



McCloud Community Services District

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REGULAR MEETING OF THE BOARD OF DIRECTORS

SCOUT HALL - 405 E. COLOMBERO DRIVE

June 14, 2021 at 6:00

AGENDA

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

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

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

- 1. Pledge of Allegiance**
- 2. Roll Call and Attendance**
- 3. Approval of Minutes: Discussion/action** regarding approval of the minutes of the Regular Meeting of May 24, 2021
- 4. Announcement of Events:**
- 5. Communications:**
- 6. Reports:**
 - A. General Manager
 - B. Finance Officer
 - C. Fire Chief
 - D. Public Works Superintendent-no report
 - E. Directors
 - F. Committees
- 7. Consent Agenda:**
 - A. Approval of Expenses in the amount of \$10,446.17
 - B. Approval of the second reading of MCS D Policy 1062 Park Fee Schedule

8. Old Business:

A. Discussion/possible action regarding resending MCSD Resolution No. 6, 2016, A Resolution of Application Requesting Initiation of LAFCO Proceedings to Annex Certain Territory.

B. Discussion of update on Attorney findings regarding the drainage ditch from the water tanks.

9. New Business:

A. Discussion/ possible action regarding the approval of the first reading of MCSD Policy 2192- Substance Abuse

B. Discussion/possible action regarding the approval of the first reading of MCSD Policy 2093-District Cellular Phones.

C. Discussion/possible action regarding the approval of the first reading of MCSD Policy 2094-Personal Cellular Phone and PDA Policy.

D. Discussion/possible action regarding the acceptance of the Jenny Jones Hero's Grant for \$15,000.00 for the purchase of a laundry washer-extractor and associated software for the MCSD Fire Department.

E. Discussion/possible action regarding the acceptance of the Sundial Fund of Marin Community Foundation Grant for \$39,500.00 for an EKG monitor for the MCSD Fire Department.

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

11 Adjourn Open Session

12. Convene a Closed Session: Pursuant to California Government Code §54957.6
Public Employee Performance Evaluation: General Manager

13. Reconvene open session and announce any action taken.

14. Adjourn

MCSD Mission Statement

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

**MINUTES OF A
REGULAR MEETING OF THE BOARD OF DIRECTORS
May 24, 2021**

A regular meeting of the Board of Directors of the McCloud Community Services District was called to order at 6:00 p.m. at the Scout Hall. All five Directors (Richey, Hanson, Rorke Young, Zanni) were present, as were General Manager Amos McAbier, Public Works Superintendent Richie Fessler, Fire Chief Charlie Miller, and District Secretary Andrea Mills. Finance Officer Mike Quinn was absent.

- 1. Call to Order at 6:00 PM**
- 2. Pledge of Allegiance**
- 3. Approval of Minutes: Discussion/action** regarding approval of the minutes of the Regular Meeting of May 10, 2021
C. Richey made a motion to approve the Minutes of the May 10, 2021 Regular Board Meeting; seconded by M. Hanson. Motion passed with 4 ayes(Hanson, Richey, Young, Zanni). M. Rorke abstained.
- 4. Announcement of Events:** *Shareen announced that the Mushroom Festival and farmers market are scheduled to take place soon.*
- 5. Communications:** *None*
- 6. Reports:**
 - A. General Manager- Verbal**
Amos McAbier reported that the land surveyor is working on marking the easements to the water tank. He is also working on the discharge permit for when the tank needs cleaning.
 - B. Finance Officer- No report**
 - C. Fire Chief- No report**
 - D. Public Works Superintendent- No report**
 - E. Directors-None**
 - F. Committees-Fire Department Committee will be meeting June 3rd. No Courthouse meeting this month.**
- 7. Consent Agenda:**
 - A. Approval of Expenses in the amount of \$14,961.57**
 - B. Approval of the Second and final reading of MCSD Policy 1060 Exhibit A, Dumpster Rental Agreement**

C. Young made a motion to approve the consent agenda. Seconded by R. Zanni. Motion passed with 5 ayes (Hanson, Richey, Rorke, Young, Zanni).

M. Rorke requested a written report from Wittman (ambulance services billing company) for the next meeting

8. Old Business:

A. Discussion/possible action regarding the second and final reading of MCSD Ordinance No. 2 Collection of Service Charges

M. Hanson made a motion to approve the second and final reading of MCSD Ordinance No. 2 Collection of Service Charges; Seconded by M. Rorke. Motion passed with 5 ayes (Hanson, Richey, Rorke, Young, Zanni).

9. New Business:

A. Discussion/possible action regarding the first reading of MCSD Policy 1062 Park Fee Schedule

C. Young made a motion to approve the first reading of MCSD Policy 1062 Park Fee Schedule with changes. Seconded by C. Richey. Motion passed with 5 ayes (Hanson, Richey, Rorke, Young, Zanni).

B. Discussion/possible action regarding the first reading of MCFD Shift Firefighter Program

C. Young made a motion to approve the MCSD Shift Firefighter Program to be formatted as a policy and brought back for second reading and approve the Fire Chief to start recruiting. Seconded by M. Hanson.

After further discussion on approving as a program vs. a policy, motion failed with one aye, M. Rorke and 4 nays (Hanson, Young, Richey, Zanni). Then,

M. Hanson made a motion to approve the Shift Firefighter Program with a policy turnover after six months trial; seconded by R. Zanni. Motion passed with 4 ayes (Zanni, Hanson, Young, Richey), one nay, M. Rorke.

C. Discussion/possible action regarding the MCSD Memorandum of Understanding (MOU)

M. Hanson made a motion to approve the MCSD Memorandum of Understanding (MOU) with changes to the dates; seconded by M. Rorke. Motion passed with 5 ayes (Hanson, Richey, Rorke, Young, Zanni).

D. Discussion/possible action regarding the possible donation of an ambulance from the City of Berkeley

M. Hanson made a motion to approve the donation of an ambulance from the City of Berkeley; seconded by R. Zanni. Motion failed with 2 ayes (Zanni, Hanson), 3 nays (Rorke, Young, Richey).

10. Public Comment: This time is provided to receive information from the public regarding issues that **do not** appear on the agenda (persons addressing the Board will be asked to step up to the podium and

will be limited to three minutes or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board).

None

11 Adjourn at 7:35 PM

Catherine Young/President of the Board

Andrea Mills/Secretary of the Board

DRAFT

MCSO BOARD OF DIRECTORS

June 14, 2021

AGENDA SUPPORTING DOCUMENT

Agenda Item No. 6A.

General Manager's Report

James Marta auditors – David Becker who is one of the partners with James Marta and Co. announced his retirement a few months ago and since he had left the company some of their staff have left as well. David called last week to inform me that he was called back from retirement to help with the workload and the situation that had generated due to his retirement and the firms limited resources.

He informed me that James Marta and Company will not be able to conduct the audit of 6/30/2020. He provided two contacts that we might be interested in if we are advertising for an RFP (Request for Proposal).

We had originally hired them to fulfill three years of audits and two have been completed. We need to find another auditor soon.

General NPDES Discharge Permit- I have been working on recent issues that have been generated regarding our annual tanks cleaning. We normally must drain the towns water tank and clean it as a Best Management Practice every spring. Normal operations consisted of this water slowly draining out and onto Hancock forestry property. We recently were informed that the area we used has been identified as a class 3 dry streambed in the latest Timber Harvest Plan for this area. The land manager let us know that it could be disputed as to if this were an actual class three drainage area, and that previous management would not have classified it as a stream bed. This area of washed cobble could have been created from the tanks draining over the last couple of decades. He also let us know that the regulations and how these areas are classified have changed several times over the last 20 years since the new tank had been installed.

Due to the regulations of a THP Hancock forestry management let us know that a discharge to this area could create some issues dependent on the circumstances but informed us that a permit from the State would satisfy any of the concerns.

The requirement for water systems took effect in 2015 and due to the size of our water system and the number of connections we have we were not required to apply for this permit at that time. Due to recent changes in our operations and being recently informed that the area we used to drain the water tank to was classified as a class three streambed I have talked to several state representatives all of whom were very helpful and finally was re-routed to the appropriate department and office. They informed me that our regular operations of allowing the water to percolate into the ground does not require a permit but if we discharge to a water of the State, we can get a permit.

This permit would allow us to discharge to a water of the state and the state does not see a difference in a dry streambed and year around running bodies of water, so there seems to be a crossover in different departments understanding of what is or is not a water of the state. This general discharge permit covers way more than just our tanks cleaning process. When we have water, lines break or do hydrant flushing or any maintenance in our system this permit covers us if we have water discharged to a creek or streambed.

I have drafted the cover letter and permit application with the required maps attached and will be getting confirmation for this permit soon. I have also written 4-page operations / Best management practice plan with step-by-step operations for taking the water tank offline, cleaning and disinfecting it and how to properly discharge the tank. And bring it back online. If there are new persons on the crew, they will be able to follow these instructions and successfully operate the system.

Refuse Department- our side loader refuse truck that picks up the residential cans malfunctioned and broke down May 25th. The joystick that controls the pickup arm will not communicate with the hydraulic controls. In this case it fully extended itself and set down on a garage roof in one of the alleys. To pick up the rest of town we had to use the rear loading refuse truck with a driver and two riders. This takes way longer than normal and three times the number of staff to accomplish the route. The parts that are hopefully going to fix the truck and bring it back into service cost almost \$2,000.00 we are hoping it will be fixed early next week.

The two-yard dumpster rentals have been in high demand lately and we are out of 2 yard dumpsters. We need to investigate finding more used ones to purchase and or start buying a couple new ones each year. For the rest of this year if we have events requesting dumpsters, we will be using whatever we have on hand with the few 1.5 yard dumpsters we have available.

Light poles at Hoo Hoo park baseball field;-the increase in materials costs have omitted the opportunity for the grant we were hoping to replace them with. It's requested that this be brought up for a Public Works meeting topic so that it can be discussed. We will have to see if there is additional funding or another alternative that fits within the grant to have the lights replaced. They now will cost over \$200,000.00 to replace. They typically are used two or three days a year for the Lumberjack Fiesta softball tournament and will be sorely missed. The coordinator of the Fiesta said they will shorten up the timeframe that the games can last to accommodate for this.

Water Curtailment – Andrew Ramos our water attorney, let me know that the State is getting ready to issue another water curtailment order like the one we were under in 2015. It sounds like the first step of the order will affect everyone in California with water rights that were obtained after 1914. Our water rights predate 1914. After this order goes into effect its presumed, they will issue a blanket order that will curtail everyone else regardless of dated water rights. I think they should stop building houses where water does not exist and leave us alone, we have plenty.

SDRMA Covid relief funding- A representative from the SDRMA stopped by to say hello and let me know there might be 100 million dollars in COVID relief funding available if the State passes the order. They are not sure what the requirements/ guidelines for getting the funding are, but we have several things in mind like the increase in materials prices for the Elk springs and ballfield lights, or the extra fuel we had to use or the time we have had to cover for sending someone home that had minor cold symptoms that would have normally been at work or out for a day. Etc. let us hope it works out to benefit us.

Part time Park Worker Position- We hired Ron Howard to fill the position last week.

Short Staffed – we have been a bit short staffed in the office the last few weeks and are very happy to have staff back in the office with our finance Officer and District Secretary, the amount of phone calls for various reasons and other daily tasks that our office staff handle seemed to triple in their absence and we really appreciate how much they do here. The garbage truck breaking down and the pickup schedule being off because of it contributed along with how busy the summer schedule is getting. We were also short staffed in the field due to two riders plus a driver needing to run the garbage route, Richie and I had to go out/ respond to water leaks and sewer problems during this time and had to lock the office and hang a sign on the door explaining this a couple of times.

All this considered we are still operating and received a couple of big Thank You's from community members for the refuse operations kindness and courteousness and for the field staff working the long hours in the heat.

MCSO BOARD OF DIRECTORS
June 14, 2021

AGENDA SUPPORTING DOCUMENT
Agenda Item No. 6B
Finance Officer's Report

1. The preliminary 2021/22 Budget is attached.
 - A. The wages presentation has been changed so that the General and Directors Employee Costs have been separated from the other fund 's Employee Costs. Those Costs are allocated in the Total Miscellaneous Cost section of the budget under Fund Allocation of General/Director Costs.
 - B. The fuel expenses have been increased by 50% over last years amounts to cover the anticipated increases.
 - C. This budget has anticipated the MOU wage increases on July 1, 2021 and the increase in minimum wage that goes into effect January 1, 2022.
 - D. The interest on the LAIF account has been reduced to reflect the current .29% rate.
 - E. A new expense category, Volunteer Reimbursements, has been implemented to reflect the Stipend payment made to volunteer members of the Fire Department. That amount was removed from the Employee Costs as the amounts are no longer considered wages and employer taxes will no longer be calculated on them.
 - F. Projections of capital purchases and project costs are not included in this preliminary budget.

2. Five Star Bank has submitted a plan to restructure the 3 debt obligations of the MCSO. The plans feature lower interest rates and monthly amortization of the principal balances, thereby reducing the term of the loans. A line of credit will be made available and a no penalty prepayment option is available. These plans do not require collateral from the District.
These plans will be presented to the F & A Committee at the next regular or special meeting.

3. The Lights Fund currently owes the General Fund \$12,206 from a prior cash transfer. At the current rate projected for available cash from Lights, it will take 6 years to repay. The Auditors suggested that this be canceled from the books through a forgiveness instrument by the Board.



McCloud Community Services District Preliminary Budget 2021/2022

	1010 General	1020 Directors	1040 Fire	1050 Alleys	1060 Lights	1070 Park	1080 Library	1090 Refuse	2000 Sewer	3000 Water	2021/22 Budget	2020/21 Actual	2020/21 Budget	\$ Difference
Revenue:														
Tax Revenue	\$ 78,000	\$ -	\$ 123,378			\$ 46,586	\$ 6,706		\$ -	\$ -	\$ 254,670	\$ 264,309	\$ 254,670	\$ (9,639)
Utility Fees	\$ -	\$ -	\$ -	\$ 41,168	\$ 20,920	\$ -	\$ -	\$ 377,449	\$ 510,142	\$ 585,737	\$ 1,535,416	\$ 1,525,001	\$ 1,428,553	\$ (96,448)
Ambulance	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 57,505	\$ 22,000	\$ (35,505)
Donations, Misc	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 3,418	\$ 6,000	\$ -	\$ 12,000	\$ 61,418	\$ 56,303	\$ 33,800	\$ (22,503)
TOTAL REVENUE	\$ 78,000	\$ -	\$ 213,378	\$ 41,168	\$ 20,920	\$ 46,586	\$ 10,124	\$ 383,449	\$ 510,142	\$ 597,737	\$ 1,901,504	\$ 1,903,118	\$ 1,739,023	\$ (164,095)
Expenses:														
Salaries	\$ 199,143	\$ 13,500	\$ 27,168	\$ 15,431	\$ -	\$ 35,474	\$ 2,964	\$ 41,894	\$ 36,242	\$ 70,130	\$ 441,946	\$ 398,510	\$ 449,594	\$ 51,084
PERS	\$ 13,793	\$ -	\$ 72	\$ 1,113	\$ -	\$ 488	\$ 4	\$ 3,013	\$ 2,393	\$ 4,727	\$ 25,603	\$ 25,527	\$ 29,528	\$ 4,001
Payroll Taxes	\$ 17,249	\$ 1,870	\$ 2,594	\$ 1,328	\$ -	\$ 3,217	\$ 407	\$ 3,630	\$ 3,084	\$ 5,982	\$ 39,361	\$ 41,947	\$ 40,515	\$ (1,432)
Employee Hlth Benefits	\$ 65,847	\$ -	\$ 399	\$ 6,329	\$ -	\$ 2,866	\$ 22	\$ 17,790	\$ 13,433	\$ 26,485	\$ 133,171	\$ 109,972	\$ 119,811	\$ 9,839
Workers Comp <small>(92893)</small>	\$ 3,510	\$ 85	\$ 4,902	\$ 1,343	\$ -	\$ 3,067	\$ 21	\$ 3,635	\$ 3,230	\$ 6,047	\$ 25,840	\$ 28,589	\$ 32,096	\$ 3,507
Retiree Benefits Retirement	\$ 30,790	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,790	\$ 30,790	\$ 30,790	\$ -
Retiree Benefits Health	\$ 245,070	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 245,070	\$ 269,238	\$ 230,834	\$ (38,404)
Total Employee Costs	\$ 575,402	\$ 15,455	\$ 35,135	\$ 25,544	\$ -	\$ 45,112	\$ 3,418	\$ 69,962	\$ 58,382	\$ 113,371	\$ 941,781	\$ 904,573	\$ 933,168	\$ 8,613
											\$ 941,781		\$ 933,168	\$ 28,595
Insurance	\$ 35,762	\$ -	\$ 10,452	\$ 3,049	\$ -	\$ 3,004	\$ 251	\$ 8,000	\$ 7,600	\$ 14,900	\$ 83,018	\$ 79,330	\$ 79,564	\$ 234
Telephone	\$ 5,295	\$ -	\$ 4,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 380	\$ 480	\$ 10,955	\$ 10,533	\$ 7,240	\$ (3,293)
Publications	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ 39	\$ 800	\$ 761
Travel	\$ 400	\$ 1,500	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ 400	\$ 400	\$ 4,100	\$ 4,423	\$ 4,100	\$ (323)
Hiring	\$ 600	\$ -	\$ 3,000	\$ 100	\$ -	\$ 100	\$ 100	\$ 100	\$ 50	\$ -	\$ 4,050	\$ 4,220	\$ 3,600	\$ (620)
Training	\$ 400	\$ 2,500	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ 600	\$ 450	\$ 8,150	\$ 1,561	\$ 8,500	\$ 6,939
Uniforms	\$ 1,000	\$ -	\$ 2,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,400	\$ 3,221	\$ 2,100	\$ (1,121)
Safety	\$ 900	\$ -	\$ 1,000	\$ -	\$ -	\$ 200	\$ 100	\$ 400	\$ 800	\$ 600	\$ 4,000	\$ 2,674	\$ 4,000	\$ 1,326
Memberships	\$ 5,000	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 474	\$ 600	\$ 6,574	\$ 8,833	\$ 4,350	\$ (4,483)
Volunteer Reimbursements			\$ 15,600.00									\$ 6,570.00		\$ (6,570)
Operating Lease	\$ 6,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,600	\$ 6,040	\$ 6,600	\$ 560
Attorney	\$ 5,000	\$ -	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ 9,400	\$ 6,530	\$ 11,300	\$ 4,770
Accountant	\$ 31,670	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,670	\$ 14,350	\$ 25,000	\$ 10,650
Professional Services	\$ 750	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,200	\$ 5,550	\$ 9,496	\$ 11,800	\$ 2,304
Prof Svc-Ambulance	\$ -	\$ -	\$ 4,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,800	\$ 5,502	\$ 4,200	\$ (1,302)
IT Services	\$ 22,000	\$ -	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,800	\$ 20,636	\$ 15,855	\$ (4,781)
Advertising	\$ 1,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800	\$ 1,218	\$ 1,800	\$ 582
Election Expense		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55	\$ 800	\$ 745
Total Other Costs	\$ 117,227	\$ 4,000	\$ 49,352	\$ 3,149	\$ -	\$ 3,304	\$ 451	\$ 9,100	\$ 10,304	\$ 25,630	\$ 222,517	\$ 185,231	\$ 191,609	\$ 6,378

