

TWAIN HARTE COMMUNITY SERVICES DISTRICT

WATER – SEWER – FIRE – PARK
22912 Vantage Pointe Drive, Twain Harte, CA 95383
Phone (209) 586-3172 Fax (209) 586-0424

REGULAR MEETING OF THE BOARD OF DIRECTORS VIDEO TELECONFERENCE September 15, 2021 9:00 A.M.

IMPORTANT NOTICE:

To help slow the spread of COVID-19, the District's board room is closed to the public. This meeting will be held remotely by teleconference using Zoom:

- Videoconference Link: <https://us02web.zoom.us/j/85693585618>
- Meeting ID: 856 9358 5618
- Telephone: (669) 900-6833

ANYONE CAN PARTICIPATE IN THIS MEETING: see details at the end of this agenda.

AGENDA

The board may take action on any item on the agenda.

- 1. Call to Order**
- 2. Pledge of Allegiance & Roll Call**
- 3. Reading of Mission Statement**
- 4. Public Comment**
- 5. Consent Agenda:**
 - A. Presentation and approval of financial statements through August 31, 2021.
 - B. Approval of the minutes of the Regular Meeting held on August 11, 2021.
 - C. Annual review of Policy #2002 – Discrimination Policy.
- 6. New Business**
 - A. Discussion/action to adopt Resolution #21-27 – Approving the Department of Forestry and Fire Protection Agreement #7GF21140 for a \$9,9397.50 grant under the Rural Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978.
 - B. Discussion/action to approve revisions to Policy #1065 – Facility Rental Fee Schedule.

- C. Discussion/action to approve revisions to Policy #3030 – Injury Illness Prevention Program.
- D. Discussion/action to approve revisions to Policy #4000 – Board Positions.
- E. Discussion/action to approve revisions to Policy #4010 – Members of the Board of Directors.
- F. Discussion/action to approve revisions to Policy #4030 – Code of Ethics.
- G. Discussion to review and evaluate the effectiveness of Policy #4020 – Committees of the Board of Directors.
- H. Discussion regarding COVID-19 regulations related to Board meetings and other public meetings.

7. Reports

- A. President and Board member reports
- B. Fire Chief's report
- C. Water/Sewer Operations Manager's report
- D. General Manager's report

8. Closed Session

- A. Conference with Legal Counsel – Existing Litigation:
Pursuant to Government Code Section 54956.9(a)
Case Name: Oyarzo v. Twain Harte Community Services District
- B. Conference with Legal Counsel – Anticipated Litigation:
Significant exposure to litigation pursuant to Government Code Section 54956.9(b) (1 case)

9. Adjourn

HOW TO VIRTUALLY OBSERVE THIS MEETING:

The public can virtually observe and participate in a meeting as follows:

- **Computer:** Join the videoconference by clicking the videoconference link located at the top of this agenda or on our website. You may be prompted to enter your name and email. Your email will remain private and you may enter “anonymous” for your name.
- **Smart Phone/Tablet:** Join the videoconference by clicking the videoconference link located at the top of this agenda OR log in through the Zoom mobile app and enter the Meeting ID# and Password found at the top of this agenda. You may be prompted to enter your name and email. Your email will remain private and you may enter “anonymous” for your name.
- **Telephone:** Listen to the meeting by calling Zoom at (4669) 900-6833. Enter the Meeting ID# listed at the top of this agenda, followed by the pound (#) key.

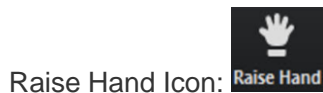
* NOTE: your personal video will be disabled and your microphone will be automatically muted.

FOR MORE DETAILED INSTRUCTIONS, CLICK [HERE](#)

HOW TO SUBMIT PUBLIC COMMENTS:

The public will have an opportunity to comment before and after the meeting as follows:

- **Before the Meeting:** If you cannot attend the meeting, you may:
 - Email comments to ksilva@twainhartecsd.com, write “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments.
 - Mail comments to THCS Board Secretary: P.O. Box 649, Twain Harte, CA 95383
- **During the Meeting:** The public will have opportunity to provide comment before and after the meeting as follows:
 - Computer/Tablet/Smartphone: Click the “Raise Hand” icon and the host will unmute your audio when it is time to receive public comment. If you would rather make a comment in writing, you may click on the “Q&A” icon and type your comment. You may need to tap your screen or click on “View Participants” to make icons visible.



* NOTE: If you wish to speak on an item on the agenda, you are welcome to do so during consideration of the agenda item itself. If you wish to speak on a matter that does not appear on the agenda, you may do so during the Public Comment period. Persons speaking during the Public Comment will be limited to five 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. Except as otherwise provided by law, no action or discussion shall be taken/conducted on any item not appearing on the agenda. Public comments must be addressed to the board as a whole through the President. Comments to individuals or staff are not permitted.

ACCESSIBILITY:

Board meetings are accessible to people with disabilities. 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 (209) 586-3172.

WRITTEN MEETING MATERIALS:

If written materials relating to items on this Agenda are distributed to Board members prior to the meeting, such materials will be made available for public inspection on the District’s website:

www.twainhartecsd.com

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
21/22 OPERATING EXPENDITURE SUMMARY
As of August 31, 2021**

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 16.67%)
Park	81,243	15,687	65,556	19.31%
Water	1,264,361	253,813	1,010,548	20.07%
Sewer	1,032,879	108,930	923,949	10.55%
Fire	1,089,148	222,680	866,468	20.45%
Admin	647,517	115,683	531,834	17.87%
TOTAL	\$ 4,115,148	\$ 716,793	\$ 3,398,355	17.42%

TWAIN HARTE COMMUNITY SERVICES DISTRICT
21/22 CAPITAL EXPENDITURE SUMMARY
 As of August 31, 2021

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 16.67%)
Park	368,000	2,612	365,388	0.71%
Water	808,850	13,608	795,242	1.68%
Sewer	447,150	6,967	440,183	1.56%
Fire	507,500	-	507,500	0.00%
Admin		-	-	
TOTAL	\$ 2,131,500	\$ 23,187	\$ 2,108,313	1.09%

TWAIN HARTE COMMUNITY SERVICES DISTRICT
BANK BALANCES
As of August 31, 2021

Account	Beginning Balance	Receipts	Disbursements	Current Balance
U.S. Bank Operating	1,249,235	248,056	(252,300)	1,244,991
U.S. Bank - D Grunsky #1**	71,820			71,820
U.S. Bank - D Grunsky #2**	74,924			74,924
LAIF	2,968,777			2,968,777
TOTAL	\$ 4,364,756	\$ 248,056	\$ (252,300)	\$ 4,360,512

**Davis Grunsky reserve money restricted for Davis Grunsky Loan Payments

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting
August 11, 2021

CALL TO ORDER: President Sipperley called the meeting to order at 09:00 a.m. The following Directors, Staff, and Community Members were present:

DIRECTORS:

Director Sipperley, President
Director Bohlman
Director Mannix
Director Knudson
Director deGroot

STAFF:

Tom Trott, General Manager
Neil Gamez, Fire Chief
Kim Silva, Administrative Coordinator/ Board Secretary
Lewis Giambruno, Operations Manager
Carolyn Higgins, Finance Officer

AUDIENCE: 6 Attendees.

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

A member of the public gave a presentation regarding the pickleball courts and the growing popularity of the game in Twain Harte. He requested the consideration of a porta pot along with a proposal for a removable net that could allow for more of the tennis courts to be used for pickleball. The board directed the member of the public to the September Park Committee meeting.

Carol Hallet from CERT provided an update on the grant opportunities that she is currently pursuing. One grant from homeland security that would be utilized to create a preparedness workshop and the other was the American Rescue Act Funds grant that was awarded to the county.

CONSENT AGENDA:

- A. Presentation and approval of financial statements through July 31, 2021.
- B. Approval of the minutes of the Regular Meeting held on July 14, 2021.

MOTION: Director deGroot made a motion to accept the consent agenda in its entirety.

SECOND: Director Knudson

AYES: Mannix, deGroot, Bohlman Sipperley, Knudson

NOES: None

ABSTAIN:

NEW BUSINESS:

- A. Discussion/action regarding Tuolumne Utilities District's potential acquisition of Pacific Gas & Electric's water storage, distribution and hydroelectric facilities.

Tuolumne Utilities District Interim General Manager Don Perkins gave a presentation regarding the PG&E water rights acquisition from Pinecrest.

- B. Update on District efforts to ensure fire safe clearance and vegetation management on unimproved parcels.

Chief Gamez provided a presentation regarding the 4291/improved parcel requirements, speaking to all the efforts put forth by THFD through an education first approach.

- C. Discussion/action regarding potential partnership with CalTrans and Tuolumne Utilities District to create emergency egress to Highway 108 from Cedar Pines Vista and Ridge Road.

Chief Gamez gave a presentation regarding and opportunity for a potential partnership that would establish an evacuation route for Cedar Pines Vista.

- D. Discussion/action to adopt Resolution #21-25 – Accepting a Grant from the California Fire Foundation and Approving a Fiscal Year 2021-22 Fire Fund Budget Adjustment in the Amount of \$15,000 for an Emergency Alert Notification Siren.

MOTION: Director deGroot made a motion to adopt Resolution #21-25 – Accepting a Grant from the California Fire Foundation and Approving a Fiscal Year 2021-22 Fire Fund Budget Adjustment in the Amount of \$15,000 for an Emergency Alert Notification Siren.

SECOND: Director Mannix

AYES: Mannix, deGroot, Bohlman, Sipperley, Knudson

NOES: None

ABSTAIN:

- E. Discussion/action to consider purchase of a truck-mounted sewer jetter and adopt Resolution #21-26 – Approval of Fiscal Year 2021-22 Sewer Fund Budget Adjustment in the Amount of \$82,000 for the Sewer Jetter Replacement Project.

MOTION: Director Knudson made a motion to consider purchase of a truck-mounted sewer jetter and adopt Resolution #21-26 – Approval of Fiscal Year 2021-22 Sewer Fund Budget Adjustment in the Amount of \$82,000 for the Sewer Jetter Replacement Project.

SECOND: Director Bohlman

AYES: Mannix, deGroot, Bohlman, Sipperley, Knudson

NOES: None

ABSTAIN:

President and Board Member Reports.

- *President Sipperley provided a report summarizing the joint IRWM WAC and JPA meeting at Murphy's Sanitary District with Operations Manager Giambruno.*

Fire Chief Report by Chief Gamez

- *A verbal summary of the written report was provided.*

Water/Sewer/Park Operations Report Provided by Operations Manager Giambruno

- *A verbal summary of the written report was provided.*

General Manager Report Provided by General Manager Trott

- *A verbal summary of the written report was provided.*

ADJOURNMENT:

The meeting was adjourned at 10:52 a.m.

Respectfully submitted,

APPROVED:

Kimberly Silva, Board Secretary

Gary Sipperley, President

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: **Discrimination**
POLICY NUMBER: **2002**
ADOPTED: **March 21, 2006**
AMENDED: **September 11, 2014**
REVIEWED: **September 10, 2015**
REVIEWED: **September 8, 2016**
REVIEWED: **September 14, 2017**
REVIEWED: **September 12, 2018**
REVIEWED: **September 11, 2019**
AMENDED: **September 9, 2020**
AMENDED: **November 12, 2020**

2002.10 There shall be no discrimination in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leave, and any disciplinary or grievance action for the following:

- Age (40 and over)
- Ancestry, National Origin
- Disability, mental and physical
- Genetic Information
- Gender Identity, Gender Expression
- Marital Status
- Medical Condition
- Military and Veteran Status
- Race, Color
- Religion, Creed
- Sex. Gender (including pregnancy, childbirth, breastfeeding or related medical conditions.)
- Sexual Orientation

2002.20 Protections against discrimination and harassment shall extend to unpaid interns and volunteers. There shall be no discrimination against unpaid interns or volunteers in regards to selection, termination, training and treatment for any of the reasons listed above or other protections provided by law. Furthermore, unpaid interns, volunteers, and persons providing services pursuant to a contract shall not be subjected to harassment in the workplace for any of the reasons listed above or other protections provided by law.

2002.30 All employees are protected from illegal conduct from any workplace source, including third parties who are in the workplace.

2002.40 There shall be no discrimination, for any of the reasons stated above or provided by law, in any actions taken by the District in dealing with our customers or the general public.

2002.50 To ensure that this policy is protecting the rights of all employees against discrimination, this policy shall be reviewed annually by the Board of Directors in a regular meeting. All employees should be reminded of the Board's consideration of the policy and encouraged to submit written or verbal comments as to its effectiveness.

2002.60 To ensure that employees understand these protections and mandated procedures, a copy of this policy will be provided to employees upon hire and an updated electronic copy will be posted in a location accessible to all employees. New employees and unpaid interns shall acknowledge receipt of the policy in writing and shall be required to undergo training within six months of starting their employment or volunteer internship. Seasonal or temporary employees employed less than six months shall undergo training within 30 days of starting their employment.

2002.70 Reporting Complaints: There are several avenues of reporting a confidential complaint other than to a direct supervisor, the different avenues of reporting include:

- Report to direct supervisor.
- Report to your supervisor's supervisor.
- Report to General Manager.
- If the complaint is in regards to General Manager, report to the President of the Board of Directors.

2002.80 Response to Reported Complaints: Every reported incident of discrimination will be documented, tracked and promptly investigated by qualified personnel or a District representative with the cooperation of the employee and/or the public member reporting the discrimination. This policy requires anyone who receives a complaint of misconduct to report the complaint to the General Manager. If the complaint is in regards to the General Manager, the recipient of the complaint can report to the President of the Board of Directors. Confidentiality of all persons involved in the incident shall be maintained. Employees will not be exposed to retaliation as a result of the making a complaint or participating in any workplace investigation. The results of any investigation of alleged discrimination shall promptly be communicated to the employee or public member. Where charges of discrimination by an employee are substantiated, appropriate corrective action will be taken. Appropriate action might range from counseling to termination.

**BEFORE THE BOARD OF DIRECTORS OF THE
TWAIN HARTE COMMUNITY SERVICES DISTRICT
COUNTY OF TUOLUMNE, STATE OF CALIFORNIA**

IN THE MATTER OF:

Resolution Number: 21-27

Approving the Department of Forestry and Fire Protection Agreement #7GF21140 for services from the date of last signatory on page 1 of the Agreement to June 30, 2022 under the Rural Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978.

BE IT RESOLVED by the Board of Directors of the Twain Harte Community Services District, that said Board does hereby approve the Agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 1 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Rural Fire Capacity Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2021-22 up to and no more than the amount of \$9,397.50.

BE IT FURTHER RESOLVED that Gary Sipperley, Board President of said Board be and hereby is authorized to sign and execute said Agreement and any amendments on behalf of the Twain Harte Community Services District.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Twain Harte Community Services District, at a regular meeting thereof, held on the 15th day of September 2022, by the following vote:

AYES:

Signature, Board of Directors Member

NAYS:

Gary Sipperley, President
Printed Name and Title

ABSENT:

Signature, Board of Directors Member

Kathryn de Groot, Vice President
Printed Name and Title

-----**CERTIFICATION OF RESOLUTION**-----

ATTEST:

I, Kimberly Silva, Board Secretary of the Twain Harte Community Services District, County of Tuolumne California do hereby certify that this is a true and correct copy of the original Resolution Number 21-27.

WITNESS MY HAND OR THE SEAL OF THE Twain Harte Community Services District, on this 15th day of September 2022.

**OFFICIAL SEAL
OR NOTARY CERTIFICATON**

Signature

Title and Name of Local Agency

**State of California
Department of Forestry and Fire Protection (CAL FIRE)
Cooperative Fire Protection
GRANT AGREEMENT**

APPLICANT:

PROJECT TITLE: Rural Fire Capacity

GRANT AGREEMENT: 7GF21140

PROJECT PERFORMANCE PERIOD is from date upon approval through June 30, 2022.

Under the terms and conditions of this Grant Agreement, the applicant agrees to complete the project as described in the project description, and the State of California, acting through the Department of Forestry & Fire Protection, agrees to fund the project up to the total state grant amount indicated.

PROJECT DESCRIPTION: Cost-share funds awarded to provide assistance to rural areas in upgrading their capability to organize, train, and equip local forces for fire protection.

Total State Grant not to exceed \$ 9,397.50 (or project costs, whichever is less).

