



McCloud Community Services District

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REGULAR MEETING OF THE BOARD OF DIRECTORS

SCOUT HALL - 405 E. COLOMBERO DRIVE

May 13th, 2024 at 6:00pm

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:

A. Discussion/action regarding approval of the minutes of the Regular Meeting of April 22nd, 2024

B. Discussion/action regarding approval of the minutes of the Special Meeting of May 9th, 2024

4. Announcement of Events:

5. Communications:

6. Reports:

A. General Manager-Verbal report discuss SCADA system.

B. Finance Officer-See Written report.

C. Fire Chief- See Written report.

D. Public Works Superintendent- No report.

E. Directors

F. Committees

7. Consent Agenda:

A. Approval of Expenses in the amount of \$16,902.16

8. Old Business:

A. Discussion/possible action regarding the second reading of policy MCS D 2230 Fire Chief Job Description.

B. Discussion/possible action regarding the second reading of MCSD 2430 Workplace Violence Prevention Plan.

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

9. New Business:

A. Discussion/possible action regarding new contract for auditing services by Smith & Newell CPA's for Years 2022-2025.

B. Discussion/possible action regarding updated contract from Garland Tech and approval of quote for purchasing new computers/laptops required for the new software to run.

C. Discussion/possible action regarding the first reading of MCSD 2425 DHS Notice and Policy of Non-Discrimination

D. Discussion/possible action regarding the first reading of MCSD 3025 District Financial Reserves and appendix a revisions.

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
April 22nd, 2024 6:00 pm**

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

1. Call to Order

2. Pledge of Allegiance.

3. Approval of Minutes:

A. Discussion/action regarding approval of the minutes of the Regular Meeting of April 8th, 2024.

C. Richey made a motion to approve the minutes of the regular Meeting on April 8th, 2024; motion seconded by M. Rorke; Motion passed with 5 Ayes. (Richey, Trent, Mullins, Rorke, Hanson).

4. Announcement of Events: None

5. Communications: None

6. Reports:

A. General Manager-*Amos McAbier written report.*

B. Finance Officer-*Jennifer Brunello written report.*

C. Fire Chief-*None.*

D. Public Works Superintendent-*None.*

E. Directors-*None.*

F. Committees-*M. Rorke reported Public Works committee met April 12th, 2024, talked about turning on the water and cleaning the tanks, back flows, possible purchasing a new utility truck, and we now have 18 dumpsters in service. M. Trent reported Finance and Audit committee met April 15th, 2024.*

7. Consent Agenda:

A. Approval of Expenses in the amount of \$20,003.34.

C. Richey made a motion to approve expenses in the amount of \$20,003.34 with changes; motion seconded by M. Trent. Motion passed with 5 Ayes. (Richey, Trent, Mullins, Rorke, Hanson).

B. Approval of Expenses in the amount of \$3,220.83

C. Richey made a motion to approve expenses in the amount of \$3,220.83; motion seconded by M. Trent. Motion passed with 4 Ayes. (Richey, Trent, Mullins, Hanson) and 1 recused (Rorke)

8. Old Business:

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

M. Trent made a motion to approve fire dept sleeping Quarters and to update to ADA code as much as possible and alterations that cost have to be approved by the board; motion seconded by M. Hanson; Motion passed with 4 Ayes. (Richey, Trent, Mullins, Hanson). 1 No (Rorke).

9. New Business:

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

C. Richey made a motion to approve the first reading of policy MCSD 2230 Fire Chief Job Description; motion seconded by J. Mullins; Motion passed with 5 Ayes. (Richey, Trent, Mullins, Rorke, Hanson).

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

M. Trent made a motion to approve the first reading of policy MCSD Workplace Violence Prevention plan with changes; motion seconded by C. Richey; Motion passed with 5 Ayes. (Richey, Trent, Mullins, Rorke, Hanson).

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

C. Richey made a motion to approve the proposed amendments to the 2023-24 Budget and discussion of new reserves categories; motion seconded by J. Mullins. Motion passed with 4 Ayes. (Richey, Trent, Mullins, Hanson) and 1 recused (Rorke)

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

M. Trent made a motion to approve keeping our Old 2006 John Deere Backhoe instead of declaring it surplus equipment and auction it; motion seconded by C. Richey. Motion passed with 4 Ayes. (Richey, Trent, Mullins, Hanson) and 1 absent (Rorke)

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

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).

Chief Charlie Miller mention second Ambulance is now in service

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

12. Adjourn open session. 7:15pm

13. Convene a Closed Session with legal counsel:

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

14. Reconvene open session and announce any action taken.

No Action Taken

15. Adjourn. 8:10pm

Michael Hanson/President of the Board

Sarah Roberts/Secretary of the Board

**MINUTES OF A
SPECIAL MEETING OF THE BOARD OF DIRECTORS
May 9th, 2024 3:00 pm**

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

1. Call to Order

2. New Business:

A. Discussion/possible action regarding finalized Lower Elk Springhouse Replacement Bid Documents and approving to advertise project for Bid.

J. Mullins made a motion to approve the finalized Lower Elk Springhouse Replacement Bid Documents and approving to advertise project for Bid; Motion passed with 4 Ayes. (Richey, Trent, Mullins, Hanson). 1 absent (Rorke).

3. 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).

4. Adjourn. 3:05pm

Michael Hanson/President of the Board

Sarah Roberts/Secretary of the Board

MCSO BOARD OF DIRECTORS
Finance Officer's Report
May 13, 2024

AGENDA SUPPORTING DOCUMENT
Agenda Item No. 6 B

I have been super busy as usual, but productive as well. Keith has been out for his hip surgery, and I've been learning new things that he usually does, which is a lot. We had a meeting with the Caselle data integration team regarding the new accounting software and I am very excited, it seems like they are very good at what they do, and we should be able to complete the implementation process in a timely manner. Prep phase ranges from 30-180 days, setup phase is in the 30-90-day range, pre-live phase takes about 60-90 days and the go live phase is when training will take place and we can start using the software, which takes about 5-60 days. I really like the way they spoke about making sure everything that goes into the system will need to be correct data. This is great because BMS has so many issues due to the incorrect input of data. This software will make things so much easier and faster.

I have been working with our IT company to get our contract with them renewed and signed because we have been out of contract for a while now. They also sent me a quote for the new computers and laptops that we will need to run the software. The company that provided the quote is also CMAS and CSMAS compliant, which is great because there is no need for 3 additional bids. CMAS stands for California Multiple Award Schedule, and it is a statewide contract that companies obtain to sell to Ca state & local government agencies. Ca districts can purchase products & services through these suppliers and do not need to perform the bidding process. The Ca Dept. of General Services uses an existing contract as a basis for pricing, which allows districts to skip this cumbersome process.

I am going to an RCAC workshop on internal controls in Williams on the 14-15th of this month. I learn a lot at all of the RCAC events, and they are also free, which is great.

I have been reorganizing our reserve categories, and I think they are okay to bring to the board now for approval. I will also have the financial statements finished by the end of the quarter/fiscal year to bring to the board along with the statement of reserve balances with it. I have started working on the preliminary 2024-25 budget process as well and hope to bring a rough draft to Finance & Audit by next month.

McCloud Fire Department Monthly Fire Chiefs Report

April 2024



INCIDENT TYPE	# INCIDENTS
112 - Fires in structure other than in a building	1
140 - Natural vegetation fire, other	1
321 - EMS call, excluding vehicle accident with injury	13
551 - Assist police or other governmental agency	1
611 - Dispatched & cancelled en route	1
Total Incidents	17

Fires

Total Fires: 2 Type: Structure: 1 Vegetation: 1 Vehicle: 0 Nuisance: 0
 In town: 2 Mutual Aid: 0 Z.I.B. Area: 0

Fire Notes: 1 Reported structure fire in town. Arrived to find no emergency at scene. Apparently, there was a chimney fire, but it was out on arrival. 1 Control burn escape in town. E1712 was 1st on scene and had the incident handled before CalFire arrived.