	1010	1020	1040	1050	1060	1070	1080	1090	2000	3000	TOTAL	TOTAL	TOTAL	Difference
To	General	Directors	Fire	Alleys	Lights	Park	Library	Refuse	Sewer	Water				
Supplies	\$ 1,000	\$ -	\$ 6,000	\$ 1,800	\$ -	\$ 1,200	\$ -	\$ 600	\$ 6,500	\$ 4,000	\$ 21,100	\$ 12,566	\$ 26,000	\$ 13,434
Office Supplies	\$ 4,000	\$ 600	\$ 100	\$ -	\$ -	\$ -	\$ 140	\$ -	\$ -	\$ -	\$ 4,840	\$ 4,034	\$ 6,140	\$ 2,106
Postage & Delivery	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650	\$ 4,650	\$ 3,045	\$ 5,450	\$ 2,405
Computer & IT Supplies	\$ 2,500	\$ -	\$ 1,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,900	\$ 1,598	\$ 6,050	\$ 4,452
Janitorial Supplies	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ 350		\$ 450	\$ 450
Diesel	\$ 6,600	\$ -	\$ 3,900	\$ 600	\$ -	\$ -	\$ -	\$ 9,000	\$ 600	\$ 600	\$ 21,300	\$ 12,111	\$ 20,200	\$ 8,089
Fuel	\$ 3,000	\$ -	\$ 2,300	\$ 300	\$ -	\$ 100	\$ -	\$ 100	\$ -	\$ 200	\$ 6,000	\$ 3,771	\$ 5,800	\$ 2,029
Heating Fuel	\$ 3,800	\$ -	\$ 4,000	\$ -	\$ -	\$ 900	\$ 1,100	\$ -	\$ -	\$ -	\$ 9,800	\$ 9,208	\$ 8,100	\$ (1,108)
Power	\$ 3,800	\$ -	\$ 3,000	\$ -	\$ 19,332	\$ 1,200	\$ 1,100	\$ -	\$ -	\$ -	\$ 28,432	\$ 20,547	\$ 30,300	\$ 9,753
Building/Grounds (parking lot, paint)	\$ 2,500	\$ -	\$ 800	\$ -	\$ -	\$ 4,600	\$ 400	\$ 500	\$ 500	\$ 1,200	\$ 10,500	\$ 8,485	\$ 17,400	\$ 8,915
Equip Maintenance	\$ 3,000	\$ -	\$ 3,600	\$ 800	\$ -	\$ 150	\$ -	\$ 1,000	\$ 3,800	\$ 3,000	\$ 15,350	\$ 8,357	\$ 14,050	\$ 5,693
Vehicle Maint.	\$ 3,200	\$ -	\$ 3,000	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,500	\$ 3,000	\$ 3,000	\$ 14,700	\$ 3,414	\$ 16,120	\$ 12,706
Total Supplies, Maintenance	\$ 37,550	\$ 600	\$ 28,100	\$ 4,500	\$ 19,332	\$ 8,350	\$ 2,740	\$ 12,700	\$ 14,400	\$ 12,650	\$ 140,922	\$ 87,136	\$ 156,060	\$ 68,924
					1579x1.02									
Principal Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,500	\$ 65,092	\$ -	\$ 128,592	\$ 128,293	\$ 128,592	\$ 299
Interest Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,706	\$ -	\$ 29,706	\$ 29,344	\$ 29,706	\$ 362
Administrative Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,494	\$ -	\$ 1,494	\$ 1,494	\$ 1,494	\$ -
Total Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,500	\$ 96,292	\$ -	\$ 159,792	\$ 159,131	\$ 159,792	\$ 661
Fees	\$ 1,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,800	\$ 31,000	\$ 4,900	\$ 78,100	\$ 47,292	\$ 59,938	\$ 12,646
Permits	\$ 100		\$ 600						\$ -	\$ 2,300	\$ 3,000	\$ 21,118	\$ 21,500	\$ 382
Director's Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Property Tax	\$ 130	\$ -	\$ 70	\$ -	\$ -	\$ 140	\$ -	\$ 11	\$ -	\$ 85	\$ 436	\$ 413	\$ 425	\$ 12
Fund Allocation of General/Director Costs	\$ (731,809)	\$ (20,055)	\$ 97,742	\$ 22,556	\$ -	\$ 30,075	\$ 7,519	\$ 135,336	\$ 218,041	\$ 240,596	\$ -		\$ -	\$ -
Total Miscellaneous Costs	\$ -	\$ -	\$ 98,412	\$ 22,556	\$ -	\$ 30,215	\$ 7,519	\$ 176,147	\$ 249,041	\$ 247,881	\$ 81,536	\$ 68,823	\$ 81,863	\$ 13,040
		100	13	3	-	4	1	18	29	32				
TOTAL OPERATING EXPENSES	\$ -		\$ 210,999	\$ 55,749	\$ 19,332	\$ 86,981	\$ 14,128	\$ 331,409	\$ 428,419	\$ 399,532	\$ 1,546,548	\$ 1,404,894	\$ 1,522,492	\$ 24,056
	\$ 433,839	\$ 4,600												
OVER/UNDER FROM OPERATIONS	\$ 78,000	\$ -	\$ 2,379	\$ (14,581)	\$ 1,588	\$ (40,395)	\$ (4,004)	\$ 52,041	\$ 81,724	\$ 198,204	\$ 354,956	\$ 498,224	\$ 216,531	\$ 138,425
											\$ 354,956		\$ 216,531	
	1010	1020	1040	1050	1060	1070	1080	1090	2000	3000	TOTAL	TOTAL	TOTAL	Difference
	General	Directors	Fire	Alleys	Lights	Park	Library	Refuse	Sewer	Water				
Non Operating Revenue/Expense:														
Interest Income .3%	\$ 2,192	\$ -	\$ 2,128	\$ 588	\$ 2	\$ 476	\$ 28	\$ 406	\$ 6,846	\$ 1,652	\$ 6,900	\$ -	\$ 44,122	\$ -
Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non Operating Revenue/Expense	\$ 2,192	\$ -	\$ 2,128	\$ 588	\$ 2	\$ 476	\$ 28	\$ 406	\$ 6,846	\$ 1,652	\$ 6,900	\$ -	\$ 44,122	\$ -
NET INCOME/(LOSS) FROM OPERATIONS	\$ 80,192	\$ -	\$ 4,507	\$ (13,993)	\$ 1,590	\$ (39,919)	\$ (3,976)	\$ 52,447	\$ 88,570	\$ 199,856	\$ 361,856	\$ -	\$ 260,653	\$ 138,425
Footnotes	fn1													
	fn2													
	fn3													
	fn4													
	fn5													
	fn6													
	fn7													
	fn8													

McCloud Fire Department Monthly Fire Chiefs Report

Report Month: **May**

Year: **2021**

Member Information

Active Firefighters:	13	Inactive Firefighters:	3
Active Paramedics:	1	Inactive Paramedics:	1
Active EMT 1's:	3	Inactive EMT 1's:	0
Active Auxiliary:	0	Inactive Auxiliary:	9
Members Resigned:	0	Members Terminated:	0
New Members:	0		
Members on Leave of Absence:	2		

PERSONNEL	COUNT	PERCENTAGE
<u>Borden, Jack</u>	9	40.91 %
<u>Dalleske, Matthew L</u>	2	9.09 %
<u>Dewitt, Joe</u>	6	27.27 %
<u>Fay, Dan P</u>	8	36.36 %
<u>Girard, Nate</u>	1	4.55 %
<u>Gray, Jessie</u>	5	22.73 %
<u>Memmer, Jettus</u>	8	36.36 %
<u>Miller, Cindy Ann</u>	9	40.91 %
<u>Miller, Darrell "Charlie"</u>	20	90.91 %
<u>Richardson, Stephen</u>	3	13.64 %
<u>Roseberry, Ulianna</u>	2	9.09 %
<u>Thomsen, Kirk S</u>	1	4.55 %
<u>Vogus, Trenton</u>	11	50.00 %
Sum of Individual Responses	85	
Total Incidents for Date Range	22	

Volunteer notes: Nothing to note

Explorers: Added one member (Jaden Quiring) to the rolls for a total of 3 Members. 1 Auxiliary & 1 responds to calls as per department/CSD policies.

PERSONNEL	COUNT	PERCENTAGE
<u>Girard, Parker</u>	3	13.64 %
Sum of Individual Responses	3	
Total Incidents for Date Range	22	

Explorer notes: Soda/Water fundraiser continues.

McCloud Fire Department Monthly Fire Chiefs Report

Report Month: **May**

Year: **2021**

CHIEF 1700

Darrell "Charlie" Miller (EMT-P)

ASST. CHIEF/OPERATIONS 1701

Trenton Vogus (Firefighter/EMT 1)

ASST. CHIEF/EMS DIRECTOR 1702

Kirk Thomsen (Firefighter/EMT -P)

FIRE CAPTAIN 1705 (Training Officer)

Nate Girard (Firefighter/EMT)

FIRE CAPTAIN 1704

Stephen Richardson (EMR Student)

FIRE LIEUTENANT 1708

Ben Garcia (Auxiliary/Engine Driver)

RESCUE/EMS LIEUTENANT 1709

Terry Borden (Auxiliary/EMR)

FIRE FIGHTER'S / EMT'S

Jack Borden (Firefighter/EMT)

Mike Worthington (Firefighter/EMT-P)

Cindy Miller (EMT-1)

Jettus Memmer
(EMR)

Joe Dewitt
(EMR Student)

Auxiliary/Non-Firefighters, Drivers & Support Staff

Peter Tolosano
(Battalion Chief 1710)

Donna Sager
(Battalion Chief 1711)

Amos McAbier
(Engine Driver)

Bryce Estes
(EMT-P)

Jessie Gray (Dept. Secretary)
(Ambulance Driver)

Illa Garcia
(Engine Driver)

Dan Fay
(Ambulance Driver)

Jeff Gray
(Engine Driver)

Bobby Martin
(Engine Driver)

Cindy Miller
(EMT 1)

Bob Masciola
(Ambulance Driver)

Richie Fesler
(Engine Driver)

Elizabeth Buckley
(EMT Trainee)

Sandy Borden
(EMT 1)

Jerry Glynn
(Engine Driver)

David Wolfe

Ulianna Roseberry
(EMR Student)

Matt Dalleske
(EMT Student)

Explorers

Parker Girard

Jaden Quiring

Merlin Huddleston

Highlighted personnel are trained and currently qualified for interior structural firefighting.

McCloud Fire Department Monthly Fire Chiefs Report

Report Month: **May**

Year: **2021**

Total Calls for Service: 13

Total Z.I.B. Calls: 2

Fire Calls

Total Fires: 3 Structure: 0 Vegetation: 2 Vehicle Fires: 0 Nuisance: 1

In Town: 0 Mutual Aid/Auto Aid: 3 Z.I.B.: 0

Fire Notes: 2 small vegetation fire responses, both outside of the MCSD area. Neither in the Z.I.B.

Medical Calls

Total Medical Calls: 14 (includes traffic collisions) Traffic Collisions: 0 Non Injury: 0

Transported by Medic 17: 11 Paramedic Intercept: 0

Transported by MSAS: 0 Non-Transport: 3 BLS: 2 ALS: 9

In Town: 9 Mutual Aid/Auto Aid: 2 Z.I.B.: 2

Miscellaneous Calls

Total Miscellaneous Calls: 1

HAZMAT: 0 Lift Assist: 0 Public Assist (other): 0

Rescue Calls: 0 Smoke Check: 1 Alarm Sounding: 0

In Town: 1 Mutual Aid/Auto Aid: 0 Z.I.B.: 0

Call notes: No calls were missed this month, but Medic 17 was not staffed several times due to EMT personnel not being available (working out of town) requiring us to rely on Mount Shasta ambulance to respond if needed.

INCIDENT TYPE	# INCIDENTS
118 - Trash or rubbish fire, contained	1
140 - Natural vegetation fire, other	1
151 - Outside rubbish, trash or waste fire	1
321 - EMS call, excluding vehicle accident with injury	11
322 - Motor vehicle accident with injuries	3
553 - Public service	1
611 - Dispatched & cancelled en route	3
745 - Alarm system activation, no fire - unintentional	1
Total Incidents	22

McCloud Fire Department Monthly Fire Chiefs Report

Report Month: **May**

Year: **2021**

Station/Apparatus

Station 17-Fire Hall: Good condition, Deep cleaning of squad/ambulance bay. Added two L.E.D. lights in squad/ambulance bay. Installed dryer in squad/ambulance bay.

Unit 1700: Unit still needs a full tune up. Richie & James to schedule.

Squad 1740: Good condition, nothing to report.

Medic 17: Good condition, nothing to report.

Engine 1712: Good condition, nothing to report.

Engine 1715: Still out of service due to a leak at the tank to pump connection. Repairs have begun in house, but are more difficult than first reported. Hopefully will be fixed by mid-June.

Fire Department Drills

#1 Fire: (Thursday 6-10 pm)

Date: 5/06/2021 Topic: Wildland S130 & S190 classroom session

#2 Fire: (Thursday 6-10 pm)

Date: 5/13/2021 Topic: Wildland S130 & S190 (Fireline cutting with Calfire)

Bus. Mtg: (Thursday 6-10 pm)

Date: 5/20/2021 Business Covered: Cancelled due to need to continue S-130 wildland training. Line cutting and fire shelters

#3 Fire: (Saturday 9 am to 4 pm)

Date: 5/8/2021 Topic: Wildland S130 & S190

Training Notes: Wildland Fire training. With the assistance of Calfire, department members cut 671 feet of handline at the McCloud Millworks on 5/13/21. This was done for training of new personnel and to add buffer zones to the Millworks Crane Shed.

Chief Miller attended a 4-day River Rafting rescue class that was hosted by CalFire on the Klamath River. This training was in preparation for CSA3's new River Rescue rafts in the area.

McCloud Fire Department Monthly Fire Chiefs Report

Report Month: **May**

Year: **2021**

Community Involvement: Challenge coin fund raiser continues in conjunction with the MCFA is underway and has already brought in over \$1,500.00. Memorial Day Fill the Boot fundraiser, raised approximately \$4,500.00 in 4 hours.

Ordinance 28 Issues: Chief Miller inspected the majority of town for open lot high weeds and other issues. Paperwork is in process to advise homeowners of issues found (One homeowner resolved a troublesome shrub/tree that would have endangered the home the same day as it was inspected). Richie was not available to assist. Chief and Richie have rescheduled to inspect trouble spots together.

Billing: Billing for all possible revenue continue.

Medical: Wittman is now advising us each time the download and bill our calls. They are averaging no more than 3 days to bill calls for the last two months.

INVOICE 2104028

TO: McCloud Community Service District
FROM: Wittman Enterprises, LLC
DATE: May 17, 2021
FOR: Billing Services Performed in **April 2021**

Gross Collections	\$	5,255.35
Less Refunds	\$	-
Net Collections	\$	5,255.35

Fee Based on 8% of Net Collections	\$	420.43
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CURRENT MONTH BALANCE:	\$	420.43
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Prior month (February) balance:	\$	352.75
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Prior month (March) balance:	\$	891.37
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TOTAL AMOUNT:	\$	1,664.55
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McCloud Fire Department Monthly Fire Chiefs Report

Report Month: **May**

Year: **2021**

McCloud Fiscal

	CHARGES	MCARE WRITE DOWNS	MCAL WRITE DOWNS	OTHER CONTRACTUAL WRITE DOWNS	NET CHARGES	PAYMENTS	REFUNDS	COLL ADJ	NET PAYMENTS	BAD DEBT WRITE OFFS	ADJUSTMENTS	NEW A/R BALANCE
JULY '20	\$ 13.00	\$ (1,606.66)	\$ 148.04	\$ -	\$ 1,471.62	\$ 943.95	\$ -	\$ -	\$ 943.95	\$ -	\$ -	\$ 12,716.25
AUGUST '20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ 12,616.25
SEPTEMBER '20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,890.00	\$ -	\$ -	\$ 3,890.00	\$ -	\$ -	\$ 8,726.25
OCTOBER '20	\$ 5,244.00	\$ 2,573.94	\$ 911.00	\$ -	\$ 1,759.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,485.31
NOVEMBER '20	\$ 16,861.00	\$ 5,432.20	\$ 911.00	\$ -	\$ 10,517.80	\$ 526.26	\$ -	\$ -	\$ 526.26	\$ -	\$ -	\$ 20,476.85
DECEMBER '20	\$ 35,072.00	\$ 9,937.01	\$ 7,966.78	\$ -	\$ 17,168.21	\$ 2,289.82	\$ -	\$ -	\$ 2,289.82	\$ -	\$ -	\$ 35,355.24
JANUARY '21	\$ 52,398.40	\$ 11,968.26	\$ 13,104.20	\$ -	\$ 27,325.94	\$ 1,217.73	\$ -	\$ -	\$ 1,217.73	\$ -	\$ -	\$ 61,463.45
FEBRUARY '21	\$ 4,969.90	\$ (89.87)	\$ 2,486.38	\$ -	\$ 2,573.39	\$ 4,409.43	\$ -	\$ -	\$ 4,409.43	\$ -	\$ -	\$ 59,627.41
MARCH '21	\$ 9,571.40	\$ 2,333.92	\$ 8,117.45	\$ -	\$ (879.97)	\$ 11,142.07	\$ -	\$ -	\$ 11,142.07	\$ -	\$ -	\$ 47,605.37
APRIL '21	\$ 24,609.80	\$ 9,112.03	\$ 1,045.04	\$ -	\$ 14,452.73	\$ 5,255.35	\$ -	\$ -	\$ 5,255.35	\$ 4,087.50	\$ -	\$ 52,715.25
MAY '21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
JUNE '21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YEAR TO DATE TOTALS	\$ 148,759.50	\$ 39,660.83	\$ 34,689.89	\$ -	\$ 74,388.78	\$ 29,774.61	\$ -	\$ -	\$ 29,774.61	\$ 4,087.50	\$ -	\$ -
YTD PERCENTAGE OF REVENUE		26.66%	23.32%	0.00%	50.01%	20.02%	0.00%	0.00%	20.02%	2.75%	0.00%	
YTD PERCENTAGE OF NET REVENUE									40.03%			
Average Charges per month	\$ 12,394.96											
Average Payments per month	\$ 2,481.22											

McCloud Fire Department Monthly Fire Chiefs Report

Report Month: **May**

Year: **2021**

McCloud Community Service District Year To Date report

	CHARGES	MCARE WRITE DOWNS	MCAL WRITE DOWNS	OTHER CONTRACTUAL WRITE DOWNS	NET CHARGES	PAYMENTS	REFUNDS	COLL ADJ NET PAYMENTS	BAD DEBT WRITE OFFS	ADJUSTMENTS	NEW AIR BALANCE
MAY 20	\$ 1,284.85	\$ 1,389.45	\$ -	\$ -	\$ (2,634.30)	\$ 4,608.04	\$ -	\$ -	\$ 4,608.04	\$ -	\$ 13,858.20
JUNE 20	\$ -	\$ (627.39)	\$ 302.73	\$ -	\$ 324.66	\$ 1,994.28	\$ -	\$ -	\$ 1,994.28	\$ -	\$ 12,188.58
JULY 20	\$ 13.00	\$ (1,606.65)	\$ 148.04	\$ -	\$ 1,471.61	\$ 943.95	\$ -	\$ -	\$ 943.95	\$ -	\$ 12,716.53
AUGUST 20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 615.00	\$ -	\$ -	\$ 615.00	\$ -	\$ 12,716.53
SEPTEMBER 20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,890.00	\$ -	\$ -	\$ 3,890.00	\$ -	\$ 8,716.53
OCTOBER 20	\$ 5,244.00	\$ 2,573.94	\$ 911.00	\$ -	\$ 1,759.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,485.31
NOVEMBER 20	\$ 16,861.00	\$ 5,432.20	\$ 911.00	\$ -	\$ 10,517.80	\$ 526.76	\$ -	\$ -	\$ 526.76	\$ -	\$ 20,476.85
DECEMBER 20	\$ 35,072.00	\$ 9,937.01	\$ 7,966.78	\$ -	\$ 17,168.21	\$ 2,289.82	\$ -	\$ -	\$ 2,289.82	\$ -	\$ 35,355.24
JANUARY 21	\$ 52,398.40	\$ 11,968.26	\$ 13,104.20	\$ -	\$ 27,325.94	\$ 1,217.73	\$ -	\$ -	\$ 1,217.73	\$ -	\$ 61,463.45
FEBRUARY 21	\$ 4,969.90	\$ (89.87)	\$ 2,486.38	\$ -	\$ 2,573.39	\$ 4,409.43	\$ -	\$ -	\$ 4,409.43	\$ -	\$ 59,627.41
MARCH 21	\$ 9,571.40	\$ 2,333.92	\$ 8,117.45	\$ -	\$ (879.97)	\$ 11,142.07	\$ -	\$ -	\$ 11,142.07	\$ -	\$ 47,605.37
APRIL 21	\$ 24,609.80	\$ 9,112.03	\$ 1,045.04	\$ -	\$ 14,452.73	\$ 5,255.35	\$ -	\$ -	\$ 5,255.35	\$ 4,087.50	\$ 52,715.25
YEAR TO DATE TOTALS	\$ 148,739.50	\$ 40,318.29	\$ 36,342.07	\$ -	\$ 72,079.14	\$ 36,376.93	\$ -	\$ -	\$ 36,376.93	\$ 4,087.50	\$ -
YTD PERCENTAGE OF REVENUE		27.11%	24.43%	0.00%	48.46%	24.46%	0.00%	0.00%	24.46%	2.75%	0.00%
YTD PERCENTAGE OF NET REVENUE											50.47%
Average Charges per month	\$ 12,394.96										
Average Payments per month	\$ 3,031.41										

McCloud Fire Department Monthly Fire Chiefs Report

Report Month: **May**

Year: **2021**

Management Summary Report
Monthly and Fiscal Year to Date
McCloud Community Service District
April 2021

Financial Class	Number of Accounts	Percent of Total	Year to Date Total Accts.	Percent of Total YTD	Charges	Percent of Total	Year to Date Total Charges	Percent of Total YTD	Payments	Percent of Total	Year to Date Payments	Percent of Total YTD
Medicare HMO	4	33.33%	25	36.76%	\$9,918.45	40.30%	\$54,703.50	36.78%	\$1,889.07	35.95%	\$12,104.32	40.65%
Medi-Cal	1	8.33%	1	1.47%	\$2,422.45	9.84%	\$2,422.45	1.63%	\$0.00	0.00%	\$0.00	0.00%
Medi-Cal HMO	0	0.00%	1	1.47%	\$0.00	0.00%	\$2,042.45	1.37%	\$403.55	7.68%	\$403.55	1.36%
Insurance	1	8.33%	14	20.59%	\$2,351.10	9.55%	\$29,901.80	20.10%	\$813.09	15.47%	\$5,159.70	17.33%
Private Pay	0	0.00%	7	10.29%	\$0.00	0.00%	\$14,307.90	9.62%	\$2,149.64	40.90%	\$7,617.04	25.58%
Kaiser	6	50.00%	20	29.41%	\$11,624.70	47.24%	\$39,947.30	26.86%	\$0.00	0.00%	\$4,490.00	15.08%
Other	0	0.00%	0	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Prior Sales	0	0.00%	0	0.00%	-\$1,706.90	-6.94%	\$5,414.10	3.64%	\$0.00	0.00%	\$0.00	0.00%
Sub Total	12	100.00%	68	100.00%	\$24,609.80	100.00%	\$148,739.50	100.00%	\$5,255.35	100.00%	\$29,774.61	100.00%
Total	12	100.00%	68	100.00%	\$24,609.80	100.00%	\$148,739.50	100.00%	\$5,255.35	100.00%	\$29,774.61	100.00%

McCloud Fire Department Monthly Fire Chiefs Report

Report Month: **May**

Year: **2021**

EF Recovery Billing: 2 bills sent in this month. (Website was down, so no backup was available in time for this report). The following is FY 20/21 to April 2021.

2521		Closed	Darrell Miller	09/15/2020	100%	\$173.98
2553		Closed	Darrell Miller	09/18/2020	100%	\$275.89
2556		Billing Step 2	Darrell Miller	09/18/2020	100%	\$89.54
2601		Information	Darrell Miller	09/23/2020	100%	\$123.98
2674		Billing Step 4	Darrell Miller	09/29/2020	100%	\$365.77
2675		Billing Step 3	Darrell Miller	09/29/2020	100%	\$310.12
3907		Billing Step 2	Darrell Miller	12/23/2020	100%	\$215.31
3909		Closed	Darrell Miller	12/23/2020	100%	\$827.73
4511		Billing Step 2	Josh Strey	02/08/2021	100%	\$127.15
4632		Billing Step 2	Darrell Miller	02/21/2021	100%	\$203.64
4970		Incomplete	Darrell Miller	03/26/2021	100%	\$149.32

Billed (FY 20/21): \$2862.07

Received (FY 20/21): \$1277.60

EF Recovery Accounts Receivable: \$1584.47 as of 4/30/2021

McCloud Fire Department Monthly Fire Chiefs Report

Report Month: **May**

Year: **2021**

General Message: This was another VERY BUSY month focused on training for wildland fires. We responded to 2 wildland fires in the McCloud area in May. Calfire and the USDA Forest Service are expecting one of the worst fire seasons on record.

