



Safety Committee Meeting

September 23, 2026

**NOTICE OF A REGULAR MEETING
OF THE OLIVENHAIN MUNICIPAL WATER DISTRICT'S
SAFETY COMMITTEE
1966 Olivenhain Road, Encinitas, CA 92024
Tel: (760) 753-6466 • Fax: (760) 753-1578
VIA TELECONFERENCE AND IN-PERSON**

Pursuant to AB 3035, effective January 1, 2003, any person who requires a disability related modification or accommodation in order to participate in a public meeting shall make such a request in writing to the District for immediate consideration.

DATE: September 23, 2026

TIME: 2:30 p.m.

PLACE: HYBRID REGULAR MEETING VIA TELECONFERENCE AND IN-PERSON

The meeting is being held virtually as a convenience to the public. The meeting will not stop or suspend its in-person meeting should a technological interruption occur with respect to the Zoom or call-in options listed on the agenda.

For Zoom Participation:

www.zoom.us/join

Meeting ID: 845 2974 6867

Password: 913955

For Zoom Call-in Only:

Call: (669)900-9128

Meeting ID: 845 2974 6867

Password: 913955

Public Participation/Comment: Members of the public can participate in the meeting by emailing your comments on an agenda item to the Safety/Risk Compliance Administrator at tschuetter@olivenhain.com or address the committee directly in real-time under the public comments section. If you do not receive a confirmation email that your comment has been received, please call (760) 632-4217 or address the committee under the public comments section to ensure that your comments are heard in real-time. The subject line of your email should clearly state the item number you are commenting on and should include your name and phone number. All comments will be emailed to the Safety Committee.

*Note: Items On The Agenda May Be Taken Out Of Sequential Order As Their
Priority Is Determined By The Committee*

1. Call to Order

2. Roll Call (Board Members)
3. Adoption of Agenda
4. Public Comments
5. Consider Approval of the Minutes of the July 22, 2026 Regular Safety Committee Meeting
6. Consent Calendar

NOTE: ANY ITEM MAY BE REMOVED FROM THE CONSENT CALENDAR FOR DISCUSSION

C-a. Consider Approval of the October/November 2026 Training Calendar

7. Consider an Informational Report on the “Safety Has No Quitting Time” (SHNQTT) Program
8. Consider Review of Employee Injuries, Vehicle Accidents, and Safety Reports (If Necessary)
9. Consider a Report on October and November Safety/Risk Compliance Activities
10. Consider Discussion of Proposed Updates to the 2027 Resolution Supporting the District’s Safety and Wellness Programs to be Presented to the Full Board of Directors on December 16, 2026
11. Consider Updates to the Remote Site Security Response Plan
12. Consider the Safety Action-Items Assigned/Completed
13. Consider Future Agenda Items
14. Adjournment

Memo

Date: September 23, 2026
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE MINUTES OF THE JULY 22, 2026 REGULAR SAFETY COMMITTEE MEETING**

The Safety Committee will receive a draft copy of the meeting minutes. Following committee approval, the minutes will be posted on the District's website.

Memo

Date: September 23, 2026
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE OCTOBER / NOVEMBER 2026 TRAINING CALENDAR**

Attached is the October/November training and events calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD
Training Calendar
October/November 2026**

OCTOBER:

Tailgate Topics:

- Earthquake Readiness (SDRMA)
- Fire Extinguishers (OMWD)

Events:

- Health and Wellness Expo

NOVEMBER:

Tailgate Topics:

- Employee Wellness (SDRMA)
- Difficult Customers (OMWD)

Events:

- Defensive Driving

Memo

Date: September 23, 2026
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER AN INFORMATIONAL REPORT ON THE “SAFETY HAS NO QUITTING TIME” (SHNQT) PROGRAM**

Attached is the current report for the number of injuries for years 2022-2026; consecutive number of days since the last preventable injury; and the vehicle/property damage amounts for years 2022-2026.

