



McCloud Community Services District

220 West Minnesota Avenue P.O. Box 640

McCloud, California 96057

Phone (530) 964-2017 Fax (530) 964-3175 e-mail mcsd@ci.mccloucdcsd.ca.us

REGULAR MEETING OF THE BOARD OF DIRECTORS

SCOUT HALL - 405 E. COLOMBERO DRIVE

April 22nd, 2024 at 6pm

AGENDA

The McCloud Community Services District welcomes you to this meeting. This agenda contains brief general descriptions of each item to be considered at this meeting by the Board of Directors. If you wish to speak on an item on the agenda, you will be provided the opportunity to do so prior to consideration of the item by the Board. If you wish to speak on an item that is not on the agenda, you are welcome to do so during the Public Comment portion of the meeting. Persons addressing the Board will be asked to step up to the podium and will be limited to three minutes or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board. When addressing the Board, please state your name for the record prior to providing your comments. Please address the board as a whole through the President. Comments to individual Board members or staff are not permitted.

All documentation supporting the items on this agenda are available for public review in the District office, 220 W. Minnesota Avenue, McCloud CA 96057, during normal business hours of 9:00 a.m. to 12noon and 1:00 pm to 4:00 p.m. Monday through Friday.

In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the District office 48 hours prior to the meeting at (530) 964-2017.

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Approval of Minutes: Discussion/action** regarding approval of the minutes of the Regular Meeting of April 8th, 2024.
- 4. Announcement of Events:**
- 5. Communications:**
- 6. Reports:**
 - A. General Manager- See written report.
 - B. Finance Officer-See written report.
 - C. Fire Chief-None
 - D. Public Works Superintendent-None
 - E. Directors
 - F. Committees
- 7. Consent Agenda:**
 - A. Approval of Expenses in the amount of \$20,003.34.
 - B. Approval of Expenses in the amount of \$3,220.83.
- 8. Old Business:**
 - A. **Discussion/possible action** Update on requirements for fire dept sleeping Quarters.
- 9. New Business:**

A. Discussion/possible action regarding the first reading of policy MCSD 2230 Fire Chief Job Description. 2 of 74

B. Discussion/possible action regarding the first reading of MCSD Workplace Violence Prevention Plan.

C. Discussion/possible action regarding proposed amendments to the 2023-24 Budget and discussion of new reserves categories.

D. Discussion/possible action regarding our Old 2006 John Deere Backhoe. keep it or declare it surplus equipment and auction it.

E. Discussion/possible action regarding Our Residential Outside waters in town.

10. Public Comment: This time is provided to receive information from the public regarding issues that **do not** appear on the agenda (persons addressing the Board will be asked to step up to the podium and will be limited to three minutes or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board).

11. Public Comment: This Time is provided to receive information from the public regarding issues that **do** appear on the closed session agenda.

12. Adjourn open session.

13. Convene a Closed Session with legal counsel:

A: Pursuant to California Government Code §54956.9(d)(1): Rorke v. McCloud CSD

14. Reconvene open session and announce any action taken.

15. Adjourn.

MCSD Mission Statement

McCloud Community Services District will strive to provide the full range of municipal services, at a reasonable cost applied consistently to all customers, while maintaining a healthy infrastructure and environmental integrity.

**MINUTES OF A
REGULAR MEETING OF THE BOARD OF DIRECTORS
April 8th, 2024 6:00 pm**

A regular meeting of the Board of Directors of the McCloud Community Services District was called to order at 6:00 p.m. at the Scout Hall. Five Directors (Hanson, Richey, Mullins, Trent, Rorke). Also present were District Secretary Sarah Roberts, Fire Chief Charlie Miller, Finance Officer Jennifer Brunello, and General Manager Amos McAbier, Eli Jones Public Works Superintendent was absent do to fixing a leak at the RV park.

1. Call to Order

2. Pledge of Allegiance.

3. Approval of Minutes:

A. Discussion/action regarding approval of the minutes of the Regular Meeting of March 25th, 2024.

C. Richey made a motion to approve the minutes of the regular Meeting on March 25th, 2024; motion seconded by J. Mullins; Motion passed with 3 Ayes. (Richey, Trent, Mullins) and 2 abstain (Rorke, Hanson).

4. Announcement of Events: None

5. Communications: None

6. Reports:

A. General Manager-None.

B. Finance Officer-None.

C. Fire Chief-written report.

D. Public Works Superintendent-None.

E. Directors-Verbal report.

F. Committees-Policy committee is meeting April 10th, 2024 fire chief job description will be coming up and Charlie will be able to attend. Safety committee met Director Rorke was absent, discussed new policies that need to be in place, SDRMA inspection will be up next week or week after that.

7. Consent Agenda:

A. Approval of Expenses in the amount of \$8,857.27.

M. Trent made a motion to approve expenses in the amount of \$8,857.27; motion seconded by C. Richey. Motion passed with 5 Ayes. (Richey, Trent, Mullins, Rorke, Hanson).

8. Old Business:

A. Discussion/possible action regarding approving contract and service agreements to purchase Caselle Accounting Software. And email regarding data entry – an additional cost.

M. Hanson made a motion to approve contract and service agreements to purchase Caselle Accounting Software. And email regarding data entry – an additional cost. With updated contract that includes max number of customers, vendors, and employees; motion seconded by J. Mullins; Motion passed with 5 Ayes. (Richey, Trent, Mullins, Rorke, Hanson).

B. Discussion/possible action regarding the second reading of policy MCSD 2238 Recruitment and Retention Coordinator-Job-Description

C. Richey made a motion to approve the second reading of policy MCSD 2238 Recruitment and Retention Coordinator-Job-Description; motion seconded by M. Trent; Motion passed with 5 Ayes. (Richey, Trent, Mullins, Rorke, Hanson).

C. Discussion/possible action regarding the second reading of policy MCSD 2270 District Organizational Structure attachment A

M. Hanson made a motion to approve the second reading of policy MCSD 2270 District Organizational Structure attachment A, with changes to move location of add ins to the top; motion seconded by J. Mullins; Motion passed with 3 Ayes. (Richey, Trent, Mullins) and 2 absent (Rorke, Hanson).

D. Discussion/possible action regarding the second reading of policy MCSD 2300 General Manager - Job Description

Tabled

E. Discussion/possible action regarding the second reading of policy MCSD 1060 Exhibit B Refuse Rules

Tabled

F. Discussion/possible action regarding the second reading of policy MCSD 3100 Garbage and Refuse Collection

C. Richey made a motion to approve the second reading of policy MCSD 3100 Garbage and Refuse Collection; motion seconded by J. Mullins; Motion passed with 5 Ayes. (Richey, Trent, Mullins, Rorke, Hanson).

9. New Business:

A. Discussion/possible action Update on requirements for fire dept sleeping Quarters.

Tabled

B. Discussion/possible action Ambulance Billing, incorrect charges needing forgiveness authorization.

C. Richey made a motion to approve Ambulance Billing, incorrect charges needing forgiveness authorization at the discursion for chief miller for 2 bills; motion seconded by M. Trent; Motion passed with 5 Ayes. (Richey, Trent, Mullins, Rorke, Hanson).

10. Public Comment: This time is provided to receive information from the public regarding issues that **do not** appear on the agenda (persons addressing the Board will be asked to step up to the podium and will be limited to three minutes or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board).

Director M. Rorke request at the next meeting an update on the springs water flows, scales system and that the General Manager provide a list of repairs and updates needed for the MCSD

11. Adjourn 7:29pm

Michael Hanson/President of the Board

Sarah Roberts/Secretary of the Board

MCSO BOARD OF DIRECTORS
General Manager's Report
(Date 4-22-2024)

AGENDA SUPPORTING DOCUMENT
Agenda Item No. 6 A

Spring Flows- April 15th 2024

Intake Spring Flow - 1445 GPM
Combined Elks Spring Flow- 745 GPM
Town Use flow - 278 GPM

SCADA System- our SCADA system is still not functioning properly – part of this problem could be that it requires out dated software programs to run since it is almost 30 years old. Another part of this problem could be loose wire connections .. we have tried several times to trace this down and cannot verify that this is the cause for the system to crash intermittently. We also have inspected the batteries at the solar power transmitter station and they may be getting week to where they cannot hold enough charge to operate the system. These will need to be pulled and have tested after a complete charge. The solar panels that charge the batteries are also a possible culprit. We may need to hire a company that can ensure our field instruments a functioning properly and transmitting data before we can track down any other problems with the computer system that receives the data and then in turn converts into a format that our computer system can recognize and translate through a special program. Eli is working with the company for trouble shooting.

Tank Cleaning- Eli and I Inspected the tank last week to see how it looked inside and we could see a small bit of an algae deposit on the bottom middle. We will be taking the tank offline and cleaning it this week. this will need to be done before we turn on the outside waters around town.

Upper to Lower Ek Springs Grant - Since we were able to complete the emergency work at the mud creek crossing we have been planning out the rest of the project which requires us to have NEPA requirements from the USFS... we have been working on getting this done since last summer... we have had site visits and have outlined the scope of the project and the Hazard trees removal has been documented. We have been waiting for a response and checked in several times for an update. We understand that the fire season took priority to an extent and then learned that they didn't have CEQA personnel in the USFS McCloud district

that could assist in the matter. Then we learned that the previous District Ranger had retired and that the new District Ranger would have to be brought up to speed and we are currently waiting for that response so that we can proceed with the soils investigation which will require some drilling for samples along the pipeline easement. after that is completed our engineers can complete the necessary reports and get us a bid package put together with completed engineered plans.

Lower Elk Springhouse Replacement Grant = We have completed the Long Form bid package and sent it to our attorney for review. our attorney had some minor edits and this will be brought to the board for review and approval so that we can get this project out for bid. Im projecting that this will be ready for the board to review this week and this should be done at a special meeting that can be focused just on the plans and documents.

Park Grant. We still have the park Grant to complete and we have until 2028 to have it completed. We do need an engineers report for the specialized rubber matting that gives the required Specs for the bounce factor in relation to the height of the playground equipment. Due to the cost of this and the fact that it is a specialized product and not just anyone can install it we will be sending this out to bid as well as soon as we can in hopes that it can be replaced this summer.

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MCS D BOARD OF DIRECTORS
Finance Officer's Report
April 22, 2024

AGENDA SUPPORTING DOCUMENT
Agenda Item No. 6 B

The District has been doing a lot of work to get things running more efficiently, and also has begun moving forward with many things that have been placed on the back burner for the last few years since Covid. I think the District has been getting a lot done recently and we are moving forward.

The Public Works Superintendent and I attended the SDRMA Spring Education Day in Sacramento on March 25-26. It was very informative, and we learned a lot about our insurance with SDRMA as well as new laws and any possible safety issues that we may need to address. We met a few of the SDRMA people as well. It was a good trip.

I have been working on quite a few different things lately. The Finance & Audit Committee met last week and discussed the topic of editing Appendix A of the MCS D Reserve Policy as well as how to re-categorize all the reserve categories since the Board released the funds from the old loan & audit categories. I was hoping to get further along with this, however I learned that first I needed to go through all of the old minutes from prior meetings and find what Board motions were made regarding what to save for in the reserves.

So that is what I did. I went through all the old minutes from years 2016-2024. I also found a document in our system that had the motions already listed up to 2021, and I just added to it until 2024. I am attaching the document to this report for review. I hope to receive some feedback at the meeting so at the next Finance & Audit meeting we can come up with the new categories to use on our policy index and reserve worksheet.

I have also analyzed the 2023-24 budget and updated it with the Strike Team numbers that we have. Since we cannot budget for the Strike Team, we will need to amend the budget and add the strike team numbers now. I also found a few lines that had not been added previously to the budget and added them into it. Overall, it looks like we are doing well within our budget so far. I am also starting the process to create the 2024-25 budget next week. I will be asking for input from the fire dept. and public Works dept. and the Board as to what is needed and what to budget for next year, and hopefully we can get next year's budget complete a bit earlier than we have in the past years.

* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
12391		251 BLACK BUTTE AUTO		100.00								
		Towing of Fire chief vehicle 97 chevy tahoe on 4-3-24.										
		84368 04/03/24 fire chief's Tahoe needed tow		100.00		417249	1040	403000		530		101000
		Total for Vendor:		100.00								
		*** Claim from another period (3/24) ****		1,407.55								
12388		13 BLUE STAR GAS										
		Office Heat 313.7 @ \$4.139										
		1600429 04/09/24 Office Heat 313.7 @ \$4.139		1,407.55			1010	403000		440		101000
		Total for Vendor:		1,407.55								
12412		1018 BOUND TREE MEDICAL, LLC		164.42								
		Oxygen, Thermometer, etc for Ambulance										
		85310441 04/10/24 Oxygen, Termometer, etc		164.42		PENDIN	1040	403000		400	20	101000
		Total for Vendor:		164.42								
12409		1140 Daniel Fay		111.00								
		Reimburse EMT Renewal (SSV) \$86, Reimburse EMT Renewal (NREMT)										
		Reimburse 03/29/24 EMT Rnw1 (SSV)		86.00		417241	1040	402000		392	20	101000
		Reimburse 03/19/24 EMT Rnw1 (NREMT)		25.00		417241	1040	402000		392	20	101000
		Total for Vendor:		111.00								
12417		42 DON R ERICKSON OIL		396.90								
		95 @ 4.177895 off road dyed diesel										
		204603 04/08/24 Dyed Diesel		99.21			1050	403000		420		101000
		204603 04/08/24 Dyed Diesel		99.23			1090	403000		420		101000
		204603 04/08/24 Dyed Diesel		99.23			2000	403000		420		101000
		204603 04/08/24 Dyed Diesel		99.23			3000	403000		420		101000
		Total for Vendor:		396.90								
		*** Claim from another period (3/24) ****		601.64								
12398		72 FIRST BANKCARD - DIRECTORS 1										
		Mar 2024 Credit Card Activity										
		MunMainEq 03/05/24 Seal,Shift,Fmp for Vac Trail		90.34			2000	403000		520		101000
		Reginato's 03/11/24 Rear Loader Diesel		146.79		0153	1090	403000		420		101000
		Reginato's 03/11/24 Side Loader DEF		23.76		0153	1090	403000		420		101000
		Reginato's 03/12/24 Side Loader Diesel		146.77		0153	1090	403000		420		101000
		Reginato's 03/12/24 Side Loader DEF		20.85		0153	1090	403000		420		101000

* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
	TrctrSupply	03/28/24 Tee Posts	14.52*		4332	1050 403000	400		101000
	TrctrSupply	03/28/24 Tee Posts	14.52		4332	1090 403000	400		101000
	TrctrSupply	03/28/24 Tee Posts	14.52		4332	2000 403000	400		101000
	TrctrSupply	03/28/24 Tee Posts	14.52*		4332	3000 403000	400		101000
	Reginato's	04/02/24 Fuel Reimb-Eli Trvl-D2 Tes	72.22		4334	3000 402000	340		101000
	Harbor Frt	04/04/24 ZipTies,Cntcttips,WldgMags	10.71*		4335	1050 403000	400		101000
	Harbor Frt	04/04/24 ZipTies,Cntcttips,WldgMags	10.71		4335	1090 403000	400		101000
	Harbor Frt	04/04/24 ZipTies,Cntcttips,WldgMags	10.71		4335	2000 403000	400		101000
	Harbor Frt	04/04/24 ZipTies,Cntcttips,WldgMags	10.70*		4335	3000 403000	400		101000
		Total for Vendor:	601.64						
		*** Claim from another period (3/24) ****							
12395		71 FIRST BANKCARD - DIRECTORS 2	1,167.89						
March	2024	Credit Card Activity							
	Chevron	03/08/24 Propane 119 @ \$.38	45.22		4329	1090 403000	400		101000
	SelctBlind	03/16/24 WindowBlinds-CFO's Office	51.95		4343	1010 403000	410		101000
	McClDMkt	03/18/24 Office Cleaning Supplies	3.49		SARA	1010 403000	415		101000
	Formswift	03/22/24 2B Reversed-Help w/ 1099	29.95*		JENNIF	1010 402000	300		101000
	chg AFTER	cancel'n							
	Chevron	03/25/24 Fuel-SDRMA Confrence-Sacto	116.04		EXPRPT	1010 402000	340		101000
	Hilton	03/26/24 Hotel-SDRMA Confrence-Sacto	172.55		EXPRPT	1010 402000	340		101000
	Granzella'	03/26/24 Meal 2-SDRMA Confrence-Sact	37.79		EXPRPT	1010 402000	340		101000
	Hilton	03/26/24 Meal-2 people SDRMA Confrence-S	52.59		EXPRPT	1010 402000	340		101000
	Hilton	03/26/24 Hotel-SDRMA Confrence-Sacto	172.55		EXPRPT	1010 402000	340		101000
	Hilton	03/26/24 Hotel-SDRMA--will be refunded	187.49		EXPRPT	1010 402000	340		101000
	NewChinaRd	03/26/24 Meal-2 people SDRMA Confn	47.40		EXPRPT	1010 402000	340		101000
	YrMedCar	03/27/24 Drivers Physical	37.50*		4331	1050 403000	400		101000
	YrMedCar	03/27/24 Drivers Physical	37.50		4331	1090 403000	400		101000
	YrMedCar	03/27/24 Drivers Physical	37.50		4331	2000 403000	400		101000
	YrMedCar	03/27/24 Drivers Physical	37.50*		4331	3000 403000	400		101000
	Chevron	03/27/24 Fuel for Training	100.87		4333	1010 402000	350		101000
		Total for Vendor:	1,167.89						
		*** Claim from another period (3/24) ****							
12394		70 FIRST BANKCARD - DISTRICT CARD	269.08						
March	2024	Credit Card Activity							
	AmazonPrim	03/15/24 Amazon Mo'y Mmbr Charge	16.08			1010 402000	370		101000
	Microsoft	03/20/24 Microsoft IT Services	253.00			1010 402000	396		101000
		Total for Vendor:	269.08						

* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
12407		69 FIRST BANKCARD - FIRE DEPT		3,212.27	****							
March	2024	Credit Card Activity										
	Amazon	03/06/24 IT Supplies for Station 17		35.98*		417248	1040	403000	412			101000
	Amazon	03/06/24 Monitor and HDMI Cables		242.32*		417247	1040	403000	412			101000
	Regional	03/11/24 Training -Jettus Memmer 1of2		115.50		311241	1040	402000	350		25	101000
	HomeDepot	03/12/24 Lumber for Station		119.70		314244	1040	403000	510			101000
	Amazon	03/14/24 Extinguisher Strap		44.99		301245	1040	403000	400		25	101000
	Regional	03/11/24 Training-Jettus Memmer 2of2		92.50		314243	1040	402000	350		25	101000
	eBay	03/15/24 Thermal Imager @ Auction		169.79		417246	1040	403000	400			101000
	GrangeCoop	03/17/24 Washer Fluid		10.47		320243	1040	403000	400			101000
	Lowes	03/17/24 Supplies for Dorm Project		70.43		417245	1040	403000	510			101000
	HomeDepo	03/20/24 Supplies for Station 17		339.09		320242	1040	403000	510			101000
	Amazon	03/19/24 Oxygen adapter for M17R		159.80		417244	1040	403000	400		20	101000
	Walmart	03/22/24 Vacuum for Station		63.28*		4361	1040	403000	415			101000
	Costco	03/23/24 Storage Bins		103.79		323241	1040	403000	400			101000
	Regional	03/23/24 WildlandFireTraining-R Harri		57.75		325241	1040	402000	350		25	101000
	Regional	03/23/24 WildlandFireTraining-R Harri		57.75*		325241	1041	402000	350			101000
	SactAirPrt	03/29/24 Airport Park 3/24-3/29-Tra		52.50		401242	1040	402000	350		25	101000
	SactAirPrt	03/29/24 Airport Park 3/24-3/29-Tra		52.50*		401242	1041	402000	350			101000
	Enterprise	03/29/24 CarRental-WldFirTraining		122.28		329241	1040	402000	350		25	101000
	Enterprise	03/29/24 CarRental-WldFirTraining		122.27*		329241	1041	402000	350			101000
	Costco	03/29/24 Gas-WldFirTraining		42.71		401241	1040	402000	350		25	101000
	Costco	03/29/24 Gas-WldFirTraining		42.71*		401241	1041	402000	350			101000
	Mercier	03/29/24 Gas-WldFirTraining		15.43		417243	1040	402000	350		25	101000
	Mercier	03/29/24 Gas-WldFirTraining		15.43*		417243	1041	402000	350			101000
	ResInn	03/29/24 Hotel-WldFirTraining		451.60		32942	1040	402000	350		25	101000
	ResInn	03/29/24 Hotel-WldFirTraining		451.60*		32942	1041	402000	350			101000
	Premier	04/03/24 Oil Change Unit 1701		69.33		403241	1040	403000	530			101000
	Premier	04/03/24 Oil Change Unit 1701		69.32*		403241	1041	403000	530			101000
	Kenny's	04/03/24 New Key for Medic 17R		21.45		417243	1040	403000	400		20	101000
		Total for Vendor:		3,212.27								

12413 1279 GARLAND TECH, INC. 3,573.70
January 2024-April 2024 IT Services. Just got invoices from January through
April. Jan-\$805.77; Feb-1,129.05; March-795.74; April-843.14.

005456 04/03/24 April IT Svc (AmazonWeb svc) 843.14 1010 402000 396 101000

* ... Over spent expenditure

Claim/ Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
005443	03/02/24 March IT Svc. (Amazon web svc)		795.74			1010 402000	396		101000
005442	02/02/24 Feb. IT Svc. (help tickets)		1,129.05			1010 402000	396		101000
005441	01/01/24 Jan. IT Svc. (Amazon web svc.)		805.77			1010 402000	396		101000
	Total for Vendor:		3,573.70						
12419	449 KEVIN SHEARER, DDS		220.00						
Employee Dental									
PatID 1472	04/15/24 Employee Dental		22.00			1040 401300	270		101000
PatID 1472	04/15/24 Employee Dental		4.40			1050 401300	270		101000
PatID 1472	04/15/24 Employee Dental		11.00			1070 401300	270		101000
PatID 1472	04/15/24 Employee Dental		2.20*			1080 401300	270		101000
PatID 1472	04/15/24 Employee Dental		22.00			1090 401300	270		101000
PatID 1472	04/15/24 Employee Dental		59.40*			2000 401300	270		101000
PatID 1472	04/15/24 Employee Dental		99.00*			3000 401300	270		101000
	Total for Vendor:		220.00						
12404	1321 MISSI BULLINGTON		300.00						
Training-Preventing Harassment and Bullying in the Workplace									
TRAINING 04/10/24 Preventing Harass & Bullying			300.00			1010 402000	350		101000
	Total for Vendor:		300.00						
12383	1219 Pace Analytical Services LLC		170.00						
2 Coliform & E.coli Tests									
240263028 04/05/24 2 Coliform & E.coli Tests			170.00*			3000 402000	392		101000
	Total for Vendor:		170.00						
12402	1239 PACE SUPPLY CORP		2,856.75						
Water, Sewer Repair Supplies (Gate Valve, Gaskets, etc)									
for payment rec'd by 5/10/24									
289408125 04/05/24 Repair Parts-RV Park Wtr Li			2,849.85*			3000 403000	400		101000
289408125 04/05/24 Discount check rc'd by 5/10			-57.00*			3000 403000	400		101000
289426040 04/15/24 Repair Parts-Water Lines			65.20*			3000 403000	400		101000
289426040 04/15/24 Discount check rc'd by 5/10			-1.30*			3000 403000	400		101000
	Total for Vendor:		2,856.75						

Note: Discounts taken

* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
12406		126 PACIFIC POWER - 007 4 STREET		1,892.82			1060 403000	450		101000
		Mar 2024 Street Light Power								
		MAR2024 04/03/24 Street Light Power		1,892.82						
		Total for Vendor:		1,892.82						
12410		1316 RICHARD A. HARRISON		42.24						
		Reimburse: chainsaw sharpening and bot a battery operated soldering iron from								
		Ace Hardware								
		Reimb ACE 04/12/24 Chainsaw Sharpening		10.02		4252	1040 403000	520		101000
		Reimb ACE 04/12/24 Battery operated soldering		32.22		4252	1040 403000	520		101000
		Total for Vendor:		42.24						
12403		1320 RUSSELL ROBERTS BACKFLOW		1,400.00						
		11 Backflow Certifications.								
		Customers sent Bills.								
		Bills credited 3000-302000.720 Misc-Svc Fees								
		BkFl Cert 04/16/24 11 Backflow Certifications		1,100.00			3000 403000	520		101000
		BkFl Cert 04/16/24 Travel		300.00			3000 403000	520		101000
		Total for Vendor:		1,400.00						
12420		1067 SCP Distributors LLC		143.54						
		Drum of Multi-Chlorine								
		SN114468 04/18/24 Drum of Chlorine		143.54*		4362	3000 403000	400		101000
		Total for Vendor:		143.54						
		*** Claim from another period (3/24) ****								
12385		153 SOUSA READY MIX		555.45						
		Base Rock for Alleys								
		1339458 03/13/24 Aggregate Base Rock		555.45*		4353	1050 403000	400		101000
		Total for Vendor:		555.45						
12400		1240 VALLEY PACIFIC PETROLEUM		1,418.09						
		Vehicle Fuel 4/1/24 -4/15/24								
		CL24750797 04/15/24 Fire-WtTaho 4/3/24 160,156		123.32			1040 403000	430		101000
		CL24750797 04/15/24 Fire-WtTaho 4/12/24 160,34		55.47			1040 403000	430		101000
		CL24750797 04/15/24 Fire-Rdtaho 4/10/24 135,03		100.16			1040 403000	430		101000
		CL24750797 04/15/24 Fire-Eng1711 4/10/24 1,711		130.87			1040 403000	420		101000

Fund/Account	Amount
1010 GENERAL	
101000 Operating Cash	6,523.00
1040 FIRE	
101000 Operating Cash	3,459.15
1041 FIRE - FSLA	
101000 Operating Cash	811.58
1050 ALLEYS	
101000 Operating Cash	830.65
1060 LIGHTS	
101000 Operating Cash	1,892.82
1070 PARKS	
101000 Operating Cash	11.00
1080 LIBRARY	
101000 Operating Cash	2.20
1090 REFUSE	
101000 Operating Cash	1,040.02
2000 SEWER	
101000 Operating Cash	420.58
3000 WATER	
101000 Operating Cash	5,012.34
Total:	20,003.34

The foregoing claims are approved for payment in the manner provided by Resolution #3, dated November 8, 1965."

