



**AGENDA  
EMPLOYEE SAFETY  
COMMITTEE MEETING  
APRIL 29, 2026  
10:00 AM  
CITY COMMISSION CHAMBERS  
204 ASH STREET  
FERNANDINA BEACH, FL 32034**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. APPROVAL OF MINUTES**
  - 4.1 Approval of minutes from March 25, 2026
- 5. OLD BUSINESS**
  - 5.1 Cintas Safety Order
- 6. NEW BUSINESS**
  - 6.1 Review of Incident Reports - HR Generalist Laura Scott will provide an overview of all incident reports received for the past month
  - 6.2 Committee Member Discussion/Comments
- 7. PUBLIC COMMENT**
- 8. NEXT MEETING DATE - Wednesday May 27, 2026; 10:00AM**
- 9. ADJOURNMENT**

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired). All interested parties may appear at said meeting and be heard as to the advisability of any action, which may be considered with respect to such matter. For information regarding this matter, please contact the City Attorney.

DRAFT

MINUTES  
Employee Safety Committee  
March 25, 2026

The Employee Safety Committee of the City of Fernandina Beach, Florida met on Wednesday, March 25, 2026, at 10:00 AM in the City Commission Chambers. Present were Chair Cathy Sabattini, Vice Chair Freddie Peake, Member Leland Honacker, Chad Manning, Rick Wheeler, Patricia Harnish, Jason Smith, Marileida Hernandez, and Laura Scott. Not in Attendance Member Jason Higginbotham, Patricia Harnish, Denise Matson and Brandon Lovelace.

Cathy Sabattini called the meeting to order at 10:01 am and led the Pledge of Allegiance to the Flag.

4. APPROVAL OF MINUTES:

- 4.1 The minutes of the February 25, 2026, meeting were reviewed. Vice Chair Peake made a motion to approve; Member Wheeler seconded. Approved unanimously.
- 4.2 Cathy Sabattini has stepped down and will no longer be on the committee. We must select a New Chair-Marileida Hernandez was chosen as the new Chair.

5. OLD BUSINESS:

- 5.1 Cintas Safety Vendor Quote for first aid kits for fleet vehicles, eye wash, and fleet replacement center. Discussion was held on how to make the departments responsible for keeping track of the kits and replacement needs. The committee requests we move forward with the purchasing of the items on the quote and seeking reimbursement from the TIPS grant.

6. NEW BUSINESS:

- 6.1 TIPS grant from PGIT. The HR department has budgeted to purchase safety items and will submit request for reimbursement from the TIPS grant.
- 6.2 Review of Incident Reports. Member Scott reviewed incidents/accidents for the previous month. A discussion was held in regard to the incident at the Golf Course and the possibility of better signage at that golf cart crossing. Currently there is only a small stop sign. Need to get with the County on possible signage or speed humps. Another discussion was held in regards to the pallet incident with Parks & Rec department and proper lifting techniques. We will add proper lifting techniques to the next employee newsletter. Directors need to be more careful when assigning Preventable/Non-Preventable on the reports. If they are unsure, they need to call HR and question. No additional comments.

6.3 Committee Member Discussion/Comments. Make sure to hold your employees accountable for items assigned to them. No additional comments.

7. PUBLIC COMMENT: None.

8. NEXT MEETING DATE: April 29, 2026.

9. ADJOURNMENT: The meeting adjourned at 10:50 A.M.

Minutes Prepared By:

*Laura Scott*

Human Resources Generalist

Date	Employee/ Citizen	Dept	Personal Injury/ Property Damage	Location	Accident/Incident Details	Workers Compensation	Supervisor Determined:
3/25/2026	Employee	Sanitation	Property Damage	Amelia Island Parkway	The employee was driving a city vehicle when he looked down to pick up his cell phone that had fallen, once he looked back up the vehicle in front of him had stopped. He applied the brakes but it was too late and hit the rear of the vehicle in front of him.	No	Preventable
3/29/2026		Parks & Rec	Property Damage	Seaside Park	The gate for Seaside Park was damaged. It was found by an employee.	No	
4/3/2026	Citizen	Police	Personal Injury	Cross Walk in front of 212 Centre Street	The citizen stated that she was crossing Centre St. mid-block in the brick crosswalk where she slipped and fell. She injured her shoulder and head. She was transported by Fire Rescue. The employee checked the area where the citizen fell and other than a slight incline there was no other obstruction visible.		
4/4/2026	Citizen	Golf	Personal Injury	Driving Range at Golf Course	A citizen reported that an older woman had fallen at the driving range and cut her face and was bleeding. The citizen declined transport but was going to an urgent care to be evaluated.		
4/21/2026	Employee	Police	Property Damage	1335 South 8th St.	While a citizens car was being searched the cell phone was placed on the roof of the vehicle where it slipped off and landed on the concrete below damaging cell phone screen.		Preventable