Attachments: SHNQT Report; Vehicle/Property Damage



The Injury Incident Rate (IIR) for OMWD in **2025 was 2.1 recordable injuries** based on OSHA's IIR Formula:

(Number of injuries and illnesses X 200,000)/Employee hours worked including overtime = Injury Incidence rate)

OMWD Injury Rates (Based on the 3-year avg of 90 employees)
2023 - 3.2 2024 - 3.2 2025 - 2.1 **3-year avg = 2.8 injuries**

NAICS OSHA Recordable Injury Rates (Based on Code 22131)
2022 - 2.1 2023 - 2.2 2024 - 2.3 **3-year avg = 2.2 injuries**

The Survey of Occupational Injuries and Illnesses data for 2025 to be released in November 2026

The "Safety Has No Quitting Time" award is based on the last recorded 3-year average national incident rate for Water Supply and Irrigation Systems

The National Injury / Illness Rate can be found at the Bureau of Labor Statistics (www.BLS.gov). The North American Industry Classification System (NAICS) code as agreed by the Safety Committee for OMWD is **22131** - Water Supply & Irrigation Systems

Last Reportable / Preventable Lost-Time Injury was
September 13, 2022

INJURY AND LOST TIME COUNT AS OF
September 23, 2026

CONSECUTIVE NUMBER OF WORK DAYS WITHOUT
A PREVENTABLE LOST TIME (Days Away from Work) INJURY
1,471 Days

OMWD SAFETY RECOGNITION PROGRAM 2026

NUMBER OF PREVENTABLE INJURIES IN 2026 = 0
NUMBER OF PREVENTABLE LOST DAYS IN 2026 = 0
Recordable OSHA Injuries "OSHA 300 Log" in 2026 = 1
Recordable OSHA Lost Days "OSHA 300 Log" in 2026 = 0
CURRENT Injury Illness Rate (IIR) = 1.53

Year-to-Date 2026 Totals:

Preventable Vehicle Incident and/or Vehicle Related Property Damage in CY 2026 = **\$919.46** See Attached

- Estimated damages will also count in this total if decided not to repair the vehicle.

TOTAL PREVENTABLE DAMAGES

2022		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
DEC - #46 (LICENSE PLATE MOUNT - PRIUS)	\$0.00	\$68.00
Total	\$0.00	\$68.00

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE IN 2022

\$68.00

2023		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
JUN - #112 (PASSENGER SIDE FENDER)	\$2,307.70	
NOV - BACKHOE HIT SUBSURFACE INSTALLATION	0.00	\$3,631.30
Total	\$2,307.70	\$3,631.30

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE IN 2023

\$5,939.00

2024		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
APR - #115 BACKED INTO CONTRACTOR VEHICLE	\$0.00	\$1,150.61
NOV- #75 HIT LARGE ROCK IN DECORATIVE ISLAND	\$5,500.00	\$0.00
Total	\$5,500.00	\$1,150.61

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE IN 2024

\$6,650.61

2025		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
MAR - #90 HIT GOLF COURSE RETAINING WALL	\$7,724.98	\$0.00
APR - #04 REAR ENDED CITIZEN'S VEHICLE	\$1,284.48	\$0.00
JUL - #94 DENTED REAR BUMPER	\$1,074.00	\$3,974.00
Total	\$10,083.46	\$3,974.00

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE IN 2025

\$14,057.46

2026		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
MAY - #98 IMPACT OTHER VEHICLE WITH CABINET DOOR	\$919.46	\$0.00
Total	\$919.46	

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE YEAR TO DATE

\$919.46

Memo

Date: September 23, 2026
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER REVIEW OF EMPLOYEE INJURIES, VEHICLE ACCIDENTS AND SAFETY REPORTS (IF NECESSARY)**

If necessary, the Safety Committee will review and discuss employee injuries, vehicle accidents and safety reports since the last committee meeting occurred.

The Safety Committee will determine if the situation was “preventable” or “non-preventable.” The committee may also develop recommendations regarding the incident.

PREVENTABLE: Could a reasonable prudent employee, or the District, in a like or similar situation, have been able to avoid or prevent the accident from occurring? If the answer is yes, the accident shall be defined as preventable.

Injuries:

- One item to discuss

Vehicle related property damage:

- Three items to discuss

Staff will be available to answer any questions.

Memo

Date: September 23, 2026
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER A REPORT ON AUGUST AND SEPTEMBER SAFETY/RISK COMPLIANCE ACTIVITIES**

Attached is a list of safety/risk compliance activities for the months of August and September. Staff will be available to answer any questions.