Prepared by: Keith Anderson
Reviewed by: _____

Claims Total: \$20,003.34 Claims

Signature #1 _____

Signature #2 _____

Signature #3 _____

Signature #4 _____

Signature #5 _____

* ... Over spent expenditure

Claim/	Check	Invoice #	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
12392			1174 BARTKIEWICZ, KRONICK & SHANAHAN	3,220.83								
			Legal Services for March 2024. 2710.83 Rorke-related,	510.00 other.								
			March2024 04/11/24 March legal svcs-Rork Case	2,710.83*			1010		402000	390		101000
			March2024 04/11/24 Legal svcs-other	510.00*			1010		402000	390		101000
			Total for Vendor:	3,220.83								
			# of Claims	1								
			# of Vendors	1								
			Total:	3,220.83								

MCCLOUD COMMUNITY SERVICES DISTRICT
Fund Summary for Claims
For the Accounting Period: 3/24

Fund/Account	Amount
1010 GENERAL	
101000 Operating Cash	3,220.83
Total:	3,220.83

04/19/24
12:34:59

MCCLOUD COMMUNITY SERVICES DISTRICT
Claim Approval Signature Page
For the Accounting Period: 3 / 24

Page: 3 of 3
Report ID: AP100A

The foregoing claims are approved for payment in the manner provided by Resolution #3, dated November 8, 1965."

Prepared by: Keith Anderson
Reviewed by: _____

Claims Total: \$3,220.83 Claims

Signature #1

Signature #2

Signature #3

Signature #4

Signature #5

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Fire Chief - Job Description
POLICY NUMBER: 2230
ADOPTED: May 09, 2005
REVIEWED: 05/01/13; 01/09/14; 03/08/16, 10/03/16; 01/21/20; 10/01/20
REVISED: 05/28/13; 02/10/14; 05/23/16; 10/24/16; 02/10/20; 10/26/20

2230.10 The position of Fire Chief is an overtime exempt position under the Fair Labor Standards Act. The Fire Chief is hired by the General Manager. Under the general direction of the District's General Manager, the Fire Chief administers, plans, organizes and directs the emergency and daily business operations and activities of the Fire Department; responds to fire, rescue, medical and storm response alarms and other emergency and non-emergency calls for assistance to protect life and property and does other related work as required. The Fire Chief will be annually or as otherwise warranted, evaluated by the General Manager. Pre-employment physical and live scan shall be performed at district expense prior to employment. The Fire Chief along with the Assistant Fire Chief will be the interview committee for the hiring of all MCSD Volunteer Fire Department personnel, including auxiliary personnel. The Fire Chief will be responsible for make the final decision in this process.

2230.20 Knowledge of:

2230.21 Public safety administration, fire administration, emergency and disaster preparedness, fire investigation, hazardous materials management and municipal water systems.

2230.22 The operation and maintenance of modern fire apparatus and firefighting equipment.

2230.23 Structural and wildland fireground tactics and strategies.

2230.24 The incident command system.

2230.25 Local water systems, roads and geography.

2230.26 Modern fire and building codes and regulations.

2230.27 Modern paramedical operations and procedures.

2230.28 Modern communications, business and computer systems and related software and other equipment.

2230.30 Ability to:

2230.31 Plan, organize and direct all day-to-day routine and emergency operations of a modern municipal fire district.

2230.32 Provide the necessary fire and rescue operations during adverse conditions.

2230.33 Operate computers, software and modern communications equipment related to fire service and business applications.

2230.34 Compile and prepare written reports and oral programs.

2230.35 Communicate effectively orally and in writing.

2230.36 Must have the ability to interact with members of the public and co-workers tactfully and professionally.

2230.40 Education/Experience Required

Education equivalent to graduation from high school, and four years of supervisory level fire related experience. All state and federal required standards for a fire chief to be met within one (1) year of employment as Fire Chief, appendix A Minimum Standards for a Fire Chief.

2230.50 License/Certificates

Must possess a driving record acceptable to the District's insurance carrier. Must, within six (6) months of employment, possess a current Emergency Medical Technician Certificate and CPR Certification, a *minimum of a* valid California Class ~~BC~~ driver's license with *Fire fighter endorsement* ~~air-brake and tank endorsement~~, a Hazardous Materials Operational Certification and other applicable licenses and certifications. All required certificates and licenses must be maintained throughout employment.

2230.60 Residency Requirement

Employees in this position must establish and maintain permanent residency in a location which allows response times to provide for arrival on the incident scene within established department and industry standards.

2230.70 Responsibilities

2230.71 Public Services and Facilities Planning and Development: The Fire Chief shall direct, oversee and participate with department officers and other personnel in the development of the department's work plans, assign work activities, delegate projects and programs to officers other department staff as appropriate, monitor work flow, review and evaluate department's products, methods and procedures.

2230.72 The Fire Chief shall establish and maintain a schedule of duty officer coverage to ensure proper Fire Department supervision by qualified officers 24/7, 365, *as staffing allows* thus limiting the reliance on ~~CDF~~ *CalFire* resources to manage incidents within the district.

2230.73 The Fire Chief shall establish and maintain a schedule of EMTs available to respond to EMS calls 24/7 365 as staffing allows. The Fire Chief shall provide leadership to maintain adequate numbers of EMTs to respond to EMS calls.

2230.74 The Fire Chief shall develop an annual training schedule to address all aspects of municipal firefighting.

2230.75 The Fire Chief shall recommend a ~~2-year~~ plan of capital improvements for the department and present it to the Board of Directors ~~semi-annually~~ *to coincide with the annual budget*.

2230.76 Fiscal Operations: The Fire Chief shall ensure that all fiscal operations of the Fire Department are properly implemented pursuant to the annual budget.

2230.77 The Fire Chief shall keep the General Manager informed of potential significant sources of funds other than operating revenue that may be available to implement present or contemplated department programs.

2230.78 The Fire Chief attends one (1) Board meeting per month to present a department report and such other meetings as the General Manager/Board specifies from time to time. If the Fire Chief is unable to attend, he/she will coordinate with his officers and/or the General Manager for a replacement.

2230.79 The Fire Chief shall provide assistance to the General Manager in developing strategic goals and objectives for the department and plan community meetings.

2230.80 Basic Work Hours

2230.81 The office hours of the District are 8:00 a.m. to 5:00 p.m., Monday through Friday. The Fire Chief, however, does not hold set hours and is expected to work the hours necessary to effectively administer the affairs of the Fire Department. The Fire Chief is exempt from overtime pay or compensatory time off in accordance with Policy 2010.

2230.82 In the event the Fire Chief is absent from the District for more than a three day (3) period on other than District business, ~~the Fire Chief's salary will be prorated. When the Assistant Fire Chief assumes the responsibilities, he/she will be compensated at the prorated Fire Chief's rate.~~ **2230.821** The Fire Chief shall notify the General manager upon his/her departure and return when absent from the District on other than District business and when the Assistant Fire Chief has assumed his/her responsibilities.

2230.90 Essential Job Duties

The Fire Chief is required to work the hours necessary or required to complete necessary projects or job functions.

2230.91 Plans, organizes and directs all employees of all classifications, including volunteer fire fighters, if any, assigned to the District's Fire Department in prevention, suppression, pre-suppression, emergency response and routine activities of the Fire Department.

2230.92 Shall take command of all departmental resources during major incidents or perform suppression, medical, storm response and rescue tasks as necessary, at any hour.

2230.93 Develops and updates the general operating procedures with regard to the department's fire prevention, public education, training, safety and emergency response programs including fire, medical and storm response.

2230.94 Assures maintenance of applicable logs and records.

2230.95 Supervises and evaluates subordinate personnel and maintains discipline within the department.

2230.96 Coordinates mutual aid and disaster support to the District.

2230.97 Prepares budget information and supervises the specifications and purchasing needs relative to all departmental functions.

2230.98 Reports to the District General Manager, interfacing with the District's advisory and public groups as necessary.

2230.99 Represents the department at local, county, state and federal agencies and organizations.

2230.100 Does other related work as required.

2230.101 Records Fire Department volunteer fire fighter and EMT activity points, prepares quarterly data for payment of points and hours earned by volunteers for quarterly payroll.

2230.102 Conduct annual "Life Safety" inspections of schools and other occupancies within the fire departments jurisdiction as required by state regulations.

2230.103 Cultivate leadership within the department membership to sustain leadership into the future.

2230.110 Physical Requirements

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

2230.111 Task: Operate, repair and maintain firefighting, ambulance and rescue equipment.

Physical Demand: Standing, walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs, and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment.

2230.112 Task: Fire suppression and emergency response.

Physical Demand: Wearing self-contained breathing apparatus for extended periods, sitting, standing, climbing ladders while carrying 25 lbs., walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs, and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, working for extended periods in extremely hot or cold weather, working in low visibility areas containing smoke, ash, etc., working in confined spaces.

2230.113 Task: Prepares hand written and type written reports, forms, questionnaires, etc. as required to document work performed and maintain compliance with the various laws and standards and district policies and procedures.

Physical Demand: Sitting, close vision, reading, handwriting, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, operating a computer and typewriter.

2230.114 Task: Perform traffic control operations during emergency situations.

Physical Demand: Standing continuously in one location wearing turnouts and in temperatures below freezing and above 100 degrees, walking over uneven ground, distance vision, speaking, hearing, use of hands to hold and manipulate signs and to give direction to vehicle operators.

2230.115 Task: Perform safety inspections.

Physical Demand: Sitting, standing, walking, climbing stairs, close vision, speaking, hearing, writing, use of hands to finger, handle or feel objects, tools or controls.

2230.116 Task: Plan, direct and control the administration and operation of the Fire Department.

Physical Demand: Close and distance vision, color perception, hearing, clear speech, use of hands to finger, handle or feel objects, tools or controls, sitting in office environment for extended periods, driving vehicle, travel to out-of-town meetings with overnight stays.

2230.117 Task: Prepare and/or review work schedules and rosters, policy proposals, time sheets, written instructions and drawings, negotiate and read contracts, specifications, details and plans, and performs related paperwork.

Physical Demand: Sitting, standing, walking, close vision, reading, hand-writing, use of hands to finger, handle or feel objects, tools or controls, operation of a computer and other office equipment.

2230.118 Task: Conducts meetings of personnel, attends meetings of other governmental agencies and organizations, attends and conducts training.

Physical Demand: Sitting, standing, speaking, hearing, driving vehicle, out-of-town travel and overnight stays.

2230.120 Environmental Demands

2230.121 Outside: Travels to do out-of-office business in a variety of weather conditions including, rain, snow, cold below freezing and heat to +100 degrees Fahrenheit.

2230.122 Usually works outdoors wearing heavy personal protective equipment.

2230.123 Exposure to various colognes/perfumes, frequent exposure to fumes/dust from equipment.

2230.124 Noise/Vibration: Business/office machines, office located in close

proximity to highway traffic.

2230.125 Exposure to smoke, flames, intense heat and low visibility in fire fighting conditions.

2230.130 Mental Requirements

2230.131 Reads and comprehends complex manuals and instructions for computer software and hardware, letters, reports, memos, messages, etc.

2230.132 Writes reports, presentations, memos, messages, and fills out information forms. Needs ability to use or quickly learn the latest version of the District's word processing software.

2230.133 Math: Ability to perform mathematical functions and work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to use or quickly learn the District's current spreadsheet software.

2230.134 Attention to Detail: High level concentration and attention to detail for extended periods of time required to perform management functions, produce reports and spreadsheets.

2230.135 Repetition: Repetitive data entry to spreadsheets and computer system for accounting purposes, typing reports and presentations.

2230.136 Judgment: Ability to work independently, prioritize work and make complex management decisions and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of data in written or verbal form, and deal with numerous abstract and concrete variables. Ability to work with others and formulate appropriate instructions to achieve desired goals

2230.137 Social Skills: Ability to relate cooperatively with members of the public, public officials, governmental agencies, Directors, and District personnel on a constant and face-to-face basis.

2230.138 Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.

2230.140 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



McCloud Fire Department

Policy 2230 Fire Chief Job Description Appendix A Minimum Standards for Fire Chief California

State Requirements:

1. ICS 200, 300, 400 (CICCS)
2. ICS 700, 701 and 800 (SEMS)
3. Fire Control 1 and Fire Control 2 (California SB 1207)
4. Minimum First Aid/CPR (22 CCR, §100015, H&S Code §1797.182)
5. Haz-Mat FRO (8 CCR §5192, 19 CCR §2520)
6. Haz-Mat Decon (8 CCR §5192, 19 CCR §2520)
7. Haz-Mat Incident Commander (8 CCR §5192)
8. Sexual Harassment training (CCR Government code §12950.1)
9. Supervisory training (Government Code §19995.4)

Federal Requirements:

1. IS 100, 200, 300, 400, 700, 800.a

ISO Requirements:

1. State required training

MCSD Requirements

1. Current EMT and CPR certificates
2. ~~Class B driver license with tank endorsement~~ *Minimum class CDLW firefighter endorsement*
3. Ambulance driver certificate
4. Requirements as set forth in MCSD Policy 2230, Fire Chief Job Description (computer knowledge, basic education requirements, etc.).

Optional requirements include: Firefighter 1 certification, Fire Management 1 (covers supervisory training requirement), Fire Investigation 1A and 1B, Registered State Fire Training Instructor, and Command 1A.

WORKPLACE VIOLENCE PREVENTION PLAN GENERAL INDUSTRY

Date: March 8, 2024

Instructions

Senate Bill ([SB553](#)) was signed into law on September 20, 2023. This Plan template is provided to assist with the development and implementation of the new workplace violence prevention requirements for general industry, which are effective on **July 1, 2024**.

The [Cal/OSHA model Plan](#) was used as a starting point. We have added several sample processes and procedures for your convenience; however, a thorough review is recommended along with modifications where warranted. Highlighted content indicates customization is needed.

