place this item on the next agenda.

11. ADJOURNED

Joe Mackey adjourned the meeting at 8:54 A.M. The next Safety Committee meeting is scheduled for Thursday, April 27, 2017 at 8:00 A.M. in the Boardroom.

Lawrence A. Watt
Board President
Olivenhain Municipal Water District

ATTEST:

Robert F. Topolovac
Board Director
Olivenhain Municipal Water District