



**MINUTES OF A REGULAR
SAFETY COMMITTEE MEETING**

DECEMBER 21, 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, Nate Naugles

Additional Employee Attendees:

Recorder:

ATTENDEES

Joseph Mackey, Safety/Risk Compliance Administrator

Tom Wood, Human Resources Manager

Lawrence A. Watt

Kimberly A. Thorner

Raymond Motas, Water Reclamation Operator Level III

Jeff Anderson, Park Supervisor

None

Evan DeWindt

Chad Williams, Engineering Supervisor

Rainy Selamat, Finance Supervisor

Dave Smith, Operations Manager

John Onkka, WRF Supervisor

Nathaniel Naugles, Pump/Motor Tech I

Don Hussey, Operations Supervisor-Systems

Dominic Brunozzi, 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 Watt was present; Director Topolovac was absent.

3. ADOPTION OF AGENDA

General Manager Thorner 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 26, 2017 REGULAR SAFETY COMMITTEE MEETING

Director Watt moved to approve the minutes of the October 26, 2017 Regular Safety Meeting, seconded by General Manager Thorner and carried.

6. CONSENT CALENDAR:

C-a. CONSIDER APPROVAL OF THE JANUARY / FEBRUARY 2018 TRAINING CALENDAR

Tom Wood moved to approve the Consent Calendar, seconded by John Onkka 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.

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

Joe Mackey reported on an accident that happened on November 13, 2017. A District vehicle on the 15N Fwy was hit from behind in stop-and-go traffic moving at about 10 mph. He stated that there were no injuries and the damage to the District vehicle was approximately \$465.00. The incident was reported correctly and it was determined that this accident was non-preventable. The Safety Committee concurred.

9. 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 reported that the first 800 MHz radio test with Elfin Forest Recreational Reserve (EFRR), 4S Ranch Water Reclamation Facility, and the Safety Office was successfully completed. This test will take place each month.

It was reported that in November an EOC Tabletop Exercise was held. The exercise included practicing relocating the EOC to the Wastewater Reclamation Facility (WWRF) to observe the best driving route to the facility should there be a catastrophic event that would obscure the roads or if the roads were congested due to traffic. Joe Mackey stated that staff learned what was needed at the WWRF in the event of an EOC emergency.

Joe Mackey stated that the Business Continuity Plan (BCP) is nearing completion and the consultant, Fortress Security, will be ready to provide a presentation once approved by the General Manager.

At the Staff Leadership meeting, Joe Mackey presented the outstanding claims for and against the District. General Manager Thorner stated that 68% of the District's outstanding claims involve vehicles hitting fire hydrants.

Joe Mackey stated that the batteries for four (4) of the ten (10) Automatic Emergency Defibrillators (AED) were replaced. He stated that the cost is \$400 each; however, the District had entered into an agreement with San Diego Project Heartbeat which provides a substantial discount of about \$100 on each one. The District also received infant AED pads at the Elfin Forest Recreational Reserve (EFRR) this month to add to the parks inventory of the adult and child pads on-hand.

10. CONSIDER SAFETY ACTION ITEMS ASSIGNED / COMPLETED

Joe Mackey reviewed the Safety/Risk Compliance Activities as provided in the Safety Committee Packet.

The following action items were discussed and removed, added or remained on the list:

- a. The chemical spill training was conducted for a full 24-hours at both the Water Treatment Plant and the Wastewater Reclamation Facility; those employees who received the 24-hour training will only be required to complete an 8-hour annual training in the future.
- b. Joe Mackey provided information regarding the Dept. of Homeland Security's assessment of the District's critical infrastructure In the closed session of the November 8th Board meeting.
- c. A demonstration of the MSA Altair 5x Confined Space Monitors will be presented to the Safety Committee at the February 22, 2018 meeting.
- d. Joe Mackey will schedule a prevention of back injury class for all employees.
- e. Caught Being Safe (CBS) certificates were presented to Justin Fichtelman and Jose Rodriguez for fabricating a valve key that will allow the exercising of the dam valve at the 4S WRF Wet Weather Storage Pond to be completed with their valve turning truck. Also, several employees received CBS certificates for their quick reaction to grabbing an EZ-up canopy picked up by the wind at the District's Health & Wellness Expo in October.
- f. Information was provided at the December Employee Forum with regard to the District's internal 411 information line; Company Nurse; the importance of Safety Tailgates; and Target Solutions mandatory training.

Director Watt stated that he would like to see the District apply for the LaBounty Award through ACWA/JPIA. This award is for inventive or fabricated methods/tools to complete a job better, easier and safer. He stated that this new method to turn the dam valve (item "e" above) is worthy of presenting for the LaBounty award as it could be a valuable tool in the industry.

11. CONSIDER FUTURE AGENDA ITEMS

General Manager Thorner requested that the District apply for the ACWA/JPIA LaBounty Award and report back at the February Safety Committee meeting. Staff will look into this and submit the valve turning key method to exercise the District's dam valve at the 4S WRF Wet Weather Storage Pond for this award.

12. CLOSED SESSION (If Necessary)

There was no closed session.

13. ADJOURNED

Joe Mackey adjourned the meeting at 8:36 A.M. The next Safety Committee meeting is scheduled for Thursday, February 22, 2018 at 8:00 A.M. in the Boardroom.

Lawrence A. Watt
Board President
Olivenhain Municipal Water District

ATTEST:

Kimberly A. Thorner
Board Assistant Secretary
Olivenhain Municipal Water District