



Municipal Water District

**MINUTES OF A REGULAR
SAFETY COMMITTEE MEETING**

April 28, 2021

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:

Park Operations:

Water Reclamation Facility:

Safety SUB-Committee:

Tammi Bowman, Gary Briant, Chris Bumcrot,

Rudy Petrovski, Arman Tarzi

Additional Employee Attendees:

Recorder:

ATTENDEES

Kimberly A. Thorner, General Manager

Jennifer Joslin, Human Resources Manager

Tim Schuette, Safety/Risk Compliance Administrator

Edmund Sprague

Robert F. Topolovac

Jason Emerick, Water Reclamation Operator Level III

Brandon Barnick, Field Services Supervisor

Teresa Chase, Administrative Analyst

Tom Arellano, Water Treatment Facilities Supervisor

Steve Weddle, Engineering Services Supervisor

Rainy Selamat, Finance Manager

Geoff Fulks, Operations Manager

Jeff Anderson, Park Supervisor

John Onkka, Water Reclamation Facilities Supervisor

Tammi Bowman, Accountant I

Gary Briant, Purchasing/Warehouse Clerk

Rudy Petrovski, Instrument Control Tech II

Joey Randall, Assistant General Manager

Shawn Patterson, Records & Contracts Coordinator

Chair Thorner called the meeting to order at 2:30 p.m. Directors present were Sprague and Topolovac. It was noted that Directors Sprague and Topolovac participated in the meeting via teleconference in accordance with Governor Newsom's Executive Order N-35-20, which allows for local or state legislative bodies to hold meetings via teleconference, to make meetings accessible electronically, and waives certain Brown Act provisions as stated in item 11 of the Executive Order.

3. ADOPTION OF AGENDA

Director Topolovac moved to adopt the Agenda, seconded by Director Sprague and approved by the following roll call vote:

AYES: Thorner, Sprague, Topolovac, Joslin, Schuette

NOES: None

ABSTAIN: None

ABSENT: None

4. PUBLIC COMMENTS

There was no one present for public comment.

5. CONSIDER APPROVAL OF THE MINUTES OF THE FEBRUARY 25, 2021 REGULAR SAFETY COMMITTEE MEETING

Director Topolovac moved to approve the February 25, 2021 Regular Safety Committee Meeting minutes, seconded by Jeff Anderson and approved by the following roll call vote:

AYES: Thorner, Sprague, Topolovac, Joslin, Schuette
NOES: None
ABSTAIN: None
ABSENT: None

6. CONSENT CALENDAR:

C-a. CONSIDER APPROVAL OF THE MAY/JUNE 2021 TRAINING CALENDAR

Director Sprague moved to approve the Consent Calendar, seconded by John Onkka and approved by the following roll call vote:

AYES: Thorner, Sprague, Topolovac, Joslin, Schuette
NOES: None
ABSTAIN: None
ABSENT: None

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

Co-Chair Schuette provided an informational report and reviewed key statistics contained in the Safety packet including OMWD's consecutive days without a preventable lost time injury, OMWD's current safety program numbers for 2021, as well as the latest vehicle damage report.

Co-Chair Schuette also reviewed the OSHA Recordable Injury Rates and stated that the previous year's statistics are not sent out until October of each year.

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

Co-Chair Schuette informed the Committee that there were two incidents to report. The first incident occurred on March 31, 2021 when vehicle #95 was turning onto the street and it came

up onto the curb causing the loaded trailer to disconnect from the 2" ball. The detached trailer then contacted the rear end of the truck causing damage to the rear bumper and tailgate of the vehicle.

Director Topolovac moved that the incident was preventable, seconded by Jeff Anderson and approved by the following roll call vote:

AYES: Thorner, Sprague, Topolovac, Joslin, Schuette
NOES: None
ABSTAIN: None
ABSENT: None

The second incident was discussed in closed session.

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

Co-Chair Schuette provided an informational report on the March and April Safety/Risk compliance activities.

10. CONSIDER A REPORT ON SAFETY PROGRAM REVIEW DATES AND UPDATE SCHEDULE

Co-Chair Schuette reviewed the list of OMWD safety programs and their scheduled review dates. Chair Thorner stated that any comprehensive change will require outreach or a Lunch and Learn in order to explain the updates.

11. CONSIDER SAFETY ACTION ITEMS ASSIGNED / COMPLETED

Chair Thorner reviewed the Safety/Risk Compliance activities as provided in the packet.

12. CONSIDER INFORMATIONAL REPORT ON COVID TASK FORCE UPDATES

Chair Thorner provided an overview of COVID Task Force updates. It was noted that the Pod walls are scheduled to be removed on May 5; however, mask wearing and social distancing will still be required at OMWD.

13. CONSIDER FUTURE AGENDA ITEMS

Director Topolovac requested the addition of an agenda item at the next meeting to provide an update on any impact to OMWD's workers' compensation policy due to the incident last fall that reset the safety record.

14. CLOSED SESSION DISCUSSION (If Necessary)

Closed session was held from 3:09 p.m. to 3:27 p.m.

OPEN SESSION

The safety incident reported on in closed session was determined to be preventable by the following roll call vote:

AYES: Thorner, Sprague, Joslin, Schuette
NOES: None
ABSTAIN: Topolovac
ABSENT: None

The new start date for the SHNQT program is March 8, 2021.

15. ADJOURNED

Chair Thorner adjourned the meeting at 3:28 p.m. The next Safety Committee meeting is scheduled for Wednesday, June 23, 2021 at 2:30 p.m.

Robert F. Topolovac
Board Director
Olivenhain Municipal Water District

ATTEST:

Kimberly A. Thorner, Assistant Secretary
General Manager
Olivenhain Municipal Water District