DEPARTMENT OF FORESTRY AND FIRE PROTECTION
Office of the State Fire Marshal
Underground Facilities Safe Excavation Board
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CA Underground Facilities Safe Excavation Board ("Dig Safe Board")

September 9-10, 2019

Los Angeles Department of Water and Power
Central District Yard
Conference Room
1350 Wall St.
Los Angeles, CA 90015

MEETING MINUTES

BOARD MEMBERS PRESENT:

Carl Voss, Chair
Jessica Arden, Vice Chair
Ron Bianchini
Randy Charland
Marjorie Del Toro
Bill Johns
Marshall Johnson
Amparo Munoz

BOARD MEMBERS ABSENT: None

STAFF:

Tony Marino, Executive Officer
Brittny Branaman, Policy and Budget Manager
Jeff Brooks, Attorney
Jason Corsey, Chief of Investigations
Anna Brown, Supervising Investigator
John Benane, Special Investigator
Mandy Liao, Special Investigator
Diana Lopez, Special Investigator
Charley Park, Special Investigator
Kerstin Tomlinson, Education & Outreach Officer
Jenni Reed, Policy Analyst
Jeff McClenahan, Office Technician

September 9, 2019
1:30 p.m.

LADWP Central District Yard
Conference Room
1350 Wall St.
Los Angeles, CA 90015

OPEN SESSION

Chair Voss called the meeting to order at 1:30 p.m.

Agenda Item No. 1: Executive Officer's Report

Executive Officer Tony Marino delivered updates on the Southern California Investigations Team office space and information technology equipment, on the status of AB 1166 and AB 754, and recognized the anniversary of the 2010 natural gas pipeline explosion in San Bruno.

Chair Voss asked for comments from the Board. There were none.

Chair Voss asked for comments from the public. There were none.

Agenda Item No. 2: Board Member Public Engagement Reports

Chair Voss reported his attendance of the safety presentation hosted by USA North in Bakersfield on August.

Chair Voss asked for comments from the Board. There were none.

Chair Voss asked for comments from the public. There were none.

Agenda Item No. 3: Strategic Planning

Mr. Marino reviewed the purpose of strategic planning, the intention that the Board adopt strategic directions to guide Board objectives and activities over a longer time span, and the relationship between strategic planning and the Board's various annual reports; presented the four proposed strategic directions:

- Improve Compliance by Reaching Parties in Effective Ways
- Improve Accessibility of Buried Infrastructure Location Knowledge and Understanding
- Identify Proximate and Contributing Causes of Safety Accidents and Non-Compliances
- Build Board Operations to Achieve Compliance, Reporting and Operational Excellence in a Resource-Efficient Manner

Board members and Mr. Marino discussed the budget of the Board with regard to strategic activities, the differences between the annual plans of the Board and a strategic plan, the outline of committee assignments with respect to strategic directions and a document to represent them, the means by which the Board may measure progress towards these directions, and the extent that industry partners could be a resource to staff.

Chair Voss asked for any further comments from the Board. There were none.

Chair Voss asked for any comments from members of the public. There were none.

Other Business

None.

Public Comment

Member Voss asked for comments from the public.

Adjournment

The meeting adjourned at 2:25p.m

September 10, 2019
9:00 a.m.

LADWP Central District Yard
Conference Room
1350 Wall St.
Los Angeles, CA 90015

MEETING MINUTES

MEMBERS PRESENT:	Carl Voss, Chair Jessica Arden, Vice Chair Randy Charland Marjorie Del Toro Bill Johns Marshall Johnson Amparo Munoz
BOARD MEMBERS ABSENT:	Ron Bianchini
STAFF:	Tony Marino, Executive Officer Brittny Branaman, Policy and Budget Manager Jeff Brooks, Attorney Jason Corsey, Chief of Investigations Anna Brown, Supervising Investigator Carla Newman, Supervising Investigator Jon Barkley, Special Investigator John Benane, Special Investigator Michael Ehrgott, Special Investigator Dennis Fenton, Special Investigator Mandy Liao, Special Investigator Diana Lopez, Special Investigator Charley Park, Special Investigator Kerstin Tomlinson, Education and Outreach Officer Jenni Reed, Policy Analyst Jeff McClenahan, Office Technician

Open Session

Chair Voss called the meeting to order at 9:15a.m.

