

Parks Safety Council

Meeting Summary

Monday, March 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: Kim Perry-Stevens

Visitors:

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

Zoom: Magnus Wallen.

Meeting Summary

1. **Call to Order/Verify Quorum:** Bruce J. Tyson, Park Safety Council Chair, called the meeting to order at 11:01 a.m. Michelle Godwin-Ware verified that a quorum was present.
2. **Approval of Previous Meeting Summary:** The Park Safety Council (PSC) approved the February meeting summary with the correction of Magnus Wallen's name on page two of the summary.
3. **Presentation:** None
4. **Public Comments:** None
5. **Chair's Report:** Chair Tyson reported that he completed the Park Safety Council report. A copy of the report was provided for everyone's review. Chair Tyson stated that it was challenging to complete a proper review because of the lack of updated information and not having access to the other issues submitted by email, calls, or submitted to MyJax. Mary Jane Brewer motioned to approve the PSC Safety report for submission. Walter Bryant seconded the motion. The PSC approved the motion.
6. **Review of Safety Reports:**
 - **Keith Meyerl** reported that the Parks, Recreation, and Community Services (PRCS) Department is working on creating a process to consolidate all reported safety issues into one program or report.
 - **Chair Tyson** suggested that using the data from the combined reported issues will help set safety standards and allow staff to see the trends of issues. Chair Tyson asked if the safety report could be sent to Michelle Godwin-Ware in an excel format

instead of a PDF, making the information easier to sort. Mr. Meyerl agreed to send the report in an excel format.

- **James Taylor** reported that he plans to inspect the parks associated with schools during the summer while the students are out for summer break. Mr. Taylor stated he would include the updates received from the park district managers in the corrective action column of the safety report. The corrective actions items were only inserted into the Origami Risk Management system in the past.
- **Keith Meyerl** stated he would provide the PSC with a running list of the safety report so the PSC can monitor the status of issues and identify recurring safety issues. The list will be sorted by date and then sub-categorized, listing the findings.
- **Chair Tyson** stated that a running report would be helpful and would also assist when providing updates to citizens regarding the status of materials or the anticipated time of corrective action.
- **Mary Jane Brewer** asked how the Parks, Recreation, and Community Services Department follows up with citizens who have reported an issue through MyJax. Specifically, if the park staff determines there are no findings.
- **Keith Meyerl** stated that a supervisor enters comments in MyJax, and an email is auto-generated and sent to the Citizen indicating the issue has been assigned to someone or if it has been closed. Occasionally the PRCS Department will reach out to the customer if more information is needed.
- **Kim Perry-Stevens** confirmed that Mr. Meyerl received the list of maintenance items that she created for District 5. Mr. Meyerl acknowledged receipt of the list and advised that he would provide the follow-up information to Ms. Godwin-Ware, who will send the information to Ms. Perry Stevens.
- **Howard Bryant** asked what actions had been taken to rectify a few hazardous issues reported at Glynlea Park, 6801 Altama Rd. Mr. Bryant asked if the citizen who reported these issues has been notified of the actions taken. and also asked if there is a group that leases the park.
- **Keith Meyerl** stated that the actions taken at Glynlea Park included tearing down a building with no roof, removing dirt clay piles, removing fencing, and clearing away a fallen tree. The park is not leased to anyone, but small maintenance items are the responsibility of the licensed softball association at this park. Large maintenance items are the responsibility of the PRCS department. The softball association has priority use of the park for games and practices. Some parks have security, such as a JSO officer or Florida Wildlife officer that lives on the park premises.
- **Chair Tyson** informed the PSC that he will be out of town and will not be available for the meeting scheduled for April 24, 2022. April's meeting is canceled, and the PSC will meet on May 22, 2022, at the Ed Ball Bldg., 214 N. Hogan St., in conference room 851 at 11 a.m.

7. **Public Comments:** None
8. **Subcommittees and Liaisons:** None
9. **Chair Tyson, Park Safety Council Chair, adjourned the meeting at 11:44 a.m.**

NEXT MEETING: Monday, May 22, 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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