



**MINUTES OF A REGULAR  
SAFETY COMMITTEE MEETING**

**APRIL 25, 2019**

MEMBER REPRESENTATIVES

Chair:

Co-Chair(s):

Board Directors:

Bargaining Unit Members Association (BUMA):

Customer Services Department:

District Employees Association (DEA):

DCM Water Treatment Plant:

Engineering Department:

Finance Department:

Operations Department:

Telemetry and Information Technology:

Water Reclamation Facility:

Safety SUB-Committee:

*Adam Calm, Dan Nevitt, Kevin Gerken, Tong Tang*

Additional Employee Attendees:

Recorder:

ATTENDEES

Kimberly Thorner, General Manager

Joseph Mackey, Safety/Risk Compliance Administrator  
Tom Wood, Human Resources Manager

Robert F. Topolovac  
Robert M. Kephart

Jason Emerick, 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

Dominic Brunozzi, Pump/Motor Tech II

John Onkka, Water Reclamation Facilities Supervisor

Adam Calm, Systems Operator II

Dan Nevitt, Instrument Control Tech I

Tong Tang, Field Services Technician I

Dan Bean, Operations Construction Supervisor

Leslie Naritelli, Records & Contracts Coordinator, HR Dept.

Committee Chair, Kimberly Thorner, called the meeting to order at 8:00 A.M. and called the roll; Director Topolovac was present; Director Kephart was absent.

3. ADOPTION OF AGENDA

George Briest 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 FEBRUARY 28, 2019 REGULAR SAFETY COMMITTEE MEETING

George Briest moved to approve the minutes of the February 28, 2019 Regular Safety Meeting, seconded by Dave Smith and carried.

6. CONSENT CALENDAR:

C-a. CONSIDER APPROVAL OF THE MAY/JUNE 2019 TRAINING CALENDAR

George Briest moved to approve the Consent Calendar, seconded by Rainy Selamat and carried.

NOTE: Director Kephart entered the meeting at 8:07 A.M.

7. CONSIDER AN INFORMATIONAL REPORT ON THE "SAFETY HAS NO QUITTING TIME" (SHNQT) PROGRAM

Committee Chair Thorner reported that the District has been with the SDRMA Workers' Comp Program for many years. Staff had a meeting with Paul Fuller who provides District insurance for auto and liability. There is a Group Pool for water agencies, a Public JPA run by former Board members and General Managers from water agencies that subcontracts out to Zenith. Based on the District's safety record and review of the District, they are inviting us to join. This move may save the District money; staff is reviewing their program to see if it is similar to Target Solutions safety training classes and to verify that District employees can receive needed CEUs. After three (3) years, this Public JPA may offer dividends back to the District at the end of the year. Staff is contemplating a recommendation to switch our Workers' Comp Insurance following review and evaluation to make sure this change is beneficial to the District. Once staff has completed the overall review of this offer, the information will be presented to the Board of Directors.

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 stated that he had 6 accidents/incidents to report; two of the incidents were discussed at the February Safety Meeting and tabled for additional discussion today.

- 1) At the February meeting it was reported that an employee had re-injured his back while hooking up a portable-toilet. Because the District did not have a report from the doctor as yet, this incident was tabled for discussion at today's meeting to establish whether this was a re-injury occurrence. Joe Mackey stated that yes, this was classified a re-injury from a work related incident as the employee had previously been rear-ended in a District vehicle. The employee is back to work on full duty. This injury was determined to be non-preventable; the committee concurred.

- 2) Joe Mackey also reported at the February meeting that an employee had miss-stepped out of the back of a truck and rolled (sprained) his ankle; Joe Mackey determined this incident to be preventable. The Committee asked to re-visit this incident at today's meeting to update all as to whether the employee exited his truck properly. The employee was given modified duty from his doctor; the employee chose to take time off rather than come in on modified duty. Following discussion, Committee Chair Thorner asked that we discuss this incident following the next Agenda Item.
- 3) An employee was injured on February 22<sup>nd</sup> while he was stopped at a red light in his District truck and was rear ended. The truck had over \$8,000.00 damage to it. The employee remains on modified duty, due to this injury. This incident was determined to be non-preventable; the committee concurred.
- 4) An employee driving his District truck on the freeway was hit by someone changing lanes and was injured. Joe Mackey stated the vehicle that caused the accident was a rental from Mexico and we may not be able to recover money to pay for medical and the vehicle damage. The employee is back at work on modified duty; this incident was considered non-preventable. This committee concurred.
- 5) An employee, after his work day, returned home and found that a tick had embedded into his arm. He went to the doctor, had the tick removed, and received a tetanus shot. The incident was reported correctly; this was considered non-preventable. The committee concurred.
- 6) An employee had gone to Lee's Lock and Safe and when he came out to his District vehicle, noticed someone had left a mar (damage on the rear bumper) and left the scene (hit and run). The mar on the bumper was removed; there was no other damage. This incident was determined to be non-preventable; the committee concurred.

