



**MINUTES OF A REGULAR
SAFETY COMMITTEE MEETING**

APRIL 27, 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
None

Robert F. Topolovac
Lawrence A. Watt

Kimberly A. Thorner

Raymond Motas, Water Reclamation Operator Level III
None

Cathy Collier, Project Accountant II
Tom Arellano, Water Treatment Facilities Supervisor
George Briest, Engineering Manager
Rainy Selamat, Finance Manager
Tim Sheppard, Purchasing / Warehouse Clerk
Dave Smith, Operations Manager
Dan Bean, Operations Supervisor - Construction

None

Adam Calm, Systems Operator II
Eddie Rodriguez, Field Services Tech III
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

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 FEBRUARY 23, 2017 REGULAR SAFETY COMMITTEE MEETING

Director Watt moved to approve the minutes of the February 23, 2017 Regular Safety Meeting, seconded by Dan Bean and carried.

6. CONSENT CALENDAR:

C-a. CONSIDER APPROVAL OF THE MAY / JUNE 2017 TRAINING CALENDAR

Dan Bean moved to approve the Consent Calendar, seconded by Joe Mackey and carried.

General Manager Thorner asked when the Active Shooter training would take place as that is an annual District goal. Joe Mackey responded that this training would most likely be scheduled once Kelly Wilson of DHS comes to evaluate the District's main building and the Wastewater Reclamation Facility. He will set something up with Ms. Wilson.

7. CONSIDER DISCUSSION OF THE FIRE DRILL HELD ON MARCH 15, 2017 AT THE DISTRICT'S HEADQUARTERS

Joe Mackey reported that the fire drill took place March 15th at 9:00 A.M. He stated that the employees were notified of the drill beforehand since this was the first drill with the new system. He stated that Marvin Cohen, Facilities Coordinator, assisted him with the drill process and completed a sweep of the building and it was all clear; all employees met at the Flag Pole. Joe Mackey reported that the next fire drill will take place much earlier in the morning to catch those employees who leave the yard early; this drill will be without notification. Separate fire drills will take place at the DCM Water Treatment Plant and at the Wastewater Treatment Plant.

During the fire drill, we learned that during a real fire, the magnetic doors release and close automatically; however, during a "test drill" this does not happen. There are two test modes; one that doesn't send the signal of the drill to the Fire Dept. and the second mode allows the test to send the signal to the Fire Dept. to verify that they received the alarm during the test. Calls were made to the Fire Department to inform them that the District was having a drill.

It was determined that the staging area for all employees to gather during a fire drill or emergency will be across the street (Olivenhain Rd) at the gate. There was discussion regarding the alarm and if all buildings can hear it; Joe Mackey will verify that all building alarms go off during a fire. General Manager Thorner stated that all employees must be notified of a fire no matter which building the fire may originate. He will report back on the alarm system on Building "J."

8. 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 as of today, the District has 4007 days without a preventable lost time injury; there is no property damage to date for 2017.

Raymond Motas asked about the SHNQT report on property damage as it states that the District has had no property damage since 2014. There have been no employee safety violations with regard to District property damage from 2014 until today.

General Manager Thorner stated that in the Staff Leadership Meeting all claims against the District and all claims the District has against others, such as fire hydrant damage are discussed among the staff. She would like to propose having a standing closed session and requested that this discussion be placed on a future agenda.

Joe Mackey reported that there are two pending reportable accidents/injuries at this time. He stated that the first was an employee's hearing test that had a shift in decibels which is being re-evaluated; hearing loss is difficult in determining the cause. Dan Bean stated that the District offers several different types of hearing protection devices for comfort and what may best suit an individual employee. Joe Mackey thanked Dan for his input and stated that every effort is made to protect against hearing loss while on the job. He reported that Brad Prill of Industrial Safety Professionals completed a noise evaluation at the DCM Water Treatment Plant a few years ago which determined the areas where placards/signage were to be placed and areas required to have ear protection devices available on the wall.

Joe Mackey stated that the second injury will be discussed following the adjournment of this meeting.

9. CONSIDER A REPORT ON MARCH AND APRIL SAFETY/RISK COMPLIANCE ACTIVITIES

Joe Mackey reviewed the Safety/Risk Compliance Activities as provided in the Safety Committee Packet. He stated that there was a main break at Los Pinos Circle handled well by District employees; it is believed that this break was not the responsibility of the District and is now under investigation.

