



McCloud Community Services District

220 West Minnesota Avenue P.O. Box 640

McCloud, California 96057

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REGULAR MEETING OF THE BOARD OF DIRECTORS SCOUT HALL - 405 E. COLOMBERO DRIVE February 08, 2021 at 6:00 PM

AGENDA

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

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

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

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Approval of Minutes: Discussion/action** regarding approval of the minutes of the Regular Meeting of January 25, 2021
- 4. Announcement of Events:**
- 5. Communications:**
- 6. Reports:**
 - A. General Manager
 - B. Finance Officer
 - C. Fire Chief
 - D. Public Works Superintendent
 - E. Directors
 - F. Committees
- 7. Consent Agenda:**
 - A. Approval of Expenses in the amount of \$1,260.00
 - B. Approval of Expenses in the amount of \$9,839.91
 - C. Approval of the second and final reading of proposed changes to MCS D Policy 1020- Conflict of Interest
 - D. Approval of the second and final reading of proposed changes to MCS D Policy 2420- Unlawful Harassment Including Sexual Harassment

- 8. Old Business: None**

9. New Business:

- A. Discussion/possible action** regarding MCSD policy 3280- Door Yard Burns
- B. Discussion/possible action** regarding MCSD Policy 7100- Explorer Firefighter Program
- C. Discussion/possible action** regarding MCSD Policy 1060- Misc. Fee Schedule

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

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
January 25, 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 Scout Hall. Five Directors (Hanson, Richey, Young, Zanni, Rorke) were present. Also present were General Manager Amos McAbier, Finance Officer Michael Quinn, Public Works Superintendent Richie Fesler and Board Secretary Andrea Mills.

1. Pledge of Allegiance

2. Approval of Minutes: Discussion/action regarding approval of the minutes of the Regular Meeting of January 11, 2021. R. Zanni made a motion to approve. Seconded by M. Rorke. Motion passed with 5 ayes (Hanson, Richey, Young, Zanni, Rorke).

3. Announcement of Events: None

4. Communications: None

5. Reports:

A. Finance Officer, Mike Quinn reported that he has not heard from the auditors. Mike will also be finishing the quarterly and annual tax forms.

6. Consent Agenda:

A. Approval of expenses in the amount of \$11,429.90. C. Richey made a motion to approve the expenses of \$11,429.90; motion seconded by R Zanni. Motion passed with 5 ayes (Hanson, Richey, Young, Zanni, Rorke).

B. Approval of expenses in the amount of \$3,811.50. C. Richey made a motion to approve the expenses of \$3,811.50; seconded by C. Young. Motion passed with 5 ayes (Hanson, Richey, Young, Zanni, Rorke).

7. Old Business:

A. Discussion/ Possible action regarding the approval of the second and final reading of proposed changes to MCSD Policy 2093- District Cellular Telephones. C. Young made a motion to approve the second and final reading of proposed changes to MCSD Policy 2093-District Cellular Telephones; seconded by M. Rorke. Motion passed with 5 ayes (Hanson, Richey, Young, Zanni, Rorke).

B. Discussion/ Possible action regarding the approval of the second and final reading of proposed changes to MCSD Policy 2255-Providing Employment Reference Information. C. Young made a motion to approve the second and final reading of proposed changes to MCSD Policy 2255-Providing Employment Reference Information; seconded by M. Rorke. Motion passed with 5 ayes (Hanson, Richey, Young, Zanni, Rorke).

C. Discussion/ Possible action regarding the approval of the second and final reading of proposed changes to MCSD Policy 2360 District Secretary Job Description. C. Young made a motion to approve the second and final reading of proposed changes to MCSD Policy 2360

District Secretary Job Description; seconded by M. Rorke. Motion passed with 5 ayes (Hanson, Richey, Young, Zanni, Rorke).

D. Discussion/possible action regarding park expenditures, specifically Scout Hall maintenance, heating, and lights. C. young made a motion to maintain the Scout Hall from the Parks fund and pay for lights and heating at 80 percent from Parks fund and 20 percent from General fund; seconded by M. Hanson. Motion passed with 5 ayes (Hanson, Richey, Young, Zanni, Rorke).

8. New Business:

A. Discussion/ Possible action regarding the approval of the first reading of proposed changes to MCSD Policy 1020- Conflict of Interest. R. Zanni made a motion to approve the first reading of the proposed changes to MCSD Policy 1020- Conflict of Interest; seconded by C. Richey. Motion passed with 5 ayes (Hanson, Richey, Young, Zanni, Rorke).

B. Discussion/ Possible action regarding the approval of the first reading of proposed changes to MCSD Policy 2420- Unlawful Harassment Including Sexual Harassment. C. Richey made a motion to approve the first reading of the proposed changes to MCSD Policy 2420- Unlawful Harassment Including Sexual Harassment; seconded by C. Young. Motion passed with 5 ayes (Hanson, Richey, Young, Zanni, Rorke).

C. Discussion/ Possible action regarding the approval of the first reading of proposed changes to MCSD Policy 3270- Compensation for Fire and Ambulance Personnel. Tabled for further discussion with Fire Chief Miller.

D. Discussion/possible action regarding interest in land swap – Property around MCSD water tanks for MCSD property adjacent to old Land Fill on Timber Country Ranch Rd. No action was taken as the Board did not have sufficient information from the property owner.

E. Discussion/Possible action regarding hiring a surveyor to confirm MCSD property boundaries. The two properties are not currently marked. C. Young made a motion to approve hiring a survey company to mark property boundaries around the water tanks, not to exceed \$2,700.00 (specifically APN numbers 028240250000 and 028240350000); seconded by M. Hanson. Motion passed with 5 ayes (Hanson, Richey, Young, Zanni, Rorke).

9. Public Comment: Brandon Criss, District 1 Supervisor, was in attendance and reported that Siskiyou county is beginning an 18-month study of vacation rentals in the county. He stated that according to county records, six percent of residences in McCloud are registered as vacation rentals. Mr. Criss also announced that the Volcanic Scenic Legacy Byway Board is looking for a board member from this area. Siskiyou Works is also working on a program to ensure all high school graduates can attend college, earn degrees, and contribute to the workforce in Siskiyou county.

10. Adjourn open session at 7:03 PM

11. Convene a Closed Session: Pursuant to California Government Code §54956.9(b) – Threatened Litigation.

12. Reconvene open session at 7:11 PM with no action taken

13. Adjourn at 7:11 PM

MCSO BOARD OF DIRECTORS
February 08, 2021

AGENDA SUPPORTING DOCUMENT

Agenda Item No. 6A
General Manager's Report

New website platform through Square space. Since the board approved the transition from our silver Rockets Website support, design and platform to Square space we have contacted and accepted Pushers proposal to redesign and implement our website to the Square space website platform, upon acceptance of the proposal Pusher requested half of the estimated cost to be paid as a deposit to get started in this transition. The transition and design will take a bit of time to switch over. During this waiting period we will still be using Silver rockets for our website support and their platform. As of late last week, we have started working on the new website design.

Water Tank properties surveying. After the board approved getting the tanks properties boundaries confirmed with a licensed surveyor I notified Campbell surveying that the board accepted their proposal and Terence let me know he would be able to get started about mid-February depending on our status with the snow. Before he comes out to do any surveying, we will be reviewing our Grant deeds for those properties and verifying the scope of what needs to be done for the survey. The deliverables will be confirmation of property boundaries marked with T-stakes and property boundary pins and a map for those properties with a certified surveyor of record filed with Siskiyou county records department.

Baseball field light poles- we will have to replan our light poles replacement due to the prices of steel increasing. We had originally planned to replace the wooden poles with direct burry metal poles, the last projected cost barely fit into the per-capita grant fund price range, as of last week we were notified that the price will now exceed the per capita grant fund maximum amount by almost \$30,000.00. we are in the process of trying to get another quote to replace them with wooden poles and hopefully fall back into the price range of the per-capita fund.

Lower Elk Springhouse replacement grant. We are still awaiting the confirmation that we have a signed agreement for the grant through the IRWMP.

I sent in our informal request for upfront funding about two months ago, I just received the templates for the formal request for up front funding which is limited to half of the \$510,000.00 total grant amount. This is the process we must go through – first we send in an informal request and then follow up with a formal request.

Because this grant application was started back in 2019 and we have had quite a few economic changes in industrial production and prices inflation, I will be checking out the prices of steel and building supplies/ construction costs to see how they fit into our total grant funding amount, we have a built in contingency just for this sort of situation but I would like to make sure it still provides the financial coverage we need.

