



Erie Metropolitan Transit Authority

127 East 14th Street- Erie, Pennsylvania 16503

CEO, Jeremy Peterson

ERIE METROPOLITAN TRANSIT AUTHORITY

SAFETY COMMITTEE AGENDA

August 3 at 10:30 a.m.

- 1) Meeting Called to Order
- 2) Attendance
- 3) Accept the Agenda
- 4) Accept previous minutes
- 5) Election of Officers (chair, vice chair)
- 6) Review, discussion, and acceptance of proposed by-laws (See attached)
- 7) Accidents
- 8) Workman's Compensation
- 9) Accomplishments
- 10) Open Forum – General Safety Concerns
- 11) Adjournment

July's
Meeting
(Pushed due to
SAFTI Audit)

The next meeting will be held on August 23, 2023 10:30 AM



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**Erie Metropolitan
Transit Authority
Safety Committee
Minutes
August 3, 2023**

CALL TO ORDER & RECORDED:

Matt Sanfilippo called this meeting to order at 10:28 a.m. and advised meeting will be recorded.

ATTENDANCE:

EMTA Staff: Matt Sanfilippo; Jon Hart; Becca Gathers; Joe Hazlett. NOTE: Union Members not present due to not being seated at this time.

MOTION TO ACCEPT AGENDA:

Matt Sanfilippo called for a motion to accept July's Safety Committee Agenda.
Jon agreed, Joe second. Motion carried.

MOTION TO ACCEPT PREVIOUS MINUTES:

Matt Sanfilippo called for a motion to accept the June Safety Committee minutes.
Jon agreed, Joe seconded. Motion carried.

ELECTION OF OFFICERS:

Chair:

Vice Chair:

Secretary:

ELECTION OF OFFICERS - Tabled until next meeting, August 23, 2023, due to Union's presence required.

Note: Matt Sanfilippo expressed he is only acting as head of chair until union members are seated, and an official election can take place.

REVIEW, DISCUSSION, AND ACCEPTANCE OF PROPOSED BY-LAWS:

ELECTION OF PROPOSED BY-LAWS - Tabled until next meeting, August 23, 2023, due to Union's presence required.

ACCIDENTS:

Matt Sanfilippo – Two accidents this week on Fixed route. A new driver side-swiped a parked car, which was legally parked, and has been sent for re-training. A second side-swipe took place where a veteran driver side-swiped a state own transit van near Giant Eagle on Interchange road. Both accidents have been reported to GB on time, and both drivers will be disciplined for safety preventable accidents.



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Jon Hart – GARAGE: No report at this time.

Joe – Training a new mechanic at this time.

Matt – Fire extinguisher needed to be used due to an alternator malfunction. Avail system alerted and worked as it should. More Avail technology to come.

WORKMAN'S COMPENSATION:

Matt Sanfilippo – No new claims at this time. There's an upcoming quarterly meeting to discuss the status of Workman's Compensation claims in September. More information to come after that meeting.

SAFTI AUDIT:

Matt Sanfilippo – Reviewed results of SAFTI Audit – Policy side is compliant, maintenance is compliant, as well as accident reporting on the Fixed Route side. EMTA is not currently compliant with supervisor accident reporting on the LIFT side. Training to take place to ensure LIFT has correct forms and understands how to fill them out.

Workers Compensation also took a hit due to a supervisor investigation report not filed by Terry. Matt to receive proper documentation to make sure EMTA has all documentation on file going forward. Fixed Route bus – accident form to be changed due to Terry modifying a uniformed document. Jon to advise once forms have been switched.

ACCOMPLISHMENTS:

Matt - SAFTI Audit score to increase.

OPEN FORUM – GENERAL SAFETY CONCERNS:

Matt Sanfilippo –

1. Drug drop boxes need to be reassessed. Current drop boxes are not big enough. Jon to investigate ordering bigger drug drop boxes.
2. Gates, when opened, need to be monitored more closely due to recent trespassing. An ex-employee, heavily intoxicated and in disguise, was recently reported on EMTA property.
3. Need another One-Way sign for Loomis drivers to know which way to go. Jon to order a new sign.
4. Supervisors still need training that are required through SAFTI. One year to complete mandatory training.

Jon Hart – Narcan kits - One to be added to the garage near first aid kit, as well as one near safety kit for wash rack, and another in dispatch. Matt to reach out to Emergicare for Narcan training.

Becca Gathers – Participated in Safety conference call regarding communication SMS mid-July. To research innovative ways to ensure proper communication channels are established for employee SMS awareness.

Becca to research a safety incentive to drive better safety results and company-wide safety awareness.

Matt and Becca signed up for October Certified Special Security Officer, CSSO, training to remain compliant with safety standards should EMTA not have that position filled soon.

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Becca advised Union members to be seated before August 23rd meeting. Per our attorney, Jill Nagy, if union does not seat members prior to this date, management to seat membership.

REVIEW OF FUTURE MEETING DATES at 10:30 a.m.:

Wednesday, August 23
Monday, September 25
Monday, October 23
Tuesday November 21
Friday, December 22

ADJOURNMENT:

Matt Sanfilippo called for a motion to adjourn. Becca seconded. Motion carries. End 10:45 a.m.

The next meeting will be August 23, 2023, @ 10:30 a.m.