Attachment: List of Safety / Risk Compliance Activities

Safety/Risk Compliance Activities

August/September 2026

August:

- Closed the property damage insurance claim with ACWA JPIA related to the Azahar main break.
- Conducted a new hire safety orientation for the new Field Services Technician I.
- Attended the Water Agency Emergency Collaborative (WAEC) briefing regarding current cyber threats affecting water utilities and the best practices and mitigation resources.
- Worked on various liability and property damage claims.

General Duties

- Project Heartbeat – Automatic Emergency Defibrillator (AED) Monthly Check List
- Facilitated tailgate training to all departments
- Conducted Member Area Communication System (MACS) Radio Test
- Completed fire extinguisher inspections
- Completed emergency shower/eye wash station inspections

September:

- Facilitated audiometric testing for staff in the hearing conservation program.
- Conducted new hire safety orientations for the new Inspector I and Engineering Manager.
- Met with ACWA JPIA staff regarding the Cadencia insurance claim, Elfin Forest gate upgrades, and Defensive Driver training.
- Met with the WAEC group to discuss the transition to the RCS 800mHZ radio Member Agency Communication System.
- Met with the Verizon Connect Solutions account manager to discuss dashboard cameras in District vehicles.
- Assisted with interviews for the new Senior Risk Analyst position.

General Duties

- Project Heartbeat – Automatic Emergency Defibrillator (AED) Monthly Check List
- Facilitated tailgate training to all departments
- Member Area Communication System (MACS) Radio Test
- Completed fire extinguisher inspections
- Completed emergency shower/eye wash station inspections

Memo

Date: September 23, 2026
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER DISCUSSION OF PROPOSED UPDATES TO THE 2027 RESOLUTION SUPPORTING THE DISTRICT'S SAFETY AND WELLNESS PROGRAMS TO BE PRESENTED TO THE FULL BOARD OF DIRECTORS ON DECEMBER 16, 2026**

The District's Safety and Wellness Programs are reviewed each calendar year by the Safety Committee in order to discuss any suggestions or updates.

The attachments, see Exhibits A and B, explain the District's current Safety and Wellness Programs. Please review both Exhibits prior to the meeting so the committee can discuss and be prepared should there be any recommended changes or additions.

The Safety Committee also annually discusses and determines the ceiling dollar amount for the preventable vehicle and property incident damage goal for the next calendar year. Staff recommend maintaining the current \$15,000 goal amount for 2027 since the Safety Committee then full board recently approved an increase from \$10,000 to \$15,000 for calendar year 2026.

Following discussion at the meeting, the proposed Resolution along with Exhibits A and B will be presented to the full Board of Directors at the December 16, 2026 meeting.

Attachments:
Proposed Resolution
Exhibits A and B

RESOLUTION NO. 202~~67~~-##

RESOLUTION OF THE BOARD OF DIRECTORS OF THE OLIVENHAIN
MUNICIPAL WATER DISTRICT SUPPORTING EMPLOYEE SAFETY AND
WELLNESS PROGRAMS

WHEREAS, the Board of Directors of Olivenhain Municipal Water District wishes to recognize its employees as its most valuable asset; and

WHEREAS, the Board wishes to promote safety awareness among employees and continue to recognize the significance of safe behavior; and

WHEREAS, the Board recognizes that implementing health promotion programs can reduce lifestyle related diseases among employees; and

WHEREAS, the Board believes that promoting healthy lifestyles can reduce illness and absences among employees and subsequently have a beneficial effect on the cost of sick leave and health insurance claims experience and premiums; and

WHEREAS, the Board wishes to encourage "employee ownership" of the Safety and Wellness Program and to create an atmosphere of success through teamwork; and

WHEREAS, the Board believes that providing safety and wellness incentives will encourage loss prevention efforts and result in savings on workers' compensation insurance and reduction in health insurance claims.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE OLIVENHAIN MUNICIPAL WATER DISTRICT DOES HEREBY FIND, RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. The Board shall continue to support the District's Safety and Wellness Program as managed by the Safety Committee (*Exhibit "A"*).

Section 2. The District is committed to continuing to fund the SHNQT (***Safety Has No Quitting Time***) employee recognition program for calendar year 202~~67~~7 (*Exhibit "B"*).

Section 3. The District remains committed to the ***"Caught Being Safe"*** (CBS) program, which will provide additional recognition of employees at the District's monthly Employee Forums (*Exhibit "B"*).