The following employers, employees, and places of employment are exempt from these requirements:

- Those who are required to comply with [CCR 3342](#), Violence Prevention in Healthcare. This includes firefighters and other emergency responders when providing emergency medical services and medical transport.
- POST participating law enforcement agencies and the Department of Corrections.
- Employers with less than 10 employees and no public access.
- Employees teleworking from a location of the employee's choice, which is not under the control of the employer.

Resources:

SDRMA [MemberPlus](#) Risk Control Page

- Manager's Advisory
- Workplace Violence Prevention Plan Template
- Incident Log
- Hazard Assessment & Correction form

Cal/OSHA

- [WPV Employer Factsheet](#)
- [WPV Worker Factsheet](#)
- [All Cal/OSHA Publications](#)

Questions? Contact Henri Castro, SDRMA Risk Control Manager, at hcastro@sdrma.org or Eric Lucero, Sr. Risk Control Specialist, at elucero@sdrma.org.

Please remove this page when developing your Plan.

MSCD
Workplace Violence Prevention Plan
April 19, 2024

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Appendices

- A. Workplace Violent Incident Log
- B. Workplace Violence Prevention Hazard Assessment & Correction Form
- C. Workplace Violence Emergency Response Scenarios & Procedures
 - Workplace Violence Act or Threats
 - Active Shooter
 - Bomb Threat
 - Civil Unrest
 - Medical Emergencies
 - Suspicious Package

Policy

Name of District is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, or visitor. Our policy is to establish, implement, and maintain an effective Workplace Violence Prevention Plan (Plan) that addresses the hazards known to be associated with four types of workplace violence as defined by Labor Code Section 6501.9. Our written Plan is located at enter location of Plan.

The following employers, employees, and places of employment are exempt from these requirements: Remove this section or bullets that don't apply.

- Those who are required to comply with CCR 3342, Violence Prevention in Healthcare. This includes firefighters and other emergency responders when providing emergency medical services and medical transport.
- POST participating law enforcement agencies and the Department of Corrections.
- Employers with less than 10 employees and no public access.
- Employees teleworking from a location of the employee's choice, which is not under the control of the employer.

Definitions

Emergency: Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering Controls: An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log: The violent incident log required (Appendix A).

Plan: The workplace violence prevention Plan.

Serious Injury or Illness: Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of Violence: Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Work Practice Controls: Procedures and rules which are used to effectively reduce workplace violence hazards.

Workplace Violence: Any act of violence or threat of violence that occurs in a place of employment. Includes, but is not limited to the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:
 - **Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
 - **Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
 - **Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.
 - **Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.
 - Workplace violence does not include lawful acts of self-defense or defense of others.

Responsibility and Authority

Workplace Violence Prevention Plan Administrator

The enter name/titles, is the designated Workplace Violence Plan Administrator and has the authority and responsibility for developing, implementing, and maintaining this Plan.

Managers and Supervisors

Responsibilities include:

- Implementing the Plan in their respective work areas.
- Providing input to the Administrator regarding the Plan.
- Participating in investigations of workplace violence reports.
- Answering employee questions concerning this Plan.

Employees

Responsibilities include:

- Complying with the Plan.
- Maintaining a violence-free work environment.
- Attending all training.
- Following all directives, policies, and procedures.
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

Employee Active Involvement

The District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the Plan.

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence. This includes, but is not limited to, periodic safety meetings with employees and their representatives to discuss the identification of workplace violence related concerns and hazards, and to evaluate the concerns to identify corrective action.
 - Designing and implementing training by encouraging employees to provide feedback and suggestions to help customize the training materials and sessions.
 - Reporting and potentially assisting in the investigating of workplace violence incidents.
- Management will ensure that all workplace violence policies and procedures within this Plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all directives, policies, and procedures, as outlined in this Plan, and assist in maintaining a safe work environment.
- The Plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

Compliance

The Administrator is responsible for ensuring the Plan is clearly communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the Plan:

- Informing all employees of the Plan during new employee safety orientation training and ongoing workplace violence prevention training.

- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for Plan implementation.
- Evaluating employees to ensure their compliance with the Plan, and recognizing employees who demonstrate safe work practices that promote the elements of the Plan.
- Disciplining employees for failure to comply with the Plan in accordance with the compliance requirements outlined in our District's Injury & Illness Prevention Program.

Communication

We recognize that open, two-way communication between our management team, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training, at least annually.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards.
- Effective communication between employees and supervisors about workplace violence prevention and concerns.
- Posted or distributed workplace violence prevention information.
- Encouraging employees to inform their supervisors about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken.

Coordination with Other Employers

The District will implement the following effective procedures to coordinate implementation of our Plan with other employers to ensure those employers and their employees understand their respective roles:

- All employees will be trained in workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.

- At a multiemployer worksite, the District will ensure that if our employees experience a workplace violence incident, we will record the information in the Violent Incident Log and provide a copy to the controlling employer.

Workplace Violence Incident Reporting Procedures

Employees should report all threats or acts of workplace violence to their supervisor or manager. The supervisor or manager will be required to inform the Administrator. In the event a supervisor or manager is not available, the employee can report an incident directly to the Administrator or Human Resources. Add procedure for anonymous reporting, if available. A strict non-retaliation policy is in place.

Emergency Response Procedures

The following procedures and Appendix C must be customized to your District's operations. We recommend using information from your District's Emergency Action Plan and/or modifying the following procedures as warranted.

In the event of an actual or potential workplace violence emergency, the employee should determine the best immediate reporting option based on the situation and circumstances. The methods of reporting emergencies include, but are not limited to:

- Dialing 911.
- Immediately notifying the manager, supervisor, Administrator, or Human Resources.
- Include other emergency reporting methods if warranted.

Upon being notified of a workplace violence emergency, the Administrator or designated "person-in-charge" will determine if emergency procedures should be activated and if evacuation or shelter-in-place procedures should be implemented.

Refer to Appendix C for procedures on how to respond to specific workplace violence emergency scenarios.

Workplace Violence Hazard Assessment

A Workplace hazard assessment will be conducted by the Administrator, and other selected employees, utilizing the Workplace Violence Prevention Hazard Assessment & Correction Form (Appendix B). An annual review of the past year's workplace violence incidents will be conducted.

Inspections are performed according to the following schedule:

- When the Plan is first established.
- Annually.
- When new, previously unidentified workplace violence/security hazards are recognized.
- After each workplace violence incident or threats occur.

Workplace Violence Hazard Correction

Workplace violence hazards will be evaluated and corrected in a timely manner. The Administrator will implement the following procedures to correct the identified workplace violence hazards:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection, depending on the exposure.
- All corrective actions taken will be documented and dated on the appropriate forms. Such as the Workplace Violence Hazard Assessment and Correction form (Appendix C), or other tracking measures.

Post Incident Response and Investigation

After a workplace incident, the Administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Complete the Violent Incident log (see Appendix A) for every workplace violence incident and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.

Training & Instruction

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices.

Training will occur:

- When the Plan is first established.
- When hired.
- Annually to ensure all employees understand and comply with the Plan.
- When a new or previously unrecognized workplace violence hazard has been identified.

Employee training on workplace violence will include:

- A review of the Plan, how to obtain a copy of the Plan, and how to participate in the development and implementation of the Plan.
- How to report workplace violence incidents or concerns to the District or law enforcement, without fear of reprisal.
- Workplace violence risks that employees may encounter in their jobs.
- How to recognize the potential for violence and escalating behavior.
- General and personal safety measures.
- Strategies to de-escalate behaviors and to avoid physical harm.
- The District's alerts, alarms, or systems that are in place to warn of emergencies.
- Information about the District's Employee Assistance Program. Remove if not available
- Information about the Violent Incident Log and how to obtain copies of records pertaining to completed logs, hazard identification, evaluation and correction, and training records.

Employees will always have opportunities for interactive questions and answers with the Administrator or a person knowledgeable about the District's Plan.

Recordkeeping

Records of violent incidents (Violent Incident Log), workplace violence hazard identification, evaluation and correction, and incident investigations will be maintained for (5) five years. No records shall contain medical information.

Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum of (1) years. Modify as warranted. We recommend at least three years.

Cal/OSHA Reporting of Work Related Fatalities and Serious Injuries

The District will immediately, but no later than 8 hours after awareness, report to Cal/OSHA any work-related death or serious injury or illness, including any due to workplace violence, of an employee occurring at the workplace or in connection with any employment.

A serious injury or illness (CCR330) is defined as:

- Any inpatient hospitalization for more than observation
- Amputation
- Loss of an eye
- Serious degree of permanent disfigurement.

It does not include any injury or illness or death caused by an accident on a public street or highway unless the accident occurred in a construction zone.

Annual Review

The District's Workplace Violence Prevention Plan will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or become apparent.
- After a workplace violence incident.
- As needed.

Review of the Plan will include measures outlined in the Employee Active Involvement section as well as the following:

- A review of the incident investigations and violent incident log.
- Assessment of the effectiveness of security systems, including alarms, emergency response, and available security personnel, if applicable.
- Review if violence risks are being properly identified, evaluated, and corrected.
- Any revisions should be made promptly and communicated to all employees.

Appendix A

WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace.

Incident ID#*:

Date and Time of Incident:

Department:

* Do not identify employee by name, employee#, or SSI. The Incident ID must not reflect the employee's identity.

Describe Incident (provide detailed description and information on the violence incident type. Include additional pages if needed):

--

Specific Location(s) of Incident & Workplace Violence Type (see definitions, enter 1, 2, 3 or 4)

	01	02	03	04
	01	02	03	04

Where Incident Occurred:

<input type="radio"/> Workplace	<input type="radio"/> Parking lot	<input type="radio"/> Outside of Building	<input type="radio"/> Outside of workplace
---------------------------------	-----------------------------------	---	--

Type of Incident (check as many apply):

<input type="radio"/> Robbery	<input type="radio"/> Grabbed	<input type="radio"/> Pushed
<input type="radio"/> Verbal threat/harassment	<input type="radio"/> Kicked	<input type="radio"/> Scratched
<input type="radio"/> Sexual threat/harassment/assault	<input type="radio"/> Hit with an object	<input type="radio"/> Bitten
<input type="radio"/> Animal attack	<input type="radio"/> Shot (or attempted)	<input type="radio"/> Slapped
<input type="radio"/> Threat of physical force	<input type="radio"/> Bomb threat	<input type="radio"/> Hit with fist
<input type="radio"/> Threat of use of weapon or object	<input type="radio"/> Vandalism (of victim's property)	<input type="radio"/> Knifed (or attempted)
<input type="radio"/> Assault with a weapon or object	<input type="radio"/> Vandalism (of employer's property)	<input type="radio"/> Arson
<input type="radio"/> Robbery	<input type="radio"/> other:	

Workplace violence committed by:

<input type="radio"/> Family or friend	<input type="radio"/> Client	<input type="radio"/> Coworker
<input type="radio"/> Partner/Spouse	<input type="radio"/> Family or friend of client	<input type="radio"/> Manager/Supervisor
<input type="radio"/> Former Partner/Spouse	<input type="radio"/> Customer	<input type="radio"/> Stranger w/criminal intent
<input type="radio"/> Parent/Relative	<input type="radio"/> Family or friend of customer	<input type="radio"/> Other:

Circumstances at time of incident:

<input type="radio"/> Employee performing normal duties	<input type="radio"/> Working in poor lighting	<input type="radio"/> Employee rushed
<input type="radio"/> Employee isolated or alone	<input type="radio"/> Unable to get help or assistance	<input type="radio"/> Working during low staffing levels
<input type="radio"/> Working in a community setting	<input type="radio"/> Working in unfamiliar/new location	<input type="radio"/> Other:

Consequences of incident:

Law enforcement/Security called? <input type="radio"/> Yes <input type="radio"/> No. If yes, explain:
Were actions taken to protect employees from continuing threat or other hazards? <input type="radio"/> Yes <input type="radio"/> No. If yes, explain:
Any injuries? <input type="radio"/> Yes <input type="radio"/> No. If yes, explain:
Emergency medical responders contacted, including on-site First Aid/CPR? <input type="radio"/> Yes <input type="radio"/> No. If yes, explain:
Did severity of injuries require reporting to Cal/OSHA? <input type="radio"/> Yes <input type="radio"/> No. If yes, enter date, time, and representative contacted:

Completed by:

Name:	Title:
Date:	Signature

Appendix B Customize checklist as warranted.

**WORKPLACE VIOLENCE PREVENTION
HAZARD ASSESSMENT & CORRECTION FORM**

Assessed by:	Title:
Location(s) Assessed:	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase the District's vulnerability to workplace violence events.

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities.

Step 3: Develop a corrective action Plan with measurable goals and target dates.

STEP 1: IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

STEP 2: CONDUCT ASSESSMENT

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are bullet resistant windows or similar barriers used when money is exchanged with the public?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are waiting and work areas free of objects that could be used as weapons?	
		Is furniture in waiting and work areas arranged to prevent employee entrapment?	
		Are clients and visitors clearly informed how to use the department services so they will not become frustrated?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belonging?	

Yes	No	Building Exterior/Parking Lot	Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is the area surrounding the building free of bushes or other hiding places?	
		Are security personnel provided outside the building?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	
		Are all exterior walkways visible to security personnel?	
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding?	
		Is there enough lighting to see clearly?	
		Are security escorts available?	

