

**MINUTES
GENERAL EMPLOYEE
VEHICLE ACCIDENT REVIEW BOARD**

Tuesday, February 26, 2020
Public Meeting Room #2
City Hall - 212 SW 9th St
1:45 pm

The meeting was called to order by Chairman Morris at 1:30pm.

1. Roll Call Brian Morris, Chairman
 David Miller, Equipment Maintenance
 Candy Brown, Safety & Risk Officer

Members Absent: None

Others Present: Cindy Griffin, Admin Asst. III - HR
 Britt Hubbard, SWC
 Jim, Bonnarens, Lakes
 Ricky Botts, Safety Rep

2. Minutes:

A. Approval of January 07, 2020 Minutes
Motion to approve minutes by Miller with a second by Brown
AYES: All – NAYS: None
Motion carried.

3. Old Business:

1. Norwood, Jason (12/26/19) Final

Norwood was present and accompanied by Jim Bonnarens.

Norwood reported that he took the tractor to fuel up and lost steering when he got to the pump.

Brown asked if the brakes are like that on a daily basis. Norwood replied they are, and he had brought this up to his boss several times.

Miller asked if he does a pre-trip before heading out. Norwood replied that he does
Brown asked if the pre-trip is documented? Norwood replied it is not.

Brown asked if he had ever turned in a work order. Norwood replied he had to his supervisor but not sure the breaks were ever looked at.

Morris asked if has an emergency break? Norwood stated it does but has never worked.

Miller reported that there was no power steering fluid in the tractor when they checked it out. but he could never find a work order issued in the past.

The board is recommending that the department needs to come up with a form and keep documentation that the employees are doing a pre-trip. Brown is going to send a letter making that recommendation to the Supervisors.

Motion made by Brown with a second by Miller to rule this as a Non-Preventable Damage Incident with zero (0) points assessed.
Motion carried.

4. New Business:

A. Consider WD Accident:

1. Garland, Bussey (01/06/2020)

Mr. Bussey stated he parked in the middle of the Cul-de-sac with his warning lights/flashers on. Every residence had about 2 car link clearance between his truck and their driveway. Went to get a sample from the hydrant and when he walked back to the truck a lady back into truck #7807. The apologize but was late for work and could not wait for the police. Mr. Bussey took down her information and notified his supervisor.

Miller asked why he did not park by the hydrant instead of in the middle of the cul-de-sac? Bussey replied he would have been blocking 2 driveways if he had done that.

Brown suggested in the future that he needs to start parking by the hydrants (if possible) and not in the middle of the cul-de-sac.

Motion made by Miller with a second by Brown to rule this as a Non-Preventable Damage Incident with zero (0) points assessed.

Motion carried.

B. Consider WD Accident:

1. Dominic, Gudger (12/27/2019)

Mr. Gudger was not present. Safety Rep, Ricky Botts was present to represent.

Mr. Botts explained Gudger was closing the windows on the backhoe. The bottom half was attached to the top, as he went to bring the window down the glass shattered.

Motion made by Hubbard with a second by Miller to rule this this as a Non-Preventable Damage Incident with zero (0) points assessed.

AYES: All – NAYES - None

Motion carried

Consider SWC Accident:

2. Blake, Joshua (12/16/19)

Mr. Blake was not present. Safety Rep, Matthew Caldwell was present to represent.

Mr. Blake was on route at the Fairmont Creamery when he was pulling forward when a car was speeding around him, Blake did not see the car in time to stop. The driver in the car was impatient and was trying to get around the truck at a high rate of speed. The ground guy was shutting the gate and did not witness the incident.

Miller stated that you do not have much of a view in those trucks and the car was probably in his blind spot.

Motion made by Miller with a second by Brown to rule this this as a Non-Preventable Damage Incident with zero (0) points assessed.

AYES: All – NAYES - None

Motion carried

AYES: All – NAYES – None

Motion carried

Consider Sewer Construction Accident:

3. Wirt, James

Mr. Wirt was not present. Safety Rep, Matthew Caldwell was present to represent. Caldwell explained that Mr. Wirt was trying to avoid a water line that was running through the alley, he cut through the gravel and as he was turning the back end of the truck hit the gas line.

Morris asked how much the cost of the gas meter would be. Hubbard replied around \$250 for meter and \$100 for regulator. Under the \$1,000.