Morale continues to be high, and everyone has a shared vision of where the department is headed.

Station maintenance and clean-up (weeding, gravel replacement etc.) from the winter is underway. Flowerpots have been put in place at Station 17 at no cost to the CSD/FD thanks to Firefighter EMT Cindy Miller.

Chief Miller was advised on June 1, 2021, that the North State Foundation found a funding source (Out of Marin County) for the replacement of our EKG monitor for Medic 17 (\$39,500.00), and from the Jenny Jones Foundation that they will be funding a Structural PPE washer/extractor (\$15,000.00) through the California Firefighters Association. Both grants will be proposed for acceptance by the MCSD Board of Directors at the 1st Regular CSD Board meeting in June.

Submitted By: *Darrell Miller* Darrell "Charlie" Miller

Date: 6/2/2021

* ... Over spent expenditure

Claim/ Check	Invoice #/Inv Date/Description	Vendor #/Name/Description	Document #/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
10097	9 BASIC LABORATORY	*** Claim from another period (5/21) ****	142.80					
MAY DRINKING WATER MONITORING								
2105002 05/20/21	MAY DRINKING WATER MONITORING		142.80*			3000 402000	392	101000
		Total for Vendor:	142.80					
		*** Claim from another period (5/21) ****						
10099	10 BAXTER AUTO PARTS		272.88					
BATTERIES FOR JOHN DEERE LOADER								
31-241617 05/21/21	624g BATTERIES-J DEERE LOAD		272.88*			1010 403000	520	101000
10113	10 BAXTER AUTO PARTS		10.74					
Digital Multi Meter								
31-241984 06/02/21	Digital Multi Meter		10.74			724994 1010 403000	400	101000
		Total for Vendor:	283.62					
		*** Claim from another period (5/21) ****						
10110	11 BLACK BUTTE TRANSFER STATION		3,822.64					
MAY DUMP FEES								
MAY2021 06/02/21	MAY DUMP FEES		3,822.64			1090 405000	710	101000
		Total for Vendor:	3,822.64					
		*** Claim from another period (5/21) ****						
10111	277 CROSS PETROLEUM		537.27					
Fuel 5/16-5/31/21								
CL08896 05/31/21	Fire-Chevy Tahoe #11 5/26/21		58.07*			1040 403000	430	101000
CL08896 05/31/21	Rear Loader 5/25/21 14, 811 mi		110.37			1090 403000	420	101000
CL08896 05/31/21	Side Loader 5/18/21 17, 801 mi		73.26			1090 403000	420	101000
CL08896 05/31/21	Side Loader 5/25/21 17, 889 mi		70.32			1090 403000	420	101000
CL08896 05/31/21	Fire Command 1700 5/23/21		36.51*			1040 403000	430	101000
CL08896 05/31/21	Fire Command 1700 5/28/21		25.12*			1040 403000	430	101000
CL08896 05/31/21	Fire Medic 17 5/21/21		18.19*			1040 403000	420	101000
CL08896 05/31/21	Fire Medic 17 5/30/21		26.93*			1040 403000	420	101000
CL08896 05/31/21	Fire Engine 1712 5/20/21		39.66*			1040 403000	420	101000
CL08896 05/31/21	Fire Engine 1712 05/30/21		39.75*			1040 403000	420	101000
CL08896 05/31/21	Fire Squad 1740 05/31/21		39.09*			1040 403000	420	101000
		Total for Vendor:	537.27					

06/10/21
15:32:21

MCCLOUD COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 6/21

Page: 2 of 6
Report ID: AP100V

* ... Over spent expenditure

Claim / Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$ /	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
10093	42 DON R ERICKSON OIL		356.44					
DYED DIESEL 119 GAL @ \$2.79								
178289 05/11/21 DYED DIESEL 119 GAL @ \$2.79			356.44		1010	403000	420	1010000
*** Claim from another period (5/21) ****								
Total for Vendor:			356.44					
*** Claim from another period (5/21) ****								
10108	1011 Hach Company		627.76					
New Pocket Chlorimeter for Low Range Chlorine reading + DPD Pillows								
12467816 05/24/21 (2) DPD TOT CHLORINE RGT PP			125.83		724991	3000	400	101000
12475688 05/27/21 (1) POCKET COLORIMETER			501.93		3000	403000	400	101000
Total for Vendor:			627.76					
*** Claim from another period (4/21) ****								
10094	449 KEVIN SHEARER, DDS		85.00					
Employee Dental								
APR2021 04/12/21 Employee Dental			8.50*		1040	401300	270	101000
APR2021 04/12/21 Employee Dental			1.70		1050	401300	270	101000
APR2021 04/12/21 Employee Dental			4.25		1070	401300	270	101000
APR2021 04/12/21 Employee Dental			0.85*		1080	401300	270	101000
APR2021 04/12/21 Employee Dental			8.50		1090	401300	270	101000
APR2021 04/12/21 Employee Dental			22.95		2000	401300	270	101000
APR2021 04/12/21 Employee Dental			38.25		3000	401300	270	101000
Total for Vendor:			85.00					
10101	416 MT SHASTA IT SERVICES		800.00					
June It Services								
INV-0139 06/01/21 June IT Services			800.00*		1010	402000	396	101000
Total for Vendor:			800.00					
*** Claim from another period (5/21) ****								
10096	120 PACIFIC POWER - 001 7 FIRE		481.24					
POWER								
0017 05/17/21 SHOP			73.26		1010	403000	450	101000
0017 05/17/21 OFFICE			115.06		1010	403000	450	101000
0017 05/17/21 LIBRARY			70.75		1080	403000	450	101000
0017 05/17/21 FIRE			222.17		1040	403000	450	101000
Total for Vendor:			481.24					

* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document #/	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
				Line \$								Account
10095		124	PACIFIC POWER - 005 8 PARK		94.76							
	Power											
			*** Claim from another period (5/21) ****									
		0058	05/17/21 Scout Hall-Area	14.46			1070		403000	450		101000
		0058	05/17/21 Scout Hall-Area	3.62			1010		403000	450		101000
		0058	05/17/21 HooHoo Field Lights	18.95			1070		403000	450		101000
		0058	05/17/21 HooHoo Gazebo	18.19			1070		403000	450		101000
		0058	05/17/21 Scout Hall	31.63			1070		403000	450		101000
		0058	05/17/21 Scout Hall	7.91			1010		403000	450		101000
			Total for Vendor:	94.76								
			*** Claim from another period (5/21) ****									
10112		126	PACIFIC POWER - 007 4 STREET	1,349.02								
			May2021 06/02/21 May Street Light Power	1,349.02			1060		403000	450		101000
			Total for Vendor:	1,349.02								
			*** Claim from another period (5/21) ****									
10114		1092	Prentice, Long & Epperson	562.50								
	Legal Services											
		4326	06/01/21 Legal Services	562.50			1010		402000	390		101000
			Total for Vendor:	562.50								
			*** Claim from another period (5/21) ****									
10109		342	RAY MORGAN COMPANY	487.04								
			BW/COLOR COPIES 3/1-5/31/21	487.04			1010		403000	410		101000
			Total for Vendor:	487.04								
			*** Claim from another period (5/21) ****									
10098		141	SHASTA AUTO SUPPLY	62.55								
	ELECTRIC WIRE & PLUG FOR MOWER & SWEEPER											
		810496	05/14/21 ELEC WIRE & PLUG-MOWER, SWEEPER	24.50			1070		403000	520		101000
		810496	05/14/21 60' ELECTRICAL WIRE 10 GUAGE	38.05			1010		403000	400		101000
			Total for Vendor:	62.55								
			*** Claim from another period (5/21) ****									
10116		145	SISKIYOU COUNTY ARSON TEAM	75.00								
	Arson Team Dues											
		2021	Arson Team Dues	75.00*			1040		405000	710		101000
			Total for Vendor:	75.00								
			*** Claim from another period (5/21) ****									

06/10/21
15:32:21

MCCLLOUD COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 6/21

Page: 4 of 6
Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document #/	Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
10100		149 SISKIYOU COUNTY RECORDER			18.00					
		Fee for Grant Deed Copy for Easement to Tanks								
		05/17/21 Fee for Grant Deed Copy-Esmnt			18.00*		724965	3000 405000	710	101000
		Total for Vendor:			18.00					
10091		156 STAPLES			13.61					
		XEROX MULTIPURPO								
		2823675151 04/17/21 XEROX MULTIPURPO			13.61			1010 403000	410	101000
		*** Claim from another period (5/21) ****								
10092		156 STAPLES			150.09					
		CLEANING WIPES, COPY PAPER								
		2842439501 05/14/21 CLEANING WIPES, COPY PAPER			150.09			1010 403000	410	101000
		Total for Vendor:			163.70					
10117		1178 State Water Resources Control			136.00					
		General Discharge Water Permit								
		06/09/21 SWRCB General Discharge Water			136.00*		724968	3000 405000	710	101000
		Total for Vendor:			136.00					
		*** Claim from another period (5/21) ****								
10115		170 WITTMAN ENTERPRISES, LLC			360.83					
		May Ambulance Billing Services								
		2105028 06/10/21 May 2021 Ambulance Billing Se			360.83			1040 402000	394	101000
		Total for Vendor:			360.83					
		# of Claims			21					
		Total:			10,446.17					

06/10/21
15:32:21

MCCLLOUD COMMUNITY SERVICES DISTRICT
Fund Summary for Claims
For the Accounting Period: 6/21

Page: 5 of 6
Report ID: AP110

Fund/Account	Amount
1010 GENERAL	
101000 Operating Cash	\$2,891.20
1040 FIRE	
101000 Operating Cash	\$949.82
1050 ALLEYS	
101000 Operating Cash	\$1.70
1060 LIGHTS	
101000 Operating Cash	\$1,349.02
1070 PARKS	
101000 Operating Cash	\$111.98
1080 LIBRARY	
101000 Operating Cash	\$71.60
1090 REFUSE	
101000 Operating Cash	\$4,085.09
2000 SEWER	
101000 Operating Cash	\$22.95
3000 WATER	
101000 Operating Cash	\$962.81

Total: \$10,446.17

06/10/21
15:32:22

MCCLOUD COMMUNITY SERVICES DISTRICT
Claim Approval Signature Page
For the Accounting Period: 6 / 21

Page: 6 of 6
Report ID: AP100A

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

Prepared by:

EST

Reviewed by:

EST

Claims Total: \$10,446.17

Signature #1

Signature #2

Signature #3

Signature #4

Signature #5

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Park Fee Schedule
POLICY NUMBER: 1062
ADOPTED: October 12, 2004
REVISED: September 23, 2013; January 28, 2019
REVIEWED: 07/25/11; 08/12/13; 01/09/19

1062.10 The McCloud Community Park is maintained through annual property taxes. With the exception of the Scout Hall and concession stand all facilities are normally available on a first come basis. Those who wish to reserve the park facilities for special events are required to pay a fee based upon park facilities used.

1062.10.1 The fee is based upon the cost to the District for preparation, maintenance and inspection of the facilities used for special events. Fees are for the most part established when the annual budget is approved and are not subject to waiver, except as noted in paragraphs 1062.20 and 1062.70.

1062.10.2 Park reservation fees are listed herein.

1062.20 The following organizations listed have an on-going need for the use of District sports fields located in Hoo Hoo Park to provide local youth sports activities. These organizations have agreed to assist in the setup, maintenance and inspection of sports fields thereby reducing the cost for the District to service such facilities during the sports seasons. The District may require a Memorandum of Understanding (MOU) clearly establishing the rights and responsibilities of the parties utilizing the Districts sports fields.

1062. 20.1 McCloud Recreation Council

1062. 20.2 McCloud Community Resource Center

1062. 20.3 McCloud High School

1062. 20.4 McCloud Elementary School

1062.30 An application shall be submitted to the District for all event reservations. The following insurance requirements shall apply to all parties reserving the park or its facilities.

1062.30.1 The General Manager may require a certificate of insurance naming the District as additionally insured for any event that is deemed to place the District at risk of liability. The General Manager may require a certificate of insurance with separate policy endorsement naming the District as additionally insured pursuant to

the provisions of Ordinance 10. Minimum insurance requirements are:

1062.30.1.1 \$1,000,000 for higher-risk events such as organized sporting events and events at which alcohol is sold to the general public.

1062.40 All reservations are deemed to be on a “per event” basis.

1062.50 The capacity of the Scout Hall is 98 persons.

1062.60 The use of tables and chairs in Scout Hall are included in the rental fee. However, they must not be removed from the building.

1062.70 McCloud Scout troops are not charged for the use of the Scout Hall.

1062.80 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.

Clean-up includes all areas of the park and removal of trash.

1062.80.1 Costs associated with District labor for cleanup and materials and labor for repairs shall be billed on a time and materials basis in accordance with the hourly rates detailed in Policy 1060, Miscellaneous Fee Schedule. The District reserves the right to contract with a third-party contractor for repairs caused by renter negligence and bill the renter the invoice cost of such repairs.

1062.90 Reservations of District facilities may be made up to the last business day prior to the event as long as all the requirements have been met. Reservations are only confirmed once the reservation application, all payments and deposits are received.

1062.90.1 Reservations may be cancelled eleven (11) working days or more prior to the event and a full refund of fees and deposits will be provided.

1062.90.2 Reservations cancelled within ten (10) working days of the reserved event are subject to a 25% cancellation fee. In such cases, the District will return the deposit and 75% of the applicable rental fee.

1062.90.3 To qualify for the residential rental fee, the person or organization paying and providing the insurance for the event must reside within the District boundaries.

Hoo Hoo Park Rental Fee Schedule

Facility	Resident	Non Resident	Deposit
Scout Hall Meeting Rate (1-3 hours)***	\$30.00	\$75.00	\$100.00
Scout Hall Day Rate***	\$75.00	\$200.00	\$100.00
Scout Hall Day Rate for Out-of-Area Scout Troops***	0.00	\$75.00	\$100.00
Scout Hall Overnight Rate***	\$125.00	\$250.00	\$100.00
Scout Hall Overnight Rate for Out-of-Area Scout Troops***	0.00	\$100.00	\$100.00
Gazebo Area (Single Day/Night Use)	\$100.00	\$225.00	\$100.00
Single Gazebo (Single Day/Night Use)	\$25.00	\$50.00	\$25.00
Any Ball Field (Single Day/Night Use)	\$30.00	\$75.00	\$100.00
Ball Field Light (Single Night Use)	\$10.00	\$20.00	
Weekly Practice (Multiple Day/Night Use in One Week)	\$100.00	\$250.00	\$100.00
Concession Stand (Single Day/Night Use)***	\$40.00	\$80.00	\$100.00
Entire park (with Scout Hall – excluding playground area) ⁱ ***	\$800.00	\$1,500.00	\$600.00
Park Lawn Area Above Gazebos (Single Day/Night Use)	\$150.00	\$350.00	\$100.00
Park Lawn Area Above Fenced Field (Single Day/Night Use)	\$100.00	\$225.00	\$100.00
Pavilion Area	\$150.00	\$350.00	\$150.00
Bocce Ball Courts/Horse Shoe Pit	\$15.00	\$25.00	
<i>***During Covid-19 restrictions these areas are subject to a \$42.00 sanitizing fee per rental area.</i>			
Board Approved Special Events			
MCRC Summer Fun Program (Up to 32, 4-hour Events)	\$125.00		\$100.00
Recreation Council Fiesta 3 Days***	\$300.00		\$600.00

ⁱ The playground area of the park cannot be reserved and must remain open to everyone regardless of events and/or other reservations.

McCLOUD COMMUNITY SERVICES DISTRICT
RESOLUTION 06, 2016

**A RESOLUTION OF APPLICATION REQUESTING INITIATION OF
LAFCO PROCEEDINGS TO ANNEX CERTAIN TERRITORY**

WHEREAS, the McCloud Community Services District, herein referred to as the District, has received a request from McCloud Artesian Spring Water Company, LLC, herein referred to MASWC, for the provision of municipal services to be extended to serve Siskiyou County Zone Change (Z-16-04) and Tentative Parcel Map (TPM-16-03), a proposed industrial property, herein referred to as the MASWC Project, located outside the current District boundaries and within the District's sphere of influence; and

WHEREAS, the reasons for this proposed annexation are to create a logical extension of District boundaries; to promote the efficient provision of municipal services and access in the affected territory; and, considering that just over one acre of the territory (concrete reservoir) are owned by the District and that District infrastructure (water pipelines) also lies within the territory, to allow for development and other uses of the site, including open space, consistent with District standards and regulations.

WHEREAS, for the efficient and orderly provision of municipal services by the District to the properties listed in Exhibit A, such properties shall be annexed into the boundaries of the District; and

WHEREAS, this resolution was prepared pursuant to the Cortese-Knox-Hertzberg Local Reorganization Act of 2000 commencing with California Government Code Section 56700, et. seq. and upon adoption of this resolution, the District shall submit an application to the Siskiyou County LAFCO requesting the annexation to the District of the properties listed in Exhibit A of this resolution; and

WHEREAS, the uninhabited land contained within the proposed annexation to the boundaries of the District is approximately thirty-three (33) acres in size and is within the District Sphere of Influence and abuts the District boundary as shown in the map attached hereto as Exhibit B and legal description as Exhibit C; and

WHEREAS, Government Code Section 61007, et. Seq., states that territory may be included in a district whether contiguous or noncontiguous and that in the case of any conflict between this division and the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (commencing with Section 56000), the provisions of this division (61007) shall prevail.

WHEREAS, the District has the water source and domestic sewage disposal capacity and other necessary equipment and administrative structure to provide water, sewer, fire protection, park, library, ambulance, refuse collection services to the properties as listed in Exhibit A. The provision of these services is conditioned upon payment of applicable development fees, adherence to District ordinance, permitting processes and completion of extensions of

infrastructure if necessary to serve any proposed development; and

WHEREAS, a plan for the provision of these services within the affected territory of the proposed annexation, in accordance with the provisions of Section 56653 of the Government Code, is marked as Exhibit D, attached hereto and made a part hereof as though fully set forth herein; and

NOW, THEREFORE, BE IT RESOLVED that the McCloud Community Services District hereby requests annexation of the properties listed in Exhibit A, as shown on the Exhibit B map, and recommends approval of such annexation request pursuant to the applicable sections of the Government Code.

Adopted on November 22, 2016 by the following votes:

AYES: Hitchcock, Ott, Simons, Young, Zanni

NOES:

ABSENT:

ABSTAIN:

McCLOUD COMMUNITY SERVICES DISTRICT

Charles Ott, President of the Board

ATTEST:

Teryl Smith, District Secretary

MCSO BOARD OF DIRECTORS
June 14th, 2021

AGENDA SUPPORTING DOCUMENT
Agenda Item No. 8 B
Water tanks property and Easements

Background:

Water tanks property and Easements. – Early this year we had our water tanks property surveyed to verify our property boundaries due to recent logging activities and a proposed subdivision for forty acres of the 80 acres property surrounding the water tanks property.

The reason we had this surveyed is that there seemed to be a misunderstanding as to our property boundaries and it was implied that one of our in-ground vaults is on the adjacent property owner's land. The survey verified this was not the case and identified that a couple of trees and boulders had been removed from the MCSO tanks property and a road had been constructed across our property above the tanks.

Another issue that we are dealing with is that the drainage ditch that we historically used when we drain the water tank for its annual cleaning has been removed and the property owner and real estate agent told us they did not want us to use the ditch line any longer.

We have deeded easements for access to and from the water tanks as well as water line easements that we will continue to use.

These easements are necessary for the operations and maintenance for our tanks, water collection systems from the springs and our towns distribution system.

The issue we are having is that the property owner and real estate agent for the property do not want to allow us to use the drainage ditch that travels alongside the access road to the water tanks and portions of this ditch have already been removed. We spoke to the real estate agent about replacing the ditch line and placing a culvert to span the roads that have been roughed in so that we could clean the water tank and we were told they would not want that because it would interfere with their property development. We thought for sure we must have a legal easement for the ditch line since the new water tank was engineered and built back in the year 2000 – 2002. And the ditch for draining the tank is in the engineered plans.

In this case we would have the easement surveyed and insist that the ditch be placed back into service. We had the board approve funds to have the surveyor verify this easement and have our attorney look into the legalities of using this easement.

This is what we found.

Of all the easements that the MCSO has through this particular property there is no easement that specifically references the ditch line that parallels the tanks access road. This road was called the water tank road for many years and has been changed to be called airport road. We searched all through the deeds that we have on file, we also searched all the county records and had a title company assist us in a search. We also searched through some of the paper binders of board agendas and minutes and found where the board authorized hiring a surveyor to survey the water

tanks road back in the year 2000. Hancock forestry also has a draft document for a 60-foot easement deeded to the MCSD that was prepared but never signed and filed with the County, this was all around the time the tank project was being engineered. If this deed would have been filed and recorded with the county, we would have the same easement that the property surrounding the water tanks has now. It also seems that the property surrounding the tanks used the same surveyor that we used and that this original drafted document was used by the surveyor when the 80 acres surrounding the water tanks properties was sold in May 2003. Our current surveyor is wondering why the surveying that was done for the MCSD regarding the road easement was not filed with the county when the surveying was completed 20 years ago. That specific 60' easement references an easement for ingress and egress for utilities including installation, replacement, repairs and maintenance and water is one of those utilities. It is not known for sure why this easement was not granted to the MCSD.

What we do have is a deeded and recorded 1991 easement that gives us the right for ingress and egress through and across all properties to maintain our water mains and tanks. The title company said this gives us superior rights to the access roads. This permissive recorded easement was handed down through the change in property ownership several times from the McCloud River Lumber Co. to Champion then to Hancock forestry who sold the additional property the MCSD to build the new tank in 2000-2001 and after that sold the roughly 80 acres surrounding the water tanks property in 2003.