**The Special and General Provisions attached are made a part of and incorporated into this Grant Agreement.*

**STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY
AND FIRE PROTECTION**

Applicant	
By	By
Signature of Authorized Representative	
Title	Title: Gabrielle Avina Staff Chief, Cooperative Fire Programs
Date	Date

CERTIFICATION OF FUNDING

GRANT AGREEMENT NUMBER	PO ID	SUPPLIER ID
FUND 0001	FUND NAME General Fund	
PROJECT ID 354021DG2012138	ACTIVITY ID SUBGNT	AMOUNT OF ESTIMATE FUNDING \$ 9,397.50
GL UNIT 3540	BUD REF 001	CHAPTER 21
PROGRAM NUMBER 9999000FED	ENY 2021	ADJ. INCREASING ENCUMBRANCE \$ 0.00
ACCOUNT 5340580	ALT ACCOUNT 5340580002	ADJ. DECREASING ENCUMBRANCE \$ 0.00
REPORTING STRUCTURE 35409206	SERVICE LOCATION 92717	UNENCUMBERED BALANCE \$ 9,397.50

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance.

Signature of CAL FIRE Accounting Officer	Date
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**RURAL FIRE CAPACITY PROGRAM
TERMS AND CONDITIONS**

DEPARTMENT OF FORESTRY AND FIRE PROTECTION

STATE OF CALIFORNIA
Natural Resources Agency

Agreement for the Rural Fire Capacity Program of the
Cooperative Forestry Assistance Act of 1978

THIS AGREEMENT, made and entered between the STATE of California, acting through the Director of the Department of Forestry and Fire Protection hereinafter called "STATE", and _____ hereinafter called "LOCAL AGENCY", covenants as follows:

RECITALS:

1. STATE has been approved as a passthrough agent of the United States Department of Agriculture, (USDA), Forest Service for the purpose of administering the Rural Fire Capacity program in California, hereinafter referred to as RFC, authorized by the Cooperative Forestry Assistance Act (CFAA) of 1978 (PL 95-313, 92 Stat 365, 16 U.S.C. 2101-2114), as amended.
2. This is a subaward under the 2021 Rural Fire Capacity Grant #21-DG-11052012-138 awarded to STATE by the Forest Service on July 21,2021. The CFDA for the award is 10.664, Cooperative Forestry Assistance. This subaward is funded solely with Federal funds and is subject to the Office of Management and Budget (OMB) guidance in subparts A through F of 2 CFR Part 200, as adopted and supplemented by the USDA in 2 CFR Part 400, and under certain terms and conditions to LOCAL AGENCY to assist LOCAL AGENCY to upgrade its fire protection capability.
3. LOCAL AGENCY desires to participate in said RFC and agrees to the terms and conditions specified in the Procedural Guide for Rural Fire Capacity Program 2021.

NOW THEREFORE, it is mutually agreed between the parties as follows:

4. **APPROVAL: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. LOCAL AGENCY may not commence performance until such approval has been obtained.**
5. **INCORPORATION: The Procedural Guide for Rural Fire Capacity Program 2021, submitted Application for Funding and associated Grant Assurances are hereby incorporated by reference as part of the Grant Agreement.**
6. **TIMELINESS: Time is of the essence in this Agreement.**
7. **FORFEITURE OF AWARD: LOCAL AGENCY must return this Agreement and required resolution properly signed and executed to STATE at the email address specified in paragraph 12, with a timestamp no later than December 1, 2021 or LOCAL AGENCY will forfeit the funds.**

8. GRANT AND BUDGET CONTINGENCY CLAUSE: It is mutually understood between the parties that this **Agreement** may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds, to avoid program and fiscal delays that would occur if the **Agreement** were executed after that determination was made.

This **Agreement** is valid and enforceable only if sufficient funds are made available to the STATE by the United States Government for the **State Fiscal Year 2021** for the purpose of this program. In addition, this **Agreement** is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this **Agreement** in any manner.

The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this **Agreement** shall be amended to reflect any reduction in funds.

The STATE has the option to invalidate the **Agreement** under the 30-day cancellation clause or to amend the **Agreement** to reflect any reduction in funds.

9. REIMBURSEMENT: STATE will reimburse LOCAL AGENCY, from funds made available to STATE by the Federal Government, an amount not to exceed **\$9,397.50** on a 50/50 matching funds basis, for the performance of specific projects and/or purchase of specific items identified in Proposed Project, Application for Funding, attached hereto. **Reimbursement will be only for those projects accomplished and/or items purchased between THE LAST SIGNATORY DATE ON PAGE 1 and JUNE 30, 2022.** This sum is the sole and maximum payment that STATE will make pursuant to this Agreement. **LOCAL AGENCY must bill STATE at the e-mail address specified in paragraph 12, with a timestamp no later than September 1, 2022 in order to receive the funds.** The bill submitted by LOCAL AGENCY must clearly delineate the projects performed and/or items purchased. A vendor's invoice and proof of payment to vendor(s) must be included for items purchased.
10. LIMITATIONS: Expenditure of the funds distributed by STATE herein is subject to the same limitations as placed by the RFC, upon expenditure of United States Government Funds. Pursuant to 2CFR200.313 Equipment, subject to the obligations and conditions set forth in that section; title to any equipment and supplies acquired under this **Agreement** vests with the LOCAL AGENCY. For any equipment items over \$5,000, the federal government may retain a vested interest in accordance with paragraph 16 below.
11. MATCHING FUNDS: Any and all funds paid to LOCAL AGENCY under the terms of this **Agreement**, hereinafter referred to as "RFC Funds", shall be matched by LOCAL AGENCY on a dollar-for-dollar basis, for each project listed on attachment(s) hereto identified as "Proposed Project". No amount of unpaid "contributed" or "volunteer" labor or services shall be used or consigned in calculating the matching amount "actually spent" by LOCAL AGENCY.

LOCAL AGENCY shall not use RFC Funds as matching funds for other federal grants, including Department of Interior (USDI) Rural Fire Assistance grants, nor use funds from other federal grants, including USDI Rural Fire Assistance grants, as matching funds for RFC Funds.

- 12. ADDRESSES: The mailing addresses of the parties hereto under the terms of the Agreement are:

LOCAL AGENCY: _____

Attention: _____
Telephone Number(s): _____
E-mail _____

STATE: **Department of Forestry and Fire Protection**
Grants Management Unit, Attn: Megan Esfandiary
P. O. Box 944246
Sacramento, California 94244-2460
PHONE: (916) 894-9845
E-MAIL: Megan.Esfandiary@fire.ca.gov

- 13. PURPOSE: Any project to be funded hereunder must be intended to specifically assist LOCAL AGENCY to organize, train, and/or equip local firefighting forces in the aforementioned rural area and community to prevent or suppress fires which threaten life, resources, and/or improvements within the area of operation of LOCAL AGENCY. Project funds are not to be used for research and development.
- 14. COMBINING: In the event funds are paid for two or more separate, but closely related projects, the 50/50 cost-sharing formula will be applied to the total cost of such combined projects.
- 15. OVERRUNS: In the event that the total cost of a funded project exceeds the estimate of costs upon which this Agreement is made, LOCAL AGENCY may request additional funds to cover the **Agreement** share of the amount exceeded. However, there is no assurance that any such funds are, or may be, available for reimbursement. Any increase in funding will require an amendment.
- 16. UNDERRUNS: In the event that the total cost of a funded project is less than the estimate of costs upon which this **Agreement** is made, LOCAL AGENCY may request that additional eligible projects/items be approved by STATE for **Agreement** funding. However, there is no assurance that any such approval will be funded. Approval of additional projects/items, not listed on the Proposed Project application, made by STATE, will be in writing and will require an amendment.
- 17. FEDERAL INTEREST IN EQUIPMENT: The Federal Government has a vested interest in any item purchased with RFC funding in excess of \$5,000 regardless of the length of this **Agreement**, until such time as the fair market value is less than \$5,000. The RFC percentage used to purchase the equipment will be applied to the sale price and recovered for the Government during the sale. This percentage will remain the same even following depreciation. The Federal Government may not have to be reimbursed if the disposal sale amounts to a fair market value of less than \$5,000. LOCAL AGENCY will notify STATE of the disposal of such items.

18. EQUIPMENT INVENTORY: Any single item purchased in excess of \$5,000 will be assigned an RFC Property Number by the STATE. LOCAL AGENCY shall forward a copy of the purchase documents listing the item, brand, model, serial number, any LOCAL AGENCY property number assigned, and a LOCAL AGENCY contact and return address to STATE at the address specified in paragraph 12. The STATE will advise the LOCAL AGENCY Contact of the RFC Property Number assigned.
19. AUDIT: LOCAL AGENCY agrees that the STATE, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. LOCAL AGENCY agrees to maintain such records for possible audit for a minimum of five (5) years after final payment, unless a longer period of records retention is stipulated. LOCAL AGENCY agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, LOCAL AGENCY agrees to include a similar right of the State of California to audit records and interview staff in any subcontract related to performance of this **Agreement**. (GC 8546.7, PCC 10115 et seq., CCR Title 2, Section 1896).
20. DISPUTES: In the event of any dispute over qualifying matching expenditures of LOCAL AGENCY or audit findings, the dispute will be decided by STATE and its decision shall be final and binding.
21. MONITORING: LOCAL AGENCY agrees to the monitoring of activities as necessary by STATE to ensure that the award is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the agreement; and that performance goals are achieved.
22. INDEMNIFICATION: LOCAL AGENCY agrees to indemnify, defend, and save harmless, the STATE, its officers, agents, and employees, from any and all claims and losses, accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this **Agreement**, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by LOCAL AGENCY in the performance of this **Agreement**.
23. CIVIL RIGHTS: LOCAL AGENCY agrees to comply with civil rights requirements as detailed in the Complying With Civil Rights Requirements brochure (FS-850) and the And Justice For All poster (AD-475A). The poster is to be placed at all public point of contact/reception areas.
24. DRUG-FREE WORKPLACE REQUIREMENTS: LOCAL AGENCY will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed **Agreement** will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the **Agreement**.

Failure to comply with these requirements may result in suspension of payments under the **Agreement** or termination of the **Agreement** or both and LOCAL AGENCY may be ineligible for funding of any future State **Agreement** if the department determines that any of the following has occurred: (1) the LOCAL AGENCY has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

25. **TERM:** The term of the **Agreement** SHALL COMMENCE ON THE LAST SIGNATORY DATE ON PAGE 1 and continue through June 30, 2022.
26. **TERMINATION:** This **Agreement** may be terminated by either party giving 30 days written notice to the other party or provisions herein amended upon mutual consent of the parties hereto.
27. **AMENDMENTS:** No amendment or variation of the terms of this **Agreement** shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or **Agreement** not incorporated in the **Agreement** is binding on any of the parties.
28. **INDEPENDENT CONTRACTOR:** LOCAL AGENCY, and the agents and employees of LOCAL AGENCY, in the performance of this **Agreement**, shall act in an independent capacity and not as officers or employees or agents of the STATE or the Federal Government.
29. **INDIRECT RATE:** LOCAL AGENCY may not assess an indirect rate in excess of their Federally approved Negotiated Indirect Cost Rate Agreement (NICRA), a de minimis rate if LOCAL AGENCY does not have an approved NICRA, or the RFC program cap rate of 10%, whichever is lesser. LOCAL AGENCY may also elect not to assess an indirect rate. The approved indirect cost rate at the time of execution is 0%.
30. **MEDIA:** LOCAL AGENCY shall acknowledge STATE and USDA Forest Service support in any publications, audiovisuals and electronic media developed as a result of this award.

It is encouraged to give public notice of the receipt of this award and announce progress and accomplishments, acknowledging STATE and USDA Forest Service support. Follow direction in USDA Supplemental 2 CFR 415.2.

31. ASSIGNMENT: This Agreement is not assignable by LOCAL AGENCY either in whole or in part.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Facility Rental Fee Schedule
POLICY NUMBER: 1065
ADOPTED: September 20, 2005
AMENDED: July 12, 2012
AMENDED: March 14, 2013
AMENDED: January 9, 2014
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1065.10 Purpose

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District staff shall inspect facilities before and after reservations and the renting party shall be charged the cost for any damage discovered to the facilities rented or cleanup required to return the rented facility to pre-rental conditions, other than the removal of normal refuse produced and placed in appropriate containers on site.

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1065.50 Community Center Rental

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Agencies reserving fire/emergency training facilities shall meet the following conditions:

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- Renting agency shall assume full responsibility for activities and potential incidents.
- Renting agency shall provide all instructors, apparatus, equipment and logistical support.
- Renting agency shall comply with all current Cal OSHA and California State Fire Training instructor requirements, student ratios and personal protective equipment.
- All training must be in compliance with most recent edition of NFPA 1403.
- Renting agency shall identify a point of contact who will be on site at all times during facility use.
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- A \$40 refundable deposit is required to check out each set of balls. Users will forfeit their deposit if ball sets are returned damaged, incomplete, late or not returned.
- Bocce ball sets shall be returned to the District offices during normal business hours no later than 11:30 a.m. on the first business day following check out.

1065.80 Baseball Field Rental – Community Events

Reservations to utilize the baseball field for community and other non-sporting events must comply with the following:

- Events shall not last longer than two (2) consecutive days (including set up/tear down).
- Vehicles are not allowed on the grass, except as specifically approved by District staff.
- All measures shall be taken to protect the baseball field grass. Renters will be responsible for the entire cost of repairing a damage to grass and/or irrigation.
 - Tents and other temporary structures shall be set up only on the dirt infield.
 - Measures shall be put in place to discourage foot traffic on the grass infield and to avoid common pathways on any grass.
 - Grass areas may not be used as dance floors for large numbers of people.
- Renters shall provide at least two porta-potties for community events.

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Facility Rental Fee Schedule

FACILITY¹	RESIDENT or NON-PROFIT	NON-RESIDENT or FOR-PROFIT
Community Center		
Recurring Meeting/Use ²		
Daily (>1 per week)	\$20 per meeting	\$30 per meeting
Once Weekly	\$15 per meeting	\$25 per meeting
Once Monthly	\$10 per meeting	\$20 per meeting
Individual Event	\$50 per day \$300 per week	\$75 per day \$450 per week
Table and/or Chair Rental	\$50 per day	\$75 per day
Eproson Park³		
Stage Area	\$40 per day	\$80 per day
Stage Area & Parking Lot (Community Events) ⁴	\$100 per day	N/A
Parking Area ⁵	\$40 per day	\$80 per day
Baseball Field		
Individual Event (no lights)	\$50 per day	\$75 per day
Individual Event (with lights)	\$75 per day	\$100 per day
Community Event (field, lights, concession)	\$100 per day	N/A
Organized Sports (field, lights, concession) ⁶	\$500 per season	N/A
Concession Stand	\$15 per day	\$30 per day
Bocce Courts		
Pavilion + Both Courts	\$40 half day	\$50 half day
	\$75 per day	\$100 per day
Tennis Courts		
One Court	\$15 per hour	\$25 per hour
	\$90 per day	\$150 per day
Fire/Emergency Training Facilities⁷		
Classroom Facilities	\$150 per day	\$150 per day
Vertical Ventilation Prop	\$250 per day	\$250 per day
Fire Behavior Prop	\$600 per day	\$600 per day
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Notes

- ¹ A refundable \$100 deposit is required for rental of any facility.
- ² Recurring Meeting/Use - 3 hour maximum, at least 4 meetings per year, Sunday-Thursday only.
- ³ Playground and skate park must be open for public use at all times
- ⁴ For large community events that are open to the public and require use of most of the parking lot and/or park area. Separate rental of the parking area is not required for community events.
- ⁵ Includes seven parking spaces in front of the stage area (does not include handicap space).
- ⁶ Assumes no comparable donation or servicing of facilities.
- ⁷ Fire training facilities, equipment, personnel and materials may be rented by separate agreement.

