



**MINUTES OF A REGULAR  
SAFETY COMMITTEE MEETING**

**AUGUST 31, 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*

Employee Attendees:

Recorder:

ATTENDEES

Joseph Mackey, Safety/Risk Compliance Administrator

Tom Wood, HR Manager

Robert F. Topolovac

Lawrence A. Watt

Kimberly A. Thorner, General Manager

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

John Onkka, WRF Supervisor

Adam Calm, Systems Operator II

Dan Nevitt, Instrument Control Technician II

Nate Naugles, Equipment Technician

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 was present; Director Watt was absent.

3. ADOPTION OF AGENDA

George Briest 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 JUNE 29, 2017 REGULAR SAFETY COMMITTEE MEETING

George Briest moved to approve the minutes of the June 29, 2017 Regular Safety Meeting, seconded by Jeff Anderson and carried.

6. CONSENT CALENDAR:

C-a. CONSIDER APPROVAL OF THE SEPTEMBER / OCTOBER 2017 TRAINING CALENDAR

General Manager Thorner moved to approve the Consent Calendar, seconded by George Briest 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 4133 days without a preventable lost time injury; there is \$1,500.75 in vehicle damage to date for 2017.

There was discussion with regard to the employees 4133 days without a preventable lost time injury and the possibility of an employee that may be injured might come back to work too early as to not reset the number of days to zero "0." It was stated that while the employees are proud of this record, they look out for one another and should a preventable lost time injury happen the Awards Program would be reset and the employees would receive their safety awards moving forward.

NOTE: Director Watt entered the meeting at 8:20 A.M.

8. CONSIDER REVIEW OF EMPLOYEE INJURIES, VEHICLE ACCIDENTS AND SAFETY REPORTS (IF NECESSARY)

Joe Mackey stated that he had three incidents to report today.

He stated that an employee, authorized to drive a District vehicle home, was backing out of his driveway on his way to work and hit a Palm Tree and broke the side mirror. Joe Mackey stated that he believes this incident to be preventable; the committee concurred.

Joe Mackey stated that the second incident involved an employee who was pushing equipment on a flatbed to position it so he could manage to pick it up; however, he hurt his back in doing so. There was discussion with regard to the type of equipment being moved and how heavy it was. It was determined from the report to be under 25 lbs. Any equipment 50 lbs. or more requires a buddy-system to pick up that equipment. This employee is now on modified duty. Joe Mackey asked for a vote to establish whether this injury was preventable or non-preventable. The committee concurred that this was a non-preventable incident.

Joe Mackey also reported that another back injury occurred by an employee pushing a broom. He stated that this employee reported that he had a serious back injury in the past, at the time he submitted his paperwork for this injury. Following discussion, the committee determined that this injury was non-preventable.

Due to the back injuries, Joe Mackey stated that he would schedule a Back Injury Prevention training class for the employees.

Tom Wood stated that the October Agenda would have a line item added to discuss what preventable vs non-preventable injuries; once the definition is determined, the concurring memo will contain that definition for each Safety Committee meeting.

9. CONSIDER A 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 reported that the DCM Water Treatment Plant is only one of three (3) facilities currently listed on the DHS Dashboard, which is a living matrix that can be modified and maintained to model the security of the facility. Once all facilities are on the Assessment Dashboard, it will be demonstrated in a Closed Session.

The Member Area Communication System (MACS) radio test was loud and clear.

Joe Mackey provided backhoe training in the lower yard for District employees along with neighboring agencies. He stated that the District has an area for this type of training and not all agencies have a place on their property for backhoe training. Because the District provides this training to other agencies, the Safety Center does not charge Olivenhain MWD.

He stated that the Water Agency Emergency Collaborative (WAEC) has been meeting quarterly, and will now meet twice each year.

Joe Mackey stated that during the fire alarm inspection there were some issues found that are now being corrected.

Joe Mackey reported that the District is first on the list to run the Mine Safety Appliance (MSA) Confined Space Monitors Software for 90-days at no charge; Bluetooth Software is to be installed. Adam Calm stated that presently when someone enters a vault or confined space, the time is logged for entry and another log note is made when exiting the vault/confined space. This Bluetooth Software will enable the crews to enter the vault/confined space using their GPS application that will record when and where an employee enters and exits the vault, eliminating the paperwork.

10. CONSIDER THE SAFETY ACTION-ITEMS ASSIGNED / COMPLETED

Joe Mackey stated that several items on the action list will be addressed at the October 26, 2017 Safety Committee meeting. He provided updated information on the following action items:

- a. The annual review of the District's Safety Has No Quitting Time (SHNQT) and the Safety and Wellness Program is conducted each year in October. Tom Wood stated that, as a separate item, the committee will discuss suggestions/updates which will be presented to the full Board of Directors at their December 13, 2017 meeting.
- b. The San Diego County Multi-Hazard Mitigation Plan (MHMP) will be presented to the Safety Committee in the Closed Session of today's (August 31<sup>st</sup>) meeting.
- c. The sub-committee met to discuss the 2017 Mid-Year Safety Award; it was recommended to award the employees with a \$50 Vons card.

Tom Wood moved to award the employees with a \$50 Vons card for their 2017 Mid-Year award, seconded by Bob Topolovac and carried.

11. CONSIDER FUTURE AGENDA ITEMS

Items as discussed will be added to the agenda; there were no additional items added.

12. CLOSED SESSION

The Closed Session was held from 9:15 A.M. to 9:47 A.M.

13. ADJOURNED

Joe Mackey adjourned the meeting at 9:47 A.M. The next Safety Committee meeting is scheduled for Thursday, October 26, 2017 at 8:00 A.M. in the Boardroom.

ATTEST:

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Lawrence A. Watt  
Board President  
Olivenhain Municipal Water District

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Robert F. Topolovac  
Board Director  
Olivenhain Municipal Water District