PASSED, ADOPTED AND APPROVED at a regular Board meeting of the Board of Directors of the Olivenhain Municipal Water District held on December 16, 2026.

ATTEST:

Matthew R. Hahn, President
Board of Directors
Olivenhain Municipal Water District

Christy Guerin, Secretary
Board of Directors
Olivenhain Municipal Water District

2026 SAFETY AND WELLNESS PROGRAM

Goal:

Emphasize the positive role safety has in the workplace by creating interactive safety and wellness programs for employees. Maintain a workplace wellness program to encourage employees to choose personal health goals and healthy lifestyles with their family members and doctors.

Elements:

- 1) Continue employee healthy lifestyle programs such as the *Health and Wellness Fair* and the *Healthy Heart Walk*.
- 2) Maintain the onsite Wellness Center (District's Gym) for use by employees and their families.
- 3) Promote employees' participation in the District's onsite gym.
 - If requested, obtain personal trainer(s) (yoga or fitness) to instruct classes on employees' time at employees' expense and allow employees to use their sick time for payment.
 - Provide authorized reimbursements not to exceed \$24.00/month for offsite employees who work-out at a non-District gym at least four (4) times a month and submit proof of attendance. (An offsite employee is an employee whose primary assignment is working at the Water Reclamation Facility, the Water Treatment Plant, or the Elfin Forest Recreational Reserve.)
- 4) Maintain the SHNQT (*Safety Has No Quitting Time*) employee recognition program and to keep the goal of zero lost time injuries each year.
 - Work with employee committees HR/Employee Association Team (HEART), Bargaining Unit Members Association (BUMA), District Employees Association (DEA), Safety Sub-committee, etc. to keep the program effective and avoid entitlement;
 - Retain Employee Volunteer Safety Sub-committee to get accurate employee feedback about safety promotions;
 - Work with the Employee Volunteer Safety Sub-committee to determine methods to maintain a safe and rewarding work environment.
- 5) Continue the "*Caught Being Safe*" program to recognize District employees at Employee Forums and acknowledge their safety practices.
- 6) Continue awareness campaigns and make sure that CPR and First Aid trainings are offered at least once per year.
- 7) Continue to promote *Injury Prevention Program* (IPP) with monthly Special District Risk Management Authority (SDRMA) and OMWD in-house tailgate trainings.



SAFETY HAS NO QUITTING TIME (SHNQT)

Employee Longevity Safety Recognition Program

The Board of Directors has approved a Safety Resolution supporting a recognition program for all employees. The program's objective is to encourage safe behaviors and training resulting in zero on the job, lost time, injuries and illnesses. An employee volunteer Sub-Committee works with the Safety/Risk Compliance Administrator to support the recognition program and assist with identifying various methods to achieve our safety goals.

The Safety Committee shall use the following guidelines when evaluating accidents for the purpose of the Employee Longevity Safety Recognition Program:

1. **Definitions:** See the District's Safety Manual for definitions of Preventable, Reasonable, Responsible Party, and Lost Time.
2. **Eligibility:** Only OMWD employees are eligible for recognition regarding preventable lost time injuries. OMWD employee and non-payroll positions (temps/interns) are eligible for recognition regarding vehicle incident and/or vehicle related property damage as seen below. Eligible personnel must have worked 1 day during the eligible period and must maintain their employment status on the day of recognition distribution.
3. **Specifics:** OSHA work-related injury and illness recordkeeping requirements are separate and distinct from the District's safety recognition program. It will take a majority vote of the Safety Committee (including agreement of Committee Board Member(s) present) to approve the determination that a specific recordable OSHA Form 300 injury/illness is non-preventable. Only OMWD employees will impact recognition status regarding preventable lost time injuries. OMWD employees, Board Members, and non-payroll positions (temps/interns) will impact the recognition status regarding vehicle incident and/or vehicle related property damage as seen below.
4. **Structure:** The annual Employee Longevity Safety Recognition Program is structured to recognize employees and the safety record on a continuous basis, with an opportunity to reach our safety goals in order to be eligible for the safety recognition. Every six months, the number of lost time hours will be determined and if the goal as identified below is achieved, employees will receive the safety recognition. If portions of the end-of-year goals are not achieved, there may be a pro-rated recognition. Should a preventable lost time injury occur, the next eligibility timeframe will begin the day after the incident.

