



**AGENDA
EMPLOYEE SAFETY
COMMITTEE MEETING
MAY 28, 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 April 30, 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 Committee Member Discussion/Comments
- 7. PUBLIC COMMENT**
- 8. NEXT MEETING DATE - Wednesday, June 25, 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.

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MINUTES
Employee Safety Committee
April 30, 2025

The Employee Safety Committee of the City of Fernandina Beach, Florida met on Wednesday, April 30, 2025, at 10:00 AM in the City Commission Chambers. Present were Chair Cathy Sabattini; Members Vice Chair Freddie Peake, Matt Bowen, Rick Wheeler for Joe Evans, Bill Baughn, Leland Honacker, Brandon Lovelace, Chad Manning, Fino Murallo, Patricia Harnish, and Denise Matson.

Also in attendance was Mike Marinan, Sean Woleshin, and Kaitie Rivera.

Chair Sabattini called the meeting to order at 10:03 am and led the Pledge of Allegiance to the Flag.

4. APPROVAL OF MINUTES:

4.1 The minutes of the March 26, 2025, meeting were reviewed. Member Manning made a motion to approve; Member Bowen seconded. Approved unanimously.

5. OLD BUSINESS: None.

6. NEW BUSINESS:

- 6.1 Review of Incident Reports. Member Matson reviewed incidents/accidents for the previous month. Member Baughn explained the incident on 3rd street in more detail. Sean Woleshin asked if we went to the businesses to get video of the incidents that occurred and Chair Sabattini said that we do not request that information. Mr. Woleshin recommended that we try to get videos of any incident to protect the city. Mrs. Matson recommended that Katie or the City Attorney should be the ones to reach out to request copies of those videos. Member Matson recommended that all departments talk about Safety to their employees as we had several employee incidents this month. Chair Sabattini requested that department heads and employees reach out to her if they see something unsafe that needs to be fixed. No additional comments.
- 6.2 Meeting Frequency. Member Matson discussed the monthly meetings if we wanted to change the meeting frequency to every other month or keep it monthly. The committee decided that we should keep it monthly for now.
- 6.3 Committee Member Discussion/Comments. Member Manning discussed the CDL training and mentioned that we need a training department. Member Murallo has recommended an SOP or procedure for the incidents. He also would like to see an

electronic system app that you could use on your phone for a more streamlined approach to reporting incidents and sending them to the appropriate department. Member Murallo mentioned the opening of the beaches coming up and that there is a Beach Safety App that you can download that tells you which towers are open and what the flag warnings are. We will include this information in the June newsletter for our employees. Ms. Matson mentioned that May is skincare safety month and HR has purchased sunscreen and cards that we will be passing out to all the employees.

7. PUBLIC COMMENT: Mr. Woleshin spoke up about an app called origami risk mobile that would streamline our incident reporting process. Mr. Marion spoke about a grid system process for sidewalks that he will bring back to share in the future.
8. NEXT MEETING DATE: May 28, 2025.
9. ADJOURNMENT: The meeting adjourned at 10:48 A.M.

Minutes Prepared By:

Laura Scott

Human Resources Generalist

