



**AGENDA
EMPLOYEE SAFETY COMMITTEE
REGULAR MEETING
AUGUST 28, 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 August 1, 2024.
- 5. OLD BUSINESS**
 - 5.1 Discussion on Defensive Driving training
- 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, September 25, 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.

DRAFT

MINUTES
Employee Safety Committee
August 1, 2024

The Employee Safety Committee of the City of Fernandina Beach, Florida met on Wednesday, August 1, 2024, at 10:00 AM in the City Commission Chambers. Present were Chair Cathy Sabattini; Vice Chair Freddie Peake; Members James Branch, Matthew Edison, Leland Honacker, Fino Murallo, Freddie Peake, Lance Phillips, and Denise Matson. Absent were Matt Bowen, Brandon Lovelace, and Chad Manning. Mike Marinan of Preferred was also in attendance.

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

4. APPROVAL OF MINUTES: The minutes of the June 26, 2024, meeting were reviewed. Vice Chair Peake made a motion to approve; Member Phillips seconded. Approved unanimously.

5. OLD BUSINESS: None.

6. NEW BUSINESS:

6.1 Review of Incident Reports. Chair Sabattini asked about defensive driving training. Member Edison and Member Peake indicated their respective departments (Fire and Police) provide training. Chair Sabattini stated currently general employees do not have any such training but may be beneficial to implement something especially for new hires (how to pull trailers, etc.). Member Matson will include on agenda for next month for further discussion and reach out to NE Florida Safety Council to see if there is such training available. Regarding the incident on the Greenway (7/11/24), Member Murallo asked if there is any policy on what vehicles should be on the Greenway. Member Matson and Chair Sabattini indicated the vehicle in question should not have been on the Greenway and involved employee counseled.

6.2 Committee Member Discussion/Comments. Member Matson identified the need for disciplining employees for multiple incidents and what criteria to discipline; number of incidents? Damage/cost? Preventable/Non-Preventable? A general discussion ensued about ensuring counseling is documented so when employee moves from one department/shift/supervisor to another, and an incident occurs, the supervisor will see there has been previous counseling and discipline to take progressive/appropriate action. Member Murallo inquired if anything additional needed for AED's. Member Matson indicated they have been budgeted and just need to wait for new fiscal year. Member Murallo will forward the Stryker agreement to legal for updating to include AED's city-wide. Member Branch inquired about lightning alert at Hickory. Member Honacker thought it would be installed when bathrooms are installed.

7. PUBLIC COMMENT: No public comment.

8. NEXT MEETING DATE: August 28, 2024

9. ADJOURNMENT: The meeting adjourned at 10:40 A.M.

Minutes Prepared By:

Denise Matson

Human Resources Director/Recording Secretary

Date	Employee /Citizen	Dept	Personal Injury/ Property Damage	Location	Accident/Incident Details	Workers Compensation	Safety Committee Review			
							Supervisor Determined:	Meeting Date	Preventable/Non-Preventable	Comments
7/24/2024	Employee	Police	Personal Injury	Baptist Medical Center Nassau	While attempting to gain control of and secure an arrestee to the hospital bed officer's left arm got pinned between the arrestee and the bed in an awkward position injuring the officer's left arm/shoulder.	Yes				
7/24/2024	Employee	Police	Personal Injury	Baptist Medical Center Nassau	While the arrestee was being escorted to the bathroom, the arrestee attempted to pull away from the Officer and he spit in the Officer's face. Incident is being documented for the possible exposure due to the spit / saliva.	No				
7/25/2024	Citizen	Streets	Property Damage	2nd and Broome parking lot	A citizen reported her car was damaged in the parking lot at 2nd and Broome from rebar that was sticking up on the bumper stop.	N/A				
7/31/2024	Employee	Clerk	Personal Injury	204 Ash Street	The employee from a sitting position at her workstation, pushed her wheeled desk chair back to stand up, the chair propelled backwards quickly causing her to lose balance and fall backwards onto her tailbone.	No				
8/15/2024	Employee	Fire Rescue	Property Damage	516 S 10th St.	Upon returning to Fire Headquarters from City hall, employee received a phone call from Fire Station 2 while attempting to back into a parking spot with vehicle #100 next to vehicle #23142. Employee was looking in the backup camera and cut the parking space short and contacted the right front bumper of #23142 with the left rear of #100. Damage was minimal to both vehicles due to low speed backing. Vehicle #100 has a broken tail light that will need to be replaced and chipped paint. Vehicle #23142 had rubber scuff mark on front bumper, but was wiped away with liquid wax spray.	No				

Date	Employee /Citizen	Dept	Personal Injury/ Property Damage	Location	Accident/Incident Details	Workers Compensation	Supervisor Determined:	Meeting Date	Preventable/Non-Preventable	Comments
8/16/2024	Citizen		Personal Injury	1000 Block of Atlantic Ave.	On August 16, 2024, starting at 6 p.m., a City permitted parade (Olympic skateboarder Poe Pinson homecoming) was taking place. The parade participants included cars, trucks, floats (trailers being pulled by vehicles), and pedestrians. The float for the Seaside Learning Academy was part of the parade. A citizen was also in the parade riding his scooter. His sister was on the float. A witness, warned the citizen several times to stay clear of the float. The citizen attempted to get a bottle of water from someone on the float while it was in motion. He failed to move his foot out of the way of the trailer tire. The tire ran over his foot causing pain and redness (no obvious broken bones). His mother, declined transport to the local hospital. She took him to Wolfsons Children Hospital in Jacksonville, Florida for medical evaluation and treatment.	N/A				
8/21/2024	Employee	Parks & Rec	Personal Injury	Peck Center	An employee reported that a rock kicked up as he was edging an area at the Peck Center and hit his top lip and front right tooth.	No				

[illegible]