Yes	No	Security Measures	Comments:
		Is there a response Plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and clients)	
		Are there security cameras?	
		Are there panic buttons?	
		Are there alarm systems?	
		Are there metal detectors?	
		Are there X-ray machines?	
		Do doors lock?	
		Does internal telephone system activate emergency assistance?	
		Are telephones with an outside line programed for 911?	
		Are there two-way radios, pagers, or cell phones?	
		Are there security mirrors?	
		Is there a secured entry?	
		Are there personal alarm devices?	
		Are there "drop safes" to limit available cash?	
		Are pharmaceuticals secured?	
		Is there a system to alert staff of the presence, location, and nature of a security threat?	
		Is there a system in place for testing security measures?	

WORKPLACE VIOLENCE EMERGENCY RESPONSE SCENARIOS & PROCEDURES

WORKPLACE VIOLENCE ACTS OR THREATS

Workplace violence is any act or threat of violence that occurs at the workplace. These incidents can include acts or threats of physical violence, intimidation, or harassment. Verbal abuse, physical assault, and homicide are all examples of workplace violence. We have zero tolerance toward all forms of violence.

FOUR TYPES OF WORKPLACE VIOLENCE

- **Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
- **Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- **Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.
- **Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

EMPLOYEE WARNING SIGNS

Often, warning signs are observed in employees, customers, and others who may behave violently on a work site. These behaviors may include:

- Intimidation.
- Rude behavior toward fellow employees.
- Frequent arguments with co-workers or clients.
- General aggressive behavior like hitting or kicking objects, breaking things, or screaming.
- Acts of revenge like stealing or property damage.
- Verbal wishes to harm other workers.

While there is no perfect way to predict violence will occur, any combination of these behaviors may be a signal. Employees are encouraged to report these actions to the Administrator to prevent further escalation of any type of violent situation.

WARNING SIGNS FROM CUSTOMERS

- The person is not satisfied with any solutions you offer.
- Unreasonably agitated.
- Physical posturing (clenched fists).

If the verbal confrontation starts to escalate, remain calm, courteous, and stay neutral. Let them know you are contacting a manager to further assist them. Trust your intuition to determine if help is needed.

WHEN HELP IS NEEDED

- Continue to try and help the person by listening and providing feedback until law enforcement has arrived.
- If at any time you believe you are potentially in physical danger, yell for Help!
- If you are being assaulted:
 - Yell for help.
 - Look for a way to escape.
 - Act with aggression.

PERSONAL SAFETY

- When leaving the building:
 - Be alert to your surroundings and look around the area outside before exiting the building. Do not use or look at your phone.
 - Attackers expect passive victims, so walk with a steady pace, appear purposeful, and project confidence.
- While in your vehicle:
 - Have your keys in your hand as you approach your vehicle so that you do not have to search for them.
 - Before entering your vehicle quickly check the back seat and around the vehicle for anything unusual.
 - Always lock your car doors as soon as you enter the vehicle.

ACTIVE SHOOTER

The three most common response options for an active shooter event are evacuate, hide out, or take action. During an active shooter event, employees need to be able to determine their best course of action for the situation they are facing.

CHARACTERISTICS OF AN ACTIVE SHOOTER SITUATION

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated areas, typically through the use of firearms. Victims are typically selected at random. The event is unpredictable and evolves quickly. Law enforcement is usually required to end an active shooter situation.

HOW TO RESPOND

- 1. EVACUATE**
 - Have an escape route in mind.
 - Leave immediately.
 - Keep hands visible.
- 2. HIDE OUT**
 - Hide in an area out of the shooter's view.
 - Block the entry to your hiding place and lock doors, if possible.
 - Silence your cell phone.
- 3. TAKE ACTION**
 - Last resort when your life is in imminent danger.
 - Attempt to incapacitate the shooter.
 - Act with physical aggression and throw items at shooter.
 - Have an escape route in mind.

CALL 911 WHEN IT IS SAFE TO DO SO

When law enforcement arrives remain calm and follow all instructions.

- Put down any items in your hands (i.e., bags, jackets).
- Raise hands and spread fingers.
- Always keep your hands visible.
- Avoid quick movements toward officers.
- Avoid pointing, screaming or yelling.
- Do not stop to ask officers for help or direction when evacuating.

Information to provide law enforcement when asked:

- Location of the active shooter.
- Number of shooters.
- Physical description of shooters.
- Type of weapons if known.

Training resource:

- [Department of Homeland Security](#)
- [OHS Active Shooter Preparedness Video](#)

BOMB THREAT

Most bomb threats are false and primarily intended to elicit a response from building occupants. However, no bomb threat should be assumed fake. If a potentially harmful device is found, call 911 for assistance.

PHONE THREAT

- Remain calm.
- Immediately use the Bomb Threat Checklist for guidance and to document the call.
- After the caller has ended the call, notify the Administrator.
- If the threat was left on your voicemail, do not erase and immediately notify the Administrator.

WRITTEN THREAT

- Handle the document as little as possible and immediately notify the Administrator.
- If the threat should come via e-mail, save the information.

POSSIBLE EVACUATION

- The Administrator will call law enforcement and follow their instructions.
- The decision to evacuate is handled on a case-by-case basis on instructions given by law enforcement.

BOMB THREAT CHECKLIST

REMAIN CALM			
Time call received:	Time call ended:		
Document any information from the phone display window:			
Engage caller as long as possible and document their words:			
Attempt to obtain information about the device:			
When will the device detonate or activate?			
Where is the device located?			
What kind of device is it?			
What does the device look like?			
Voice Description			
<input type="checkbox"/> Male	<input checked="" type="checkbox"/> Young	<input type="checkbox"/> Calm	Accent? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> Female	<input type="checkbox"/> Adult	<input checked="" type="checkbox"/> Nervous	Describe:
	<input checked="" type="checkbox"/> Senior		
<i>Did you recognize the voice? Who?</i>			
<i>Did caller have knowledge of building?</i>			
<i>Unusual phrases:</i>			
<i>Any background noise or distinctive sounds?</i>			
Name of person received call			

CIVIL UNREST

Civil unrest events are often associated with riots, looting, or protests. In these instances, sheltering-in-place is an action taken to protect the building occupants from external hazards, minimizing the chance of injury and/or providing the time necessary to allow for a safe evacuation.

SHELTER IN PLACE

If there is a need to shelter-in-place the Administrator or person-in-charge will advise employees and guests of the emergency. Please note employees and guests cannot be forced to shelter-in-place.

- The person-in-charge will collect the names of everyone in the shelter area.
- If possible, the business voicemail recording will be updated to indicate the building is closed due to the emergency.
- If the civil unrest includes hazardous chemicals, the HVAC systems may be shut off.
- If in danger of broken glass, window shades will be closed.
- Emergency supplies will be moved to the shelter area.
- The District will listen/read available mediums (radio, internet) for further instructions until we are told all is safe or to evacuate.

MEDICAL EMERGENCY

CPR/AED

NON-Trained Responder:

- Call 911 and designate a person to direct EMS personnel as they arrive.
- Do not move person unless absolutely necessary.

Trained and Certified CPR Responder Only:

- Designate someone to call 911 and direct EMS when they arrive.
- Check the person for responsiveness.
- Conduct a primary assessment (breathing) while checking responsiveness.
- Initiate CPR and/or AED if necessary.

FIRST AID ONLY

Non-Trained First Aid Responder:

- Call 911 and designate a person to direct EMS as they arrive.
- Do not move person unless absolutely necessary.
- Use universal precautions, such as disposable gloves, face mask if comforting person while waiting.

Trained First Aid Responder Only:

- Designate someone to call 911 (if necessary) and direct EMS as they arrive.
- Do not move the person unless absolutely necessary.
- Use universal precautions, such as disposable gloves, face mask.
- Follow any directions provided by the 911 operator.
- Designate a person to direct EMS personnel as they arrive.
- Provide person information to the EMS personnel.

SUSPICIOUS PACKAGE

Explosives or other life-threatening items can be enclosed in either a parcel or an envelope, and its outward appearance is limited only by the imagination of the sender. However, suspicious packages have exhibited some unique characteristics that might assist you. To apply these factors, it is important to know the type of mail normally received.

CHARACTERISTICS TO LOOK FOR IN A SUSPICIOUS PACKAGE OR LETTER

- Restricted endorsements such as "personal" or "private." This is important when the addressee does not normally receive personal mail at the office.
- The addressee's name and/ title might be inaccurate.
- Distorted handwriting, or the name and address might be prepared with homemade labels or cut-and-paste lettering.
- Protruding wires, aluminum foil or oil stains visible.
- Emit a peculiar odor.
- Envelope might feel rigid or appear uneven or lopsided.
- Unprofessionally wrapped with several combinations of tape. Might be endorsed "Fragile-Handle With Care" or "Rush-Do Not Delay."
- Making a buzzing or ticking noise or sloshing sound.

IF YOU SUSPECT A SUSPICIOUS PACKAGE OR LETTER

- Do not take a chance. Immediately call 911.
- Do not move, alter, open, examine, or disturb the article.
- Do not put in water or a confined space such as a desk drawer or filing cabinet.
- Isolate the suspicious package or article and clear the immediate area until law enforcement arrives.

WORKPLACE VIOLENCE PREVENTION HAZARD ASSESSMENT & CORRECTION FORM

Assessed by:	Title:
Location(s) Assessed:	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase the District's vulnerability to workplace violence events.

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities.

Step 3: Develop a corrective action plan with measurable goals and target dates.

STEP 1: IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

Yes	No	Building Exterior/Parking Lot	Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is the area surrounding the building free of bushes or other hiding places?	
		Are security personnel provided outside the building?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	
		Are all exterior walkways visible to security personnel?	
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding?	
		Is there enough lighting to see clearly?	
		Are security escorts available?	

Yes	No	Security Measures	Comments:
		Is there a response plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and clients)	
		Are there security cameras?	
		Are there panic buttons?	
		Are there alarm systems?	
		Are there metal detectors?	
		Are there X-ray machines?	
		Do doors lock?	
		Does internal telephone system activate emergency assistance?	
		Are telephones with an outside line programmed for 911?	
		Are there two-way radios, pagers, or cell phones?	
		Are there security mirrors?	
		Is there a secured entry?	
		Are there personal alarm devices?	
		Are there "drop safes" to limit available cash?	
		Are pharmaceuticals secured?	
		Is there a system to alert staff of the presence, location, and nature of a security threat?	
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**WORKPLACE VIOLENCE PREVENTION
HAZARD ASSESSMENT & CORRECTION FORM**

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		Do any employees have a history of threats of violence?	

STEP 2: CONDUCT ASSESSMENT

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are bullet resistant windows or similar barriers used when money is exchanged with the public?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are waiting and work areas free of objects that could be used as weapons?	
		Is furniture in waiting and work areas arranged to prevent employee entrapment?	
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		Is there a secured entry?	
		Are there personal alarm devices?	
		Are there "drop safes" to limit available cash?	
		Are pharmaceuticals secured?	
		Is there a system to alert staff of the presence, location, and nature of a security threat?	
		Is there a system in place for testing security measures?	

