



**AGENDA
EMPLOYEE SAFETY
COMMITTEE MEETING
MARCH 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 February 26, 2025
- 5. OLD BUSINESS**
 - 5.1 TIPS Grant from Preferred
- 6. NEW BUSINESS**
 - 6.1 Overview of Training Resources Available from Preferred - Mike Marinan
 - 6.2 Discussion on AEDs that are out of service- HR Director Denise Matson
 - 6.3 Review of Incident Reports - HR Director Denise Matson will provide an overview of all incident reports received for the past month.
 - 6.4 Committee Member Discussion/Comments
- 7. PUBLIC COMMENT**
- 8. NEXT MEETING DATE - Wednesday, April 30, 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
February 26, 2025

The Employee Safety Committee of the City of Fernandina Beach, Florida met on Wednesday, February 26, 2025, at 10:00 AM in the City Commission Chambers. Present were Chair Cathy Sabattini; Members Vice Chair Freddie Peake, Bill Baughn, Leland Honacker, Brandon Lovelace, Fino Murallo, Patricia Harnish, and Denise Matson. Absent were Members Matt Bowen, Chad Manning and James Branch.

Also in attendance was Shaun Woleshin from Gallagher.

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

4. APPROVAL OF MINUTES: The minutes of the January 29, 2025, meeting were reviewed. Member Harnish made a motion to approve; Member Lovelace seconded. Approved unanimously.

5. OLD BUSINESS:

5.1 TIPS Grant: Chair Sabattini led a discussion on the TIPS Grant from Preferred. She recommended Citywide Safety Training. Member Matson mentioned that we could look at what type of accidents are occurring and train based on that information. Chair Sabattini suggested Driver Training as another option for training recommendations and held a discussion on that. Vice chair Peake recommended basic defensive driving for all employees. Member Sabattini recommended MOT standards training.

6. NEW BUSINESS:

6.1 Review of Incident Reports. Member Matson reviewed incidents/accidents for the previous month. Member Bill Baughn commented on the sidewalk incident. No additional comments.

6.2 Committee Member Discussion/Comments. Member Harnish recommended sidewalk repairs for City Hall on the main path at 2nd and Ash Street. She also said that if there are any tree branches that are down or needing to be trimmed to please let her know. Member Honacker recommended driver training for employees that are having accidents. Member Baughn asked if there was a procedure or guideline for completing the incident form as it pertains to citizen injuries. Member Matson mentioned the process was in the Employee Policy but needed to be updated. If it involves an employee the form has to be completed even if there is no medical or property damage.

For a citizen if there is any potential for city liability then a form would need to be completed. Chair Sabattini led a discussion with Member Murallo on checking the status of the new AEDs. If there are any issues with the new AEDs, you should receive an email from the program. It doesn't hurt to check on them when you are in the area to make sure they are where they should be, and they are working. It was recommended that the list of AEDs and their locations be pushed out to the public. Member Murallo led a discussion on the possibility of getting an electronic based app system for the incident form so that it can easily be filled out and routed to the appropriate person. Possibly paid for by the TIPS grant. Shaun Woleshin spoke up and said that he thinks Preferred uses a system called Origami Risk and they have an app. Member Murallo asked if there had been any thought into changing who we use for Workers Comp. He recommended that we look into using Baptist ER for occupational medicine. Member Matson reminded him that we use Amelia Urgent Care for our pre-employment and random drug screenings and other physical's that would need to be included if we changed. Member Matson spoke about the listening sessions that were held and one of the topics that came up several times was AED/CPR training. Member Murallo said that the Fire Department had been discussing holding quarterly hands only CPR, AED, and basic first aid. Fire also discussed changing the training to a sign-in sheet and/or certificate instead of the 4-hr mandatory training with card to keep the expenses low and to be able to offer the classes more frequently. They will offer the certified classes quarterly and then can offer the non-certified classes on a bimonthly or monthly basis. He also recommended departments set aside 1 hour per week for training whether it be for AED, hands only CPR, trailer backing, or whatever department specific training is needed.

7. PUBLIC COMMENT: Shaun Woleshin spoke about offering onsite or online training through Preferred and Vector Solutions. He is going to speak with Mike and come back to the next meeting to give a high-level overview of what training is offered through Preferred and Vector Solutions, their online platform.

8. NEXT MEETING DATE: March 26, 2025.

9. ADJOURNMENT: The meeting adjourned at 10:49 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](#).

