



**AGENDA
EMPLOYEE SAFETY
COMMITTEE MEETING
DECEMBER 10, 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 October 29, 2025
- 5. OLD BUSINESS**
 - 5.1 Safety Policy Update
- 6. NEW BUSINESS**
 - 6.1 Review of Incident Reports - HR Generalist Laura Scott 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, January 28, 2026; 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
October 29, 2025

The Employee Safety Committee of the City of Fernandina Beach, Florida met on Wednesday, October 29, 2025, at 10:00 AM in the City Commission Chambers. Present were Chair Cathy Sabattini, Member Rick Wheeler, Leland Honacker, Brittany Decker for Matt Bowen and Denise Matson. Not in Attendance Vice Chair Freddie Peake, Matt Bowen, Bill Baughn, Brandon Lovelace, Chad Manning, Fino Murallo, and Patricia Harnish.

Also in attendance was Laura Scott.

Chair Sabattini called the meeting to order at 10:05 am and led the Pledge of Allegiance to the Flag.

4. APPROVAL OF MINUTES:

- 4.1 The minutes of the September 24, 2025, meeting were reviewed. Member Wheeler made a motion to approve; Member Honacker seconded. Approved unanimously.

5. OLD BUSINESS:

- 5.1 Member Matson is still working on the Safety Policy.

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 Matson mentioned that since the next meeting is the Wednesday before Thanksgiving and the December meeting is the Wednesday before New Years Day that we could combine them and have a meeting on December 10, 2025, and resume our monthly schedule in January 2026. The other committee members agreed. Chair Sabattini reminded everyone about the time change... No additional comments.

7. PUBLIC COMMENT: None.

8. NEXT MEETING DATE: December 10, 2025.

9. ADJOURNMENT: The meeting adjourned at 10:36 A.M.

Minutes Prepared By:

Laura Scott

Human Resources Generalist