EMS Calls

Total Medical Aid Calls: 13 (includes traffic collisions) BLS: 1 ALS: 12
 Transported by Medic 17: 13 Paramedic Intercept: 0 Transported by MSAS: 0 Non-Transport: 0
 Traffic Collisions: 0 Injury: 0 Non-Injury: 0
 In town: 9 Mutual Aid: 0 Z.I.B. Area: 4

EMS Call Notes: None to note

Miscellaneous Calls

Total Miscellaneous Calls: 2
 HAZMAT: 0 Lift Assist: 0 Public Assist (other): 2 Gas Leak: 0
 Rescue Calls: 0 Smoke Check: 0 Alarm Sounding: 0 Cancelled: 1
 In Town: 1 Mutual Aid/Auto Aid: 0 Z.I.B. Area: 1

Miscellaneous call notes: Personnel assisted the Siskiyou County Sheriff's Office with a dead dog that was trapped in a wooden fence.

Total ZIB Contract Calls this calendar year: 12.

Total Calls for service this calendar year: 69.

McCloud Fire Department Monthly Fire Chiefs Report

April 2024



PERSONNEL

FIRE CHIEF

CHARLIE MILLER EMT-P

ASSISTANT CHIEF (FIRE) 1701

Trenton Vogus EMT-1

ASSISTANT CHIEF (EMS) 1702

Kirk Thomsen EMT-P

Paid Staff

B-Shift

Richard Harrison EMT-P (Lt.)

C-Shift

Open

A-Shift

Sean Prouty EMT-P (Captain)

DIVISION CHIEF (TRAINING)

Open

CAPTAIN (Fire)

STEPHEN RICHARDSON 1st Responder

LIEUTENANT (FIRE) 1708

Open

LIEUTENANT (EMS) 1709

DAN FAY EMT-1/ Engine Driver

FIREFIGHTERS

Jettus Memmer EMT-1
(Amb/Engine Operator)

Alisa Glenn EMT-1
(Wildland FF)

Cindy Miller EMT-1
Engine Driver

Parker Girard EMR
Wildland FF

Joe Dewitt EMR
Engine Operator

Mike Worthington EMT-P
Engine Operator

James Lewis
Amb/Engine Operator (Trainee)

Alex Bolado
Ambulance Driver

Scott Oliver
Wildland FF & Engine Driver

Corey Teschner
Wildland FF

Nicole Fetterhoff
Ambulance Driver

Daniel Torres
Fire Academy Student

AUXILIARY/NON-FIREFIGHTERS, DRIVERS & SUPPORT STAFF

Peter Tolosano
Battalion Chief

Donna Sager
Battalion Chief

Bruce French
Ambulance Driver

Jessie Gray
Wildland FF & Ambulance Driver

Chris Farley
Recruit

Martin Glenn
Ambulance Driver

Derrick Hanvey
Recruit

Scott Cassel
Recruit

Merlin Huddleston
Administrative

SHIFT FIREFIGHTERS

Mike Mullet
EMT 1 Captain

Justen Richardson
Captain

Bill Lachenmyer
Wildland FF/EMT/Ambulance Driver

Joel Lukenbill
Rope Rescue Technician/FF

NATE MASCIOLA
EMR/Engine Driver/Lieutenant

Jesse Tyler
EMT-P Student Engine Driver

Personnel Notes: We say thanks for your service to Bob Masciola as he and his wife are moving out of town in the next few months.

McCloud Fire Department Monthly Fire Chiefs Report

April 2024



STATION

STATION 17 (LEATHERMAN HALL): Nothing to report.

APPARATUS

1700 (Dodge Ram): Good Condition, nothing to report.

1701 (White Tahoe): Good Condition, nothing to report.

1705 (Red Tahoe): Oil changed in house. Good Condition. Portable Radio added.

Medic 17: Electrical issue continues to be intermittent.

Medic 18: Placed in service after SSV EMSA Inspection on 5/22/24. Good condition.

Engine 1711: Good Condition, nothing to report.

Engine 1712: Good Condition, nothing to report. Stored in Mt Shasta Forest Building.

Engine 1715: Good Condition, nothing to report. Stored in Mt Shasta Forest Building.

Engine 1717: Good Condition, nothing to report.

Squad 1740: Good Condition, nothing to report.

Engine 1776: **Not repairable at this point. Going to be taken out of the fleet via the surplus process.**

Fire Department Drills

#1 Fire: (Thursday 6-10 pm) Date: 4/25/24 Topic: Wildland yearly mandated training.

#2 Fire (Saturday 8-5) Date: 4/27/2024 Topic: Siskiyou County Wildland Readiness Drills

#3 Fire: (Thursday 6-10 pm) Date: 5/2/24 Topic: Wildland yearly mandated training.

#4 Fire: (Thursday 6-10 pm) Date: 5/9/24 Topic: Wildland yearly mandated training.

#5 Fire: (Thursday 6-10 pm) Date: 5/16/24 Topic: Wildland yearly mandated training.

Training Notes: Siskiyou County Readiness Drills attended on 4/27/24. Engine 1717 attended. Another one is scheduled for 5/18/24. These drills are to be sure personnel are ready to respond to CFAA fires.

McCloud Fire Department Monthly Fire Chiefs Report

April 2024



Billing

EF Recovery (Fire/Rescue Responses only)

Billed This month: \$1,188.69 Billed FY 23/24: \$909.20 Received FY 23/24: \$32.79
 Received (FY 22/23): \$0.00 Outstanding Balance: \$4,658.27

Ambulance Billing

Fiscal Year 23/24 Wittman Enterprises Billing Report

	CHARGES	MCARE WRITE DOWNS	MCAL WRITE DOWNS	OTHER CONTRACTUAL WRITE DOWNS	AB716 WRITE DOWNS	NET CHARGES	PAYMENTS	REFUNDS	COLL ADJ	NET PAYMENTS	BAD DEBT WRITE OFFS	ADJUSTMENTS	NEW A/R BALANCE
JULY '23	\$ 22,526.15	\$ 11,938.68	\$ 1,235.80	\$ -	\$ -	\$ 9,351.67	\$ 6,209.03	\$ -	\$ -	\$ 6,209.03	\$ -	\$ -	\$ 89,785.00
AUGUST '23	\$ 43,815.45	\$ 9,661.69	\$ 10,759.59	\$ 1,756.49	\$ -	\$ 21,637.68	\$ 9,229.47	\$ -	\$ -	\$ 9,229.47	\$ -	\$ -	\$ 102,193.21
SEPTEMBER '23	\$ 9,740.35	\$ 2,089.44	\$ (109.48)	\$ -	\$ -	\$ 7,760.39	\$ 9,395.67	\$ -	\$ -	\$ 9,395.67	\$ -	\$ -	\$ 100,557.93
OCTOBER '23	\$ 25,908.50	\$ 7,307.66	\$ 5,844.78	\$ -	\$ -	\$ 12,756.06	\$ 15,585.24	\$ -	\$ -	\$ 15,585.24	\$ -	\$ -	\$ 97,728.75
NOVEMBER '23	\$ 23,926.80	\$ 4,326.59	\$ 6,690.31	\$ -	\$ -	\$ 12,909.90	\$ 11,623.16	\$ -	\$ -	\$ 11,623.16	\$ -	\$ -	\$ 99,015.49
DECEMBER '23	\$ 29,205.65	\$ 9,939.90	\$ 5,166.09	\$ -	\$ -	\$ 14,099.66	\$ 9,709.20	\$ -	\$ -	\$ 9,709.20	\$ -	\$ -	\$ 103,405.95
JANUARY '24	\$ 23,491.85	\$ 10,340.76	\$ 6,043.93	\$ -	\$ -	\$ 7,107.16	\$ 13,632.90	\$ -	\$ -	\$ 13,632.90	\$ -	\$ -	\$ 96,880.21
FEBRUARY '24	\$ 11,768.20	\$ 1,010.45	\$ 686.18	\$ -	\$ -	\$ 10,071.57	\$ 11,236.98	\$ -	\$ -	\$ 11,236.98	\$ -	\$ -	\$ 95,714.80
MARCH '24	\$ 19,158.25	\$ 6,304.62	\$ 2,157.75	\$ -	\$ -	\$ 10,695.88	\$ 13,029.88	\$ -	\$ -	\$ 13,029.88	\$ -	\$ -	\$ 93,380.80
APRIL '24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MAY '24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
JUNE '24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YEAR TO DATE TOTALS	\$ 209,541.20	\$ 62,919.79	\$ 38,474.95	\$ 1,756.49	\$ -	\$ 106,389.97	\$ 99,651.53	\$ -	\$ -	\$ 99,651.53	\$ -	\$ -	\$ -

