



**AGENDA
EMPLOYEE SAFETY
COMMITTEE MEETING
DECEMBER 11, 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 6, 2024.
- 5. OLD BUSINESS**
 - 5.1 Equipment & Vehicle Checklist
 - 5.2 Update on Automated External Defibrillator (AED)
 - 5.3 TIPS Grant from Preferred
- 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 Pre-Trip Inspections/Cold Weather
 - 6.3 Committee Member Discussion/Comments
- 7. PUBLIC COMMENT**
- 8. NEXT MEETING DATE - Wednesday, January 29, 2025; 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
November 6, 2024

The Employee Safety Committee of the City of Fernandina Beach, Florida met on Wednesday, November 6, 2024, at 10:00 AM in the City Commission Chambers. Present were Chair Cathy Sabattini; Vice Chair Freddie Peake; Members James Branch, Brad Richardson, Leland Honacker, Fino Murallo, Brandon Lovelace, Matt Bowen, Patricia Harnish, Chad Manning and Denise Matson. Laura Scott from HR also attended to assist with meeting setup.

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

4. APPROVAL OF MINUTES: The minutes of the September 26, 2024, meeting were reviewed. Member Manning made a motion to approve; Member Honacker seconded. Approved unanimously.

5. OLD BUSINESS:

- 5.1 Equipment & Vehicle Checklist: Chair Sabattini commented that we were going to keep this on the agenda in the event we needed to discuss further but the checklist is something that is likely going to be specific to each department.
- 5.2 Update on AED: Member Matson stated the Stryker contract was on the City Commission agenda for this evening to add the purchase of the new AED's. Member Murallo indicated that the number on that contract is set and we are not able to change the number of units to be ordered. He will reach out to departments to find out locations of where AED's will be located so that we can keep track of them. Chair Sabattini indicated that we will need to complete disposition forms to remove the old AED's that may be on the asset list. Member Murallo said it will take about three months for AED's to arrive.

6. NEW BUSINESS:

- 6.1 Review of Incident Reports. Member Matson reviewed incidents/accidents for the previous month. No additional comments.
- 6.2 TIPS Grant from Preferred.
- 6.3 Committee Member Discussion/Comments. Member Branch stated his department is continuing to do safety training each month. He also mentioned a concern at Main Beach where cars pull too close to sidewalk and block sidewalk. Maybe add tire bumpers. Chair Sabattini asked Member Branch to email her the information and she

would look into it. Member Murallo stated that training would be coordinated on the AED's once they come in and that we will need a point of contact for each department.

7. PUBLIC COMMENT: None.

8. NEXT MEETING DATE: Moved to December 11, 2024 at 10:00 A.M. due to Thanksgiving holidays.

9. ADJOURNMENT: The meeting adjourned at 10:28 A.M.

Minutes Prepared By:

Denise Matson

Human Resources Director/Recording Secretary

Preferred TIPS

The Preferred TIPS matching grant program allows for all members to receive up to \$5,000 in a given policy year for up to \$10,000 spent on eligible items.



Program information and requirements can be found on the current Preferred TIPS application.

Examples of eligible reimbursements include:

- Safety related signs
- ADA compliance measures
- Police accreditation program fees
- Driver training
- Ergonomic training
- Sidewalk repairs
- Most any safety related training or equipment
- Employment practices related training



Contact

For more information, please contact your regional Loss Control Consultant or review the [TIPS application](#).

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
10/31/2024	Employee	Fire	Personal Injury	10 Gum Street	Operating a hose line off a ladder and fell off the 3rd step landing on his side.	No				
11/2/2024	Citizen	Fire	Property Damage	2910 Atlantic Ave.	Individual drove his car up onto the paver area and hit a bench, resulting in damage to both.	No				
11/21/2024	Employee	Fleet	Personal Injury	1017 S. 5th St.	While opening a bay door at the garage a piece of debris fell into the employees left eye.	Yes				
11/24/2024	Employee	Police	Property Damage	315 N. 2nd St.	Employee was entering a gate with his vehicle and the security arm came down and struck the vehicle causing a small dent in the windshield frame and paint from the security arm.	No				
11/25/2024	Employee	Parks&Rec	Property Damage	2990 8th St.	The employee was backing up at Ace Hardware and backed into another vehicle that was backing up at the same time causing damage to both vehicles.	No				
11/26/2024	Employee	Police	Property Damage	off-ramp at I-295 & Beach Blvd. Jacksonville, FL	while exiting the interstate, there was an orange parking cone, laying on its side, directly in the middle of the lane of travel. the employee attempted to take an evasive maneuver and travel around it but the bottom left corner of the front bumper struck the base of the cone.	No				
12/3/2024	Citizen	Police	Personal Injury	sidewalk in front of 20 S. 2nd St.	The citizen tripped on the meter box indentation in the sidewalk in front of 20 S. 2nd St.	No				