Chair Voss welcomed attendees and introduced Members Del Toro and Johnson to preside over the 2nd Annual Education & Outreach Meeting.

Agenda Item No. 4: Education and Outreach Report

Kerstin Tomlinson, Education and Outreach Officer, presented the 2019 Education & Outreach Report.

Member Del Toro asked for any questions or comments from the Board.

Board members thanked staff for their efforts over the past year.

Member Johnson asked for any questions or comments from the public.

Members of the public discussed avenues of coordination with the Board on educational efforts, the educational resources of the one-call centers, corrective action as opposed to preventative education, and the Board's wildfire cleanup guide.

Ms. Tomlinson reported on the distribution of the wildfire cleanup guide.

Member Johnson asked for comments from the Board. There were none.

Member Johnson asked for comments from members of the public. There were none.

Agenda Item No. 5 Education and Outreach Survey Results

Ms. Tomlinson presented on the results of the Education & Outreach Survey, concluding with a request for discussion on three questions:

- "What is your organization currently doing to provide education on excavation safety?"
- "How can the industry better coordinate current education and outreach efforts to be more effective?"
- "Where can the Board add to existing education and outreach efforts to improve understanding of excavation safety?"

Members of the public discussed safety handbooks for employees, practice fields for hands-on training in safe excavation, meetings to cover one-call laws and best practices, personnel that visit job sites to speak on safety, using tickets as geographic cues to potentially engage with excavators, and outreach to homeowners.

Member Del Toro asked about current engagement with the educational system.

Members of the public discussed educational safety programs in schools, rewards-based programs for students, and training for school administrators on facilities around schools on emergency procedures and recognizing facility damage.

Member Johnson asked about stakeholder participation in any Occupational Safety and Health Administration ("OSHA") trainings.

Members of the public discussed competency training at the leadership level along with other standards of certification.

Member Johns inquired about California Public Utility Commission ("CPUC") educational materials and trainings.

Members of the public discussed CPUC programs, coordination among stakeholder groups, training of employees within utility companies, and contractor training programs.

Member Johnson discussed collaboration with the California Regional Common Ground Alliance ("CARCGA").

Members of the public discussed curriculum and degrees of training with respect to recruitment out of college.

Member Del Toro asked about the issue of unlicensed contractors.

Members of the public discussed the connection between homeowners and unlicensed workers that cannot jeopardize their income, messaging on common hand tools, and the difficulties of reaching homeowners.

Member Charland asked about collaboration with the Contractors State License Board ("CSLB").

Executive Officer Tony Marino discussed staff relations with CSLB and CSLB programs with respect to education and educational information outreach to licensees.

Member Del Toro commented on CSLB communications with training schools.

Member Del Toro asked for any additional comments from the Board. There were none.

Member Del Toro asked for any additional comments from members of the public. There were none.

(Meeting recessed at 10:30 a.m., and resumed at 10:45 a.m.)

Agenda Item No. 6: Investigations Trends

Chief of Investigations Jason Corsey presented on the top five trends Board investigations staff are seeing in the field:

- Ignorance of the law
- Abandoned lines
- Old or damaged locate marks
- Power tools in the tolerance zone
- Failure to document damages or incidents; choosing to work out the damage privately between the parties without reporting or documentation.

Member Del Toro asked for questions from the Board.

Board members, staff, and members of the public discussed the number and extent of staff investigations, the status of the case management system in providing data to the Board, the issue of re-covered abandoned lines and whether or not they are ever claimed, the use and interpretation of maps in the field, the question of ownership of abandoned lines, a possible database of abandoned lines, the beliefs of individuals known to be following unsafe practices such as not calling in a ticket, trends of investigations to date and the amount of data involved, failure to pothole on boring projects as an issue, the use of power tools, attempts to shut down jobsites by means of permitting or the State Fire Marshal, and civil claims and the types of damages involved.

Member Johnson asked for additional comments from the Board. There were none.

Member Johnson asked for additional comments from members of the public. There were none.

(Meeting recessed at 11:15 a.m. and resumed at 1:30 p.m.)

Agenda Item No. 7: Dig Safe Board Education and Outreach Plan

Kerstin Tomlinson, Education and Outreach Officer, presented a review of the proposed strategic activities to be addressed through 2020 in the forthcoming Education & Outreach Plan.

