



Municipal Water District

**MINUTES OF A REGULAR
SAFETY COMMITTEE MEETING**

August 25, 2021

MEMBER REPRESENTATIVES

Chair:
Co-Chair(s):
Board Directors:

ATTENDEES

Kimberly A. Thorner, General Manager
Tim Schuette, Safety/Risk Compliance Administrator
Neal Meyers
Robert F. Topolovac

Bargaining Unit Members Association (BUMA): Jason Emerick, Water Reclamation Operator Level III
Customer Services Department: Brandon Barnick, Field Services Supervisor
District Employees Association (DEA): Teresa Chase, Administrative Analyst
DCM Water Treatment Plant: Tom Arellano, Water Treatment Facilities Supervisor
Engineering Department: Steve Weddle, Engineering Services Supervisor
Finance Department: Rainy Selamat, Finance Manager
Operations Department: Geoff Fulks, Operations Manager
Park Operations: John Carnegie, Customer Services Manager
Water Reclamation Facility: John Onkka, Water Reclamation Facilities Supervisor

Safety SUB-Committee:
*Tammi Bowman, Gary Briant, Chris Bumcrot,
Rudy Petrovski*

Tammi Bowman, Accountant I
Gary Briant, Purchasing/Warehouse Clerk
Rudy Petrovski, Instrument Control Tech II

Additional Employee Attendees:

Joey Randall, Assistant General Manager

Recorder:

Shawn Patterson, Records & Contracts Coordinator

Chair Thorner called the meeting to order at 2:31 p.m. Directors present were Meyers and Topolovac. It was noted that Directors Meyers 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 Meyers and approved by the following roll call vote:

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

4. PUBLIC COMMENTS

There was no one present for public comment.

5. CONSIDER APPROVAL OF THE MINUTES OF THE JUNE 23, 2021 REGULAR SAFETY COMMITTEE MEETING

Director Meyers moved to approve the June 23, 2021 Regular Safety Committee Meeting minutes, seconded by Director Topolovac and approved by the following roll call vote:

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

6. CONSENT CALENDAR:

C-a. CONSIDER APPROVAL OF THE JULY/AUGUST 2021 TRAINING CALENDAR

Director Topolovac moved to approve the Consent Calendar, seconded by Director Meyers and approved by the following roll call vote:

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

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

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 involved a cracked passenger side front fender on flatbed #74. On July 2, 2021 the driver of flatbed #74 was working primarily at a pump station with the exception of parking in a commercial parking lot for lunch. At the end of the day, flatbed #74 was then parked at the 4S WRF where it remained over the holiday weekend. Upon returning on July 6, 2021, the employee

conducted a walk around inspection of the vehicle and discovered the damage. The Supervisor and the SRCA inspected the vehicle and found no evidence of impacts, scuffs, or dents.

Director Meyers moved that there was insufficient evidence to determine if the incident was preventable, seconded by Director Topolovac and approved by the following roll call vote:

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

The second incident was discussed in closed session.

9. CONSIDER A REPORT ON JULY AND AUGUST SAFETY/RISK COMPLIANCE ACTIVITIES

Co-Chair Schuette provided an informational report on the July and August 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.

11. CONSIDER SAFETY ACTION ITEMS ASSIGNED / COMPLETED

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

Co-Chair Schuette stated that Captain Mertz of the Rancho Santa Fe Fire Protection District cancelled their scheduled meeting to conduct the initial perimeter walk through to look at the fire brush around the DCMWTP. Chair Thorner recommended reaching out to the San Diego County Water Authority and inviting them to the rescheduled meeting.

Co-Chair Schuette mentioned that two employees were recognized according to the Caught Being Safe program for their commitment to following proper safety protocols on a leak site.

12. CONSIDER INFORMATIONAL REPORT ON WORKERS' COMPENSATION POLICY COMPARISON ACROSS FOUR INSURANCE PROVIDERS

Co-Chair Schuette provided an informational report on workers' compensation policy options specifically comparing and contrasting four different insurance providers. The main areas of focus were employer liability limits, deductibles, value added services, and claims administration.

After reviewing and discussing the details of each policy option, Director Meyers and Topolovac recommended proactively pursuing bids only from SDRMA and ACWA JPIA due to their considerably higher employer liability limits as well as their inclusion of Target Solutions.

13. CONSIDER INPUT INTO REQUEST FOR QUOTATIONS FRAMEWORK FOR GENERAL LIABILITY , PROPERTY, AUTOMOBILE, EQUIPMENT, TERRORISM, EXCESS, AND CYBERSECURITY INSURANCE POLICIES FOR FISCAL YEAR 2023

Customer Services Manager Carnegie introduced Jim Swanson from Swanson Insurance Agency, OMWD's insurance broker for nearly 21 years, to summarize OMWD's existing insurance policies, with the exception of workers' compensation.

Following Jim Swanson's presentation, Customer Services Manager Carnegie stated that the plan was to go out for competitive bids for fiscal year 2023 due to the rapidly changing rates and insurance environment. OMWD's intent was to pursue the same levels of coverage with traditional carriers. Director Meyers recommended obtaining quotes from both traditional carriers and the pools.

Director Meyers also recommended an extensive review of each potential policy to determine the included coverages and limits. Chair Thorner stated that the insurance policies are sent to Nossaman for an extensive review and interpretation of the details every time a change is considered.

Director Topolovac recommended forming an ad-hoc insurance committee due to the complexity and the importance of the subject matter. Director Meyers and one additional board member to be determined at a later date will be on the committee.

14. CONSIDER INFORMATIONAL REPORT ON COVID TASK FORCE UPDATES

Chair Thorner provided an overview of COVID Task Force updates and stated that OMWD was able to avoid a COVID outbreak, despite coming close.

14. CONSIDER FUTURE AGENDA ITEMS

There were no future items requested.

15. CLOSED SESSION DISCUSSION (If Necessary)

Closed session was held from 4:15 p.m. to 4:41 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, Meyers, Topolovac, Schuette
NOES: None
ABSTAIN: None
ABSENT: Joslin

It was noted that the incident is not a lost time injury and therefore does not count towards the lost time total.

16. ADJOURNED

Chair Thorner adjourned the meeting at 4:41 p.m. The next Safety Committee meeting is scheduled for Wednesday, October 27, 2021 at 2:30 p.m.

Robert F. Topolovac
Board Director
Olivenhain Municipal Water District

ATTEST:

Neal Meyers
Board Director
Olivenhain Municipal Water District