Account		General Fund (1010) w/ Proposed Amendments (in red)				Budget-Assumptions 2023-24	
Object	REVENUE	2022-23 Unaudited Actuals	2022-23 Budget	2023-24 YTD as of 03/31/2024	2023-2024 Budget	2023-2024 Budget	
301100-301155	Property Taxes (including delinquent)	\$ 102,801	\$ 78,000	\$ 62,678	\$ 93,015		Property taxes combined includes delinquent taxes, secured & unsecured, timber yield tax, 58513 taxes current & delinquent 2022-23
304110	Other Income	\$ 1,364	\$ -	\$ 1,049	\$ 1,500		Budget only included current secured property tax.
302220	Laminated copies & fax services income (previously Miscellaneous)	\$ 65	\$ -	\$ 1,409	\$ 100		Conference reimbursements, Pacific Power Climate credits, special assessments. Copies, laminate, faxes + hotel snow removal income from previous year.
304160	Interest Income *	\$ 6,068	\$ 4,767	\$ 8,794	\$ 9,180		*% of the \$117,019 - we currently receive for interest income.
	TOTAL REVENUE	\$ 110,298	\$ 82,767	\$ 73,950	\$ 103,795		
	EXPENSES						
401100	Employee Costs:	\$ 245,184	\$ 247,387	\$ 4737	\$ 250,555		Due to the splitting of the General fund that payroll automatically does, no salaries in general fund.
401200	Salaries	\$ 21,061	\$ 22,089	\$ 4,737	\$ 22,089		
210-240	Payroll Taxes (MC, UI, SS)	\$ 15,625	\$ 15,625	\$ 25,712	\$ 19,452		PERS Safety=\$7,506; PERS misc plan=\$1711.80; UAL=\$3384.9; total health premium active & retired=\$224,567.
401300	PERS	\$ 137,783	\$ 83,780	\$ 13,180	\$ 145,000		8 active employees @ 11,481.95/mo = \$127,833 annually, 2 new paramedics and 1 new retiree.
270	Group Health-Active	\$ 172,002	\$ 251,924	\$ 94,026	\$ 251,924		14 retirees @ 11,264.64 = \$157,705 annually + a 15% increase for retirees payment. 1 new retiree will increase amount.
275	Group Health-Retired	\$ 46,915	\$ 50,667	\$ 34,964	\$ 50,667		Left out of budget previously by mistake.
277	Retiree Benefits-Retirement	\$ 7,314	\$ 2,463	\$ 5,618	\$ 6,500		
280	Worker's Comp	\$ 645,884	\$ 673,935	\$ 178,237	\$ 746,187		
	Total Employee Costs	\$ 645,884	\$ 673,935	\$ 178,237	\$ 746,187		
	OTHER COSTS						
300	Purchased Services	\$ 69	\$ 100	\$ 69	\$ 100		Needs to be added.
402000	Insurance	\$ 39,266	\$ 49,019	\$ 45,148	\$ 33,430		10% increase in all insurance costs for 2023-24.
310	Telephone	\$ 7,547	\$ 6,800	\$ 5,460	\$ 8,000		Verizon & Vyve internet, phone & cell svc
320	Publications	\$ 45	\$ 50	\$ 45	\$ 50		Mt. Shasta Area News Subscription.
330	Travel	\$ 502	\$ 800	\$ 614	\$ 1,000		Increased to allow for travel for training/education.
340	Hiring	\$ 2,313	\$ 400	\$ -	\$ 1,500		
345	Training	\$ 2,841	\$ 6,000	\$ 572	\$ 5,000		
350	Uniforms	\$ 389	\$ 500	\$ 935	\$ 400		Amend? (employee uniform/clothing allowances, bootallowances.)
360	Safety	\$ 514	\$ 300	\$ 341	\$ 600		
365	Memberships	\$ 5,097	\$ 5,000	\$ 6,179	\$ 5,100		Amazon Prime monthly membership 16.08/mo., esmfio & gfoa memberships, CSDA membership dues.
370	Operating Lease	\$ 7,002	\$ 16,000	\$ 1,174	\$ 5,800		Amend? (extra legal fees for ongoing litigation.)
380	Attorney	\$ 8,500	\$ 22,000	\$ 14,575	\$ 16,000		
390	Accountant (Auditor, Actuarial reports)	\$ 624	\$ 8,000	\$ 1,560	\$ 800		Amend? (SRM Sves, radio license renewal, bank office heater repair & diagnose.)
391	Professional Services	\$ 22,044	\$ 13,000	\$ 17,798	\$ 22,100		
392	IT Services	\$ 2,045	\$ -	\$ -	\$ 2,045		
396	Election Expense	\$ 104,529	\$ 133,669	\$ 125,101	\$ 131,825		\$12,378 leftover as of March 31, 2024.
398	Total Other Costs	\$ 104,529	\$ 133,669	\$ 125,101	\$ 131,825		
	SUPPLIES/MAINTENANCE/HARDWARE						
400	Supplies	\$ 7,052	\$ 900	\$ 1,100	\$ 1,200		base rock for storage container, A/C unit, handles for shovels, batteries.
410	Office Supplies	\$ 11,558	\$ 9,000	\$ 5,197	\$ 11,560		Laminite pouches, new laminator, paper, staples, binder clips, binders, trash bags, tape, copier lease costs.
411	Postage/Delivery	\$ 3,904	\$ 3,600	\$ 3,174	\$ 4,000		
412	Computer/IT Supplies	\$ 965	\$ 1,000	\$ 836	\$ 1,000		Adobe Service monthly charges.
415	Janitorial Supplies	\$ 464	\$ 1,000	\$ 220	\$ 1,000		Lysol, Dremo, office bathroom faucet, plumbing parts
420	Diesel	\$ 331	\$ 5,000	\$ -	\$ 500		Fuel is designated to specific funds usually so in general it is lower.
430	Fuel	\$ 59	\$ 4,000	\$ -	\$ 500		
440	Heating Fuel	\$ 5,125	\$ 6,000	\$ 3,289	\$ 6,000		
450	Power	\$ 2,688	\$ 3,400	\$ 2,913	\$ 3,000		Last year's actual amount was for the storage container purchased for office.
510	Building	\$ 5,021	\$ 1,000	\$ 711	\$ 1,000		Fuses, bar oil, fittings, security cams, hose.
520	Equipment Maintenance	\$ 2,128	\$ 3,000	\$ 6	\$ 2,500		tire sealer slime, oil pickup & disposal.
530	Vehicle Maintenance	\$ 74	\$ 800	\$ -	\$ 800		
	Total	\$ 39,369	\$ 38,700	\$ 17,446	\$ 33,060		
	MISCELLANEOUS COSTS						
405000	Service Fees	\$ 1,460	\$ -	\$ 1,328	\$ 1,500		D.O.T Compliance fees, bank fees, dmy fees.
710	Fees/Permits	\$ 398	\$ 600	\$ 348	\$ 400		Service/finance charges, hazardous material fees
740	Property Tax	\$ 126	\$ 126	\$ 126	\$ 126		
	Total Miscellaneous Costs	\$ 524	\$ 726	\$ 474	\$ 526		
	DEBT SERVICE						
404000	Debt Administration	\$ -	\$ -	\$ -	\$ -		
	Interest Expense						
	Admin Fees						
	Total Debt Service						
	Total Operating Expenses	\$ 790,306	\$ 847,030	\$ 321,258	\$ 911,598		
405000	Over/Under from Operations	\$ (880,008)	\$ (764,263)	\$ (247,328)	\$ (807,803)		
	General/Directors Allocation	\$ (480,900)	\$ (850,004)	\$ (386,680)	\$ (882,451)		This is the total of general fund and director's fund operating expenses, and is allocated to all other funds.
	Net Income/Loss	\$ 137,305	\$ 85,741	\$ 139,352	\$ 74,628		
	RESERVES/CAPITAL OUTLAY						
	Sec. Assides Pending Audits	\$ 6,080					
	General Contingency	\$ 200,466					
	CERBT/CBPPT (OPFB)	\$ 30,000					
	Emergency Capital Reserves	\$ 64,000					
	Contingency Cash Reserves	\$ 32,400					
	TOTAL RESERVE ASSIGNMENTS	\$ 332,886					

Director's Fund (1020)

		2022-23	2022-23	2023-24	2023 -24
		Unaudited Actuals	Budget	Actuals as of 3-31-24	Budget
Expenses					
401000	110	\$ 9,098		\$ 8,325	\$ 13,500
	Salaries				
401200	210-240	\$ 769		\$ 636	\$ 400
	Payroll Taxes				
401300	280	\$ 87		\$ 74	\$ 100
	Worker's Comp				
	Total	\$ 9,954	\$ -	\$ 9,035	\$ 14,000
403000					
	Supplies	\$ 127	\$ -	\$ 400	\$ 100
402000	340		\$ 500	\$ -	\$ 500
	Travel				
	Training	\$ -	\$ 2,000	\$ 230	\$ 1,000
	Total	\$ 127	\$ 2,500	\$ 630	\$ 1,600
	Total Operating Expenses	\$ 10,081	\$ 2,500	\$ 9,665	\$ 15,600

Fire & Strike Team (1040 & 1041)

Revenue		Prior Yr. Actuals	2022-23 Budget	2023-24 Actuals as of 03/31/24	2023-24 Budget	Strike Team
Account	Object					
301100	Tax Revenue	\$ 79,815	\$ 123,378	\$ 153,818	\$ 123,378	
304120	Ambulance	\$ 96,502	\$ 98,000	\$ 83,111	\$ 100,000	\$ 426,884
304100	Donations	\$ 5,884	\$ 114,000	\$ 3,802	\$ 10,000	
304110	Other Income	\$ 10,882	\$ 30,000	\$ 45,127	\$ 61,500	
304160	Interest Income*	\$ 4,360	\$ 5,267	\$ 13,805	\$ 11,058	\$ 3,287
	Total Revenue	\$ 197,443	\$ 370,645	\$ 299,663	\$ 305,936	\$ 430,171
9.45%						
401100	Salaries	\$ 27,241	\$ 42,256	\$ 73,754	\$ 205,604	\$ 276,133
401200	Payroll Taxes	\$ 2,824	\$ 4,046	\$ 7,515	\$ 17,473	\$ 21,528
401300	Employee Health Benefits	\$ 1,917	\$ 4,310	\$ 6,886	\$ 58,499	
280	Worker's Comp	\$ 4,998	\$ 5,570	\$ 4,244	\$ 19,409	\$ 121
230	PERS	\$ 247	\$ 2,139	\$ 8,934	\$ 18,036	
402000	Total	\$ 37,227	\$ 58,321	\$ 101,333	\$ 319,021	\$ 297,782
Other Costs						
300	Purchased Services	\$ 150		\$ 115	\$ 120	
310	Insurance	\$ 11,774	\$ 10,982	\$ 13,575	\$ 14,052	
320	Travel	\$ 539	\$ 3,800	\$ 103	\$ 1,034	\$ 13,304
345	Hiring	\$ 1,214	\$ 1,600	\$ 641	\$ 2,000	
320	Telephone/Cell Phones	\$ 2,164	\$ 3,800	\$ 2,045	\$ 3,800	
350	Training	\$ 942	\$ 11,073	\$ 1,618	\$ 8,000	\$ 900
360	Uniforms	\$ 1,419	\$ 2,200	\$ 2,118	\$ 2,200	\$ 119
365	Safety	\$ 218	\$ 1,000	\$ 534	\$ 500	
370	Memberships	\$ 500	\$ 800	\$ 645	\$ 500	
380	Volunteer Reimbursements	\$ 7,401	\$ 118,400	\$ 3,459	\$ 12,000	
390	Attorney	\$ 2,000	\$ 2,000	\$ -	\$ 1,000	
392	Professional Services-Ambulance	\$ 6,448	\$ 11,480	\$ 6,930	\$ 10,000	
394	Professional Services	\$ 2,091	\$ 8,000	\$ 7,288	\$ 8,000	\$ 700
396	IT (Information Technologies)	\$ 16	\$ 3,500	\$ 10	\$ 3,500	
397	Advertising	\$ 160	\$ 6,900	\$ -	\$ 500	
	Total	\$ 35,036	\$ 185,555	\$ 39,081	\$ 67,206	\$ 15,023
403000	Supplies & Janitorial Supplies	\$ 7,631	\$ 55,241	\$ 4,242	\$ 55,241	\$ 82
410	Office Supplies			\$ 57		
411	Postage & Delivery			\$ 41		
412	Computer & IT Supplies			\$ 724		
420	Diesel	\$ 5,603	\$ 9,200	\$ 5,308	\$ 8,000	\$ 559
430	Fuel	\$ 4,947	\$ 6,900	\$ 5,542	\$ 7,200	\$ 100
440	Heating Fuel	\$ 10,263	\$ 6,600	\$ 7,307	\$ 15,000	
450	Power	\$ 3,669	\$ 4,500	\$ 3,292	\$ 4,800	
510	Building	\$ 1,933	\$ 2,500	\$ 1,853	\$ 2,500	
520-550	Equipment & Vehicle Maintenance	\$ 4,616	\$ 19,700	\$ 6,955	\$ 20,000	\$ 23,500
	Total	\$ 38,662	\$ 104,641	\$ 35,321	\$ 112,741	\$ 24,241
405000	Fees/Permits	\$ 2,567	\$ 1,200	\$ -	\$ 3,000	
740	Property Tax	\$ 63	\$ 70	\$ 63	\$ 70	
	Total	\$ 2,630	\$ 1,270	\$ 63	\$ 3,070	
406000	Capital Outlay		\$ 53,400	\$ 1,640	\$ 1,640	\$ backhoe 1%
	Total Capital Outlay		\$ 53,400	\$ 1,640	\$ 1,640	
	Total Operating Expenses	\$ 113,555	\$ 403,167	\$ 177,438	\$ 503,678	\$ 337,046
	Over/Under from Operations	\$ 83,888	\$ (32,522)	\$ 122,225	\$ (197,742)	\$ 93,125
	General/Directors Allocation	\$ 44,206	\$ 29,459	\$ 23,359	\$ 52,946	
	Net Income/Loss	\$ 39,682	\$ (61,981)	\$ 98,866	\$ (250,688)	\$ 93,125
	Set asides pending audits	\$ 13,411				
	Contingency Cash Reserves	\$ 416,119				
	Strike Team Cash (Non-operating)	\$ 100,971				
	Ambulance Fund & equipment donations	\$ 61,790				
	Strike Team Equipment Repair	\$ 31,140				
	S.T. Future Wages	\$ 153,903				
	Total Existing Reserves	\$ 777,334				

2023-24 Budget Assumptions

Anticipated revenue of \$300,137 includes tax revenue, CSA 3, ambulance, ZIB Contract, and interest income.

Strike Team Revenue rev'd 375,767 of 426,884 expected.

Previously was 60% strike team, 24% CSA3, 17% RFC, 23% gifts. Now it is donations only. Includes donation from MFA for breathing air proj., Sisiq ER response contract qtr 1 & 2, Pac. Power climate credits. Interest income was calculated as 9.45% of the annual \$117,019 we currently are earning on LAIF reserve account.

Includes payroll expenses for strike team and 2 new full-time Paramedics wages and R&R Coordinator's salary.

* Strike Team payroll expenses.

payroll taxes & health benefits increased 2 new full paramedics.

\$650 deducted as a one-time deduction from Strike team employees for year to cover SDRMA insurance paid in July.

No PERS for strike team employees.

Need to add to budget line not in previous budget.

Verizon & Vyve business phone and cell phones.

March wildfire trainings fuel & hotel costs & car rental.

C.F.C. Cal Chief's Membership \$120, American Ambulance Ass. Membership \$525.

Adjusted ambulance plan. PD points in SA/PER Budget and decreased needed ambulance stipends now w/ full paramedics.

\$945+\$850 for annual cost of ER/Volunteer packages. Rover response software annual cost of \$300, S.T. portion 698.

Split among all funds. IT prices going up from 800 to 1200 per month. Looking into why actual is so low. It should be \$1322, 6% of general fund.

strike team supply expense \$26,388. Fire & ambulance supplies= \$15,000.

Line item not added to previous budget. Amendment will add lines.

Line item not added to previous budget. Amendment will add lines.

