

# CAMBRIA COMMUNITY SERVICES DISTRICT

## DIRECTORS:

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

**Date:** December 17, 2024

**Time:** 10:00 a.m.

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

**Facilitator:** Matthew McElhenie, General Manager

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

**IAFF Staff Present:** Michael Castellanos and Colton Blume  
Henry Wright

**SEIU Staff Present:** Eric Johnson

**IAFF Staff Absent:** None.

**MCE Staff Absent:** None.

**SEIU Staff Absent:** None.

### 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 worked 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 created 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:
  - Need to replace the Administration Office interior light sensor light switches
  - Purchasing auto locks for public restrooms
  - Utilities staff still need a camera at the WWTP entrance gate
  - Utilities staff still need to replace several door locks at the WWTP
  - Fire Department staff still need fencing to secure the station's perimeter (Chief was directed to work with F&R on quotes and add to the FY 25/26 budget)
  - Fire Department staff need cameras to secure the station's perimeter

- Utilities staff need cameras at the Lift Stations
- Van Gordon house property perimeter
- SR4 Well Road

### **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: General Manager McElhenie will work with the department heads on SR4 Well Road and the Fire Department gate.
- Schedule the next meeting - General Manager McElhenie scheduled the next meeting for March 17, 2025, at 10:00 a.m.

The meeting ended at 10:45 a.m.