



**AGENDA
EMPLOYEE SAFETY
COMMITTEE MEETING
OCTOBER 29, 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 September 24, 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, December 10, 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
September 24, 2025

The Employee Safety Committee of the City of Fernandina Beach, Florida met on Wednesday, September 24, 2025, at 10:00 AM in the City Commission Chambers. Present were Chair Cathy Sabattini, Vice Chair Freddie Peake; Members Matt Bowen, Bill Baughn, Leland Honacker, Fino Murallo, Rick Wheeler, Chad Manning, Brandon Lovelace, Patricia Harnish and Denise Matson.

Also in attendance were Laura Scott 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 August 27, 2025, meeting were reviewed. Member Manning made a motion to approve; Member Lovelace seconded. Approved unanimously.

5. OLD BUSINESS:

- 5.1 Member Matson is still working on the Safety Policy. Preferred is going to send a sample safety manual from another City. Chad said that he could get a copy of the city of Jacksonville and JEA and send to Denise.

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. Chad led a discussion about training, train the trainer and updating training materials. Member Matson mentioned that in Vector solutions there are some updated training videos that could possibly be used. She will take a look at the catalog and share with Chad. It was also brought up that annual or semiannual training on equipment to keep up your knowledge would be a good idea. Also, utilizing skill sheets for employees for backhoe, backing, 4-wheel drive trainings etc. to verify their knowledge of the training... No additional comments.

7. PUBLIC COMMENT: Michelle from Preferred wanted to remind everyone that they have a few training video platforms, streamer and vector solutions that you can even login from a phone to view these videos there is a test at the end and the system will document that the training has been completed.

8. NEXT MEETING DATE: October 29, 2025.

9. ADJOURNMENT: The meeting adjourned at 10:36 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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