AGENDA
SAFETY COMMITTEE
REGULAR MEETING
OCTOBER 25, 2023
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 September 22, 2023.*

5. OLD BUSINESS

5.1 **AUTOMATED EXTERNAL DEFIBRILLATOR (AED)** - *Public Works and Fire will provide an update on the status of AED's.*

6. NEW BUSINESS

6.1 **REVIEW OF INCIDENT REPORTS** - *Human Resources Director Denise Matson 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

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

The Employee Safety Committee of the City of Fernandina Beach, Florida met on Friday, September 22, 2023, at 10:00 AM in the City Commission Chambers. Present were Chad Manning, Deborah House, Lance Phillips, Jon Hepler, Freddie Peake, and Denise Matson. Absent were Jamel Heard, James Branch, Brian Cook, Jason Higginbotham, and Cathy Sabattini. Fino Murallo attended in the absence of Jason Higginbotham. Additionally, Jeremiah Glisson, Director of Public Works, Caroline Best, City Clerk, and Shaun Woleshin, Sr. Area Vice President for Gallagher Insurance, Risk Management and Consulting, attended the meeting.

Denise Matson called the meeting to order and led the Pledge of Allegiance to the Flag.

4.1 ORGANIZATION: Select Chair, Vice Chair and Recording Secretary. A Motion was made by Chad Manning, seconded by Lance Phillips, to elect Cathy Sabattini as Chair. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried. A Motion was made by Chad Manning, seconded by Freddie Peake, to elect Jon Hepler as Vice Chair. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

4.2 ORGANIZATION: Establish Regular Meeting dates and times. Friday was not favored due to that day being a regularly scheduled day off for Vice Chair Hepler. Wednesday or Thursday was the preferred day for meetings and consensus was reached to meet monthly at this time. Ms. Matson will confirm Commission Chambers availability with the City Clerk's office.

4.3 SUNSHINE & PUBLIC RECORDS LAW: The Sunshine Law and the Public Records Law information was provided in the agenda packet and City Clerk Caroline Best reviewed the information with the Committee.

4.4 SAFETY COMMITTEE ROLES AND RESPONSIBILITIES: Human Resources Director Denise Matson reviewed Resolutions 2022-137 and 2000-90 regarding Safety Committee roles and responsibilities.

4.5 CLAIMS EXPERIENCE AND RECENT TRENDS: Gallagher Insurance, Risk Management & Consulting Area Senior Vice President Shaun Woleshin presented information to the Committee on the City's claims experience and recent trends. He provided a Premium/Loss Summary Report for Workers Compensation, Property, General Liability, Law Enforcement Liability, Employment Practices Liability, and Commercial Auto Liability. Mr. Woleshin also talked about using the services from Preferred to conduct safety inspections monthly, which was previously conducted when the Safety Committee met prior to 2020.

Ms. Matson reviewed the new Incident Report Form that has replaced the previous version. Departments should begin using the new form immediately.

4.6 AUTOMATED EXTERNAL DEFIBRILLATOR (AED): Operations Director Jeremiah Glisson stated their department conducted an inventory of all AEDs throughout the City and noted that many need replacement parts and that there is no uniformity in the equipment. That causes concern when parts are backordered and cannot be borrowed from one AED to another.

Deputy Chief Murallo stated that the Fire Department has a contract with a provider that maintains their cardiac equipment and could be amended to add additional equipment/services. However, it is not currently budgeted to add additional AEDs and would require us to budget in the coming year and/or do a phase-in process where some are replaced this year, some next year, and so on.

Deputy Chief Murallo also discussed concern with using Amelia Urgent Care for WC emergencies. Ms. Matson informed D/C Murallo that if it is after hours or an emergency where an employee is being transported by EMS, then definitely they should be taken to emergency room. Amelia Urgent Care should be used during daytime hours and non-emergency situations.

The AED item will be added to the next Safety Committee agenda for further discussion.

5. PUBLIC COMMENT: Mr. Glisson reviewed what "public comment" is: a time for members of the public to discuss concerns that may or may not be safety-related. He thanked the committee members for their participation on the Safety Committee and the importance of being professional in their roles.

6. NEXT MEETING DATE: Ms. Matson will review the availability of the Commission Chambers for future meetings and plan for a Wednesday or Thursday morning for future meetings.

7. ADJOURNMENT: The Meeting adjourned at 11:30 AM.

Minutes Prepared By:

Denise Matson

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Denise Matson
Human Resources Director/Recording Secretary