



**AGENDA
EMPLOYEE SAFETY
COMMITTEE MEETING
FEBRUARY 26, 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 January 29, 2025
- 5. OLD BUSINESS**
 - 5.1 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 Committee Member Discussion/Comments
- 7. PUBLIC COMMENT**
- 8. NEXT MEETING DATE - Wednesday, March 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
January 29, 2025

The Employee Safety Committee of the City of Fernandina Beach, Florida met on Wednesday, January 29, 2025, at 10:00 AM in the City Commission Chambers. Present were Chair Cathy Sabattini; Members Vice Chair Freddie Peake, Matt Bowen, Brad Richardson, Brandon Lovelace, Chad Manning, Fino Murallo, Patricia Harnish, and Denise Matson. Absent were Members Leland Honaker and James Branch.

Also in attendance was Mike Marinan.

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

4. APPROVAL OF MINUTES: The minutes of the December 11, 2024, meeting were reviewed. Member Manning made a motion to approve; Member Bowen seconded. Approved unanimously.

5. OLD BUSINESS:

5.1 TIPS Grant: Chair Sabattini led a discussion on the TIPS Grant from Preferred. Member Matson requested recommendations of safety items from the Safety Committee so that she can complete the application. Chair Sabattini requested the members email Member Matson their suggestions.

5.2 Pre-Trip Inspections/Cold Weather. Chair Sabattini led a discussion about vehicle inspections and the importance of checking the vehicle before getting in it and getting the vehicle to the shop timely if there are any safety related items.

6. NEW BUSINESS:

6.1 Review of Incident Reports. Member Matson reviewed incidents/accidents for the previous month. Chair Sabattini commented that the waste receptacles were replaced, and they were very costly. Member Harnish commented that they were getting a quote on fixing the boardwalk. Member Manning commented that he was 2 months out on fixing the dump truck. No additional comments.

6.2 Committee Member Discussion/Comments. Member Richardson offered AED training to anyone that would like it. Member Matson discussed with Member Murallo what to do with the old City Hall AED. Member Murallo said he would take it to Ocean Rescue. Member Richardson recommended that the additional pouch on the old AEDs be moved to the new AEDs because they are full of good items to use in case of an

emergency. Member Murallo suggested that all the program managers of the AEDs log into the portal to access the location and status of the battery and pads or any issues. Reach out to him if you don't have access. Member Murallo is also going to send Mary Hamburg a listing of all the public locations of the AEDs so that she can post it on our website. Member Matson asked Member Manning about assigning a new representative from the union since Member Lovelace and Member Branch are both in Storm Water. Member Manning said he would find someone from the Water Department or Wastewater Department. Chair Sabattini reminded everyone to get their safety items for the TIPS grant to Denise asap.

7. PUBLIC COMMENT: None.

8. NEXT MEETING DATE: February 26, 2025.

9. ADJOURNMENT: The meeting adjourned at 10:17 A.M.

Minutes Prepared By:

Laura Scott

Human Resources Generalist

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
1/19/2025	Employee	Police	Property Damage	1525 Lime St.	While driving a rock hit the employees windshield. The employee didn't notice any damage immediately. Today he noticed a crack on the windshield both vertical and horizontal.	N/A	Non-Preventable			
1/20/2025	Employee	Police	Property Damage	1509 S 5th St.	When the vehicle was picked up from the city shop for maintenance the employee noticed a blue circle of paint and scratches on the drivers front door that was not there when he dropped off the vehicle. He thinks the door was opened too wide and possibly hit the blue lift pole.	N/A	Preventable			
1/31/2025	Private Inspector	Building	Property Damage	440 Bean Street	The inspector was backing up onto Bean Street when he hit a mailbox. In blindside of view. Spoke to homeowner no damage to mailbox and little damage to the tailgate.	N/A	Non-Preventable			
2/3/2025	Employee	Parks & Rec	Personal Injury	Sunrise Park	While removing vines from trees at sunrise park the employee was pulling down on the cut vines and a large vine bounced up and hit his left knee.	Report Only	Non-Preventable			
2/6/2025	Employee	Fire Ocean Rescue	Personal Injury	2800 John Robas	While sawing and caulking at the new station the employee felt a pop/sharp pain in his right hand radiating down past his wrist.	Yes	Non-Preventable			
2/12/2025	Employee	Parks & Rec	Personal Injury	1015 S. 15th St.	While manually lowering the garage rolling door the employee stepped underneath it and was hit in the top of the head.	Report Only	Preventable			
2/17/2025	Citizen		Personal Injury	S. 2nd & Ash St.	The citizen advised that he was walking on the sidewalk when he tripped over his feet from a standing position and witnesses observed the citizen fall striking his face on the sidewalk. The patient was transported to the hospital for further evaluation.	N/A	N/A			