

Pebble Beach Community Services District Safety Committee Meeting Minutes

October 17, 2024

**Members Present: Chris Simmons, Safety Officer
Yuriana Nunez, Administration Safety Coordinator
Jesse Huddleson, Maintenance Safety Coordinator
Nancy Johnson, Senior Accountant**

1. Minutes of Last Meeting

Minutes of the last safety committee meeting held on June 11, 2024, were reviewed by the committee who discussed two items in further detail: improving the District's office front door access, and the manhole/sewer line cleaning truck incident in March of 2024.

2. Workplace Violence Prevention Plan (WVPP)

Committee members reviewed what is required of Workplace Violence Prevention Plans and analyzed the plan presented by the Carmel Area Wastewater District. Members went over ways to convey messages from the plans in easy-to-read note cards and guides for what to do in case workplace violence of all types is present. In the next Safety Committee Meeting, Safety Officer Simmons plans to present the District's WVPP to the Committee for an in-depth review.

3. Reports of Accidents or Incidents

Three incidents involving Fire Department staff and vehicles were reported on July 10th, September 3rd, and October 12th. The first incident involved Medic Engine 22, which clipped a tree hanging over the road resulting in damage to the side of engine, paint and ladder rack. Following the strike of the tree, staff immediately stopped and inspected vehicle damage noticing paint and ladder rack damage. Vehicle and staff then responded to a sounding alarm at the Pebble Beach Lodge, prior to noticing engine damage the next morning. No personnel were harmed in this accident event. The second incident occurred when vehicle B26 was struck by a backing vehicle while waiting in line for a procession of a fallen firefighter. While leaving a parking stall to join the procession, a vehicle ahead, stopped, backed up and collided with vehicle B26's front right bumper and blinker assembly. No staff were injured. The third incident involved vehicle U22 when vehicle and staff were responding to Piney Fire in Carmel Valley. During this incident the driver of U22 collided with a generator hitch on site at low speed. Minor damage to the front bumper of the vehicle was observed, no damage to the generator was observed and no personnel were injured. The safety committee discussed these incidents and determined that safety

improvements could be made by increasing awareness around the vehicle and improving communication.

4. Reports of Unsafe Conditions, Hazards, or Near Misses

No unsafe conditions, hazards or near misses were reported since last meeting, but the committee discussed items related to staff safety and health. Concerns about disposable silverware used for staff events were discussed as current silverware has a tendency to break while eating. The committee also discussed reduced visibility leaving PBCSD offices due to signage on Forest Lake Road, as well as fragrant air fresheners in the administration offices bathrooms. Committee will continue to monitor any issues related to sightlines leaving District offices as well as look into non-scented air fresheners.

5. Safety Inspections or Audits

The Safety Committee selected Pump Stations P-1 (Crocker Grove) and P-2 (Fanshell Beach) as the next District facilities needing inspection and has scheduled an inspection at the newly constructed pump station sites in December.

6. General Staff and Department Safety Meeting Reports

The committee discussed a recent cyber security training conducted by District IT consultant Yavuz Atila with Monterey Bay Technologies during a general staff meeting. Additionally, staff expect random testing of cyber security awareness via email. Committee members also discussed the need for emergency response training, increasing awareness of respective responses for fire, earthquake, active shooter, etc. Committee members will coordinate with the Fire Department to conduct a fire drill and seek input from qualified emergency response personnel.

7. Review Safety Training Completed

District staff recently completed training on workplace violence prevention. Maintenance staff completed training on fall protection, heavy truck and CCTV equipment safety, bloodborne pathogens and confined space entrant/attendant from June to October.

8. Upcoming Training Plans

The Safety Committee will coordinate an upcoming training for emergency response which would include a simulated fire drill. Additional training will be conducted for the maintenance department using available resources from ACWA JPIA (including online training platform Vector Solutions) and safety consultant DKF.

9. Upcoming Events

Upcoming events occurring in fall and winter were discussed including the Zombie Run and staff Christmas Party. The Safety Committee does not actively generate any type of “safety plan” for large events and gatherings but discussed possible safety issues that could be present.

10. Next Safety Committee Meeting,

The committee agreed to schedule the next meeting in December of 2024.



Chris Simmons
District Safety Officer

Approved by Safety Committee on Date: December 6, 2024

Reviewed by Board of Directors on Date: December 13, 2024

Posted Date: December , 2024