User Permit

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TWAIN HARTE CSD

P.O.BOX 649
Twain Harte, CA 95383

****Call (209) 588-5558 for facility problems****

Applicant Name			Organization Name	
Street Address			Street Address	
City State Zip			City State Zip	
Contact Person Area Code Telephone			Contact Person Area Code Telephone	

Facility to be Reserved (use facility name from Fee Schedule)	Date(s)	Hours: From - To	Estimated Attendance (Number)	DISTRICT USE ONLY (FEES)
DESCRIPTION OF USE:				TOTAL FEES
				CLEANING DEPOSIT (REFUNDABLE)
				GRAND TOTAL
				AMOUNT PAID
				Cash <input type="checkbox"/> Check <input type="checkbox"/>
				BALANCE DUE
Is alcohol involved in the event? No <input type="checkbox"/> Served only <input type="checkbox"/> Sold <input type="checkbox"/>				ALCOHOL PERMIT YES <input type="checkbox"/> NO <input type="checkbox"/>

GENERAL RULES COVERING USE OF FACILITIES

- Alcohol is prohibited in the park and District facilities unless specifically approved in this permit. The sale of alcohol is strictly forbidden unless the User has a valid Alcoholic Beverage Permit and provides the District with: 1) Proof of coverage of insurance for the sale of alcoholic beverages and 2) an endorsement to that insurance policy naming the District as an Additionally Insured.
- All user groups must confine their use to the area(s) for which this permit is issued and all activities must be concluded by _____ p.m.
- Refunds of User Fees will only be refunded upon _____ days advance notice
- Refundable User Deposits are required for clean up and/or facility damage. Clean-up is the responsibility of user groups. Rubbish, garbage and litter shall be deposited in designated receptacles. All areas used must be cleaned and returned to original condition to the satisfaction of the District prior to deposit refund. Keys must be returned within _____ days or no refund.
- No tacks, nails, staples, tapes, etc are allowed on walls, ceilings, or woodwork. No candles are allowed in any facility.
- Sale of any goods, wares, merchandise or food products, or their solicitation or distribution is prohibited unless specified in this permit. All vendors at Permittee's event shall be the responsibility of the Permittee. Vendors shall be covered by the Permittee's General Liability insurance.
- Amplified sound is not permitted except as detailed in this permit.
- All Users will provide the District with certificates of General Liability Insurance, acceptable to the District, naming the District as additionally insured. Policy endorsements may be required for events considered high risk by the District.

CERTIFICATION AND LIABILITY RELEASE

I hereby certify that I have read the rules, regulations, conditions and terms of this User Permit and that I, or the organization which I represent, will abide by them and all other directives of the District which may be communicated to the applicant.

The PERMITEE (the contact person and/or organization) agrees to be solely responsible for any and all liability, claims, losses, demands, damages and costs, including attorney fees, arising out of or resulting from any injury to person or damage to property which arise of its use, including use by vendors, of the Twain Harte Community Services District's property and/or facility/ies. The PERMITEE agrees to defend, indemnify and hold harmless the Twain Harte Community Services District, its officers, agents, employees and volunteers against any and all such claims, demands, causes of action, suits and expenses, whether or not any such claim or action is alleged to have been caused in part by the Twain Harte Community Services District as a party indemnified hereunder.

Signature of Responsible Individual :	Date
Signature of Authorized District Official	Date

Other District Permitted Conditions:

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

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- A \$40 refundable deposit is required to check out each set of balls. Users will forfeit their deposit if ball sets are returned damaged, incomplete, late or not returned.
- Bocce ball sets shall be returned to the District offices during normal business hours no later than 11:30 a.m. on the first business day following check out.

1065.80 Baseball Field Rental – Community Events

Reservations to utilize the baseball field for community and other non-sporting events must comply with the following:

- Events shall not last longer than two (2) consecutive days (including set up/tear down).
- Vehicles are not allowed on the grass, except as specifically approved by District staff.
- All measures shall be taken to protect the baseball field grass. Renters will be responsible for the entire cost of repairing a damage to grass and/or irrigation.
 - Tents and other temporary structures shall be set up only on the dirt infield.
 - Measures shall be put in place to discourage foot traffic on the grass infield and to avoid common pathways on any grass.
 - Grass areas may not be used as dance floors for large numbers of people.
- Renters shall provide at least two porta-potties for community events.

TWIN HARTE COMMUNITY SERVICES DISTRICT

Facility Rental Fee Schedule

FACILITY ¹	RESIDENT or NON-PROFIT	NON-RESIDENT or FOR-PROFIT
Community Center		
Recurring Meeting/Use ²		
Daily (>1 per week)	\$20 per meeting	\$30 per meeting
Once Weekly	\$15 per meeting	\$25 per meeting
Once Monthly	\$10 per meeting	\$20 per meeting
Individual Event	\$50 per day \$300 per week	\$75 per day \$450 per week
Table and/or Chair Rental	\$50 per day	\$75 per day
Eproson Park³		
Stage Area	\$40 per day	\$80 per day
Stage Area & Parking Lot (Community Events) ⁴	\$100 per day	N/A
Parking Area ⁵	\$40 per day	\$80 per day
Baseball Field		
Individual Event (no lights)	\$50 per day	\$75 per day
Individual Event (with lights)	\$75 per day	\$100 per day
Community Event (field, lights, concession)	\$100 per day	N/A
Organized Sports (field, lights, concession) ⁶	\$500 per season	N/A
Concession Stand	\$15 per day	\$30 per day
Bocce Courts		
Pavilion + Both Courts	\$40 half day \$75 per day	\$50 half day \$100 per day
Tennis Courts		
One Court	\$15 per hour \$90 per day	\$25 per hour \$150 per day
Fire/Emergency Training Facilities⁷		
Classroom Facilities	\$150 per day	\$150 per day
Vertical Ventilation Prop	\$250 per day	\$250 per day
Fire Behavior Prop	\$600 per day	\$600 per day
Fire Suppression/Tactical Development Prop	\$600 per day	\$600 per day

Notes

- ¹ A refundable \$100 deposit is required for rental of any facility.
- ² Recurring Meeting/Use - 3 hour maximum, at least 4 meetings per year, Sunday-Thursday only.
- ³ Playground and skate park must be open for public use at all times
- ⁴ For large community events that are open to the public and require use of most of the parking lot and/or park area. Separate rental of the parking area is not required for community events.
- ⁵ Includes seven parking spaces in front of the stage area (does not include handicap space).
- ⁶ Assumes no comparable donation or servicing of facilities.
- ⁷ Fire training facilities, equipment, personnel and materials may be rented by separate agreement.

User Permit

****Keep this Permit on site with you during rental event****

TWAIN HARTE CSD

P.O. BOX 649
Twain Harte, CA 95383

****Call (209) 588-5558 for facility problems****

Applicant Name		Organization Name	
Street Address		Street Address	
City State Zip		City State Zip	
Contact Person Area Code Telephone		Contact Person Area Code Telephone	

Facility to be Reserved (use facility name from Fee Schedule)	Date(s)	Hours: From - To	Estimated Attendance (Number)	DISTRICT USE ONLY (FEES)

DESCRIPTION OF USE:	TOTAL FEES	
	CLEANING DEPOSIT (REFUNDABLE)	
	GRAND TOTAL	
	AMOUNT PAID	
	Cash <input type="checkbox"/> Check <input type="checkbox"/>	
	BALANCE DUE	

Is alcohol involved in the event? No Served only Sold

ALCOHOL PERMIT YES NO

GENERAL RULES COVERING USE OF FACILITIES

- Alcohol is prohibited in the park and District facilities unless specifically approved in this permit. The sale of alcohol is strictly forbidden unless the User has a valid Alcoholic Beverage Permit and provides the District with: 1) Proof of coverage of insurance for the sale of alcoholic beverages and 2) an endorsement to that insurance policy naming the District as an Additionally Insured.
- All user groups must confine their use to the area(s) for which this permit is issued and all activities must be concluded by _____ p.m.
- Refunds of User Fees will only be refunded upon _____ days advance notice
- Refundable User Deposits are required for clean up and/or facility damage. Clean-up is the responsibility of user groups. Rubbish, garbage and litter shall be deposited in designated receptacles. All areas used must be cleaned and returned to original condition to the satisfaction of the District prior to deposit refund. Keys must be returned within _____ days or no refund.
- No tacks, nails, staples, tapes, etc are allowed on walls, ceilings, or woodwork. No candles are allowed in any facility.
- Sale of any goods, wares, merchandise or food products, or their solicitation or distribution is prohibited unless specified in this permit. All vendors at Permittee's event shall be the responsibility of the Permittee. Vendors shall be covered by the Permittee's General Liability insurance.
- Amplified sound is not permitted except as detailed in this permit.
- All Users will provide the District with certificates of General Liability Insurance, acceptable to the District, naming the District as additionally insured. Policy endorsements may be required for events considered high risk by the District.

CERTIFICATION AND LIABILITY RELEASE

I hereby certify that I have read the rules, regulations, conditions and terms of this User Permit and that I, or the organization which I represent, will abide by them and all other directives of the District which may be communicated to the applicant.

The PERMITEE (the contact person and/or organization) agrees to be solely responsible for any and all liability, claims, losses, demands, damages and costs, including attorney fees, arising out of or resulting from any injury to person or damage to property which arise of its use, including use by vendors, of the Twain Harte Community Services District's property and/or facility/ies. The PERMITEE agrees to defend, indemnify and hold harmless the Twain Harte Community Services District, its officers, agents, employees and volunteers against any and all such claims, demands, causes of action, suits and expenses, whether or not any such claim or action is alleged to have been caused in part by the Twain Harte Community Services District as a party indemnified hereunder.

Signature of Responsible Individual :	Date
Signature of Authorized District Official	Date

Other District Permitted Conditions:

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Injury and Illness Prevention Program
POLICY NUMBER: 3030
ADOPTED: September 17, 1996
AMENDED: July 8, 2010 / May 9, 2013 / September 10, 2015
AMENDED: October 12, 2017
REVIEWED: September 9, 2020

3030.10 Safety Policy

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3030.12 To achieve this goal, the District has adopted this *Injury & Illness Prevention Program* (IIPP). The IIPP is the responsibility of all employees as we work together to identify and eliminate conditions, practices, policies and procedures that compromise safety.

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3030.21 Managers/Supervisors/Employees

Managers, supervisors, and employees have the responsibility of providing a safe place to work including plant facilities, equipment, standards and procedures, adequate supervision and recognition for a job done properly. Managers and Supervisors are responsible for training all of their employees to perform their jobs properly and safely. Managers and Supervisors teach, demonstrate, observe and

enforce compliance with established safety standards.

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The IIPP Administrator is the General Manager or his/her designee. The IIPP Administrator has the responsibility for the implementation, maintenance, and update of this program.

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Employees who make a significant contribution to the maintenance of a safe workplace, as determined by their supervisors, receive written acknowledgment that is maintained in the employees' personnel files.

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Employees who are unaware of correct safety and health procedures are trained or retrained.

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Employees who fail to follow safe work practices and/or procedures, or who violate the District's rules or directives, are subject to disciplinary action, according to Policy 2150 and/or appropriate union Collective Bargaining Agreements.

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3030.41 Two-Way Communication

Management recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace.

3030.42 The District System of Communication

The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable.

- A) An orientation program is given to all new employees and includes a review of the *Injury & Illness Prevention Program* and a discussion of policy and procedures that the employee is expected to follow. This program is documented on the *New Employee Safety Orientation Checklist*.
- B) The District has safety meetings where safety is freely and openly discussed by all present. Such meetings are held monthly and all employees are expected to attend and are encouraged to participate in discussion. All such meetings are documented on the *Employee Meeting & Training Report Form*.
- C) From time to time, written safety notifications are provided directly to individual employees or are posted on District bulletin boards.
- D) Other methods of communicating pertinent health and safety information are used as they are identified.

3030.43 Safety Suggestions and Hazard Reporting

- A) All employees are encouraged to inform their supervisors, or other management personnel of any matter, which they perceive to be a workplace hazard, or a potential workplace hazard. They are also encouraged to report suggestions for safety improvement. This reporting can be done orally, but preferably in writing on the *Identified Problem Report Form*. When done in writing, the notification may be given directly to the supervisor, the IIPP Administrator or other management personnel.
- B) If an employee wants to remain anonymous, an employee may complete an *Identified Problem Report Form* anonymously by not filling in his/her name or signing the form.
- C) No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.
- D) Management reviews all submitted *Identified Problem Report Forms*.
- E) If employees provide their names in regards to the notification, they are informed of what is being done within 5 working days of receipt, and receive updates as applicable.

- F) The resolution is communicated to employees in accordance with **Section 3030.42** under the subject of Communications.

3030.50 Hazard Identification & Evaluation

Inspection of the workplace is our primary tool used to identify unsafe conditions and practices. While we encourage all employees to identify and correct hazards and poor safety practices continuously, certain situations require formal evaluation and documentation.

3030.51 Safety Inspections

Documented internal safety inspections are conducted on a monthly basis. Hazards found are corrected on the spot or recommendations are submitted for future corrections. A member of management/supervision and at least one employee conduct the monthly tour. The goal is to have each employee have at least one opportunity per year to participate in a monthly inspection. Inspections are documented on the *Safety Inspection Form/Action Form*.

3030.52 Additional Inspections

Inspections are also conducted in accordance with Cal-OSHA requirements:

- A) Whenever new substances, processes, procedures or equipment present a new safety or health hazard.
- B) Whenever management/supervision become aware of a new or previously unrecognized hazard, either independently or by receipt of information from an employee.
- C) Whenever it is appropriate to conduct an unannounced inspection.

3030.53 Confined Space Inspections

All routine confined space inspections/entry shall be performed by trained and licensed contractors. District employees shall not perform confined space inspection/entry.

3030.60 Injury/Illness Investigation

3030.61 Investigation

All accidents resulting in injury or property damage, however slight, including near misses or near hits, are investigated immediately to determine the primary and contributing causes within seven working days. This information is documented on the *Investigation Report* and analyzed to assist in obtaining corrective actions to prevent similar accidents from occurring in the future. The responsibility to see that this investigation is performed rests with the IIPP Administrator.

3030.62 Reporting

All facts, findings, and recommendations are documented on the *Investigation Report*. Management reviews *Investigation Reports* with a view towards determining adequacy of corrective action.

3030.70 Correction of Hazards

3030.71 When a hazard exists it is corrected on a timely basis based on the severity of the hazard. If imminent danger exists to any employees, management and supervision remove these employees from the danger at once, and personnel, who are provided with the necessary safeguards, correct the hazard. Documentation of hazard correction is completed on at least one of the following forms:

1. Identified Problem Report Form
2. Investigation Report Form
3. Safety Inspection Form/Action Plan

3030.80 Training

3030.81 Orientation - New Employees

The initial orientation on general safety is conducted within two days of employment. The orientation is documented on the *New Employee Safety Orientation Checklist*. This orientation includes:

- A) Review of the Twain Harte Community Services District:
 1. Injury & Illness Prevention Program
 2. Respiratory Protection Plan
 3. Exposure Control Plan
 4. Hazard Communication Program
 5. Personal Protective Equipment Requirements
 6. Emergency Action Plan
 7. Fire Prevention Plan
 8. Code of Safe Practices
 9. Occupational Injury & Illness Reporting Requirements
- B) Overview of how to prevent:
 1. Overexertion
 2. Strains and sprains
 3. Slips, trips and falls
 4. Cuts and lacerations
 5. Electrical shock
 6. Driving accidents
 7. Other occupational injuries or illnesses identified via loss analyses and investigations
- C) At a minimum, all new hires are given a copy of the District's *Injury & Illness Prevention Program* and those rules, procedures and regulations that apply to their work environment. New employees sign and date their receipt of this information.

3030.82 Initial On-The-Job Training

3030.82.1 When an employee first starts to work, a manager/supervisor will train the employee in all aspects of safety for the purpose of educating the new employee on the hazards of the work environment and the safety procedures that are required to be used to mitigate those hazards.

3030.82.2 This training is done by using the "New Employee Training Checklist" which is signed by the supervisor and the employee when the training is completed, and then becomes a permanent part of the employee's personnel file. The "New Employee Training Checklist" is filled out during the employee's initial on-the-job training, and both the supervisor and employee sign and date the checklist.

3030.83 Specific District-wide Training

A) First Aid, CPR, and/or Bloodborne Pathogen Training

1. Designated employees receive first-aid training in accordance with the Cal-OSHA requirement that there is always at least one person available to provide first aid.
2. Some locations require all employees to be trained due to the small number of employees at the work site.
3. Based upon available time, the Twain Harte CSD may also provide CPR training.
4. Based upon potential exposures, bloodborne pathogen training may also be given.

B) Emergency Preparedness

This training includes the District's Emergency Action Plan structure and how each employee fits into that structure, i.e., what the employee is expected to do under specific circumstances such as fire, earthquake, medical emergency and bomb threat.

C) Defensive Driver Driving

Besides discussions on defensive driving that are part of regular safety training meetings, the District strives to provide at least one formal defensive driving course every four years for those employees who drive District vehicles and/or their private vehicles on District business.

D) Ergonomics

Management provides ergonomic training to those employees who have to complete tasks that involve lifting, pushing, pulling and/or repetitive motion. At a minimum, employees receive training on proper lifting techniques, and if necessary, computer workstation set up.

3030.84 Retraining

- A) Reasons for retraining include change of job assignment, change of operations or materials, observation of poor work habits, or update of training methods. Managers/supervisors/IIPP Administrator perform retraining:
 - 1. When an existing employee changes job functions.
 - 2. On at least an annual basis as a refresher program.
- B) Such training includes a review of those topics covered in the new employee orientation, other general workplace safety issues, job-specific hazards and/or hazardous materials, as applicable. All retraining is documented on the *New Employee Meeting & Training Report Form*.

