

TRAILER ESTATES PARK & RECREATION DISTRICT

BOARD OF TRUSTEE WORKSHOP

August 1, 2022

Immediately following the 9:30 a.m. Board of Trustee Meeting

MARK'S HALL

1903 69TH AVENUE WEST

BRADENTON, FLORIDA 34207

1. Recurring Workshop Agenda – Seawall Repair (Chandler)
Incident/Accident Reporting (Gregory)

RESIDENT COMMENTS

Adjourn

Pursuant to Section 286.0105, Florida Statutes, should any person wish to appeal a decision of the Board with respect to any matter considered at this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Pursuant to Section 286.26, Florida Statutes, and the Americans With Disabilities Act, any handicapped person desiring to attend this meeting should contact TJ Miller at 756-7177, at least 48 hours in advance of the meeting, to ensure that adequate accommodations are provided for access to the meeting.

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TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Reoccurring Workshop Agenda - Seawall Repair
For Upcoming Meeting—Date Dec 20, 2021

Type of Meeting (check one): Workshop Board Meeting

*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.

Rationale (for workshops)/ MOTION (for board meetings): place an agenda item on the workshop to update Board & Residents regarding repair to the Marina seawall until project is outlined and financed

Costs/Estimated Costs: (Required if agenda item includes spending district money.)

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) Interactive workshop to allow the exchange of information from Residents and Board Members. to be placed on Workshop agenda until further notice.

Trustee Mary Chandler

Date Submitted 12-13-21

Chairman/Designee ~~Mike Amos~~ Duane Trotter

Office Manager/Designee: Date Posted 12/13/2021 Initials TD
5/23/2022
6/27/2022
8/11/2022

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Incident/Accident Reporting

For Upcoming Meeting—Date August 1, 2022

Type of Meeting (check one): Workshop Board Meeting

*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.

Rationale (for workshops)/ MOTION (for board meetings):

To review the T.E. accident/incident reporting Policy + Procedure (PP 27B)

Costs/Estimated Costs: (Required if agenda item includes spending district money.)

none

Attachments: (Please attach any diagrams or pertinent information concerning this (attached) Agenda Item. Please list the attachments.) Interactive workshop to allow the exchange of information from Residents and Board Members. ^{double sided.}

Trustee Kathy Gregory

Date Submitted 7/25/2022

Chairman/Designee [Signature]

Office Manager/Designee: Date Posted 7/25/2022 Initials [Signature]

TRAILER ESTATES PARK AND RECREATION DISTRICT ACCIDENT AND INCIDENT REPORTING PP 27B

Trailer Estates values the health and safety of its residents, guests and visitors. If an accident or incident occurs on District property, it is critical to gather information and document the event for reporting purposes. An incident or accident is defined as any event that leads to a personal injury to a resident, guest or visitor.

- 1.) Following an accident or incident, the form on the other side must be completed as soon as possible. This form can be located next to each first aid box as well as in the Trailer Estates Office.
- 2.) The form on the other side should be completed by anyone who witnessed the event. This could include another resident, guest, visitor, instructor, staff, etc.
- 3.) The incident reporter is asked to gather the injured person's name and contact information, description of the injury (fall, altercation, etc.), if EMS was called and the outcome of the call, and the witness contact information.
- 4.) The completed the form (on the other side) should be turned into the Trailer Estates office during office hours or in the Night Drop Box if the office is closed.
- 5.) The office manager or designee will be responsible to review the submitted information and then complete the online accident/incident report through the District's liability carrier, Florida Municipal Insurance Trust (FMIT). Further information regarding the incident may need to be gathered, if requested by the insurance company.

TRAILER ESTATES ACCIDENT/INCIDENT REPORT FORM

Date of incident: _____ **Time of Incident:** _____ **AM/PM**

Location of Incident: _____

Name of injured person: _____

Address: _____

Telephone number(s): _____

Date of birth: _____ **Male** _____ **Female** _____

Who was the injured person? (Circle one) Resident Guest Family Member

Type of injury: _____

Describe injury/incident: _____

Was first aid administered? Yes _____ **No** _____ **If yes, describe:** _____

Was EMS called? _____ **If yes, what was the outcome?** _____

Who witnessed incident/accident? _____

Witness telephone number _____

Signature of injured person _____

Date _____

Signature of person who took report _____

Date _____

The completed form must be taken to the office and given to office staff or placed in the Night Deposit after hours.