



**AGENDA  
EMPLOYEE SAFETY  
COMMITTEE MEETING  
APRIL 30, 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 March 26, 2025
- 5. OLD BUSINESS**
- 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 Meeting Frequency
  - 6.3 Committee Member Discussion/Comments
- 7. PUBLIC COMMENT**
- 8. NEXT MEETING DATE - Wednesday, May 28, 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  
March 26, 2025

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

Also in attendance was Mike Marinan from Preferred.

Chair Sabattini called the meeting to order at 10:04 am and led the Pledge of Allegiance to the Flag.

4. APPROVAL OF MINUTES: The minutes of the February 26, 2025, meeting were reviewed. Member Bowen made a motion to approve; Member Manning 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 and Driver Training. Member Murallo asked if we had looked into any software yet and Member Matson said we have not but will look into that for him. Member Manning recommended warm weather training. Member Matson requested to forward her any options the committee members can think of with cost associated.
6. NEW BUSINESS:
  - 6.1 Overview of Training Resources Available from Preferred – Mike Marinan. There are a lot of different resources available for training. Vector Solutions has about 700 different courses, Streamery online videos, Risk Management Resources Center good for toolbox talk or to hand out safety information, and Lexipol a new system similar to Vector with training programs. TIPS grant will cover 50 % up to 5,000 as long as it fits into the parameters of the program.
  - 6.2 Discussion on AEDs that are out of service – HR Director Denise Matson. There is one AED at the soccer field that was out of service. Member Fino said that he gave them a new battery which should bring it back online. Chair Sabattini reminded that at the shop they can collect used batteries to dispose of.

- 6.3 Review of Incident Reports. Member Matson reviewed incidents/accidents for the previous month. Member Evans said there was nothing they could do to prevent damage from occurring during these cleanouts. No additional comments.
- 6.4 Committee Member Discussion/Comments. Member Manning discussed the new CDL training process. There is some confusion about which CDL they need either a Class B or Class A. He has a flow chart to assist with that process. JEA does the training at no additional cost to the City for either Class B or Class A/modified. Chari Sabattini mentioned that if anyone in your division that is currently Class B needs Class A please reach out to Hannah or Cathy. This must be approved by your director before they can schedule the training. Member Murallo asked if we did annual motor vehicle checks and Member Matson said that we check the CDLs every year. Chair Sabattini mentioned the recycling event coming up and they would pay overtime to anyone that wants to sign up and help. Please reach out to her department to sign up.

7. PUBLIC COMMENT: None.

8. NEXT MEETING DATE: April 30, 2025.

9. ADJOURNMENT: The meeting adjourned at 10:39 A.M.

Minutes Prepared By:

*Laura Scott*

Human Resources Generalist

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
3/16/2025	Employee	Fire	Personal Injury	Fernandina Shores Apartments	The patient was on a stair landing and while back boarding and removing the patient the employee twisted his lower back. Citizen fell and injured knee because there was a crack in the sidewalk.	Yes	Non-Preventable			
3/19/2025	Citizen	Building	Personal Injury	15 S. 6th St.	The citizen was walking down the ramp to the floating dock and slipped on the metal piece that slides on the floating dock as the tide changes.	N/A				
3/20/2025	Citizen	Parks & Rec	Personal Injury	Egans Creek Park	A citizen was exiting the Dollar General parking lot and did not yield to the right of way making contact with the right front of the police vehicle causing damage to both vehicles.	N/A	Non-Preventable			
3/25/2025	Employee	Police	Property Damage	Vintage Way and Lime Street (Entrance/Exit) to Dollar General	After the resignation of an employee the Stormwater Field lpad was unaccounted for and unable to be located. The last person known to have the lpad in their possession was the former employee.	N/A	Non-Preventable			
3/26/2025	Employee	Utilities	Property Damage		The employee was pulling into the City Hall overflow parking lot to park and she side swiped the front of a Kia that was parked. The employee did not realize she was that close to the vehicle when she was trying to park.	N/A	Preventable			
3/31/2025	Employee	Public Works	Property Damage	City Hall Overflow Parking Lot	The citizen stated she was leaving the post office walking down the steps. Near the last step, she let go of the handrail, lost her balance and fell to the city sidewalk hitting her face on the concrete.	N/A				
4/1/2025	Citizen	Fire	Personal Injury	401 Center St. Post Office	During a traffic stop the officer placed a citizens wallet and cellular phone on the top of the officers patrol vehicle. The officer failed to return the items to the citizen and drove off with the items on the top of his vehicle. Damaging the cellular phone and losing the wallet.	N/A	Preventable			
4/1/2025	Employee	Police	Property Damage	Sadler Rd & S. 8th St.	The citizen was walking and tripped on sidewalk causing injuries to her forehead, face and elbows. She did go to the ER to receive stitches.	N/A				
4/2/2025	Citizen	Building	Personal Injury	3rd St. Sidewalk just before Babas Resturant	A citizen fell by the old museum due to there being 2 holes on the side of the road.	N/A				
4/9/2025	Citizen	Utilities	Personal Injury	115 S 2nd Street	The employee was leaving a medical call when he bumped a guard rail.	N/A	Preventable			
4/16/2025	Employee	Fire	Property Damage	Fountain Dr. & 14th St.	The patient was walking with her husband crossing the street. As they approached the curb to the sidewalk, the husband tripped and grabbed the patient to prevent his fall and knocked her to the ground.	N/A				
4/18/2025	Citizen	Fire	Personal Injury	Adjacent to 25 N 3rd St.		N/A				

4/21/2025	Employee	Parks & Rec	Personal Injury	Mens Locker Room at Recreation Center	The employee was in the mens locker room cleaning when his knee buckled causing him to fall onto his left side injuring his left knee and left shoulder.	Yes	Non-Preventable			
4/21/2025	Citizen	Fire	Personal Injury	3 North Front Street Bretts Waterway resturant walkway on the dock	The patient and her husband were walking on the walkway south of brets towards downtown when the patient tripped on a piece of wood sticking up and she fell. The patients husband grabbed on to her and fell as well. Both were transported to the ER.	N/A				