

CAMBRIA COMMUNITY SERVICES DISTRICT

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OFFICERS:

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Cambria Community Services District Workplace Violence Prevention Plan Meeting Minutes

Date: September 25, 2025

Time: 1:00 p.m.

Location: 1000 Main Street, Cambria, CA 93428

Facilitator: Matthew McElhenie, General Manager

MCE Staff Present: Haley Dodson, David Aguirre, Denise Fritz, and Cody Meeks.

IAFF Staff Present: None.

SEIU Staff Present: Eric Johnson.

IAFF Staff Absent: Michael Castellanos.

MCE Staff Absent: Michael Burkey, Jim Green, Tristan Reaper, and Toni Artho.

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 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. 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 discussed:
 - Staff expressed ongoing concerns about the need for support in addressing interactions with members of the public who consistently disregard staff efforts and progress. Staff emphasized the emotional toll these encounters can take and highlighted the importance of exploring therapy or other supportive resources to maintain well-being and resilience.
 - Security system for the public restrooms: Mr. Aguirre provided quotes to General Manager McElhenie, and those were approved.

- The Fire Department has installed a fence, and two gates; lock pads are needed for these gates, and the Chief will discuss how to provide vendor access for weed abatement.
- The Fire Department has also installed a front-door security camera.
- Utilities have no safety and security budget for the current fiscal year.
- The locking mechanism is estimated at \$7,000 and is already included in the \$18,000 budget. Mr. Aguirre provided a quote to General Manager McElhenie, and it was approved.
- Several utility fences still require repairs; this is scheduled for FY 2026–2027 and will include shrubbery trimming. Mr. Johnson will check with Mr. Green.

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: None at this time.
- Schedule the next meeting - General Manager McElhenie scheduled the next meeting for Tuesday, January 6, 2025, at 1:00 p.m.

The meeting ended at 1:25 p.m.