3030.85 Specialized Training

- A) Managers and supervisors are trained in their responsibilities for the safety and health of their employees. Such training includes both safety management and technical subjects.
- B) Managers and supervisors are also trained in the hazards and risks faced by the employees under their immediate direction.
- C) Managers/Supervisors/IIPP Administrator:
 - 1. Determine safety-training needs.
 - 2. Implement new training programs.
 - 3. Evaluate the effectiveness of these programs.
- D) In addition, training is provided whenever:
 - 1. New substances, processes, procedures or equipment pose a new hazard and there is a lack of skill or knowledge to deal with the situation.
 - 2. Management, supervision, or the IIPP Administrator becomes aware of a previously unrecognized hazard and there is a lack of skill or knowledge to deal with the hazard.
- E) All employees delivering or supervising live fire training at District facilities shall be in compliance with State Fire Training Instructor Standards and in compliance with National Fire Protection Association (NFPA) 1403.
- F) All fire, water and sewer personnel shall be trained to use the extractor decontamination machine and shall comply with all sections of the Exposure Control Plan.

3030.90 Emergency Response Guidelines for Hostile or Violent Incidents

3030.91 Purpose of the Policy

To provide direction for the District Board of Directors and staff regarding responses to hostile or violent incidents, including possible armed intruders or related threats on District facilities or properties.

3030.92 Background

The potential for hostile or violent incidents on District facilities or operational locations always exists. In recent timeframes, incidents involving armed intruders have occurred with increasing frequency involving injuries and deaths at government institutions, offices and educational facilities. Often, an intruder is a person who is an ex-employee, customer or person known to the agency involved. The person often is upset at an event or person who works at the facility. However, armed intruders can be any variety of persons who have an anger situation affecting one or more staff members or other related persons to the District. Often, incidents involving armed intruders escalate to include multiple persons and potentially taking of hostages, including District customers. Threats of these types and risks are to be considered extreme emergencies and the safety and well-being of employees and/or customers is the highest priority.

3030.93 Response to an Incident

Any evidence of the exposure to a hostile or violent person or situation on District facilities or operating areas should be taken seriously for safety purposes. Any Director or staff employee observing or sensing that a violent or hostile situation is occurring, should consider taking precautionary and safety actions:

Any event resulting in awareness of a possible violent act, including possible gunfire, explosion, fighting, scuffling, could indicate an incident of violent potential. Any staff person observing such potential activities should take steps to protect themselves and others in the District premises including but not limited to:

- A) Attempt to communicate the situation to everyone in the facility by means of telephone, paging, email and/or radio system, including basic information that a potential incident is occurring. If a perpetrator(s) is seen or known, information on the person(s) should be provided.
- B) Since different types and levels of workplace violence may require various responses, establishing basis information on the type of event is essential. Examples are:
 - 1. Gunfire - Awareness of gunfire in the facility should result in evacuation to the extent that is possible. If not possible, securing of rooms or offices and notification to others by phone or email is encouraged. Calling emergency resources via 911 is imperative, once safe to call. Remain in the most secure location possible until

contacted by public safety personnel or a facility supervisor, etc.

2. Explosion – An explosion could occur naturally or by violent intention. Awareness of an explosion or fire in the facility should result in immediate evacuation, in accordance with established procedures for fire. Response to a planned location is important to make known who is out of the facility.
3. Physical or Bomb Threat – Awareness of a telephone or in person threat to facility or staff should be met with action to evacuate and clear staff from the threatened area. Calling 911 as soon as possible is imperative.
4. Situations Involving Hostages – If a possible hostage incident is known, evacuation of the facility is paramount to safety of persons in the area. Contact 911 immediately.
5. Irate Customer/Threat at Counter or Meeting – In cases where any person acts to threaten a staff person or customer at a District facility in a manner causing fear for safety, action to summon public safety personnel by 911 should be taken. In no way should steps be taken to challenge or subdue such a person, except in defense of life of self or immediate others at facility.
6. In the event that a volatile situation occurs at a Board of Directors or other public meeting, the person chairing/hosting the meeting should take steps to control the situation or adjourn the meeting to abate the confrontation, if possible. In the event of a threatening or hostile situation, call 911 immediately and proceed with evacuation or other appropriate actions.

3030.94.1 Planning for Emergency Incidents

Steps should be taken to plan response capabilities for emergencies in addition to fires, earthquakes, etc. that may involve hostile situations. These include but are not limited to:

- A) Preparation of a facility evacuation plan from each room. Post the plan at each doorway and hallway exit. Have a safe area zone for staging established.
- B) Lock down procedures to secure the facility in a hostile or violent incident for both exterior and interior doors.
- C) Develop an emergency notice code for intercom, email and radio to facility and District staff. Use of a code is recommended.
- D) Develop a radio communication alert code to notify other District staff so they will not return to the facility during the incident until cleared to do so by public safety personnel.
- E) Training of all personnel in dealing with customers, employees and other persons in aggravated situations and how to identify and assess potential

threats or volatile situations. All employees assigned or expected to serve at the front desk or counter shall receive such training regularly.

All employees and members of the Board of Directors shall receive training on response to violent or hostile incidents. In the event of a potential incident, notify a supervisor or the General Manager, as is possible, or call 911 when an active incident is occurring. If assessment of a possible threat is needed, the General Manager or ranking staff person shall be notified for considering validity of the threat or safety risk. Public safety agency shall be contacted by 911 whenever a perceived threat is considered valid.

3030.95 Actions for Violent or Armed Threat Situation

The existence or potential for an event involving a violent person or armed intruder at a District facility should be considered an emergency condition. Actions could include up to and all of:

- A) Notify your supervisor or General Manager and other staff immediately if a threat is received but not actively in process. If validated, contact public safety by calling 911 immediately.
- B) The General Manager or ranking staff member shall evaluate the situation and consider appropriate actions, including shutting down operations and evacuation and/or locking down the facility until public safety response abates the threat.
- C) Initiate notification to other facility staff of active threat by emergency code procedure. Evacuate the facility wherever possible. Secure money or computer equipment if time allows.
- D) Activate an alarm for notifying other staff or an alarm company if one is engaged by the District. A call contact would be included in procedure to double check for safety at the facility.
- E) Upon sighting an armed intruder, an alert to all employees should be made by page, email or radio.
- F) Secure your work area or evacuate, if safely possible. If not able to evacuate, find a safe hiding place and stay put until contacted by public safety personnel.
- G) Once outdoors after an evacuation, proceed to planned staging area to report in for identification. Inform public safety personnel of any information on the incident.
- H) Attempt to remain calm and assist others; wait for instructions from public safety or supervisory personnel.
- I) Do not attempt to look around to see what is happening. Evacuate whenever possible and with others in areas you see directly. Do not confront or attempt to apprehend a violent perpetrator unless directly attacked for self-defense. Do not assume someone already called 911; call them immediately.

3030.96 Post Event Actions

Following the clear announcement of ending of a violent or hostile person situation, contact public safety or supervisory personnel for instructions. Report any knowledge or firsthand observations of the incident. Contact your family and immediate friends so they will not take any actions to respond unnecessarily. Await direction as to return to work or other steps, dependent on level of the incident. If not able to do so, consult with your supervisor or notify the ranking person on-site.

An Emergency Response Coordinator shall evaluate and debrief any major incident to take needed steps to abate the conditions after the event and prepare as necessary for continued operations. Planning and actions to address conditions are expected and your input is important via your supervisor. There may be the potential to lock-down or close the facility for some time or corrective steps. If deemed needed, seek direction on what actions you should take to assist in procedure.

3030.100 Documentation, Plans and Records

3030.101 Documentation Forms and Plans

In addition to this IIPP, the following shall be maintained by the District to provide consistent document of IIPP implementation and to supplement the safety measures set forth herein:

- A) Documentation Forms: The following IIPP forms shall be used to document implementation of the IIPP. The IIPP Administrator is authorized to revise these forms or add forms to better document IIPP implementation or fit the District's operations. Revision or addition of forms shall not require Policy revision or Board action.
 - 1. Acknowledgement of Receipt of the General Code of Safe Practices
 - 2. Acknowledgement of Receipt of the Injury & Illness Prevention Program
 - 3. Employee Meeting & Training Report Form
 - 4. Identified Problem Report
 - 5. Investigation Report
 - 6. New Employee Safety Orientation Checklist
 - 7. Safety Inspection Form/Action Plan

- B) Plans: The following plans shall be created and maintained to supplement the safety requirements of this IIPP. The IIPP Administrator is authorized to revise these plans or add plans to improve safety or fit the District's operations. Revision or addition of plans shall not require Policy revision or Board action.
 - 1. Respiratory Protection Plan
 - 2. Exposure Control Plan
 - 3. Hazard Communication Program
 - 4. Emergency Action Plan
 - 5. Fire Prevention Plan

6. Code of Safe Practices

3030.102 Record Keeping Summary

In coordination with other management, the IIPP Administrator is responsible for maintaining all documentation relating to the implementation of the IIPP. For the purpose of displaying a tracking history of occupational safety and health programs and activities, all documents are maintained in accordance with the District's Records Retention Policy.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

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- B) The District has safety meetings where safety is freely and openly discussed by all present. Such meetings are held monthly and all employees are expected to attend and are encouraged to participate in discussion. All such meetings are documented on the *Employee Meeting & Training Report Form*.
- C) From time to time, written safety notifications are provided directly to individual employees or are posted on District bulletin boards.
- D) Other methods of communicating pertinent health and safety information are used as they are identified.

3030.43 Safety Suggestions and Hazard Reporting

- A) All employees are encouraged to inform their supervisors, or other management personnel of any matter, which they perceive to be a workplace hazard, or a potential workplace hazard. They are also encouraged to report suggestions for safety improvement. This reporting can be done orally, but preferably in writing on the *Identified Problem Report Form*. When done in writing, the notification may be given directly to the supervisor, the IIPP Administrator or other management personnel.
- B) If an employee wants to remain anonymous, an employee may complete an *Identified Problem Report Form* anonymously by not filling in his/her name or signing the form.
- C) No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.
- D) Management reviews all submitted *Identified Problem Report Forms*.
- E) If employees provide their names in regards to the notification, they are informed of what is being done within 5 working days of receipt, and receive updates as applicable.

- F) The resolution is communicated to employees in accordance with **Section 3030.42** under the subject of Communications.

3030.50 Hazard Identification & Evaluation

Inspection of the workplace is our primary tool used to identify unsafe conditions and practices. While we encourage all employees to identify and correct hazards and poor safety practices continuously, certain situations require formal evaluation and documentation.

3030.51 Safety Inspections

Documented internal safety inspections are conducted on a monthly basis. Hazards found are corrected on the spot or recommendations are submitted for future corrections. A member of management/supervision and at least one employee conduct the monthly tour. The goal is to have each employee have at least one opportunity per year to participate in a monthly inspection. Inspections are documented on the *Safety Inspection Form/Action Form*.

3030.52 Additional Inspections

Inspections are also conducted in accordance with Cal-OSHA requirements:

- A) Whenever new substances, processes, procedures or equipment present a new safety or health hazard.
- B) Whenever management/supervision become aware of a new or previously unrecognized hazard, either independently or by receipt of information from an employee.
- C) Whenever it is appropriate to conduct an unannounced inspection.

3030.53 Confined Space Inspections

All routine confined space inspections/entry shall be performed by trained and licensed contractors. District employees shall not perform confined space inspection/entry.

3030.60 Injury/Illness Investigation

3030.61 Investigation

All accidents resulting in injury or property damage, however slight, including near misses or near hits, are investigated immediately to determine the primary and contributing causes within seven working days. This information is documented on the *Investigation Report* and analyzed to assist in obtaining corrective actions to prevent similar accidents from occurring in the future. The responsibility to see that this investigation is performed rests with the IIPP Administrator.

3030.62 Reporting

All facts, findings, and recommendations are documented on the *Investigation Report*. Management reviews *Investigation Reports* with a view towards determining adequacy of corrective action.

3030.70 Correction of Hazards

3030.71 When a hazard exists it is corrected on a timely basis based on the severity of the hazard. If imminent danger exists to any employees, management and supervision remove these employees from the danger at once, and personnel, who are provided with the necessary safeguards, correct the hazard. Documentation of hazard correction is completed on at least one of the following forms:

1. Identified Problem Report Form
2. Investigation Report Form
3. Safety Inspection Form/Action Plan

3030.80 Training

3030.81 Orientation - New Employees

The initial orientation on general safety is conducted within two days of employment. The orientation is documented on the *New Employee Safety Orientation Checklist*. This orientation includes:

- A) Review of the Twain Harte Community Services District:
 1. Injury & Illness Prevention Program
 2. Respiratory Protection Plan
 3. Exposure Control Plan
 4. Hazard Communication Program
 5. Personal Protective Equipment Requirements
 6. Emergency Action Plan
 7. Fire Prevention Plan
 8. Code of Safe Practices
 9. Occupational Injury & Illness Reporting Requirements
- B) Overview of how to prevent:
 1. Overexertion
 2. Strains and sprains
 3. Slips, trips and falls
 4. Cuts and lacerations
 5. Electrical shock
 6. Driving accidents
 7. Other occupational injuries or illnesses identified via loss analyses and investigations
- C) At a minimum, all new hires are given a copy of the District's *Injury & Illness Prevention Program* and those rules, procedures and regulations that apply to their work environment. New employees sign and date their receipt of this information.

3030.82 Initial On-The-Job Training

3030.82.1 When an employee first starts to work, a manager/supervisor will train the employee in all aspects of safety for the purpose of educating the new employee on the hazards of the work environment and the safety procedures that are required to be used to mitigate those hazards.

3030.82.2 This training is done by using the "New Employee Training Checklist" which is signed by the supervisor and the employee when the training is completed, and then becomes a permanent part of the employee's personnel file. The "New Employee Training Checklist" is filled out during the employee's initial on-the-job training, and both the supervisor and employee sign and date the checklist.

3030.83 Specific District-wide Training

A) First Aid, CPR, and/or Bloodborne Pathogen Training

1. Designated employees receive first-aid training in accordance with the Cal-OSHA requirement that there is always at least one person available to provide first aid.
2. Some locations require all employees to be trained due to the small number of employees at the work site.
3. Based upon available time, the Twain Harte CSD may also provide CPR training.
4. Based upon potential exposures, bloodborne pathogen training may also be given.

B) Emergency Preparedness

This training includes the District's Emergency Action Plan structure and how each employee fits into that structure, i.e., what the employee is expected to do under specific circumstances such as fire, earthquake, medical emergency and bomb threat.

C) Defensive Driver Driving

Besides discussions on defensive driving that are part of regular safety training meetings, the District strives to provide at least one formal defensive driving course every four years for those employees who drive District vehicles and/or their private vehicles on District business.

D) Ergonomics

Management provides ergonomic training to those employees who have to complete tasks that involve lifting, pushing, pulling and/or repetitive motion. At a minimum, employees receive training on proper lifting techniques, and if necessary, computer workstation set up.

3030.84 Retraining

- A) Reasons for retraining include change of job assignment, change of operations or materials, observation of poor work habits, or update of training methods. Managers/supervisors/IIPP Administrator perform retraining:
 - 1. When an existing employee changes job functions.
 - 2. On at least an annual basis as a refresher program.
- B) Such training includes a review of those topics covered in the new employee orientation, other general workplace safety issues, job-specific hazards and/or hazardous materials, as applicable. All retraining is documented on the *New Employee Meeting & Training Report Form*.

3030.85 Specialized Training

- A) Managers and supervisors are trained in their responsibilities for the safety and health of their employees. Such training includes both safety management and technical subjects.
- B) Managers and supervisors are also trained in the hazards and risks faced by the employees under their immediate direction.
- C) Managers/Supervisors/IIPP Administrator:
 - 1. Determine safety-training needs.
 - 2. Implement new training programs.
 - 3. Evaluate the effectiveness of these programs.
- D) In addition, training is provided whenever:
 - 1. New substances, processes, procedures or equipment pose a new hazard and there is a lack of skill or knowledge to deal with the situation.
 - 2. Management, supervision, or the IIPP Administrator becomes aware of a previously unrecognized hazard and there is a lack of skill or knowledge to deal with the hazard.
- E) All employees delivering or supervising live fire training at District facilities shall be in compliance with State Fire Training Instructor Standards and in compliance with National Fire Protection Association (NFPA) 1403.
- F) All fire, water and sewer personnel shall be trained to use the extractor decontamination machine and shall comply with all sections of the Exposure Control Plan.

