



**MINUTES OF A REGULAR  
SAFETY COMMITTEE MEETING**

**August 27, 2020**

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:

ATTENDEES

Kimberly A. Thorner, General Manager

Jennifer Joslin, Acting Human Resources Manager  
Tim Schuette, Safety/Risk Compliance Administrator

Robert F. Topolovac  
Robert M. Kephart

Jason Emerick, Water Reclamation Operator Level III

Mark Wilson, Field Services Supervisor

Cathy Collier, Project Accountant II

Tom Arellano, Water Treatment Facilities Supervisor

Steve Weddle, Engineering Services Supervisor

Rainy Selamat, Finance Manager

Geoff Fulks, Operations Manager

None

John Onkka, Water Reclamation Facilities Supervisor

Safety SUB-Committee:

*Chris Bumcrot, Adam Calm, Tammi Bowman, Dan Nevitt,  
Bryan Rickards, Tong Tang*

Adam Calm, Systems Operator III

Tammi Bowman, Accountant I

Tong Tang, Field Services Technician II

Additional Employee Attendees:

Joey Randall, Assistant General Manager  
Don Hussey, Operations Supervisor (Systems)

Recorder:

Shawn Patterson, Records & Contracts Coordinator, HR Dept.

Chair Thorner called the meeting to order at 8:04 a.m. Directors present were Kephart and Topolovac. It was noted that Directors Kephart 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 Kephart moved to adopt the Agenda, seconded by John Onkka and approved by the following roll call vote:

AYES: Thorner, Kephart, 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 JUNE 25, 2020 REGULAR SAFETY COMMITTEE MEETING

Director Kephart moved to approve the June 25, 2020 Regular Safety Committee Meeting minutes, seconded by Jason Emerick and approved by the following roll call vote:

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

6. CONSENT CALENDAR:

C-a. CONSIDER APPROVAL OF THE JULY/AUGUST 2020 TRAINING CALENDAR

Director Kephart moved to approve the Consent Calendar, seconded by Rainy Selamat and approved by the following roll call vote:

AYES: Thorner, Kephart, 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 informed the committee that the consecutive number of work days without a preventable lost time injury has reached 5,225 days. Eligible employees will receive a \$50 apparel award for exceeding the 5,000 day mark.

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

Co-Chair Schuette informed the committee that there was one injury to report, which will be discussed in closed session.

9. CONSIDER A REPORT ON JULY AND AUGUST 2020 SAFETY/RISK COMPLIANCE ACTIVITIES

Co-Chair Schuette provided an informational report on July and August 2020 Safety/Risk compliance activities.

10. CONSIDER SAFETY ACTION ITEMS ASSIGNED / COMPLETED

Co-Chair Schuette stated that 16 employees were recognized for the Caught Being Safe program for their involvement in the preparation for a site compliance storm water pollution prevention inspection. In addition, Gary Briant was recognized for going above and beyond to secure safety resources during the COVID-19 pandemic.

11. CONSIDER FUTURE AGENDA ITEMS

There were no future items requested.

12. CLOSED SESSION DISCUSSION (If Necessary)

Closed session was held from 8:25 a.m. to 8:35 a.m.

OPEN SESSION

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

AYES: Thorner, Kephart, Joslin, Schuette  
NOES: Selamat  
ABSTAIN: Topolovac  
ABSENT: None

The new start date for the SHNQT program is Sunday, August 15, 2020.

13. ADJOURNED

Chair Thorner adjourned the meeting at 8:37 a.m. The next Safety Committee meeting is scheduled for Thursday, October 29, 2020 at 8:00 a.m.

ATTEST:

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Robert F. Topolovac  
Board Director  
Olivenhain Municipal Water District

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Robert M. Kephart  
Board Director  
Olivenhain Municipal Water District