



**AGENDA
EMPLOYEE SAFETY
COMMITTEE MEETING
JANUARY 29, 2025
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 December 11, 2024.
- 5. OLD BUSINESS**
 - 5.1 TIPS Grant from Preferred
 - 5.2 Pre-Trip Inspections/Cold Weather
- 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, February 26, 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
December 11, 2024

The Employee Safety Committee of the City of Fernandina Beach, Florida met on Wednesday, December 11, 2024 at 10:00 AM in the City Commission Chambers. Present were Chair Cathy Sabattini; Members James Branch, Fino Murallo, Denise Matson and Matt Bowen. Absent were Vice Chair Freddie Peake, a Fire Captain representative, Members Leland Honacker, Brandon Lovelace, Chad Manning, and Patricia Harnish.

Also in attendance was City Manager, Sarah Campbell.

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

4. APPROVAL OF MINUTES: The minutes of the November 6, 2024, meeting were reviewed. Member Bowen made a motion to approve; Member Murallo seconded. Approved unanimously.

5. OLD BUSINESS:

- 5.1 Equipment & Vehicle Checklist: No additional information to share.
- 5.2 Update on AED: Member Murallo indicated that AED's have been deployed. Should anyone need training, the Fire Department can assist. Or there are training videos as well. It was recommended that all AED locations be identified and potentially listed on the City's website.
- 5.3 TIPS Grant: We will keep on Agenda for further discussion and suggestions for submission.

6. NEW BUSINESS:

- 6.1 Review of Incident Reports. Member Matson reviewed incidents/accidents for the previous month. No additional comments.
- 6.2 Pre-Trip Inspections/Cold Weather – Chair Sabattini requested that members ensure staff are conducting pre-trip inspections on vehicles, especially with the cold weather approaching. She discussed the need to bring vehicles in immediately if lights are out, tire pressure low, etc. to ensure safety.
- 6.3 Committee Member Discussion/Comments. Member Branch asked about placing jump boxes in vehicles, for vehicles that are on call. Chair Sabattini recommended he stop by shop later to discuss and see what options might be available.

7. PUBLIC COMMENT: None.

8. NEXT MEETING DATE: January 29, 2025.

9. ADJOURNMENT: The meeting adjourned at 10:35 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
12/31/2024	Employee	Parks & Rec	Property Damage	Golf Course	The Parks crew noticed that the dump bed was damaged as a result the tailgate can no longer be securely attached. This was the first use of the vehicle since it was returned from the golf course where it had been borrowed for tree and debris removal.					
1/1/2025	Citizen	Parks & Rec	Property Damage	Boardwalk 6N	A receptacle was burned to the ground and there is fire damage to the right side of the board walk including a sign.	N/A				
1/1/2025	Citizen	Parks & Rec	Property Damage	Boardwalk 5N	A receptacle was burned to the ground and there is fire damage to the boardwalk as well.	N/A				
1/3/2025	Employee	Golf	Personal Injury	Golf Course	Employee was bending down to retrieve an item and hit her head on the corner of the counter resulting in a small cut above her left eye.	Yes				
1/17/2025	Employee	Police	Personal Injury	511 Starboard Landing	While searching for a subject inside a home the employee injured her right foot on a steel chair.	Report Only				