However, regarding the referenced 1991 easements, our attorney says this is true and solid for ingress and egress but the language for the implied easement was not specific to the ditch line or the width of the road's easement. Our attorney let us know we could insist that we have the prescriptive rights to the ditch and he is willing to draft a letter to the property owner regarding our claim to the prescriptive rights, but also stated that we could end up spending more attorney fees if these rights are disputed and could end up needing to settle it by purchasing an easement specifically for the ditch line which would also include surveying it again and having it recorded.

As stated previously- the property owner and realtor have said that they do not want us to use the ditch line to drain the tank anymore. We have also discussed utilizing the water line easement that we have to the east of the tanks access road to drain the tanks and the property owner and the realtor have both stated that we need to find a different long-term solution that they do not want us to drain water across their property.

The realtor let us know that it seems that our only option would be to declare Eminent Domain and purchase a piece of property at fair market value above the water tanks to dig a huge holding pond big enough to pump the tanks water into when we have to drain it for cleaning and maintenance. This is not practical or equitable to the District. The 40-acre parcel that the owner is currently trying to subdivide is proposed to consist of four 10 acre lots, we don't know how much each parcel is going to be sold for, but we know this same realtor just listed a undeveloped 5 acre property in MCSD boundaries for \$350,000.00. On top of the cost of this property, the MCSD would have to have a soils investigation completed to see if it would create hazards to down gradient appurtenances like the water tanks and future properties and homes with septic systems. We would also need the appropriate permitting to dig the pond along with having to purchase and install fencing for safety, rent an excavator and dump truck to remove the material when digging it, possible drilling and blasting based on the size of the boulders found, and purchase a industrial sized pump large enough to pump the 1.2 MG tank to the pond, this would probably need to be a portable diesel engine powered pump.

After our extensive research on the water tank road easement and having our attorney verify what our options might be, we have a solution.

We will install a water line to pipe water 400' through the property that surrounds the tank within our 16.5-foot water line easement to the Hancock property. Our attorney confirmed We have legal rights to use this easement for installation, replacement, repairs, and maintenance to our water system.

Hancock forestry owns the property adjacent to the water tank road below the property that surrounds the water tanks property. They have been more than generous trying to help us find a solution for maintaining our towns drinking water supply. They volunteered to provide us with some material that we need to install a rolling dip on a road crossing since the elevation will not accommodate a culvert to be properly installed. We also have been working with the State Water Resources Control Board to make sure that the MCSD has a general discharge permit so that if we use any drainage area that might come in contact with a water of the state we are covered, this includes dry streambeds. Hancock found an old permit and let us know if the state is permitting it there would be no problem draining water on their property in an area that might be considered a Class 3 streambed. This permit application has been submitted and is currently under review.

To utilize our easement as it is legally allowed on the east side of the water tanks access road, we will need to purchase or obtain roughly 500' of 12" or larger diameter pipe and several bags of concrete to build a catch basin to reroute the water across the road on MCSD property to the 16.5 foot easement and then install the pipe within the easement to carry the water past the property surrounding the water tanks to where we can let it discharge onto our easement on Hancock property. From there it will flow roughly 1,370 feet to a culvert crossing. Once it reaches the culvert crossing that is considered to be a class three dry streambed our permit from the state will cover it from there. Just above the culvert crossing we will install a silt trap which will require us to purchase some filter fabric, rock cobble and washed rock to construct.

Staff will be looking for material that will be needed to complete this task at the lowest price possible. And present it for board approval.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: **Substance Abuse**
POLICY NUMBER: **2192**
ADOPTED: **June 14, 2004**
REVIEWED: **April 12, 2016**
AMENDED: **August 08, 2005, October 24, 2016**

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SECTION 1

POLICY STATEMENT

The purpose of this policy is to assure worker fitness for duty and to protect District employees and the public from risks posed by the use of alcohol and controlled substances by District employees while on District business. This policy is also intended to comply with all applicable Federal regulations governing workplace anti-drug programs in the transportation industry. The Federal Highway Administration (FHWA) of the Department of Transportation (DOT) has enacted 49 CFR Part 382 that mandate urine drug testing and breathalyzer alcohol testing for safety-sensitive positions and prevents performance of safety-sensitive functions when there is a positive test result. The Department of Transportation has also enacted 49 CFR Part 40 that sets standards for the collection and testing of urine and breath specimens. In addition, the Department of Transportation has enacted 49 CFR Part 29, “The Drug-Free Workplace Act of 1988”, which requires the establishment of drug free workplace policies and the reporting of certain drug related offenses to the Department of Transportation. This policy incorporates those requirements applicable to safety-sensitive employees and others, when so noted, and shall be deemed amended to comply with subsequent changes in applicable law or regulation.

McCloud Community Services District recognizes that the use of alcohol and/or controlled substances in the workplace is not conducive to safe working conditions. In order to promote a safe, healthy and productive work environment for all employees, it is the objective of the District to have a work force that is free from the influence of alcohol and controlled substances.

All employees, including new hires, shall receive a copy of this policy and be informed of their responsibilities with respect to compliance with Federal drug and alcohol testing regulations 49 CFR 382.601. All employees are required to read and sign the acknowledgement of receipt of this policy attached hereto as Appendix D.

The District shall not be responsible for the cost of rehabilitation, treatment or to reinstate employees who test positive for controlled substances or alcohol pursuant to this policy.

2192.10 Applicability: This policy applies to all employees when they are performing any District related business, regardless of locale. Certain provisions, where identified, will apply only to safety-sensitive employees. It also applies to off-site lunch periods and breaks when an employee is scheduled to return to work.

2192.11 A safety-sensitive employee is:

2192.111 An individual in any classification requiring the use of a Class A or Class B commercial drivers license, as listed in Appendix A.

2192.112 An individual who has voluntarily driven a District vehicle requiring a commercial license within the last 12 month period, or who desires in the future to voluntarily drive a District vehicle requiring a commercial license, or

2192.113 An individual who performs safety-sensitive functions as specified in Appendix A.

2192.12 A safety-sensitive employee is considered to be performing a safety-sensitive function during any period in which that employee is actually performing, ready to perform or immediately available to perform any safety-sensitive function.

2192.20 Prohibited Substances: Prohibited substances addressed by this policy shall include the following:

2192.21 Drugs: marijuana, amphetamines, opiates, phencyclidine (PCP) and cocaine.

2192.22 Alcohol: The use of beverages or substances, including any medications containing alcohol, such that it is present in the body at a level in excess of that stated in DOT guidelines while actually performing, ready to perform or immediately available to perform any District business is prohibited. *Alcohol* is defined as: the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol, including methyl or isopropyl alcohol.

2192.23 Legal Medications: Using or being under the influence of any legally prescribed medication(s) or non-prescription medication(s) while performing District business is prohibited to the extent that such use or influence affects job safety or impairs an employee's effective and efficient job performance. An employee taking any medication which carries a warning label that indicates that mental functioning, motor skills and/or judgment may be adversely affected must report such use to his/her supervisor and medical advice should be sought before performing work-related duties. In the above instance, an employee using legally prescribed medication or non-prescription medication may continue to work if the supervisor determines that the employee does not pose a safety threat and that job performance is not adversely affected by such use. Failure to notify the supervisor of the use of such legally prescribed medication or non-prescription medication may result in disciplinary action up to and including termination of employment.

2192.30 Prohibited Conduct

2192.31 Manufacture, Trafficking, Possession and Use: Conviction of the unlawful manufacture, distribution or dispensing of a controlled substance, dispensing or consuming alcohol on District premises or in a District vehicle while conducting District business is absolutely prohibited and will result in termination of employment. Law enforcement shall be notified, as appropriate, where criminal activity is suspected. Engaging in unlawful possession or use of a controlled substance or alcohol on District premises or in a District vehicle while conducting District business is

absolutely prohibited. Violation will result in discipline, up to and including, termination of employment.

2192.32 Impaired/Not Fit for Duty: Any employee who is reasonably suspected of being impaired, under the influence of a prohibited substance or not fit for duty shall be removed from job duties and be required to undergo a reasonable suspicion controlled substance or alcohol test. Employees failing to pass, receiving a negative dilute controlled substance test result or refusing to take this reasonable suspicion controlled substance or alcohol test shall remain off duty and shall be subject to disciplinary action up to and including, termination of employment.

2192.33 Alcohol Use: No safety-sensitive employee may report for duty or remain on duty when his/her ability to perform assigned functions is adversely affected by alcohol or when his/her breath alcohol concentration is 0.02 or greater. No employee shall use any alcohol during working hours or operate any District vehicle or equipment while under the influence of alcohol regardless of the amount. No safety sensitive employee shall use alcohol within four (4) hours of reporting for duty. Violation of this provision will subject the employee to disciplinary action up to and including, termination of employment.

2192.34 Compliance and Testing Requirements: All employees are subject to employment entrance, reasonable suspicion and post-accident controlled substance testing and breath alcohol testing. In addition, all safety-sensitive employees are subject to random controlled substance testing and breath alcohol testing. Any employee who refuses to submit to a required test, who provides false information in connection with a test or who attempts to falsify test results through tampering, contamination, adulteration or substitution shall be removed from duty immediately and subject to disciplinary action up to and including, termination of employment. Refusal to submit to a test can include an inability to provide a urine specimen or breath sample as well as a verbal declaration, obstructive behavior or physical absence resulting in the inability to conduct the test.

2192.40 Notifying the District of Criminal Drug Conviction: Pursuant to the *Drug Free Workplace Act of 1988*, any employee who fails to notify the District prior to reporting to work of any criminal controlled substance statute conviction shall be subject to disciplinary action up to and including, termination of employment.

2192.50 Proper Application of the Policy: The District is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors are required to administer all aspects of the policy in an unbiased and impartial manner. Any supervisor who knowingly disregards the requirements of this policy or who is found to deliberately misuse the policy with respect to his/her subordinates, shall be subject to disciplinary action up to and including, termination of employment.

2192.60 Testing for Prohibited Substances: Analytical urine controlled substance testing and breath testing for alcohol will be conducted as required under DOT guidelines. All employees shall be subject to testing prior to employment and for reasonable suspicion of unlawful use and following an accident defined in the DOT guidelines during employment with the District. All safety-sensitive employees shall also be subject to testing randomly as defined in the DOT guidelines *per most current KRM Policy/Contract; see Appendix F.*

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and, using up to date techniques, equipment and laboratory facilities which have been approved by the Department of Health and Human Services (DHHS) under the National Laboratory Certification Program, including split-sample testing. All testing will be conducted consistent with the procedures put forth in the DOT guidelines. An initial controlled substance screen will be conducted on each specimen. For those specimens that are positive, a confirmation test will be performed. The test will be considered positive if the controlled substance levels present are above the minimum thresholds established in the DOT guidelines.

Tests for alcohol concentration will be conducted utilizing an approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). If the initial test indicated an alcohol concentration of 0.02 or greater, a confirmation test will be performed to confirm the result of the initial test. The employee being tested may request that a urinalysis or blood analysis be performed for the alcohol confirmation test. A safety-sensitive employee who has a confirmed alcohol concentration of 0.02, but less than 0.04, will be removed from his/her position for at least twenty-four (24) hours unless a re-test results in an alcohol concentration of 0.02 or less. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of DOT guidelines and this policy.

Circumstances under which employees may be tested:

2192.61 Employment Entrance Exam: All job applicants who have been offered District employment shall undergo urine controlled substance testing prior to employment. Receipt of a satisfactory test result is required prior to employment and failure of a controlled substance test will disqualify the candidate from further consideration for employment. Current employees, who promote, demote or transfer from non-safety-sensitive to safety-sensitive positions must test negative prior to assignment to a safety-sensitive classification. The District will obtain records from previous employers of new safety-sensitive employees in conformance with DOT guidelines. Job applicants for safety-sensitive positions are required to complete an authorization form allowing previous employers to release the results of alcohol and controlled substance testing records obtained while under their employ. The release authorization form is attached to this policy as Appendix E. Job applicants who refuse to release prior employment alcohol and controlled substance testing results or have received a positive alcohol and/or substance abuse test within the two (2) years prior to submitting a job application to the District will be disqualified for consideration for District employment.

2192.62 Reasonable Suspicion Testing: All employees will be subject to urine and/or breath testing when there is a reason to believe that controlled substances or alcohol use is adversely affecting job performance. A reasonable suspicion referral for testing will be made by a trained supervisor on the basis of documented objective facts and circumstances which are consistent with the effects of substance and/or alcohol abuse. Examples of reasonable suspicion include, but are not limited to, the following:

2192.621 Adequate documentation of unsatisfactory work performance or on-the-job behavior.

2192.622 Physical signs and symptoms consistent with prohibited substance or alcohol use.

2192.623 Occurrence of a serious or potentially serious accident that may have been caused by human error.

2192.624 Fights (i.e. physical contact), assaults and flagrant disregard or violations of established safety, security or other operational procedures.

Reasonable suspicion determinations will be made by a supervisor or other employee who is trained to detect the signs and symptoms of controlled substance and alcohol use and when he/she reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to prohibited substance abuse or misuse.

2192.63 Post-Accident Testing: Employees are required, as a condition of employment, to notify the General Manager or his/her designee as soon as possible following any accident in a District vehicle. All employees will be required to undergo controlled substance and/or breath alcohol testing as soon as possible if they are involved in an accident while on District business that results in a serious injury or a fatality. In addition, post-accident tests will be conducted if an accident results in injuries requiring transportation to a medical treatment facility, or where one or more vehicles incurs disabling damage that requires towing from the site, or the employee receives a citation under state or local law for a moving traffic violation arising from the accident.

2162.631 Any employee who leaves the scene of the accident without authorization from the General Manager or his/her designee prior to submission to controlled substance and alcohol testing will be considered to have refused the test and be subject to disciplinary action up to and including, termination of employment as set forth herein. All post-accident controlled substance and alcohol testing will be conducted in accordance with DOT guidelines *at KRM Services*.

2192.64 Random Testing: Employees working in safety-sensitive classifications will be subjected to randomly selected, unannounced testing. The random selection will be by a scientifically valid method. Each safety-sensitive employee will have an equal chance of being tested each time selections are made. Safety-sensitive employees will be tested either just before departure, during duty or just after the safety-sensitive employee has finished performing his/her duty.

2192.641 When safety-sensitive employees are off work due to long-term lay-offs, illness, injury or vacation, the employee's name will be placed back into the pool and another employee name selected.

2192.642 The number of safety-sensitive employees selected for random testing will be determined pursuant to DOT guidelines.

2192.65 Employee Requested Testing: Any employee who questions the result of a required controlled substance test may request that an additional test be conducted. This additional test may be conducted at the same laboratory or at a different DHHS certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. All costs for such testing are to be paid by the employee unless the second test invalidated the original test. The method of collecting, storing and testing the split sample will be consistent with the procedure set forth in the DOT guidelines. The safety-sensitive employee's request for a retest must be made to the General Manager or his/her designee within seventy-two (72) hours of notice of the initial test result. Requests after seventy-two (72) hours will only be accepted if the delay was due to documentable facts that were beyond the reasonable control of the employee.

2192.66 Records Retention: The District shall maintain complete records of alcohol and/or controlled substance test results for each employee in a secure location with access restricted to the Designated Employee Representative (DER). For the purposes of this policy, the District General Manager is designated as the DER. Employee records are confidential and will be available only to the DOT or any state or local officials with regulatory authority over the District or any of the District's employees. Records will be kept for a minimum of:

2192.661 Five (5) years regarding the following: employee alcohol tests, positive controlled substance tests, documentation on refusals to take alcohol or controlled substance tests and employee evaluations and referrals.

2192.662 Two (2) years regarding the alcohol and controlled substance collection process.

2192.663 One (1) year regarding the following: collection process, collection logbooks, documents of random selection process, calibration documents for breath testing device and documentation of breath alcohol technician training.

District employees may request access to review or receive copies of records contained in their personnel files. All employee requests for copies of personnel information shall be submitted in writing on forms provided by the District.

2192.70 Contact Person: Any questions regarding this policy should be directed to the following District representative: Title: General Manager

Address: P.O. Box 640, McCloud, CA 96057

Telephone: (530) 964-2017

Fax: (530) 964-2872

2192.80 Definitions:

2192.81 Accident: An unintended happening or mishap where there is loss of human life, regardless of fault, bodily injury or significant property damage.

2192.82 Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol.

2192.83 Alcohol Concentration: The alcohol in a volume of breath, blood or urine.

2192.84 Alcohol Use: Consumption of any beverage, mixture or preparation, including any medication containing ethyl alcohol. Since ingestion of a given amount of alcohol produces the same alcohol concentration in an individual whether the alcohol comes from a mixed drink or cough syrup, the DOT prohibits the use of any substance containing alcohol, such as prescription or over-the-counter medication or liquor-filled chocolates. Prescription medications containing alcohol may have a greater impairing effect due to the presence of other elements (e.g., antihistamines).

2192.85 Breath Alcohol Technician (BAT): A person trained to proficiency in the operation of the Evidential Breath Testing (EBT) device that the technician is using in the alcohol testing procedures. BATs are the only personnel authorized to administer the EBT tests.

2192.86 Chain of Custody: The procedures to account for the integrity of each urine or blood specimen by tracking its handling and storage from point of collection to final disposition.

2192.87 Collection Site: A place designated by the District where individuals present themselves for the purpose of providing a specimen of urine and/or breath.

2192.88 Commercial Motor Vehicle: A motor vehicle, or combination of motor vehicles, used in commerce to transport passengers or property if the motor vehicle:

2192.881 has a gross combination weight ratio of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds, or

2192.882 has a gross vehicle weight rating of 26,001 or more pounds, or

2192.883 is designed to transport sixteen (16) passengers, including the driver, or

2192.884 is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the hazardous materials regulations.

2192.89 Confirmation Test: For alcohol testing, a second test following a screening test with a result of 0.02 or greater, that provides quantitative data of alcohol concentration. For controlled substances testing, this is a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy. (Gas chromatography/mass spectrometry ,GC/MS, is the only authorized confirmation method of cocaine, marijuana, opiates, amphetamines and phencyclidine.)

2192.90 Definitions Continued:

2192.91 Controlled Substance (Drug) Test: A method of detecting and measuring the presence of alcohol and other controlled substances, whether legal or illegal, in a person's body. A controlled substance test may be either an initial test or confirmation test. An initial controlled substance test is designed to identify specimens having concentrations of a particular class of drug above a specified concentration level. It eliminates negative specimens from further consideration.

2192.911 Controlled substances will be tested under the DHHS guidelines. The primary (initial or screening) controlled substance test thresholds (subject to change based on DHHS guidelines) for a verified positive test result are those that are equal to or greater than:

Marijuana Metabolites	50 ng/ml
Cocaine Metabolites	300 ng/ml
Phencyclidine (PCP)	25 ng/ml
Opiates Metabolites ¹	2000 ng/ml

Amphetamines 1000 ng/ml

¹ 25 ng/ml if immunoassay

2192.912 A confirmation drug testing is a second analytical procedure to detect the presence of a specific drug or its metabolite. The confirmation procedure is conducted independent of the initial test and uses a different technique and chemical principle in order to confirm reliability and accuracy. The confirmatory controlled substance test thresholds for a verified positive test result are those that are equal to or greater than:

Marijuana Metabolite (THC) ²	15 ng/ml
Cocaine Metabolite ³	150 ng/ml
Phencyclidine (PCP)	25 ng/ml
Opiates – Morphine	2000 ng/ml
Codeine	2000 ng/ml
Amphetamines – Amphetamine	500 ng/ml
Methamphetamine ⁴	500 ng/ml

² Delta-9-tetrahydrocannabinol-9-carboxylic acid

³ Benzoylcegonine

⁴ Specimen must also contain amphetamine at a concentration greater than or equal to 200 ng/ml

2192.92 Covered Employee: A person, including a volunteer or applicant, who performs any function for the District.

2192.93 Department of Transportation Guidelines: The controlled substance and alcohol testing rules – 49 CFR Part 382 (FWHA-Commercial Motor Vehicle) – setting forth the procedures for controlled substances and alcohol testing (49 CFR Part 40) in all transportation industries.

2192.94 Designated Employee Representative: The District employee responsible for direct contact with the testing laboratories and Medical Review Officer in the receipt, review, processing and retention of controlled substance and alcohol testing records. For the purposes of this policy, the Designated Employee Representative is the General Manager of the District or his/her designee.

2192.95 District: McCloud Community Services District.

2192.96 District Time: Any period of time in which an employee is actually performing a District function. Any period of time in which a safety-sensitive employee is actually performing, ready to perform or immediately available to perform any safety-sensitive functions.

2192.97 Driver: Any person ~~who operates a commercial motor vehicle for the District.~~ *who operates a District owned vehicle or commercial vehicle.* This includes full-time, regularly employed drivers and casual, intermittent or occasional drivers.

2192.98 Drug (Controlled Substance) Metabolite: The specific substance produced when the human body metabolizes (changes) a given drug (controlled substance) as it passes through the body and is excreted in urine.

2192.99 Evidential Breath Testing Device (EBT): The device to be used for breath alcohol testing which shall be compliant with current industry standards.

2192.100 Definitions Continued:

2192.101 Medical Review Officer (MRO): A licensed physician responsible for analyzing laboratory results generated by the District's substance abuse policy testing program. The MRO is knowledgeable about substance abuse disorders and has appropriate medical training to interpret and evaluate positive test results.

2192.102 Performing a Safety-Sensitive Function: A safety-sensitive employee is considered to be performing a safety-sensitive function during any period in which the safety-sensitive employee is actually performing, ready to perform or immediately available to perform such function(s).

2192.103 Post-Accident Alcohol and/or Controlled Substance Testing: Testing conducted after accidents on employees whose performance could have contributed to the accident.

2192.104 Employment Entrance Controlled Substance Testing: Testing conducted after an offer to hire has been extended to a job applicant, but before actually performing District functions as an employee. Also required when employees transfer to a safety-sensitive position.

2192.105 Prohibited Drugs (Controlled Substances): Marijuana, cocaine, opiates, amphetamines or phencyclidine.

2192.106 Prohibited Substances: Synonymous with drug abuse and/or alcohol misuse or abuse.

2192.107 Random Alcohol and/or Controlled Substance Testing: Testing conducted on District time on a random, unannounced basis just before, during or just after performance of safety-sensitive functions.