(Fiscal year 23/24) Avg. Net Payments/Revenue: \$11,072.39 Projected Net Revenue FY 23/24: \$132,868.70

(Fiscal year 23/24) Avg. Net Charges: \$11,821.77 Projected Net charges FY 23/24: \$141,853.29

Outstanding Whitman Accounts Receivable as of 2/28/24: \$93,380.00

Fiscal Year 22/23 Wittman Enterprises Billing Report for comparison against current FY

	CHARGES	MCARE WRITE DOWNS	MCAL WRITE DOWNS	OTHER CONTRACTUAL WRITE DOWNS	NET CHARGES	PAYMENTS	REFUNDS	COLL ADJ	NET PAYMENTS	BAD DEBT WRITE OFFS	ADJUSTMENTS	NEW A/R BALANCE
JULY '22	\$ 49,776.70	\$ 20,291.68	\$ 10,287.43	\$ 2,479.64	\$ 16,717.95	\$ 12,815.05	\$ -	\$ -	\$ 12,815.05	\$ -	\$ -	\$ 79,201.05
AUGUST '22	\$ 18,065.05	\$ 7,131.25	\$ 10,610.58	\$ -	\$ 323.22	\$ 17,082.33	\$ -	\$ -	\$ 17,082.33	\$ -	\$ -	\$ 62,441.94
SEPTEMBER '22	\$ 36,989.65	\$ 6,695.02	\$ 10,732.03	\$ -	\$ 19,562.60	\$ 10,875.34	\$ -	\$ -	\$ 10,875.34	\$ -	\$ -	\$ 71,129.20
OCTOBER '22	\$ 2,422.45	\$ 1,083.91	\$ 2,126.92	\$ -	\$ (788.38)	\$ 6,805.53	\$ -	\$ -	\$ 6,805.53	\$ -	\$ -	\$ 63,535.29
NOVEMBER '22	\$ 36,905.30	\$ 15,231.79	\$ 2,317.11	\$ (506.10)	\$ 19,862.50	\$ 4,796.60	\$ -	\$ -	\$ 4,796.60	\$ -	\$ -	\$ 78,601.19
DECEMBER '22	\$ 12,838.35	\$ 10,586.17	\$ 5,624.92	\$ -	\$ (3,372.74)	\$ 7,844.55	\$ 1,661.83	\$ -	\$ 6,182.72	\$ -	\$ -	\$ 69,045.73
JANUARY '23	\$ 12,132.25	\$ 7,941.88	\$ 1,772.41	\$ -	\$ 2,417.96	\$ 4,423.45	\$ -	\$ -	\$ 4,423.45	\$ -	\$ -	\$ 67,040.24
FEBRUARY '23	\$ 11,592.65	\$ 3,015.20	\$ 170.25	\$ -	\$ 8,407.20	\$ 5,699.75	\$ -	\$ -	\$ 5,699.75	\$ -	\$ -	\$ 69,747.69
MARCH '23	\$ 22,991.80	\$ 8,990.66	\$ (6.92)	\$ -	\$ 14,008.06	\$ 12,463.18	\$ 546.65	\$ -	\$ 11,916.53	\$ -	\$ (91.57)	\$ 71,747.65
APRIL '23	\$ 20,283.57	\$ 10,082.65	\$ 1,550.53	\$ -	\$ 8,650.39	\$ 7,130.50	\$ 154.15	\$ -	\$ 6,976.35	\$ -	\$ -	\$ 73,421.69
MAY '23	\$ 11,890.90	\$ 977.39	\$ 2,078.57	\$ -	\$ 8,834.94	\$ 9,445.45	\$ -	\$ -	\$ 9,445.45	\$ -	\$ -	\$ 72,811.18
JUNE '23	\$ 31,270.55	\$ 10,094.34	\$ 2,592.72	\$ -	\$ 18,583.49	\$ 4,752.31	\$ -	\$ -	\$ 4,752.31	\$ -	\$ -	\$ 86,642.36
YEAR TO DATE TOTALS	\$ 267,159.22	\$ 102,121.94	\$ 49,856.55	\$ 1,973.54	\$ 113,207.19	\$ 104,134.04	\$ 2,362.63	\$ -	\$ 101,771.41	\$ -	\$ (91.57)	\$ -

(Fiscal year 22/23) Avg. Net Payments/Revenue: \$8,480.95 Total Net Payments 22/23 FY: 101,771.41

(Fiscal year 22/23) Avg. Net Charges: \$9,433.9 Total Net Charges 22/23 FY: \$113,207.19

Billing Notes: EF Recovery and Wittman Enterprises have been billing and recovering monies owed to us. We will continue to work with them to bill for all additional revenue.

McCloud Fire Department Monthly Fire Chiefs Report

April 2024



Major occurrences this month:

- **Cindy Miller was recognized as the McCloud FD Firefighter of the Year at the Siskiyou County Fire Chiefs Annual Awards dinner.**
 - **Cindy was one of the top responders in 2023 as well as logging a large amount of training hours. She covered a large amount of ambulance driver shifts and assists Lt Dan Fay with the scheduling of ambulance drivers for 24/7/365 coverage by volunteer members.**

- **Engines 1717 and 1715 have been de-winterized and are in full service.**

- **1 Escaped control burn in the area of the McCloud Guest house. Engine 1712 extinguished it and was well into mopping up the fire when CalFire arrived.**

- **Chief Miller attended the Siskiyou County CSA 3 meeting and has arranged for the donation of 1 Portable radio, 5 pagers, and trauma bags for the department. The total of these items is approximately \$3000.000.**
 - **Our portable radios are very old and almost at their end-of-life cycle. We have been slowly replacing older radios with grants and county donations.**

- **The Fort Jones Fire Department donated several portable radios and one mobile radio. These radios have been placed into service to assure a radio for every seat on all apparatus.**
 - **These radios are the same generation as most of our radios and will need to be replaced at some point, but this donation will meet the needs of having every seat on our apparatus having a radio to be utilized on emergency calls which is the industry standard.**

- **Our “New to Us” ambulance that was donated to us by the Siskiyou County Fire Warden was inspected by the Sierra-Sacramento Valley Emergency Medical Services Authority (SSV EMSA) on May 5th and was placed into service later that afternoon.**
 - **Medic 18 was certified by SSV EMSA as a backup ALS ambulance if Medic 18 is out of service for some reason, or as a BLS ambulance to be used if Medic 17 is already on a call and an additional qualified crew is available to respond.**

#####

* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
12451		1229 Alisa Glenn		300.00	****					
		3rd qtr FD Points 1/1/24 to 3/31/24.								
		03/31/24 3rd qtr FD Points	CHARLI	280.00			5004 402000	380		101000
		03/31/24 3rd qtr 2 medic transports		20.00			1040 402000	380	20	101000
		Total for Vendor:		300.00	****					
		*** Claim from another period (3/24)		650.00						
12445		1256 Bolado, Alexander		650.00	****					
		3rd quarter FD points. 1/1/24 to 3/31/24.								
		03/31/24 3rd QTR FD Points 1/1 to 3/31	CHARLI	650.00			5004 402000	380		101000
		Total for Vendor:		650.00	****					
		*** Claim from another period (4/24)		33.55						
12439		1018 BOUND TREE MEDICAL, LLC		33.55	****					
		ambulance supplies								
		85323955 04/23/24 Albuterol 25 vials		15.33			1040 403000	400	20	101000
		85335666 05/02/24 OB Kit & Scissors		18.22			1040 403000	400	20	101000
		Total for Vendor:		33.55	****					
		*** Claim from another period (3/24)		640.00						
12449		1185 Bruce French		640.00	****					
		3rd qtr. FD Points 1/1/24 to 3/31/24.								
		03/31/24 3rd Qtr. FD Points	CHARLI	640.00			1040 402000	380		101000
		Total for Vendor:		640.00	****					
		*** Claim from another period (3/24)		30.00						
12466		1324 Chris Farley		30.00	****					
		3rd quarter FD Points 1/1/24 to 3/31/24.								
		03/31/24 3rd qtr FD Points	CHARLI	30.00			5004 402000	380		101000
		Total for Vendor:		30.00	****					
		*** Claim from another period (3/24)		330.00						
12457		1135 Cindy Miller		330.00	****					
		3rd qtr FD Points 1/1/24 to 3/31/24.								
		03/31/24 3rd qtr FD Points	CHARLI	330.00			1040 402000	380		101000
		Total for Vendor:		330.00	****					
		*** Claim from another period (3/24)		80.00						
12460		1301 Cory Teschner		80.00	****					
		3rd quarter FD Points 1/1/24 to 3/31/24.								
		03/31/24 3rd qtr FD Points	CHARLI	80.00			5004 402000	380		101000
		Total for Vendor:		80.00	****					

* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
12468	3rd quarter FD Points 1/1/24 to 3/31/24.	1326 Dan Ponzini	856.90	*** Claim from another period (3/24) ****					
	03/31/24 3rd qtr FD Points		856.90		CHARLI	5004 402000	380		101000
		Total for Vendor:	856.90						
12447	3rd qtr. FD points. 1/1/24 to 3/31/24.	1140 Daniel Fay	610.00	*** Claim from another period (3/24) ****					
	03/31/24 3rd qtr FD Points		590.00		CHARLI	5004 402000	380		101000
	03/31/24 3rd qtr Medic 17 transports		20.00		CHARLI	1040 402000	380	20	101000
		Total for Vendor:	610.00	*** Claim from another period (3/24) ****					
12462	3rd quarter FD Points 1/1/24 to 3/31/24.	1314 Daniel Torres	180.00	*** Claim from another period (3/24) ****					
	03/31/24 3rd qtr FD Points		180.00		CHARLI	5004 402000	380		101000
		Total for Vendor:	180.00	*** Claim from another period (4/24) ****					
12444	3 livescans for fire dept.	460 DEPT. OF JUSTICE	96.00	*** Claim from another period (3/24) ****					
	155169 04/24/24 Livescan DOJ fire dept.		96.00			1040 402000	345		101000
		Total for Vendor:	96.00	*** Claim from another period (3/24) ****					
12467	3rd quarter FD Points 1/1/24 to 3/31/24.	1325 Derek Hanvey	50.00	*** Claim from another period (3/24) ****					
	CHARLIE 03/31/24 3rd qtr FD Points		50.00		CHARLI	5004 402000	380		101000
		Total for Vendor:	50.00	*** Claim from another period (3/24) ****					
12450	3rd qtr FD Points 1/1/24 to 3/31/24.	1260 GIRARD, PARKER	280.00	*** Claim from another period (3/24) ****					
	03/31/24 3rd qtr FD Points		280.00		CHARLI	5004 402000	380		101000
		Total for Vendor:	280.00	*** Claim from another period (3/24) ****					
12454	3rd qtr FD Points 1/1/24 to 3/31/24.	1246 Glenn, Martin	20.00	*** Claim from another period (3/24) ****					
	03/31/24 3rd qtr FD Points		20.00		CHARLI	1040 402000	380		101000
		Total for Vendor:	20.00						

* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
12469		1327 Jesse Tyler 3rd quarter FD Points 1/1/24 to 3/31/24. 03/31/24 3rd qtr FD Points	20.00	*** Claim from another period (3/24) ****	CHARLI	5004		402000	380		101000
		Total for Vendor:	20.00								
12455		1121 Jessie Gray 3rd qtr FD Points 1/1/24 to 3/31/24. 03/31/24 3rd qtr FD Points	130.00	*** Claim from another period (3/24) ****	CHARLI	5004		402000	380		101000
		Total for Vendor:	130.00								
12456		1202 Jettus Memmer 3rd qtr FD Points 1/1/24 to 3/31/24. 03/31/24 3rd qtr FD Points 03/31/24 3rd qtr 2 medic transports	470.00 20.00 490.00	*** Claim from another period (3/24) ****	CHARLI CHARLI	5004 1040		402000 402000	380 380		101000 20 101000
		Total for Vendor:	490.00								
12446		1173 JOE DEWITT 3rd qtr FD points. 1/1/24 to 3/31/24. 03/31/24 3rd qtr FD Points	100.00	*** Claim from another period (3/24) ****	CHARLI	5004		402000	380		101000
		Total for Vendor:	100.00								
12474		449 KEVIN SHEARER, DDS Employee dental 1473/2598 04/26/24 Employee dental 1473/2598 04/26/24 Employee dental 1473/2598 04/26/24 Employee dental 1473/2598 04/26/24 Employee dental 1473/2598 04/26/24 Employee dental 1473/2598 04/26/24 Employee dental	10.50 2.10 5.25* 1.05* 10.50* 28.35* 47.25*	*** Claim from another period (4/24) ****				401300 401300 401300 401300 401300 401300 401300	270 270 270 270 270 270 270		101000 101000 101000 101000 101000 101000 101000
		Total for Vendor:	105.00								
12461		1131 Kirk Thomsen 3rd quarter FD Points 1/1/24 to 3/31/24. 03/31/24 3rd qtr FD Points	145.80	*** Claim from another period (3/24) ****	CHARLI	5004		402000	380		101000
		Total for Vendor:	145.80								

* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
12440		443 LAWRENCE & ASSOCIATES Quarterly wastewater monitoring March 2024. 30029 04/24/24 Qtrly wastewater monitoring		3,125.71 3,125.71*	****	4376	2000 402000	392	13	101000
		Total for Vendor:		3,125.71						
12464		1163 Mike Worthington 3rd quarter FD Points 1/1/24 to 3/31/24. 03/31/24 3rd qtr FD Points		20.00 20.00	****	CHARLI	5004 402000	380		101000
		Total for Vendor:		20.00						
12448		1290 NICOLE FETTERHOFF 3rd qtr FD Points 1/1/24 to 3/31/24. 03/31/24 3rd Qtr. FD Points		30.00 30.00	****	CHARLI	5004 402000	380		101000
		Total for Vendor:		30.00						
12471		1328 Nicole Monpain To reimburse for DMV Livescan for job with fire dept./ambulance. PROUTY 04/26/24 Reimburs DMV Livescan		52.00 52.00	****	4102	1040 402000	345	20	101000
		Total for Vendor:		52.00						
12436		1040 Petty Cash - MCSD Petty cash activity April 2024. April 2024 04/18/24 large envelope April 2024 03/27/24 Sisq cnty recorder fee April 2024 04/09/24 water		20.01 1.63 2.00 16.38	****	SARAH SARAH SARAH	1010 403000 1010 402000 1010 403000	411 392 400		101000 101000 101000
		Total for Vendor:		20.01						
12465		1323 Scott Cassel 3rd quarter FD Points 1/1/24 to 3/31/24. 03/31/24 3rd qtr FD Points		100.00 100.00	****	CHARLI	5004 402000	380		101000
		Total for Vendor:		100.00						
12453		1217 SCOTT OLIVER 3rd qtr FD Points 1/1/24 to 3/31/24. 03/31/24 3rd qtr FD Points		80.00 80.00	****	CHARLI	5004 402000	380		101000
		Total for Vendor:		80.00						

* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
12476	April	148 SISKIYOU COUNTY GENERAL SERVICES dump fees BETS042024 05/02/24 April 2024 dump fees		3,988.48 3,988.48	**** ****		1090		405000	710		101000
		Total for Vendor:		3,988.48								
12434		169 SOLANOS HOME IMPROVEMENT CNTR Solano's statements.		122.31								
		332777 05/01/24 Parts for engine-fire		9.93		4378	1041		403000	400		101000
		332809 05/01/24 Gate Supplies		29.91		4378	1090		403000	400		101000
		333113 05/07/24 gbg truck wash supplies		37.83		PENDIN	1090		403000	400		101000
		332957 05/03/24 wasp & hornet spry		44.64		PENDIN	1010		403000	400		101000
		Total for Vendor:		122.31								
12473		153 SOUSA READY MIX Aggregate base rock- 23.78@16.00=380.48 + 189.00 freight charges. discount 3% (17.08) if pd by 15th.		593.69	****							
		Total for Vendor:		593.69								
1339813		04/18/24 Agg-Base Rock		593.69*	****	4365	1050		403000	400		101000
		Total for Vendor:		593.69								
12435		156 STAPLES Staples order office supplies april2024. 6001826026 04/30/24 Office Supplies		66.48	****							
		Total for Vendor:		66.48								
12459		1245 STEPHEN RICHARDSON 3rd quarter FD Points 1/1/24 to 3/31/24. 03/31/24 3rd qtr FD Points		233.70	****	CHARLI	1040		402000	380		101000
		Total for Vendor:		233.70								
12463		1161 Trent Vogus 3rd quarter FD Points 1/1/24 to 3/31/24. 03/31/24 3rd qtr FD Points		475.55	****	CHARLI	1040		402000	380		101000
		Total for Vendor:		475.55								

* ... Over spent expenditure

Claim/	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
12433			1240 VALLEY PACIFIC PETROLEUM							
4/15/24	to 4/30/2024	fuel.	*** Claim from another period (4/24) **** 1,479.59							
	CL24752134	04/30/24	Fire wt tahoe, 4/22 160,548	104.13			1040 403000	430		101000
	CL24752134	04/30/24	fire eng 1712, 4/16 24,920	65.07			1040 403000	420		101000
	CL24752134	04/30/24	Eng 1705 4/19 135,139	36.47			1040 403000	430		101000
	CL24752134	04/30/24	Eng 1750 4/27 42,771	68.01			1040 403000	420		101000
	CL24752134	04/30/24	Refuse truck RL 26,280	338.31			1090 403000	420		101000
	CL24752134	04/30/24	Refuse truck SL 32,334	376.45			1090 403000	420		101000
	CL24752134	04/30/24	Fire dodge ram 4/19	110.83			1040 403000	420		101000
	CL24752134	04/30/24	Fire dodge ram-122,558	141.18			1040 403000	430		101000
	CL24752134	04/30/24	Fire Medic 17 39,853	62.85			1040 403000	420	20	101000
	CL24752134	04/30/24	Svc. truck 98,601 98,821	44.08*			1050 403000	430		101000
	CL24752134	04/30/24	Svc. truck 98,601 98,821	44.07			1090 403000	430		101000
	CL24752134	04/30/24	Svc. truck 98,601 98,821	44.07*			2000 403000	430		101000
	CL24752134	04/30/24	Svc. truck 98,601 98,821	44.07			3000 403000	430		101000
			Total for Vendor:	1,479.59						
			*** Claim from another period (4/24) **** 325.00							
12423			1322 William Cunha, DDS							
			Employee dental cleanup/cleaning. Invoice scanned & attached.							
	PatID12584	04/23/24	Employee Dental	32.50			1040 401300	270		101000
	PatID12584	04/23/24	Employee Dental	6.50			1050 401300	270		101000
	PatID12584	04/23/24	Employee Dental	16.25*			1070 401300	270		101000
	PatID12584	04/23/24	Employee Dental	3.25*			1080 401300	270		101000
	PatID12584	04/23/24	Employee Dental	32.50*			1090 401300	270		101000
	PatID12584	04/23/24	Employee Dental	87.75*			2000 401300	270		101000
	PatID12584	04/23/24	Employee Dental	146.25*			3000 401300	270		101000
			Total for Vendor:	325.00						
			*** Claim from another period (3/24) **** 1,042.39							
12472			170 WITTMAN ENTERPRISES, LLC							
March			ambulance billing services.							
	2403028	05/07/24	March 2024 ambulanc billing sv	1,042.39			1040 402000	394	20	101000
			Total for Vendor:	1,042.39						
			# of Claims	36			# of Vendors	36		
			Total:	16,902.16						

Fund/Account	Amount
1010 GENERAL	
101000 Operating Cash	131.13
1040 FIRE	
101000 Operating Cash	3,614.73
1041 FIRE - FSLA	
101000 Operating Cash	9.93
1050 ALLEYS	
101000 Operating Cash	646.37
1070 PARKS	
101000 Operating Cash	21.50
1080 LIBRARY	
101000 Operating Cash	4.30
1090 REFUSE	
101000 Operating Cash	4,858.05
2000 SEWER	
101000 Operating Cash	3,285.88
3000 WATER	
101000 Operating Cash	237.57
5004 Safer Grant	
101000 Operating Cash	4,092.70
Total:	16,902.16

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

Prepared by: Jennifer Brunello
Reviewed by: _____

Claims Total: \$16,902.16 Claims

Signature #1 _____

Signature #2 _____

Signature #3 _____

Signature #4 _____

Signature #5 _____

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Fire Chief - Job Description

POLICY NUMBER: 2230

ADOPTED: May 09, 2005

REVIEWED: 05/01/13; 01/09/14; 03/08/16, 10/03/16; 01/21/20; 10/01/20

REVISED: 05/28/13; 02/10/14; 05/23/16; 10/24/16; 02/10/20; 10/26/20

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

2230.20 Knowledge of:

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

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

2230.23 Structural and wildland fireground tactics and strategies.

2230.24 The incident command system.

2230.25 Local water systems, roads and geography.

2230.26 Modern fire and building codes and regulations.

2230.27 Modern paramedical operations and procedures.

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

2230.30 Ability to:

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

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

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

2230.34 Compile and prepare written reports and oral programs.

2230.35 Communicate effectively orally and in writing.

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

2230.40 Education/Experience Required

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

2230.50 License/Certificates

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

2230.60 Residency Requirement

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

2230.70 Responsibilities

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

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

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

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

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

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

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

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

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

2230.80 Basic Work Hours

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

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

2230.90 Essential Job Duties

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

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

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

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

2230.94 Assures maintenance of applicable logs and records.

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

2230.96 Coordinates mutual aid and disaster support to the District.

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

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

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

2230.100 Does other related work as required.

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

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

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

2230.110 Physical Requirements

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

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

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

2230.112 Task: Fire suppression and emergency response.

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

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

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

2230.114 Task: Perform traffic control operations during emergency situations.

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

2230.115 Task: Perform safety inspections.

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

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

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

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

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

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

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

2230.120 Environmental Demands

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

2230.122 Usually works outdoors wearing heavy personal protective equipment.

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

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

proximity to highway traffic.

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

2230.130 Mental Requirements

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

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

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

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

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

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

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

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

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

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

State Requirements:

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

Federal Requirements:

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

ISO Requirements:

1. State required training

MCSD Requirements

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

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

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Workplace Violence Prevention Plan
POLICY NO. 2430
ADOPTED:
REVIEWED:
REVISED:

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Appendices

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

2430.10 Policy

MCSD is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, or visitor. Our policy is to establish, implement, and maintain an effective Workplace Violence Prevention Plan (Plan) that addresses the hazards known to be associated with four types of workplace violence as defined by Labor Code Section 6501.9. Our written Plan is located at 220 W. Minnesota Ave. McCloud, CA 96057.

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

- Those who are required to comply with CCR 3342, Violence Prevention in Healthcare. This includes firefighters and other emergency responders when providing emergency medical services and medical transport.
- Employers with less than 10 employees and no public access.

2430.20 Definitions

2430.21 Emergency: Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

2430.22 Engineering Controls: An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

2430.23 Log: The violent incident log required (Appendix A).

2430.24 Plan: The workplace violence prevention Plan.

2430.25 Serious Injury or Illness: Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

2430.26 Threat of Violence: Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

2430.27 Work Practice Controls: Procedures and rules which are used to effectively reduce workplace violence hazards.

2430.28 Workplace Violence: Any act of violence or threat of violence that occurs in a place of employment. Includes, but is not limited to the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury
- The following four workplace violence types:
 - **Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

- **Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- **Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.
- **Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.
- Workplace violence does not include lawful acts of self-defense or defense of others.

2430.30 Responsibility and Authority

2430.31 Workplace Violence Prevention Plan Administrator

The Public Works Superintendent is the designated Workplace Violence Prevention Plan Administrator and has the authority and responsibility for developing, implementing, and maintaining this Plan.