Mr. Mackey reported that the Member Area Communication System (MACS) radio test results continue to hear static from Olivenhain. He stated that while at the Water Utility Safety Managers Association (WUSMA) meeting he saw that the person in charge of the MACS radios

was in attendance. He asked her about the District's radio being down for about 6-months; she stated that they are working on the problem.

Joe Mackey stated that the Dept. of Homeland Security (DHS) assessment training is a program that will be used to model changes to the security protocol of the District. Once finalized, he will demonstrate this program in the Closed Session of the Safety Committee.

He reported that hands on training was provided to three (3) new hires at the Pacific Safety Center.

Joe Mackey stated that he had met with two (2) companies regarding the District's Business Continuity Plan (BCP). He will review their quotes and determine which would best suit the District in planning its BCP.

Joe Mackey reported that he completed the monthly Project Heartbeat Automatic Emergency Defibrillator (AED) maintenance check; the District has 10 AEDs. He presented to all employees the locations of all AEDs at the April Employee Forum; he also sent a map via email to all employees of the AED locations.

Mr. Mackey stated that he will be fit-testing today and tomorrow for employees required to wear a respirator for their job. He reported that some respirators are full-faced and some half-faced and that sometimes facial hair interferes with the fit and can cause failure. There was 100% pass rate last year; we are hoping for the same this year.

Joe Mackey stated that the sub-committee is working to establish the employee award for 4,000 days without a preventable lost-time injury. Some employees have suggested a jacket as many employees are new and don't have a jacket as yet. He stated that an Olivenhain logo with 4,000 embroidered in gold to represent 4,000 days without a preventable lost time injury has been received favorably; it was suggested to use OMWD rather than the Olivenhain logo.

Following discussion, Director Topolovac stated that he would like to see the "OMWD 4,000" embroidered in gold on a jacket or article of clothing; and a gift card in recognition of the 4,000 days without a lost time injury. General Manager Thorner stated that a supplemental gift card using the District's AMEX points would be no cost to the District.

Director Topolovac moved to award the employees with a \$100 Gift Card using the District's AMEX points; and approved an additional \$100 per employee for the District to purchase approved apparel with OMWD 4,000 embroidered in gold; seconded by Dan Bean and carried.

Director Topolovac asked if the Caught Being Safe (CBS) awards could be reported on at the Safety Committee Meeting. General Manager Thorner asked Joe Mackey to add this information to the "Action Item" list. Adam Calm reported that two employees had helped an accident victim and called 911; they both received a CBS award.

Joe Mackey reported that Tom Wood, who has never missed a meeting in nine (9) years, was unable to make today's meeting due to an IPMA conference of which he is the Chair. He stated that he appreciates Tom Wood's attendance at these meetings.

Joe Mackey congratulated Mark Wilson on his promotion to Customer Service, Meters Supervisor, effective April 29th and welcomed him to the committee in his new capacity.

10. 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 has been out on medical leave.
- b. We are now ready for a review of the District's critical infrastructure from Dept. Homeland Security (DHS).
- 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. A purchase order has been processed for four (4) MSA Altair 5x Confined Space Monitors with Blue Tooth capabilities. The real time monitors on blue tooth can be tracked on the District's computer system; however the installment is expected in June 2017. It is hoped to have a demonstration at the August 2017 Safety Committee Meeting.
- e. The San Diego County Multi-Hazard Mitigation Plan (MHMP) is almost complete as a few minor revisions are being made. Once complete it will be presented to the Safety Committee in a Closed Session.
- f. The District received examples of a Business Continuity Plan (BCP) from DHS which will be very helpful in establishing the District's BCP.
- g. George Briest stated that the District's lobby is now complete.

Director Watt asked that definitive dates be listed under the column marked Deadline/Timeline on the Action Items list; Director Topolovac suggested listing the percentage of completion for items on the Action List. It was stated that either of these methods would be acceptable.

11. CONSIDER FUTURE AGENDA ITEMS

Manager Thorner would like to discuss the inclusion of a standing Closed Session on the Safety Committee Agenda.

12. ADJOURNED

Joe Mackey adjourned the meeting at 9:21 A.M. The next Safety Committee meeting is scheduled for Thursday, June 29, 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