



SAFETY COMMITTEE MEETING  
APRIL 26, 2018



**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**

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: APRIL 26, 2018

**TIME: 8:00 A.M.**

PLACE: District Office

*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 February 22, 2018 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 May/June 2018 Training Calendar

7. Consider an Informational Report on the "Safety Has No Quitting Time" (SHNQT) Program
8. Consider Review of Employee Injuries, Vehicle Accidents and Safety Reports (If Necessary)
9. Consider a Report on March and April Safety/Risk Compliance Activities
10. Consider the Safety Action-Items Assigned/Completed
11. Consider Future Agenda Items
12. Closed Session:  
Presentation of the District's Business Continuity Plan as an Element of Disaster Preparedness and Security [Pursuant to Government Code Section 54957(a)]
13. Adjournment



# Memo

To: Olivenhain Municipal Water District Safety Committee  
From: Leslie Naritelli, Recorder  
Subject: **CONSIDER APPROVAL OF THE MINUTES OF THE FEBRUARY 22, 2018  
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: April 26, 2018  
To: Olivenhain Municipal Water District Safety Committee  
From: Joseph Mackey, Safety / Risk Compliance Administrator  
Subject: **CONSIDER APPROVAL OF THE MAY/JUNE 2018 TRAINING CALENDAR**

---

Attached is the May/June training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD  
Training Calendar  
May/June 2018**

**May:**

Tailgate Topics; Heat Stress Prevention & Reducing the Threat of Customer Violence

New Back-up Alarm Orientation

First Aid/CPR/AED

**June:**

Tailgate Topics; Emergency Action Plans & Protecting Your Hearing

First Aid/CPR/AED

Traffic Control through Construction Zones



# Memo

Date: April 26, 2018  
To: Olivenhain Municipal Water District Safety Committee  
From: Joseph Mackey, 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; consecutive number of days since the last preventable injury; and the vehicle/property damage amounts for years 2015, 2016, 2017, and 2018.

Staff will be available to answer any questions.

Attachment(s): SHNQT Report; 2015-2018 Vehicle/Property Damage



The Incidence Rate (IR) for OMWD in 2017 was 2.5 recordable injuries based on the 200,000 hours worked formula for 100 employees.

Olivenhain Municipal Water District Rates (Based on this 3 yr avg of 85 employees)  
2014 - 1.2 injuries, 2015 - 2.4 injuries, 2016 - 1.2 injuries: **3 yr avg = 1.60 injuries**  
NAICS - Code 22131 rates:  
2014 - 5.1 injuries, 2015 - 4.4 injuries, 2016 - 4.2 injuries: **3 yr avg = 4.56 injuries**

**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 BLS 2017 rate will be available late 2018]**

The National Injury / Illness Rate can be found at the Bureau of Labor Statistics ([www.BLS.gov](http://www.BLS.gov)). The North American Industry Classification System (NAICS) code for OMWD is 22131 - Water Supply & Irrigation Systems

**Last Reportable / Preventable Lost-Time Injury was**  
**May 8, 2006**

**INJURY AND LOST TIME COUNT AS OF**  
**April 26, 2018**

**OSHA 300 COUNT RECORDS**  
**RECORD & CONSECUTIVE NUMBER OF WORK DAYS WITHOUT**  
**A PREVENTABLE LOST TIME (Days Away from Work) INJURY**  
**4371 CONSECUTIVE NUMBER OF DAYS**

**SAFETY RECOGNITION PROGRAM 2018**

**NUMBER OF RECORDABLE INJURIES IN 2018 = 0**  
**NUMBER OF LOST DAYS IN 2018 = 0**

**Year-to-Date 2018 Totals:**

**Preventable Vehicle Incident and/or Vehicle Related Property Damage in 2018 = \$0**

- The amount of any preventable vehicle incident damage (District or public property) must be less than \$10,000.00 inclusive of materials, labor and parts costs when calculated. Staff time is not included.
- Estimated damages will also count in this total if decided not to repair the vehicle.
- This \$10,000 was determined by the number of miles and total number of vehicles driven by the District each year.