Motion made by Brown with a second by Miller to rule this as a Chargeable Damage Incident with three (3) points minus (1) point due to low cost of damage.

AYES: All – NAYES – None

Motion carried

C. Consider WWC Accident:

1. Shaw, Mykhail (1/17/2020)

Mr. Shaw stated on 01/17/20 he was driving down 2202 SW Lee and pulling up to a blinking red light at the intersection of Sheridan & Lee. He was following a 2018 Toyota Camry when the car in front of the Toyota stopped and then preceded on, then the Toyota came up to stop but instead she hesitated as if someone else was trying to go before her and that was when he slid into the rear of her vehicle and tapped into her. He got out of the vehicle to see if she was ok, but she was upset and would not speak to him. Mykhail got back into his vehicle and called the police. The son came over and got some information from him and said his mother was hurt, the ambulance came and a few minutes after the ambulance came then the husband pulled up and talked the wife out of getting into the ambulance and pulling the car off to the side and Mykhails Supervisor came and took pictures. He and his supervisor did not see how impact from the plastic bumper could create a dent in the front bumper of the truck, but Mykhail admitted he did not do a “walk around” before drove the truck out of the yard.

Morris asked Mykhail if he drives this truck all the time? Mykhail responded the truck is shared with other employees.

Motion made by Brown with a second by Miller to rule this as a Chargeable Collision with Three (3) points assessed.

AYES: All – NAYES – None

Motion carried

Consider Library Accident:

2. Organ, Tanya & Knighton, Beth (11/16/2019)

Both Organ & Knighton were present.

Brown was representing both as the safety rep and explained since this happened in Norman Ok and in a parking garage there was no police report. They borrowed a van from the Fire Dept to drive to a book event but did some severe damage to the top of the van after driving through a clearance bar in the parking garage that was too low. Brown stated one of them should have gotten out to make sure that the van had enough clearance before proceeding into the parking garage any further when they heard the top of the van being damaged.

Both Tanya and Beth were present.

Morris asked who was driving the van from Lawton to Norman? Tanya replied she was. Morris asked who drove back. Beth replied it was her.

Tanya stated that when she was driving into the parking garage and that the antennas had hit the clearance bar and came off the van.

Morris asked if the clearance bar showed the height. Both Tanya and Beth replied it did. Brown asked after the antennas came off did they proceed into the garage or get out to check the clearance. Tanya replied that she picked up the antennas and Beth drove the rest of the way into the parking garage because she felt Beth had more experience driving bigger vehicles.

Morris asked if the antennas were already on the ground? Tanya replied they were, and she stepped out and picked them up.

Beth reported that after she proceeded into the parking garage, they never hit anything else. At this point there was enough clearance on top of the van without the antennas.

Morris asked if there was any additional damage to the vehicles leaving the parking garage. Beth replied there was. Her example was "have you ever had a bookshelf that had too many books on the shelf and it swayed"? She believes that was what was going on with the parking garage. As they started to exit, there was a metal pipe across the entry way. She demonstrated where the entry way was and the pipe was. She was afraid she was going to hit the pipe, Tanya got out and made sure they had enough clearance and they did. There were areas in the ceiling that were lower and had less support and that was when they started to scrape. Wasn't a constant scrape, she kept trying to avoid but scraped several other times.

Morris asked if there was an attendant at the parking Garage. Beth replied there was a young college student.

Brown asked who was on the bus. Tanya replied they had teenagers.

Morris asked if there was an attendant at the parking garage that could assist them with an alternate exit and if there was a label in the van that showed them what the height requirement was. Tanya & Beth replied they did not think there was.

Hubbard asked if there was a change in elevation as they went out? Beth replied it ramped up on entry and went down going out.

Morris asked what hit the van when it was being scraped, was it a flat piece of concrete, pillar? Beth replied it was like beams and they would go under a low spot and scrape through that and then would have about 4 ft of clearance but did not hit every beam, just maybe 3 or 4 total. Morris asked if they hit any beams going in? Beth & Tanya replied, no, just going out.

Motion made by Brown with a second by Miller to rule this as a Chargeable Damage Incident with Four (4) points assessed + One (1) point for excessive damage cost.

AYES: All – NAYES – None

Motion carried

5. Communication/Discussion:
6. Confirm next meeting date March 3, 2020
7. Adjournment
Motion made by Miller with a second by Brown to adjourn meeting at 3:17pm.