



**AGENDA
EMPLOYEE SAFETY
COMMITTEE MEETING
JUNE 25, 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 May 28, 2025
- 5. OLD BUSINESS**
 - 5.1 Safety Policy Update
- 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, July 30, 2025; 10:00AM**
- 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
May 28, 2025

The Employee Safety Committee of the City of Fernandina Beach, Florida met on Wednesday, May 28, 2025, at 10:00 AM in the City Commission Chambers. Present were Chair Cathy Sabattini; Members Josh Simmons for Matt Bowen, Rick Wheeler for Joe Evans, Matt Edison, Leland Honacker, Brandon Lovelace, Chad Manning, Fino Murallo, Patricia Harnish, and Denise Matson. Not in Attendance Vice Chair Freddie Peake, Matt Bowen, and Joe Evans.

Also in attendance were Laura Scott, Sean Woleshin, and Stephen Johns.

Chair Sabattini called the meeting to order at 10:00 am and led the Pledge of Allegiance to the Flag.

4. APPROVAL OF MINUTES:

- 4.1 The minutes of the April 30, 2025, meeting were reviewed. Member Manning made a motion to approve; Member Simmons seconded. Approved unanimously.

5. OLD BUSINESS:

- 5.1 Denise is working on updating the Safety Policy and will bring it back in June.

6. NEW BUSINESS:

- 6.1 Review of Incident Reports. Member Matson reviewed incidents/accidents for the previous month. No additional comments.
- 6.2 Committee Member Discussion/Comments. Member Manning mentioned two CDL drivers just completed training and passed. There is another class coming up that Member Harnish will be attending. Chair Sabattini mentioned that June 1st is Hurricane Season. Make sure everyone is ready and trained for storm season. Member Manning recommended a Hurricane Task Force. Member Murallo will send out the Fire Department Hurricane SOP to all safety committee members. Member Manning suggested designated employees for specific jobs during the storms for safety purposes. A discussion was held about the Hurricane Task Force. Chair Sabattini and Member Matson mentioned that they would bring it up at the next directors' meeting on designating employees that are to work during the storm. Member Harnish mentioned an issue with citizens not getting notified that Main Beach was closed. Chair Sabattini mentioned that posting a sign is not beneficial as the dredge constantly moves down the beach and closes off a different location each day.

7. PUBLIC COMMENT: Mr. Woleshin will speak with Mike Marion about the origami risk mobile that would streamline our incident reporting process. He also mentioned that he needed a copy of the incident report from the fuel spill at the Marina.
8. NEXT MEETING DATE: June 25, 2025.
9. ADJOURNMENT: The meeting adjourned at 10:23 A.M.

Minutes Prepared By:

Laura Scott

Human Resources Generalist

City of Fernandina Beach – DRAFT Safety Manual Outline

1. Purpose

This policy affirms the City’s commitment to providing a safe and healthy workplace for all employees, contractors, and visitors. It supports compliance with all applicable federal, state, and local safety laws and reflects the City’s responsibility to protect public resources and personnel.

2. Scope

This policy applies to all employees, operations and services of the City.

3. Responsibilities

a. City Leadership

b. Supervisors and Managers

c. Employees

d. Safety Committee

4. General Safety Rules

5. Reporting Accidents and Unsafe Conditions

6. Hazard Communication

7. Exposure Control

8. Emergency Preparedness

9. Personal Protective Equipment (PPE)

10. Training and Education

11. Safety Committee

12. Policy Review and Updates

13. Disciplinary Measures

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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
5/19/2025	Employee	Marina	Property Damage	Fuel Field parking lot A	Gate Gas: Tanker Delivery, over-filled the ethanol free unleaded tank to the point that fuel over-filled the sump, was released to the parking lot, ran to storm drains and subsequently into the marina basin.	No				
5/23/2025	Employee	Parks & Recreation	Property Damage	1017 S. 5th St.	While operating a forklift to move equipment the employee became stuck. Another employee was assisting by pulling the forklift out using his city truck. The forklift driver accidentally rolled into the rear bumper of the city vehicle.	No	Preventable			
5/26/2025	Employee	Police	Property Damage	Police Department	While arresting a subject the officer placed the subjects glasses on the hood of his car, forgot and drove away loosing them.	No	Preventable			
5/28/2025	Employee	Streets	Personal Injury	Ybor Alvarez Park	The employee shook hands with someone who was walking a dog from the Humane Society and the dog bit his right arm.	Yes	Non-Preventable			
5/31/2025	Employee	Police	Personal Injury	1100 Lime Street	The officer was responding to a dispute call and while exiting his vehicle he sprained his ankle.	Yes	Non-Preventable			
6/6/2025	Employee	Fire Ocean Rescue	Property Damage		While conducting a training exercise the employee exited his vehicle and thought he placed it in park, but did not. The vehicle rolled and hit the side of another city vehicle.	No	Preventable			
6/9/2025	Citizen	Parks & Recreation	Personal Injury	2500 Atlantic Ave	The child was swinging on the jungle gym equipment when he slipped and fell forward landing on his arm. He was taken to the ER by his parent.	No				
6/11/2025	Employee	Sanitation	Property Damage	Ocean Ave	The employee was driving on Ocean Ave in the City's vehicle when he struck a citizen's driver side mirror damaging it. There was no damage to the City vehicle.	No	Preventable			