TOTAL PREVENTABLE DAMAGES

2015		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
MAR - #51 DUMP TRUCK DMG	\$68.95	NONE
APR - #40 REPLACE DMGD TAIL LIGHT	\$110.18	
MAY - #64 TRUCK SIDE DOOR	\$320.04	
JUNE - #52 TRUCK	\$49.77	
JUNE - #51 DUMP TRUCK DMG	\$1,942.52	
<b>TOTAL</b>	<b>\$2,491.46</b>	

2016		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
FEB - #12 DUMP TRK FEND	\$1,743.47	NONE
MAR - #66 TRUCK BMPR	\$1,961.28	
SEPT - #84 DUTY TRUCK	\$2,668.86	
<b>TOTAL</b>	<b>\$6,373.61</b>	

2017		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
JUNE - #40 REPLACED WINDSHIELD	\$288.16	
JUNE - #63 REPLACED/PAINTED FRONT BUMPER	\$1,029.17	\$1,753.96
JULY - #93 REPLACED PASSENGER MIRROR	\$183.42	
SEPT - #47 REPAIR TOOL CABINET FRAME	\$3,743.56	
<b>TOTAL</b>	<b>\$5,244.31</b>	<b>\$1,753.96</b>

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE IN 2017

**\$6,998.27**

2018		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT



# Memo

Date: April 26, 2018  
To: Olivenhain Municipal Water District Safety Committee  
From: Joseph Mackey, 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.

Staff will be available to answer any questions.



# Memo

Date: April 26, 2018  
To: Olivenhain Municipal Water District Safety Committee  
From: Joseph Mackey, Safety / Risk Compliance Administrator  
Subject: **CONSIDER A REPORT ON MARCH AND APRIL SAFETY/RISK COMPLIANCE ACTIVITIES**

---

Attached is a list of safety/risk compliance activities for the months of March and April 2018. Staff will be on hand to answer questions.

Attachments: List of Safety / Risk Compliance Activities

**Safety/Risk Compliance Activities  
March/April 2018**

**March:**

Member Area Communication System (MACS) Radio Test

Fire Extinguisher Recharge Event

Lieberman, Cassidy, Whitmore (LCW) Classes at Vista Irrigation District (VID)

International Public Management Association (IPMA) Worker's Comp Fraud Presentation

Employee Forum Safety Presentation

800 MHz Radio Test with the Elfin Forest Recreational Park, 4S Ranch Water Reclamation Facility, and the Safety Office

Temporary Employee Safety Orientation

Business Continuity Plan (BCP) Manager Final Reviews

**General Duties**

- Employee Forum Presentation
- Project Heartbeat - Automatic Emergency Defibrillator (AED) Monthly Check List

**April:**

Member Area Communication System (MACS) Radio Test

First Aid Class Scheduling

Temporary Employee Safety Orientations

Business Continuity Plan (BCP) Consultant Final Meetings

**General Duties**

- Staff Leadership Meeting (SLM) Claims Presentation
- Employee Forum Safety Presentation
- Project Heartbeat - Automatic Emergency Defibrillator (AED) Monthly Check List



# Memo

Date: April 26, 2018  
To: Olivenhain Municipal Water District Safety Committee  
From: Joseph Mackey, Safety / Risk Compliance Administrator  
Subject: **CONSIDER THE SAFETY ACTION-ITEMS ASSIGNED / COMPLETED**

