

**MINUTES**  
**GENERAL EMPLOYEE**  
**VEHICLE ACCIDENT REVIEW BOARD (VARB)**

Wednesday, March 6, 2024  
3<sup>rd</sup> Floor Conference Room  
City Hall - 212 SW 9<sup>th</sup> St  
1:30 pm

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

1. Roll Call  
Ryan Studebaker, Chairman  
David Miller, Equipment Maintenance  
Candy Brown, HR Deputy Director

Others Present:

Cynthia Cornish, Human Resources  
Ashley Nauni, Human Resources  
James Churchwell, Police  
Able Luna, Equipment Maintenance  
Kirk Scott, Water Distribution

2. Minutes:
  - A. Approval of February 7, 2024, minutes

**Motion to approve the minutes by Brown with a second by Miller**

**AYES: Brown, Miller, Studebaker**

**No: None**

**Motion carried.**

**NEW BUSINESS:**

**A. Consider Wastewater Collection/Public Utilities  
Ayala, Juan (02/07/2024)**

**Brown made a motion to table this till the next meeting on April 3,2024,  
second by Miller.**

**Ayes: Brown, Miller, Studebaker**

**No's: None**

**Motion Carried**

**B. Consider Equipment Maintenance/Public Works  
Urquhart, Marvin (02/14/2024)**

Urquhart was present with Safety Rep Abel Luna

Chairman asked Urquhart if he was pulling into the bay.

Urquhart replied yes,

Brown asked Urquhart was the door not all the way up.

Urquhart the door wasn't up all the way, he stated that if you go past the springs  
the left side will come off track, it's happen multiply times.

Brown did you open the door.

Urquhart no Franklin did

Miller we did get the door fixed

Luna the other guy only started 2 weeks ago.

**Brown made a motion to deem this a Preventable Collision with one point  
assessed, second by Miller.**

**Ayes: Brown, Miller, Studebaker**

**No's: None**

**Abstain: None**

**Motion Carried**

**C. Consider Equipment Maintenance/Public Works  
Franklin, Gilberto (02/14/2024)**

Franklin was present with Safety Rep Abel Luna

Chairman asked Franklin was you guiding him in the bay.

Franklin yes, I opened it, I raised the door to the springs because if I went past the springs the door would come off track.

The truck is stack high; is this the only truck that is stack this high.

Franklin yes

**Brown made a motion to deem this a Chargeable Damage Incident with zero points assessed, second by Miller.**

**Ayes: Brown, Miller, Stuebaker**

**No's: None**

**Abstain: None**

**Motion Carried**

**D. Consider Water Distribution/Public Utilities  
Thomas, Chad (02/19/2024)**

Thomas was present with Safety Rep Kirk Scott

Brown asked Thomas are you a crew leader.

Thomas No Zach was our crew leader.

Brown are you senior equipment operator

Thomas yes

Chairman did you hit the vehicle.

Thomas no, she didn't have her lights on, told the police that the lights work, and back lights work and flashers.

Chairman was you following another vehicle? about how far behind was you from the other vehicle.

Thomas yes and about 20 ft.

Churchwell you said the light work

Thomas yes- the flashers where on the main lights was not on backhoe, and the other lights was on that I was following the lights are bright enough.

Chairman what time did you drive the backhoe.

Thomas probably around 4:00pm

Churchwell did you know the lights didn't work on the backhoe.

Thomas No.

Brown told Scott that she make a recommendation on training for the department

**Brown made a motion to deem this a Non-Preventable Collison with zero points assessed, second by Miller.**

**Ayes: Brown, Miller, Studebaker**

**No's: None**

**Abstain: None**

**Motion Carried**

**E. Consider Water Distribution/Public Utilities  
Mitchell, Matthew (02/16/2024)**

Mitchell was present with safety rep Kirk Scott

Chairman asked was this on the side door

Mitchell the pressure from the handle broke the back window

Chairman the door was open and the leg was coming up and shattered the glass.

Mitchell the door wasn't suppose to open all the way, the light quit working on the backhoe and the other one was on the way.

Brown like 8:00

Mitchell yes

Churchwell did you open the door.

Mitchell no one of the other guys open the door to check the fuses and didn't shut the door all the way.

**Miller made a motion to deem this a Non-Preventable Damage incident with 1 point assessed, second by Brown.**

**Ayes: Brown, Miller, Studebaker**

**No's: None**

**Abstain: None**

**Motion Carried**

**F. Consider Water Distribution/Public Utilities  
Mitchell, Matthew (02/16/2024)**

Mitchell was present with safety rep Kirk Scott

Miller you hit a tree branch

Mitchell yes the guy that lives on the corner has vehicles and the branches hang about a foot over, when I was driving the truck hit the tree branch and that's when the mirror broke.

Chairman so the bracket broke on the mirror

Mitchell yes, and replace the bracket

Scott there are Rock and soil, that why he was moving the branches

**Miller made a motion to rule this a Chargeable Collision Incident with 3 points assessed minus one for minimal damage for a total of 2 points. Second by Brown.**

**Ayes: Brown, Miller, Studebaker, Scott**

**No's: None**

**Abstain: None**

**Motion Carried**

**G. Consider Streets/Public Works  
Hoadley, Douglas (02/26/2024)**

**Brown made a motion to table this till the next meeting on April 3,2024,  
second by Miller.**

**Ayes: Brown, Miller, Studebaker**

**No's: None**

**Motion Carried**

5. Next meeting date April 3 2024.

6. Adjournment

Motion to adjourn by Brown with a second by Miller adjournment @ 2:26pm.