

## **Parks Safety Council**

### **Meeting Summary**

Monday, February 28, 2022,

Ed Ball Bldg., 214 N. Hogan Street, 8th Floor Conference Rm. 851

### **Meeting Attendance**

**PSC Members:** Bruce J. Tyson, Mary Jane Brewer, Walter Bryant.

**Zoom:**

**Visitors:**

**Staff and Elected Officials:** Keith Meyerl, James Taylor, Michelle Godwin-Ware, Jennifer Pope.

**Zoom:** Lisa Ransom, Magnus Wallen.

### **Meeting Summary**

1. **Call to Order/Verify Quorum:** Bruce J. Tyson, Park Safety Council Chair, called the meeting to order at 11:00 a.m. Michelle Godwin-Ware verified that a quorum was present.
2. **Approval of Previous Meeting Summary:** The January meeting summary was approved by the Park Safety Council.
3. **Presentation:** None
4. **Public Comments:** Park Safety Council members and staff introduced themselves.
5. **Chair's Report:** Chair Tyson had no report. The Chair and safety report was combined with questions and comments regarding the park safety report.
6. **Review of Safety Reports:**
  - **Keith Meyerl** provided December's and January's safety reports for the Park Safety Councils (PSC) review. Mr. Meyerl stated that he would submit the park safety report monthly.
  - **Chair Tyson** stated that in the past, a map of the park districts was requested by the PSC to help the PSC visualize the location of the parks.
  - **Keith Meyerl** stated he could provide a brief description of the five districts if the PSC wishes but will be sure to provide a map of the parks.
  - **James Taylor** reported that the report summary descriptions were created by Mr. Magnus, who held the Park Facility Safety Officer position before him. Mr. Magnus developed a hierarchy of progressive issues found at the various parks. Satisfactory findings signal a problem but indicate it is not life-threatening or will cause injury.

Satisfactory with hazards means there is a problem, and the issue needs to be addressed. Unsatisfactory with hazards means a problem is critical and needs to be corrected immediately or as soon as practical. No findings indicate the playground met safety criteria, and no discrepancies were found.

- **Chair Tyson** asked Chief Meyerl how findings from the park safety reports are handled once received from the Safety Officer. How does the Park Department respond to an issue in a park that is found to be unsatisfactory with hazards? Is the equipment or area shut down and dealt with immediately? Chair Tyson stated that he is asking these questions because items placed on the report over a month ago have no updated information listed on the “actions taken” column. The information appears incomplete, and the PSC has no way of knowing if these issues are being corrected or completed.
- **Keith Meyerl** stated that the process involves Mr. Taylor sending a report for each inspected location to James Reed, Park District Manager, the appropriate maintenance supervisor, and the maintenance manager of that district. Those maintenance supervisors or Mr. Reed and his staff then review the issues reported by Mr. Taylor and correct them. An effort is made to report back to Mr. Taylor that a problem has been resolved or is in progress. The items that have been deemed as hazardous by Mr. Taylor are considered a priority and usually taken care of immediately. When playground parts are hard to obtain or take months to be delivered, a playground may be shut down. Mr. Meyerl stated that if this information is not being reported back to Mr. Taylor, he will make sure that the staff does so.
- **Chair Tyson** stated that improving communication between the supervisors and maintenance staff will improve the report. This will also allow everyone to see the progress made on resolving issues and when parts are unavailable due to supply chain issues. Risk Management will be the most interested in tracking and resolving unfinished issues with hazards as quickly as possible, and any other essential follow-up actions are taken.
- **Keith Meyerl** stated that an issue such as a bolt missing on a slide might be taken care of immediately, but the staff may not follow up and report back to Mr. Taylor. Mr. Meyerl expressed he understands the importance of communication and will ensure that the managers who complete the work understand we should be communicating back to Mr. Taylor.
- **Chair Tyson** expressed concern about the lack of paperwork or follow-up indicating if a problem was corrected, how it was repaired, and if the issue is resolved. It is a liability issue not to track the progress of an issue.
- **Keith Meyerl** stated that internally the Park, Recreation, and Community Services (PRCS) is looking at a software management system or an application that would allow the park staff to pull up the park safety report on a smartphone. This will enable the field staff to make notes, track, and update the park safety report. The reports could be printed out as well.