---

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

Attachment: Safety Meeting Action Items

### SAFETY MEETING ACTION ITEMS

Safety Meeting Date	Discussion/Agenda Item	Note Location in Minutes	Assigned To	Deadline/Timeline	Completed	Additional Comments
10/25/2018	(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 October.		Joe Mackey	10/25/2018	ANNUALLY	Oct 26, 2017, the committee voted to keep the \$10,000 cap; also, approved the language for the term preventable.
6/29/2017	A <b>Business Continuity Plan (BCP)</b> will be updated to today's business practices.	11.e	Joe Mackey	4/26/2018		A Sub-committee was formed to work with the consultant; the BCP is expected to be presented to the Safety Committee in Closed Session.
8/31/2017	Following two back injuries, Joe Mackey determined that it would be beneficial for all employees to attend a "Back Injury Prevention" training class.	8	Joe Mackey	6/28/2018		Joe Mackey will schedule a training class for the prevention of back injuries for all employees.
02/22/2018	Front Desk to receive capability to use the MSA Altair 5X Confined Space Monitor.	10	Joe Mackey Adam Calm	8/30/2018		The GM requested that the Front Desk also have the equipment installed to monitor an employee entering a vault/confined space.
<b>Standing Item</b>	ACWA/JPIA LaBounty Award for invented or fabricated a better/safer way, method or tool to complete a task.		Dept. Managers	<b>Report at Meeting</b>		ACWA/JPIA presents the LaBounty Award at their Spring and Fall Conferences.
<b>Standing Item</b>	Caught Being Safe (CBS) Certificate (attached).		Joe Mackey	<b>Report at Meeting</b>		Employees who have received a CBS Certificate.

**Caught Being Safe  
"CBS" Safety Award Program  
Nomination Form**

**COPY ORIGINAL**

To: Joe Mackey, Safety/Risk Compliance Administrator

I would like to nominate the following employee for recognition regarding the Caught Being Safe "CBS" Safety Award Program.

Name: Joel Holt

**COPY**

*Safety Committee copy - @Hany*

Department/Position: WTP/ WTP Operator Level III

Date, time & location of event: 1/18/18

Detailed description of events and/or actions that deserve consideration:

I nominate Joel Holt for always connecting his laptop to the network every single Wednesday. As a result, the updates required to his laptop by IT were minimal and his computer was SAFE.

Security to our network and our customers is a priority. Patches and updates could be critical!

Everyone with a laptop should be connecting them to the network a couple times per week, preferably Wednesday evenings (if possible) so that they receive important patches and updates.

If they don't and the laptop stops working, we could tie up their laptop for some time applying updates and patches...which might not be convenient or work with their schedule.

\*Please include pictures with this form.

Nominated by:

Signature: *[Signature]*

Date: 1-18-18

*Kimberly A. Johnson 2/12/18*

Safety Section Approval signature: *[Signature]*

Date: 1-25-18

Award presented on: 3/6/18 Emp Form

Amount & description of award: \$ 25 Home Depot gift card

Recipient Signature: *[Signature]*

FOR JOEL HOLT

Date: 3/5/18

(Gift cards are subject to tax withholding)

RECEIVED  
MAR 13 REC'D  
OMWD HR DEPT.

**COPY ORIGINAL**

*Quanto Rosa, payroll 3/13/18*

**Caught Being Safe  
"CBS" Safety Award Program  
Nomination Form**

**ORIGINAL**

To: Joe Mackey, Safety/Risk Compliance Administrator

I would like to nominate the following employee for recognition regarding the Caught Being Safe "CBS" Safety Award Program.

Name: Rudy Petrovski

Department/Position: Operations/ICT

Date, time & location of event: 2/13/18 2:55 PM OMWD headquarters

Detailed description of events and/or actions that deserve consideration:

Tuesday February 13, 2018 at approximately 2:55 PM OMWD headquarters experienced a power outage that lasted about 20 minutes. Within seconds, the back up generators kicked on and transferred power to our facilities with little interruption. The District continued to operate as if nothing had occurred. Power was soon restored and the transfer switch returned us to SDG&E power without anybody being aware. The generators went silent having performed as designed. Years ago it would have taken hours to trailer in a generator and transfer power to restore OMWD to partial functionality. Rudy Petrovski led the efforts to install a permanent generator and transfer switch that would allow OMWD to provide the exceptional level of service to our customers that we are well known for. Rudy deserves special recognition for his idea, design, and installation support for making this happen. Thanks Rudy!

\*Please include pictures with this form.