Board members and staff discussed educational materials for distribution with different audiences in addition to the progress on the Common Ground Alliance national conference participation.

Member Del Toro asked for additional comments from the Board. There were none.

Member Del Toro asked for comments from members of the public. There were none.

(Meeting recessed at 1:50 p.m. and resumed at 2:00 p.m.)

Agenda Item No. 8: Panel: How to Improve Communication with Operators

Member Del Toro opened the item and introduced the members of the panel:

- Gilbert Aceves, Southern California Edison
- Robert Cooper, Los Angeles Department of Water and Power
- Ryan Dove, Southern California Gas
- Jorge Gil-Blanco, Pacific Gas and Electric
- Russ Guidry, Shell Oil

Ms. Tomlinson asked the first question: "Please discuss your organization's process for dispatching locators to a ticket, and tell us what you need to better communicate with the excavator if your organization is unable to respond within the mandated two working days."

Panel representatives discussed their ticket management systems, accuracy of contact information and the authority of the contact on the jobsite, proprietary software systems that receive tickets from the one-call centers, large ticket geographies, subcontracting of location, the benefit of electronic positive response, and closer coordination with excavators.

Member Del Toro read the second panel question: "Please discuss how an excavator would go about contacting a knowledgeable person within your organization if they have questions about underground infrastructure located in their excavation area."

Panel representatives discussed in-house employees performing locate and mark along with meetings with excavators, the degree of training and field experience of locators, subject matter experts on damage prevention dedicated to specific geographic areas, direct communication between excavators and geographically based locators and supervisors, office numbers included on tickets, and locator contact listings.

Ms. Tomlinson read the third question: "What is your organization's expectation regarding the frequency of potholing when working around underground infrastructure?"

Panel representatives discussed complexity of factors in the field, trends of boring work using ground penetrating radar, potholing to the top and bottom of a facility, and the role of planning to pothole ahead of time.

Member Del Toro read the fourth panel question: "How does your organization manage any facilities that are embedded in the pavement? How does your organization know they exist? And how do you help the excavator avoid them?"

Panel representatives discussed minimum depth requirements for facilities, facilities beyond the pipeline such as test leads, vaults, and boxes, facilities that are in a geographic information system ("GIS"), and the coverage of vaults and valves by third parties as opposed to installation.

Ms. Tomlinson read the fifth question: "What can an excavator do to show they used reasonable care when excavating around your organization's underground infrastructure?"

Panel representatives discussed training and experience with regard to potholing and hand tools, appropriate shoring in a trench, the importance of caution in any kind of excavation, and agreed upon plans between excavators and operators that define reasonable care.

Member Del Toro read the sixth panel question: “What does your organization feel is the best way to use technology to improve safety and how are you incorporating that today?”

Panel representatives discussed GIS for documentation on the regulatory side, maximizing information built into a GIS framework, the idea of enhanced positive response and GIS data, the use of vacuum equipment technology, use of tablets in the field, damage to the wrap on a pipe as opposed to the pipe itself.

Member Del Toro asked the panel to discuss late ticket tracking.

Panel representatives discussed internal reporting on late tickets, the point at which a ticket goes back to the one-call center, and the cross-training of staff to assist with high ticket numbers.

Member Munoz asked about the sorts of processes in place to update records when a locator finds something unknown in the field.

Panel representatives discussed coordination with internal mapping departments.

A representative from the Office of the State Fire Marshal (“OSFM”) Pipeline Safety Division asked about abandoned lines and the consultation of older maps or other information sources.

Panel representatives discussed classifications of pipelines, the idea to treat all pipelines the same, monitoring or standby of pipelines, the digitization of maps, and the complication of street widening and matching to older maps.

Member Munoz inquired on the role of project planning and scoping.

Panel representatives discussed coordination in the planning stage of a project, measures taken to protect facilities, and the utilization of city records for a planned structure and possible impacts.

Member Del Toro asked for additional comments from the Board. There were none.

Member Del Toro asked for additional comments from members of the public. There were none.

Other Business

None.

Public Comment

Vice Chair Arden asked for comments from the public. There were none.

Adjournment

The meeting adjourned at 3:16pm.

Respectfully submitted,	Attest:
/s/ Tony Marino	/s/ Carl Voss
Tony Marino Executive Officer	Carl Voss Chair