2192.108 Reasonable Suspicion Alcohol and/or Controlled Substance Testing:

Testing conducted when a trained supervisor observes behavior or appearance that is characteristic of alcohol use or controlled substance abuse.

2192.109 Refuse to Submit (to an Alcohol and/or Controlled Substance Test):

Failure by an employee to provide an adequate breath or urine sample for testing after that employee received notice of the requirement to be tested or engages in conduct that clearly obstructs the testing process (i.e., verbal declarations, obstructive behavior or physical absence resulting in the inability to conduct the test).

2192.110 Definitions Continued:

2192.111 Safety-Sensitive Employee (Function and/or Position): An employee is considered to be performing a safety-sensitive function during any period in which that employee is actually performing, ready to perform or immediately available to perform any safety-sensitive function(s). A complete list of safety-sensitive classifications and function is listed in Appendix A of this policy.

2192.112 Screening (Initial) Test: An analytical procedure in alcohol testing to determine whether an employee has a prohibited concentration of blood alcohol. A controlled substance test is an immunoassay screen to eliminate negative urine specimens from further consideration.

2192.113 Substance Abuse Professional (SAP): A licensed physician (Medical Doctor or Doctor of Osteopathy) or a licensed or certified psychologist, social worker (with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders, the license alone does not authorize this), Certified Employee Assistance Professional (CEAP) or addiction counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NAADAC) with knowledge of a clinical experience in the diagnosis and treatment of alcohol and controlled substances related disorders.

2192.114 Supervisor: General Manager and/or management level employees in accordance with DOT guidelines that has had one ~~(1)~~ (2) hour of training on the signs and symptoms of alcohol abuse and an additional ~~(1)~~ (2) hour training on the signs and symptoms of controlled substance abuse.

2192.115 Vehicle: Bus, electric bus, van, automobile, truck, rail car, trolley bus or vessel used for mass transportation.

SECTION 2
PROCEDURES

2192.120 Reasonable Suspicion Testing: An employee who may possibly be under the

influence of alcohol and/or controlled substances is observed by a supervisor. Any employee may report someone suspected of alcohol and/or controlled substance abuse to any supervisor. Employees should realize, however, that it is against District policy to make false or malicious statements about other employees and doing so can result in disciplinary action. The supervisor trained to detect the signs and symptoms of controlled substance and alcohol use must witness first-hand the employee's signs and symptoms.

2192.121 The supervisor trained to detect the signs and symptoms of controlled substance and alcohol use is then obligated to ensure that the matter is immediately investigated. If possible, two (2) supervisors determine (independently or together) that the employee in question may be under the influence of alcohol and/or controlled substances.

2192.122 When the supervisor(s) suspect and believe that the employee may be under the influence of alcohol and/or controlled substances, the employee is then immediately suspended from duty (with pay) and driven by a District employee (or others designated) to the District specified collection site. Because of a testing facility requirement, the employee in question must show proof of identification such as a driver's license photo or state-issued photo identification card.

2192.123 At the collection site, the employee will be required to submit a urine sample in the event that controlled substances are suspected or a breath sample in the event that alcohol intoxication is suspected by the on-duty technician, or both. Care will be taken to provide the employee with maximum privacy without compromising the integrity of the sample. Confirmation tests for alcohol shall be EBT unless urine or blood analysis is requested by the employee being tested.

2192.124 The District will take precautions to prevent the employee being tested from going back to work and driving their own car home if any of the tests are positive. Instead, the employee will be taken home from the collection site by a District employee (or other designated).

2192.125 The employee whose alcohol test results are negative (less than 0.02 alcohol concentration) will be reinstated immediately. The employee whose confirmation test results indicate an alcohol concentration of 0.02 or greater but less than 0.04 will not be permitted to return to duty or perform a safety-sensitive function for twenty-four (24) hours after administration of the test. The employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater for alcohol will be subject to disciplinary action up to and including termination of employment and provided information regarding the educational and/or treatment options readily available to him/her.

2192.126 The employee whose controlled substance test results are verified negative will be reinstated immediately. The employee whose controlled substance test is

verified negative dilute by the Medical Review Officer will not be allowed to return to duty during his/her current shift and will not be subject to recollection. The employee whose controlled substance test is verified positive by the Medical Review Officer will be subject to disciplinary action up to and including termination of employment and provided information regarding the educational and/or treatment options readily available to him/her.

2192.130 Random Testing: ~~The compliance company~~ *KRM Services* notifies the General Manager or his/her designee who, in turn, directs the safety-sensitive employee to go to the collection site for alcohol and/or controlled substance testing.

2192.131 The General Manager or his/her designee notifies the safety-sensitive employee to go to the collection site for alcohol and/or controlled substance testing immediately. Because of a testing facility requirement, the safety-sensitive employee sent to the collection site must have proof of identification such as a driver's license photo or state-issued photo identification card.

2192.132 At the collection site, the safety-sensitive employee will be required to submit a urine sample (in the event that controlled substances are to be tested for) or a breath sample (in the event that alcohol is being tested for) to the on-duty technician. Care will be taken to provide the safety-sensitive employee with maximum privacy without compromising the integrity of the sample. Confirmation tests for alcohol shall be EBT unless urine or blood analysis is requested by the employee being tested.

2192.133 The safety-sensitive employee whose test results are negative (0.02 alcohol concentration or less) will be released to return to work. The safety-sensitive employee whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04 will not be permitted to return to duty or perform a safety-sensitive function for twenty-four (24) hours after administration of the test. The safety-sensitive employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater will be subject to disciplinary action up to and including termination of employment and provided information regarding the educational and/or treatment options readily available to him or her.

2192.134 The safety-sensitive employee whose controlled substance test results are verified negative will be released to return to work. The safety-sensitive employee whose controlled substance test is verified dilute negative shall be re-tested. The safety-sensitive employee whose controlled substance test is verified positive or positive dilute by the Medical Review Officer will be subject to disciplinary action up to and including termination of employment and provided information regarding the educational and/or treatment options readily available to him or her.

2192.140 Post Accident: As soon as possible following the accident, the employee shall notify the General Manager or his/her designee that an accident has occurred.

2192.141 The General Manager or his/her designee determines that the circumstances of the accident warrant a post-accident test. Thereafter, the General Manager or his/her designee directs the employee to carry his/her photo identification and immediately go to the collection site for alcohol and controlled substance testing. Because of a testing facility requirement, the employee in question must have proof of identification such as a driver's license photo or state-issued photo identification card.

2192.142 If law enforcement is on scene at the accident, the employee is to notify the investigating police officers that it is a condition of his/her employment to undergo a drug and alcohol screening test as soon as possible after such an accident, ask the officer to include that information in the accident report and request the investigating officers to utilize their radios to assist the employee in arranging for testing. If that is unsuccessful, the employee shall contact the testing facility as soon as possible to arrange for such testing.

2192.143 At the collection site, the employee will be required to submit a urine sample for controlled substances and a breath sample for alcohol testing to the on-duty technician. Care will be taken to provide the employee with maximum privacy without compromising the integrity of the sample. Confirmation tests for alcohol shall be EBT unless urine or blood analysis is requested by the employee being tested.

2192.144 The employee whose test results are negative (less than 0.02 alcohol concentration) will be released to return to work. The employee whose confirmation test results indicate an alcohol concentration of 0.02 or greater but less than 0.04 will not be permitted to return to duty or perform a safety-sensitive function for twenty-four (24) hours after administration of the test. The employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater will be subject to disciplinary action up to and including termination of employment and provided information regarding the educational and/or treatment options readily available to him or her.

2192.145 The employee whose controlled substance test results are verified negative or dilute negative will be released to return to work. The employee whose controlled substance test is verified positive by the Medical Review Officer will be subject to disciplinary action up to and including termination of employment and provided information regarding the educational and/or treatment options readily available to him or her.

2192.150 Chain of Custody for Controlled Substance Specimens: Prior to the time a specimen is collected, the employee will be given a copy of the specimen collection procedures.

2192.151 Urine will be collected in an appropriate clinical specimen container which

will remain in full view of the employee until split, transferred to, sealed and initialed in two (2) tamper-resistant urine bottles.

2192.152 Immediately after the specimens are collected, the urine bottles will, in the presence of the employee, be labeled and then initialed by the employee. If the sample must be collected at the site other than the controlled substance and/or alcohol testing laboratory, the specimens will then be placed in the secured transportation container. The container will be sealed in the employee's presence and the employee will be asked to initial or sign the container. The container will be sent to the designated testing laboratory on that day or the earliest business day by the fastest available method.

2192.153 a chain of custody form will be completed by the on-duty technician during the specimen collection process and attached to and mailed with the specimen.

2192.160 Specimen Collection of Strange and/or Unrecognizable Substances: An employee is observed with a strange and/or unrecognizable substance.

2192.161 The supervisor, in the presence of a witness, places the strange and/or unrecognizable substance into a clear plastic bag. The bag is sealed, labeled and signed by both the supervisor and the witness.

2192.162 An incident report is written by the supervisor and signed by both the supervisor and the witness.

2192.163 The plastic bag containing the specimen and a copy of the incident report is taken to the collection site for transportation to the laboratory for analysis.

2192.170 Alcohol Concentration: The employee and the on-duty Breath Alcohol Technician (BAT) complete the alcohol testing form to ensure that the results are properly recorded.

2192.171 After an explanation of how the breathalyzer works, an initial breath sample is taken.

2192.172 If the results of the initial test show an alcohol concentration of 0.02 or greater, a second or confirmation test must be conducted. If the employee chooses an EBT for the confirmation test, such test must not be conducted less than fifteen (15) minutes after, nor more than twenty (20) minutes after, the screening test.

2192.173 The confirmation test will utilize Evidential Breath Testing (EBT) devices that print out the results, date and time, a sequential test number and the name and serial number of the EBT device to ensure the reliability of the results. If a urine or blood analysis the chosen by the employee, such test shall be conducted as soon as possible following the positive initial test.

2192.180 Deviations from Procedures: Unless otherwise provided in DOT guidelines, minor deviations from the foregoing procedures shall not invalidate the results of any prohibited substance tests verified positive by the Medical Review Officer.

APPENDIX A

SAFETY-SENSITIVE CLASSIFICATIONS AND FUNCTIONS

McCloud Community Services District Safety-Sensitive Classifications

Utility Worker I and II
Interim Utility Worker
Maintenance Worker Park
Maintenance Worker
Refuse Operator
Firefighters

Safety-Sensitive Function: Operating any vehicle where a Class A or Class B driver's license would be required.

McCloud Community Services District Supervisors Classification

General Manager
Public Works Supervisor
Finance Officer
Fire Chief

APPENDIX B

VOLUNTARY PARTICIPATION IN RANDOM TESTING

In accordance with Appendix A of the District's Substance Abuse Policy, my classification is not considered safety-sensitive. Therefore, I am not required to participate in the random testing for controlled substances even though I may have a Class A or Class (commercial) driver's license.

However, for the convenience of the District, and because I would like to have the opportunity to operate District vehicles and equipment requiring a commercial license designated as safety-sensitive functions in the District's policy, I hereby request that I be included, during the current calendar year, in the pool of safety-sensitive employees for the purpose of controlled substance random testing, in conformance with the District's Substance Abuse Policy.

Date: _____

Employee's Printed Name: _____

Employee's Signature: _____

APPENDIX C

STATEMENT OF DRUG ABUSE POLICY

The McCloud Community Services District has a firm commitment to its employees and their families to provide a safe work environment and to its customers to safely provide municipal services. For these reasons, the McCloud Community Services District strives to achieve and maintain a drug free workplace. The use of illegal drugs is not condoned by the McCloud Community Services District.

To achieve the goal of a drug free workplace, we have developed an on-going education program. On the date of adoption of this policy, the District will begin employment entrance testing pursuant to this policy. All applicants will be tested prior to starting employment and prior to assignment to a safety-sensitive position. Additionally, the McCloud Community Services District will screen employees when there is reasonable suspicion to believe they are under the influence of drugs or alcohol, when they return to work following any drug or alcohol rehabilitation program, when they have been involved in an accident while engaged in District business and a fatality has occurred or the driver received a citation for a moving traffic violation and a person involved in the accident needed medical care away from the scene, or if a vehicle is towed from the scene of an accident. In addition, all employees who hold safety-sensitive positions will be subject to Federal Highways Administration's (FHWA) mandated drug and alcohol regulations as prescribed by the 49 CFR Part 40.

Applicants and employees will be tested for the following drugs: Cocaine, Methamphetamines, Amphetamines, Marijuana, Opiates, PCP and Alcohol.

Conviction of a District employee for the possession, transfer, use or sale of illegal drugs while on District business is prohibited and is grounds for immediate discharge. In addition, the use of alcohol during assigned work hours, lunch or rest periods is prohibited and is grounds for immediate discharge.

The McCloud Community Services District's drug testing philosophy and policies should be communicated by the manager or his/her designee to both applicants and employees. It is not the intent of the McCloud Community Services District to intrude into the private lives of its employees. However, the District must take steps to ensure that employees report to work in the mental and physical condition necessary to perform their jobs safely and efficiently. Similarly, any employee reporting to work with measurable alcohol content in excess of the applicable statutes is in violation of the McCloud Community Services District's Substance Abuse Policy.

To be successful, we must all do our part to contribute and ensure that the McCloud Community Services District is a drug free workplace.

APPENDIX D

ACKNOWLEDGEMENT OF TRAINING AND RECEIPT

My signature below acknowledges that I have been informed of the McCloud Community Services District's Substance Abuse Policy through District training. I have received a copy of the Substance Abuse Policy and I have been offered an opportunity to review the McCloud Community Services District's Substance Abuse Policy and Procedures.

Furthermore, I understand that employment entrance, reasonable suspicion and post accident employee testing is a condition of continued employment in all positions with the District and, in addition, that random employee testing is a condition of continued employment for all safety-sensitive personnel. I agree to comply with the rules and regulations as described in the policy and that failure to do so may lead to disciplinary action being taken against me up to and including termination of employment.

Date: _____

Applicant's Signature: _____

Applicant's Printed Name: _____

APPENDIX E
PREVIOUS EMPLOYER INQUIRY FORM

Date: _____ Applicant' Full Printed Name: _____

I authorize _____ to release and forward all information on my alcohol and controlled substance testing/training records to the McCloud Community Services District.

Signature of Applicant: _____

To Previous Employer: The above named individual has advised us that he/she has worked for your company in a safety-sensitive position or that he/she has applied to work for your company in a safety-sensitive position after _____ (date).

Regulations of the Federal Highways Administration (FHWA) 49 CFR 382.413 require our district to obtain from your company, and require you to provide us, information concerning the above name applicant's drug and alcohol test results for the past ~~two (2)~~ *three (3)* years including refusals to be tested. In accordance with FHWA's regulations, we are providing you with the applicant's written authorization requesting your company provide us with the following information concerning this applicant:

1. Has this person tested positive for a controlled substance in the past ~~two (2)~~ *three (3)* years?
Yes ____ No ____
2. Has this person had an alcohol test with a breath alcohol concentration of 0.04 or greater in the past ~~two (2)~~ *three (3)* years? Yes ____ No ____
3. Has this person refused a required test for drugs or alcohol in the past ~~two (2)~~ *three (3)* years?
Yes ____ No ____

If the answer is "Yes" to any of the above questions, please give the Substance Abuse Professional's name, full address and telephone number: _____

Signed: _____ Title/Company: _____

Date: _____

**APPENDIX F
KRM SERVICES CONTRACT**

**KRM SERVICES
1288 SOUTH MAIN STREET
YREKA, CALIFORNIA
PO BOX 387 96097
Phone 530/331/3906
Fax 530/331/3876
E-MAIL krmservices@snowcrest.net**

This policy has been written for MCCLLOUD COMMUNITY SERVICES DISTRICT hereafter referred to as "the company" throughout this policy. Any reproduction of this policy for any other company or persons, than the above MCCLLOUD COMMUNITY SERVICES DISTRICT company, without consent from KRM SERVICES, is prohibited.

Due to the constantly changing nature of government regulations, it is impossible to guarantee accuracy of the material contained in this policy. KRM SERVICES has tried to provide reasonably accurate and authoritative information regarding the subject matter covered. KRM Services, therefore, cannot be held responsible for any errors, misprinting, or omissions within this policy and shall not be liable for any loss or injury caused by any errors, misprinting, or omissions.

This policy is designed to meet the DOT/FMCSA requirements and to establish the company's Drug-Free Workplace. Any new DOT/FMCSA Regulations or amendments will be considered to be automatically applied to this policy.

MCCLLOUD COMMUNITY SERVICES DISTRICT may add any state, county, or city rules or regulations to this policy to comply with any rules and regulations not covered by the 49 CFR part 40 and part 382.

MCCLLOUD COMMUNITY SERVICES DISTRICT is reminded that they are ultimately responsible for the implementation of their company policy. Employers may contract out their drug and alcohol testing functions but may not contract away their responsibility to comply with DOT rules.

DRIVER DRUG AND ALCOHOL AFFIDAVIT

As prescribed by 49 CFR Section 382.601, all employees to be assigned to safety-sensitive functions shall execute this form and the original shall be placed in the employee's qualification file.

By my signature below, I do hereby certify that I have received a copy of the Drug and Alcohol policy for MCCLOUD COMMUNITY SERVICES DISTRICT and that I have read it.

I understand its contents, including the dangers of alcohol and drug abuse, and the consequences which I can expect if I should be in violation of this policy or of Federal Regulations 49 CFR part 40 and 49 CFR part 382 regarding use of drugs or alcohol in connection with the performance of my duties.

Signature _____ Date _____

Witness _____ Date _____

Definitions

Adulterated specimen - A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

Alcohol - The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol.

Alcohol concentration - The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under this part.

Alcohol confirmation test - A subsequent test using an EBT, following a screening test with a result of 0.02 or greater, that provides quantitative data about the alcohol concentration.

Alcohol screening test - An analytic procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath or saliva specimen.

Alcohol testing site - A place selected by the employer where employees present themselves for the purpose of providing breath or saliva for an alcohol test.

Breath Alcohol Technician (BAT) - A person who instructs and assists employees in the alcohol testing process and operates an evidential breath testing device.

Cancelled test - A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which this part otherwise requires to be cancelled. A cancelled test is neither a positive nor a negative test.

Chain of custody - The procedure used to document the handling of the urine specimen from the time the employee gives the specimen to the collector until the specimen is destroyed. This procedure uses the Federal Drug Testing Custody and Control Form (CCF).

CMV - Commercial Motor Vehicle

Commercial Driver (as defined by part 383)

- (a) This part applies to every person and to all employers of such persons who operate a commercial motor vehicle in commerce in any State, and is subject to:
- (1) The commercial driver's license requirements of part 383 of this subchapter;
 - (2) The Licencia Federal de Conductor (Mexico) requirements; or
 - (3) The commercial driver's license requirements of the Canadian National Safety Code.

Consortium/Third-party administrator (C/TPA) - A service agent that provides or coordinates the provision of a variety of drug and alcohol testing services to employers. This term includes, but is not limited to, groups of employers who join together to administer, as a single entity, the DOT drug and alcohol testing programs of its members. C/TPAs are not “employers” for purposes of this part.

Designated employer representative (DER) - An employee authorized by the employer to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the employer, consistent with the requirements of this part. Service agents cannot act as DERs.

DOT (The Department, DOT agency) - These terms encompass all DOT agencies, including, but not limited to, the United States Coast Guard (USCG), the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). These terms include any designee of a DOT agency.

Drugs-The drugs for which tests are required under this part and DOT agency regulations are marijuana, cocaine, amphetamines, phencyclidine (PCP), and opioids.

Employee - Any person who is designated in a DOT agency regulation as subject to drug testing and/or alcohol testing. The term includes individuals currently performing safety-sensitive functions designated in DOT agency regulations and applicants for employment subject to pre-employment testing. For purposes of drug testing under this part, the term employee has the same meaning as the term “donor” as found on CCF and related guidance materials produced by the Department of Health and Human Services.

Employer - A person or entity employing one or more employees (including an individual who is self-employed) subject to DOT agency regulations requiring compliance with this part. The term includes an employer’s officers, representatives, and management personnel.

FMCSA – Federal Motor Carrier Safety Administration

MRO – Medical Review Officer

Negative result - The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen.

Non-negative specimen - A urine specimen that is reported as adulterated, substituted, positive (for drug(s) or drug metabolite(s)), and/or invalid.

Prohibited Conduct Under DOT Regulations and Drug/Alcohol Policy

Engaging in any of the following conduct will **immediately** subject a driver to being removed from safety-sensitive functions [382.501], and discipline up to and including immediate termination.

1. For any driver to use, possess, manufacture, sell, trade, offer for sale, offer to buy, or make arrangements to distribute illegal drugs, or to otherwise engage in the illegal use of drugs while at work or on company property.
2. For any driver to report to duty requiring the performance of safety-sensitive under the influence of alcohol (0.04 or greater), or any illegal drugs [382.201, 382.213]. It is also prohibited conduct to report to duty with an alcohol concentration of 0.02 or greater. [382.505]
3. For any driver to remain on duty that requires the performance of safety-sensitive functions, while under the influence of illegal drugs or alcohol. [382.213]
4. For any driver to use prescription drugs illegally or fail to inform the Company of the therapeutic drug to use that might adversely affect the driver's ability to perform or continue to perform a safety-sensitive function [382.213] (However, nothing in this policy precludes the appropriate use of legally prescribed medications.) Such prescription drugs brought to work should remain in the original labeled container and show both the prescribing doctor's **MCCLOUD COMMUNITY SERVICES DISTRICT** and expiration date.
5. For a driver to ingest hemp food products or coca food products. (Recent studies indicate the ingestion of hemp seed oil and hemp food products can result in a positive test for marijuana.) In accordance with 40.151, a Medical Review Officer (CMRO) may not accept consumption of hemp products, coca teas, or medical marijuana as an excuse for a positive drug test.
6. For a driver use alcohol within four hours before performing a safety-sensitive activity. [392.207] The Company will provide an opportunity for each such on-call employee to acknowledge the use of alcohol at the time he/she is called to report for duty, and it is the employee's responsibility to inform his/her supervisor at the earliest possible time of any potential impairment from alcohol.
7. Refusal by a driver to submit to an alcohol or controlled substance test, including:
 - A. Failure to appear for any test (except a pre-employment test) within a reasonable time, but no longer than two hours of being ordered. This includes the failure of an employee (including an owner-operator) to appear for a test when called by a C/PTA [40.61 (a)].
 - B. Failure to remain on the testing site until the testing is complete. Provided that an employee who leaves the testing site before testing process commences [40.63 (c)] a pre-employment test is not deemed to have refused the test.