Line item not added to previous budget. Amendment will add lines.

Engines 1717 breakdown svc., Pump repairs engine 1717, oil change unit 1701.

Alleys Fund (1050)

2023-24 Budget Assumptions

Revenue	Account	Object	2022-23 Unaudited Actuals	2022-23 Budget	2023-24 Actuals as of 31-2024	2023-24 Budget	
	302100	Utility Fees	\$ 39,720	\$ 40,710	\$ 31,126	\$ 40,710	Anticipated revenues of \$45,429 includes utility fees, interest income based on 3.99% of the \$117019 that we are earning annually in interest on LAIF reserves.
	304160	Interest*	\$ 2,252	\$ 1,443	\$ 3,894	\$ 4,669	3.99% of the interest earned on LAIF reserves.
		Donations/OtherIncome	\$ 50	\$ 5	\$ 5	\$ 50	
		Total Revenue	\$ 42,022	\$ 42,153	\$ 35,025	\$ 45,429	
Expenses							
401100	110	Salaries	\$ 26,742	\$ 14,771	\$ 12,736	\$ 27,000	Increased due to last year's large storm and extra plowing needs to pay O/T & on-call, etc.
	230	PERS	\$ 1,699	\$ 1,062	\$ 921	\$ 1,879	PERS keeps increasing by 10% annually.
	220-240	Payroll Taxes	\$ 2,370	\$ 1,278	\$ 1,149	\$ 2,500	Increased for extra payroll if there is a lot of snow.
401300	270	Group Health Benefits-Active	\$ 4,472	\$ 5,679	\$ 3,668	\$ 6,352	Increased to allow for health insurance increases.
	280	Worker's Comp	\$ 1,563	\$ 1,168	\$ 1,191	\$ 1,760	\$1345 payroll, + 3% of 7314 from general fund + 10% increase likely=1760.
		Total Employee Costs	\$ 36,646	\$ 23,958	\$ 19,665	\$ 39,491	
402000	310	Insurance	\$ 3,435	\$ 2,200	\$ 3,960	\$ 4,000	Increased to cover possible claims/damages from plowing.
	340	Travel	\$ -	\$ -	\$ 40	\$ 50	Previously left out of budget adding lines to amended budget.
	345	Hiring	\$ -	\$ -	\$ 71	\$ 80	Previously left out of budget adding lines to amended budget.
	350	Training	\$ 45	\$ -	\$ 1,030	\$ 2,000	Previously left out of budget adding lines to amended budget.
	360	Uniforms	\$ 302	\$ 200	\$ 47	\$ 300	
	365	Safety	\$ -	\$ 300	\$ -	\$ 400	Increased to allow employees to buy safety items (i.e. non-slip shoes, chains for shoes, etc.
		Total Other Costs	\$ 3,782	\$ 2,700	\$ 5,148	\$ 6,830	
403000	400	Supplies	\$ 2,588	\$ 5,000	\$ 4,008	\$ 2,500	3/4" base rock, lumber & caulk, speed limit signs, tire chains for flatbed, chain saw chain, aggregate base rock, tools.
	420	Diesel	\$ 5,109	\$ 3,000	\$ 1,389	\$ 6,000	
	430	Fuel	\$ 1,339	\$ 2,000	\$ 1,488	\$ 1,500	
	510	Building/Grounds	\$ -	\$ 5,500	\$ 6	\$ 6,000	Increased for purchase of alley gravel.
	520	Equipment Maintenance	\$ 3,781	\$ 2,000	\$ 1,062	\$ 3,800	Bolts for snowplowing equip., backhoe repairs, pins, drill bits for snowplow repairs, epoxy for loader, JD 410G steering repair.
	530	Vehicle Maintenance	\$ 2,219	\$ 800	\$ 656	\$ 2,300	
		Total Supplies, Maintenance, Hardware	\$ 15,036	\$ 18,300	\$ 8,609	\$ 22,100	
		Total Operating Expenses	\$ 55,464	\$ 44,958	\$ 33,422	\$ 68,421	
		Over/Under from Operations	\$ (13,442)	\$ (2,805)	\$ 1,603	\$ (22,992)	
		General Fund/Directors Allocation	\$ 14,730	\$ 25,540	\$ 11,679	\$ 26,473	3% of the \$882431 for General/Director's Allocation.
405000	799	added from Reserves	\$ 15,000	\$ -	\$ -	\$ -	
		Net Income/Loss	\$ (13,442)	\$ (2,805)	\$ 1,603	\$ (34,465)	
		Net Income/Loss after G & D split	\$ (28,172)	\$ (28,345)	\$ (10,076)	\$ (49,465)	
		Reserves	\$ 34,902	\$ -	\$ -	\$ -	
		Winter Storm Disaster Fund	\$ 104,965	\$ -	\$ -	\$ -	
		Allocated Reserves for Asset Replacement	\$ -	\$ -	\$ -	\$ -	
		set asides pending audits	\$ -	\$ -	\$ -	\$ -	

Street Lights Fund

Revenue	Account	Object	2022-23 Unaudited Actuals	2022-23 Budget	2023-24 Actuals as of 3-31-24	2023 -24 Budget
	302130	Residential Services			\$ 1,584	1600
	302100	Utility Fees	\$ 18,350	\$ 19,408	\$ 14,968	\$ 18,500
		Total Revenue	\$ 18,350	\$ 19,408	\$ 16,552	\$ 20,100
Expenses						
	403000	450 Power	\$ 18,537	\$ 18,000	\$ 13,794	\$ 18,500
		Net Income/Loss	\$ (187)	\$ 1,408	\$ 2,758	\$ 1,600

Park Fund (1070)

Revenue	2022-23 Unaudited Actuals	2022-23 Budget	2023-24 Actuals as of 3/31/24	2023-24 Proposed Budget
301100 Tax Revenue	\$ 46,020	\$ 50,586	\$ 58,800	\$ 50,586
303100 Rent-Scout Hall	\$ 2,878	-	\$ 545	\$ 2,900
303110 Rent-Concessions	\$ 175	-	-	\$ 175
303120 Rent-Park	\$ 815	-	\$ 1,808	\$ 815
304110 Other Income/Donations	\$ 258	\$ 4,000	\$ 740	\$ 250
304160 Interest*	\$ 1,499	\$ 1,160	\$ 2,411	\$ 2,890
2.47%	\$ 51,645	\$ 55,746	\$ 64,304	\$ 57,616
117019				
Expenses				
401100 Salaries	\$ 21,708	\$ 23,006	\$ 18,671	\$ 35,328
401300 Payroll Taxes	\$ 2,462	\$ 2,263	\$ 1,626	\$ 3,000
270 Worker's Comp	\$ 3,507	\$ 1,995	\$ 2,672	\$ 4,000
230 Group Health Benefits-Active	\$ 5,208	\$ 2,779	\$ 4,521	\$ 5,500
PERS	\$ 733	\$ 525	\$ 747	\$ 854
Total Payroll Expense	\$ 33,618	\$ 30,568	\$ 28,237	\$ 48,682
402000				
310 Insurance	\$ 3,384	\$ 4,388	\$ 3,902	\$ 4,000
360 Uniforms	\$ -	\$ 200	\$ -	\$ 100
390 Attorney	\$ -	\$ -	\$ 240	\$ 300
365 Safety	\$ 42	\$ 300	\$ 125	\$ 100
Total Other Costs	\$ 3,426	\$ 4,888	\$ 4,267	\$ 4,500
403000				
400 Supplies	\$ 432	\$ 1,100	\$ 461	\$ 2,000
415 Janitorial Supplies	\$ -	\$ 1,000	\$ -	\$ 500
430 Fuel	\$ 449	\$ 800	\$ 168	\$ 700
440 Heating Fuel	\$ 2,813	\$ 2,200	\$ 1,830	\$ 3,000
450 Power	\$ 1,099	\$ 1,200	\$ 1,124	\$ 1,100
510 Building	\$ 385	\$ 800	\$ 98	\$ 800
520-530 Equipment & Vehicle Maintenance	\$ 550	\$ 500	\$ 169	\$ 550
Total	\$ 5,728	\$ 7,600	\$ 3,850	\$ 8,650
405000				
740 Property Tax	\$ 95	\$ 180	\$ 95	\$ 100
Total	\$ 95	\$ 180	\$ 95	\$ 100
Total Operating Expenses	\$ 42,867	\$ 43,236	\$ 40,550	\$ 61,932
Over/Under from Operations	\$ 8,778	\$ 12,510	\$ 23,754	\$ (4,316)
799 General/Director's Allocation	\$ 19,640	\$ 34,053	\$ 15,572	\$ 35,297
830 Capital Outlay-Equipment			\$ 4,100.61	\$ 4,200
				new backhoe 2.5%
				4% of the General/Director's allocation of \$882431.
Net Income/Loss	\$ 23,227	\$ 9,183	\$ 24,978	\$ 26,635
Net Income/Loss After G & D Split	\$ (10,862)	\$ (21,543)	\$ 8,182	\$ (39,613)
Reserves				
Emergency Capital Reserves	\$ 10,000			
Contingency Cash Reserves	\$ 46,755			
Park Fund	\$ 11,800			
Set asides Pending Audits	\$ 91,251			
Reserves as of 03-31-24	\$ 78,555			
Less: Accumulated Reserves	\$ 12,696			
Reserves that can be Allocated for Asset Replacement				

Library Fund (1080)

Account	Object	2022-23 Unaudited Actuals	2022-23 Budget	2023-24 Actuals as of 3-31-24	2023-24 Proposed Budget
Revenue					
301100	Tax Revenue	\$ 6,613	\$ 6,706	\$ 8,454	\$ 6,706
304100	Other Income/Donations	\$ 1,449	\$ 1,000	\$ 321	\$ 1,500
304160	Interest*	\$ 63	\$ 49	\$ 91	\$ 1,088
	Total Revenue	\$ 8,125	\$ 7,755	\$ 8,866	\$ 9,294
Expenses					
40110	Salaries	\$ 1,844	\$ 3,249	\$ 1,384	\$ 2,569
	Payroll Taxes	\$ 104	\$ 449	\$ 115	\$ 130
	Employee Health Benefits	\$ 907	\$ 11	\$ 1,126	\$ 1,200
	PERS	\$ 37	\$ 2	\$ 97	\$ 120
402000	Insurance	\$ 283	\$ 394	\$ 326	\$ 350
	Total	\$ 3,175	\$ 4,105	\$ 3,048	\$ 4,369
403000	Supplies	\$ 24	\$ -	\$ -	\$ 25
410	Office Supplies	\$ 92	\$ -	\$ -	\$ 100
440	Heating Fuel	\$ 1,472	\$ 800	\$ 1,001	\$ 1,600
450	Power	\$ 1,065	\$ 1,200	\$ 877	\$ 1,400
510	Building	\$ 89	\$ 2,000	\$ -	\$ 500
	Total	\$ 6,200	\$ 8,499	\$ 5,252	\$ 8,344
	Total Operating Expenses	\$ 9,375	\$ 12,604	\$ 8,300	\$ 12,713
405000	Over/Under from Operations	\$ (1,250)	\$ (4,849)	\$ 566	\$ (3,419)
	General/Director's Allocation	\$ 4,874	\$ 8,170	\$ 3,893	\$ 8,824
	Net Income/Loss	\$ (1,250)	\$ 12,604	\$ 8,300	\$ 12,713
	Net income/Loss after G & D Split	\$ (6,124)	\$ (13,019)	\$ (3,327)	\$ (12,243)
	Asset Reserves	\$ 3,444			

Based on percent of the interest earned from reserves/LAIF account.

No longer pay library salary. \$63 payroll, +1% of general=2568.55.

Line was not in original budget will add with amendment.

Line was not in original budget will add with amendment.

Line was not in original budget will add with amendment.