MCSO BOARD OF DIRECTORS
February 08, 2021

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

A. Verbal update on Audit

B. 2020/2021 Second Quarter Financials

McCloud Community Services District
Statement of Revenue, Expenditures and Changes in Fund Balances

Unaudited Actuals
December 31, 2020

		Month	Month	Month	YTD	YTD	YTD	REMAINING BUDGET			
		Actual	Budget	Difference Over(Under)	Actual Through	Budget Through	Difference Over(Under)	Annual Budget TOTAL	Remaining Funding (\$)	Remaining Funding (%)	
ADMINISTRATION	GENERAL (1010)										
	Revenue	\$ 43,968	\$ 39,000	\$ 4,968	\$ 46,647	\$ 39,000	\$ 7,647	\$ 78,000	\$ 31,353	40%	
	Net Operating Income	\$ 43,968	\$ 39,000	\$ 4,968	\$ 46,647	\$ 39,000	\$ 7,647	\$ 78,000	\$ 31,353	40%	
	<i>Net Expenditures to be Allocated</i>										
	Expenditures - Administration (1010)	\$ 22,046	\$ 23,670	\$ (1,624)	\$ 198,896	\$ 188,160	\$ 10,736	\$ 432,291	\$ 233,395	54%	
	Expenditures - Directors (1020)	\$ 1,023	\$ 267	\$ 756	\$ 7,887	\$ 1,600	\$ 6,287	\$ 3,200	\$ (4,687)	-146%	
	<i>Total Administration Expenditures</i>	\$ 23,069	\$ 23,937	\$ (868)	\$ 206,783	\$ 189,760	\$ 17,023	\$ 435,491	\$ 228,708		
<i>All General Operating Expenses (including Directors) are allocated to our Benefit Assessment District, Special Tax and Enterprise Funds.</i>											
BENEFIT ASSESSMENT DISTRICTS	ALLEYS (1050)										
	Revenue	\$ 3,417	\$ 3,162	\$ 255	\$ 20,678	\$ 18,972	\$ 1,706	\$ 37,944	\$ 17,266	46%	
	Expenditures	\$ 1,919	\$ 3,224	\$ (1,305)	\$ 16,877	\$ 15,464	\$ 1,413	\$ 38,682	\$ 21,805	56%	
	Net Operating Income	\$ 1,498	\$ (62)	\$ 1,560	\$ 3,801	\$ 3,508	\$ 293	\$ (738)	\$ (4,539)		
	STREET LIGHTS (1060)										
	Revenue	\$ 1,738	\$ 1,720	\$ 18	\$ 10,620	\$ 10,318	\$ 302	\$ 20,635	\$ 10,015	49%	
	Expenditures	\$ 1,328	\$ 1,700	\$ (372)	\$ 7,829	\$ 10,200	\$ (2,371)	\$ 20,400	\$ 12,571	62%	
	Net Operating Income	\$ 410	\$ 20	\$ 390	\$ 2,791	\$ 118	\$ 2,673	\$ 235	\$ (2,556)		
SPECIAL TAX FUNDS	FIRE (1040)										
	Revenue	\$ 2,118	\$ -	\$ 2,118	\$ 12,300	\$ -	\$ 12,300	\$ 159,378	\$ 147,078	92%	
	Expenditures	\$ 19,221	\$ 14,247	\$ 4,974	\$ 109,937	\$ 104,832	\$ 5,105	\$ 209,664	\$ 99,727	48%	
	FSLA Revenue	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -		
	FSLA Expenditures	\$ -		\$ -	\$ -		\$ -		\$ -		
	Net Operating Income	\$ (17,103)	\$ (14,247)	\$ (2,856)	\$ (97,637)	\$ (104,832)	\$ 7,195	\$ (50,286)	\$ (47,351)		
	PARKS (1070 & 1075)										
	Revenue	\$ 21	\$ -	\$ 21	\$ 1,017	\$ -	\$ 1,017	\$ 46,586	\$ 45,569	98%	
	Expenditures	\$ 2,688	\$ 5,412	\$ (2,724)	\$ 25,760	\$ 32,477	\$ (6,717)	\$ 64,954	\$ 39,194	60%	
	Net Operating Income	\$ (2,667)	\$ (5,412)	\$ 2,745	\$ (24,743)	\$ (32,477)	\$ 7,734	\$ (18,368)	\$ 6,375		
	LIBRARY (1080)										
	Revenue	\$ 5	\$ -	\$ 5	\$ 81	\$ -	\$ 81	\$ 8,506	\$ 8,425	99%	
	Carryover			\$ -			\$ -				
	Expenditures	\$ 918	\$ 1,347	\$ (429)	\$ 5,676	\$ 8,084	\$ (2,408)	\$ 16,168	\$ 10,492	65%	
Net Operating Income	\$ (913)	\$ (1,347)	\$ 434	\$ (5,595)	\$ (8,084)	\$ 2,489	\$ (7,662)				
ENTERPRISE FUNDS	REFUSE (1090)										
	Revenue	\$ 31,016	\$ 28,495	\$ 2,521	\$ 191,497	\$ 170,972	\$ 20,525	\$ 341,943	\$ 150,446	44%	
	Transfer				\$ -		\$ -				
	Expenditures	\$ 23,332	\$ 28,189	\$ (4,857)	\$ 165,905	\$ 169,136	\$ (3,231)	\$ 338,271	\$ 172,366	51%	
	Net Operating Income	\$ 7,684	\$ 306	\$ 7,378	\$ 25,592	\$ 1,836	\$ 23,756	\$ 3,672			
	SEWER (2000)										
	Revenue	\$ 40,027	\$ 39,650	\$ 377	\$ 239,447	\$ 237,900	\$ 1,547	\$ 475,794	\$ 236,347	50%	
	Expenditures	\$ 35,983	\$ 38,687	\$ (2,704)	\$ 193,889	\$ 232,122	\$ (38,233)	\$ 464,243	\$ 270,354	58%	
	Net Operating Income	\$ 4,044	\$ 963	\$ 3,081	\$ 45,558	\$ 5,778	\$ 39,780	\$ 11,551	\$ (34,007)		
	WATER (3000)										
Revenue	\$ 47,239	\$ 47,520	\$ (281)	\$ 292,041	\$ 285,119	\$ 6,922	\$ 570,237	\$ 278,196	49%		

EN	Expenditures	\$ 24,744	\$ 30,842	\$ (6,098)	\$ 176,707	\$ 185,055	\$ (8,348)	\$ 370,111	\$ 193,404	52%
	Net Operating Income	\$ 22,495	\$ 16,678	\$ 5,817	\$ 115,334	\$ 100,064	\$ 15,270	\$ 200,126	\$ 84,792	\$ (0)
TOTAL	SUBTOTAL OF ALL OPERATING FUNDS									
	Revenue	\$ 169,549	\$ 159,547	\$ 10,002	\$ 814,328	\$ 762,281	\$ 52,047	\$ 1,739,023	\$ 976,742	56%
	Expenditures (Including Admin)	\$ 110,133	\$ 123,648	\$ (13,515)	\$ 702,580	\$ 757,370	\$ (54,790)	\$ 1,522,492	\$ 765,122	50%
	Net Operating Income	\$ 15,448	\$ (3,101)	\$ 18,549	\$ 111,748	\$ (34,089)	\$ 99,190	\$ 216,531	\$ 250,620	
	Non Operating Revenue/Expense									
	LAIF Interest Income	\$ 5,069	\$ 11,030	\$ (5,961)	\$ 13,750	\$ 22,060	\$ (8,310)	\$ 44,122	\$ 22,062	
	CERBT Earnings	\$ 18,542			\$ 27,499		\$ 27,499			
	NET INCOME/LOSS					\$ (12,029)	\$ 19,189	\$ 260,653	\$ 272,682	

BUDGETED FINANCIAL GOALS AND OBLIGATIONS	SET ASIDES/CAPITAL OUTLAYS									
	Administrative Restricted Set Asides	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ 70,000	100%
	Administrative Set Asides			\$ -			\$ -		\$ -	
	Administrative Capital Outlays		\$ -	\$ -			\$ -	\$ 18,000	\$ 18,000	100%
	Alley Restricted Set Asides		\$ -	\$ -			\$ -	\$ 3,292	\$ 3,292	100%
	Alley Set Asides		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
	Alley Capital Outlays	\$ 18,000	\$ 18,000	\$ -	\$ 18,000	\$ 18,000	\$ -	\$ -	\$ (18,000)	
	Lights Restricted Set Asides		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 977	\$ 977	100%
	Lights Set Asides			\$ -			\$ -		\$ -	
	Lights Capital Outlays			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Park Restricted Set Asides		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,897	\$ 1,897	100%
	Park Set Asides			\$ -			\$ -		\$ -	
	Park Capital Outlays	\$ 3,000	\$ 3,000	\$ -	\$ 23,764	\$ 24,000	\$ (236)	\$ 21,000	\$ (2,764)	-13%
	Fire Restricted Set Asides			\$ -		\$ -	\$ -	\$ -	\$ -	
	Fire Set Asides		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
	Fire Capital Outlays		\$ -	\$ -	\$ 7,400	\$ 15,000	\$ (7,600)	\$ 15,000	\$ 7,600	51%
	Library Restricted Set Asides		\$ -	\$ -			\$ -	\$ 47	\$ 47	100%
	Library Set Asides			\$ -			\$ -		\$ -	
	Library Capital Outlays			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Refuse Restricted Set Asides		\$ -	\$ -		\$ -	\$ -	\$ 10,912	\$ 10,912	100%
	Refuse Set Asides			\$ -		\$ -	\$ -	\$ -	\$ -	
	Refuse Capital Outlays	\$ 18,000	\$ 18,000	\$ -	\$ 18,000	\$ 18,000	\$ -	\$ -	\$ (18,000)	
	Sewer Restricted Set Asides				\$ -	\$ -	\$ -	\$ 28,927	\$ 28,927	100%
	Sewer Set Asides		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Sewer Capital Outlays	\$ 29,000	\$ 29,000	\$ -	\$ 29,000	\$ 29,000	\$ -	\$ 8,500	\$ (20,500)	-241%
	Water Restricted Set Asides			\$ -	\$ -	\$ -	\$ -	\$ 128,287	\$ 128,287	100%
	Water Set Asides			\$ -			\$ -		\$ -	
	Water Capital Outlays	\$ 32,000	\$ 32,000	\$ -	\$ 32,000	\$ 32,000	\$ -	\$ -	\$ (32,000)	
Total Set Asides/Capital Outlays	\$ 100,000	\$ 100,000	\$ -	\$ 128,164	\$ 136,000	\$ (7,836)	\$ 306,839	\$ 178,675	58%	
TOTAL	SUBTOTAL OF ALL SET ASIDES AND CAPITAL OUTLAYS									
	Net Change in Funds Cash Position	\$ (84,552)	\$ (103,101)	\$ 18,549	\$ (16,416)	\$ (170,089)	\$ 107,026	\$ (90,308)	\$ 71,945	

