



AGENDA
EMPLOYEE SAFETY COMMITTEE
SEPTEMBER 25, 2024
10:00 AM
CITY COMMISSION CHAMBERS
1204 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 28, 2024.
- 5. OLD BUSINESS**
 - 5.1 Equipment and Vehicle Checklist
- 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, November 6, 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
8/22/2024	Employee	Fire Rescue	Property Damage	225 S 14th St.	Pulling E3 into the bay to move apparatus from being in the way of crews returning from a call. While entering the bay, bumped the mirror on a pull up bar causing it to rock and hit the A post on E3 causing nicks to the A post.	N/A				
8/26/2024	Employee	Facilities Mair	Property Damage	Middle of the block of third street	Making normal rounds this morning, noticed the broken pedestal on 3rd. Took pictures and reported it.	N/A				
9/3/2024	Employee/C Police		Property Damage	East 11th St. & Ocean Ave.	Officers were assisting a motorist who accidentally locked her keys inside her vehicle with her dog inside at beach access #11N on Ocean Ave. The motorist requested the vehicle's window be broken, and officers and/or the FBPD would not be held liable for any damages. The owner provided a written statement. The Officer positioned himself with his back to the window and used a back swing motion with the window breaker portion of his pocket knife as to not get glass shattered in his face. Unintentionally, he used a little to much force and the momentum of his swing carried his arm into the shattered window. This caused minor lacerations to his right forearm. FBFD was summoned to the scene. FBFD cleaned and bandaged injuries on scene. The injuries appear to be minor and it is not anticipated that further professional medical attention will be required.	N/A				
9/6/2024	Employee	Utilities/Waste	Personal Injury	N. 14th St.	The employee was placing sod at a worksite, so he bent over to pick up the sod and when he raised back up, he immediately felt a sharp pain radiating from the center to lower part of his back. When he makes certain movements, the pain takes his breathe.	Report Only				
8/4/2024	Employee	Fire Rescue	Personal Injury	Beach	We were pulling towers off the beach and storing the north sector towers at the north sector shed. As employee was pulling the tower off the trailer the tower leaned to one side and over compensated in trying to keep it from falling. Felt back strain. Employee mentioned it to lieutenant right after it happened. Employee thought had aggravated back in a location from a past injury.	Yes				

[illegible]