



**AGENDA
EMPLOYEE SAFETY
COMMITTEE MEETING
SEPTEMBER 24, 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 August 27, 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, October 29, 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
August 27, 2025

The Employee Safety Committee of the City of Fernandina Beach, Florida met on Wednesday, August 27, 2025, at 10:00 AM in the City Commission Chambers. Present were Chair Cathy Sabattini, Vice Chair Freddie Peake; Members Matt Bowen, Matt Morris, Leland Honacker, Fino Murallo, Rick Wheeler for Joe Evans, Chad Manning, Patricia Harnish and Denise Matson. Not in Attendance Member Brandon Lovelace.

Also in attendance were Laura Scott, Mike Marinan, and Michelle Proctor.

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 July 30, 2025, meeting were reviewed. Member Manning made a motion to approve; Member Bowen seconded. Approved unanimously.

5. OLD BUSINESS:

- 5.1 Member Matson is still working on the Safety Policy. She led a discussion on incident reporting and addressing situations with the employees. Chair Sabattini mentioned that we could utilize the police and fire department policies on incidents. Member Murallo recommended that the committee review incidents and provide recommendations on whether the incident was preventable/non-preventable and suggest discipline. This topic also brought up training and new hires, so each department is going to develop a training checklist for new hires to ensure they have knowledge of the equipment before they use it.

6. NEW BUSINESS:

- 6.1 Introduction of new Preferred Representative- Michelle Proctor will be taking over for Mike Marinan from Preferred. In addition to Target Solutions for training they have a website called Streamery that has 5,7,10-minute training videos that could be used for new hires or if incidents are re-occurring and an employee needs training.
- 6.2 Review of Incident Reports. Member Matson reviewed incidents/accidents for the previous month. Vice Chair Peake spoke about the police incident review committee for police incidents that occurred, and they make a determination on whether the accident was preventable/non-preventable and/or recommend training and discipline.

Member Manning spoke about the incident with the hitch, and the pin actually broke before it vibrated out therefore it was non-preventable. No additional comments.

6.3 Committee Member Discussion/Comments. No additional comments.

7. PUBLIC COMMENT: None.

8. NEXT MEETING DATE: September 24, 2025.

9. ADJOURNMENT: The meeting adjourned at 10:44 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
8/22/2025	Employee	Fire	Personal Injury	Main Beach Lifeguard Tower 3	The employee was doing a water entry to cool off and stepped on some seashells causing pain in his right ankle.	Notice Only	Non-Preventable			
8/23/2025		Marina	Property Damage	Wooden Boardwalk on the Westside of Brett's Water Front Café	Around 3:00 p.m., Saturday, August 23rd, the walkway on the west side of Bretts Waterfront Café experienced a sudden failure in the supporting boards under the walkway and a drop of approximately 10 inches.	No				
9/5/2025	Employee	Police	Property Damage	South 14th Street @ Beech St	While patrolling the area of South 14th Street and Beech Street, The Officer was involved in a traffic collision (T-bone) in the intersection.	No	Preventable			
9/8/2025	Employee	Police	Property Damage	1385 Amelia Plaza (Walmart Parking Lot)	While heading towards a suspicious vehicle the officer attempted to round a light pole and struck the wide yellow concrete base of the pole causing damage to the driver's side running board and a portion of the driver's door.	No	Preventable			