

MINUTES
General Employee Injury Review Board
Thursday, November 16, 2023
3rd Floor Conference Rm
City Hall
9:31 a.m.

The meeting was called to order by Chairman Hawkins at 9:30 a.m.

1. Roll Call

Michael Hawkins, Chairman
John Breit, Vice-Chairman
Candy Brown, HR Deputy Director

Members Absent:

Others Present:

Cynthia Cornish, Administrative Assistant, Human Resources
Zacarias Diaz De Leon, Safety Representative, Water Distribution
Roy Rodrick, Animal Welfare Superintendent

Excused*

Unexcused**

2. Minutes

A. Approval of minutes for October 26, 2023, regular meeting.

Motion to approve minutes by Breit and seconded by Hawkins.

AYES: Hawkins, Breit

Abstain: Brown

No's: None

Motion Carried

OLD BUSINESS:

A. Jacob Birch (09/01/2023) Water Distribution/Public Utilities.

Birch was present with safety representative Zacarias Diaz De Leon.

Chairman asked Birch to explain what happened on the day of the incident.

Birch replied he was starting the chain valve on the trailer and had too much chain on the trailer, it fell down hitting his toe.

Brown asked if he was doing it by himself.

Birch replied, yes.

Chairman asked if that was normal for him to do that by himself

Birch replied it was.

Chairman asked him what safety precautions he took to try to prevent this.

Birch replied watching out for valve, it just happens to fall off trailer and he was not able to get out of the way.

Diaz De Leon stated he did not have his safety shoes on at the time.

A motion by Breit to deem the injury as preventable with 2 points assessed with a second by Brown.

AYES: Breit, Hawkins, Brown, Diaz De Leon

No: None

Motion passed.

NEW BUSINESS:

B. Kathy Hines (09/26/23) Library

Neither Hines nor Safety Rep were present.

A motion by Brown with a second by Breit to table.

AYES: Breit, Hawkins, Brown

No's; None

Motion passed.

C. Jonathan Hull (11/01/2023) Solid Waste Collection/Public Works.

Neither Hull nor safety rep were present.

A motion by Breit with a second by Brown to table.

AYES: Breit, Hawkins, Brown

No's; None

Motion passed.

D. Matthew Duvall (11/07/23) Animal Welfare/Police

Chairman asked Duvall to explain what happened on the date of the incident.

Duvall explained they were called to a apartment complex. When they arrived to, they saw the cat in the living room window. Stated Smith had her gloves on and at first had no problem making contact with the cat with catch pole; however, when she was placing the cat in the burlap sack that is when the cat grabbed him scratching and biting him on his hand.

Brown asked why they were called out there.

Duvall replied the previous tenant moved and left the cat, it was on its 5th day without food or water.

Brown asked how long he had been with the city.

Duvall replied 6 to 7 months.

Rodrick stated that protocol is that you are suppose to catch them with a catch pole and then put them in a cage, not a burlap bag.

Brown made a motion with a second by Breit to deem this non-preventable with 0 points assessed.

AYES: Breit, Brown, Hawkins, Rodrick

No: None

Motion passed.

E. Keri Smith (11/07/2023) Animal Welfare/Police

Keri was present with Animal Welfare Superintendent Roy Rodrick.

Chairman asked Smith to explain what happened to Duvall.

Smith replied she had received a call about the abandoned cat, she was at another location and did not have a cat carrier and she did ask Duvall to hold the burlap sack while she placed the cat in there, and that was when the cat clawed and bit him.

Breit asked if she knew it was a cat when she got the call.

Smith replied she did, but she was not at the station at the time and did not have the correct supplies in the truck, and it was improper planning on her part and was not Duvall's fault.

Roderick stated they have had a lot of turnovers and feels she was not trained properly by the previous trainer, and he is going to start going out with both Smith and Duvall and make sure procedures are being followed and retrain if he has to. They have been receiving around 200 calls a week per unit to pick up animals.

Breit made a motion with a second by Brown to deem this a non-preventable with zero point assessed.

AYES: Breit, Brown, Hawkins, Rodrick

No: None

Motion Passed.

4. Adjournment:

Motion made by Breit to adjourn the meeting and was seconded by Brown. Meeting adjourned at 10:05 am.

Next meeting scheduled for December 28, 2023.