

# CAMBRIA COMMUNITY SERVICES DISTRICT

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

**Date:** April 14, 2026

**Time:** 1:00 p.m.

**Location:** 2150 Main Street, #1-A, Cambria, CA 93428

**Facilitator:** Matthew McElhenie, General Manager

**MCE Staff Present:** Denise Fritz, Haley Dodson, Michael Burkey, Jim Green, David Aguirre, Cody Meeks, and Tristan Reaper.

**IAFF Staff Present:** None.

**SEIU Staff Present:** Eric Johnson.

**IAFF Staff Absent:**

**MCE Staff Absent:** Toni Artho.

**SEIU Staff Absent:**

### 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 Reporting an Incident process and webpage.
- Review of the Violent Incident Log - General Manager McElhenie discussed the Violent Incident Log.

### 2. Risk Assessment Overview

- Identifying potential hazards in the workplace - General Manager McElhenie asked staff to identify potential hazards in the workplace.
- Vulnerable areas and employee feedback - General Manager McElhenie asked MCE, IAFF, and SEIU staff to identify vulnerable areas and provide feedback to him.

Staff reviewed several items related to potential hazards and vulnerabilities:

- The Fire Department's plyo vents were reviewed, and David Aguirre will conduct an inspection.
- The battery at the Fire Department's front gate has been replaced.
- Gate locks and automatic closers at the Fire Department have been installed.
- Concerns were raised about the Facilities & Resources Department roof; four sections of tin roofing have since been installed.
- Panic bars at the Vets Hall have been installed.
- Maglocks have not yet been installed at the public restrooms.

- Utilities will require a new fence and gate following completion of the Wastewater SST project.
- Staff noted ongoing issues with angry customers, including during bill lockouts, and agreed to notify the Sheriff during such interactions.
- The Fire Department reported continued challenges with combative patients.

### **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: maglock permitting issue and plyo vent issue. Weekly maintenance on plyo vent issue.
- Schedule the next meeting - General Manager McElhenie scheduled the next meeting for Thursday, August 27, 2026, at 1:00 p.m.

The meeting ended at 1:30 p.m.