Special Projects	Old McCloud Courthouse Project									
	Revenue	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ -		
	Carryover		\$ -		\$ 4,456	\$ -	\$ 4,456	\$ -		
	Expenditures		\$ -	\$ -	\$ 67	\$ -	\$ 67			
	Net Operating Income	\$ -	\$ -	\$ -	\$ 4,889	\$ -	\$ 4,889	\$ -	\$ -	
	MASWC District EIR Deposit Account									
	Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Billing		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
	Reimbursement			\$ -			\$ -	\$ -	\$ -	
	Balance Due	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
	MASWC Reimbursable Account									
	Revenue	\$ -		\$ -					\$ -	
	Expenditures									
	Net Operating Income	\$ -			\$ -			\$ -		

-- UNAUDITED ACTUALS ~ DOES NOT INCLUDE DEPRECIATION AND OTHER ANNUAL TRANSACTIONS --

McCloud Community Services District
Statement of Revenue, Expenditures and Changes in Fund Balance

<i>Unaudited Actuals</i>	Fiscal Year Budget	1st & 2nd Quarter	Remaining Fund Total	Remaining Fund %
December 31, 2020	Revenue	Expense		
General (1010)				
	\$ 78,000	\$ -	\$ 78,000	100%
ALLEYS (1050)				
	\$ 37,944	\$ 16,877	\$ 21,067	56%
STREET LIGHTS (1060)				
	\$ 20,635	\$ 7,829	\$ 12,806	62%
FIRE (1040)				
	\$ 159,378	\$ 109,937	\$ 49,441	31%
PARKS (1070 & 1075)				
	\$ 46,586	\$ 25,760	\$ 20,826	45%
LIBRARY (1080)				
	\$ 8,506	\$ 5,676	\$ 2,830	33%
REFUSE (1090)				
	\$ 341,943	\$ 165,905	\$ 176,038	51%
SEWER (2000)				
	\$ 475,794	\$ 193,889	\$ 281,905	59%
WATER (3000)				
	\$ 570,237	\$ 176,707	\$ 393,530	69%
SUBTOTAL OF ALL OPERATING FUNDS				
	\$ 1,739,023	\$ 702,580	\$ 1,036,443	60%
LAIF Balance			\$ 2,306,476	
Operating Bank Account			\$ 651,174	
CERBT Account			\$ 243,636	

McCloud Community Services District
Statement of Revenue, Expenditures and Changes in Fund Balance

<i>Unaudited Actuals</i>	Fiscal Year Budget	1st Quarter Expenses	Remaining Fund Total	Remaining Fund %
September 30, 2020				
General (1010)				
Revenue	\$ 78,000	\$ 46,647	\$ 31,353	40%
ALLEYS (1050)				
Revenue	\$ 37,944	\$ 20,678	\$ 17,266	46%
Expenses	\$ 38,682	\$ 16,877	\$ 21,805	56%
STREET LIGHTS (1060)				
Revenue	\$ 20,635	\$ 10,620	\$ 10,015	49%
Expenses	\$ 20,400	\$ 7,829	\$ 12,571	62%
FIRE (1040)				
Revenue	\$ 159,378	\$ 12,300	\$ 147,078	92%
Expenses	\$ 209,664	\$ 109,937	\$ 99,727	48%
PARKS (1070 & 1075)				
Revenue	\$ 46,586	\$ 1,017	\$ 45,569	98%
Expenses	\$ 64,954	\$ 25,760	\$ 39,194	60%
LIBRARY (1080)				
Revenue	\$ 8,506	\$ 81	\$ 8,425	99%
Expenses	\$ 16,168	\$ 5,676	\$ 10,492	65%
REFUSE (1090)				
Revenue	\$ 341,943	\$ 191,497	\$ 150,446	44%
Expenses	\$ 338,271	\$ 165,905	\$ 172,366	51%
SEWER (2000)				
Revenue	\$ 475,794	\$ 239,447	\$ 236,347	50%
Expenses	\$ 464,243	\$ 193,889	\$ 270,354	58%
WATER (3000)				
Revenue	\$ 570,237	\$ 292,041	\$ 278,196	49%
Expenses	\$ 370,111	\$ 176,707	\$ 193,404	52%
FUNDS REVENUE	\$ 1,739,023	\$ 814,328	\$ 924,695	53%
FUNDS EXPENSE	\$ 1,522,493	\$ 702,580	\$ 819,913	54%

McCloud Fire Department Monthly Fire Chiefs Report

Report Month: **January**

Year: **2021**

Member Information

Active Firefighters:	16	Inactive Firefighters:	3
Active Paramedics:	2	Inactive paramedics:	1
Active EMT 1's:	4	Inactive EMT 1's:	0
Active Auxiliary:	5	Inactive Auxiliary:	6
Members Resigned:	0	Members Terminated:	0
New Members:	0		
Members on Leave of Absence:	0		

PERSONNEL	COUNT	PERCENTAGE
<u>Borden, Jack</u>	10	35.71 %
<u>Dalleske, Matthew L</u>	5	17.86 %
<u>Fay, Dan P</u>	12	42.86 %
<u>Girard, Nate</u>	7	25.00 %
<u>Gray, Jeff</u>	1	3.57 %
<u>Gray, Jessie</u>	12	42.86 %
<u>Harris, Shane</u>	4	14.29 %
<u>Masciola, Bob</u>	10	35.71 %
<u>Miller, Cindy Ann</u>	11	39.29 %
<u>Miller, Darrell "Charlie"</u>	21	75.00 %
<u>Strey, Josh J</u>	7	25.00 %
<u>Thomsen, Kirk S</u>	2	7.14 %
<u>Vogus, Trenton</u>	8	28.57 %
<u>Worthington, Michael C</u>	2	7.14 %
Sum of Individual Responses	112	
Total Incidents for Date Range	28	

Volunteer notes: Response/Training/Shift points submitted to the CFO for 2020 Q4. Cindy Miller passed her National Registry as an EMT 1. Firefighter Nate Girard accepted fire department Captain/Training Officer responsibilities. The “WOW Customer Service Award recipient for January is Trent Vogus. Trent was recognized for going above and beyond the call of duty in assisting a non-injured vehicle accident victim from out of the area. The “award” was featured in an article in the Mt Shasta Herald.

Explorers: 3 Members. 1 Auxiliary, 2 respond to calls as per department/CSD policies.

PERSONNEL	COUNT	PERCENTAGE
<u>Girard, Parker</u>	15	53.57 %
<u>Miller, Maia MaryJane</u>	2	7.14 %
Sum of Individual Responses	17	
Total Incidents for Date Range	28	

Explorer notes: None to report.

McCloud Fire Department Monthly Fire Chiefs Report

Total Calls for Service: 28

Fire Calls

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

In Town: 1 Mutual Aid/Auto Aid: 0

Notes: Nothing to report

Medical Calls

Total Medical Calls: 26 (includes traffic collisions) Traffic Collisions: 3 Non Injury: 3

Transported by Medic 17: 20 Paramedic Intercept: 0

Transported by MSAS: 2 Non-Transport: 1 BLS: 8 ALS: 18

In Town: 20 Mutual Aid/Auto Aid: 6

Notes: Nothing to report

Miscellaneous Calls

Total Miscellaneous Calls: 1

HAZMAT: 0 Lift Assist: 1 Public Assist (other): 0

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

In Town: 1 Mutual Aid/Auto Aid: 0

Notes: None

McCloud Volunteer Fire Department

McCloud, CA

This report was generated on 2/2/2021 12:48:04 PM



Incident Type Count per Station for Incident Status

Incident Status: Reviewed | Start Date: 01/01/2021 | End Date: 01/31/2021

INCIDENT TYPE	# INCIDENTS
Station: S17 - Station 17	
Incident Status: Reviewed	
118 - Trash or rubbish fire, contained	1
320 - Emergency medical service, other	2
321 - EMS call, excluding vehicle accident with injury	17
324 - Motor vehicle accident with no injuries.	3
551 - Assist police or other governmental agency	1
554 - Assist invalid	1
611 - Dispatched & cancelled en route	1
661 - EMS call, party transported by non-fire agency	2
Total Reviewed Incidents for S17 - Station 17:	28

Station/Apparatus

McCloud Fire Department Monthly Fire Chiefs Report

Station 17-Fire Hall: Good condition, Station light switches continue to be upgraded with voice activated switches due to poor switch location. Captain Girard rearranged the training room to improve the learning environment.

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

Squad 1740: Good condition, nothing to report.

Medic 17: Good condition, the 12 volt to 110 volt inverter was returned and installed. The electrical issues that have plagued this unit seem to have been completely resolved.

Engine 1712: Good condition, Asst Chief Vogus replaced a leaking air valve that was found on a weekly check.

Engine 1715: Good condition, nothing to report.

Fire Department Drills

EMT #1

Date: 1/7/2021 Topic: Vehicle checks. New response technology (Rover, Emergency Reporting, EF Recovery.

Fire: #1

Date: 1/10/2021 Topic: Water Rescue Awareness (full day)

Fire: #2

Date: 1/14/2021 Topic: Vehicle checks. Incident Command System.

Fire: #3

Date: 1/28/2021 Topic:

Bus. Mtg:

Date: 1/21/2021 Business Covered: County Chiefs meeting review,

Special Training Notes: Water Rescue Awareness was well attended. All staff are utilizing Rover response system during free trial. I-pads are proving invaluable to reporting.

Community Involvement: Several members were given the Covid-19 vaccination from Mercy Medical center.

Ordinance 28 Issues: Spoke about Ordinance 28 in Fire committee meeting. Still need Calfire to get us a letter or other report.

