



**MINUTES OF A REGULAR
SAFETY COMMITTEE MEETING**

September 27, 2023

MEMBER REPRESENTATIVES

Chair:
Co-Chair(s):

Board Directors:

ATTENDEES

Kimberly A. Thorner, General Manager
Jennifer Joslin, Human Resources Manager
Tim Schuette, Safety/Risk Compliance Administrator

Matthew Hahn
Neal Meyers

Bargaining Unit Members Association (BUMA):
Customer Services Department:
District Employees Association (DEA):
DCM Water Treatment Plant:
Engineering Department:
Finance Department:
Operations Department:
Water Reclamation Facility:

Tim Sheppard, Backflow & Cross Connection Coordinator
Brandon Barnick, Field Services Supervisor
Teresa Chase, Administrative Analyst
Tom Arellano, Water Treatment Facilities Supervisor
Chris Bumcrot, Inspector II
Rainy Selamat, Finance Manager
Mark Wilson, Operations Supervisor - Construction
John Onkka, Water Reclamation Facilities Supervisor

Safety SUB-Committee:

Gary Briant, Purchasing/Warehouse Clerk
Joe Jansen, Administrative Analyst
Marcela Novy, Accountant I
Phillip Reed, WTP Operator Level 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 Hahn and Meyers.

3. ADOPTION OF AGENDA

Director Meyers moved to adopt the agenda, seconded by Co-chair Joslin and approved by the following roll call vote:

AYES: Thorner, Hahn, Meyers, 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 JULY 26, 2023 REGULAR SAFETY COMMITTEE MEETING

Co-chair Joslin moved to approve the minutes of the July 26, 2023 Regular Safety Committee meeting, seconded by Co-chair Schuette and approved by the following roll call vote:

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

6. CONSENT CALENDAR:

C-a. CONSIDER APPROVAL OF THE OCTOBER/NOVEMBER 2023 TRAINING CALENDAR

Co-chair Schuette moved to approve the Consent Calendar, seconded by Co-chair Joslin and approved by the following roll call vote:

AYES: Thorner, Hahn, Meyers, 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 2023, 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 three injury related items to discuss in closed session. Additionally, there was one follow up vehicle related property damage incident to discuss in open session. The incident occurred when an employee was entering Crosby through the Del Dios gate and the entry lift gate unexpectedly dropped on the vehicle after the vehicle had allegedly been waived through by the Crosby gate guard. The District vehicle suffered damage to the windshield and radio antenna.

Director Meyers moved that the incident was non-preventable, seconded by Finance Manager Selamat and approved by the following roll call vote:

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

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

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

10. CONSIDER SAFETY ACTION ITEMS ASSIGNED / COMPLETED

Co-Chair Schuette reviewed the Safety action items as provided in the packet.

Co-Chair Schuette also mentioned that one employee was recognized according to the Caught Being Safe program for their commitment to safety by following proper PPE protocol while performing motor testing and panel maintenance.

11. CONSIDER AN INFORMATIONAL REPORT ON THE ACWA/JPIA PROPOSED TWO YEAR SERVICE PLAN

Co-chair Schuette reviewed the proposed ACWA/JPIA two year service plan as well as the Commitment to Excellence Resolution. Staff will further research the requirements necessary to fulfill the Commitment to Excellence criteria. If determined to be agreeable, the item will be brought to the full Board for review and determination of future steps, including potential implementation.

12. CONSIDER FUTURE AGENDA ITEMS

None at this time.

13. CLOSED SESSION DISCUSSION (If Necessary)

Closed session was held from 3:16 p.m. to 3:36 p.m.

OPEN SESSION

The first and second incident reported on in closed session were determined to be non-preventable by the following roll call vote:

AYES: Thorner, Hahn, Meyers, Joslin, Schuette

NOES: None
ABSTAIN: None
ABSENT: None

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

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

15. ADJOURNED

Chair Thorner adjourned the meeting at 3:37 p.m. The next Safety Committee meeting is scheduled for Wednesday, November 22, 2023 at 2:30 p.m.

Neal Meyers
Board Director
Olivenhain Municipal Water District

ATTEST:

Matthew Hahn
Board Director
Olivenhain Municipal Water District