



**AGENDA
CHARTER REVIEW COMMITTEE
REGULAR MEETING
AUGUST 26, 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 Approve meeting minutes from July 29, 2026
- 5. OLD BUSINESS**
- 6. NEW BUSINESS**
 - 6.1 Review of incident reports from August 2026
- 7. PUBLIC COMMENT**
- 8. NEXT MEETING DATE**
 - 8.1 Next meeting September 30, 2026
- 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
July 29, 2026

The Employee Safety Committee of the City of Fernandina Beach, Florida met on Wednesday, July 29, 2026, at 10:00 AM in the City Commission Chambers. Present were Members Leland Honacker, Jason Higginbotham, Chad Manning, Rick Wheeler, Brad Richardson and Stephanie Brown. Not in attendance were Chair Marileida Hernandez, Vice Chair Freddie Peake, Members Brandon Lovelace, Jason Smith, and Patti Harnish.

Stephanie Brown called the meeting to order at 10:02 am and led the Pledge of Allegiance to the Flag.

4. APPROVAL OF MINUTES:

- 4.1 The minutes of the May 27, 2026 meeting were reviewed. Member Chad Manning made a motion to approve; Member Leland Honaker seconded. Approved unanimously.

5. OLD BUSINESS:

- 5.1 No Old Business to discuss.

6. NEW BUSINESS:

- 6.1 Review of Incident Reports. Stephanie Brown reviewed incidents/accidents for the months of June and July. Member Chad Manning mentioned training on the proper backing and strapping load techniques for trailers. City staff are trained in conducting this training. Member Manning also reiterated the importance of PPE/Hard Hats and supervisors enforcing usage.
- 6.2 Committee Member Discussion/Comments. Member Manning mentioned the criteria for reporting incidents; city employees versus citizen incidents and why they must be included in the report for the committee. Member Brad Richardson mentioned the timeframe for reporting incidents even when medical is not needed at the time

7. PUBLIC COMMENT: No public comment.

8. NEXT MEETING DATE: August 26, 2026.

9. ADJOURNMENT: The meeting adjourned at 10:34 A.M.

Minutes Prepared By:
Stephanie Brown, HR Manager

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