3030.90 Emergency Response Guidelines for Hostile or Violent Incidents

3030.91 Purpose of the Policy

To provide direction for the District Board of Directors and staff regarding responses to hostile or violent incidents, including possible armed intruders or related threats on District facilities or properties.

3030.92 Background

The potential for hostile or violent incidents on District facilities or operational locations always exists. In recent timeframes, incidents involving armed intruders have occurred with increasing frequency involving injuries and deaths at government institutions, offices and educational facilities. Often, an intruder is a person who is an ex-employee, customer or person known to the agency involved. The person often is upset at an event or person who works at the facility. However, armed intruders can be any variety of persons who have an anger situation affecting one or more staff members or other related persons to the District. Often, incidents involving armed intruders escalate to include multiple persons and potentially taking of hostages, including District customers. Threats of these types and risks are to be considered extreme emergencies and the safety and well-being of employees and/or customers is the highest priority.

3030.93 Response to an Incident

Any evidence of the exposure to a hostile or violent person or situation on District facilities or operating areas should be taken seriously for safety purposes. Any Director or staff employee observing or sensing that a violent or hostile situation is occurring, should consider taking precautionary and safety actions:

Any event resulting in awareness of a possible violent act, including possible gunfire, explosion, fighting, scuffling, could indicate an incident of violent potential. Any staff person observing such potential activities should take steps to protect themselves and others in the District premises including but not limited to:

- A) Attempt to communicate the situation to everyone in the facility by means of telephone, paging, email and/or radio system, including basic information that a potential incident is occurring. If a perpetrator(s) is seen or known, information on the person(s) should be provided.
- B) Since different types and levels of workplace violence may require various responses, establishing basis information on the type of event is essential. Examples are:
 - 1. Gunfire - Awareness of gunfire in the facility should result in evacuation to the extent that is possible. If not possible, securing of rooms or offices and notification to others by phone or email is encouraged. Calling emergency resources via 911 is imperative, once safe to call. Remain in the most secure location possible until

contacted by public safety personnel or a facility supervisor, etc.

2. Explosion – An explosion could occur naturally or by violent intention. Awareness of an explosion or fire in the facility should result in immediate evacuation, in accordance with established procedures for fire. Response to a planned location is important to make known who is out of the facility.
3. Physical or Bomb Threat – Awareness of a telephone or in person threat to facility or staff should be met with action to evacuate and clear staff from the threatened area. Calling 911 as soon as possible is imperative.
4. Situations Involving Hostages – If a possible hostage incident is known, evacuation of the facility is paramount to safety of persons in the area. Contact 911 immediately.
5. Irrate Customer/Threat at Counter or Meeting – In cases where any person acts to threaten a staff person or customer at a District facility in a manner causing fear for safety, action to summon public safety personnel by 911 should be taken. In no way should steps be taken to challenge or subdue such a person, except in defense of life of self or immediate others at facility.
6. In the event that a volatile situation occurs at a Board of Directors or other public meeting, the person chairing/hosting the meeting should take steps to control the situation or adjourn the meeting to abate the confrontation, if possible. In the event of a threatening or hostile situation, call 911 immediately and proceed with evacuation or other appropriate actions.

3030.94.1 Planning for Emergency Incidents

Steps should be taken to plan response capabilities for emergencies in addition to fires, earthquakes, etc. that may involve hostile situations. These include but are not limited to:

- A) Preparation of a facility evacuation plan from each room. Post the plan at each doorway and hallway exit. Have a safe area zone for staging established.
- B) Lock down procedures to secure the facility in a hostile or violent incident for both exterior and interior doors.
- C) Develop an emergency notice code for intercom, email and radio to facility and District staff. Use of a code is recommended.
- D) Develop a radio communication alert code to notify other District staff so they will not return to the facility during the incident until cleared to do so by public safety personnel.
- E) Training of all personnel in dealing with customers, employees and other persons in aggravated situations and how to identify and assess potential

threats or volatile situations. All employees assigned or expected to serve at the front desk or counter shall receive such training regularly.

All employees and members of the Board of Directors shall receive training on response to violent or hostile incidents. In the event of a potential incident, notify a supervisor or the General Manager, as is possible, or call 911 when an active incident is occurring. If assessment of a possible threat is needed, the General Manager or ranking staff person shall be notified for considering validity of the threat or safety risk. Public safety agency shall be contacted by 911 whenever a perceived threat is considered valid.

3030.95 Actions for Violent or Armed Threat Situation

The existence or potential for an event involving a violent person or armed intruder at a District facility should be considered an emergency condition. Actions could include up to and all of:

- A) Notify your supervisor or General Manager and other staff immediately if a threat is received but not actively in process. If validated, contact public safety by calling 911 immediately.
- B) The General Manager or ranking staff member shall evaluate the situation and consider appropriate actions, including shutting down operations and evacuation and/or locking down the facility until public safety response abates the threat.
- C) Initiate notification to other facility staff of active threat by emergency code procedure. Evacuate the facility wherever possible. Secure money or computer equipment if time allows.
- D) Activate an alarm for notifying other staff or an alarm company if one is engaged by the District. A call contact would be included in procedure to double check for safety at the facility.
- E) Upon sighting an armed intruder, an alert to all employees should be made by page, email or radio.
- F) Secure your work area or evacuate, if safely possible. If not able to evacuate, find a safe hiding place and stay put until contacted by public safety personnel.
- G) Once outdoors after an evacuation, proceed to planned staging area to report in for identification. Inform public safety personnel of any information on the incident.
- H) Attempt to remain calm and assist others; wait for instructions from public safety or supervisory personnel.
- I) Do not attempt to look around to see what is happening. Evacuate whenever possible and with others in areas you see directly. Do not confront or attempt to apprehend a violent perpetrator unless directly attacked for self-defense. Do not assume someone already called 911; call them immediately.

3030.96 Post Event Actions

Following the clear announcement of ending of a violent or hostile person situation, contact public safety or supervisory personnel for instructions. Report any knowledge or firsthand observations of the incident. Contact your family and immediate friends so they will not take any actions to respond unnecessarily. Await direction as to return to work or other steps, dependent on level of the incident. If not able to do so, consult with your supervisor or notify the ranking person on-site.

An Emergency Response Coordinator shall evaluate and debrief any major incident to take needed steps to abate the conditions after the event and prepare as necessary for continued operations. Planning and actions to address conditions are expected and your input is important via your supervisor. There may be the potential to lock-down or close the facility for some time or corrective steps. If deemed needed, seek direction on what actions you should take to assist in procedure.

3030.100 Documentation, Plans and Records

3030.101 Documentation Forms and Plans

In addition to this IIPP, the following shall be maintained by the District to provide consistent document of IIPP implementation and to supplement the safety measures set forth herein:

- A) Documentation Forms: The following IIPP forms shall be used to document implementation of the IIPP. The IIPP Administrator is authorized to revise these forms or add forms to better document IIPP implementation or fit the District's operations. Revision or addition of forms shall not require Policy revision or Board action.
 - 1. Acknowledgement of Receipt of the General Code of Safe Practices
 - 2. Acknowledgement of Receipt of the Injury & Illness Prevention Program
 - 3. Employee Meeting & Training Report Form
 - 4. Identified Problem Report
 - 5. Investigation Report
 - 6. New Employee Safety Orientation Checklist
 - 7. Safety Inspection Form/Action Plan

- B) Plans: The following plans shall be created and maintained to supplement the safety requirements of this IIPP. The IIPP Administrator is authorized to revise these plans or add plans to improve safety or fit the District's operations. Revision or addition of plans shall not require Policy revision or Board action.
 - 1. Respiratory Protection Plan
 - 2. Exposure Control Plan
 - 3. Hazard Communication Program
 - 4. Emergency Action Plan
 - 5. Fire Prevention Plan

6. Code of Safe Practices

3030.102 Record Keeping Summary

In coordination with other management, the IIPP Administrator is responsible for maintaining all documentation relating to the implementation of the IIPP. For the purpose of displaying a tracking history of occupational safety and health programs and activities, all documents are maintained in accordance with the District's Records Retention Policy.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Injury and Illness Prevention Program
POLICY NUMBER: 3030
ADOPTED: September 17, 1996
AMENDED: July 8, 2010 / May 9, 2013 / September 10, 2015
AMENDED: October 12, 2017
REVIEWED: September 9, 2020

3030.10 Safety Policy

3030.11 No function at Twain Harte Community Services District is so critical as to require or justify a compromise of safety and health. We believe that everyone benefits from a safe and healthful work environment. We are committed to maintaining a safe workplace and to complying with applicable laws and regulations governing safety.

3030.12 To achieve this goal, the District has adopted ~~this an Injury & Illness Prevention Program (IIPP), which includes a Respiratory Protection Program (Attachment A) and an Exposure Control Plan (Attachment B).~~ This program ~~The IIPP is everyone's responsibility~~ is the responsibility of all employees as we work together to identify and eliminate conditions, practices, policies and procedures that compromise safety.

3030.13 To this end, each and every manager, supervisor and employee has the authority to take action to prevent mishaps. It takes positive and genuine effort to assure a safe work environment. The alternative is wasted money and wasted time due to occupational injuries and illnesses and their associated pain and suffering.

3030.14 Our expectations are that everyone will:

- A) Complete initial and ongoing safety training, including review of this IIPP.
- B) Do the right thing the first time.
- C) Seek to integrate safety into all tasks.
- D) Avoid taking short cuts.
- E) Take time to assure a safe workplace.
- F) Have a safe and healthy work experience here at the District.

3030.15 ~~As an employee, I have reviewed~~ All employees shall review the IIPP and are expected to ~~will~~ strive to achieve the District's ultimate goal of an injury-free workplace.

 _____ President, THCS D Board of Directors _____ General Manager

 _____ Supervisor _____ Employee

3030.20 Responsibilities

3030.21 Managers/Supervisors/Employees

Managers, supervisors, and employees have the responsibility of providing a safe place to work including plant facilities, equipment, standards and procedures, adequate supervision and recognition for a job done properly. Managers and Supervisors are responsible for training all of their employees to perform their jobs properly and safely. Managers and Supervisors teach, demonstrate, observe and enforce compliance with established safety standards.

3030.22 IIPP Administrator

The IIPP Administrator is the General Manager or his/her designee. The IIPP Administrator has the responsibility for the implementation, maintenance, and update of this program.

3030.23 Employees

Employees have the responsibility of performing their tasks properly and safely. They are to assure themselves that they know how to do the job properly, and ask for additional training or assistance when they feel there is a gap in their ability, knowledge, or training. They should never undertake any task, job, or operation unless they are able to perform it safely.

3030.30 Compliance

3030.31 Management Responsibility

Management is responsible for ensuring that the District safety and health policies are clearly communicated and understood by employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

3030.32 Employee Responsibility

All employees are responsible for using safe work practices, for following directives, policies and procedures, and for assisting in maintaining a safe work environment.

3030.33 Performance Evaluations

As part of employees' regular performance reviews, they are evaluated on their compliance with safe work practices and on what they have done to ensure a safe workplace for their respective employees.

3030.34 Employee Recognition

Employees who make a significant contribution to the maintenance of a safe workplace, as determined by their supervisors, receive written acknowledgment that is maintained in the employees' personnel files.

3030.35 Employee Training

Employees who are unaware of correct safety and health procedures are trained or retrained.

3030.36 Employee Correction

Employees who fail to follow safe work practices and/or procedures, or who violate the District's rules or directives, are subject to disciplinary action, according to Policy 2150 and/or appropriate union Collective Bargaining Agreements.

3030.40 Communication

3030.41 Two-Way Communication

Management recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace.

3030.42 The District System of Communication

The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable.

- A) An orientation program is given to all new employees and includes a review of the *Injury & Illness Prevention Program* and a discussion of policy and procedures that the employee is expected to follow. This program is documented on the *New Employee Safety Orientation Checklist*.
- B) The District has safety meetings where safety is freely and openly discussed by all present. Such meetings are held monthly and all employees are expected to attend and are encouraged to participate in discussion. All such meetings are documented on the *Employee Meeting & Training Report Form*.
- C) From time to time, written safety notifications are provided directly to individual employees or are posted on District bulletin boards.
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3030.43 Safety Suggestions and Hazard Reporting

- A) All employees are encouraged to inform their supervisors, or other management personnel of any matter, which they perceive to be a workplace hazard, or a potential workplace hazard. They are also encouraged to report suggestions for safety improvement. This reporting can be done orally, but preferably in writing on the *Identified Problem Report Form*. When done in writing, the notification may be given directly to the supervisor, the IIPP Administrator or other management personnel.
- B) ~~If an employee wishes to report anonymously, a hazard, safety suggestion,~~

~~or other safety problem, he or she can complete a Safety Suggestion Form, not filling in their name.~~ If an employee wants to remain anonymous, an employee may complete an Identified Problem Report Form anonymously by not filling in his/her name or signing the form.

- C) No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.
- D) Management reviews all ~~suggestions and hazard reports~~ submitted Identified Problem Report Forms.
- E) If employees provide their names in regards to the notification, they are informed of what is being done within 5 working days of receipt, and receive updates as applicable.
- F) The resolution is communicated to employees in accordance with **Section 3030.42** under the subject of Communications.

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Inspection of the workplace is our primary tool used to identify unsafe conditions and practices. While we encourage all employees to identify and correct hazards and poor safety practices continuously, certain situations require formal evaluation and documentation.

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Documented internal safety inspections are conducted on a monthly basis. Hazards found are corrected on the spot or recommendations are submitted for future corrections. A member of management/supervision and at least one employee conduct the monthly tour. The goal is to have each employee have at least one opportunity per year to participate in a monthly inspection. Inspections are documented on the *Safety Inspection Form/Action Form*.

3030.52 Additional Inspections

Inspections are also conducted in accordance with Cal-OSHA requirements:

- A) Whenever new substances, processes, procedures or equipment present a new safety or health hazard.
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All routine confined space inspections/entry shall be performed by trained and licensed contractors. District employees shall not perform confined space inspection/entry.

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All accidents resulting in injury or property damage, however slight, including near misses or near hits, are investigated immediately to determine the primary and contributing causes within seven working days. This information is documented on the *Investigation Report* and analyzed to assist in obtaining corrective actions to prevent similar accidents from occurring in the future. The responsibility to see that this investigation is performed rests with the IIPP Administrator.

3030.62 Reporting

All facts, findings, and recommendations are documented on ~~an accident investigation report~~ *the Investigation Report*. Management reviews ~~accident investigation reports~~ *Investigation Reports* with a view towards determining adequacy of corrective action.

3030.70 Correction of Hazards

3030.71 When a hazard exists it is corrected on a timely basis based on the severity of the hazard. If imminent danger exists to any employees, management and supervision remove these employees from the danger at once, and personnel, who are provided with the necessary safeguards, correct the hazard. Documentation of hazard correction is completed on at least one of the following forms:

1. Identified Problem Report Form
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3030.80 Training

3030.81 Orientation - New Employees

The initial orientation on general safety is conducted within two days of employment. The orientation is documented on the *New Employee Safety Orientation Checklist*. This orientation includes:

- A) Review of the Twain Harte Community Services District:
 1. Injury & Illness Prevention Program
 2. Respiratory Protection Plan
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- B) Overview of how to prevent:
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 - 3. Based upon available time, the Twain Harte CSD may also provide CPR training.
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- B) Emergency Preparedness

This training includes the District's Emergency Action plan structure

THCSD 3030 Injury and Illness Prevention Program

and how each employee fits into that structure, i.e., what the employee is expected to do under specific circumstances such as fire, earthquake, medical emergency and bomb threat.

C) Defensive Driver Driving

Besides discussions on defensive driving that are part of regular safety training meetings, the District strives to provide at least one formal defensive driving course every four years for those employees who drive District vehicles and/or their private vehicles on District business.

