

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

Wednesday, July 5, 2023
Public meeting rm #3
City Hall - 212 SW 9th 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, Safety & Risk Administrator

Others Present:

Cynthia Cornish, Human Resources
Glenn Hinton, WWC
Sir Allen, Sewer System Technical
James Bonnarens, Lakes

2. Minutes:

- A. Approval of June 7, 2023, minutes

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

AYES: Brown, Miller, Studebaker

No: None

Motion carried

OLD BUSINESS:

Brown made a motion to table this item so they hear from the second party who was an witness to this incident and ask more questions, Second by Miller.

AYES: Brown, Miller, Studebaker, Diaz De Leon

No's: None

Motion Passed

NEW BUSINESS:

- A. Consider Sewer Construction/Public Utilities
Tracy Fife– (05/16/2023)

Candy stated that the damage was found by Tracy Fife, he did not cause the damage to the vehicle.

**Brown made a motion to deem this a chargeable collision with 0 points assessed to Fife since he did not cause the damage, only reported it after finding the vehicle damaged. Second by Miller
Ayes: Brown, Miller, Studebaker,
Motion Passed**

- B. Consider WWC/ Public Utilities accident:
Terry Emerson (6/16/2023)

Emerson was present with Water Collections Supervisor Glenn Hinton.

Chairman asked what kind of vehicle he was driving.

Emerson replied it was an extended cab.

Chairman asked if he was pulling a trailer.

Emerson replied that he was not.

Chairman asked him about the brakes fading he reported on the incident.

Emerson replied he wasn't sure how to word it in the report, but he was coming up on traffic and had to do a sudden stop, but brakes did not lock up.

Hinton explained that traffic was erratic that day due to the lights out at the intersection, some people were not even stopping at the flashing lights and going straight through.

**Miller made a motion to deem this a chargeable collision with 3 points assessed, second by Brown.
Ayes: Brown, Miller, Studebaker, Hinton
Motion Passed**

- C. Consider Lakes/Parks & Recreation
Dylan Parrish (5/31/23)

Parrish was present with Lakes Supervisor Jim Bonnarens

Brown made a motion to deem this a Non-Preventable Damage Incident with 0 points assessed, second by Miller

Ayes: Brown, Miller, Studebaker, Bonnarens

Motion Passed

D. Consider Lakes/Parks & Recreation (Camper Window)

Dylan Parrish (5/31/23)

Parrish was present with Lakes Supervisor Jim Bonnarens

Chairman asked if he was mowing around the Fire Pit.

Parrish explained he did not see the fire pit, he had his music on and did not even realize he hit it.

Bonnarens stated They were notified the next day by the camper owner that the camper had been hit. He explained to Parrish that if you see some debris you should get off the mower and pick it up unless it is something that you need help in removing.

Chairman asked Bonnarens about the possibility of them purchasing "Advance Shoot System" to install on these mowers

Bonnarens replied they have a rear discharge, but that would be something they can look into.

Chairman stated installing these can help prevent incident like this in the future.

Brown made a motion to deem this a Chargeable Damage Incident with 1 points assessed minus 1 for minimal damage for a total of 0 points, second by Miller

Ayes: Brown, Miller, Studebaker, Bonnarens

Motion Passed

- E. Consider Lakes/Parks & Recreation
Ryan Gleason (5/30/23)

Lakes Supervisor Jim Bonnarens was present and stated Mr. Gleason has left employment with the City.

Brown made a motion to deem this a Non-Preventable Damage Incident with 0 points assessed, second by Miller
Ayes: Brown, Miller, Studebaker, Bonnarens
Motion Passed

- 5. Next meeting date August 2, 2023.

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