Nominated by: ERIK HARP

Signature: Erik Harp

Date: 2/13/18

Safety Section Approval signature: [Signature]

Date: 2/14/18

Award presented on: 3/6/18 Emp Form

Amount & description of award: \$25 Home Depot Gift Card

Recipient Signature: [Signature]

(Gift cards are subject to tax withholding)

Date: 3/5/18

original given to Payroll, Lisa, 3/6/18 for taxes.

*Kimberly J. Stovner*  
*2/14/18*  
*[Signature]*

*safety packet*  
**COPY**

*[Handwritten mark]*

*[Handwritten mark]*

**Caught Being Safe  
"CBS" Safety Award Program  
Nomination Form**

**ORIGINAL**

To: Joe Mackey, Safety/Risk Compliance Administrator

I would like to nominate the following employee for recognition regarding the Caught Being Safe "CBS" Safety Award Program.

Name: Teresa Chase & Dan [redacted]

Department/Position: CS & IT

Date, time & location of event: 3/2/18, ~8:00 p.m., OMWD HQ

Detailed description of events and/or actions that deserve consideration:

After putting in a long day on Friday, Teresa noticed that the parking lot gate did not automatically close when she was leaving work. She ended up getting a hold of Dan who walked her through the process of manually securing the gate. Both employees dedicated time on their Friday evening to ensure that the property was secured and safe for the weekend.

**ORIGINAL**

\*Please include pictures with this form.

Nominated by: Brian Sooleman

*Kimberly A. Hoover*  
3/12/18

Signature: [Signature] Date: 3/6/18

Safety Section Approval signature: [Signature] Date: 3/7/18

Award presented on: 4/3/18 - Emp Forum Amount & description of award: \$25 Gift Card to Home Depot

Recipient Signature: [Signature] Date: 3/7/18  
(Gift cards are subject to tax withholding)

**Caught Being Safe  
"CBS" Safety Award Program  
Nomination Form**

ORIGINAL

To: Joe Mackey, Safety/Risk Compliance Administrator

I would like to nominate the following employee for recognition regarding the Caught Being Safe "CBS" Safety Award Program.

Name: ~~XXXXXXXXXX~~ Dan Nevitt

Department/Position: CS & IT

Date, time & location of event: 3/2/18, ~8:00 p.m., OMWD HQ

Detailed description of events and/or actions that deserve consideration:

After putting in a long day on Friday, Teresa noticed that the parking lot gate did not automatically close when she was leaving work. She ended up getting a hold of Dan who walked her through the process of manually securing the gate. Both employees dedicated time on their Friday evening to ensure that the property was secured and safe for the weekend.

ORIGINAL

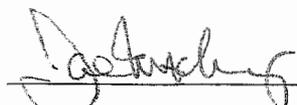
\*Please include pictures with this form.

Nominated by: Brian Sademan

Signature: 

Date: 3/6/18

*Kimberly J. Storrer*  
3/12/18

Safety Section Approval signature: 

Date: 3/7/18

Award presented on: 4/3/18 Emp Forum

Amount & description of award: \$25 gift card to Home Depot

Recipient Signature \_\_\_\_\_

Date: \_\_\_\_\_

(Gift cards are subject to tax withholding)

## Caught Being Safe "CBS" Safety Award Program Nomination Form

To: Joe Mackey, Safety/Risk Compliance Administrator

I would like to nominate the following employee for recognition regarding the Caught Being Safe "CBS" Safety Award Program.

Name: Mike Salazar

Department/Position: WTP

Date, time & location of event: 3/8/18, 12:50pm

Residuals Handling Building

Detailed description of events and/or actions that deserve consideration:

Preparation work to overhaul one of the WTP's three clarifier units was being performed during this time which involved confined space entry, heavy lifting and workers at times to be positioned in potentially dangerous areas including high overhead work. Mr. Mike Salazar who was cross training at this time assisted in this critical project effort for the WTP and did a tremendous job ensuring he and his fellow co-workers followed through with the well planned out work to include working safe, ensuring all safety protection measures were in place, all safety gear was being utilized and there was thorough communication throughout the entire process. This project work is new to the WTP staff and will again be performed in the upcoming fiscal years as we complete all three units. Thanks to this quality safety effort, we are on track to finish this first unit as scheduled! I would like to say thanks to Mike for this high quality and safety effort!