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- B) Since different types and levels of workplace violence may require various responses, establishing basis information on the type of event is essential. Examples are:
 - 1. Gunfire - Awareness of gunfire in the facility should result in evacuation to the extent that is possible. If not possible, securing of rooms or offices and notification to others by phone or email is encouraged. Calling emergency resources via 911 is imperative, once safe to call. Remain in the most secure location possible until contacted by public safety personnel or a facility supervisor, etc.
 - 2. Explosion – An explosion could occur naturally or by violent intention. Awareness of an explosion or fire in the facility should result in immediate evacuation, in accordance with established procedures for fire. Response to a planned location is important to make known who is out of the facility.
 - 3. Physical or Bomb Threat – Awareness of a telephone or in person threat to facility or staff should be met with action to evacuate and clear staff from the threatened area. Calling 911 as soon as possible is imperative.
 - 4. Situations Involving Hostages – If a possible hostage incident is known, evacuation of the facility is paramount to safety of persons in the area. Contact 911 immediately.
 - 5. Irate Customer/Threat at Counter or Meeting – In cases where any person acts to threaten a staff person or customer at a District facility in a manner causing fear for safety, action to summon public safety personnel by 911 should be taken. In no way should steps be taken to challenge or subdue such a person, except in defense of life of self or immediate others at facility.
 - 6. In the event that a volatile situation occurs at a Board of Directors or other public meeting, the person chairing/hosting the meeting should take steps to control the situation or adjourn the meeting to abate the confrontation, if possible. In the event of a threatening or hostile situation, call 911 immediately and proceed with evacuation or other appropriate actions.

3030.94.1 Planning for Emergency Incidents

Steps should be taken to plan response capabilities for emergencies in addition to fires, earthquakes, etc. that may involve hostile situations. These include but are not limited to:

- A) Preparation of a facility evacuation plan from each room. Post the plan at each doorway and hallway exit. Have a safe area zone for staging established.
- B) Lock down procedures to secure the facility in a hostile or violent incident for both exterior and interior doors.
- C) Develop an emergency notice code for intercom, email and radio to facility and District staff. Use of a code is recommended.
- D) Develop a radio communication alert code to notify other District staff so they will not return to the facility during the incident until cleared to do so by public safety personnel.
- E) Training of all personnel in dealing with customers, employees and other persons in aggravated situations and how to identify and assess potential threats or volatile situations. All employees assigned or expected to serve at the front desk or counter shall receive such training regularly.

All employees and members of the Board of Directors shall receive training on response to violent or hostile incidents. In the event of a potential incident, notify a supervisor or the General Manager, as is possible, or call 911 when an active incident is occurring. If assessment of a possible threat is needed, the General Manager or ranking staff person shall be notified for considering validity of the threat or safety risk. Public safety agency shall be contacted by 911 whenever a perceived threat is considered valid.

3030.95 Actions for Violent or Armed Threat Situation

The existence or potential for an event involving a violent person or armed intruder at a District facility should be considered an emergency condition. Actions could include up to and all of:

- A) Notify your supervisor or General Manager and other staff immediately if a threat is received but not actively in process. If validated, contact public safety by calling 911 immediately.
- B) The General Manager or ranking staff member shall evaluate the situation and consider appropriate actions, including shutting down operations and evacuation and/or locking down the facility until public safety response abates the threat.
- C) Initiate notification to other facility staff of active threat by emergency code procedure. Evacuate the facility wherever possible. Secure money or computer equipment if time allows.
- D) Activate an alarm for notifying other staff or an alarm company if one is engaged by the District. A call contact would be included in procedure to double check for safety at the facility.

- E) Upon sighting an armed intruder, an alert to all employees should be made by page, email or radio.
- F) Secure your work area or evacuate, if safely possible. If not able to evacuate, find a safe hiding place and stay put until contacted by public safety personnel.
- G) Once outdoors after an evacuation, proceed to planned staging area to report in for identification. Inform public safety personnel of any information on the incident.
- H) Attempt to remain calm and assist others; wait for instructions from public safety or supervisory personnel.
- I) Do not attempt to look around to see what is happening. Evacuate whenever possible and with others in areas you see directly. Do not confront or attempt to apprehend a violent perpetrator unless directly attacked for self-defense. Do not assume someone already called 911; call them immediately.

3030.96 Post Event Actions

Following the clear announcement of ending of a violent or hostile person situation, contact public safety or supervisory personnel for instructions. Report any knowledge or firsthand observations of the incident. Contact your family and immediate friends so they will not take any actions to respond unnecessarily. Await direction as to return to work or other steps, dependent on level of the incident. If not able to do so, consult with your supervisor or notify the ranking person on-site.

An Emergency Response Coordinator shall evaluate and debrief any major incident to take needed steps to abate the conditions after the event and prepare as necessary for continued operations. Planning and actions to address conditions are expected and your input is important via your supervisor. There may be the potential to lock-down or close the facility for some time or corrective steps. If deemed needed, seek direction on what actions you should take to assist in procedure.

3030.100 Documentation, Plans and Records

3030.101 Documentation Forms and Plans

In addition to this IIPP, the following shall be maintained by the District to provide consistent document of IIPP implementation and to supplement the safety measures set forth herein:

- A) Documentation Forms: The following IIPP forms shall be used to document implementation of the IIPP. The IIPP Administrator is authorized to revise these forms or add forms to better document IIPP implementation or fit the District’s operations. Revision or addition of forms shall not require Policy revision or Board action.

- 1. Acknowledgement of Receipt of the General Code of Safe Practices

2. Acknowledgement of Receipt of the Injury & Illness Prevention Program
3. Employee Meeting & Training Report Form
4. Identified Problem Report
5. Investigation Report
6. New Employee Safety Orientation Checklist
7. Safety Inspection Form/Action Plan

B) Plans: The following plans shall be created and maintained to supplement the safety requirements of this IIPP. The IIPP Administrator is authorized to revise these plans or add plans to improve safety or fit the District's operations. Revision or addition of plans shall not require Policy revision or Board action.

1. Respiratory Protection Plan
2. Exposure Control Plan
3. Hazard Communication Program
4. Emergency Action Plan
5. Fire Prevention Plan
6. Code of Safe Practices

~~3030.100~~**3030.102 Record Keeping Summary**

In coordination with other management, the IIPP Administrator is responsible for maintaining all documentation relating to the implementation of the IIPP. ~~;~~

For the purpose of displaying a tracking history of occupational safety and health programs and activities, all documents are maintained in accordance with the District's Records Retention Policy. for a minimum of one year plus the current year, unless otherwise stated. For example, at the end of each year, the prior year's documents are removed from the files. During the next year, current year documents are maintained along with the just past year's documents.

A) ~~Specific records are maintained for each of the topics within the IIPP to include, but not be limited to:~~

1. ~~Employee Recognition and Correction~~
2. ~~Safety Meetings and Other Safety Communication~~
~~*Employee Meeting & Training Report Form*~~ for each meeting and/or training session
~~*Record of Training Form*~~ record of all training received by each employee
3. ~~Hazardous Exposure~~
~~*Blood Borne Pathogen Exposure Form*~~
4. ~~Safety Suggestions and Hazard Reporting~~
~~*Identified Problem Report Form*~~
5. ~~Hazard Identification and Correction~~
~~*Safety Inspection Form/Action Plan*~~
6. ~~Occupational Injury & Illness Investigations~~

~~Investigation Report~~

~~7. Receipt of IIPP and GCSP~~

~~Acknowledgement of Receipt of the Injury & Illness Prevention Form~~

~~Acknowledgement of Receipt of the General Code of Safe Practices~~

~~New Employee Safety Orientation Checklist~~ for each individual

employee; filed in personnel file

Enclosed Forms (in alphabetical order)

~~Forms to Implement the HPP are listed below and included in Attachment C:~~

~~Acknowledgement of Receipt of the General Code of Safe Practices~~

~~Acknowledgement of Receipt of the Injury & Illness Prevention Program~~

~~Employee Meeting & Training Report Form~~

~~Identified Problem Report~~

~~Investigation Report~~

~~New Employee Safety Orientation Checklist~~

~~Record of Training Form~~

~~Safety Inspection Form/Action Plan~~

~~ATTACHMENT A~~
~~RESPIRATORY PROTECTION PLAN~~

ATTACHMENT B
EXPOSURE CONTROL PLAN

**ATTACHMENT C
FORMS**

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Board of Directors
POLICY NUMBER: 4000
ADOPTED: September 17, 1996
AMENDED: February 10, 2011
AMENDED:

4000.10 Board of Directors

4000.11 Governing Body. The District shall be governed by a five-member Board of Directors, in accordance to California Government Code Sections 61000-61250 (Community Services Districts). Members of the Board of Directors must meet the following criteria:

1. No person shall be a candidate for the Board of Directors unless he or she is a voter of the District.
2. A member of the Board of Directors shall not be the General Manager, the District Treasurer or any other compensated employee of the District.

4000.12 Purpose. The Board of Directors is responsible for the overall governance of the District, establishing policies for District operation and appointing a General Manager to implement those policies. All Directors shall exercise their independent judgment on behalf of the interests of the entire District, including the residents, property owners, and the public as a whole.

4000.20 Selection of Directors

4000.21 Election and Terms. Directors shall be elected at large, serving as follows:

1. Directors shall serve staggered terms of four years.
2. Terms shall begin on the first Friday in December following their election.

4000.22 Vacancies. Board of Director vacancies in the middle of a term shall be filled pursuant to Section 1780 of the California Government Code.

4000.30 Officers

4000.31 Board Officers. The Board of Directors shall elect the following Officers each December to serve in that office for the following calendar year:

1. President. The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.
2. Vice President. In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

4000.32 District Officers. The Board of Directors shall appoint the following District Officers to serve at their pleasure:

1. General Manager. The General Manager shall be responsible for all of the following:
 - A. Implementation of the policies established by the Board of Directors for the operation of the District.
 - B. Appointment, supervision, discipline, and dismissal of the District's employees, consistent with employee relations policies and agreements established by the Board of Directors.
 - C. Supervision of the District's facilities and services.
 - D. Supervision of the District's finances.
2. District Treasurer. The Board may appoint the General Manager as the District Treasurer. The District Treasurer shall be responsible for all of the following:
 - A. Implementation of a system of accounting that adheres to generally accepted accounting principles and, at all times, shows the District's financial condition.
 - B. Implementation of the Board's financial policies and laws to control withdrawals and deposits of District funds, make payments, manage loans, pay employee salaries and make other financial transactions required for District operations.
 - C. Providing written reports to the Board of Directors regarding the receipts, disbursements and balances in the accounts controlled by the District Treasurer.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Board Positions
POLICY NUMBER: 4000
ADOPTED: September 17, 1996
AMENDED: February 10, 2011

4000.10 The officers of the Board of Directors shall be: President and Vice-President (Health & Safety Code 13853.2).

4000.11 President: To be elected annually by the Board of Directors.

4000.12 Vice-President: To be elected annually by the Board of Directors.

4000.20 The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

4000.21 In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

4000.30 Duties of the Directors:

4000.31 Their duties shall be legislative, and they shall formulate and adopt policy for the operation of the District.

4000.32 They shall conduct their business for the public benefit, abiding by the "Open Meeting Laws," court decisions, and Attorney general opinions concerning the requirements for open meetings of governmental agencies of the State of California, as covered under the Ralph M. Brown Act, current edition. They shall also abide by conflict of interest and ethics laws.

4000.33 They shall take legal action when required by law.

4000.34 They shall review and approve a budget annually (Health & Safety Code 13890 and 13895). They shall provide within budget limitations adequate personnel, approve new positions as required or deemed necessary by a

Board majority, and ratify or reject the appointment of all personnel.

- 4000.35** They shall adopt rules and regulations for guidance of the District.
- 4000.36** They shall keep the Manager informed of community reaction to the District's services and assist in building positive community relations.
- 4000.37** They shall represent the District at public hearings and seminars that pertain to the District, as required.
- 4000.38** They shall study ways of improving the District and its services.
- 4000.39** They shall schedule a hearing to formally receive the written grievance and
the answers thereto at each step of the Grievance Procedure, and to hear evidence regarding the issue or issues of said grievance after the grievant has followed the Grievance Procedure steps as presented in the Rules and Regulations.
- 4000.40** No Director shall vote, make recommendations, or in any way participate in decisions relating to any personnel matter which may directly affect the selection, appointment, promotion, termination, other employment status, or interest of a close relative.
- 4000.41** For the purpose of this policy, "close relative" is defined as husband, wife, mother, father, son, daughter, sister, brother or domestic partner.
- 4000.42** When an individual is considered for appointment to the department in which an immediate family member holds a position, review of this fact shall be required at all appointing levels. The objective of this review shall be to assure equity to all members of the department.

PROPOSED REVISIONS - REDLINE VERSION

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Board ~~Positions of Directors~~

POLICY NUMBER: 4000

ADOPTED: September 17, 1996

AMENDED: February 10, 2011

AMENDED:

4000.10 Board of Directors

4000.11 Governing Body. The District shall be governed by a five-member Board of Directors, in accordance to California Government Code Sections 61000-61250 (Community Services Districts). Members of the Board of Directors must meet the following criteria:

1. No person shall be a candidate for the Board of Directors unless he or she is a voter of the District.
2. A member of the Board of Directors shall not be the General Manager, the District Treasurer or any other compensated employee of the District.

4000.12 Purpose. The Board of Directors is responsible for the overall governance of the District, establishing policies for District operation and appointing a General Manager to implement those policies. All Directors shall exercise their independent judgment on behalf of the interests of the entire District, including the residents, property owners, and the public as a whole.

4000.20 Selection of Directors

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1. Directors shall serve staggered terms of four years.
2. Terms shall begin on the first Friday in December following their election.

4000.22 Vacancies. Board of Director vacancies in the middle of a term shall be filled pursuant to Section 1780 of the California Government Code.

4000.30 Officers

4000.31 Board Officers. The Board of Directors shall elect the following Officers each December to serve in that office for the following calendar year:

~~1. President. The officers of the Board of Directors shall be: President and Vice President (Health & Safety Code 13853.2).~~

~~President: To be elected annually by the Board of Directors.~~

~~Vice President: To be elected annually by the Board of Directors.~~

~~1. The President of the Board of Directors shall serve as chairperson at all Board~~
~~1. meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.~~

~~2. Vice President.~~

~~3.~~

~~4.2. In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.~~

~~4000.31~~4000.32 District Officers. The Board of Directors shall appoint the following District Officers to serve at their pleasure:

1. General Manager. The General Manager shall be responsible for all of the following:
 - A. Implementation of the policies established by the Board of Directors for the operation of the District.
 - B. Appointment, supervision, discipline, and dismissal of the District's employees, consistent with employee relations policies and agreements established by the Board of Directors.
 - C. Supervision of the District's facilities and services.
 - D. Supervision of the District's finances.
2. District Treasurer. The Board may appoint the General Manager as the District Treasurer. The District Treasurer shall be responsible for all of the following:

- A. Implementation of a system of accounting that adheres to generally accepted accounting principles and, at all times, shows the District’s financial condition.
- B. Implementation of the Board’s financial policies and laws to control withdrawals and deposits of District funds, make payments, manage loans, pay employee salaries and make other financial transactions required for District operations.
- ~~B.~~
- ~~C.~~ Providing written reports to the Board of Directors regarding the receipts, disbursements and balances in the accounts controlled by the District Treasurer.

~~4000.30 Duties of the Directors:~~

~~4000.31~~

~~4000.32 4000.31 Their duties shall be legislative, and they shall formulate and adopt policy~~

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~~4000.34~~

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~~4000.36 “Open Meeting Laws,” court decisions, and Attorney General opinions~~

~~4000.37 concerning the requirements for open meetings of governmental agencies of the State of California, as covered under the Ralph M. Brown Act, current~~

~~4000.38 edition. They shall also abide by conflict of interest and ethics laws.~~

~~4000.39~~

~~4000.40 They shall take legal action when required by law.~~

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~~4000.42 They shall review and approve a budget annually (Health & Safety Code~~

~~4000.43 13890 and 13895). They shall provide, within budget limitations, adequate personnel, approve new positions as required or deemed necessary by a Board majority, and ratify or reject the appointment of all personnel.~~

~~4000.44~~

~~4000.45 4000.35 They shall adopt rules and regulations for guidance of the District.~~

~~4000.46~~

~~4000.47 4000.36 They shall keep the General Manager informed of community reaction to the District’s services and assist in building positive community relations.~~

~~4000.48~~

~~4000.49~~

~~4000.50 They shall represent the District at public hearings and seminars that~~

~~4000.51 pertain to the District, as required.~~

~~4000.52~~

~~4000.53 4000.38 They shall study ways of improving the District and its services.~~

~~4000.54~~

~~4000.55 4000.39 They shall schedule a hearing to formally receive the written grievance and the answers thereto at each step of the Policy #2160 Grievance Procedure, and to hear evidence regarding the issue or issues of said grievance after the grievant has followed the Grievance Procedure steps as presented in the Policy #2160 Rules and Regulations.~~

- ~~4000.56~~ _____
- ~~4000.57~~ _____ No Director shall vote, make recommendations, or in any way participate
- ~~4000.58~~ _____ in decisions relating to any personnel matter which may directly affect the selection, appointment, promotion, termination, other employment status, or interest of a close relative.
- ~~4000.59~~ _____
- ~~4000.60~~ _____ For the purpose of this policy, “close relative” is defined as husband, wife,
- ~~4000.61~~ _____ mother, father, son, daughter, sister, brother or domestic partner.
- ~~4000.62~~ _____
- ~~4000.63~~ _____ When an individual is considered for appointment to the department in
- ~~4000.64~~ _____ which an immediate family member holds a position, review of this fact shall be required at all appointing levels. The objective of this review shall be to assure equity to all members of the department.