Types of Testing to be Conducted:

Compliance mandatory:

Under 49 CFR Part 382 of the FMCSA Regulations it is mandatory that a driver submit to alcohol and controlled substance tests administered pursuant to those regulations.

All DOT testing for controlled substances and alcohol to be conducted in accordance with requirements of 49 CFR Part 40. These procedures are designed to protect the driver and the integrity of the testing process, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver.

1. Pre-Employment Tests:

Drug Testing:

Before a new hire can perform any safety-sensitive functions or where a person transfers into a safety-sensitive function from elsewhere in the company, employer must have negative test results.

Alcohol Testing:

Pre-Employment alcohol tests are optional. Although if pre-employment alcohol testing is required by the employer, all employees that are subject to testing must be tested.

2. Random Tests:

Drug Testing:

Unannounced random testing is required on a certain percentage of drivers each year. (DOT may change the testing rates for a given year). These random tests must be spaced reasonably throughout the year. A random selection must make sure each driver has an equal chance of being selected each time there is a selection. Testing can be done anytime the driver is working for the employer. Once the driver has been notified that he/she was selected for testing, they must proceed immediately to the collection site.

4. Reasonable Suspicion Testing:

Drivers who appear to be under the influence of drugs or alcohol can be immediately tested. Employers must train CDL driver supervisors to detect the symptoms of driver impairment. The training required is one hour on the specific, contemporaneous, physical, behavioral, and performance indicators of probable drug use, and one hour on the specific, contemporaneous, physical, behavioral, and performance indicators of probable alcohol use. Documentation of driver's behavior and conduct must be prepared and signed by a witness within 24 hours of the observed behavior or before the test results are released, whichever comes first.

Drug Testing:

An employer shall require a driver to submit to a controlled substances test when the employer has reasonable suspicion to believe that the driver is under the influence of controlled substance. The employer's determination that reasonable suspicion exists to require the driver to undergo a controlled substances test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Alcohol Testing:

Alcohol testing is authorized by this section only if the observations required are made during, just preceding, or just after the period of the work day that the driver is required to be in compliance with this part. A driver may be directed by the employer to only undergo reasonable suspicion testing for alcohol while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions. If an alcohol test required by this section is not administered within two hours following the determination, the employer shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered.

If an alcohol test required by this section is not administered within eight hours following the determination, the employer shall cease attempts to administer an alcohol test and shall state in the record the reasons for not administering the test. The trained supervisor who made the observation and determination that reasonable suspicion testing should be done, may not conduct the alcohol test on the driver.

6. **Follow-Up Testing:**

Drug Testing:

Required for drivers who tested positive, refused, or otherwise violated the prohibitions and who have completed the return-to-duty process with a DOT-qualified substance abuse professional, and have tested negative for a return-to-duty test. This testing is prescribed by the substance abuse professional for a minimum of 6 directly observed tests in 12 months, but can be extended an additional four years.

Alcohol Testing:

Required for drivers who tested positive, refused, or otherwise violated the prohibitions and who have completed the return-to-duty process with a DOT-qualified substance abuse professional, and have tested negative for a return-to-duty test. This testing is prescribed by the substance abuse professional for a minimum of 6 directly observed tests in 12 months, but can be extended an additional four years.

- Taking the prescription medication and performing your DOT safety-sensitive functions is not prohibited by agency drug and alcohol regulation. However, other DOT regulations may have prohibitive provisions, such as medical certifications.

Remember: Some agencies have regulations prohibiting use of specific prescription drugs, e.g. methadone, etc.... If you are using prescription or over-the-counter medication, check first with a physician, but do not forget to consult your industry-specific regulations before deciding to perform safety-sensitive tasks.

EDUCATIONAL AND SAP INFORMATION

At the end of this policy statement you will find information on the effects of alcohol and controlled substances and a list of Substance Abuse Professionals (SAP) who can help you. Unless otherwise covered by an Employee Assistance Program, medical benefits, state statutory requirements or other agreements, such consultation and treatment is at driver's expense.

- Collector checks the Split specimen collection box. If the collection is observed, Collector checks the “observed” box and enters a remark in Step 2.

STEP 3:

- Donor watches Collector pour the specimen from the collection container into the specimen bottles, place the caps on the specimen bottles, and affix the labels/seals on the specimen bottles.
- Collector dates the specimen bottle labels after placement on the specimen bottles.
- Donor initials the specimen bottle labels after placement on the specimen bottles.
- Collector turns to Copy 2 of the COC (Medical Review Officer Copy) and instructs the Donor to read and complete the certification statement in Step 5 of the COC., date, phone numbers, and date of birth). If Donor refuses to sign the certification statement, Collector enters a remark in Step 2 of the COC on Copy 1.

STEP 4:

- Collector completes Step 4, on the COC, Copy 1 , date, time of collection, and name of delivery service), places the sealed specimen bottles and Copy 1 in a leak-proof plastic bag, seals the bag, prepares the specimen package for shipment, and distributes the remaining CCF copies as required.
- Donor is advised to list any prescription medications, on the back their copy of COC form, to provide to the Medical Review Officer, if needed.

Shipping/Positives/Confirmation Tests:

- The test is shipped to the Laboratory for a screening test to be performed on the primary sample. If this test is positive for controlled substances, a confirmation test is required.
- The confirmation test must use a specialized procedure call “gas chromatography mass spectrometry”.
- If the first test is positive, the Medical Review Officer (MRO) will notify you to find out if there is a medical reason for the drug use. If you can document why the substance is being taken and if the MRO finds it is a legitimate medical use, the test may be reported as negative to the employer.
- After being notified that the first test was positive, you have 72 hours to request a test of the “split” specimen. If you make this request, the split specimen is sent to another DHHS-certified laboratory for the test. Note: If you do not

How Alcohol Testing is Conducted

1. All alcohol testing is done by a trained technician in a private setting where no one but you and the technician can see or hear the test results. A breath or saliva-testing device, approved by the DOT, must be used.
2. The technician will ask for your identification, you may ask for the technician's identification as well. You will be instructed to read, sign, and date the employee certification statement in step 2 of the alcohol testing form.
3. A screening test is done first. If a breath testing device is used, you must blow forcefully into the mouthpiece of the testing device. If a saliva testing device is used, you or the technician will insert the swab into your mouth and allow it to saturate with saliva. After the saliva is collected, the swab will be inserted into the testing device.
4. The technician must show you the test result on the breath or saliva testing device.
5. If the reading is less than 0.02, the technician will sign the certification and fill in the date on the form.
6. If the reading is 0.02 or over, a confirmation test must be done using an approved evidential breath testing device (EBT). The test must be done after 15 minutes but within 30 minutes of the first test. You will be asked not to eat, drink, belch, or put anything in your mouth, to ensure any mouth alcohol will be dissipated.
7. If the screening and confirmation test results are not the same, the confirmation test results are used.

****Note:** If you refuse to be tested or sign the testing form, the technician will immediately notify your employer/DER. This will be treated as a refusal to test and the driver must comply with the consequences.

Drug and Alcohol Effects / Symptoms

ALCOHOL

Alcohol, a central nervous system depressant, is the most widely abused drug. About half of all auto accident fatalities in this country are related to alcohol abuse.

Facts: A 12 ounce can of beer, a 5 ounce glass of wine, and a 1-1/2 ounce shot of hard liquor all contain the same amount of alcohol. Coffee, cold showers, and exercise do not quicken sobriety. Each 1-1/2 ounce of alcohol takes the average body about one hour to process and eliminate. Alcohol impairs almost every aspect of the brain's informational processing. As a result impaired drivers use only a small part of the information required for the safe operation of a vehicle. Results of many studies show that with as little as 0.02 breath alcohol content the ability to devote attention to the problems of driving are greatly reduced. Alcohol first acts on those parts of the brain that affect self-control and other learned behaviors. Low self-control often leads to the aggressive behavior associated with some people who drink. In large doses, alcohol can dull sensation and impair muscular coordination, memory, and judgment. Taken in larger quantities over a long period of time can damage the liver and heart and can cause permanent brain damage. On the average, heavy drinkers shorten their life span by about ten years.

Signs and Symptoms: Dulled mental process, odor of alcohol, slowed reactions, lack of coordination, sleepy or sluggish behavior, and slurred speech.

Health Effects: Cancer of liver and/or esophagus, heart attack, stroke, ulcers, hypertension, and brain damage.

Other Effects: Greatly impaired driving ability, reduced coordination and reflex action, impaired vision and judgment, inability to divide attention, and lowering of inhibitions.

Overindulgence (hangover) can cause: Headache, unclear thinking, nausea, unsettled digestion, and dehydration.

COCAINE

Cocaine is a stimulant drug, which increases heart rate and blood pressure. As a powder, cocaine is inhaled (snorted), ingested, or injected. It is known as "coke", "snow", "nose candy", and "lady". Cocaine is also used as free-base cocaine known as "crack" or "rock", which is smoked. It acquired its name from the popping sound heard when it is heated.

Facts: The number of cocaine overdose deaths has tripled in the past few years. Treatment success rates are lower for cocaine than other drugs. Crack cocaine has the strongest mental dependency of any known drug. Strong psychological dependency can occur with one hit of crack. The crack high is reached in 4 to 6 seconds and lasts about 15 minutes. The most dangerous effects of crack are that it can cause vomiting, rapid heartbeat, tremors and convulsive movements. All of this muscle activity increases the demand for oxygen, which can result in a cocaine- induced heart attack. Since the heat regulating center in the brain is also disrupted, dangerously high body temperatures can occur. With high doses, brain functioning, breathing, and heartbeat are depressed leading to death. Cocaine is used medically as a local anesthetic. The entire central nervous system is energized by cocaine. Heart rate and blood pressure are elevated. The brain experiences exhilaration caused by a large release of neuro-hormones associated with mood elevation.

Signs and Symptoms: Runny nose, fatigue, anxiety and agitation, insomnia, sweating and dry mouth, high blood pressure, heart palpitations, irregular heartbeat, dilated pupils.

Health Effects: High blood pressure and high heart rate may cause spasms in the vessels of the heart or brain leading to stroke and/or heart attack. Mental dependency on crack cocaine occurs within days and may upset the chemical balance of the brain, causing the aging process to speed up. Death due to overdose is rapid and the effects are not easily overcome with medical aid.

Other Effects: Rush of pleasurable sensations, heightened, but momentary, feeling of confidence, strength and endurance, accelerated pulse, blood pressure and respiration, impaired driving ability, paranoia, which can trigger mental disorders in users prone to mental instability, talkativeness, hallucinations, wide mood swings, increased physical activity, repeated snorting/sniffing, compulsive behavior.

OPIOIDS

Opioids are narcotics including codeine, heroin, morphine, and many other synthetic drugs used to reduce pain, and depress body functions. Common street name are "horse", "china white", "sugar", "morph", "brown", "harry", and "dope".

Facts: Sometimes narcotics found in medicines are abused. This includes pain relievers containing opium and cough syrups containing codeine. Heroin is illegal, and cannot be obtained with a physician's prescription. Most medical problems are caused by the uncertain dosage level, use of unsterile needles, contamination of the drug, or combination of a narcotic with other drugs. These dangers depend on the specific drug, its source, and the way it is used.

Signs and Symptoms: Impaired coordination, impaired vision, impaired mental alertness, mood changes, constricted pupils.

Health Effects: High risk of hepatitis and HIV due to sharing needles. Narcotics decrease pain, allowing the user to injure themselves and fail to seek medical attention. Using narcotics with any other depressant drug or alcohol increases the chance of a fatal overdose.

Other Effects: Impaired driving ability, sleeplessness and drug craving, drowsiness followed by sleep, constipation, depression and apathy, nausea and vomiting.

OVER THE COUNTER AND PRESCRIPTION MEDICATION

Many of the prescriptions and over the counter medications have warnings about the use of equipment and driving while taking them. They may interfere with the Drug and Alcohol Regulations so check with your physician about any side effects or problems these medicines may cause. Make sure to read and follow the directions on any over-the-counter drug you use. Remember they are **DRUGS** and may affect your work. Make sure to tell your doctor what you do for a living, they can prescribe something that won't affect your ability to drive safely. Repeated drug and alcohol use can lead to addiction that is hard to overcome without help. They both will have a devastating effect on your health, your personal life, and your job if you abuse them.

If you are concerned about your or someone else's drug or alcohol abuse, here is a list of who to contact for help.

Where to go for help:

Siskiyou County Behavioral Health: Phone 1-800-842-8979 www.co.siskiyou.ca.us

Alcoholic Anonymous Northern CA Intergroup: Phone 530-225-8955

Narcotics Anonymous: Phone 1-818-773-9999 www.na.org

Al-Anon: Phone 1-888-425-2666 www.al-anon.org

800 Cocaine: Phone 1-800-559-9503 www.800cocaine.com

National Council on Alcoholism & Drug Dependence: Phone 1-800-622-2255 www.ncadd.org

Addiction Recovery Center in Medford OR: Phone 1-541-779-1282

Addiction Recovery Center in Medford OR: Website www.addictionsrecovery.org

Onarheim Services: (For more options and information) Phone 530-842-1395

The alcohol and drug rules requires that your company advise you of the resources available for treatment, the rules do not, however, require an employer to pay for rehabilitation or to hold your job open for you. How these issues are handled depends on your company's policy.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: District Cellular Telephones
POLICY NUMBER: 2093
ADOPTED: November 22, 2004
REVIEWED: June 21, 2016, September 11, 2020
AMENDED: January 27, 2014; January 25, 2021

2093.10 The purpose of this policy is to establish uniform guidelines for the purchase and use of cellular telephones and the appropriate use of the phone and plan.

2093.20 The District's business needs ~~shall~~ *have* determined ~~which~~ *that all* employees are required to possess *and use* cellular phones to enhance normal and emergency operations. The General Manager, ~~or designee,~~ *and Public Works Superintendent has* ~~shall~~ *determined that if* cellular telephone service is required, *and provided by the District,* based on reviewing the following guidelines:

2093.21 Safety/Emergency Response: The employee's duties involve monitoring, responding or performing other duties or activities that are essential to the safe operation of the District facilities, such that making mobile communication with a cellular telephone is necessary.

2093.22 On-Call: The employee's job assignment involves being on-call, either on a formal assignment basis or as an inherent level of responsibility based on the responsibilities of the position.

2093.23 Fieldwork: The employee's normal work duties involve the need to communicate from the field with non-District and District employees. Typically, this will involve working in locations where no public telephone is reasonably available or practical.

2093.30 The District reserves the right to monitor usage of all District provided cellular telephones. Employees shall be familiar with the required protocol and skill set for effective usage of a cellular telephone.

2093.31 Employees shall use discretion in relaying confidential information over cellular telephones. Care shall be exercised to prevent equipment theft or vandalism.

2093.32 Employees shall not use a cell phone, smartwatch or any other mobile device while driving.

2093.33 The General Manager, or designee, shall approve the purchase and/or installation of cellular telephones. It shall be the responsibility of the General Manager to ensure that sufficient funds are budgeted for the purchase and monthly operational costs associated with such equipment prior to its use.

2093.40 It is the responsibility of the General Manager and Finance Officer to determine which cellular plan is appropriate based on estimated phone usage. The plan should address the amount of airtime and other features needed to effectively perform assigned duties. Plans should not be inflated to simply make sure they are sufficient.

2093.50 A District-provided wireless telephone and wireless telephone airtime service are to be used for official District business only. However, it is understood that incidental personal calls will sometimes be necessary. *Field staff cell phones shall remain, plugged in, at the District office during non-business hours.*

2093.51 The District recognizes that work related situations, such as the necessity to work unanticipated overtime or family emergencies may require the use of a cellular telephone by an employee for personal business. Cellular telephones shall not be used when a less costly alternative is safe, convenient, and readily available. Employees should keep personal calls brief and use a *personal cell phone or* landline (standard telephone service) when available.

2093.511 Cellular telephone charges for all calls, whether personal or business related, are included in the monthly statement from the District's cellular service provider. Employees are required to reimburse the District for the cost of personal calls in excess of the employee's predetermined plan threshold, including all applicable taxes. Records shall be maintained to monitor the usage of cellular telephones and shall be reviewed by the General Manager or designee.

2093.52 Personal use should not exceed 10% of the total airtime.

2093.60 Cellular telephones that are District property shall not be misused. Employees using or having access to cellular telephone equipment shall be held accountable for their misuse of this equipment and shall be subject to appropriate disciplinary action for misuse. Examples of cellular telephone misuse may include, but are not limited to, use for personal profit or to transmit an inappropriate message to another party, continual use as a primary means communication for non-District purposes.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Personal Cellular Phone and PDA Policy
POLICY NUMBER: 2094
ADOPTED: November 9, 2015
COMMITTEE REVIEW: October 13, 2015, June 21, 2016
AMENDED:

2094.10 The purpose of this policy is to establish uniform guidelines for the use of personal cell phones and PDA's (Personal Digital Assistant), *cell phones, smartwatches or any other digital devices* while at work and the safe use of personal cell phones and PDA's by employees while driving.

2094.20 Use of Personal Cell Phones, PDA's, Tablets, etc.: Employees are prohibited from making and responding to personal calls, texts, emails, etc. during working hours. Such activities should be limited to lunch and break periods.

2094.21 The District will not be liable for the loss or damage of personal devices brought to the workplace.

2094.30 Safety: All employees are expected to follow applicable state and federal laws or regulations regarding the use of cell phones or PDA's at all times.

2094.31 Employees are strictly prohibited from using personal cell phones while driving a vehicle on District time or driving a District vehicle anytime.

2094.311 Employees who are charged with traffic violations resulting from the use of a cellular phone/PDA while driving will be solely responsible for and may be subject to disciplinary action and personal liability resulting from such traffic violations, while on District business.

2094.32 The use of camera phones, PDA's and other audio or video recording devices within the District may constitute not only an invasion of employees personal privacy, but may breach confidentiality of MCSD protected information. Therefore, the use of camera or other video-capable recording devices within the District is prohibited without the express prior permission of the employee's supervisor and the person(s) present at the time.

SECTION 11110

LAUNDRY WASHER-EXTRACTOR, 45 LB. [20.4 KG] CAPACITY

PART 1 GENERAL

1.01 SECTION INCLUDES:

- A. Automatic laundry washer-extractor for processing water-washed linen items

1.02 SYSTEM DESCRIPTION

A. DESIGN REQUIREMENTS:

1. Construction: 304 or equal stainless steel cylinder, tub and cover panels
2. Input voltage: X: 200-240/50- 60/1/3; 2/3 wire plus ground
3. Dry weight capacity (lbs. 45 [20.4] [kg]):
4. Wash cylinder volume 7.3 [185] minimum (ft³ [l]):
5. Overall width (in. [mm]): 34.1 [867] nominal
6. Overall height (in. [mm]): 64.4 [1637] nominal
7. Overall depth (in. [mm]): 45.3 [1151] nominal
8. Number and size of water connections: 2 (Main fill) connections with 3/4 in. NH male connections and 2 (Spray rinse) connections with 3/4 in. NH male connections
9. Number and size of drain outlets: 1 outlet at 3 in.
10. Overflow: Internally plumbed
11. Control system: Programmable microprocessor
12. Cylinder drive: Inverter drive, poly V belt system
13. Drive motor (hp [kW]): 5.0 [3.7]

B. PERFORMANCE REQUIREMENTS:

1. Number of selectable wash speeds: Variable 10-50 rpm
2. Number of selectable extract speeds (RPM [G]): Variable 75 [2.5] - 477 [100]
3. RPM [G] at highest extract speed: 477 [100]
4. Chemical supply system
 - a. automatic flushing and 8 external supply signals
 - b. manually filled 5 compartment dry chemical dispensing system (optional - designated by D30V in the model number)
5. Configured for possible future addition of water reuse system

6. Control system
 - a. programmable microprocessor; (manual, PDA, laptop via IR)
 - b. 48 programmable cycles
 - c. 30 programmable water levels
 - d. graphic display with words and icons
 - e. automatic maintenance reminders
 - f. PC software with management reports
 - g. internet connectivity for off-site diagnostic capabilities
 - h. real-time clock allows time and date stamp to 100+ items
 - i. cycle counter
 - j. temperature controlled fill and thermal cool down
 - k. water monitoring: fill value, slow drain and automatic leak detection system
 - l. diagnostic capabilities
7. Drain valve automatically opens in event of power failure
8. Bearing protection: ozone resistant seals

1.03 DELIVERY, STORAGE AND HANDLING

A. ACCEPTANCE AT SITE:

1. Inspect machine for damage prior to acceptance. If damage is found, follow freight handler's procedure for claims.

B. STORAGE AND PROTECTION

1. Machine should be stored in a site protected from weather, direct sunlight and temperature extremes. Do not remove packaging prior to storage.
2. If machine is to be stored for an extended period of time, consult manufacturer for special requirements.

1.04 SYSTEM STARTUP AND COMMISSIONING

- A. Machine installation should be inspected by local manufacturer's representative prior to startup and operation. The party installing the machine is responsible for setting the schedule for this inspection.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Alliance Laundry Systems LLC - UniMac, obtain commercial laundry equipment from a single manufacturer

2.02 QUALIFIED MODELS

- A. UniMac model **UWT045D40L** (without soapbox) and **UWT045D30L** (with soap box option [no substitutions])

PART 3 EXECUTION

3.01 INSTALLATION

- A. Refer to and comply with manufacturer's installation instructions. Do not deviate without permission from site owner, architect, general contractor and manufacturer's local representative.