McCloud Fire Department Monthly Fire Chiefs Report

Billing: We are still working with Whitman Enterprises to streamline and improve our medical billing. We have not been able to get the information to EF Recovery to find if they can improve our medical billing recovery rate. We will complete this process in February.

Medical (We are trying to sort through Whitman Data, hopefully we will have this info soon.)

Billing this month: \$ Received this month: \$

Billing (Budget Year): \$ Received this budget year: \$

EF Recovery

Billing this month: \$0 Received this month: \$

Billing (budget year): \$1,134.00 Received this budget year: \$

General Message:

No calls missed again this month. Duty Chief coverage and Medic 17 staffing was scheduled every day of the month 24/7. Our new badges were received and distributed to members that purchased them. Work on a low-cost alternative patch/badge is being completed by Steve Richardson and Nate Girard. Chief Miller attending the County Fire Chiefs meeting in Mayten. Chief Miller was named to the County Chiefs Training Officers Committee to help improve training in the county.

CSA3 has agreed to purchase 25 pagers and 2 hand-held radios for the department, they should be in service by March. CSA3 also agreed to re-imburse the department for the costs of getting Medic 17 certified ALS. 2 Board of Supervisors members have affirmed that they will support the reimbursement by the county.

Chief Miller attended a certified Chief Officer class in Modesto. He will be attending three more over the next two months to receive Chief Officer certification by the CA State Fire Marshal's Office. He is attending these classes at no cost to the department.

The department explored several grant opportunities this month. Grant periods open in January. We will be applying for a Staffing for Adequate Fire & Emergency Response (SAFER) grant, a McConnel Foundation Grant for medical equipment, a Rotary International grant and an Assistance to Firefighters Grant (AFG) from the Federal Emergency Management Administration (FEMA) for cancer awareness & reduction.

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

Date: 1/6/2021

MCSO BOARD OF DIRECTORS
February 08, 2021

AGENDA SUPPORTING DOCUMENT
Agenda Item No. 6D
Public Works Superintendent's Report

The Public Works Dept. was busy last week with plowing snow. We had in total just under 4 feet of snow fall over 3 days. We plowed all the Alleys, Firehall, Park, Library, and provided off street parking. During this event we also handled 3 water breaks. We have now caught up and have cleared all fire hydrants and plowed the Water Tanks and the Pipeline Rd to the Lower Elk Springhouse.

* ... Over spent expenditure

Claim/	Check	Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
9866			1164 Pusher, Inc.	1,260.00								
			Deposit on Web Design and Development									
		2127	01/22/21 Web Design and Development	1,260.00*		724770	1010		402000	396		101000
			Total for Vendor:	1,260.00								
			# of Claims	1								
			Total:	1,260.00								

Fund/Account	Amount
1010 GENERAL 101000 Operating Cash	\$1,260.00
Total:	\$1,260.00

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

Prepared by:

Reviewed by:

Claims Total: \$1260.00

Signature #1 _____

Signature #2 _____

Signature #3 _____

Signature #4 _____

Signature #5 _____

* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
9875		9 BASIC LABORATORY						
		Jan Drinking Water Sampling	76.80					
		2100838 01/26/21 Jan Drinking Water Sampling	76.80			402000	392	101000
		Total for Vendor:	76.80					
9885		10 BAXTER AUTO PARTS						
		Shop Supplies, Trencher Batteries	293.09					
		237952 12/30/20 Polar w/Shld Wash	5.69			403000	520	101000
		238284 01/13/21 50% Small Trencher Battery	22.00		724891	403000	520	101000
		238284 01/13/21 50% Small Trencher Battery	21.99		724891	403000	520	101000
		238356 01/15/21 50% Large Trenchr Battery	54.25		724891	403000	520	101000
		238356 01/15/21 50% Large Trenchr Battery	54.24		724891	403000	520	101000
		238494 01/21/21 Shop Supplies	134.92		724891	403000	520	101000
		Total for Vendor:	293.09					
9884		11 BLACK BUTTE TRANSFER STATION						
		JANUARY DUMP FEES	3,210.62					
		JAN2021 02/03/20 JANUARY DUMP FEES	3,210.62			405000	710	101000
		Total for Vendor:	3,210.62					
9883		13 BLUE STAR GAS						
		FIRE HOUSE PROPANE	1,330.01					
		1224108 01/19/21 FIRE HOUSE PROPANE	1,069.31			403000	440	101000
		1225870 01/26/21 FIRE HOUSE PROPANE	260.70			403000	440	101000
		Total for Vendor:	1,330.01					
9876		15 BROOKS COMPLETE AUTO REPAIR INC.						
		Backhoe-Spare Rim/Tire Installation	122.74					
		92141 01/08/21 Backhoe-Spare Rim/Tire Install	122.74		724937	403000	520	101000
		Total for Vendor:	122.74					
9877		277 CROSS PETROLEUM						
		Vehicle Fuel 1/15-1/31/21	795.35					
		CL04742 01/31/21 MCSD Svc Veh	27.55			403000	430	101000
		CL04742 01/31/21 New Dump Truck	21.07			403000	420	101000
		CL04742 01/31/21 MCSD Svc Veh	67.00			403000	430	101000

* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	CL04742	01/31/21 New Dump Truck	1/16-1/31/21	0.99			1010 403000	420	101000
	CL04742	01/31/21 New Dump Truck	1/16-1/31/21	92.81			1010 403000	420	101000
	CL04742	01/31/21 Rear Loader	1/16-1/31/21	74.70			1090 403000	420	101000
	CL04742	01/31/21 Side Loader	1/16-1/31/21	65.91			1090 403000	420	101000
	CL04742	01/31/21 Side Loader	1/16-1/31/21	64.17			1090 403000	420	101000
	CL04742	01/31/21 Command 9	1/16-1/31/21	53.06*			1040 403000	430	101000
	CL04742	01/31/21 Command 9	1/16-1/31/21	48.98*			1040 403000	430	101000
	CL04742	01/31/21 Command 9	1/16-1/31/21	27.66*			1040 403000	430	101000
	CL04742	01/31/21 Command 9	1/16-1/31/21	30.60*			1040 403000	430	101000
	CL04742	01/31/21 Medic 17	1/16-1/31/21	28.81			1040 403000	420	101000
	CL04742	01/31/21 Medic 17	1/16-1/31/21	46.64			1040 403000	420	101000
	CL04742	01/31/21 Medic 17	1/16-1/31/21	20.09			1040 403000	420	101000
	CL04742	01/31/21 Medic 17	1/16-1/31/21	31.68			1040 403000	420	101000
	CL04742	01/31/21 Engine 1715	1/16-1/31/21	16.16			1040 403000	420	101000
	CL04742	01/31/21 Engine 1712	1/16-1/31/21	29.93			1040 403000	420	101000
	CL04742	01/31/21 Squad 1740	1/16-1/31/21	27.72			1040 403000	420	101000
	CL04742	01/31/21 Squad 1740	1/16-1/31/21	15.55			1040 403000	420	101000
	CL04742	01/31/21 Squad 1740	1/16-1/31/21	4.27			1040 403000	420	101000
		*** Claim from another period (12/20) ****		145.02					
9886		277 GROSS PETROLEUM		145.02					
	Library Heating Oil								
	1452369-IN 12/16/20 Library 58 @ \$2.29 Heat Oi			145.02			1080 403000	440	101000
		Total for Vendor:		940.37					
		*** Claim from another period (1/21) ****							
9882		42 DON R ERICKSON OIL		244.32					
	DISTRICT OFFICE								
	174165 01/14/21 96 @ \$2.37 Dyed Diesel			244.32			1010 403000	420	101000
		Total for Vendor:		244.32					
		*** Claim from another period (1/21) ****							
		126.23							
9871		1108 Ed Steinhoff Parts							
	Draft Hose for water tank to trash pump								
	01/07/21 hose-water tank to trash pump			31.55		724940	1050 403000	400	101000
	01/07/21 hose-water tank to trash pump			31.56		724940	1090 403000	400	101000
	01/07/21 hose-water tank to trash pump			31.56		724940	2000 403000	400	101000
	01/07/21 hose-water tank to trash pump			31.56		724940	3000 403000	400	101000
		Total for Vendor:		126.23					

* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
9873		1121 Jessie Gray		25.00	****							
		reimb. ambulance license fee										
		DMV 12/28/20 Reimb Ambulance	Drvr Lic. Fee	25.00			1040	405000	- 710			101000
		Total for Vendor:		25.00	****							
		*** Claim from another period (1/21)		1,004.59	****							
9872		396 JW WOOD				724771	3000	403000	400			101000
		Water Repair Inventory Restock										
		R701992 01/26/21 Water Repair	Inventory Restoc	1,004.59								
		Total for Vendor:		1,004.59	****							
		*** Claim from another period (12/20)		1,345.90	****							
9878		443 LAWRENCE & ASSOCIATES										
		4TH Qrtly Monitoring Event										
		27639 01/18/21 4th Qrtly Monitoring Event		1,345.90*			2000	402000	- 392	13		101000
		Total for Vendor:		1,345.90	****							
		*** Claim from another period (1/21)		588.44	****							
9879		120 PACIFIC POWER - 001 7 FIRE										
		POWER-SHOP, LIBRARY, FIRE										
		0017 01/26/21 SHOP-AREA LIGHT		35.87			1010	403000	450			101000
		0017 01/26/21 LIBRARY-AREA LIGHT		17.93			1080	403000	450			101000
		0017 01/26/21 SHOP		43.01			1010	403000	450			101000
		0017 01/26/21 DIST OFFICE		153.33			1010	403000	450			101000
		0017 01/26/21 FIRE		198.44			1040	403000	450			101000
		0017 01/26/21 FIRE-AMBULANCE STORAGE		76.58			1040	403000	450			101000
		0017 01/26/21 LIBRARY		63.28			1080	403000	450			101000
		Total for Vendor:		588.44	****							
		*** Claim from another period (1/21)		98.74	****							
9880		124 PACIFIC POWER - 005 8 PARK										
		POWER-PARK, SCOUT HALL										
		0058 01/19/21 SCOUT HALL-AREA		14.34			1070	403000	450			101000
		0058 01/19/21 SCOUT HALL-AREA		3.59			1010	403000	450			101000
		0058 01/19/21 HOO HOO-FIELD LIGHTS		18.27			1070	403000	450			101000
		0058 01/19/21 HOO HOO-GAZEBO		18.80			1070	403000	450			101000
		0058 01/19/21 SCOUT HALL		34.99			1070	403000	450			101000
		0058 01/19/21 SCOUT HALL		8.75			1010	403000	450			101000
		Total for Vendor:		98.74	****							