\*Please include pictures with this form.

Nominated by:

Signature: Tom Arellano Digitally signed by Tom Arellano  
DN: cn=Tom Arellano, o=Olivenhain Municipal Water  
District, ou, email=tarellano@olivenhain.com, c=US  
Date: 2018.03.26 14:20:32 -07'00' Date: 3/26/18

.....  
Safety Section Approval signature: Kimberly A. Moore Date: 4/2/18

Award presented on: 4/3/18 Emp Forum Amount & description of award: \$25 Home Depot gift card

Recipient Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(Gift cards are subject to tax withholding)

  
OMWD Safety Award Nomination Form 12/17

**Caught Being Safe  
"CBS" Safety Award Program  
Nomination Form**

To: Joe Mackey, Safety/Risk Compliance Administrator

I would like to nominate the following employee for recognition regarding the Caught Being Safe "CBS" Safety Award Program.

Name: Shane Sullivan

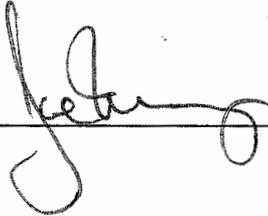
Department/Position: WTP

Date, time & location of event: 3/8/18, 12:50pm

Residuals Handling Building

Detailed description of events and/or actions that deserve consideration:

Preparation work to overhaul one of the WTP's three clarifier units was being performed during this time which involved confined space entry, heavy lifting and workers at times to be positioned in potentially dangerous areas including high overhead work. Mr. Shane Sullivan assisted in this critical WTP project effort and did a tremendous job ensuring he and his fellow co-workers followed through with the well planned out work to include working safe, ensuring all safety protection measures were in place, all safety gear was being utilized and there was thorough communication throughout the entire process. This project work is new to the WTP staff and will again be performed in the upcoming fiscal years as we complete all three units. Thanks to this quality safety effort, we are on track to finish this first unit as scheduled! I would like to say thanks to Shane for this high quality and safety effort!



**\*Please include pictures with this form.**

Nominated by:

Signature: Tom Arellano Digitally signed by Tom Arellano  
DN: cn=Tom Arellano, o=Olivenhain Municipal Water District, ou, email=tarellano@olivenhain.com, c=US  
Date: 2018.03.26 14:22:30 -07'00' Date: 3/26/18

Safety Section Approval signature: Tom Arellano / J. Horner Date: 4/2/18

Award presented on: 4/3/18 Amount & description of award: \$25 Home Depot Gift Card

Recipient Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(Gift cards are subject to tax withholding)

*Inwood Henry*

## Caught Being Safe "CBS" Safety Award Program Nomination Form

To: Joe Mackey, Safety/Risk Compliance Administrator

I would like to nominate the following employee for recognition regarding the Caught Being Safe "CBS" Safety Award Program.

Name: Evan DeWindt

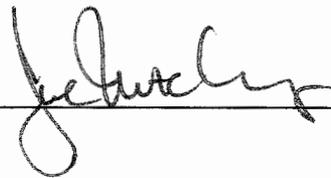
Department/Position: WTP

Date, time & location of event: 3/8/18, 12:50pm

Residuals Handling Building

Detailed description of events and/or actions that deserve consideration:

Preparation and work to overhaul one of the WTP's three clarifier units was being performed during this time which involved confined space entry, heavy lifting and workers to be positioned in potentially dangerous areas including high overhead work. Mr. Evan DeWindt has been the lead on this project and he did a tremendous job ensuring the work was well planned out to include that all safety protection measures were in place, all safety gear was being utilized and there was thorough communication throughout the entire process. This work is something new to the WTP staff and will be part of a reoccurring maintenance program in the next two fiscal years ensuring process equipment will last for many years to come. Great job on Evan's part for working safe and leading this very important effort!