Machine Dimensions and Specifications

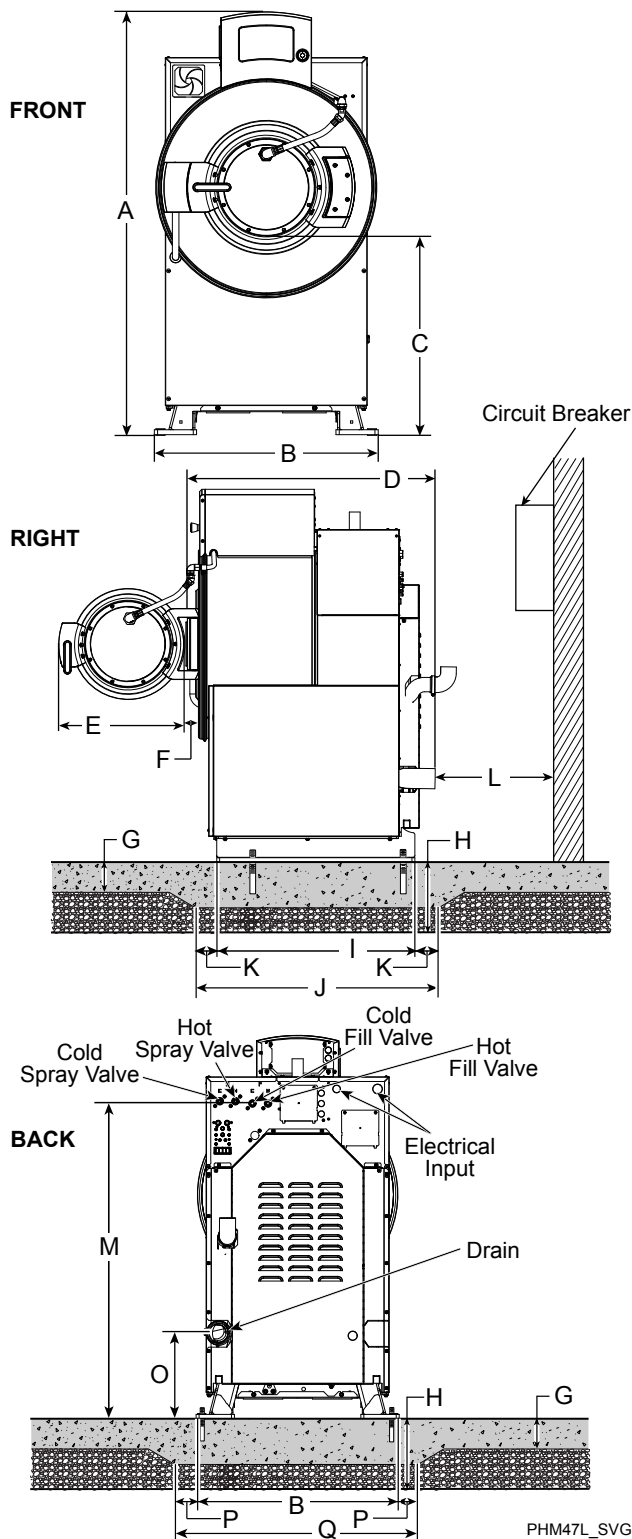
Models UWT045D40L



Equipment specifications are subject to change without notice.

Design 5

Machine Dimensions and Specifications



Dimensions and Foundation Requirements, in. [mm]

A	64.4 [1636]	I	34.2 [869]
B	34.1 [866]	J	60 [1524]
C	28.8 [732]	K	12 [305]
D	45.3 [1151]	L	20 [508]
E	23.19 [589]	M	53.4 [1356]
F	2 [51]	O	14.4 [366]
G	6 [152]	P	12 [305]
H	12 [305] * (minimum)	Q	60 [1524]

* Total depth of foundation (concrete plus 6 in. [152 mm] fill)

Water, Drain and Weight Specifications

Number of drain outlets	1	
Drain connection size, in.	3	
Number of water inlets	Main fill	2
	Spray rinse	2
Water inlet connection size, in.	Main fill	3/4
	Spray rinse	3/4
Net weight, lbs. [kg]	1080 [490]	
Standard shipping weight, lbs. [kg]	1120 [508]	
Side clearance (minimum), in. [mm]	6 [153]	
Side clearance (recommended), in. [mm]	12 [305]	

Electrical Specifications

Codes	Voltage	Cycle	Phase	Wire	Full Load Amps	Circuit Breaker	AWG	mm ²
X	200-240	50-60	1/3	2/3	8/6	15	14	2.5



PREPARE, PROTECT & PREVENT:
THE GUIDE TO PROPER PPE CLEANING





THE LAUNDRY EXPERTS.

It's no secret that firefighters put their own safety on the line every day to protect their communities. I've been a firefighter for 28 years and like me, many firefighters have dreamed about this job since a young age. We would do anything to protect the community we serve, as well as our fellow firefighters, but it's important that we also take the necessary steps to protect ourselves.

In the last decade there have been many studies published on the health risks associated with wearing contaminated personal protective equipment (PPE). In fact, according to the Firefighter Cancer Support Network, firefighters are significantly more likely to develop cancer due to their exposure to carcinogens. As a result, the industry is focused on researching these harmful toxins in order to develop a standard protocol that will require frequent and thorough cleaning of PPE to prevent long-term exposure to contamination following a fire or major incident.

In addition to serving as Captain of the Berlin Fire Department in Wisconsin, I have worked for UniMac® laundry manufacturer, the world's leading provider of on-premises laundry (OPL) equipment, and an Alliance Laundry Systems brand for more than 25 years. UniMac has been dedicated to providing equipment that meets the specific needs of the fire industry for more than 60 years. I'm grateful for the opportunity to work with fire departments across the country to provide them with equipment, but both the fire and laundry industries have more work to do to increase awareness of the cleaning techniques needed to properly decontaminate PPE, as well as the importance of regular cleaning.

In this eBook we will examine the current National Fire Protection Association (NFPA) cleaning guidelines, review the current research that will inform the next generation of cleaning guidelines, provide an overview of the specific equipment needed to wash PPE and share best practices for cleaning and maintaining your protective gear. If your fire department wants to continue the conversation to ensure you're taking the right steps to protect your firefighters and prevent long-term exposure to harmful carcinogens, we are here to help. Find a knowledgeable distributor online or give us a call at 1-800-587-5458.

A handwritten signature in black ink that reads "Bill Brooks". The signature is written in a cursive, flowing style.

Bill Brooks

UniMac North American Sales Manager

The best way to protect firefighters is by properly decontaminating gear after an incident, so that a firefighter does not put soiled PPE back on their body following a fire or emergency response.

CHAPTER ONE: Changing The Conversation

Historically, PPE that smelled like smoke or had visible signs of use brought a sense of pride. It represented a badge of honor and the dirtier the gear, the more a firefighter was regarded. However, in recent years, this perception and the conversations around cleaning PPE are changing.

The number of cancer incidences in firefighters has significantly increased over the last 20 years, making it the leading cause of line-of-duty death. As a result, the fire industry, as well as national and local health organizations, have been conducting research to learn more about the carcinogens firefighters are exposed to on the job in an effort to identify what can be done to better protect them. Over the last ten years, there have been multiple studies published detailing of dangers of prolonged exposure to contaminated PPE, which is driving a change in the industry to better understand these risks, educate firefighters on the importance of regularly cleaning PPE and provide training to properly do so.

THE RISKS

Exposure to persistent harmful contaminants in PPE is a serious problem. Firefighters come into contact with the contaminants on the fire ground due to highly toxic substances and a variety of carcinogens. They also risk exposure to an increasing range of infectious pathogens when responding to an emergency medical operation.

Today's households and businesses have more metals, plastics and synthetics, increasing the likelihood of exposure to toxins. Many of these contaminants are related to the number of electronics found in today's households. These harmful chemicals and smoke easily contaminate turnout gear and promptly attach to the fabric of the PPE. Furthermore, these contaminants absorb into firefighters' skin and as temperatures increase, so does the permeability of the skin, making it more absorbent.

The best way to protect firefighters and minimize the risk of toxins absorbing into their skin is by properly wearing the gear during the incident and then decontaminating gear immediately after the incident so that a firefighter does not need to put soiled PPE back on his or her body following a fire or emergency response.

NFPA REGULATIONS

Currently the NFPA requires protective gear to go through an advanced cleaning and inspection once a year. However, the organization recommends that fire departments clean gear as soon as possible after exposure to a fire, body fluids or hazardous materials to preserve the protective qualities of the gear.

To address the health risks and concerns associated with contaminated and soiled gear, the Fire Protection Research Foundation is working on a project to evaluate the current PPE cleaning processes and technologies to determine "How Clean is Clean." As part of this project, the organization is conducting research to understand the levels of chemical and biological contamination, and validate the cleaning procedures required to properly clean them. These findings will help evolve the NFPA requirements and develop industry standards to properly clean and decontaminate PPE.

There is no official industry criteria to reliably show that clothing is being adequately cleaned. The Fire Protection Research Foundation's project aims to establish clear and definitive guidelines for cleaning and decontamination procedures to effectively remove both chemical and biological contaminants. The overall goal of this project is to develop standards that can be implemented in all fire departments across the country to improve firefighter safety and health by reducing the long-term danger of continued exposure to harmful contaminants in unclean or inadequately cleaned PPE.

While this research is underway, firefighters can be proactive by learning more about the proper equipment and processing requirements to thoroughly clean PPE, and by implementing a regular cleaning program within their departments.

CHAPTER TWO: The Right Equipment

Due to the recent studies that outline the health risks for firefighters, many departments and firehouses are taking steps to ensure they have the right equipment and resources to clean their gear.

The most common challenge for laundering PPE is getting the gear clean without compromising the safety properties of the high-tech fibers. If you are considering purchasing equipment for your firehouse or department, it's important to get the right machines that will properly and efficiently wash gear without causing any damage. UniMac® laundry manufacturer's complete line of equipment employs a variety of methods to effectively clean the gear without compromising safety.



If you are purchasing equipment for your firehouse, it's important to get the right machines that will properly and efficiently wash gear without causing any damage.

WASHER-EXTRACTORS

The NFPA has a number of requirements and recommendations to thoroughly wash turnout gear. These include:

- **Front Load Washer-Extractor:** The NFPA recommends a front load washing machine for cleaning PPE. A top load machine may reduce the service life of the protective garments due to damage caused by mechanical agitation. Additionally, the NFPA advises against cleaning gear in a home or public laundry to prevent contaminating others.
- **Water Temperature:** The NFPA recommends a maximum water temperature of 105 degrees Fahrenheit. If a temperature exceeds 105 degrees during the wash cycle, the gear may be damaged.
- **G-Force:** G-Force is the machine's extraction speed that is responsible for removing moisture. The higher the G-Force, the more water is removed, helping the load dry more quickly. A high G-Force may be a priority when laundering everyday clothes or linens, but due to the materials in the turnout gear, a low extraction speed is best and the NFPA requires a maximum of 100 G-Force. The turnout gear is made up of three layers – the heat resistant fabric, moisture barrier and thermal layer. The moisture barrier provides protection from chemicals and blood-borne pathogens and if the gear is put in a machine with anything more than 100 G-Force, there is a chance that water will push through the moisture barrier which could ruin the material, making it unable to meet safety standards.

CHAPTER TWO: The Right Equipment

- **Programmable Equipment:** Turnout gear is a specialty item, and therefore requires specialty wash programs. It's not as simple as throwing towels in a washing machine and pressing start. The cycle and rinse time need to be set to properly clean the gear and the cycle settings will change depending on the item being washed or the level of contamination. For example, there is a cycle specifically for gear that has been exposed to blood-borne pathogens. Additionally, advanced equipment with pre-programmed cycles eliminates any potential for human error of selecting the wrong cycle setting, resulting in a seamless wash. Your equipment distributor is an expert on the equipment and cleaning PPE, and can be a great resource if you have questions on your machine or washing your gear.
- **Chemical Injector:** Just as there are specialty wash cycles required for the turnout gear, there are also specific chemicals needed. PPE requires a pH neutral cleaner and using the wrong cleaning solution would decrease the safety properties of the PPE. Today's industry-leading equipment has a chemical injector, which will insert the exact amount of cleaning chemicals at the right temperature and time in the wash process. Additionally, the technology will inject laundry chemicals below the water line to ensure proper dilution and keep gear safe. A representative from the chemical company can help with the chemical injector programming, but your distributor is also available to share expertise on cleaning to ensure the PPE is thoroughly washed before it is returned to service.



Now that you know what type of washing machine and features are best for cleaning PPE, you'll need to determine the best size washer-extractor that will meet your firehouse's needs. Common washer-extractor capacities in firehouses range from 30 to 60 pounds because they can wash multiple people's gear at once.

The size of a washer-extractor's basket is an easy way to know how many pieces of gear will fit in one wash load and can be used to help you determine what your firehouse's equipment capacity needs may be. One cubic foot of a washer-extractor basket can accommodate one piece of gear. For example, a 30 pound washer-extractor has a basket of 4.1 cubic feet and can therefore accommodate four pieces in a proper wash cycle. A 45 pound washer-extractor has a basket of 7.3 cubic feet and can accommodate seven pieces of gear. A 60 pound washer-extractor has basket of 9.7 cubic feet and

CHAPTER TWO: The Right Equipment

can accommodate 10 pieces. It's important to note that each "piece" is not the PPE in its entirety. The lining and shell need to be separated for a proper wash, and therefore a piece is either the lining or a shell. So a 45 pound machine that can accommodate seven pieces of gear would typically be used to wash two people's equipment at a time.

A laundry equipment distributor can be a very knowledgeable resource to help you determine the equipment that will best meet your needs.

DRYING CABINETS

Once the gear has gone through the proper wash cycle, next will come drying. Drying can also be a challenge for some firehouses, as dryers run the risk of subjecting gear to too much heat or abrasion in order to get it back into service in a timely fashion.

Some firehouses will hang-dry their gear, but this can take a day or more for PPE to fully dry and the drying can sometimes be inconsistent. If hang-drying, it is best to keep clothing out of the direct sunlight, as the UV radiation can break down some of the fibers in the turnout gear. It is also critical that it fully dries before returning it to duty, as wearing damp gear can create steam burns if worn in a fire.

Another option that will expedite dry time and get gear back in service as quickly as possible is a drying cabinet. UniMac laundry manufacturer has been providing drying cabinets to the fire industry for more than half a century, and the newest model of the UniMac PPE Drying Cabinet offers preset programs ranging from 1.5 to 3 hours with very simple to operate controls. With a dual-sided airflow process, the dryer sends heated air around and inside the turnout gear for thorough drying at maximum speed and efficiency. The PPE Drying Cabinet also includes rack attachments to effectively dry boots, gloves and other items. Operating the equipment is as simple as selecting one of the five default pre-programmed settings and pressing start.

Having equipment on site is one of the best and quickest ways to ensure that PPE is properly cleaned and ready for service. When there is a washer and drying cabinet on site, the gear can be decontaminated and dried within five to six hours. However, when firehouses do not have access to equipment on site, there are resources available to clean and return gear in a timely matter. To help with this, many departments will turn to true industry experts to help – Independent Service Providers (ISPs).



CHAPTER TWO: The Right Equipment

INDEPENDENT SERVICE PROVIDERS

ISPs will provide an advanced and thorough cleaning of PPE and will return gear as quickly as possible. ISPs have industry-leading equipment on site to wash protective clothing, as well as processes and technologies for laundering specialty items like boots and helmets.

Once the gear is cleaned, it will also go through a special inspection. ISPs will examine everything from head to toe – from the helmet to the jacket to the pants to the boots – in order to identify any damage or issues with the gear, so that ISPs are returning equipment that meets the requirements of the gear manufacturer.



EQUIPMENT TRAINING

Fire departments aren't alone when it comes learning how to properly program and use their equipment. Most UniMac distributors have been in the laundry industry for decades and have successfully worked with departments of all sizes to install equipment and help them establish standard cleaning procedures and processes to ensure that gear is properly and promptly cleaned after a major fire or incident. Additionally, once the equipment is installed, UniMac distributors and certified technicians are a valuable resource and there to support firehouses with any of their equipment needs following the installation.

In addition to the UniMac distributor network, leading ISPs also support fire departments with implementing a NFPA 1851 care and maintenance program. Similar to distributors, they will visit fire stations to provide education on how to inspect gear, use equipment and establish cleaning standards. The ultimate goal is to provide firefighters with resources and tools to implement comprehensive cleaning programs.

CHAPTER THREE: The Proper Process

The processing techniques for washing PPE are very important. Firefighters need to follow all of the required steps in order to properly clean gear and ensure that nothing is damaged during the wash process.

Using the right equipment and following the required laundering processes will also help extend the life of the gear, which can be around \$2,000, as well as ensure that there is no loss of protection due to soiled gear. For example, dirty gear that has not undergone cleaning following service will not reflect heat as well and it will also affect light reflection visibility. The visibility of the reflective tape on the turnout gear is especially important when a firefighter is responding to an accident or incident near traffic.



Firefighters need to follow all of the required steps in order to properly clean gear and ensure that nothing is damaged during the wash process.

LAUNDERING TIPS

Refer to these tips and processes each time you wash your gear:

- **Separate the Lining:** Just as it's recommended to separate lights and darks, it's important that you separate the outer shell of the turnout jacket from the lining. Outer shells should be washed together and the inner linings should be laundered together. There are different wash cycles to accommodate these different materials, as the outer shell will need to go through a heavier wash cycle. There are also specific procedures for washing each of these materials:
 - Outer Lining
 - Prior to washing the outer shell, pre-spot anything that is very dirty.
 - Soak outer shells if necessary prior to washing. Consult with a chemical supplier for recommendations on proper ratios and procedures for soaking PPE.
 - Securely close all buttons, snaps and Velcro prior to putting the outer layer in the washer-extractor.
 - Inner Lining
 - Turn the inner lining inside out to protect the moisture barrier prior to putting it in the washer-extractor.

CHAPTER THREE: The Proper Process

- **Cleaning Solutions:** The pH range for cleaning PPE should be 6.0 to 10.5. The detergents should also be safe for PPE and show effectiveness of removing soils and contaminants. Bleach and other chlorinated solvents should not be used. Fire departments should be cautious of chemical suppliers who offer several different products to perform the cleaning process; more chemicals are not always better.
- **Protective Gloves & Glasses:** When washing contaminated PPE and handling the wash chemicals, it's important to wear protective gloves and glasses to protect yourself from any splashing.
- **Wash Cycles:** At a minimum, PPE should go through one complete cycle with at least two rinses. If gear is heavily soiled it should go through a pre-wash setting to remove excess contaminants. Once PPE has completed the wash cycle, inspect the gear and rewash if necessary.



- **Specialty Items:** There are other items that firefighters wear into a fire that should also be cleaned after use. Cleaning processes for these items include:
 - Hoods: Hoods should be washed with the lining of the PPE.
 - Helmets: Helmets should be disassembled for cleaning. The helmet earflaps can be washed in a cycle with the outer shells. The helmet shell should be hand washed with a rag and mild detergent.
 - Gloves: Gloves should be pre-treated and hand washed. When washing, gloves should be filled with a mild detergent.
 - Boots: Boots should be pre-treated and hand washed. You can use a brush and mild detergent to gently scrub the boots. The boots should then be rinsed and hung upside down for drying.



ISOLATE AND CONTAIN

Before the laundering process officially begins, there are steps firefighters can take to remove excess debris or soot from PPE, as well as prevent continued exposure to carcinogens or chemicals on the turnout gear. This can be done through on-scene cleaning, a light washing of the PPE that takes place at the scene of the fire or incident to remove excess debris, soot or particles. On-scene cleaning includes brushing off dry particles, spot-cleaning with a wet rag or rinsing off debris with a low pressure hose.

Additionally, following the on-scene cleaning, firefighters should isolate and contain their contaminated gear. Current guidelines require firefighters to bag their gear if they have come into contact with blood or body fluids. This tactic is now being suggested for everyday cleaning procedures to reduce contaminating vehicles and other common areas following an incident. This helps contain harmful substances, as well as reduce the risk of contaminants absorbing into the firefighter's skin because he or she will promptly remove and bag the gear on the scene to isolate and contain it.

PEACE OF MIND

Having the right equipment and processes in place, whether the laundry is handled internally or outsourced, will provide a peace of mind and ensure that you and your department are doing everything possible to protect one another.

In addition to laundering PPE, there are steps all firefighters should take following a fire or incident that will help prevent and reduce health risks:

- Use a wet towel to remove as much soot as possible
- Change clothes and wash them immediately
- Thoroughly shower after a fire
- Avoid storing gear in the car, your home or living quarters before it is cleaned
- Attend an annual physical examination with a doctor and encourage others to do the same

The ultimate goal of regular cleaning policies and procedures is that no firefighter will ever need to put contaminated gear back on their body.

CONCLUSION

The ultimate goal of developing and adhering to regular cleaning policies and procedures is that no firefighter will ever need to put contaminated gear back on his or her body.

As the Fire Protection Research Foundation continues its research and works with industry leaders, local governments and equipment manufacturers to develop guidelines and cleaning protocols, it's important for fire departments to stay up to date on the latest research and implement cleaning programs at their stations. As a result of the recent research, access to equipment grants and local funding opportunities are increasing, and the cost of the laundry equipment will seem minimal when you compare it to the health benefits it provides. Additionally, many equipment manufacturers, including UniMac®, offer financing programs specifically tailored to meet the unique needs of the fire industry to make paying for your equipment as easy as possible.

To learn more about the NFPA, visit www.nfpa.org. Additionally, a UniMac distributor is a valued expert when it comes to PPE cleaning and maintenance. To find a distributor near you visit www.UniMac.com.



FIRE AND LAUNDRY EXPERTS

The firefighters pictured in this eBook are real firemen and Alliance Laundry Systems employees. They are true laundry experts and are dedicated to educating the fire industry about the importance of regular and proper cleaning of PPE.



