



**AGENDA
EMPLOYEE SAFETY
COMMITTEE MEETING
AUGUST 27, 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 July 30, 2025
- 5. OLD BUSINESS**
 - 5.1 Safety Policy Update
- 6. NEW BUSINESS**
 - 6.1 Introduction of new Preferred Representative
 - 6.2 Review of Incident Reports - HR Director Denise Matson will provide an overview of all incident reports received for the past month.
 - 6.3 Committee Member Discussion/Comments
- 7. PUBLIC COMMENT**
- 8. NEXT MEETING DATE - Wednesday, September 24, 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
July 30, 2025

The Employee Safety Committee of the City of Fernandina Beach, Florida met on Wednesday, July 30, 2025, at 10:00 AM in the City Commission Chambers. Present were Chair Cathy Sabattini, Vice Chair Freddie Peake; Members Shane Gothard for Matt Bowen, Matt Edison, Kaitlyn Rivera for Leland Honacker, Fino Murallo, Rick Wheeler for Joe Evans and Denise Matson. Not in Attendance Member Brandon Lovelace, Chad Manning, and Patricia Harnish.

Also in attendance was Laura Scott and Mike Marinan.

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 June 25, 2025, meeting were reviewed. Vice Chair Peake made a motion to approve; Member Murallo seconded. Approved unanimously.

5. OLD BUSINESS:

- 5.1 Member Matson requested to keep the draft safety policy under old business and will have updates in the next month or two.

6. NEW BUSINESS:

- 6.1 Review of Incident Reports. Member Matson reviewed incidents/accidents for the previous month. Member Murallo brought up a discussion about the gangway collapse and recommendations to prevent citizens from gathering at the marina during special events. He also mentioned that during an incident with the water department he noticed that none of their equipment on the trailer was strapped down. He discussed the importance of strapping the equipment down to prevent accidents. Member Matson is going to send out notifications to all directors about making sure the employees are strapping down equipment on trailers. No additional comments.
- 6.2 Committee Member Discussion/Comments. Member Murallo inquired into the electronic software that we are looking into for our incident reports and Member Matson stated that she will be discussing this with Mike Marinan at their meeting and will bring back more information at the next meeting. Member Matson also mentioned that the directors are meeting to create an employee task force for hurricane season. They will be identifying essential and non-essential employees. Member Murallo

discussed the importance of creating a call list for incidents and providing the list with updates to dispatch, so they know who to call in the event of an issue that does not require emergency response. No additional comments.

7. PUBLIC COMMENT: None.

8. NEXT MEETING DATE: August 27, 2025.

9. ADJOURNMENT: The meeting adjourned at 10:27 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
8/2/2025	Employee	Police	Property Damage	Sadler Rd & South 8th St	The employee was making a right turn to travel north on south 8th street and collided with a citizens vehicle causing damage to both the city vehicle and the citizens.	No	Non-Preventable			
8/4/2025	Employee	Stormwater	Property Damage	Lime Street	While driving a city truck with a trailer attached the safety pin on the trailer vibrated loose and fell off causing the trailer to unhitch from the vehicle and hit the back of the truck causing a minor dent.	No	Non-Preventable			
8/13/2025	Employee	Fire	Property Damage	Dolphin St./Ocean Ave.	During a medical call the patient became combative and broke the employees sunglasses	No	Non-Preventable			
8/13/2025	Employee	Fire	Personal Injury	Dolphin St./Ocean Ave.	During a medical call the patient became combative and pushed the employee in the face/nose causing her to fall into the side of the rescue. A police report was filed.	No	Non-Preventable			
8/13/2025	Employee	Wastewater	Property Damage	Alachua St./N. 17th St.	The employee was stopped by the crew and instructed to go around the block and enter the job site from the south. The employee attempted to backup since he already partially entered the intersection and backed into a citizens vehicle that was behind him.	No	Preventable			