



**AGENDA
EMPLOYEE SAFETY COMMITTEE
REGULAR MEETING
JANUARY 31, 2024
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 November 29, 2023*
- 5. OLD BUSINESS**
 - 5.1 **AUTOMATED EXTERNAL DEFIBRILLATOR (AED)** - Update on the status of AED's
- 6. NEW BUSINESS**
 - 6.1 **REVIEW OF INCIDENT REPORTS** - *Human Resources Senior Generalist Teresa Bryan 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**
 - 8.1 *Wednesday, February 28, 2024 at 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
November 29, 2023

The Employee Safety Committee of the City of Fernandina Beach, Florida met on Wednesday, November 29, 2023, at 10:00 AM in the City Commission Chambers. Present were Chair Cathy Sabattini; Members James Branch, Chad Manning, Deborah House, Lance Phillips, Freddie Peake, and Denise Matson. Joshua Simmons has replaced Jon Hepler as the PBA representative. Absent were Jamel Heard, Fino Murallo, and Brian Cook.

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

4. **SELECTION OF VICE CHAIRPERSON:** With the promotion of Jon Hepler to Police Commander, the PBA Union appointed Joshua Simmons as the PBA representative. Member Peake made a motion to appoint Joshua Simmons as Vice Chair; Member Manning seconded. Approved unanimously.

5. **APPROVAL OF MINUTES:** The minutes of the October 25, 2023, meeting were reviewed. Member Phillips made a motion to approve; Member Peake seconded. Approved unanimously.

6. **OLD BUSINESS:** Automated External Defibrillator (AED). Discussion ensued regarding information needed to replace current AED's. Member Matson stated that Member Murallo needs the quantity of AED's by Department so that he can provide to the vendor to obtain a quote as we approach the budget process. Chair Sabattini recommended each member supply the information to Member Matson. If additional units are needed where there is not a current unit, that information should be provided to Member Matson along with what units may need to be in weatherproof compartments.

7. **NEW BUSINESS:**

7.1 **REVIEW OF INCIDENT REPORTS:** No incidents were reported for the month of November. Member House discussed the incident from October where a citizen injured her foot on the gate at the pool. She stated Parks Supt, Leland Honaker filed down a rough spot on the gate to ensure it did not happen again.

7.2 **COMMITTEE MEMBER DISCUSSION/COMMENTS:** Member Branch mentioned a safety issue with regards to wearing jeans versus shorts. Member Manning stated that a previous director had required employees to wear jeans; however, Andre Desilet and Jeremiah Glisson were okay with employees wearing shorts, unless they were working in a situation where they needed to have jeans on, i.e. using a chainsaw, working in a hole, or other hazardous conditions. Member Sabattini suggested using the monthly employee newsletter to highlight a safety tip each month. Since the December newsletter is completed already, we will highlight a tip in January. Member Sabattini recommended that the members bring ideas for future topics to the December meeting.

Member Matson stated she would reach out to Mr. Woleshin of Gallagher as they may have tips they can share.

8. PUBLIC COMMENT: No public comment.

9. NEXT MEETING DATE: December 27, 2023, at 10:00 A.M.

10. ADJOURNMENT: The meeting adjourned at 10:15 A.M.

Minutes Prepared By:



Denise Matson

Human Resources Director/Recording Secretary

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