* ... Over spent expenditure

Claim/	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
9890	Electrical Tape	1040	Petty Cash - MCSD	7.50			3000	403000	400			101000
	01/11/21		Electrical Tape	7.50								
			Total for Vendor:	7.50								
9887	Shop Supplies	169	SOLANOS HOME IMPROVEMENT CNTR	88.45								
	271696	01/21/21	Sawzall Blade, Torch Blades	46.62		724951	3000	403000	400			101000
	271764	01/22/21	WD40 Lubricant, Trck Tire Gauge	41.83		724953	1010	403000	400			101000
			Total for Vendor:	88.45								
			*** Claim from another period (1/21) ****	111.82								
9881	OFFICE SUPPLIES	156	STAPLES	111.82								
	2742367331	01/06/21	OFFICE SUPPLIES	111.82			1010	403000	410			101000
			Total for Vendor:	111.82								
			*** Claim from another period (12/20) ****	225.29								
9874	Nov & Dec Billing Services Balance	170	WITTMAN ENTERPRISES, LLC	183.19								
	2012028	01/27/21	December Services Performed	42.10			1040	402000	394			101000
	2012028	01/27/21	November Services Performed	42.10			1040	402000	394			101000
			Total for Vendor:	225.29								
			# of Claims	18								
			Total:	9,839.91								

Fund/Account	Amount
1010 GENERAL	
101000 Operating Cash	\$1,115.29
1040 FIRE	
101000 Operating Cash	\$2,236.47
1050 ALLEYS	
101000 Operating Cash	\$31.55
1070 PARKS	
101000 Operating Cash	\$86.40
1080 LIBRARY	
101000 Operating Cash	\$226.23
1090 REFUSE	
101000 Operating Cash	\$3,446.96
2000 SEWER	
101000 Operating Cash	\$1,453.71
3000 WATER	
101000 Operating Cash	\$1,243.30
Total:	\$9,839.91

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

Prepared by: _____
Reviewed by: *Charles M. [Signature]*

Claims Total: \$9,839.91

Signature #1 _____

Signature #2 _____

Signature #4 _____

Signature #3 _____

Signature #5 _____

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Conflict of Interest
POLICY NUMBER: 1020
ADOPTED: November 12, 2002
REVISED: August 25, 2008, January 28, 2019
REVIEWED: January 9, 2014' January 9, 2019

1020.10 California Code of Regulations 18730. Provisions of Conflict of Interest Code.

- (a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code section 87300 or the amendment of a conflict of interest code within the meaning of Government Code section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of Article 2 of Chapter 7 of the Political Reform Act, Government Code sections 8100, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibitions against conflicts of interest contained in Government Code section 87100, and to other state or local laws pertaining to conflicts of interest.
- (b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs. Sections 18110, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

Section 2. Designated Employees.

The persons holding positions listed in Appendix A are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code sections 87200, et seq. In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

- A. The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency.
- B. The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act Government Code section 87200; and
- C. The filing officer is the same for both agencies.¹

Section 4. Statements of Economic Interests: Place of Filing.

The Code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.²

Section 5. Statements of Economic Interests: Time of Filing.

- A. Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

¹ Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code section 81004.

² See Government Code section 81010 and 2 Cal. Code of Regs. Section 18115 for the duties of filing officers and persons in agencies who make and retain copies and retain copies of statements and forward the originals to the filing officer.

- B. Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.
- C. Annual Statements. All designated employees shall file statements no later than April 1.
- D. Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days of leaving office.

Section 5.5. Statements for Persons Who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

- A. Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:
 1. File a written resignation with the appointing power; and
 2. File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation, he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

Section 6. Contents of and Period Covered by Statements of Economic Interests.

- A. Contents of Initial Statements.
Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.
- B. Contents of Assuming Office Statements.
Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.
- C. Contents of Annual Statements.
Annual statements shall disclose any reportable investments, interests in real property, business positions held or received during

the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date if the code or the date of assuming office, whichever is later, or for a board or commission member subject to Government Code section 87302.6, the day after the closing date of the most recent statement filed by the member pursuant to Cal. Code Regs. Section 18754.

Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

A. Investment and Real Property Disclosure. When an investment or an interest in real property is required to be reported,^{3 4} the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held and a general description of the business activity in which the business is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property equals or exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).

B. Personal Income Disclosure. When personal income is required to be reported,⁵ the statement shall contain:

1. The name and address of each source of income

³ For the purpose of disclosure only (not disqualification), and interest in real property does not include the principal residence, of the filer.

⁴ Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

⁵ A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift and general description of the business activity, if any of each source;

2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000).
 3. A description of the consideration, if any, for which the income was received;
 4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
 5. In the case of a loan, the annual interest rate and the security, if any, give for the loan and the term of the loan.
- C. Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:
1. The name, address, and a general description of the business activity of the business entity;
 2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).
- D. Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position within the business entity.
- E. Acquisition of Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain

⁶ Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

the date of acquisition or disposal.

Section 8. Prohibition on Receipt of Honoraria.

- A. No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official. Subdivisions (a), (b), and (c) of the Government Code Section 89501 shall apply to the prohibitions in this section. This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code section 89506.

Section 8.1. Prohibition on Receipt of Gifts in Excess of \$390.

- A. No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than three hundred ninety dollars (\$390) in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official. Subdivisions (e), (f), and (g) of Government Code section 89503 shall apply to the prohibitions in this section.

Section 8.2. Loans to Public Officials.

- A. No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.
- B. No public official who is exempt from a state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public

- official whose duties are solely secretarial, clerical, or manual.
- C. No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.
 - D. No public official who is exempt from the state civil service system pursuant to (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit in the lender's regular course of business on terms available to members of the public without regards to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.
 - E. This section shall not apply to the following:
 - 1. Loans made to the campaign committee of an elected officer or candidate for elective office.
 - 2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person no otherwise exempted under this section.
 - 3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time.
 - 4. Loans made, or offered in writing, before January 1, 1998.

Section 8.3. Loan Terms.

- A. Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan of five hundred (\$500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the

loan.

- B. This section shall not apply to the following types of loans:
 - 1. Loans made to the campaign committee of the elected officer.
 - 2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
 - 3. Loans made, or offered in writing, before January 1, 1998.
- C. Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code. (8.4).

Section 8.4. Personal Loans.

- A. Except as set for the in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:
 - 1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
 - 2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
 - a. The date the loan was made.
 - b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.
 - c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.
- B. This section shall not apply to the following types of loans:
 - 1. A loan made to the campaign committee of an elected officer of a candidate for elective office.
 - 2. A loan that would otherwise not be a gift as defined in this title.
 - 3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
 - 4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
 - 5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.
- C. Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code. (9)

Section 9. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decisions which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

- A. Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;
- B. Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars (\$2,000) or more;
- C. Any source of income, other than gifts and other than loans by a commercial lending institutions in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;
- D. Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or
- E. Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$390 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

Section 9.3. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

Section 9.5. Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of Section 8, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to a contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

- A. Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or
- B. Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand (\$1,000) or more.

Section 10. Disclosure of Disqualifying Interest.

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

Section 11. Assistance of the Commission and Counsel.

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 and 2 Cal. Code Regs. sections 18329 and 19329.5 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

Section 12. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000-91014. In addition, a decision in relation to which violation of the disqualification provisions of this code or of Government Code Sections 87100 or 87450 has occurred may be set aside or as void pursuant to Government Code Section 91003. Note: Authority cited: Section 83112, Government Code. Reference: Sections 87102(e), 87300-87302, 89501, 89502 and 89503, Government Code.

**MCSO 1020 CONFLICT OF INTEREST
APPENDIX A**

PART I – DESIGNATED EMPLOYEES

<u>Position</u>	<u>Disclosure Category</u>	<u>Applicable FPPC Form</u>
Board Members	1-3	700
General Manager	1-3	700
Treasurer	1-3	700
Attorneys	1-3	700
Consultants	1-3	700
<i>Public Works</i>	<i>1-3</i>	<i>700</i>
<i>Finance Officer</i>	<i>1-3</i>	<i>700</i>
<i>Secretary</i>	<i>1-3</i>	<i>700</i>

PART II – DISCLOSURE CATEGORIES

1. Investments, business positions in any business entity, and sources of income with respect to any person or business which provides facilities, services, supplies, or equipment of the type utilized by the District as specified in Exhibit B, and any and all interests in real property upon which such businesses are located, are disclosable if:
 - a) Such businesses have contracted with the District within the last two years; or
 - b) Such businesses have acted as subcontractors with respect to any contract entered into by the District within the last two years.

2. Investments, business positions in any business entity, sources of income and interests in real property related to businesses which provide services similar to those provided by the District including, but not limited to private water, sewer, solid waste collection and disposal, fire suppression and/or recreational services.

3. Investments, business positions in any business entity, sources of income, and/or interests in real property related to business entities or persons who are:
 - a) Owners of interests in real property located within the District; or

b) Engaged in the real estate sales and/or development business within the jurisdictional boundaries of the District.

