

# CAMBRIA COMMUNITY SERVICES DISTRICT

## **DIRECTORS:**

TOM GRAY, President  
DEBRA SCOTT, Vice President  
HARRY FARMER, Director  
KAREN DEAN, Director  
MICHAEL THOMAS, Director



## **OFFICERS:**

MATTHEW MCELHENIE, General Manager  
TIMOTHY J. CARMEL, District Counsel

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## **Cambria Community Services District Workplace Violence Prevention Plan Meeting Minutes**

**Date:** September 30, 2024

**Time:** 9:00 a.m.

**Location:** 1000 Main Street, Cambria, CA 93428

**Facilitator:** Matthew McElhenie, General Manager

**MCE Staff Present:** Haley Dodson, Denise Fritz, Jim Green, Tristan Reaper, Cody Meeks, and Toni Artho.

**IAFF Staff Present:** Michael Castellanos

**SEIU Staff Present:** Eric Johnson

**MCE Staff Absent:** Michael Burkey and David Aguirre.

**SEIU Staff Absent:** Delon Blackburn

### **1. Welcome and Purpose of the Workplace Violence Prevention Plan**

- Purpose of Workplace Violence Prevention Plan—General Manager McElhenie discussed the plan's purpose.
- Steps for reporting an incident - General Manager McElhenie discussed the steps for reporting an incident. He reported on IAFF's concerns about completing paperwork for emergency calls. The CCSD will work with LCW to gain further clarity on this issue.
- Review of the Violent Incident Log - General Manager McElhenie asked staff to review the Violent Incident Log. Mrs. Dodson will create an electronic log for district staff.

### **2. Risk Assessment Overview**

- Identifying potential hazards in the workplace - General Manager McElhenie asked staff to identify potential hazards in the workplace. The staff didn't indicate any potential hazards in the workplace at this time.
- Vulnerable areas and employee feedback - General Manager McElhenie asked MCE, IAFF, and SEIU staff to identify vulnerable areas and provide feedback to him. Staff suggested:
  - Purchasing auto locks for public restrooms
  - Utilities staff requested a camera at the WWTP entrance gate
  - Utilities staff identified that they need to replace several door locks at the WWTP
  - Fire Department staff stated they need fencing to secure the station's perimeter

### **3. Next Steps and Action Items**

- Review employee comments and feedback on the WVPP – The staff didn't provide any comments or feedback on the WVPP.
- Discuss any updates or necessary revisions – The staff didn't provide any updates or necessary revisions.
- Assign responsibilities for follow-up actions

- Physical inspection of the workplace – The General Manager and Confidential Administrative Assistant will conduct physical inspections of the following locations:
  - Administrative Office, 2150 Main Street, 1-A Cambria, CA 93428 (scheduled for 11/20/2024 at 10 am)
  - Facilities & Resources Department, 2120 Rodeo Grounds Road, Cambria, CA 93428 (scheduled for 11/7/2024 at 10:30 am)
  - Fire Department, 2850 Burton Drive, Cambria, CA 93428 (scheduled for 11/18/2024 at 3 pm)
  - Utilities Department (SWF, Water & Wastewater), 5500 Heath Lane, Cambria, CA 93428 (scheduled for 11/4/2024 at 10 am)
- Schedule the next meeting - General Manager McElhenie scheduled the next meeting for December 13, 2024, at 2:00 p.m.

The meeting ended at 9:32 a.m.