2430.32 Managers and Supervisors

Responsibilities include:

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

2430.33 Employees

Responsibilities include:

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

2430.40 Employee Active Involvement

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

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

2430.50 Compliance

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

- Informing all employees of the Plan during new employee safety orientation training and ongoing workplace violence prevention training.
- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for Plan implementation.
- Evaluating employees to ensure their compliance with the Plan, and recognizing employees who demonstrate safe work practices that promote the elements of the Plan.

- Disciplining employees for failure to comply with the Plan in accordance with the compliance requirements outlined in our District's Injury & Illness Prevention Program.

2430.60 Communication

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

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

2430.70 Coordination with Other Employers

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

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

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

2430.80 Workplace Violence Incident Reporting Procedures

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

2430.90 Emergency Response Procedures

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

- Dialing 911.
- Immediately notify the manager, supervisor, or Administrator.

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

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

2430.100 Workplace Violence Hazard Assessment

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

Inspections are performed according to the following schedule:

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

2430.110 Workplace Violence Hazard Correction

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

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

2430.120 Post Incident Response and Investigation

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

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

2430.130 Training & Instruction

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

Training will occur:

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

Employee training on workplace violence will include:

- A review of the Plan, how to obtain a copy of the Plan, and how to participate in the development and implementation of the Plan.
- How to report workplace violence incidents or concerns to the District or law enforcement, without fear of reprisal.
- Workplace violence risks that employees may encounter in their jobs.
- How to recognize the potential for violence and escalating behavior.
- General and personal safety measures.
- Strategies to de-escalate behaviors and to avoid physical harm.
- The MCSD's alerts, alarms, or systems that are in place to warn of emergencies.
- Information about the Violent Incident Log and how to obtain copies of records pertaining to completed logs, hazard identification, evaluation and correction, and training records.

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

2430.140 Recordkeeping

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

Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum of (2) years.

2430.150 Cal/OSHA Reporting of Work-Related Fatalities and Serious Injuries

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

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

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

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

2430.160 Annual Review

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

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

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

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

Appendix A

WORKPLACE VIOLENT INCIDENT LOG

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

Incident ID#*: _____ **Date and Time of Incident:** _____ **Department:** _____

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

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

--

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

	01	02	03	04
	01	02	03	04

Where Incident Occurred:

Workplace Parking lot Outside of Building Outside of

Type of Incident (check as many as apply) :

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

Workplace violence committed by:

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

Circumstances at time of incident:

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

Consequences of incident:

Law enforcement or Security called? Yes No. If yes, explain:

Were actions taken to protect employees from continuing threat or other hazards? Yes No. If yes, explain:

Any injuries? Yes No. If yes, explain:

Emergency medical responders contacted, including on-site First Aid/CPR? Yes No. If yes, explain:

Did severity of injuries require reporting to Cal/OSHA? Yes No. If yes, enter date, time, and representative contacted:

Completed by:

Name:	
Date:	

Appendix B.

WORKPLACE VIOLENCE PREVENTIONHAZARD ASSESSMENT & CORRECTION FORM

Assessed	Title
Location(s) Assessed:	

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

- Step 1: Identify risk factors that may increase the District's vulnerability to workplace violence events.
- Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities.
- Step 3: Develop a corrective action Plan with measurable goals and target dates.

STEP 1: IDENTIFY RISK FACTORS

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

STEP 2: CONDUCT ASSESSMENT

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are bullet resistant windows or similar barriers used when money is exchanged with the public?	

		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are waiting and work areas free of objects that could be used as weapons?	
		Is furniture in waiting and work areas arranged to prevent employee entrapment?	
		Are clients and visitors clearly informed how to use the department services so they will not become frustrated?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belonging?	

Yes	No	Building Exterior/Parking Lot	Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is the area surrounding the building free of bushes or other hiding places?	
		Are security personnel provided outside the building?	
		Is video surveillance provided outside the building?	

		Is there enough lighting to see clearly?	
		Are all exterior walkways visible to security personnel?	
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding?	
		Is there enough lighting to see clearly?	
		Are security escorts available?	

Yes	No	Security Measures	Comments:
		Is there a response Plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and clients)	
		Are there security cameras?	
		Are there panic buttons?	
		Are there alarm systems?	

		Are there metal detectors?	
		Are there X-ray machines?	
		Do doors lock?	
		Does internal telephone system activate emergency assistance?	
		Are telephones with an outside line programed for 911?	
		Are there two-way radios, pagers, or cell phones?	
		Are there security mirrors?	
		Is there a secured entry?	
		Are there personal alarm devices?	
		Are there "drop safes" to limit available cash?	
		Are pharmaceuticals secured?	
		Is there a system to alert staff of the presence, location, and nature of a security threat?	
		Is there a system in place for testing security measures?	

STEP 3: DEVELOP CORRECTIVE ACTION PLAN

(Action Plan Types: BI - Building Interior, BE - Building Exterior, PA - Parking Area, SM - Security Measure)

Type	Action Item	Person(s) Responsible	Target Date	Status	Comments

WORKPLACE VIOLENCE

EMERGENCY RESPONSE SCENARIOUS & PROCEDURES

WORKPLACE VIOLENCE ACTS OR THREATS

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

FOUR TYPES OF WORKPLACE VIOLENCE

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

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

EMPLOYEE WARNING SIGNS

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

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

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

WARNING SIGNS FROM CUSTOMERS

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

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

WHEN HELP IS NEEDED

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

PERSONAL SAFETY

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

ACTIVE SHOOTER

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

CHARACTERISTICS OF AN ACTIVE SHOOTER SITUATION

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

HOW TO RESPOND

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

CALL 911 WHEN IT IS SAFE TO DO SO

When law enforcement arrives remain calm and follow all instructions.

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

Information to provide law enforcement when asked:

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

Training resource:

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

BOMB THREAT

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

PHONE THREAT

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

WRITTEN THREAT

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

POSSIBLE EVACUATION

- The Administrator will call law enforcement and follow their instructions.

The decision to evacuate is handled on a case-by-case basis on instructions given by law enforcement.

BOMB THREAT CHECKLIST

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

CIVIL UNREST

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

SHELTER IN PLACE

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

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

MEDICAL EMERGENCY

CPR/AED

NON-Trained Responder:

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

Trained and Certified CPR Responder Only:

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

FIRST AID ONLY

Non-Trained First Aid Responder:

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

Trained First Aid Responder Only:

- Designate someone to call 911 (if necessary) and direct EMS as they arrive.
- Do not move the person unless absolutely necessary.

- Use universal precautions, such as disposable gloves, face mask.
- Follow any directions provided by the 911 operator.
- Designate a person to direct EMS personnel as they arrive.
- Provide person information to the EMS personnel.

SUSPICIOUS PACKAGE

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

CHARACTERISTICS TO LOOK FOR IN A SUSPICIOUS PACKAGE OR LETTER

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

IF YOU SUSPECT A SUSPICIOUS PACKAGE OR LETTER

- Do not take a chance. Immediately call 911.
- Do not move, alter, open, examine, or disturb the article.
- Do not put in water or a confined space such as a desk drawer or filing cabinet.

Isolate the suspicious package or article and clear the immediate area until law enforcement arrives.

WORKPLACE VIOLENCE PREVENTION HAZARD ASSESSMENT & CORRECTION FORM

Assessed	I
Location(s) Assessed:	

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

- Step 1: Identify risk factors that may increase the District's vulnerability to workplace violence events.
- Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities.
- Step 3: Develop a corrective action plan with measurable goals and target dates.

STEP 1: IDENTIFY RISK FACTORS

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

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STEP 2: CONDUCT ASSESSMENT

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

STEP 2: CONDUCT ASSESSMENT

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

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

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

STEP 3: DEVELOP CORRECTIVE ACTION PLAN

(Action Plan Types: BI - Building Interior, BE - Building Exterior, PA - Parking Area, SM - Security Measure)

Type	Action Item	Person(s) Responsible	Target Date	Status	Comments

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

Assessed	I
Location(s) Assessed:	

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

- Step 1: Identify risk factors that may increase the District's vulnerability to workplace violence events.
- Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities.
- Step 3: Develop a corrective action plan with measurable goals and target dates.