4. Consultants shall disclose all sources of income, interests in real property and

investments and business positions in business entities as set forth in disclosure categories 1, 2 and 3 above.

The General Manager of the District may determine, in writing, that a particular consultant, although a “designated position”, is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination shall be a public record and shall be retained for public inspection in the same manner and locations as this conflict of interest code.

PART III – APPLICABLE FPPC FORM

In accordance with Government Code section 87200, certain District officers are required to disclose - upon assuming and leaving office, and annually while in office - their investments, income and interests in real property by way of FPPC Form 700. A list of possible investments, income and interests in real property is provided in Appendix B.

**MCSO 1020 CONFLICT OF INTEREST
APPENDIX B**

All interests in real property as well as investments and business positions in business entities and income from sources which provide facilities, services, supplies or equipment of the type utilized by the District, including but not limited to:

- Pipe, valves, fittings, etc.
- Pumps, motors, etc.
- Meters and other water measurement equipment
- Construction and building materials
- Fire protection equipment
- Ambulances, medical supplies and/or rescue equipment
- Refuse or recycled material collection and/or processing equipment and supplies
- Park maintenance equipment or supplies, playground equipment
- Engineering services including hydrology services
- Construction contractors
- Safety equipment and facilities including personal protective equipment
- Hardware tools and supplies
- Freight and hauling
- Motor vehicles, heavy equipment, special vehicles and parts and services thereto
- Petroleum products
- Photographic services, supplies and equipment
- Janitorial services
- Water quality testing
- Pesticides and herbicides
- Communications equipment and services
- Electrical equipment including pumping equipment
- Computer hardware and software
- Architectural services
- Water treatment equipment, supplies and services
- Custom farming services such as weed abatement, etc.
- Telemetry equipment
- Appraisal services
- Printing reproduction, record keeping, etc.
- Office equipment
- Accounting services
- Real estate agents/brokers and investment firms
- Title companies
- Public utilities
- Canal and pipeline maintenance services
- Insurance companies

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Unlawful Harassment Including Sexual Harassment
POLICY NUMBER: 2420
ADOPTED: May 8, 2017
REVIEWED: April 11, 2017
AMENDED:

2420.10 Policy Statement

2420.11 The District strictly prohibits unlawful harassment. All employees, applicants, and independent contractors (“workers”) working with the District are to be treated with respect and dignity. The District is committed to providing an atmosphere free of harassment and discrimination. This includes harassment on the basis of sex, sexual orientation, race, color, ancestry, religious creed, disability, pregnancy or related medical condition, medical condition, age, genetic characteristic, national origin or ancestry, military or veteran status, marital status, gender, gender identity, gender expression, or any other protected class under applicable law.

2420.20 Application

2420.21 This policy applies to all phases of the employment relationship, including recruitment, testing, hiring, upgrading, promotion/demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training.

2420.22 This policy applies to all officers and employees of the District, including, but not limited to, full- and part-time employees, per diem employees, temporary employees, *un-paid Interns, volunteers* and persons working under contract for the District. It prohibits co- workers, third parties, supervisors, and managers from engaging in discrimination, harassment, or retaliatory conduct toward workers.

2420.30 Harassment Defined

2420.31 Harassment may consist of offensive verbal, physical, or visual conduct when such conduct is based on or related to an individual’s sex and/or membership in one of the above-described protected classifications, and:

2420.311 Submission to the offensive conduct is an explicit or implicit term or condition of employment;

2420.312 Submission to or rejection of the offensive conduct forms the basis for an employment decision affecting the employee; or

2420.313 The offensive conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

2420.40 Examples

2420.41 Examples of what may constitute prohibited harassment include, but are not limited to the following:

2420.411 Kidding or joking about sex or membership in one of the protected classifications;

2420.412 Hugs, pats, and similar physical contact;

2420.413 Assault, impeding or blocking movement, or any physical interference with normal work or movement;

2420.414 Cartoons, posters, e-mails and other materials referring to sex or membership in one of the protected classifications;

2420.415 Threats intended to induce sexual favors;

2420.416 Continued suggestions or invitations to social events outside the workplace after being told such suggestions are unwelcome;

2420.417 Degrading words or offensive terms of a sexual nature or based on the individual's membership in one of the protected classifications;

2420.418 Prolonged staring or leering at a person;

2420.419 Similar conduct directed at an individual on the basis of race, color, ancestry, religious creed, disability, medical condition, age (over 40), marital status, sexual orientation, gender identity, *gender expression, transgender and sexual stereotyping* or any other protected classification under applicable law.

2420.50 Procedure

2420.51 Internal Reporting Procedure

2420.511 Any employee who believes that he or she or any co-worker has been the victim of sexual or other prohibited harassment by coworkers, supervisors, clients or customers, visitors, vendors, or others must immediately notify his or her supervisor or, in the alternative, the General Manager, depending on which individual the employee feels most comfortable in contacting.

2420.512 Additionally, supervisors who observe or otherwise become aware of harassment that violates this policy have a duty to take steps to investigate and remedy such harassment and prevent its recurrence.

2420.60 Investigation

2420.61 Upon the filing of a complaint with the District, the complainant will be provided with a copy of this policy. The General Manager is the person designated by the District to investigate complaints of harassment. The General Manager may, however, delegate the investigation at his/her discretion. In the event the harassment complaint is against the General Manager, an investigator shall be appointed by the Board of Directors and the Board will assume the role of the General Manager throughout the process. The District will ensure that a prompt and thorough investigation is undertaken and will track progress to ensure timely closure.

2420.70 Internal Documentation Procedure

2420.71 When an allegation of harassment is made by an employee, the person to whom the complaint is made shall immediately prepare a report of the complaint according to the preceding section and submit it to the General Manager.

2420.711 The investigator shall make and keep a written record of the investigation, including notes of verbal responses made to the investigator by the person complaining of harassment, witnesses interviewed during the investigation, the person against whom the complaint of harassment was made, and any other person contacted by the investigator in connection with the investigation. The investigator's notes shall be made at the time the verbal interview is in progress. Any other documentary evidence shall be retained as part of the record of the investigation. Upon completion of the investigation, the results (i.e., the finding only) shall be given to the complainant, the alleged harasser, and the General Manager. All information obtained in connection with the investigation shall remain confidential to the extent possible.

2420.712 Based on the report and any other relevant information, the General Manager shall, within a reasonable period of time, determine whether the conduct of the person against whom a complaint has been made constitutes harassment. In making that determination, the General Manager shall look at the record as a whole and at the totality of circumstances, including the nature of the conduct in question; the context in which the conduct, if any, occurred; and the conduct of the person complaining of harassment. The determination of whether harassment occurred will be made on a case-by-case basis by the General Manager.

2420.80 Remedies

2420.81 Disciplinary Action:

2420.811 If the General Manager determines that the complaint of harassment is founded, the General Manager, in connection with appropriate management, shall take immediate and appropriate disciplinary action consistent with the requirements of law and any personnel rules or regulations pertaining to employee discipline. Other steps may be taken to the extent reasonably necessary to prevent recurrence of the harassment.

2420.812 Disciplinary action shall be consistent with the nature and severity of the offense, the rank of the harasser, and any other factors relating to the fair and efficient administration of the District's operations.

2420.90 Confidentiality

2170.91 All records and information relating to the investigation of any alleged harassment and resulting disciplinary action shall be confidential, except to the extent disclosure is required by law, as part of the investigatory or disciplinary process, or as otherwise reasonably necessary.

2420.100 Reports to DFEH

2420.110 In addition to this policy, the State of California Department of Fair Employment and Housing ("DFEH") provides additional information regarding the legal remedies and complaint process available through government agencies. If a worker thinks he or she has been harassed, discriminated against, or that he or she has been retaliated against for complaining, that person may file a complaint or obtain additional information from DFEH at (800) 884-1684. Charges filed with the DFEH are investigated by the DFEH.

2420.110 Retaliation

2420.111 Retaliation against anyone for opposing conduct prohibited by this policy or for filing a complaint with or otherwise participating in an investigation, proceeding or hearing conducted by the District, DFEH, or FEHC is strictly prohibited by the District and state regulations. It may subject the offending person to, among other things, disciplinary action, up to and including, termination of employment.

2420.120 Employee Obligation

2420.121 Employees are not only encouraged to report instances of harassment; they are obligated to report instances of harassment.

2420.122 Employees are obligated to cooperate in every investigation of harassment, including, but not necessarily limited to:

2420.123 Coming forward with evidence, both favorable and unfavorable to a person accused of harassment; and

2420.124 Fully and truthfully making a written report or verbally answering questions when required to do so during the course of a District investigation of alleged harassment.

2420.125 Knowingly, falsely accusing someone of harassment or otherwise knowingly giving false or misleading information in an investigation of harassment shall be grounds for disciplinary action, up to and including, termination of employment.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Door Yard Burns
POLICY NUMBER: 3280
ADOPTED: April 12, 1999
AMENDED: February 24, 2014

3280.10 The Board hereby delegates authority to the General Manager and Fire Chief as follows:

3280.11 A property owner/resident may request a door yard burn permit on his/her property by filing a District form with the McCloud Community Services District office.

3280.12 The Fire Chief and/or General Manager may negotiate payment of any expenses with a property owner/resident that would be incurred from the door yard burn due to negligence.