Refuse Fund (1090)						
Account	Object	2022-23 Unaudited Actuals	2022-23 Budget	2023-24 Actuals as of 3-31-24	2023-24 Budget	Assumptions
302100	Utility Fees	\$ 414,863	\$ 410,526	\$ 326,386	\$ 422,431	Utility fees rate increase by 2.9% in January 2024
302150	Solid Waste-Extra Refuse	\$ 2,106	\$ -	\$ 974	\$ 2,106	
302160	Green Waste	\$ 4,422	\$ -	\$ 7,642	\$ 4,500	
304160	Interest*	\$ 2,442	\$ 1,015	\$ 5,703	\$ 6,834	Interest income is 5.84% of the \$117019 we currently earn on LAIF Account.
	Total Revenue	\$ 423,833	\$ 411,541	\$ 340,705	\$ 435,871	
				after General Fund is split		
Expenses						
401100	Salaries	\$ 46,585	\$ 45,840	\$ 86,031	\$ 54,564	5% raises through 2023-2025. 70% of refuse operator's salary=39612.30 + 19% of General fund salaries=47606. Total=87218.
401200	Payroll Taxes	\$ 4,002	\$ 5,201	\$ 7,293	\$ 5,201	*Difference between 2022-23 budget is due to the split between all funds and 19% allocation to the refuse fund.
	280 Worker's Comp	\$ 2,882	\$ 4,125	\$ 3,323	\$ 3,858	
	270 Group Health Benefits-Active	\$ 25,030	\$ 17,663	\$ 21,535	\$ 26,282	Medical insurance keeps rising every year around 5-10%.
	230 PERS	\$ 3,445	\$ 3,290	\$ 6,265	\$ 6,736	Employer rates continue to rise every year by 5-10%. 19% of general fund PERS=2970.
	Total Personnel Costs	\$ 81,944	\$ 76,119	\$ 124,447	\$ 96,641	
402000	Insurance	\$ 9,011	\$ 4,200	\$ 10,390	\$ 9,020	Increased for continuing 10-20% increases in all insurance rates.
	310 Travel	\$ 37	\$ 500	\$ 713	\$ 2,000	Commercial Driver's license related travels.
	345 Hiring	\$ 147	\$ 150	\$ 71	\$ 150	
	350 Training	\$ 61	\$ 3,000	\$ 1,162	\$ 5,500	Increased for driver's license training expenses.
	360 Uniforms	\$ 302	\$ 300	\$ 47	\$ 300	
	365 Safety	\$ 309	\$ 400	\$ 88	\$ 500	Increased for extra safety related items.
	392 Professional Services	\$ 172	\$ 600	\$ 50	\$ 300	
	Total Other Costs	\$ 10,039	\$ 9,150	\$ 12,521	\$ 17,770	
403000	Supplies	\$ 1,340	\$ 800	\$ 2,806	\$ 13,000	increased for purchase of new 2 yd. dumpsters. Last year's greenwaste signs (\$925).
	420 Diesel	\$ 12,253	\$ 13,800	\$ 10,132	\$ 13,800	
	430 Fuel	\$ 1,791	\$ 700	\$ 1,501	\$ 1,800	
	520 Equipment Maintenance	\$ 3,751	\$ 6,000	\$ 14,706	\$ 6,000	Increased for lids for new dumpsters. Last yr. actuals: gloves, backhoe tire repairs, parts for refuse carts, weld supplies, shop grease.
	530 Vehicle Maintenance	\$ 4,929	\$ 1,800	\$ 5,096	\$ 5,000	Backhoe fittings, oil & fuel filters, tire service, chain tighteners, tire mounting & bal, hydraulic oil, etc.
	Total Supplies/Maintenance/Hardware	\$ 24,064	\$ 23,100	\$ 34,241	\$ 39,600	
405000	Fees/Permits	\$ 45,786	\$ 52,000	\$ 36,846	\$ 52,000	Dump fees, D.O.T. Compliance fees.
	Total	\$ 45,786	\$ 52,000	\$ 36,846	\$ 52,000	
Debt Service						
404000	Principal	\$ 55,907	\$ 61,161	\$ 43,057	\$ 55,907	
	Interest Expense	\$ 5,254	\$ 2,814	\$ 2,814	\$ 5,254	
	Total Debt Service	\$ 61,161	\$ 61,161	\$ 45,871	\$ 61,161	
	Total Operating Expenses	\$ 222,994	\$ 221,530	\$ 253,926	\$ 267,172	
	Over/Under from Operations	\$ 200,839	\$ 190,011	\$ 86,779	\$ 168,699	
405000	General/Director's Allocation	\$ 139,074	\$ 161,753	\$ 73,970	\$ 168,517	
	Net Income/Loss	\$ 83,920	\$ 59,777	\$ 179,956	\$ 98,655	
Reserves						
	Committed Rate Study Reserves	\$ 23,364				
	Set asides Pending Audits	\$ 5,855				
	General Refuse	\$ 199,841				
	Contingency Cash Reserves	\$ 80,000				
	Total RCAC Reserves	\$ 103,364				
	Reserve Value as of 3-31-24	\$ 215,838				
	Reserves Allocated to Asset Replacement	\$ 112,474				

Sewer Fund

Revenue	Account	Object	2022-23 Unaudited Actuals	2022-23 Budget	2023-24 Actuals as of 3-31-24	2023-24 Budget
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	302100	Utility Fees	\$ 534,740	\$ 545,580	\$ 433,146	\$ 555,400
	302120	Connection Fees	\$ 4,950	\$ -	\$ -	\$ 4,950
	304160	Interest*	\$ 23,327	\$ 15,486	\$ 38,704	\$ 46,410
		Total Revenue	\$ 563,017	\$ 561,066	\$ 471,850	\$ 606,760
		Expenses				
	401100	Salaries	\$ 54,428	\$ 44,217	\$ 91,671	\$ 60,000
	230	PERKs	\$ 4,728	\$ 2,172	\$ 5,705	\$ 5,000
	210-240	Payroll Taxes	\$ 3,385	\$ 2,858	\$ 7,900	\$ 4,909
	280	Worker's Comp	\$ 3,727	\$ 2,615	\$ 2,839	\$ 4,000
	270	Group Health Benefits-Active	\$ 15,135	\$ 11,615	\$ 36,225	\$ 16,000
		Total Employee Costs	\$ 81,403	\$ 63,477	\$ 144,340	\$ 89,909
	402000	Insurance	\$ 8,561	\$ 6,371	\$ 9,871	\$ 9,417
	340	Travel	\$ -	\$ 500	\$ 40	\$ 300
	345	Hiring	\$ 72	\$ 300	\$ 71	\$ 200
	350	Training	\$ 62	\$ 3,000	\$ 1,162	\$ 5,500
	360	Uniforms	\$ 302	\$ 300	\$ 47	\$ 315
	365	Safety	\$ 309	\$ 600	\$ 88	\$ 500
	370	Memberships	\$ 498	\$ 700	\$ 673	\$ 700
	392	Professional Services	\$ 6,822	\$ 20,000	\$ 10,178	\$ 7,000
		Total	\$ 16,626	\$ 31,771	\$ 22,130	\$ 23,932
	403000	Supplies	\$ 1,347	\$ 3,900	\$ 1,800	\$ 7,000
	420	Diesel	\$ 1,999	\$ 1,200	\$ 1,389	\$ 3,000
	430	Fuel	\$ 1,247	\$ 600	\$ 1,483	\$ 1,309
	520	Equipment Maintenance	\$ 2,924	\$ 3,000	\$ 1,181	\$ 3,500
	530	Vehicle Maintenance	\$ 1,075	\$ 1,000	\$ 621	\$ 1,500
		Total	\$ 8,592	\$ 9,700	\$ 6,474	\$ 16,309

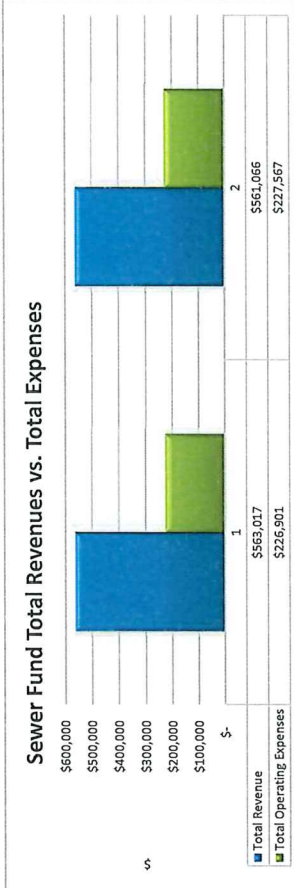
Debt Service	Account	Object	2022-23 Unaudited Actuals	2022-23 Budget	2023-24 Actuals as of 3-31-24	2023-24 Budget
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	404000	Principal	\$ 82,151	\$ 101,619	\$ 45,850	\$ 83,130
		Interest Expense	\$ 19,467	\$ -	\$ 13,415	\$ 20,968
		Total Debt Service	\$ 101,618	\$ 101,619	\$ 59,265	\$ 104,098
		Total Operating Expenses	\$ 226,901	\$ 227,567	\$ 252,448	\$ 254,548
		Over/Under from Operations	\$ 336,116	\$ 333,499	\$ 219,402	\$ 352,212

	405000	General/Director's Allocation	\$ 159,913	\$ 293,426	\$ 124,581	\$ 282,378
	710	Fees/Permits	\$ 18,662	\$ 21,000	\$ 20,239	\$ 20,300
		Net Income/Loss	\$ 176,203	\$ 40,073	\$ 94,821	\$ 69,834

Reserves	Account	Object	2022-23 Unaudited Actuals	2022-23 Budget	2023-24 Actuals as of 3-31-24	2023-24 Budget
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		Committed Rate Study Reserves	\$ 127,028			
		General Sewer	\$ 592,452			
		Set aside Pending Audits	\$ 85,429			
		Contingency Capital Reserves	\$ 80,000			
		Total RCAC Reserves	\$ 207,028			
		Reserves as of 3-31-24	\$ 1,464,459			
		Less: Accumulated Reserves	\$ 884,909			
		Reserves allocated to Asset Replacement	\$ 579,550			



Increased for gravel & pipe for dykes. Actuals: shop supplies, hydrant for sewer ponds, blacktop patch.

CRWA Membership Wastewater Monitoring (Quarterly)

Increased for CDL license requirements for training.

Utility fees increase by 1.8% Based on 1 new sewer connection. 39.66% of the \$117,019.20 earning in reserves interest.

After Split (Actuals)

10,920 sewer salary + 32% of general fund salaries. Before split it is \$54,428. 3970 from PR +6225 from split. 5000 of actuals is 32% of taxes in general fund. WC increases by at least 10-15% 32% of general fund health benefits=\$6,809. Health premiums up 10-15%.

Rates continue to increase annually by at least 10%.

Amendment will add budget line.

Water Fund

Revenue Account	Object	2022-23 Unaudited Actuals	2022-23 Budget	2023-24 Actuals as of 3-31-24	2023-24 Budget	Budget Assumptions
302100	3.4%					
302120		\$ 636,349	\$ 601,662	\$ 486,843	\$ 622,119	Utility revenue rate increase of 3.4%.
304110		\$ 20,000	\$ -	\$ 8,971	\$ 20,000	Connection fees
304160		\$ 42	\$ -	\$ 120	\$ 120	25.13% of 117019 we are currently earning on LAIF account.
		\$ 10,035	\$ 4,105	\$ 24,532	\$ 29,407	
		\$ 666,426	\$ 605,767	\$ 520,466	\$ 671,645	
						After-Split
401100	110-140	\$ 49,176	\$ 64,509	\$ 131,501	\$ 83,903	Amount above 2023-24 budget column in actuals is due to the split among other funds.
401300	230	\$ 4,326	\$ 4,305	\$ 10,361	\$ 7,810	\$ 9,394 All actuals are higher due to hours charged to Mud Creek incident, removal of half-yr. salary for PWS last yr., 35% of general fund salaries.
401200	210-240	\$ 4,428	\$ 5,552	\$ 10,782	\$ 7,036	\$ 11,798
401300	280	\$ 4,663	\$ 4,866	\$ 5,302	\$ 7,000	
	270	\$ 19,377	\$ 23,197	\$ 39,817	\$ 26,533	\$ 45,930 After split of funds.
		\$ 81,970	\$ 102,429	\$ 197,763	\$ 132,302	\$ 202,112
402000		\$ 16,785	\$ 17,767	\$ 19,352	\$ 17,767	
	310	\$ -	\$ 500	\$ -	\$ 500	
	320	\$ 527	\$ -	\$ -	\$ 600	actual # was for Ordinance 30 publishing in paper.
	330	\$ 40	\$ 1,000	\$ 62	\$ 3,000	Increased for CDL's and distribution classes.
	340	\$ -	\$ -	\$ 71	\$ 200	Budget line added with amendment.
	345	\$ 62	\$ 3,000	\$ 1,733	\$ 6,000	Increased for CDL's and distribution classes.
	350	\$ 259	\$ 300	\$ 47	\$ 300	
	360	\$ -	\$ 600	\$ 88	\$ 600	
	365	\$ 72	\$ 800	\$ 1,160	\$ 200	
	370	\$ 803	\$ 800	\$ 1,160	\$ 850	
	370	\$ 2,115	\$ 30,000	\$ -	\$ 5,000	CSDA, SWRCB, etc. 14129 split among all funds.
	390	\$ 1,501	\$ 5,500	\$ 1,808	\$ 5,500	water sampling/testing.
	392	\$ 22,164	\$ 59,767	\$ 24,392	\$ 40,517	
403000		\$ 10,466	\$ 4,300	\$ 7,977	\$ 10,500	1/4 chainsaw files, oxygen, signs, test manuals, copper coil, galv. Mail, strap saddle, kupferle iron cap, hose bibs, coupling-Ford, etc.
	420	\$ 1,949	\$ 1,800	\$ 1,389	\$ 2,500	
	430	\$ 1,659	\$ 2,400	\$ 1,483	\$ 2,400	Total fuel cost for year is \$13,294, split among all funds.
	520	\$ 2,720	\$ 9,600	\$ 1,587	\$ 5,000	
	530	\$ 1,075	\$ 1,000	\$ 621	\$ 1,200	Udigrnd Svc. Alert membership, SWRCB water permit, USDA line permit.
	710	\$ 7,047	\$ 7,600	\$ 3,320	\$ 7,600	
		\$ 24,916	\$ 26,700	\$ 16,377	\$ 29,200	
Debt Service						
404000	610	\$ 3,522	\$ 1,680	\$ 683	\$ 3,525	pay interest only payments of 293.53 per month
		\$ 3,522	\$ 1,680	\$ 683	\$ 3,525	
		\$ 132,572	\$ 190,576	\$ 239,215	\$ 205,544	
		\$ 533,854	\$ 415,191	\$ 432,490	\$ (205,544)	
405000	799	\$ 174,904	\$ 297,966	\$ 136,261	\$ 308,851	35% of the 882431 for General/Directors allocation.
		\$ 358,950	\$ 117,225	\$ 123,580	\$ (205,544)	
Reserves						
		\$ 147,748				
		\$ 596,490				
		\$ 38,959				
		\$ 65,189				
		\$ 80,000				
		\$ 227,748				
		\$ 928,386				
		\$ 227,748				
		\$ 700,638				