The **Employee Longevity Safety Recognition** will be given to all eligible personnel after the end of the calendar year if:

1. The OMWD *Injury Incidence Rate (IIR)* is below the previous three-year average "*National incident rate for Water Supply and Irrigation Systems (22131)*" **The National Injury/Illness Rate can be found at www.BLS.gov (Bureau of Labor Statistics) AND**
2. Any preventable vehicle & property incident damage (District or public) is less than \$15,000. (Inclusive of materials, labor, tax, and parts costs when calculated.) Staff time is not included. Estimated damages also count towards this total even if it is decided not to completely repair the vehicle or property. Preventable vehicle & property damage involving Board Members, Non-Payroll Positions, and OMWD Employees will count towards the "Employee Longevity Safety Recognition Program."
 - o *This \$15,000 was determined by the number of miles and total number of vehicles driven by the District each year and was again approved by the Safety Committee in 11/2025. The value of the Longevity Safety Recognition is based on the approved annual budget by the Board of Directors. A safety recognition luncheon will be held yearly to present the safety recognition.*

Safety Recognition Goals CY 2027~~6~~

Recognition Period	Goal	Recognition
January 1 to June 30	Less than 40 hours of lost time due to preventable injury/accident	\$50
January 1 to December 31	1) Keep less than 40 hours of lost time due to preventable injury/accident AND; 2) Keep IIR (Injury Incident Rate) below 3-year national average	\$50
	3) Keep preventable vehicle incident and/or vehicle related property damage below \$15,000	\$50
	4) 4) CONTINUE record of no preventable lost time injuries since the date of 6) Achieve 1,000 days of no preventable lost time injuries from 9/13/22	\$100

Preventable damage to any vehicle and/or property (District or public) in excess of \$150,000 will result in the loss of \$50 towards the January 1 to December 31 safety recognition. However, the other \$50 Longevity Safety Recognition portion will still be in effect. In addition, employees will be eligible for \$100 if the record of no preventable lost time injuries is continued. Thus, the maximum end-of-year recognition is \$200.

Caught Being Safe Program (CBS Program)

The Caught Being Safe program was developed to provide an opportunity to recognize those employees who consistently demonstrate a high regard for safety on the job. Employees are nominated by peers, Supervisors, Managers, or the Safety Administrator to receive a \$50 maximum/minimum value recognition at a monthly Employee Forum. All employees with a satisfactory or above performance rating and not currently on disciplinary action are eligible for a CBS award. A CBS award shall be approved by the General Manager.

Memo

Date: September 23, 2026
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER UPDATES TO THE REMOTE SITE SECURITY RESPONSE PLAN**

At the July 22, 2026, Safety Committee Meeting, the Committee requested to bring back the Remote Site Security Response Plan for review and make updates as a result of retaining a new security response company. The proposed edits also include revised procedures for District staff when responding to active intrusion events. Note that the remote site addresses have been redacted for security purposes since the committee packet must be made available to the public.

Please review the plan prior to the meeting so the committee can discuss and recommend any further revisions as deemed necessary.

Attachment: Remote Site Security Response Plan



JOB SAFETY AND DISASTER PREPAREDNESS MANUAL

Remote Site Security Response Plan

Latest Revision Date:

9/20262025

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Purpose

This policy establishes procedures for handling trespassers at remote sites, including tanks, pump stations, reservoirs, and other critical infrastructure. It ensures a coordinated response to unauthorized access while prioritizing employee safety, security, and compliance with local laws.

Scope

This policy applies to all District staff, and other personnel responsible for monitoring and responding to security incidents at remote sites.

Definitions

- Trespasser: Any unauthorized individual present on District property without permission.
- Intrusion Alarm: Any security alert triggered by unauthorized access, sensor activation, or suspicious activity at a remote site.
- Duty Personnel: The on-call or designated district employee responsible for responding to security events.

Policy Guidelines

Monitoring and Detection

- Most remote sites are equipped with intrusion detection systems, including motion sensors and surveillance cameras. Additional intrusion detection systems may include perimeter alarms and automated lighting.
- Alarms should be continuously monitored by the District's security system.

