



**AGENDA
EMPLOYEE SAFETY
COMMITTEE MEETING
AUGUST 1, 2024
10:00 AM
CITY COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

- 1. PLEDGE OF ALLEGIANCE**
- 2. CALL TO ORDER**
- 3. ROLL CALL**
- 4. APPROVAL OF MINUTES**
 - 4.1 Approval of minutes from June 26, 2024.
- 5. OLD BUSINESS**
- 6. NEW BUSINESS**
 - 6.1 Review of Incident Reports - HR 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 - Wednesday, August 28, 2024; 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.

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MINUTES
Employee Safety Committee
June 26, 2024

The Employee Safety Committee of the City of Fernandina Beach, Florida met on Wednesday, June 26, 2024, at 10:00 AM in the City Commission Chambers. Present were Chair Cathy Sabattini; Members Matt Bowen, James Branch, Matthew Edison, Leland Honacker, Chad Manning, Fino Murallo, Freddie Peake, and Denise Matson. Absent were Members Jamel Heard and Lance Phillips.

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

4. NEW COMMITTEE MEMBERS: Matt Bowen replaced Vice-Chair Joshua Simmons as the Police Union representative. Leland Honacker of Parks & Recreation replaced Ann Marie Klosky. Ann Marie was the LiUNA representative and was promoted to a non-union position. LiUNA requested to add Leland Honacker.
5. SELECTION OF VICE CHAIR: With Vice Chair Joshua Simmons stepping down from the Committee and Matt Bowen being added for the Police Union representative, a new Vice Chair was selected. Member Murallo made a motion to appoint Member Freddie Peake as Vice Chair; Member Manning seconded. Approved unanimously.
6. APPROVAL OF MINUTES: The minutes of the May 29, 2024, meeting were reviewed. Member Manning made a motion to approve; Member Bowen seconded. Approved unanimously.
7. OLD BUSINESS:
 - 7.1 Automated External Defibrillator (AED). Chair Sabattini stated the AED's have been added to department budgets for 2024-25. Member Matson inquired with Member Murallo about the final cost of the AED's from Stryker. Member Murallo had just spoken to the representative yesterday and expects the updated cost within the next week. Member Matson also asked about having a point person once implemented so we don't have multiple people trying to coordinate the purchase/replacement, etc. of the AED's. Member Murallo said with the new mobile devices it should not be difficult to manage and he has no problem with that being handled by the fire department. He asked that there be one point person from each department that he can communicate with, so he doesn't have multiple employees from each department reaching out to him. Member Matson recommended that it should be the Safety Committee members from each department. Member Matson asked Member Murallo if the agreement with Stryker would need to be updated since we were adding the additional AED's. He stated once he receives the final quote the fire department will send it to the City Attorney for review and update as needed.

7.2 Safety Training/Safety Manual. This item will be continued to October 2024.

7.3 Review/Update Safety Policy. This item to be continued to October 2024.

7.4 Resources Available from Preferred: Chair Sabattini recommended that Member Matson forward the information to Member Honacker since he was new to the Committee. Member Matson will also forward the login information for the videos available from Preferred to all the Members.

8. NEW BUSINESS:

8.1 Review of Incident Reports. No additional comments.

8.2 Committee Member Discussion/Comments. Member Manning inquired which trailer needed a different hitch on it due to damage to truck tailgate last month. Member Honacker stated there is more than one. He will get with Member Manning. Chair Sabattini asked to remind crews to buckle up and use turn signals, etc. as employees have been seen not wearing seatbelts and law enforcement would ticket if violations occur. Member Branch asked if safety articles are being added to monthly newsletter. Member Matson confirmed that Mary Hamburg is adding an article each month to the newsletter.

9. PUBLIC COMMENT: No public comment.

10.NEXT MEETING DATE: Meeting changed to Thursday, August 1, 2024, 10:00 AM due to conflict on Wednesday, July 31, 2024.

11.ADJOURNMENT: The meeting adjourned at 10:20 A.M.

Minutes Prepared By:

Denise Matson

Human Resources Director/Recording Secretary

Date	Employee /Citizen	Dept	Personal Injury/ Property Damage	Location	Accident/Incident Details The employee was at the Barnabas food drive in the parking lot at the Elm Street Recreation Center. While completing the loading of food products in a motor vehicle, The employees BWC became dislodged from the mounting clip and fell onto the parking lot in front of the motor vehicle right front tire. The employee realizing the BWC had just fallen, attempted to stop the motor vehicle; however, the vehicle did not stop in time and the tire ran over the BWC.	Workers Compensation	Safety Committee Review			
							Supervisor Determined:	Meeting Date	Preventable/Non-Preventable	Comments
6/8/2024	Employee	Police	Property Damage	1200 Elm Street parking lot		No	Non-Preventable			
6/10/2024	Employee	Building	Property Damage	161 S. Fletcher Ave	Performing inspections for 161 S. Fletcher Ave. Was Requested to move by a dump truck driver that was dumping dirt on the property for the project. PVC pipe on telephone pole was in blind spot of sight of vision. Slight damage to truck bumper, no damage to pole.	No	Preventable.			
6/23/2024	Citizen	Parks & Rec	Property Damage	2500 Atlantic Ave parking lot	A semi truck did a U-turn in the Atlantic Recreation Center parking lot. As the truck was passing by the tree line it knocked down a large branch from a tree damaging the truck. The semi truck drove off and about an hour later returned to retrieve the parts that were knocked off earlier.	No				
6/24/2024	Employee	Ocean Rescue	Personal Injury	4600 Peters Point Road - Tower 15	The employee was standing up in his assigned tower when a gust of wind blew the tower on its back, causing him to fall from the tower. He believes that he may have been struck by lightning. He also advised that he was experiencing some tingling to his lower extremities and was transported to UF Downtown Hospital.	Yes	Preventable.			
6/24/2024	Employee	Police	Property Damage	1525 Lime Street Fernandina Beach Police Department	When the laptop was issued to the employee, the black plastic piece on the top left corner was broken off near the screws. The plastic piece and the circuit board could be snapped back on top the laptop. After approximately one year of frequently reattaching the pieces to the computer, the circuit board broke.	No	Preventable.			
6/29/2024	Employees	Police	Personal Injury	4406 Titleist Dr.	3 employees were exposed to a Chemical Agent while arresting a citizen.	No	Non-Preventable			

Date	Employee /Citizen	Dept	Personal Injury/ Property Damage	Location	Accident/Incident Details	Workers Compensation	Supervisor Determined:	Meeting Date	Preventable/Non-Preventable	Comments
7/2/2024	Employee	Fire Rescue	Property Damage	225 S. 14th St.	Upon turning the corner around the helicopter launch pad, the employee side swiped the yellow barricade by turning the corner too sharp. The passenger side emergency light was hit and fell off.	No	Preventable.			
7/2/2024	Employee	Parks & Rec	Property Damage	City Yard	While cleaning out the back of the truck in the city yard the employee got into the work truck to move it and did not see that the tailgate was still down. When the employee moved the truck forward to turn the trailer that was attached to the truck the tailgate bent. The tailgate is still functional. There is no damage to the trailer.	No	Preventable.			
7/2/2024	Employee	Parks & Rec	Personal Injury	2500 Atlantic Ave	The employee reached behind her chair to grab piece of paper off the floor and the chair tilted over and she fell out of the chair banging her elbow, knee, ankle and side. straining her back as well. Report Only.	No	Preventable.			