



**AGENDA
EMPLOYEE SAFETY
COMMITTEE MEETING
NOVEMBER 6, 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 September 25, 2024.
- 5. OLD BUSINESS**
 - 5.1 Equipment & Vehicle Checklist
 - 5.2 Update on Automated External Defibrillator (AED)
- 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 TIPS Grant from Preferred
 - 6.3 Committee Member Discussion/Comments
- 7. PUBLIC COMMENT**
- 8. NEXT MEETING DATE - Wednesday, December 11, 2024; 10:00 AM**
- 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
September 25, 2024

The Employee Safety Committee of the City of Fernandina Beach, Florida met on Wednesday, September 25, 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, Brandon Lovelace, Matt Bowen, Patricia Harnish, Chad Manning and Denise Matson. Mike Marinan from Preferred attended as well.

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

4. APPROVAL OF MINUTES: The minutes of the August 28, 2024, meeting were reviewed. Vice Chair Peake made a motion to approve; Member Manning seconded. Approved unanimously.

5. OLD BUSINESS:

- 5.1 Equipment & Vehicle Checklist: Member Matson stated that at a previous safety meeting a checklist had been discussed for ensuring new hires or employees that may not have experience with new equipment, or for current employees that need refresher training. Chair Sabattini's recollection was this would be more individualized per department needs. Member Branch said he felt the need to focus more on preventative items and new hires. Member Harnish and Member Honacker discussed departmental training they have had relative to incidents within their department, such as trailer hookup. Member Edison commented that a city vehicle had parked on the road and an emergency vehicle had difficulty passing by the truck. Recommended a reminder that city vehicles make room for other vehicles that need to pass by, especially emergency vehicles.

6. NEW BUSINESS:

- 6.1 Review of Incident Reports. Member Matson reviewed incidents/accidents for the previous month. No additional comments.
- 6.2 Committee Member Discussion/Comments. Member Harnish recommended departments use the training videos available online for departmental safety meetings. Member Edison inquired who to reach out to when a contractor or citizen is injured on City property. Member Matson indicated she did not think anyone needed to be contacted specifically, but an incident report should be completed. Member Matson then forwards that on to risk management and legal. Serious incidents should be

reported to the City Manager. Member Murallo asked if the police department does an information report for situations like this. Member Peake indicated they will do a report if they are contacted. Member Murallo recommended that it should be set as a best practice moving forward, Member Matson agreed. Member Murallo said he would send out to his department in the event they respond to such incidents over the weekend/after hours. Member Lovelace indicated they do have sandbags available for storm prep, should the public need. Member Murallo asked if he knew how many bags had been filled so he could report the information to the EOC. Member Murallo also asked if they were aware of any current flooding issues. Member Lovelace indicated not at the moment that he is aware of, but the groundwater levels are very high and there is concern with the amount of water expected with this storm. Members Murallo, Manning, and Branch discussed the need for a hurricane task force. Member Murallo indicated they are working on a task force that includes police, fire and other departments to aid in clearing roads for emergency vehicles. Member Branch discussed the continued need to improve our training and that Directors are aware we need to set time aside each quarter or whenever to conduct training for employees. Member Murallo provided an update on the AED's. The Stryker contract amendment is with legal and will be added to November Commission meeting for approval. He also suggested that we have a representative from each department as a liaison so we don't have multiple employees reaching out. Member Matson suggested that maybe the safety committee representatives be the liaisons. Each department will need to issue a disposition form to dispose of old AED's.

7. PUBLIC COMMENT: Mike Marinan from Preferred reminded the Committee to submit items under the TIPS Grant. Member Murallo said he has a tip to add for next month. Chair Sabattini suggested we add the item for discussion to agenda for next month.
8. NEXT MEETING DATE: Moved to November 4, 2024 at 10:00 A.M. due to Drug Free Workplace Training scheduled on regular meeting of October 30th.
9. ADJOURNMENT: The meeting adjourned at 10:40 A.M.

Minutes Prepared By:

Denise Matson

Human Resources Director/Recording Secretary

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