Response to Intrusion Alarms

When an intrusion alarm is triggered, designated District personnel shall be notified through the District's security monitoring system, automated notification system, contracted security provider, or other District personnel responsible for monitoring security alerts.



JOB SAFETY AND DISASTER PREPAREDNESS MANUAL

Remote Site Security Response Plan

Latest Revision Date:

9/20262025

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The District's contracted security provider shall serve as the primary physical responder to intrusion alarms at designated remote facilities unless the available information indicates an active emergency requiring immediate law enforcement response.

Contracted Security Provider Response

Upon notification of an intrusion alarm, the contracted security provider shall be notified and respond to the affected facility and conduct a security assessment of the site. Contracted security personnel shall be provided authorized access to designated District facilities for the purpose of investigating security alarms.

The security assessment should include, as appropriate:

Inspecting the facility shall include:

- Inspecting gates, fencing, locks, lighting, and other security features, for evidence of forced entry, damage, tampering, or unauthorized access.
- Observing the surrounding area for unauthorized vehicles, suspicious persons, discarded items, footprints, tire tracks, or other indications of recent activity.
- Checking exterior doors, gates, hatches, and other access points to determine whether they are properly secured.
- Entering the facility, when conditions are safe to do so, and conducting an internal security assessment for signs of unauthorized entry, vandalism, theft, damage, or suspicious activity.
- Inspecting interior doors, access points, equipment areas, and other designated security-sensitive locations for signs of tampering or disturbance.
- Verifying that the facility appears secure and that no unauthorized individuals remain on the property.
- Documenting and reporting any abnormal conditions, damage, evidence of intrusion, or other security concerns identified during the assessment. The documentation should include:
 - o A gate, door, hatch, lock, fence, or other security feature cannot be secured.



JOB SAFETY AND DISASTER PREPAREDNESS MANUAL

Remote Site Security Response Plan

Latest Revision Date:

9/20262025

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- o The security provider identifies damage or an abnormal condition involving District equipment or infrastructure.
- o There is suspected tampering with a reservoir, tank, hatch, valve, pump, chemical system, control panel, SCADA equipment, or other critical infrastructure.
- o Conditions identified during the security assessment may affect water quality, water-system operations, public safety, or facility operations.
- o An intrusion alarm cannot be satisfactorily resolved by the contracted security provider and additional investigation is required.
- o Repeated alarms suggest a possible malfunction of District equipment, access-control equipment, alarms, or other systems.
- o Law enforcement or contracted security personnel require assistance from a District representative, including facility access, equipment identification, operational information, or other technical support.
- o Repairs, corrective actions, or operational decisions are necessary to restore the facility to a safe and secure condition.

The contracted security provider is unable to respond or complete the required assessment.

A supervisor or manager determines that District personnel should respond based on the circumstances.

When District duty personnel are dispatched, they shall coordinate with the contracted security provider and any responding law enforcement personnel prior to conducting their own inspection.

When an intrusion alarm is triggered, duty personnel shall be immediately notified via automated alerts, the District's security monitoring center, or by other District staff responsible for monitoring security alerts. Duty personnel should response when the contracted security provider is unable to respond or complete the required assessment or when a supervisor or manager determines that District personnel should respond based on the circumstances.

	JOB SAFETY AND DISASTER PREPAREDNESS MANUAL	
	Remote Site Security Response Plan	
	Latest Revision Date: 9/20262025	Page 4 of 8

Duty personnel ([Water Watch](#)) shall follow the response protocol listed below:

1. Pre-Arrival Preparation

- Ensure proper authorization and documentation are in order.
- Bring necessary inspection tools, such as a flashlight, camera, notepad, and any required access keys or codes.
- Verify communication devices (radio or mobile phone) are functional for emergency reporting.

2. Initial Perimeter Inspection

- Check for signs of forced entry, such as damaged gates, locks, or fencing.
- If signs of intrusion or tampering are found, do not enter the site alone. Notify the immediate supervisor and contact law enforcement immediately at the appropriate non-emergency phone number (see contact list for each site).
- Inspect fencing for breaches, cuts, or signs of tampering.
- Look for unauthorized vehicles or suspicious activity near the site.
- Examine the perimeter lighting and security cameras for functionality. Coordination with District IT staff who have access to the camera systems may be required for verification.
- If an active intrusion is currently underway:
 - Maintain a safe distance and observe the site for further details that may assist responders.
 - District personnel shall not physically confront trespassers.
 - If trespassers are seen engaging in any criminal activity, or pose a threat, law enforcement shall be contacted immediately at 911 for emergency response.
 - If an emergency situation arises, call 911 and follow established security protocols.

