

Parks Safety Council

Meeting Summary

Monday, August 29, 2022,

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

Meeting Attendance

Park Safety Council Members: Bruce J. Tyson, Mary Jane Brewer, Walter Bryant.

Zoom: Kim Stephens-Perry.

Visitors: None

Staff and Elected Officials: Chiquita Moore, Daryl Joseph, Keith Meyerl, James Taylor, Michelle Godwin-Ware.

Zoom: Magnus Wallen.

Meeting Summary

1. **Call to Order/Verify Quorum:** Bruce J. Tyson, Park Safety Council Chair, called the meeting to order at 11:09 a.m. Michelle Godwin-Ware verified there was not a quorum.
2. **Approval of Previous Meeting Summary:** The Park Safety Council (PSC) will approve July's meeting summary during the October meeting.
3. **Elected Officials Report:** None
4. **Review of Safety Reports:**
 - **Keith Meyerl** reported that to improve communication, the park safety report for February through August includes the Park Safety Council's suggestions from the meeting held on Monday, July 25, 2022. The report has been sorted by overall status, the summary of hazards, and the park inspection date. The report also includes completion dates and corrective actions. The report now allows the PSC to see and compare the unsatisfactory with hazards and satisfactory with hazards together. This will hopefully make it easier to read and determine how many reports of each type of hazard per month. Mr. Meyerl stated that the Park Recreation and Community Service department is continuing to improve the communication between the Department and Mr. Taylor. The PRCS is improving its internal processes by streamlining to whom Mr. Taylor sends the information. He now sends it to one contact person who forwards the information to the supervisors responsible for attending to those items. The supervisor sends the updates regarding the item to the contact person, who sends that information back to Mr. Taylor. This streamlines the number of contacts that Mr. Taylor must reach out to.
 - **Daryl Joseph** reported that the process is a work in progress when finding the right solution to ensure the Park Recreation and Community Services department is as expeditious as possible in responding to Mr. Taylor's findings. An internal meeting was held with Risk Management to determine what portion of the reporting process made sense when trying to ensure completed items were closed and reported back to Mr. Taylor.
 - **Chiquita Moore** reported that during the Citizen's Planning Advisory Committee (CPAC) Chairs meeting, the chairs were reminded to continue reinforcing the use of 630-CITY (2489). This will assist in the tracking of various issues being reported and addressed

regarding the parks.

5. Park Safety Council's Member Comments:

- **Chair Tyson** reported that the PSC held a work session on Monday, August 15, 2022, to review and discuss the PSC's second quarterly report. At the end of the meeting, it was decided that each member would send any questions regarding processes, priority, and procedures to Michelle, who would send them to Mr. Meyerl for review.
- **Mary Jane Brewer** asked how items were prioritized to be completed. She inquired if a time frame is set to resolve each issue.
- **Keith Meyerl** stated that the list of priorities could be found in the report submitted with the PSC's quarterly report dated March 28, 2022. Ms. Godwin-Ware pulled the priority levels from the Park Departments Memo dated April 5, 2022.
 - Priority one – immediate risk; items to be inspected and attended to the same day. A supervisor will tend to it and safe the hazard off because it may not be possible to repair the issue altogether.
 - Priority two - moderate risk inspection of items within 24 hours to be attended to within 48 to 72 hours.
 - Priority three - low risk; to be inspected within 48 hours and attended to within five to seven days
 - Priority four - no risk perceived; to be inspected within 72 hours.
- **Mary Jane Brewer** asked how the PRCS department knew if an item was a priority one and should be attended to immediately.
- **Keith Meyerl** stated it is based on the report received from Mr. Taylor. Though Mr. Taylor may have several items in the report's comment section, the item will be addressed if an item is listed as unsatisfactory with a hazard. If an item is truly an immediate danger, Mr. Taylor will call Mr. Joseph or me. Mr. Taylor does not wait to send an email.
- **Mary Jane Brewer** asked if Mr. Taylor waits at the location until someone can safeguard that item within the park or does he have the authority or the ability to safeguard that item himself.
- **Keith Meyerl** stated that there are five maintenance yards around the city, so someone can quickly be dispatched to a park to safeguard the item or area.
- **James Taylor** outlined his procedure for assigning priority levels to issues. Mr. Taylor also explained his procedure to downgrade issues.
- **Mary Jane Brewer** suggested that Mr. Taylor use the priority system outlined in the memo written by Mr. Meyerl on April 4, 2022, to ensure everyone is using the same terminology. Hence, there is no confusion about the type of priority an item may be.
- **Keith Meyerl** stated he agreed it is a good idea to use the same terminology.
- **Chair Tyson** asked who could close a park in a dangerous situation.
- **Daryl Joseph** stated that he has the authority to close a park from a safety standpoint. This can be done by calling or emailing him to specify the safety issue. If the problem is isolated, Mr. Taylor may close the section of the park due to safety.
- **Chair Tyson** asked if Mr. Taylor carried the necessary materials, such as caution tape and orange spray paint, in his truck to use for closing off a dangerous portion of the park.
- **James Taylor** stated that he had those items.
- **Walter Bryant** suggested that unsecured access to bodies of water such as a pool or pond be considered priority one imminent danger and are called in by Mr. Taylor. There were six