~~D.C.~~

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: General Duties of the Board of Directors **PROPOSED REVISIONS**
POLICY NUMBER: 4010 **CLEAN VERSION**
ADOPTED: September 17, 1996
AMENDED: April 14, 2011
AMENDED:

4010.10 **Purpose**

The Board of Directors serves as the governing body for the District. This policy sets forth some of the general duties required of the Board of Directors in carrying out governance of the District.

4010.20 **Corporate Duties**

As a corporate governing body, the Board of Directors are responsible to:

- 4010.21** Establish the District’s mission, vision and strategic objectives.
- 4010.22** Formulate, adopt and review policies and ordinances that govern the operations of the District.
- 4010.23** Conduct District business for the public benefit in an ethical and transparent manner, abiding by the requirements of the Ralph M. Brown Act, conflict of interest laws, and ethics laws.
- 4010.24** Appoint a General Manager to implement the District’s policies, carry out the District’s mission and accomplish strategic objectives.
- 4010.25** Review and adopt an annual budget that is fiscally responsible and provides sufficient resources to accomplish the District’s mission.
- 4010.26** Monitor the District’s financial condition and plan for long term financial sustainability.

4010.30 **Individual Duties**

Individual Directors are responsible to:

- 4010.31** Exercise independent judgment on behalf of the interests of the entire District, including residents, property owners, and the public as a whole.
- 4010.32** Engage with the community to best understand needs and assist in building positive community relations.
- 4010.33** Represent the District at public and agency meetings and gatherings.
- 4010.34** Keep the General Manager informed of community reaction to the District's services.
- 4010.35** Attend regular, special and emergency meetings of the Board of Directors and any assigned committee meetings of the Board of Directors.
- 4010.36** Prepare themselves to effectively discuss agenda items at meetings of the Board of Directors and to seek any needed information from the General Manager.
- 4010.37** Study methods of improving District services and attend training classes to build knowledge and improve performance as a Director.

4030.40 **Annual Review**

The Board of Directors shall review this policy annually for the purposes of refresher training and self-evaluation.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Members of the Board of Directors **EXISTING VERSION**
POLICY NUMBER: 4010
ADOPTED: September 17, 1996
AMENDED: April 14, 2011

- 4010.10** Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from department heads or General Manager.
- 4010.20** Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 4010.30** Directors shall defer to the President for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.
- 4010.40** Directors may request for inclusion into minutes brief comments pertinent to an agenda item, only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote). If abstaining, reason for abstention must be given.
- 4010.50** Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.
- 4010.60** Any Director, as an individual, shall not incur any expenses to the District other than those described in Policy 4025, Remuneration and Expenditure Reimbursement.

PROPOSED REVISIONS - REDLINE VERSION

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: ~~Members~~ General Duties of the Board of Directors

POLICY NUMBER: 4010

ADOPTED: September 17, 1996

AMENDED: April 14, 2011

AMENDED:

4010.10 Purpose

The Board of Directors serves as the governing body for the District. This policy sets forth some of the general duties required of the Board of Directors in carrying out governance of the District.

4010.20 Corporate Duties

As a corporate governing body, the Board of Directors are responsible to:

4010.21 Establish the District's mission, vision and strategic objectives.

4010.22 Formulate, adopt and review policies and ordinances that govern the operations of the District.

4010.23 Conduct District business for the public benefit in an ethical and transparent manner, abiding by the requirements of the Ralph M. Brown Act, conflict of interest laws, and ethics laws.

4010.24 Appoint a General Manager to implement the District's policies, carry out the District's mission and accomplish strategic objectives.

4010.25 Review and adopt an annual budget that is fiscally responsible and provides sufficient resources to accomplish the District's mission.

4010.26 Monitor the District's financial condition and plan for long term financial sustainability.

4010.30 Individual Duties

Individual Directors are responsible to:

4010.31 Exercise independent judgment on behalf of the interests of the entire District, including residents, property owners, and the public as a whole.

4010.32 Engage with the community to best understand needs and assist in building positive community relations.

4010.33 Represent the District at public and agency meetings and gatherings.

4010.34 Keep the General Manager informed of community reaction to the District's services.

4010.35 Attend regular, special and emergency meetings of the Board of Directors and any assigned committee meetings of the Board of Directors.

4010.36 ~~Directors shall thoroughly p~~Prepare themselves to effectively discuss agenda items at meetings of the Board of Directors and to seek any needed. ~~Information may be requested from department heads and/or the~~ General Manager.

~~4010.30~~4010.37 Study methods of improving District services and attend training classes to build knowledge and improve performance as a Director.

~~4010.20 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience public present at Board meetings.~~

~~4010.30 Directors shall defer to the President for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and pertaining confined to the matter being discussed by the Board.~~

~~4010.40 Directors may request for inclusion into minutes brief comments pertinent to an agenda item, only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote). If abstaining, reason for abstention must be given.~~

~~4010.50 Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision making responsibilities.~~

~~4010.60 Any Director, as an individual, shall not incur any expenses to the District other than those described in Policy 4025, Remuneration and Expenditure Reimbursement.~~

4030.40 Annual Review

The Board of Directors shall review this policy annually for the purposes of refresher

training and self-evaluation.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Code of Ethics and Conduct
POLICY NUMBER: 4030
ADOPTED: September 17, 1996
AMENDED: March 10, 2011
AMENDED: March 12, 2015

4030.10 **Purpose**

The Board of Directors of the Twain Harte Community Services District is committed to providing excellence in legislative leadership to its constituents. This policy sets forth requirements for the Board of Directors to ensure that their service to the public and staff is conducted in a professional, reliable, responsible, and transparent manner.

4030.20 **Practices and Values**

The Board of Directors shall be committed to the following practices and values:

1. At all times, conduct yourself with courtesy and respect toward other Directors, staff, agencies and members of the public.
2. Always consider the District's mission, vision, and values when evaluating and making decisions.
3. Act with independent judgment for the good of the District as a whole.
4. Focus on policy creation rather than policy implementation.
5. Maintain an open mind, looking to learn from others. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions.
6. In meetings, be present and listen attentively to the public, staff and other Directors.
7. Always provide opportunity for all members of the public to take part in District decision-making.
8. Respect and follow the rules and procedure set forth in the Board Meeting Conduct Policy.
9. Once the Board of Directors makes a collective action, commit to

supporting the decision even if you voted against it.

10. Understand that it takes a quorum to act on behalf of the District - no Director can act on behalf of the District by himself or herself.
11. Seek the knowledge, skills and information needed to improve decision-making:
 - A. Refer requests for information items to the appropriate department head or General Manager to obtain information needed to supplement, upgrade, or enhance their knowledge.
 - B. Refer requests for clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming directly to the General Manager.
 - C. Request attendance of applicable training courses by contacting the Board President and General Manager.
12. Report concerns and other important information to staff in a timely manner.
 - A. Report concerns related to safety or hazards directly to the General Manager or appropriate department head. Emergency situations should be dealt with immediately by seeking appropriate assistance.
 - B. Report community concerns to the General Manager or appropriate department head.
13. Respect the chain of command.
 - A. Direct all concerns regarding District operations and staff to the General Manager.
 - B. When presented with inquiries from District staff, direct such inquiries to the General Manager.
14. Respond to constituent requests in a courteous, professional, positive and timely manner; routing questions through the appropriate channels and to the responsible management personnel.

4030.30 Annual Review

The Board of Directors shall review this policy annually for the purposes of refresher training and self-evaluation.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Code of Ethics
POLICY NUMBER: 4030
ADOPTED: September 17, 1996
AMENDED: March 10, 2011
AMENDED: March 12, 2015

- 4030.10** The Board of Directors of the Twain Harte Community Services District is committed to providing excellence in legislative leadership to its constituents.
- 4030.20** The primary responsibility of the Board of Directors is the formulation and evaluation of policy, to establish and approve a balanced budget, and oversee the prudent expenditure of the community's tax dollars.
- 4030.30** Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions. Once the Board of Directors takes action, Directors should commit to supporting said action and not create barriers to the implementation of said action.
- 4030.40** Directors should practice the following procedures:
- 4030.41** In seeking clarification on informational items, Directors may directly approach department heads or General Manager to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
 - 4030.42** In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or department heads.. Emergency situations should be dealt with immediately by seeking appropriate assistance.
 - 4030.43** In presenting items for discussion at Board meetings, see Policy #5020.
 - 4030.44** In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the Manager.

4030.45 When approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate department head or General Manager. The chain of command should be followed.

4030.46 When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their question through appropriate channels and to responsible management personnel.

4030.50 Directors are responsible for monitoring the District's progress in attaining its goals and objectives.

PROPOSED REVISIONS - REDLINE VERSION

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Code of Ethics and Conduct
POLICY NUMBER: 4030
ADOPTED: September 17, 1996
AMENDED: March 10, 2011
AMENDED: March 12, 2015

4030.10 Purpose

The Board of Directors of the Twain Harte Community Services District is committed to providing excellence in legislative leadership to its constituents. This policy sets forth requirements for the Board of Directors to ensure that their service to the public and staff is conducted in a professional, reliable, responsible, and transparent manner.-

4030.20 Practices and Values

The Board of Directors shall be committed to the following practices and values:

1. At all times, conduct yourself with courtesy and respect toward other Directors, staff, agencies and members of the public.
2. Always consider the District's mission, vision, and values when evaluating and making decisions.
3. Act with independent judgment for the good of the District as a whole.
4. Focus on policy creation rather than policy implementation.
5. Maintain an open mind, looking to learn from others. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions.
6. In meetings, be present and listen attentively to the public, staff and other Directors.
7. Always provide opportunity for all members of the public to take part in District decision-making.
8. Respect and follow the rules and procedure set forth in the Board Meeting Conduct Policy.

9. Once the Board of Directors makes a collective action, commit to supporting the decision even if you voted against it.

10. Understand that it takes a quorum to act on behalf of the District - no Director can act on behalf of the District by himself or herself.

~~4030.20~~ — The primary responsibility of the Board of Directors is the formulation and evaluation of policy, to establish and approve a balanced budget, and oversee the prudent expenditure of the community's tax dollars.

~~Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions. Once the Board of Directors takes action, Directors should commit to supporting said action and not create barriers to the implementation of said action.~~

~~4030.40~~ — Directors should practice the following procedures:

11. Seek the knowledge, skills and information needed to improve decision-making:

~~A. In seeking clarification on informational items, Directors may directly approach~~ Refer requests for information items to the appropriate department heads or General Manager to obtain information needed to supplement, upgrade, or enhance their knowledge. ~~to improve legislative decision-making.~~

B. Refer requests for clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming directly to the General Manager.

C. Request attendance of applicable training courses by contacting the Board President and General Manager.

12. Report concerns and other important information to staff in a timely manner.

A. Report concerns

~~B.~~ —

~~A. 4030.42~~ — ~~In handling items related to safety, concerns for safety or hazards~~ directly ~~should be reported~~ to the General Manager or appropriate department heads. Emergency situations should be dealt with immediately by seeking appropriate assistance.

~~C.B.~~ Report community concerns to the General Manager or appropriate department head.

~~4030.43~~ — ~~In presenting items for discussion at Board meetings, see Policy #5020.~~

13. Respect the chain of command.

A. Direct all concerns regarding District operations and staff to the General Manager.

B. When presented with inquiries from District staff, direct such inquiries to the General Manager.

14. Respond to constituent requests in a courteous, professional, positive and timely manner; routing questions through the appropriate channels and to the responsible management personnel.

~~4030.44~~ — In seeking clarification for policy related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the Manager.

~~4030.45~~ — When approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate department head or General Manager. The chain of command should be followed.

~~4030.46~~ — When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their question through appropriate channels and to responsible management personnel.

~~4030.50~~ — Directors are responsible for monitoring the District's progress in attaining its goals and objectives.

4030.30 Annual Review

The Board of Directors shall review this policy annually for the purposes of refresher training and self-evaluation.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Committees of the Board of Directors

POLICY NUMBER: 4020

ADOPTED: September 17, 1996

AMENDED: January 10, 2008

AMENDED: February 10, 2011

AMENDED: December 11, 2014

AMENDED: December 14, 2017

AMENDED: September 11, 2019

4020.10 Ad-Hoc Committees

4020.11 The Board President shall appoint ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

4020.20 Standing Committees:

4020.21 The following shall be the standing committees of the Board:

- Fire Committee
- Park and Recreation/Citizens' Oversight Committee
- Water & Sewer Committee
- Finance/Policy Review Committee

4020.22 General Purpose. The primary purpose of Standing Committees is to improve the Board's effectiveness by providing a platform for action items to be vetted or formulated in detail prior to Board meetings. The work of Standing Committees should result in the removal of most routine and undeveloped items from the Board's agenda, such as detail-oriented planning and oversight, initial formulation of policies and other written documents and procedures, evaluation and/or formation of options for the Board's consideration, preliminary development and evaluation of ideas that may evolve into Board action items in the future.

Standing Committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns. Said

assignments may be made by the Board President, a majority vote of the Board, or on their own initiative as long as it supports the Board's work.

Standing Committees will act in an advisory capacity to the Board and will make recommendations on actions to be taken by the Board.

4020.23 Specific Purpose. In addition to the general purposes presented above, each Standing Committee shall serve the following specific purposes:

4020.23.1 Fire Committee: This committee will consider, evaluate and review matters concerning fire protection and rescue services provided by the District.

4020.23.2 Park and Recreation/Citizens' Oversight Committee: This committee will consider, evaluate and review matters concerning the District's Park and Recreation facilities and services. The committee shall include at least one public member to review projects and expenditures funded by assessments.

4020.23.3 Water & Sewer Committee: This committee will consider, evaluate and review matters concerning water and wastewater services provided by the District.

4020.23.4 Finance/Policy Review Committee: This committee is responsible for formulating, reviewing and updating policies for approval by the Board. It will also oversee management and development of the District's budget, reserves and investments and will consider, evaluate and review matters concerning District finances and assets.

4020.24 Authority. Standing Committees do not have authority to make decisions on behalf of the Board, except for routine tasks that have been delegated to a specific Standing Committee by an adopted policy or resolution.

4020.25 Schedule. Standing Committees will be normally scheduled for the first Wednesday of each odd-numbered month (i.e. January, March, May, etc.), but will only be held if there is a need required by Policy or if the Board's agenda will be better served by first discussing items in a Committee. Committee schedules for each calendar year, including any exceptions to the normal schedule, will be approved by the Board each year as part of the Board's annual meeting calendar.

4020.26 Members. Two Board members shall serve on each Standing Committee. The incoming Board President shall appoint the members of the Standing

Committees for the ensuing year no later than mid-December. Board members shall serve on their assigned standing committee(s) for a term of January 1 through December 31.

Selection of Standing Committee members should be selected to best serve the Board's work. Generally, Standing Committee members will be selected based on personal expertise or skills related to the specific purpose of the assigned committee. However, a member may be assigned to a Standing Committee to broaden that individual's experience or expertise in a specific area.

OPERATIONS REPORT

FIRE DIVISION

AUGUST 2021



Personnel

Full Time Captains-3

Seasonal Engineers-3

Relief Captains- 6

Intern Operators- 1

Relief Firefighters- 2

Intern Firefighters- 1



Seasonal Fire Apparatus Engineers



Jonathan Oberg A-Shift Engineer



Jake Noonan B-Shift Engineer



Neftali Orozco C-Shift Engineer





New Firefighter Intern



Gage Pankey will be assigned to A-Shift under the supervision of Captain Joe Schuller. Intern Panky is currently enrolled in the Columbia College Fire Academy. Welcome to the Twain Harte Fire Family Gage



August Incidents

Responses-53

Public Contacts-12

August Deployments



Relief Captain Al Desrosiers
deployed to the Dixie Fire as a
Fire Line E.M.T

August Deployments



Engineer Oberg deployed to the Monument Fire as a Fire Line E.M.T



Chief Gamez deployed to the Caldor Fire as a Task Force Leader Trainee.



Seasonal Engineer Jake Noonan responded to the Washington Fire with WT-721.

Training

Total training hours for August: 206



All shifts started working on the new
Engineer Task Books.