3280.13 The State Air Quality Control Board will plan the most appropriate time and date for the burn.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Explorer Fire Fighter Program
POLICY NUMBER: 7100
ADOPTED: 04/10/17
REVIEWED: 03/14/17; 09/12/19; 09/03/20
REVISED: 10/14/19

7100.10 Purpose

7100.11 The McCloud Volunteer Fire Department is proud to be a volunteer fire department. Our explorer firefighter program was established to develop youth with skills in fire training and service. Being an explorer firefighter is a rewarding way to learn these skills. All training, uniforms and personal protective equipment are provided at no cost. However, all equipment will need to be returned once the Explorer firefighter exits the program. Being a firefighter is a dangerous job. Strict laws exist to protect minors from the most hazardous situations. For example, explorer firefighters will never enter a burning building or operate on top of a roof. The McCloud Volunteer Fire Department takes safety very seriously and will not tolerate horseplay during exploring training or real emergencies. It must also be recognized that during emergency conditions, an explorer might be asked to complete a task prohibited by law. In this case, the explorer member must take responsibility to alert the member asking him/her to do the task that it is prohibited. The explorer should then report the request to command at the scene. Once back at the station, explorers should report such incidents to an explorer advisor so that follow up training can be provided to the crew. **AN EXPLORER SHOULD NEVER INTENTIONALLY BREAK THE LAW, EVEN IN AN EMERGENCY SITUATION.**

7100.20 Introduction

7100.21 The McCloud Voluntary Fire Department Explorer Program has adopted the requirements set forth by the Boy Scouts of America, “Learning for Life” career exploring program to be an Explorer firefighter. Explorer firefighters must be at least 14 years old but not older than 18 years old, Explorers should be willing and able to attend at least 50% of scheduled meetings and required trainings. We believe in and support our Explorers in making school, school functions and sporting events their top priority. Explorers will need to notify their advisor when they will be absent due to school events. The Special trainings are optional but highly encouraged. Explorers must maintain a *Grade Point Average (GPA) of 2.5* or higher in their schoolwork to remain active. Explorer firefighters need to be self-starters and be willing to learn. Explorers who regularly

strive to learn more and be involved will be rewarded with increasing levels of responsibility and opportunities. The fire department is proud of its members. Explorer members are expected to conduct themselves in a professional manner when representing the fire department including abiding by all HIPPA regulations. Talking about internal fire department activities including finances and other fire departments reduces the public trust and will be dealt with appropriately. We are happy to have you as a member of the McCloud Volunteer Fire Department. We look forward to some great training and your assistance during actual emergencies.

7100.30 Rules and Regulations

7100.31 The MCFD Explorer Advisors, and the Fire Chief will directly supervise the explorer firefighter program. A committee made up of members of the regular fire department will be assigned by the Chief, to act as the “Explorer Advisors”.

7100.32 The Explorer Fire Department shall abide by all federal, state, [Learning for Life \(LFL\)](#) and Departmental rules and regulations.

7100.33 All members of the MCFD Explorer Firefighter program shall meet the minimum standards.

7100.34 Explorer members do not have voting privileges within the regular fire department. Explorers may attend meetings but might be asked to leave the room while some issues are discussed.

7100.35 All Explorers must review the Explorer Orientation Packet.

7100.36 All fire department members must recognize rules and regulations that govern minors and their safety. Explorer members are not permitted to participate in activities that are prohibited. Explorer members must recognize when they have been asked to perform something not appropriate and will report this to the requesting firefighter and commanding officer.

7100.37 Explorer members must be accompanied by *at least two Learning for Life advisors over 21 years old* at all times and should not be at the station unsupervised. *Advisors should represent each sex of the explorer members.*

7100.38 All explorer members must sign in and out of the explorer time log sheet at the station every time they enter and exit the building. An advisor of the department must sign in explorers. NO EXCEPTIONS!

7100.39 Only officers may talk to the media. All Explorer members will refer all questions regarding the fire department to the most senior officer on the scene. Explorers are expected to represent the fire department in a positive manner. It is not appropriate to discuss internal matters of the fire department or talk negatively about other fire departments.

7100.40 Explorers ARE NOT to bring their friends to hang out around the fire station.

7100.41 Any injuries occurring during training or a scene call are covered by Learning for Life liability insurance and the Crater Lake Council of the Boy Scouts of America Accidental Illness and Injury insurance. All injuries must be reported to the senior officer as soon as practical for documentation and treatment.

7100.42 Explorers CAN NOT respond to calls or come to the station if sick or under the influence of prescription medications, alcohol or illicit drugs that may impair judgement.

7100.43 Mobilization of the explorer post will be upon notification of an emergency within the CSD boundaries. Explorers shall respond to the fire hall and don their PPE and await direction from an advisor for which unit to respond with.

7100.50 Hours of Operations Ages 14-17

7100.51 No activity or responding to calls while school is in session. NO EXCEPTIONS!

7100.52 No activity or responding to calls between 10:00PM and 7:00AM Sundays through Thursdays.

7100.53 No activity or responding to calls between 12:30AM and 7AM during school breaks.

7100.54 Explores may attend training and meetings after 7PM but must be out of the station by 10PM.

7100.55 No scene responses between 12:30AM and 7AM on weekends, school breaks and holidays.

7100.60 Driving of Personal Vehicles

7100.61 Only members that are at least 16 years old and have a valid California driver's license and proof of insurance may drive personal vehicles to the fire station.

~~**7100.62** Explorers are NOT permitted to respond to any calls outside the McCloud Community Services District boundary or on any mutual aid/automatic aide calls.~~

7100.63 UNDER NO CIRCUMSTANCES ARE EXPLORERS TO GO DIRECTLY TO THE SCENE UNSUPERVISED!

7100.64 At no time is an explorer member permitted to use colored light, hazard lights, honk horn or use any other warning devices while in route to the station.

7100.65 All speed limits and traffic laws are to be strictly followed while responding to the station.

7100.66 The McCloud Volunteer Fire Department is in no way responsible or liable for any moving violations or accidents while in route to or from the station for a call or training.

7100.70 Responding to Calls on Apparatus

Explorer member must be in good standing with the department and attend at least 50% of scheduled meetings and/or training's. No exceptions are allowed.

~~**7100.71** Explorer Fighters will not be allowed to respond or ride in the back or the front passenger seat of the ambulance under any circumstances during any emergency calls.~~

7100.72 Explorer firefighters shall don full protective *turnout* gear before boarding any piece of fire apparatus that is responding to a call. Explorers shall wear full protective turnout gear to all calls unless otherwise instructed by the senior officer.

7100.73 Explorer firefighter will obtain verbal permission from the advisor or officer in charge of an apparatus prior to boarding an apparatus. The officer or senior member must be willing and able to supervise the Explorer firefighter at all times.

7100.74 Explorer member must place their accountability tag on the ring of the apparatus they are boarding.

~~**7100.75** Explorers are not allowed to participate with radio traffic during emergency calls. Only during scheduled training.~~

7100.76 Explorer firefighters, in reverse seniority, shall give up their seat to any senior firefighter upon request. The Explorer will Reclaim their accountability tag and get off the apparatus and wait for the next unit going to the scene.

7100.77 When riding any piece of apparatus, Explorer firefighters shall position themselves in a seat with a seat belt in place and securely fastened. Under no circumstances will a Explorer stand up on an apparatus while the apparatus in moving.

7100.78 Explorer firefighters shall remain in the apparatus until given instructions by the *Incident Commander*. If no instructions are given, the Explorer shall tell the apparatus operator they are reporting to command. Check in with the *Incident Commander* and wait for instructions at the designated *Incident Command Post*.

7100.79 All instructions of the *Incident Commander* must be followed exactly. If an Explorer is not sure what they are doing or has been assigned something they are not permitted to do, the Explorer should say so right away so the task can be clarified or someone else can be given the assignment.

7100.80 Explorer firefighters shall NOT at any time, start or attempt to start or move any fire department vehicle. No Exceptions.

7100.81 Upon returning to the station, assists in clean up, Explorers shall store their gear in preparation for the next call and sign the logbook. Make sure to fill out the time call log report.

7100.90 Motor Vehicle Accidents

~~Explorer firefighters (14-17 years old) are prohibited from responding or assisting (fire or medical duties) at any accident on a public or private roadway including Highway 89 and Interstate I-5. Explorers (any age) are not permitted to perform any traffic control duties in vehicle rescue.~~

7100.100 Emergency Medical Services

Explorers WILL NOT assist in any patient care *without patient or responsible parties' consent*. Explorers WILL NOT assist in any hazardous materials situations.

7100.110 Prohibited Activities by Law and/or MCFD

MCFD and/or state law specifically prohibits members under the age of **18** of an emergency service organization from participating in the following activities:

7100.111 Operating organizational vehicles.

7100.112 *Explorers under the age of 18* are not allowed to operate various types of power-driven saws and shears at any time.

7100.113 Using rubber electric gloves, insulated wire cutters, life nets or acetylene cutting torches.

7100.114 Operation of pumps of any fire department vehicle at the scene.

7100.115 Entering a burning structure during an emergency. Only in a controlled training environment under the supervisor of an advisor.

7100.116 *Explorers under the age of 18 may not* operate high-pressure hose lines ~~not to~~ exceeding water at 125 psi, air at 150 psi or hydraulic at 10,500 *psi and no larger than 1 3/4 inch in diameter fire hose.*

7100.117 Ascending ladders above 35 feet, or a stadium raised ladder.

7100.118 Operate any aerial device (cranes or hoists), non-automatic elevators, air bags for lifting or winches.

7100.119 Perform operations in tunnels, shafts, or trenches.

7100.120 Participate in emergencies at explosives or fireworks plants, retailers or in support of public safety for a public display.

7100.121 An emergency operation in or around mines, strip-mines or quarries.

7100.122 Participate in operations with incidents involving paint, acid or poisons (any HAZMAT).

7100.123 Participate in operations involving radioactive substances.

7100.124 Roof top ventilation or any work on top of a roof.

7100.125 Wrecking or demolition including use of acetylene torches, cutting or crushing equipment or respond to structural collapse incidents.

