



AGENDA
SAFETY COMMITTEE MEETING
NOVEMBER 29, 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. SELECTION OF VICE CHAIRPERSON**
- 5. APPROVAL OF MINUTES**
 - 5.1 Approval of minutes from October 25, 2023.
- 6. OLD BUSINESS**
 - 6.1 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) - *Discussion/Updates*
- 7. NEW BUSINESS**
 - 7.1 REVIEW OF INCIDENT REPORTS - *None reported for the month of November 2023.*
 - 7.2 COMMITTEE MEMBER DISCUSSION/COMMENTS
- 8. PUBLIC COMMENT**
- 9. NEXT MEETING DATE: December 27, 2023, at 10:00 A.M.**
- 10. 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
October 25, 2023

The Employee Safety Committee of the City of Fernandina Beach, Florida met on Wednesday, October 25, 2023, at 10:00 AM in the City Commission Chambers. Present were Chair Cathy Sabattini; Vice Chair Jon Hepler, and Members Chad Manning, Deborah House, Lance Phillips, Fino Murallo, Freddie Peake, and Denise Matson. Absent were Jamel Heard, James Branch, and Brian Cook,. Mr. Shaun Woleshin, Sr. Area Vice President for Gallagher Insurance, Risk Management and Consulting, also attended the meeting.

Chair Sabattini called the meeting to order and led the Pledge of Allegiance to the Flag.

4. APPROVAL OF MINUTES: The minutes of the September 22, 2023, meeting were reviewed. Vice Chair Hepler made a motion to approve; Member Peake seconded. Approved unanimously.

5. OLD BUSINESS: Automated External Defibrillator (AED). Member Murallo indicated that we were not able to add the AED's onto the current contract that Fire has but that the City should strongly consider adding new AED's in the future so they can be standardized across all departments/facilities. Newer versions also work off of wi-fi so if something is not working notifications can be sent. Member Murallo needs to know how many AED's per department. Then he can contact vendor to obtain a quote and can estimate cost for budgeting purposes per department.

6. NEW BUSINESS:

6.1 REVIEW OF INCIDENT REPORTS: Member Matson reviewed the incidents from October 2023. Incident #1 – Chair Sabattini recommended that Facilities be contacted to ensure repairs to gate are made if needed. Incident #2 – Concern was raised on cones not being placed properly when vehicles are working in a right of way along with police department not being called when vehicle accidents occur. Chair Sabattini recommended that a refresher be conducted with employees on reporting accidents. No additional comments on the remaining incidents.

6.2 COMMITTEE MEMBER DISCUSSION/COMMENTS: Member Manning suggested creating procedures for new hires and existing employees on how to report accidents. Chair Sabattini suggested refresher training for employees and creating a checklist for reporting accidents. Member Matson suggested putting a checklist with the insurance cards in all vehicles. Member Peake also felt it is very important to contact law enforcement when City vehicle is involved in an accident. Member Murallo agreed with Member Peake and also strongly encouraged contacting law enforcement or fire whenever an incident occurs just for documenting incident.

Mr. Woleshin with Gallagher thanked the Committee for the review of incidents and the importance of having as much detail as possible on the incident reports. He suggests having Mr.

Mike Merinan of PGIT attend future meetings so he can provide an overview of the training available.

Chair Sabattini suggested we reach out to the members not in attendance: Jamel Heard (LiUNA), James Branch (LiUNA), and Brian Cook (IAFF). If they do not wish to participate, the unions should select a new representative. Additionally, Vice-Chair Hepler has been promoted and will no longer be the Police (PBA) representative. He will ensure the union selects a new member.

7. PUBLIC COMMENT: No public comment.

6. NEXT MEETING DATE: November 29, 2023, at 10:00 A.M.

7. ADJOURNMENT: The meeting adjourned at 10:30 A.M.



Minutes Prepared By:

Denise Matson

Human Resources Director/Recording Secretary