3. Entry Point and Access Control

- Ensure all locks, gates, and doors are secure.

- Verify keypads or electronic access controls are operational, if applicable.
- Look for signs of unauthorized access, such as pry marks, broken locks, or unusual wear.

4. Facility and Infrastructure Inspection

- Inspect the reservoir structure for damage, unauthorized access, or unusual activity.
- Check hatches, valves, and any access points for tampering or forced entry.
- Ensure all security seals, locks, and covers are intact.
- Inspect control panels, alarms, and SCADA systems for any signs of compromise.

5. Water Quality and Safety Check

- Look for any signs of contamination, such as unusual odors, discoloration, or foreign objects. If observed, the Systems Operations Supervisor, Operations Manager, and Customer Services Manager should be contacted as the Department of Public Health may need to be notified.
- Verify that monitoring equipment is operational and showing normal readings.
- Ensure that any chemical storage areas are secure and undisturbed.

6. Environmental and Surrounding Area Assessment

- Check for unusual footprints, tire tracks, or disturbances in vegetation that could indicate recent unauthorized presence.
- Look for any discarded tools, materials, or items that could have been used for intrusion.
- Assess the site for potential vulnerabilities, such as overgrown vegetation providing concealment or easy access points.

7. Documentation and Reporting

- Take photos of any damage or irregularities for documentation.
- Immediately report security breaches, suspicious findings, or equipment malfunctions to the immediate supervisor and send a detailed email to the "Incidents" contact group in Microsoft Outlook.

8. Final Check and Departure

- Ensure all locks and access points are secured before leaving.
- Confirm that all equipment brought to the site is accounted for.
- Notify relevant personnel that the inspection is complete and provide a summary of findings if necessary.

Emergency Protocol and Law Enforcement Involvement:

This procedure should be followed during all scheduled and unscheduled inspections to ensure the ongoing security and integrity of the remote sites.

Contracted Security Response Company

<u>Site</u>	<u>Address</u>	<u>Security Company</u>	<u>Phone Number</u>
<u>Gano</u>	[REDACTED]	<u>SD Rancho Sante Fe Security</u>	<u>(760) 942-0688</u>
<u>Gaty</u>	[REDACTED]		
<u>Miller</u>	[REDACTED]		
<u>Palms</u>	[REDACTED]		
<u>Peay</u>	[REDACTED]		
<u>Thelma Miller</u>	[REDACTED]		
<u>Wanket</u>	[REDACTED]		
<u>Wiegand</u>	[REDACTED]		

Law Enforcement Non-Emergency Contacts

Site	Address	Law Enforcement Agency	Phone Number
Berk	[REDACTED]	SDC Sheriff (N. Coastal Station)	(858) 565- <u>5200868 - 3200</u>
Cielo	[REDACTED]	SDC Sheriff (N. Coastal Station)	(858) <u>868 -</u> <u>3200565-5200</u>
Denk	[REDACTED]	Carlsbad Police Department	(442) 339-2100
Gano	[REDACTED]	SD Police Department	(858) 484-3154
Gaty	[REDACTED]	SDC Sheriff (N. Coastal Station)	(858) <u>868 -</u> <u>3200565-5200</u>
Miller	[REDACTED]	SDC Sheriff (N. Coastal Station)	(858) <u>868 -</u> <u>3200565-5200</u>
Palms	[REDACTED]	SDC Sheriff (N. Coastal Station)	(858) <u>868 -</u> <u>3200565-5200</u>
Peay	[REDACTED]	SDC Sheriff (N. Coastal Station)	(858) <u>868 -</u> <u>3200565-5200</u>
Thelma Miller	[REDACTED]	SDC Sheriff 4S Substation	(858) 521- <u>5200(858) 521-</u> <u>5200</u>
Wanket	[REDACTED]	SDC Sheriff (N. Coastal Station)	(858) <u>868 -</u> <u>3200565-5200</u>
Wiegand	[REDACTED]	SDC Sheriff (N. Coastal Station)	(858) <u>868 -</u> <u>3200565-5200</u>
Zorro	[REDACTED]	SDC Sheriff 4S Substation	(858) 521-5200
Site	Address	Law Enforcement Agency	Phone Number
4G	[REDACTED]	SDC Sheriff 4S Substation	(858) 521-5200
4S	[REDACTED]	SDC Sheriff 4S Substation	(858) 521-5200
4SII	[REDACTED]	SDC Sheriff 4S Substation	(858) 521-5200