~~**7100.126** Participate in on scene operations of natural destruction (tornado, floods, etc.).~~

7100.127 Entry into a hazardous atmosphere.

7100.130 Permitted Activities

Minors 14-17 years old and Adults 18 years old are permitted to do the following:

7100.131 Participate in organized training activities in which an adult member of the organization is present and supervising the Explorer member.

7100.132 All aspects of fire suppression training except emergency interior live fire extinguishment.

7100.133 Rescue training.

7100.134 Hazardous material training except entry using Level A and B personal protection equipment. They can take the HAZMAT class.

7100.135 Safety training.

7100.136 Wild land firefighting and Wilderness Search and Rescue training.

7100.137 Provide canteen services.

7100.138 Participate in support capacity for searches, rescues, wildfires, and water supply operations while under direct supervision of an advisor.

7100.139 Must be under the direct supervision and control of the advisor who is over 21 years of age. Direct supervision means that the officer must be within speaking and touching distance of the Explorer member.

7100.140 Attacking the fire with hose lines as part of EXTERIOR operations.

7100.141 Setting up ladders.

~~**7100.142** Setting up Positive Pressure Ventilation as part of EXTERIOR operations.~~

7100.143 Clean up with the following conditions:

7100.1431 Must be outside the fire building collapse zone *until the incident is declared under control by Command.*

~~**7100.1432** Only after the incident is declared under control by Command.~~

7100.1433 Must be “on air” if working in a fire area and trained on SCBA’s.

7100.1434 Salvage exterior operations while “on air”.

7100.1435 Establishing water supply.

7100.144 16 years and older may operate various types of power driver, hydraulic and other equipment.

Failure to abide by the Policies and Procedures of the MCFD Explorer Firefighter Program will result in a suspension of at least 30 days and possible expulsion from the Explorer program.

7100.150 Probation

Requirements:

7100.151 Complete 3 months of service.

7100.152 Attend 50% of all scheduled meetings.

7100.153 Have an understanding of the McCloud Volunteer Fire Department Operations, apparatus, accountability command structure, personal protective equipment, safety and hydrant operations.

7100.154 Failure to complete the probationary requirements will result in a one-time extension of the probationary period. Continued failure to complete the probationary requirements will result in loss of membership. If this happens, a new application must be submitted.

Level I

1. Complete probation requirements.
2. Successfully complete Basic Fire Operations or equivalent.

3. Explorer firefighters will be presented a McCloud Fire/Rescue Explorer tee shirt and be allowed to attend regular department meetings. Explorer members may ride in a fire apparatus on non-emergency events.

Level II

1. Completed Level I requirements.
2. Hold a valid CPR and Basic First Aid.
3. Complete any approved fire related course.
4. Explorer member Level II or higher may respond to calls and ride fire apparatus provided they meet the minimum training attendance.

7100.160 Explorer Program Supervisors

The McCloud Fire Chief will designate one officer/department head and one firefighter to the position of Explorer Advisors to supervise the Explorer Fire Department Explorer Program. The advisors will designate adult Explorer Advisors as needed to carry out the responsibilities of the program.

7100.170 Explorer Program Officers

Officer positions can be created and or eliminated by the Explorer Advisor as needed. To hold an officer position, an Explorer member must be active and in good standing for at least six months and complete Level 2 training. Officers must be willing to provide additional hours to complete the duties of the position. Candidates must be approved by an Explorer Advisor to run for a position. Elections are held in December at the regularly scheduled meeting with no less than 50% of the voting Explorer members present. Votes are cast by secret ballot. Members are elected by a simple majority vote. Tie votes will result in a run-off vote of the tied candidates. Elections should be held at least once a year or at the discretion of the Explorer Advisor. At least one month written notice should be posted before elections. If possible, phone calls will be made to give notice.

7100.180 Duties of Officers

Explorer officers are designated with a white stripe running the length of the helmet along the top.

Explorer Captain will be appointed by the Explorer Advisor on a rotating basis. The Captain will be in charge of all Explorer events, meetings and functions. The Captain will conduct the business meetings; supervise duties of other Explorer officers. The Captain will coordinate recruiting and recognition of Explorer members. At an emergency incident with multiple Explorer members, the Explorer Captain will report to the Advisor as a representative of all Explorers on the scene. Explorer Captain must be Level II compliant.

Explorer Lieutenant will be responsible for records of attendance and training. The Lieutenant will fill the duties of the Captain in their absence. The Lieutenant will provide a summary report of Explorer activity each month to be presented at the McCloud Fire Department business meeting. Such report shall include any change in members, awards, training events completed, etc.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: POLICY Miscellaneous Fee Schedule
NUMBER: 1060
ADOPTED: January 27, 2003
REVIEWED: 01/13/15; 06/09/15; 09/13/16; 10/11/16; 08/08/17; 06/13/19; 07/11/19; 12/10/19
REVISED: 09/22/14; 02/23/15; 07/13/15; 10/10/16, 11/14/16, 09/11/17; 07/08/19; 08/12/19; 01/27/20; 03/23/20; 05/11/20

1060.10 The Board of Directors of the McCloud Community Services District shall, in conjunction with adoption of the annual budget and, as needed from time to time, adopt this Miscellaneous Fee Schedule in accordance with law and Board Policy 1010.

MCS D Labor Charges

All District Staff	\$42.00/Hour During Business Hours, Per Person, 15 Min Increments
	\$63.00/Hour After-Hours Business Rate, Per Person, Min. 2 hrs.

MCS D Equipment Charges

Backhoe	\$75.00/Hour
Dump Truck with or without Plow	\$150.00/Hour
Front Loader	\$180.00/Hour
RT-12 Trencher	\$100.00/Hour
RT- 45 Trencher	\$150.00/Hour
Directional Drill Machine	\$5,000.00/Day
Sewer Vac & Trailer	\$140.00/Hour

All equipment is rented with MCS D personnel and will incur additional staff costs.

Monthly Service Charges

Alleys	\$ 7.40/Household Equivalent
Streetlights	\$ 2.70/Household Equivalent
Water	\$ 52.50 54.50 Household Equivalent
Sewer	\$ 48.00 51.00 Household Equivalent
Refuse	\$ 31.00 32.00 Household Equivalent

New Services

Water Service Connection Fee	\$5,000/Household Equivalent
Water Service Fee	Based on line size (Ordinance 27)
Water Service New Service Installation	At Cost of Materials, Labor, Equipment Used

Standard Residential Sewer Connection Fee \$4,950/Household Equivalent
 Non-Residential Sewer Connection Fee \$4,950/Household Equivalent
 Based on fixture count user classifications
 (Ordinance 15)

Contingent Assessments

The rate will be calculated by the District's bond administrator upon creation of each new lot.

Additional and Bulk Refuse Collection

Bear Proof Can Pick Up \$15.00 per month Additional fee
 Dumped Over Trash Pick-up \$42.00 Additional fee During Business Hours
 Dumped Over Trash Pick-up \$126.00 Additional fee After Hours

Special Bulk Refuse Collections	Household Materials	
	Base Rate*	Additional Collection
1 Yard Dumpster	\$74.84 \$72.50	\$23.23 \$22.50
1.5 Yard Dumpster	\$86.46 \$83.75	\$34.84 \$33.75
2 Yard Dumpster	\$98.07 \$95.00	\$46.45 \$45.00
Dumpster rentals are for a Maximum of 14 Days . Rentals that extend beyond 14 days will be charged the standard monthly dumpster fee of \$125.00 for once a week pick up or \$250 for twice a week pick up. All dumpster rentals are subject to the Dumpster Rental Agreement (Attachment A)		
*Base Rate includes dumpster delivery and final collection. Prepayment required.		
Additional Refuse Tags (33 gallon bags, 50 pound maximum) (District Customers Only) Extra refuse bag fee \$4.00		

Miscellaneous Charges

Water Turn On/Off (Business Hours) \$10.00 first 30 Minutes, labor business rate after 30 minutes
 Water Turn On/Off (After-Business Hours) \$126.00 2 Hour Minimum, Labor OT rate after 2 hours
 Service Reconnection Fee (After Lock-Off) \$60.00
 During Business Hours
 Per SB998 Sec.116914 Re-Connect Fee After Hrs. \$150.00
 Pole Mounted Cable Fees \$35.00/Month
 Agricultural Water \$0.0002/gallon
 Fire Hydrant Meter Deposit \$1,200.00
 Fire Hydrant Meter Water Usage (potable) \$0.05 per gallon
 Non-potable water \$1.00 per 1,000 gallons

MCSD Non-Rate Payer Green Waste	\$8.00 per cubic yard
MCSD Non-Resident Fire Suppression Water Rate	\$200.00 per month
Vacation Rental Inspection	\$42.00
Stand-By Fee (per 2014 Water Rate Study)	\$142 annually
Water Connection Inspection Fee	\$42 per hour per Ordinance 23
County Requested Inspection Fee (new building permits, inspections)	\$42 per hour - Charged to owner

Special Taxes

Fire/Ambulance	See Resolution 05, 2008
Park	\$56.06/Per Parcel
Library	\$8.06/Per Parcel Plus County administration fees

Office Fees

Photocopies/Fax/Scan/public records request	\$0.25 Letter/One Side
e-mails per page	\$0.35 Letter/Both Sides
	\$0.30 Legal/One Side
	\$0.40 Legal/Both Sides
	add \$0.10/page for color
Lamination	\$0.95/Letter size page
Returned Check/ACH Fee	\$25.00
Lost key fee	\$150.00
	\$110.00 padlock
Flash Drive	\$15.00

Delinquent Accounts

Penalty for Late Payment	10% One Time
Interest	0.5% Per Month (6% APR)

Employee/Director Reimbursements

Mileage	Per Current IRS Reimbursement Rate
Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$35.00
Lodging	up to \$275.00/night with receipts
Parking	up to \$30.00/day with receipts
Tolls	As required