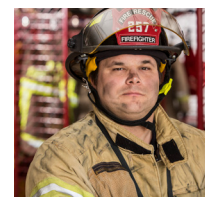
Bill Brooks
UniMac Sales Manager,
North America



Kyle Boeck
Plant Operator



Tony Berton
Field Services Manager



Aaron Dollevoet
Electrical Project Designer
Engineering – Electrical

McCloud Fire Department
STANDARD OPERATING GUIDELINES

PPE Cleaning Procedure	Section:	Administration
	Date:	4/28/2021
	Revised:	
	Page	1 of 2

Purpose:

To provide direction in performing cleaning of Personal Protective Equipment in accordance to NFPA 1851, Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting, 2008 ed.

Procedure:

Cleaning is defined in Chapter 7 of NFPA 1851, Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting as “routine cleaning” and “advanced cleaning”.

Routine Cleaning

- Routine cleaning shall be performed after an exposure to a hazardous/toxic environment. This shall be performed by rinsing the PPE with water not exceeding 40 degrees Celsius/ 105 degrees Fahrenheit.
- Where necessary, a soft bristle brush can be used to gently scrub the PPE. A mild detergent with a pH range not less than 6.0 pH and not greater than 10.5 pH can also be used.
- Garment element layers should be isolated to avoid cross contamination.

Advanced Cleaning

- PPE shall only be cleaned in department provided gear extractors utilizing approved manufacturer’s methods and detergents.
- Where the shells and liners of protective garments are separable, those items shall be washed only with like items. Separate the shells and liners.
- Separable liners shall be washed inside out so the moisture barrier is on the inside. The liner shall also be dried this way.
- Rinse all debris from the outer shell
- All closures, including pocket closures, hooks and loops, snaps, zippers, and hooks and clasps shall be fastened
- Water temperature shall not exceed 40 degrees Celsius/105 degrees Fahrenheit
- Detergents with a pH range of not less than 6.0 pH and not greater than 10.5 pH shall be used. Globe recommends liquid Tide or Cheer.

Written by: Charlie Miller (Fire Chief)	Approved by:	Date: 4/28/2021
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McCloud Fire Department
STANDARD OPERATING GUIDELINES

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Drag Rescue Devices

- Drag rescue device (DRD) and the DRD is removable, the DRD shall be removed prior to the coat being washed. If the DRD also needs to be washed, place the DRD in a mesh bag.

Hoods

- Hoods shall be washed with garment liners. Water temperature shall not exceed 40 degrees Celsius/105 degrees Fahrenheit
- Detergents with a pH range of not less than 6.0 pH and not greater than 10.5 pH shall be used. Globe recommends liquid Tide or Cheer.

Helmet

- Helmet detachable items shall be removed from the helmet and shall be washed and dried separately

Gloves

- Rinse all debris from the gloves
- Water temperature shall not exceed 40 degrees Celsius/105 degrees Fahrenheit
- Detergents with a pH range of not less than 6.0 pH and not greater than 10.5 pH shall be used. Globe recommends liquid Tide or Cheer.

Footwear

- Shall be washed with water, detergent, and a soft bristle brush
- Water temperature shall not exceed 40 degrees Celsius/105 degrees Fahrenheit
- Detergents with a pH range of not less than 6.0 pH and not greater than 10.5 pH shall be used. Drying All PPE shall be dried on Department provided warm air gear dryers.

Drying

- Gear shall not be dried in a tumble machine or in direct sunlight.

Written by: Charlie Miller (Fire Chief)	Approved by:	Date: 4/28/2021
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McCloud Fire Department
STANDARD OPERATING GUIDELINES

Cancer Reduction Strategies	Section:	Administration
	Date:	4/10/2021
	Revised:	
	Page	1 of 3

PURPOSE

To provide guidance and direction to department personnel to reduce their exposure to possible cancer-causing environments and minimize exposure to carcinogens and other possible cancer-causing toxins.

CANCER REDUCTION STRATEGIES AT INCIDENT SCENES

Any incident or training scene that causes personnel to be exposed to carcinogens or other toxins increases the chance of developing cancer. To minimize exposure to carcinogens and other toxins the following actions shall be taken when operating on incident/training scenes where carcinogens or other toxins may be present:

- Personnel shall utilize Self Contained Breathing Apparatus (SCBA) from initial fire attack through the completion of overhaul. On hazardous materials incidents, follow the hazardous materials response unit Officer in Charge or Incident Commanders direction.
- Prior to leaving the incident scene, perform a gross decontamination of all Personal Protective Equipment (PPE) to remove as much soot, toxins, and particulate matter as possible. This can be accomplished by using a brush to remove large debris or by using a low volume of water, such as a garden hose. When using a brush be cognizant of the area onto which contaminants are being deposited and consider some form of respiratory protection if dust will be created. When using a garden hose ensure you begin at the head and work your way down to the feet, again being cognizant of the area in which contaminants will be left.
- When doffing PPE on scene after exiting the Immediately Dangerous to Life and Health (IDLH) environment it is recommended personnel stand in front of a positive pressure ventilation (PPV) fan turned on at a low speed and doff their PPE. This will allow for any harmful materials to be blown off and away from the person doffing their PPE. When performing this operation ensure other personnel are not behind the individual doffing their PPE and air is drawn from a clean area.
- If weather permits, **NO STRUCTURAL PPE WILL BE WORN IN THE REHAB AREA.**
- Upon entering rehab or when entering the cold zone if no rehab has been established, personnel shall utilize the commercially produced wet wipes provided on apparatus to remove as much soot as possible especially from the head, neck, jaw, throat, under arms and hand areas. It has been shown that Nomex hoods do not provide any protection from absorbing carcinogens and other harmful toxins because they do not block the passage of particulate matter.
- Removing PPE and sealing in bags while on scene is **REQUIRED** for returning to the fire station. Units will remain out of service while returning to the fire station until members are able to clean themselves and replace their PPE with backup gear.

Written by	Approved by:	Date: 4/28/2021
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McCloud Fire Department
STANDARD OPERATING GUIDELINES

Cancer Reduction Strategies	Section:	Administration
	Date:	4/10/2021
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CANCER REDUCTION STRATEGIES AT THE FIRE STATION

Upon returning to the fire station a more thorough effort shall be made to remove and reduce exposure to carcinogens and other toxins. To accomplish this the following actions shall be taken:

- Upon returning to the fire station PPE is to either be cleaned using neighboring department gear extractors and then hung to dry or if deemed appropriate by the Duty Chief the gear may be sent out for cleaning to the department approved vendor. Personnel shall switch into a second set of backup PPE while their primary PPE is being cleaned.
- When removing gear from bags to be washed members should don EMS style gloves and respiratory protection such as an N95 mask. The minimum number of personnel possible should handle gear. Those personnel without a second set of gear should coordinate with the battalion chief to determine the appropriate course of action.
- Following incidents where personnel may have been exposed to products of combustion or other contaminants, decontaminate the apparatus by wiping down all interior surfaces using common cleaning products as recommended by the manufacturer or appropriate to the surface.
- Cleaning should be done with paper towels or shop towels only, and personnel should wear EMS type gloves and respiratory protection such as an N95 mask to prevent transfer of potential carcinogens during cleaning.
- Shower thoroughly with water, as hot as can be tolerated. This serves to open the skin's pores, helping to remove any toxic substances that may still be on the body.
- Put on a clean uniform and wash the uniform worn on the incident. Uniforms which have been exposed to IDLH shall be bagged upon doffing and remain bagged until they can be washed. Uniforms exposed to IDLH shall be washed at the station, not brought home by the member to be washed.
- Members shall wear EMS style gloves to handle the uniform items until they have been washed. Normal laundry techniques are suitable for cleaning uniforms subject to this recommendation. Uniforms not exposed to IDLH during wear may be washed as the member chooses but use of the station laundry facilities is encouraged.
- Keep PPE out of all living/training areas of the station.

Written by	Approved by:	Date: 4/28/2021
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McCloud Fire Department
STANDARD OPERATING GUIDELINES

Cancer Reduction Strategies	Section:	Administration
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CANCER REDUCTION STRATEGIES AT THE FIRE STATION (CONTINUED)

Diesel Exhaust

Diesel exhaust is a known carcinogen, with suspected long term health risks beyond cancer including, but not limited to, heart and lung disease.

- To reduce exposure to diesel exhaust, apparatus bay doors shall be closed after apparatus exit the building for apparatus checks. While the apparatus' diesel motor must be running for those checks which require it, only the minimum necessary personnel shall be outside around the apparatus.
- As soon as the apparatus checks requiring the apparatus to be running are completed the apparatus is to be shut off. At all times when apparatus are being operated for any reason personnel should make efforts as the situation allows to position apparatus so exhaust will not be directed at personnel working and when possible, to stand upwind of the exhaust in areas of clear air.

CANCER REDUCTION STRATEGIES (OTHER RECOMMENDATIONS)

The following are additional best practices to use to avoid unnecessary exposure to carcinogens and other toxins:

- Do not take contaminated uniforms or PPE home or store them in your personal vehicle. Prior to cleaning, uniforms and PPE continue to off gas for an unknown amount of time which may expose personnel and family members to carcinogens and other toxins on the uniforms and PPE.
- Use sunscreen or sun block to protect skin from exposure to the sun. Sunscreen wipes are provided on all front-line apparatus
- Limiting exposures to carcinogens on the job will help prevent cancer, however personnel are strongly encouraged to evaluate risks in other areas of their lives, to include discussing personal and family medical history with a physician, either their personal doctor or physician during annual physicals. These discussions should include evaluation of what self-exam techniques members should be aware of and practice, and what signs or symptoms should prompt the member to seek immediate medical advice.
- Personal risk factors may also lead to recommendation of regular preventive screening by a specialist, such as a dermatologist.
- Research has proven that an overall healthy lifestyle is essential in preventing cancer and is therefore endorsed and supported to the greatest extent possible by the department.

Written by	Approved by:	Date: 4/28/2021
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Taylor Houseman
 162 Harbor Court
 Pittsburg Ca. 94565

Ph: (800) 464-6866
Fax: (925) 432-0428
Sales - Service - Parts
Sales Agreement
 License #595077

Cust #	40041
Quote #	AAAQ19755
Date	04/30/21
Quote Expires	05/26/21

Sold To: McCloud Fire Department
 Darrell Miller
 409 Tucci Ave
 Mccloud, CA 96057

Phone: (530)964-2017
Fax:

Ship To: McCloud Fire Department
 Darrell Miller
 409 Tucci Ave
 Mccloud, CA 96057

Phone: (530)964-2017
Fax:

Sales Rep		Ship VIA	F.O.B.	Terms*	PO#
Scott		Company Vehicle	Origin	COD	
Item	Qty	Description		Unit Price	Ext. Price

For installation cost to be good, would have to do on site visit to finalize installation cost. This quote does not include prevailing wage. Customer is responsible for all utilities - Water, Drain and Electrical. Customer has Cad 5 cable. Node number 250 for software. Customer will need to download app from FireLinc in apple store.



1	UWT045D40LX	UniMac Washer 45lb Capacity High 100 G-Force Extraction 48 Cycle Programmable Control 5 Years Manufacturer Limited Warranty on Basket, Bearings, Frame & Seal 3 Years Manufacturer Limited Warranty on all other Parts See Manufacturer's Policy for Further Details 200-240/50-60/1-3ph With Spray Rinse, No Soap Box	\$12,347.20	\$12,347.20
1	F8676201	Network Board for FireLinc.	\$138.00	\$138.00
1	205223P	Ethernet Gateway Box - it communicate with the washer extractor.	\$450.00	\$450.00
1	THLABOR	Installation Labor Within 3 feet of machine connections, Start-up & Training	\$1,695.00	\$1,695.00
2	THTRAVEL	Travel Fee & Tolls	\$495.00	\$990.00
2	Lodging	Lodging and Meals per person - 151.00 per diem.	\$151.00	\$302.00
SubTotal				\$15,922.20
Sales Tax				\$1,031.47

Total	\$16,953.67
Deposit (Remit to Taylor Houseman Inc).	\$0.00
Balance due immediately upon delivery of equipment.	\$16,953.67

(Buyer) _____ (Title) _____ (Date) _____
 To accept this agreement, sign all pages and fax back to 925 432-0428
 See Detail Sheet and Contract of Sale for additional Terms & Conditions
 Permits, Fees, Licenses, Engineering and Architectural Fees not Included.
 Quote shows cash discount, actual price is 3% higher.
 If quote does not contain sales tax or have the correct sales tax you will be assessed local sales tax per CA BOE on final invoice. Quote does not include Prevailing Wage rates unless otherwise specified.

Payment Information	
Account Payable Contact:	_____
Address:	_____
Phone:	_____
Email:	_____



June 2, 2021

Page 1 of 2

Fire Chief Darrell "Charlie" Miller
McCloud Volunteer Fire Department
PO Box 640
McCloud, CA 96057

Dear Chief Miller:

I am pleased to inform you the Board of Directors of Community Foundation of the North State has approved a grant! This letter constitutes our grant contract so please read it carefully, sign, and return to us. We recommend you make a copy of both pages of the contract for your records. The undersigned hereby agrees to the following grant conditions:

1. *To use the funds only for the designated purpose as described in the grant application and not for any other purpose without the Foundation's prior written approval. A request for re-direction of any grant funds must be submitted to the Foundation in writing and approval is subject to the Foundation's sole discretion. Please use the grant number in all correspondence.*
2. *To notify the Foundation immediately of any change in (a) Grantee's legal or tax status, (b) Grantee's executive or key staff responsible for achieving the grant purposes, and (c) Grantee's ability to expend the grant for the intended purpose.*
3. *To maintain books and records adequate to demonstrate that the grant funds were used for the purpose for which the grant is made, and to maintain records of expenditures adequate to identify the purposes for which, and manner in which, grant funds have been expended.*
4. *To give the Foundation reasonable access to the grantee's files and records for the purpose of making such financial audits, verifications, and investigations as it deems necessary concerning the grant, and to maintain such files and records for a period of at least four years after completion or termination of the project.*
5. *To return to the Foundation any unexpended funds or any portion of the grant that is not used for the purposes specified herein. Grant funded items must remain with the organization identified in this contract and shall not be transferred to an individual or other organization. Should the organization dissolve, grant funded items must be transferred to a similar nonprofit in the Community Foundation's service region within a period of 12-months following dissolution with written authorization of the Community Foundation prior to transfer.*
6. *To allow the Foundation to review and approve the content of any proposed publicity concerning this grant prior to its release and to recognize the Foundation in all publicity materials related to the funded project or program. **Please identify this grant in the following way in any listing or publication of donors: Sundial Fund of Marin Community Foundation via Community Foundation of the North State. For social posts, please tag @CFNorthstate.***
7. *To allow the Foundation to include information about this grant in the Foundation's marketing materials. This includes the amount and purpose of the grant, any photographs you have provided, your logo or trademark, and other information and materials about your organization and its activities.*
8. *To submit an online report summarizing the project promptly following the end of the period during which you are to use all grant funds. You may find our grant report form at www.cfnorthstate.org/grant/grants.*

Grant Information

Organization: McCloud Volunteer Fire Department
 Grant No.: 20211529
 Foundation Fund: Sundial Fund of Marin Community Foundation via Community Foundation of the North State
 Amount: \$39,500.00
 Grant Purpose: Purchase a new ECG monitor to support emergency care in McCloud in recognition of the McCloud Volunteer Fire Department's service to the community
 Grant Award Date: 05/26/2021
 Grant Period End/Reporting Due: on or before 06/30/2022

The Foundation reserves the right to discontinue, modify or withhold any payments under this grant award or to require a total or partial refund of any grant funds if, in the Foundation's sole discretion, such action is necessary: (a) because you have not fully complied with the terms and conditions of this grant; (b) to protect the purpose and objectives of the grant or any other charitable activities of the Foundation; or (c) to comply with the requirements of any law or regulation applicable to you, the Foundation, or this grant.

To indicate acceptance of the foregoing terms and conditions, have an appropriate officer of your organization sign this letter and return it to the Foundation. Funds will not be released prior to the receipt of this agreement. Please also include a thank you note to the Fund as shown above indicating expected impact or results this gift may have. _____ 😊

We are delighted to offer this support and look forward to working with you during the grant. Thank you for the good work you do in our community.

Sincerely,



Megan Conn
 Program Officer

Accepted on behalf of: McCloud Volunteer Fire Department

By _____ Print Name _____

Title _____ Dated _____

Please keep a copy of both pages of this contract and return original to Community Foundation of the North State.



MC CLOUD VOLNTR FIRE DEPT- x1 LP 15

Quote Number: 10306599

Remit to: **Stryker Medical**

P.O. Box 93308

Version: 1

Chicago, IL 60673-3308

Prepared For: MC CLOUD VOLNTR FIRE DEPT

Rep: Sahel Segovia

Attn:

Email: sahel.segovia@stryker.com

Phone Number: (408) 545-8169

Quote Date: 01/05/2021

Expiration Date: 08/31/2021

Delivery Address

End User - Shipping - Billing

Bill To Account

Name:	MC CLOUD VOLNTR FIRE DEPT	Name:	MC CLOUD VOLNTR FIRE DEPT	Name:	MC CLOUD VOLNTR FIRE DEPT
Account #:	1479265	Account #:	1479265	Account #:	1479265
Address:	409 TUCCI AVE MC CLOUD California 96057-8136	Address:	409 TUCCI AVE MC CLOUD California 96057-8136	Address:	409 TUCCI AVE MC CLOUD California 96057-8136

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99577-001957	LIFEPAK 15 V4 Monitor/Defib - Manual & AED, Trending, Noninvasive Pacing, SpO2, SpCO, NIBP, 12-Lead ECG, EtCO2, BT. Incl at N/C: 2 pr QC Electrodes (11996-000091) & 1 Test Load (21330-001365) per device, 1 Svc Manual CD (26500-003612) per order	1	\$29,387.67	\$29,387.67
2.0	41577-000288	Ship Kit -QUIK-COMBO Therapy Cable; 2 rolls100mm Paper; RC-4, Patient Cable, 4ft.; NIBP Hose, Coiled; NIBP Cuff, Reusable, adult; 12-Lead ECG Cable, 4-Wire Limb Leads, 5ft; 12-Lead ECG Cable, 6-Wire Precordial attachment	1	\$0.00	\$0.00
3.0	11577-000004	Station Battery Charger - For the LP15	1	\$1,568.20	\$1,568.20
4.0	11140-000098	LP15 AC Power Adapter (power cord not included)	1	\$1,376.17	\$1,376.17
5.0	11140-000080	Extension Cable (5ft 3 in)	1	\$256.03	\$256.03
6.0	11140-000015	AC power cord	1	\$66.41	\$66.41
7.0	21330-001176	LP 15 Lithium-ion Battery 5.7 amp hrs	1	\$395.25	\$395.25
8.0	11171-000049	Masimo™Rainbow™ DCI Adult Reusable SpO2, SpCO, SpMet Sensor, 3 FT. For use with RC Patient Cable.	1	\$512.06	\$512.06
9.0	11171-000050	Masimo™Rainbow™ DCIP Pediatric Reusable SpO2, SpCO, SpMet Sensor, 3 FT. For use with RC Patient Cable.	1	\$564.07	\$564.07
10.0	11160-000013	NIBP Cuff-Reusable, Child	1	\$20.80	\$20.80
11.0	11160-000017	NIBP Cuff -Reusable, Large Adult	1	\$28.80	\$28.80



MC CLOUD VOLNTR FIRE DEPT- x1 LP 15

Quote Number: 10306599

Remit to: **Stryker Medical**

P.O. Box 93308

Version: 1

Chicago, IL 60673-3308

Prepared For: MC CLOUD VOLNTR FIRE DEPT

Rep: Sahel Segovia

Attn:

Email: sahel.segovia@stryker.com

Phone Number: (408) 545-8169

Quote Date: 01/05/2021

Expiration Date: 08/31/2021

#	Product	Description	Qty	Sell Price	Total
12.0	11996-000081	FilterLine Set Adult/Pediatric (box of 25)	1	\$228.83	\$228.83
13.0	11996-000163	SmartCapnoLine Plus w/O2 delivery - Adult/Intermediate patients>44lbs, 25/box	1	\$285.64	\$285.64
14.0	11577-000002	LIFEPAK 15 Basic carry case w/right & left pouches; shoulder strap (11577-000001) included at no additional charge when case ordered with a LIFEPAK 15 device	1	\$269.63	\$269.63
15.0	11220-000028	LIFEPAK 15 Carry case top pouch	1	\$48.81	\$48.81
16.0	11260-000039	LIFEPAK 15 Carry case back pouch	1	\$69.61	\$69.61
17.0	TR-LP12B-LP15	TRADE-IN-STRYKER LIFEPAK 12B TOWARDS PURCHASE OF LIFEPAK 15	1	-\$5,000.00	-\$5,000.00
Equipment Total:					\$30,077.98

ProCare Products:

#	Product	Description	Qty	Sell Price	Total
18.1	78000008	ProCare LIFEPAK 15 Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel with battery coverage for LIFEPAK 15 V4 Monitor/Defib - Manual & AED, Trending, Noninvasive Pacing, SpO2, SpCO, NIBP, 12-Lead ECG, EtCO2, BT. Incl at N/C: 2 pr QC Electrodes (11996-000091) & 1 Test Load (21330-001365) per device, 1 Svc Manual CD (26500-003612) per order	1	\$9,180.00	\$9,180.00
ProCare Total:					\$9,180.00

Price Totals:

Grand Total: \$39,257.98

Prices: In effect for 60 days.

Terms: Net 30 Days



MCCLLOUD VOLNTR FIRE DEPT- x1 LP 15

Quote Number: 10306599

Version: 1

Prepared For: MCCLLOUD VOLNTR FIRE DEPT

Attn:

Quote Date: 01/05/2021

Expiration Date: 08/31/2021

Remit to:

Stryker Medical

P.O. Box 93308

Chicago, IL 60673-3308

Rep:

Sahel Segovia

Email:

sahel.segovia@stryker.com

Phone Number:

(408) 545-8169

Contact your local Sales Representative for more information about our flexible payment options.

AUTHORIZED CUSTOMER SIGNATURE

Capital Terms and Conditions:

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's Acute Care capital terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html. A copy of Stryker Medical's Emergency Care capital terms and conditions can be found at <https://www.strykeremergencycare.com/terms>.