Fleet/Facilities



E-723 received new batteries due to battery failure



E-721 inverter faceplate and switch was replaced



Fire Prevention: Update



Before



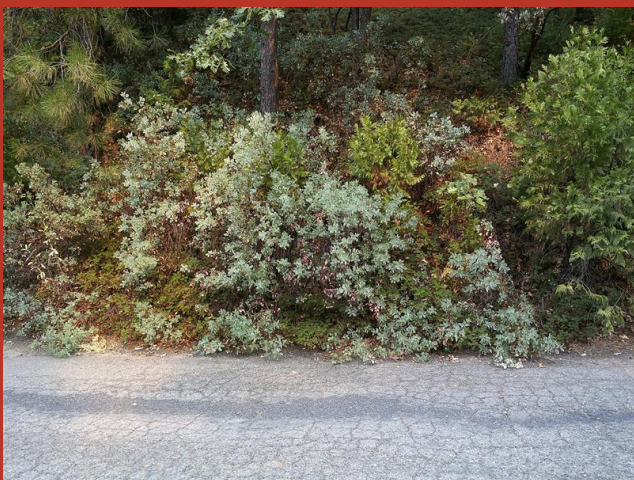
After



Before



After



Before



After





Tuolumne County Fire Chiefs report

- No update on the SCBA regional FEMA grant
- Chiefs discussed collaboration efforts with surrounding fire agencies to improve fire services.



Cooperator meeting

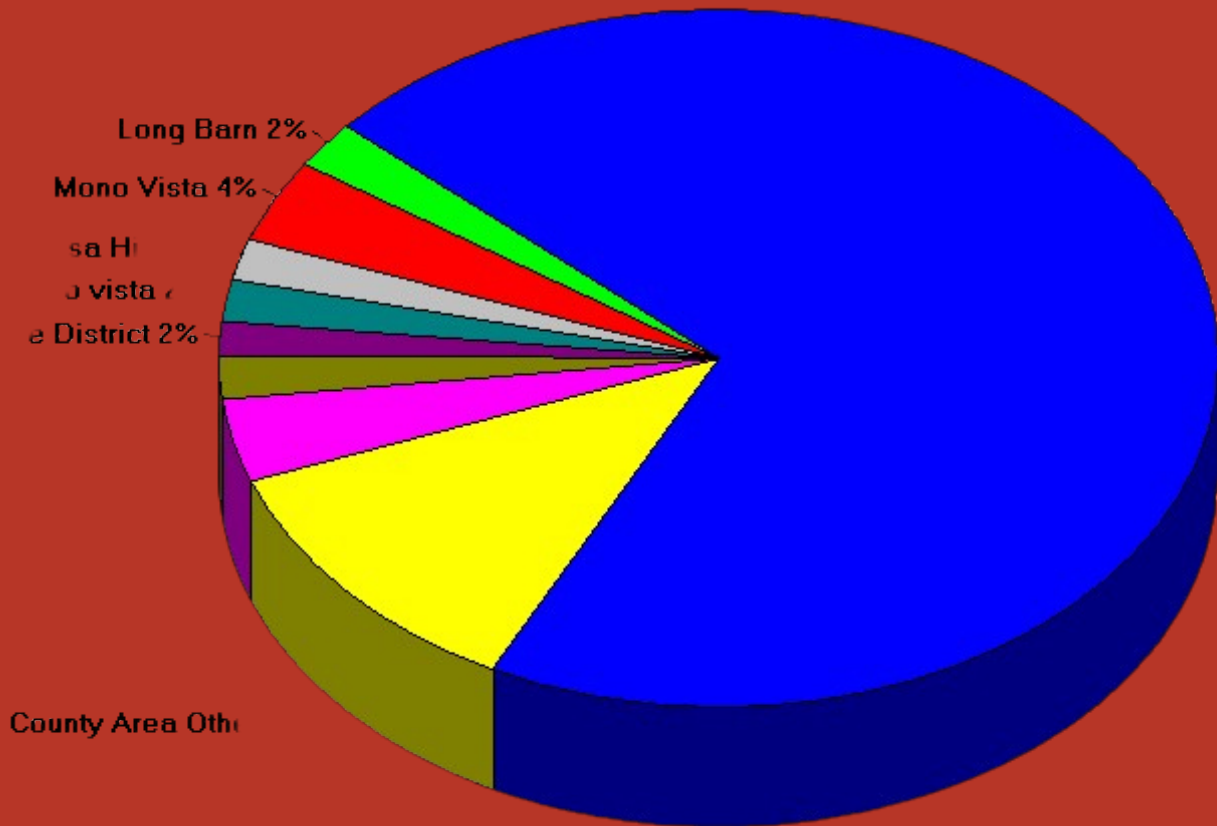


Met with Sheriff Pooley regarding specifications for Emergency Alert Sirens and Ballistic vests for Firefighters. HQE was the company we have selected



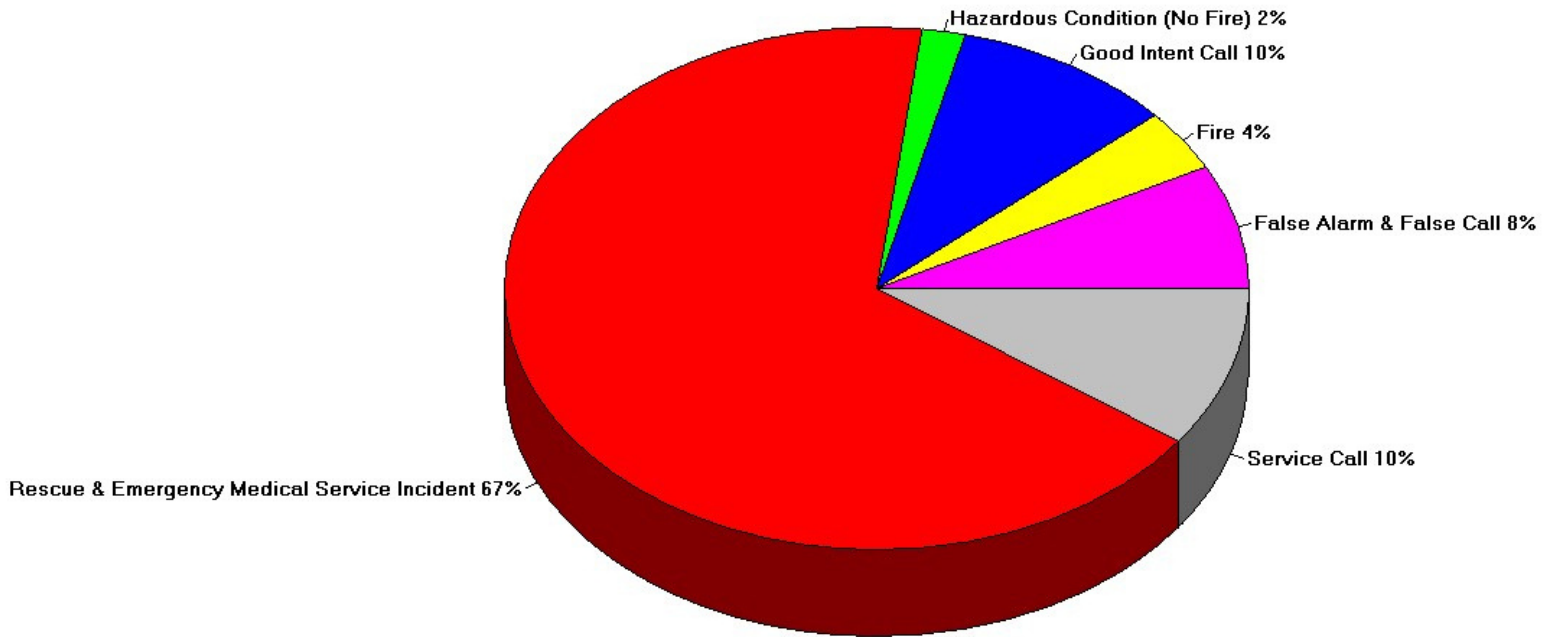
Incidents by District

Incidents by District
Alarm Date Between {08/01/2021} And {08/31/2021}

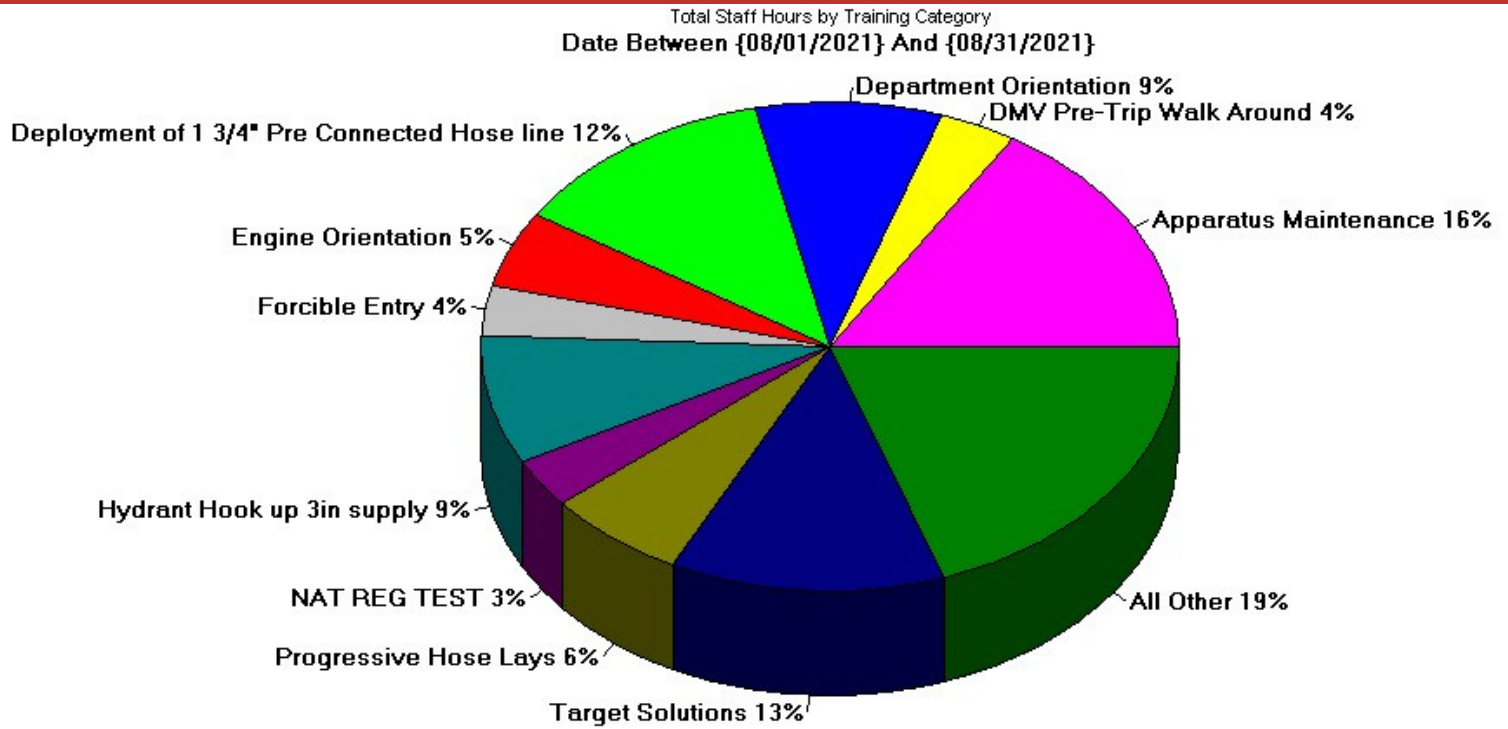


Incidents by type

Incident Type Summary
Alarm Date Between {08/01/2021} And {08/31/2021}



Training by topic





What's New

- Jason spent some time training with TUD on collection system patching
- Thomas and Dustin attended a traffic control class
- Tom and I spoke with Tuo Co Public Works Dept to investigate partnering with them on patching jobs

TWAIN HARTE CSD OPERATIONS REPORT



Water/Sewer/Park Division

For August 2021

Committee Meeting 9/8/21

Board Meeting 9/15/21

Highlights

Water

- Number of customer service calls were average for this time of year (25-40) for a total of 32.
- 55 Valves were inspected.
- One Main line break in Sherwood Forest that was repaired extremely fast by the crew
- 2 Service line breaks. One was at water plant that we used our leak detection equipment and the vac-trailer as a hydro-excavator which made the digging much easier and safer.





Sewer

- Number of customer service calls were average for this time of year (1-10) for a total of 3.
- Sewer main footage cleaned: 30,858' (Context: 6,203' were cleaned by this time last year).
- Manholes on benches and drainages have started being inspected with maintenance more regularly.
- Twain Harte School Sewer Line Realignment project completed.



- Upcoming Mono Bench Sewer Project
 - Project to begin by the 1st week of October and should take less than 5 days to complete.



Parks and Recreation

- Park tank swale/rain garden:
 - Complete
- Community Center Generator Update
 - Delivery is scheduled for September 10th
- Vandalism at the Park
 - Security Camera(s): 4 enquiries to potential camera vendors/installers have been made
 - Have spoken to nearby businesses to partner with for internet access.
 - Mother Lode Tree Service has offered to donate new trees.
- Assisted Twain Harte Homeowners with the distribution of their new trash cans around the district.
- We are looking into making some improvements at the ballfield in a partnership with the golf course.
- Sierra Big Foot Festival
 - Relatively small impact to us for such a large event
 - Future large events will be better coordinated with organizer to make sure all facilities are prepared for a heavy use.

Year: 2021

Month	*Treatment Plant (Gal)	Well #1 (Gal)	Well #2 (Gal)	Well #3 (Gal)	**Total Recycled (Gal)	***Total Production (Gal)	2013 Total Production (Gal)	Percentage Conserved (%)	Rain (inches)	Snow (inches)
Jan	1,782,867	888,093	1,724,068	830,885	171,667	5,225,913	8,304,262	37.07%	5.95	31.5
Feb	812,370	1,084,946	1,670,276	1,048,320	79,857	4,615,912	5,836,362	20.91%	2.72	0
Mar	682,442	1,106,362	2,160,718	960,206	89,574	4,909,728	5,776,198	15.00%	2.69	15
Apr	2,354,350	1,132,186	2,027,031	962,489	251,811	6,476,056	6,737,931	3.89%	0.92	0
May	4,363,858	1,151,918	2,158,505	980,655	524,483	8,654,936	9,624,851	10.08%	0.01	0
Jun	4,150,136	1,058,889	2,070,629	907,236	688,531	8,186,890	11,912,958	31.28%	0	0
Jul	5,680,435	1,090,602	2,126,878	960,809	371,587	9,858,724	14,740,484	33.12%	0.12	0
Aug	5,478,035	1,076,388	1,993,583	933,315	441,054	9,481,321	14,605,710	35.08%	0	0
Sep						0				
Oct						0				
Nov						0				
Dec						0				
Total	25,304,493	8,589,384	15,931,688	7,583,915	2,618,564	57,409,480	77,538,756	25.96%	12.41	46.5



GENERAL MANAGER'S REPORT

September 15, 2021

Administration / Operations

- *Stormwater Grant Funding Agreement*
- *Paperless Billing & Tenant Billing*

Planning Projects

- *Sewer System Evaluation/Analysis* – Condition Assessment, Sherwood Forest Analysis, Hydraulic Model and Engineering Report complete. Project design initiated.
- *Water System Evaluation/Analysis* – Grant kicked off. Leak detection anticipated to start in October.

Capital Projects

- *TH School Sewer Re-Alignment* – Complete.
- *Motor Control Center (MCC) Upgrade* – Initial investigation and testing complete. Upgrade design anticipated completion in October.
- *Mono Sewer Bench Replacement* – Design complete and project awarded. Anticipated completion in October.
- *Community Center Generator* – Generator received. October completion anticipated.

Funding Opportunities

- *Prop 68 Per Capita Park Grant* – Park revenue enhancement (\$177,952): **Awarded**
- *Prop 1 Stormwater Grant* – TH Stormwater Enhancement (\$3.748 M): **Awarded**
- *Assistance to Firefighters Grant* – SCBA Replacement (\$150,000): **Find out this month**
- *Prop 68 Statewide Park Program* – TH Meadows Park (\$1.25 M): **Find out any time**
- *Prop 68 Rural Recreation Program* – TH Meadows Park (\$1.25 M): **Due Nov 2021**

Meetings of Interest

- *Drought Task Force Meeting* – 8/20/21
- *Public Works Road Improvement Collaboration Meeting* – 8/27/21
- *Alert Notification Siren Coordination Meeting* – 8/30/21
- *Water System Evaluation Grant Kickoff* – 9/9/21