



**MINUTES OF A REGULAR
SAFETY COMMITTEE MEETING**

October 26, 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

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

Tom Arellano, Water Treatment Facilities Supervisor

George Briest, Engineering Manager

Rainy Selamat, Finance Manager

Dave Smith, Operations Manager

Dan Bean, Operations Supervisor

John Onkka, WRF Supervisor

Adam Calm, Systems Operator 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

Tom Wood moved to adopt the Agenda, seconded by Dan Bean and carried.

4. PUBLIC COMMENTS

There was no one present for public comment.

5. CONSIDER APPROVAL OF THE MINUTES OF THE AUGUST 31, 2017 REGULAR SAFETY COMMITTEE MEETING

Director Watt moved to approve the minutes of the August 31, 2017 Regular Safety Meeting, seconded by Dan Bean and carried.

6. CONSENT CALENDAR:

C-a. CONSIDER APPROVAL OF THE NOVEMBER / DECEMBER 2017 TRAINING CALENDAR

This item was pulled for discussion; George Briest asked Joe Mackey to give a briefing about the "Truck Back-Up Alarm Orientation" training listed for November.

Joe Mackey reported that a suggestion was received with regard to "white noise" back-up alarm systems for District trucks. He stated that he contacted the manufacturer and that he, George Briest and Chad Williams met with the representative for a demonstration of the different types of "white noise" back-up alarms. These types of alarms blend in better with the surrounding noises and environment.

Joe Mackey stated that some District customers living in close proximity to the District's headquarters have complained about the back-up alarm beeping from District trucks. He believes that this "white noise" back-up alarm system is a possible solution. The "white noise" back-up alarms have been ordered and once received, the District will test these back-up alarms on three (3) trucks to see if this will reduce the back-up beeping alarm noise to the neighborhood.

Joe Mackey moved to approve the Consent Calendar, seconded by Dan Bean 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 FOLLOWING ANNUAL REVIEW OF THE 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 as of today, the District has 4189 days without a preventable lost time injury. He stated that the last reportable preventable lost-time injury was May 8, 2006.

Joe Mackey stated that the Safety Sub-committee had met and recommends to leave the SHNQT benchmark at a \$10,000.00 ceiling at this time.

There was no action necessary.

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

Joe Mackey stated that he had two (2) incidents to report today.

NOTE: Rainy Selamat entered the meeting at 8:17 A.M.

He stated that an employee was driving around the outside of the building at a District's sewer pump station and hit a cement bollard that caused extensive damage to the utility bed of the truck. Joe Mackey stated that this truck is on the list to be evaluated for replacement next year for possible rotation out of the District fleet. Because of this, the District will get a basic repair rather than replace the bed of the truck. He stated that this accident was reported correctly and believes this incident to be preventable; the committee concurred.

Joe Mackey stated that the second incident involved an employee who was driving on the Elfin Forest access road. The employee hit the front tire on a rock that sits off the road and blew out the tire that has since been replaced. He stated that he believes this to be a preventable accident; the committee concurred.

Joe Mackey reported that neither of these employees were injured in these incidents.

9. CONSIDER DISCUSSION OF PROPOSED SUGGESTIONS/UPDATES TO THE 2017 RESOLUTION SUPPORTING THE DISTRICT'S SAFETY & WELLNESS PROGRAMS TO BE PRESENTED TO THE FULL BOARD ON DECEMBER 13, 2017

Tom Wood stated that he hoped everyone had an opportunity to review the District's Safety and Wellness Programs and asked for revisions or suggestions. George Briest suggested a change in the term "Grand Prize Award" stated in the Safety Has No Quitting Time (SHNQT) Employee Recognition Program. The dollar amounts of the achievements made were also discussed; Tom Wood will review and make revisions for ease of explanation of allocation when the achievement has been met.

Following discussion, the committee voted to change the award terminology to "Longevity Safety Recognition" in the SHNQT program.

Tom Wood moved to change the wording from "Grand Prize Award" to "Longevity Safety Recognition" and also to revise some of the language to better explain the benefits with the approval of the General Manager for presentation at the December Board meeting, seconded by Joe Mackey and carried.

10. CONSIDER AN UPDATE ON THE PROGRESS OF THE DISTRICT'S BUSINESS CONTINUITY PLAN

Joe Mackey reported that the District is in the process of preparing a Business Continuity Plan (BCP), which is a plan for continuing to do business after a catastrophic event. A meeting was held with some managers and supervisors for discussion of the BCP along with the consultant.

He stated that the BCP is about 70% complete. Upon completion of the BCP, the consultant will provide a presentation to the Safety Committee in the Closed Session, if necessary.

11. CONSIDER DISCUSSION OF APPROVED LANGUAGE FOR PREVENTABLE ACCIDENTS

The following language was presented to the Safety Committee for consideration of the meaning of "preventable" when reviewing employee injuries and vehicle accidents as a determining factor:

PREVENTABLE: Could a reasonable prudent employee, or the District, in a like or similar situation, have been able to avoid or prevent the accident from occurring? If the answer is yes, the accident shall be defined as preventable.

Tom Wood stated that if everyone agrees with this language there is no need for a vote. However, he stated that we will review this language for "preventable" each year in October when the SHNQT dollar amount is revisited; the committee concurred.

12. 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.

Joe Mackey reported that a demonstration of "Fall Protection Equipment" was provided at the Water Reclamation Facility; he has also scheduled another demonstration to be presented at the Water Treatment Plant.

He stated that the Department of Homeland Security provided an Active Shooter training class for all employees. Joe Mackey expects to provide a second class for those employees who were unable to attend; possibly at another location.

13. CONSIDER THE SAFETY ACTION-ITEMS ASSIGNED /COMPLETED

Joe Mackey 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 was conducted today with revisions made by the committee; also, the committee concurred with the language for the meaning of "preventable" as a determining factor when reviewing employee injuries and vehicle accidents.
- b. The chemical spill training will be for a full 24-hours at both the Water Treatment Plant and the Wastewater Reclamation Facility before the end of 2017.
- c. In the closed session of the November 8th Board meeting, Joe Mackey will provide information regarding the Dept. of Homeland Security's assessment of the District's critical infrastructure.
- d. The District has received and is using the MSA Altair 5x Confined Space Monitors during a 60-day trial period. Adam Calm stated that these monitors are working efficiently and better than was expected; this system is very effective as it communicates with the crews via District cell phones using Bluetooth. A demo presentation will be provided to the Safety Committee once the trial period has ended.
- e. A Caught Being Safe (CBS) certificate was presented to Rudy Petrovski for being cognizant of the IT information presented at the Employee Forums. He avoided a cyber-attack on his computer by contacting IT before opening a pop-up warning that his computer was infected.

Jeff Anderson reported that the 4S Wastewater Treatment Plant had asked him to come out and provide refresher-training on the 800 MHz radio. He stated that this radio is used during catastrophic events when the power goes down and suggested that a test be performed monthly. Joe Mackey will calendar this each month as he also tests the Member Area Communication System (MACS) Radio monthly.

14. CONSIDER FUTURE AGENDA ITEMS

There were no additional items added.

15. CLOSED SESSION

There was no Closed Session.

16. ADJOURNED

Joe Mackey adjourned the meeting at 9:18 A.M. The next Safety Committee meeting is scheduled for Thursday, December 21, 2017 at 8:00 A.M. in the Boardroom.

ATTEST:

Lawrence A. Watt
Board President
Olivenhain Municipal Water District

Robert F. Topolovac
Board Director
Olivenhain Municipal Water District