



**AGENDA
EMPLOYEE SAFETY COMMITTEE
REGULAR MEETING
JULY 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 June 25, 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, August 27, 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.

DRAFT

MINUTES
Employee Safety Committee
June 25, 2025

The Employee Safety Committee of the City of Fernandina Beach, Florida met on Wednesday, June 25, 2025, at 10:00 AM in the City Commission Chambers. Present were Chair Cathy Sabattini, Vice Chair Freddie Peake; Members Matt Bowen, Matt Edison, Leland Honacker, Brandon Lovelace, Chad Manning, Fino Murallo, Patricia Harnish, and Denise Matson. Not in Attendance Member Joe Evans.

Also in attendance was Laura Scott.

Chair Sabattini called the meeting to order at 10:01 am and led the Pledge of Allegiance to the Flag.

4. APPROVAL OF MINUTES:

- 4.1 The minutes of the May 28, 2025, meeting were reviewed. Member Manning made a motion to approve; Member Bowen seconded. Approved unanimously.

5. OLD BUSINESS:

- 5.1 Denise created a draft safety policy outline of some of the safety topics. Please send any thoughts and suggestions to her so that she can put them in the outline. It was mentioned by Denise as well and Cathy that the vehicle use policy should be included in the safety policy as well. We will discuss it again at the next meeting.

6. NEW BUSINESS:

- 6.1 Review of Incident Reports. Member Matson reviewed incidents/accidents for the previous month. Per member Murallo DEP is still investigating the fuel spill incident. Cathy mentioned that we should probably include a spill response to the safety policy. No additional comments.
- 6.2 Committee Member Discussion/Comments. Member Murallo mentioned that the Parks & Recreation AED has been missing, and he is working with Striker to get the AED pinged to locate. A discussion was held about the AEDs and possible signage or alarms. If Parks & Recreation has a spare AED they will bring it to Central Park. It is important that HR and/or Fire Rescue know what is going on with the AEDs. Member Manning mentioned 28 employees have gone through CDL class and all passed at no additional cost to the city. Member Harnish will be in the next class. Mr. Manning brought up a discussion about drug testing and dealing with the heat and drinking too

much water. Member Matson wanted to let the committee know that hurricane season is here, and the City Manager and Department Heads are working on putting plans in place if an incident occurs. No additional comments.

7. PUBLIC COMMENT: None.

8. NEXT MEETING DATE: July 30, 2025.

9. ADJOURNMENT: The meeting adjourned at 10:30 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
6/4/2025	Employee	Water	Property Damage	1543 Blue Heron Lane	While making repairs to the water meter and lines in the citizens yard the employees unknowingly caused a break in the sprinkler system.	N/A				
6/10/2025	Employee	Parks & Recreation	Property Damage	1200 Atlantic Ave	AED in central park is missing. Conducted 3 separate searches for it and contacted the fire department. Have not been able to locate it to date.	N/A				
6/12/2025	Employee	Wastewater	Property Damage	1007 S 5th St	While unloading a generator from the delivery truck the generator tipped over and fell off the forklift.	N/A	Preventable			
6/12/2025	Employee	Stormwater	Property Damage	903 Division St	While working on a stormwater project an employee hit an IQ fiber optics cable and severed the service.	N/A	Non-Preventable			
6/18/2025	Employee	Parks & Recreation	Property Damage	215 O'Hagan Lane	An employee was on a mower and when backing up his roll bar hit the lighthouse sign and the sign broke off	N/A	Preventable			
6/23/2025	Employee	Maintenance	Property Damage	213 Center St	Received notification from the Sheriff's Office that there was 2 large tree limbs down and several strands of lights damaged on a tree on Center Street.	N/A				
6/25/2025	Citizen	Maintenance	Property Damage	Seaside Beach Access	The County received a damage claim from a citizen for an incident where the citizen was leaving beach access road and left front tire went into a deep hole and bent the citizens fender. The City maintains the drive access onto the beach from the roundabout.	N/A				
6/30/2025	Citizen	Planning	Personal Injury	South Greenway	A contractor's employee was removing tree debris from the south greenway with a chain saw, it slipped and cut his left forearm.	N/A				
7/1/2025	Citizen	Utilities	Property Damage	S 7th St and Elm St.	A contractor for Comcast hit a water main causing repairs needed by the City.	N/A				
7/4/2025	Citizen		Personal Injury	Marina Gangway	During the Fireworks show on July 4 the gangway at the Marina Collapsed causing 11 individuals to be evaluated at a triage site with 1 requiring first aid.	N/A				
7/9/2025	Employee	Parks & Recreation	Personal Injury	MLK Facility Pool	The employee was cleaning out the pool filter when a mist of chlorine came out and went into her eyes.	Yes	Non-Preventable			
7/10/2025	Citizen	Streets	Personal Injury	5th & Ash Street	Received notification that a woman had tripped over a rise in the sidewalk and injured her knee after falling.	N/A				
7/16/2025	Employee	HR	Personal Injury	Ash Street	Tripped on an uneven raised portion of sidewalk in front of the Boathouse on Ash Street.	No	Non-Preventable			
7/21/2025	Employee	Utilities/Water	Personal Injury		Slipped on rocks near edge of walkway at Water Plant; fell on knee, hip, and elbow. No medical treatment at this time.	No				
7/22/2025	Citizen	Parks & Recreation	Personal Injury	Atlantic Rec Center	Citizen tripped coming out of pool shower; small cut on knee. No medical treatment needed.	N/A				