\*Please include pictures with this form.

Nominated by:

Signature: Tom Arellano

Digitally signed by Tom Arellano  
DN: cn=Tom Arellano, o=Olivenhain Municipal Water  
District, ou, email=tarellano@olivenhain.com, c=US  
Date: 2018.03.26 14:19:32 -07'00'

Date: 3/26/18

.....  
Safety Section Approval signature: Kimberly A. Horner

Date: 4/2/2018

Award presented on: 4/3/18

Emp Form

Amount & description of award: \$25 Home Depot gift card

Recipient Signature \_\_\_\_\_

Date: \_\_\_\_\_

(Gift cards are subject to tax withholding)

Joe Mackey  
OMWD Safety Award Nomination Form 12/18

## Caught Being Safe "CBS" Safety Award Program Nomination Form

To: Joe Mackey, Safety/Risk Compliance Administrator

I would like to nominate the following employee for recognition regarding the Caught Being Safe "CBS" Safety Award Program.

Name: Pierre Dreher

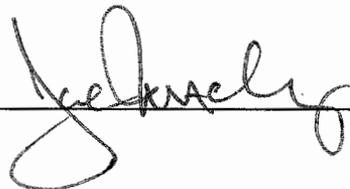
Department/Position: WTP

Date, time & location of event: 3/8/18, 12:50pm

Residuals Handling Building

Detailed description of events and/or actions that deserve consideration:

Preparation work to overhaul one of the WTP's three clarifier units was being performed during this time which involved confined space entry, heavy lifting and workers at times to be positioned in potentially dangerous areas including high overhead work. Mr. Pierre Dreher assisted leading this critical WTP project effort and did a tremendous job ensuring he and his fellow co-workers followed through with the well planned out work to include working safe, ensuring all safety protection measures were in place, all safety gear was being utilized and there was thorough communication throughout the entire process. This project work is new to the WTP staff and will again be performed in the upcoming fiscal years as we complete all three units. Thanks to this quality safety effort, we are on track to finish this first unit as scheduled! I would like to say thanks to Pierre for his large contribution on the project and for his continued safety efforts!



**\*Please include pictures with this form.**

Nominated by:

Signature: Tom Arellano Digitally signed by Tom Arellano  
DN: cn=Tom Arellano, o=Olivenhain Municipal Water  
District, ou, email=tarellano@olivenhain.com, c=US  
Date: 2018.03.26 14:21:24 -07'00' Date: 3/26/18

.....  
Safety Section Approval signature: Kimberly A. Jones Date: 4/2/18

Award presented on: 4/3/18 Emp Forum Amount & description of award: \$25 Home Depot gift card

Recipient Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(Gift cards are subject to tax withholding)

Inwood Henry  
OMWD Safety Award Nomination Form 12/16



# Memo

Date: April 26, 2018  
To: Olivenhain Municipal Water District Safety Committee  
From: Joseph Mackey, 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.



# Memo

Date: April 26, 2018  
To: Olivenhain Municipal Water District Safety Committee  
From: Joseph Mackey, Safety / Risk Compliance Administrator  
Subject: **CLOSED SESSION** – PRESENTATION OF THE DISTRICT'S BUSINESS CONTINUITY PLAN AS AN ELEMENT OF DISASTER PREPAREDNESS AND SECURITY [Pursuant to Government Code Section 54957(a)]

---

At the 2017 October Safety Committee meeting, it was reported that the District was in the process of updating its Business Continuity Plan (BCP) which was about 70% complete at that time. A sub-committee that included managers, supervisors, and the consultant Fortress Security, was formed to revise the BCP to today's standards.

The BCP has been completed; Fortress Security will provide a presentation to the Safety Committee in today's Closed Session.

WE ARE NOW ADJOURNED

THE NEXT SAFETY COMMITTEE MEETING

WILL BE HELD JUNE 28, 2018