If an emergency is encountered during the site visit call 911

Incident Documentation and Reporting

All trespassing incidents must be documented, including:

	JOB SAFETY AND DISASTER PREPAREDNESS MANUAL	
	Remote Site Security Response Plan	
	Latest Revision Date: 9/20262025	Page 8 of 8

- Date, time, and location.
- Alarm type and initial assessment.
- Responding law enforcement, badge number, phone number, and report number.
- Trespasser information.
- Any property damage or security concerns.

Reports should be recorded on the INITIAL INVESTIGATION FORM (LEAKS, PROPERTY DAMAGE, ETC.) found on the Employee Portal under Safety Forms. Completed forms shall be submitted to the Safety/Risk Compliance Administrator within 24 hours for review and recordkeeping.

Preventative Measures

- Routine security audits shall be conducted to assess vulnerabilities and improve deterrents.
- Duty staff should be trained annually in trespasser response, inspection procedures and safety protocols.
- Signage shall be posted at all remote sites stating:

"AUTHORIZED PERSONNEL ONLY – TRESPASSERS WILL BE REPORTED TO LAW ENFORCEMENT UNDER CALIFORNIA PENAL CODE 555."

Volunteer Duty Patrol

A volunteer duty patrol may be established by the General Manager to assist with remote site inspections after-hours and on weekends, as necessary. The goal of the patrol will be to increase visibility at remote sites and deterrence of trespassers. The volunteer duty patrol shall follow the site inspection protocol noted above, however, they will not be responding to active alarms like regular on-call duty staff. The patrol will focus on remote locations with elevated intrusion risk. Voluntary duty patrol shall be conducted using a District vehicle, which will be made available for pick-up at District headquarters. Volunteers will not be comprised of staff that are already included in the regular duty roster to avoid any emergency response conflicts. Voluntary duty staff should be trained annually in trespasser response, inspection procedures and safety protocols.

Memo

Date: September 23, 2026
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER THE SAFETY ACTION-ITEMS ASSIGNED / COMPLETED**

Attached is the list of action items assigned and their current status.

Attachment: Safety Meeting Action Items

SAFETY MEETING ACTION ITEMS

Safety Meeting Date	Discussion/Agenda Item	Assigned To	Deadline/Timeline	Completed	Additional Comments
11/20/2025	(SHNQT) Revisit the dollar \$ amount for preventable damage to District vehicles/property; and the language for preventable accidents and/or vehicle incident damage annually in November.	Tim Schuette	9/25/2026	Annually	The Safety Committee then full Board approved an increase to \$15,000 from \$10,000 for preventable vehicle/property damage annual goal.
Standing Item	Caught Being Safe (CBS) Program	Tim Schuette	Report at Meeting	As needed	None at this time.
Ongoing	Safety Suggestions	Tim Schuette	Ongoing	As needed	New perimeter door for west Operations area. Dashboard cameras for District vehicles
5/27/2026	Review the Workplace Violence Prevention Plan (WVPP).	Tim Schuette	5/26/2027	Annually	Plan to be reviewed on an annual basis.
9/24/2025	Provide updates regarding ACWA/JPIA future exclusion/restrictions for electrified fencing (AMAROK).	Tim Schuette	1/27/2027	As needed	Discuss ACWA/JPIA's position on AMAROK fencing pending their 9/24/2026 Liability Committee meeting then Executive Committee meeting (date TBD).

Memo

Date: September 23, 2026
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER FUTURE AGENDA ITEMS**

This is an opportunity for anyone who may have an item for consideration at a future Safety Committee meeting.

- January 2027 – Dashboard cameras in District vehicles

WE ARE NOW ADJOURNED

THE NEXT SAFETY COMMITTEE MEETING
WILL BE HELD ON **JANUARY 27, 2027**