9. CONSIDER A REPORT ON OSHA AND WHAT CONSTITUTES LOST TIME

Committee Chair Thorner requested that this item be placed on today's Agenda for discussion.

Joe Mackey reported the differences in OSHA and the District's reporting of lost time injuries. Any time an employee has time away from work or is restricted from normal duties (modified or light duty) it is considered lost time by OSHA. Lost time is considered to begin on the day after the injury.

He stated that the District's Safety Has No Quitting Time (SHNQT) program allows the definition of preventable or non-preventable which determines where the fault lies when considering a work related incident.

Committee Chair Thorner asked, what is considered lost time under the District's SHNQT program? Joe Mackey responded that a full lost day, where an employee has been instructed by the doctor that he cannot work, would be considered lost time under the SHNQT program.

Tom Wood asked the committee to determine if a non-preventable injury with modified duty is considered a lost time injury under the District's SHNQT program. Committee Chair Thorner stated that under OSHA yes, modified duty is considered lost time; however, modified duty is not considered lost time under the District's SHNQT program; the committee concurred.

Discussion continued on incident #2 reported under Agenda Item 8. It was stated that the employee took personal time off rather than return to work with modified duties. Joe Mackey stated that the District must determine what it considers lost time due to a work related incident under its SHNQT program. Committee Chair Thorner stated that we don't want to punish its employees because they were injured in a non-preventable incident. The employee attended a class which was considered modified duty; the additional day the employee took personal time off. Joe Mackey considered this a preventable incident with no lost time. Rainy Selamat moved to approve this incident as preventable, seconded by Jason Emerick and carried.

10. CONSIDER A REPORT ON THE COST TO REPLACE THE OUTDATED AUTOMATIC EMERGENCY DEFIBRILLATORS (AEDs) LOCATED AT ALL DISTRICT FACILITIES AND THE REDUNDANCY OF AEDs AT THE SATELLITE FACILITIES

Joe Mackey reported that according to the manufacturer, the average life of an AED is approximately 8 – 10 years. He stated that the District has been fortunate as the District's AEDs are now 14 years old, which may be due to the AEDs being placed inside rather than in the outside elements. The District should consider replacing all of its AEDs with the exception of the newly purchased AED for the Elfin Forest Recreational Reserve (EFRR). He stated that an additional request was made to add one AED at each of the plants. There was discussion as to whether to continue to use the old AEDs; it was determined not to keep them in use to avoid issues should they not work and possible confusion as to where they are located in an emergency.

Following discussion, Committee Chair Thorner moved to purchase 10 AEDs this 2019 FY and to try and obtain a discount with this size of purchase, seconded by Director Kephart and carried.

11. CONSIDER A REPORT ON MARCH AND APRIL 2019 SAFETY/RISK COMPLIANCE ACTIVITIES

Committee Chair Thorner stated that she accepted this report as informational; Joe Mackey had no comments.

John Onkka added that Jason Emerick presented an overview of the District's safety program at the California Water Environment Association (CWEA) Safety Committee breakfast meeting.

12. CONSIDER SAFETY ACTION ITEMS ASSIGNED / COMPLETED

Committee Chair Thorner reviewed the action items listed and stated that both the AED report and the OSHA report have been addressed and can be removed from the list. She stated that we want to continue to submit innovative methods or tools to the ACWA/JPIA Safety Award. Also, there were eight (8) Caught Being Safe Certificates presented at the District's Employee Forum on April 2, 2019.

13. CONSIDER FUTURE AGENDA ITEMS

There were no additional items added to what was already discussed to be placed on the June Agenda.

14. CLOSED SESSION (If Necessary):

There was no Closed Session.

15. ADJOURNED

Committee Chair Thorner adjourned the meeting at 9:18 A.M. The next Safety Committee meeting is scheduled for Thursday, June 27, 2019 at 8:00 A.M.

ATTEST:

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Robert F. Topolovac  
Board Director  
Olivenhain Municipal Water District

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Kimberly Thorner, Safety Committee Chair  
General Manager  
Olivenhain Municipal Water District