- **Chair Tyson** asked Mr. Meyerl if he could explain what it means when the report states a park was locked because school was in session?
- **Keith Meyerl** stated that the school board properties have barrier fencing that keeps the school board property locked during the school day. School board policy is there is no public access to those properties during the day. The park's memorandum of understanding with the schools gives the PRCS access to those properties after 5 p.m. If access is needed during the day, staff must report to the school office to gain visitor access.
- **Mary Jane Brewer** asked if there is a way to prioritize the list of items on the park safety report.
- **Keith Meyerl** stated that the park safety report lists the hazards.
- **Bruce Tyson** asked about several parks on page four of the park safety report that indicated minor items needing service. Chair Tyson questioned why the issues are still open after a long period if they are minor repairs?
- **Keith Meyerl** explained it is more than likely a problem with reporting the items were corrected.
- **Chair Tyson** stated that it is crucial to make sure items on the park safety report are signed off on when completed. This will assist with the PSC's review of the information and the completion of the quarterly report.
- **Mary Jane Brewer** inquired if PRCS had a work order system for the field maintenance workers. Work orders can be written up and given to the appropriate field maintenance worker for that park. The maintenance person would then report on the items that have and have not been completed.
- **Keith Meyerl** stated that PRCS uses the MyJax system and Mr. Taylor's reports for work order purposes. The maintenance software program that is being researched would be used to receive work orders, allowing the field maintenance personnel to list corrective actions, dates of completion and tie them back into the park safety report. This will assist the field maintenance personnel in having real-time reporting.
- **Chair Tyson** asked Mr. Meyerl how many more maintenance personnel would be needed to adequately address the number of issues coming in by email, Mr. Taylor's report, and MyJax.
- **Keith Meyerl** stated that he could not give an estimate at this time. Currently, there are half a dozen vacancies, and one of the positions is for a Maintenance Superintendent position over playgrounds. The position is presently being filled. The Maintenance Superintendent's duties include assisting with monitoring the completion of issues reported by Mr. Taylor's Park safety report, MyJax, and the various emails received from citizens. Several playgrounds will be replaced in the next two years. This year 40 playgrounds will be replaced. The PRCS is constantly evaluating its staffing maintenance needs and will discuss staffing needs with Director Daryl Joseph closer to budget season.
- **Chair Tyson** asked if each park superintendent will become a certified playground inspector eventually, or will the new maintenance superintendent be the only one

in PRCS who will be certified? Will the one new maintenance superintendent be able to handle their follow-up inspections and their other duties as the supervisor to the field maintenance personnel for the five districts? The Chair suggested perhaps a few long-term employees who have the aptitude to pass the certification and conduct inspections in-house could be certified playground inspectors?

- **Mary Jane Brewer** asked Mr. Taylor whether he can shut down a piece of equipment or a park if he finds a safety-critical issue that needs to be addressed right away to ensure nobody gets hurt.
- **James Taylor** stated that he usually contacts the District Manager to inform them of some problems and is good about sending someone out as soon as possible. Mr. Taylor also said that he has a roll of caution tape to wrap around equipment. If something comes up that is life-critical, he stays at the park until someone arrives to fix the problem.
- **Chair Tyson** asked if the reported damaged electrical boxes in the parks were considered hazardous.
- **Keith Meyerl** stated that many of the missing covers are acts of vandalism done by people looking for a power source for charging a cell phone or just destruction. The electricians take the repair or replacement of the covers very seriously. The supplies for standard cover repairs are in-house. Sign blanks (metal sheets) are used to repair openings on light poles or anything else considered hazardous or related to electrical items. Electrical issues are reported through the MyJax program. Calls from citizens and the maintenance staff will also report these items to the electricians.
- **Mary Jane Brewer** asked if PRCS could immediately report their findings by entering them into the MyJax system to avoid waiting for a month before the park safety report is completed.
- **Keith Meyerl** stated that Mr. Taylor's findings come in a report and not through MyJax. The report is generated and sent to the proper personnel daily.
- **James Taylor** stated that he places maintenance notes in the comments section of the park safety report and the Origami Risk program used in Risk Management, which is not tied into MyJax, to assist the managers.
- **Chair Tyson** stated that even though there may be multiple items that need to be addressed by various staff members at one location, it may be advantageous to have each staff member note on the report when they have completed their specific item.
- **Mary Jane Brewer** stated that having a program to prioritize hazardous repairs and maintenance issues will allow notes to be made and indicate if an item is completed or if further corrective action is needed.
- **Chair Tyson** asked PSC members to send their comments or remarks regarding December and January's Park Safety Report to Ms. Godwin-Ware by March 4, 2022. Chair Tyson will then combine the comments into a report to send to Ms. Godwin-Ware, who will send the report to PRCS.

**7. Public Comments:** None

**8. Subcommittees and Liaisons:** None

**9. Chair Tyson, Park Safety Council Chair, adjourned the meeting at 11:45 a.m.**

**NEXT MEETING:** Monday, March 28, 2022, at 11 a.m.

**LOCATION:** Ed Ball Bldg., 214 N. Hogan Street, 8th Floor Conference Rm. 851

Meetings are recorded. A copy of the audio recording can be obtained through a public records request at MyJax.com or 630.CITY

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City of Jacksonville, Neighborhood Services Office

214 North Hogan Street, 5th Floor, Jacksonville, FL 32202, Telephone (904) 255-8250