mentions of such possible drowning hazards in the report from February through June, with only one corrected.

- **Keith Meyerl** agreed and stated he would ensure the supervisors address the issue within 24 hours. They will need to survey the area to determine if the fencing is a citizen or city problem. While determining ownership of the fence, a safety fence will be put up.
- **Walter Bryant** shared several photos of the fencing that needs repair and possible replacement at Buck Park. The various openings allow access to a pond and a pool.
- **Keith Meyerl** acknowledged that he received a copy of the Park Safety Council's second quarterly report and asked for time to review it and maybe provide comments or feedback to the committee before it is officially submitted.
- **Chair Tyson** stated that would be acceptable. Chair Tyson asked if the Parks Department had written safety standards, rules, and protocols where people have access to view them. If so, the PSC would like a copy of that information. He also asked if the PSC could be given a redacted or blank copy of the contract given to a group, organization, or person who uses a facility to understand the group's responsibility better. The PSC would like to ensure it is fulfilling its job of reviewing the set standards and assisting with establishing written park safety standards where there are none. Please forward the requested information to Ms. Godwin-Ware so she can forward it to the PSC to review those items before the next meeting.
- **Keith Meyerl** stated that the Parks Department pulls from several different standards. The information is not in one document, and he will compile that information for the PSC. Mr. Meyerl also stated that he would be happy to provide the PSC with a copy of the standard agreement given to the partners that use the facilities, buildings, and parks. Each partner has different responsibilities relating to the facility's maintenance and upkeep. To obtain a permit for a facility, the interested party must go through a permitting process.

6. **Chair's Report:**

- **Chair Tyson** stated he would be out of town on Monday, September 26, 2022, but since the PSC is not required to meet monthly, the PSC will meet again on Monday, October 24, 2022. He also said he would like to schedule another PSC work session before the meeting in October. Michelle will provide possible meeting dates and locations.
- **Walter Bryant** stated he would review the Park Safety report for July and August and create an analysis like the one made for the PSC Quarterly Report completed in August.
- **Keith Meyerl** asked if it would be appropriate to submit the Park Safety Report in a six-month block to show that the items have been closed. That may take some time to complete because of the backorder of materials.
- **Chair Tyson** stated that the PSC would discuss how they would like to receive the Park Safety Report during the working session.
- **Keith Meyerl** asked the PSC to advise whether they would like the report for three months or six months before October. Mr. Meyerl requested that the PSC advise Ms. Godwin-Ware before submitting the report to the PSC.

7. **Public Comments:** None

8. **Subcommittees and Liaisons:** None

9. **Chair Tyson, Park Safety Council Chair, adjourned the meeting at 11:57 a.m.**

NEXT MEETING: Monday, October 24, 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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