STEP 1: IDENTIFY RISK FACTORS

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

STEP 2: CONDUCT ASSESSMENT

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

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

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		Is there a response plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and clients)	
		Are there security cameras?	
		Are there panic buttons?	
		Are there alarm systems?	
		Are there metal detectors?	
		Are there X-ray machines?	
		Do doors lock?	
		Does internal telephone system activate emergency assistance?	
		Are telephones with an outside line programed for 911?	
		Are there two-way radios, pagers, or cell phones?	
		Are there security mirrors?	
		Is there a secured entry?	
		Are there personal alarm devices?	
		Are there "drop safes" to limit available cash?	
		Are pharmaceuticals secured?	
		Is there a system to alert staff of the presence, location, and nature of a security threat?	
		Is there a system in place for testing security measures?	

STEP 3: DEVELOP CORRECTIVE ACTION PLAN

(Action Plan Types: BI- Building Interior, BE - Building Exterior, PA - Parking Area, SM- Security Measure)

Type	Action Item	Person(s) Responsible	Target Date	Status	Comments

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: General Manager - Job Description
POLICY NO.: 2300
ADOPTED: November 25, 2002
REVIEWED: 02/11/13; 02/25/13; 03/10/15; 09/08/15; 02/09/16; 05/10/16; 10/03/16;
01/10/17; 05/09/17; 07/11/19; 9/11/20; 2/14/24
REVISED: 02/25/13; 01/27/14; 04/13/15; 10/12/15; 03/14/16; 06/13/16; 02/13/17;
06/12/17; 08/12/19

2300.05 The General Manager is hired, evaluated annually or as otherwise warranted and terminated by the Board of Directors.

2300.10 Major Responsibilities

2300.11 Management: The General Manager is the Executive Officer of the District and for the Board of Directors. The General Manager oversees, organizes, and directs the activities and operations of the McCloud Community Services District, develops policy recommendations for the Board of Directors action and provides highly responsible and complex administrative support to the Board of Directors. The General Manager's position is a class that has **full responsibility** to the Board of Directors for the administration of **all** District services and activities and policies.

2300.12 The General Manager shall carry into effect the expressed policies of the Board of Directors. The General Manager shall communicate the goals and objectives of the Board to the community.

2300.13 The General Manager maintains cordial relations with all customers of the District and attempts to resolve all public and employee complaints. The General Manager shall encourage citizen participation in the affairs of the District.

2300.14 The General Manager shall ensure that all contracts, grants, agreements and policies and procedures of the District are properly carried out and implemented.

2300.15 The General Manager shall develop, maintain and advance appropriate relationships with other local governments and their staffs.

2300.16 The General Manager utilizes appropriate legal, accounting and other professional consultants hired by the Board of Directors.

2300.17 The General Manager shall establish, maintain quality standards, and coordinate the delivery of all public services for which the District is responsible.

2300.18 The General Manager shall serve as the District Treasurer upon appointment by the Board of Directors.

2300.20 Public Services and Facilities Planning and Development: The General Manager shall participate in the development of the District's work plans, projects and programs with the Public Works Superintendent, Finance Officer and other staff as appropriate, monitor work flow, review and evaluate departments' products, methods and procedures.

2300.21 The General Manager shall recommend a long-range plan of capital improvements, including provision of pertinent financial data and financing recommendations.

2300.30 Personnel: The General Manager acts as personnel officer for the District and employs such assistants and other employees as the General Manager deems necessary for the proper administration of the District and the proper operation of the works of the District in accordance with the positions authorized within the annual budget approved by the Board of Directors. The General Manager, Finance Officer and/or Public Works Superintendent and two (2) Board of Directors will be the interview committee for the hiring of all full-time employees.

2300.31 The General Manager, shall implement personnel and performance evaluation procedures, recruit, screen and select all District employees, and review all staff performance evaluations, ensure that all staff receive appropriate and necessary training, develop and maintain rapport among all staff members and promote a positive work atmosphere.

2300.40 Fiscal Operations:

2300.41 The General Manager shall supervise and direct preparation of the annual District budget, direct, review and evaluate annual budget requests of all District departments, direct and participate in continuous review of District expenditures throughout the fiscal year.

2300.42 The General Manager shall keep the Board informed of potential significant sources of funds other than operating revenue that may be available to implement present or contemplated District programs.

2300.50 Duties in the Absence of a Finance Officer

2300.51 Serves as office manager and supervises, evaluates and trains all clerical staff, including reviewing their work for accuracy and organizing work schedules and priorities and provides back-up to the District Secretary as needed.

2300.52 Responsible for signing liens for the District.

2300.53 Supervises and maintains the District's various insurance policies to ensure appropriate coverage.

2300.54 Task: Supervises and assists clerical staff, library aid and janitor in their daily work activities.

2300.55 Task: Interacts with other special districts, county, state and federal agencies, to obtain financial information, and to respond to inquiries for information from same.

2300.60 Board of Directors: The General Manager attends all meetings of the District's Board of Directors and such other meetings as the Board specifies from time to time.

2300.61 The General Manager shall advise the Board on matters of policy and administration, formulate and present to the Board plans to implement policies and accomplish goals established by the Board including planning the short, medium and long term work program and capital improvements for the District, and direct implementation of the system of priorities and levels of service established by the Board.

2300.62 The General Manager shall provide guidance to the Board of Directors in developing strategic goals and objectives, plan Board and community meetings and be responsible to maintain Board meeting and District business records.

2300.70 Prerequisite Qualifications

2300.71 The General Manager shall have a minimum of five (5) years of management experience, including experience in an increasingly responsible public agency position. Operations and/or experience of a water and/or sewer system is preferred.

2300.72 The General Manager shall possess or obtain and continuously maintain a valid California driver's license and a satisfactory driving record.

2300.73 High School diploma or Equivalent required.

2300.74 Possess or obtain within one year and continuously maintain a State certification in Water Treatment and/or Distribution (D-2 License). This may be extended by one (1) year with approval by the Board of Directors.

2300.75 The ability to effectively communicate both written and verbal with political officials, the constituents of the District and other governmental agency personnel.

2300.76 Understand and implement principles and practices of leadership, motivation,

team building and conflict resolution.

2300.77 Knowledge of the organizational and management practices as applied to the analysis and evaluation of District programs, policies and operational needs.

2300.78 Knowledge of the principles and practices of public agency organization, administration, personnel management, and finance.

2300.79 Must live within 30 minutes of the District to be able to respond to emergencies.

2300.80 Knowledge of the principles and practices of policy development and implementation.

2300.81 Knowledge of the principles and practices of local government administration and operations, local, state and federal laws, regulations and codes especially those affecting governance of a community services district as defined in the California Government Code.

2300.82 Knowledge of the principles and practices of government budget preparation and administration.

2300.80 Basic Work Hours Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, however, this position requires regular work before and/or after normal office hours as necessary to effectively administer the affairs of the District. The General Manager is exempt from overtime pay or compensatory time off as an administrative employee pursuant to Section 2080.62 of Board Policy.

2300.90 Essential Job Duties The General Manager is required to work as necessary to complete projects and job functions. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The essential job duties for this position include, but are not limited to:

2300.91 Task: Assist in planning, direction and control of the administration and operation of District, including personnel management.

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

2300.92 Task: Prepare and/or review policy proposals, timesheets, written instructions and drawings, reads and negotiates contracts, specifications, details and plans and perform related paperwork.

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

2300.93 Task: Use computers, copiers, calculators and other business machines.

Physical Demand: Sitting, close vision, use of hands to finger, handle or feel objects, tools or controls.

2300.94 Task: Prepare and evaluate reports.

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

2300.95 Task: Conducts meetings of personnel, may attend meetings of other governmental agencies and organizations, attends training.

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

2300.96 Task: Perform customer work relations.

Physical Demand: Sitting, standing, speaking, hearing, close and distance vision, walking over uneven ground, driving vehicle.

2300.100 Marginal Job Duties

2300.101 Task: Performs construction inspection work and related documentation.

Physical Demand: Standing, walking over uneven ground, stooping, bending, squatting, climbing, sitting, close and distance vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls; driving vehicle.

2300.102 Task: Performs construction inspection work, exterior emergency utility and facility service work in the absence of adequate staffing or in the event of an emergency.

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

2300.110 Environmental Demands

2300.111 Outside: Travels to do out-of-office business in a variety of weather

conditions including, rain, snow and heat to +100 degrees Fahrenheit.

2300.112 Works indoors in temperature-controlled environment.

2300.113 Exposure to various colognes/perfumes; infrequent exposure to fumes/dust from printing cartridges.

2300.114 Noise/Vibration: Business/office machines, office located in close proximity to highway traffic.

2300.120 Mental Requirements

2300.121 Reads: complex manuals and instructions for computer software and hardware, letters, reports, memos, messages, etc.

2300.122 Writes: reports, presentations, memos, messages, and fills out information forms. Needs ability to use or quickly learn the latest version of the District's word-processing software.

2300.123 Math: Ability to perform complex mathematical functions and work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to use or quickly learn the District's current spreadsheet software.

2300.124 Attention to Detail: High level concentration and attention to detail for extended periods of time required to perform high level management functions, produce reports and spreadsheets.

2300.125 Repetition: Repetitive data entry to spreadsheets and computer system for accounting purposes, typing reports and presentations.

2300.126 Judgment: Ability to work independently, prioritize work and make complex management decisions and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of data in written or verbal form, and deal with numerous abstract and concrete variables. Ability to work with others and formulate appropriate instructions to achieve desired goals.

2300.127 Social Skills: Ability to relate cooperatively with members of the public, public officials, governmental agencies, Directors, and District personnel on a constant and face-to-face basis.

2300.128 Communication Skills: Ability to quickly organize and communicate

thoughts orally, written or graphically. Ability to understand communications from others.

2300.130 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

2300.140 The General Manager shall be required to sign the General Manager Employment Agreement Policy 2301 – Terms and Conditions of General Manager Employment – Attachment 2301A at time of employment.

AGREEMENT FOR SERVICES

THIS AGREEMENT made and entered into this 16 day of May, 2024, by and between McCloud Community Services District, herein referred to as "DISTRICT" and Smith & Newell Certified Public Accountants, hereinafter referred to as "AUDITOR".

WITNESSETH:

WHEREAS, DISTRICT wishes to secure the services of a professional auditing firm; and

WHEREAS, DISTRICT desires to conduct an audit of the financial transactions of the DISTRICT for the fiscal years ended June 30, 2023, 2024, and 2025, and preparation of the annual report of financial transactions for the State Controller's Office for the fiscal year ending June 30, 2024.

NOW, THEREFORE, in consideration of these premises, and the following mutual promises, covenants and conditions, the parties hereto agree as follows:

1. It is understood by the parties hereto that AUDITOR, while engaged in complying with and in performance of the terms of this Agreement, is an independent contractor and is not an officer, agent or employee of the DISTRICT.
2. AUDITOR, for and in consideration of the compensation hereinafter agreed to be paid by the DISTRICT hereby agrees to perform those accounting services and work as described in our detailed proposal, dated September 29, 2021, which includes conducting the fieldwork portion of the audit at the District office at no additional cost.
3. This Agreement contains the sole and entire agreement between the parties. The parties acknowledge and agree that neither of them has made representation with respect to the subject matter of this Agreement or any representation including the execution and delivery thereof except representations as are specifically set forth herein.
4. No waiver or modification of this Agreement or of any covenant, condition or limitation herein contained shall be valid unless in writing and duly executed by the parties to be charged therewith. This Agreement, however, may be extended by mutual written consent of the parties.
5. This Agreement and performance hereunder and all suits and special proceedings hereunder shall be constructed in accordance with the laws of the State of California in any action, special proceeding, or other proceeding that may be brought arising out of, in connection with, or by reason of this Agreement, the laws of the State of California shall be applicable and so govern to the exclusion of the laws of any other forum without regard to the jurisdiction in which the action or special proceeding may be instituted.
6. This Agreement shall be binding on and inure to the benefit of the respective parties.
7. It is understood by the parties and agreed that the DISTRICT, its officers, agents and employees, shall not be liable or responsible for any injury or damage to person or property resulting from the operations or activities of AUDITOR while engaged in complying with any of the terms of this agreement. AUDITOR agrees to indemnify and hold harmless the DISTRICT and its officers, agents and employees, from and against all claims and liability for damage or injury to persons or property resulting from the activities of AUDITOR.


8. The AUDITOR shall at its own cost and expense carry public liability and property damage insurance in the amount of One Million Dollars (\$1,000,000.00) combined single limit and Workers' Compensation Insurance as required by law protecting both the AUDITOR and the DISTRICT.
9. DISTRICT agrees to pay the sum of Thirteen Thousand Two Hundred Fifty Dollars (\$13,250) for the year ended June 30, 2023, Fourteen Thousand Fifty Dollars (\$14,050) for the year ended June 30, 2024, and Fourteen Thousand Nine Hundred Dollars (\$14,900) for the annual financial statements for the year ended June 30, 2025, and Six Hundred Dollars (\$600) for the Annual Report of Financial Transactions for the year ended June 30, 2024.

IN WITNESS WHEREOF, the parties hereby have caused this Agreement to be executed on the day and year first above written.

MCCLOUD COMMUNITY SERVICES DISTRICT

SMITH & NEWELL CPAs

By: _____

By: 
Carrie Schroeder, Partner

Jennifer Brunello

From: Sean Garland <sean@garlandtech.net>
Sent: Friday, May 10, 2024 10:17 AM
To: Jennifer Brunello
Cc: Denise Bailey
Subject: RE: contract
Attachments: MCSD 24-25 Contract SG Signed.pdf

Hey Jennifer,

Please find the attached contract proposal for 24/25 fiscal year. It's basically 75/user and you have 11 users. This includes everything except "projects" which would be, for example, installing your new computers... That would be a separate engagement, which would be billed time and material at 125/hr.

Please also note that this will not include the AWS billing. The AWS alone is around 800/mo, which we've eaten a lot of over the years (wrote off 7/1 through 12/31 of 2023, and we ate the overages, for about 7 months in 2022 due to some streaming we didn't catch). I know we're moving away from AWS, so this charge will only be on the books for another few months hopefully.

I hope all that makes sense. Happy to get on a call and explain.
Thanks

Sean Garland
Senior Engineer, CCNA



[Click here to book a meeting with me!](#)

P: 530.988.5200
E: sean@garlandtech.net
CA Lic# 1004175
Support: support@garlandtech.net
Portal: <https://support.garlandtech.net>

From: Jennifer Brunello <cfo@ci.mccloudcsd.ca.us>
Sent: Friday, May 10, 2024 8:09 AM



MCCLLOUD CSD IT SERVICES PROPOSAL 2024-2025 Fiscal Year



15303 Glenwood Place
Weed, California 96094
Phone: 530-859-0111
Website: <http://www.garlandtech.net>

Tax ID: 47-3120556
CSLB# 1004175
USAC SPIN# 43047958

McCloud CSD:

Thank you again for your continued support of Garland Tech, Inc. and our relationship!

As you'll see from the document below, and attached Appendices, it is our intention to provide your district with superior service for the upcoming fiscal year. Here is an outline of the services that we'll provide:

Locally based technician:

Garland Tech prefers to hire from the county first. We are dedicated to our local communities, and providing support utilizing our talent here. We're building internships with local schools, and hiring young energetic folks who want to learn, and work in IT.

Workstation and End User Support:

We will support all of your users, and all of their devices. We also support devices like wireless bridges, SCADA, and entry systems. For endpoints, we offer warranty status, warranty extensions/upgrades, and recycling of devices. All part of the contract.

These services include:

- Support during YOUR work hours!
- We support all of your systems, including PC, Mac, Chromebooks, etc...
- Critical items after hours escalated to on-call technicians for onsite or end-user engagement
- Support access through phone, email, desktop or mobile applications
- Complete SLA-driven approach to incident response and remediation
- Best effort support provided for all installed applications*
- Complete patch management for your Windows and Mac operating systems
- Online knowledgebase of standard operating procedures specific to your company needs
- Workstation lifecycle management and documentation provided from deployment to e-waste
- Tracking and monitoring for compliance of key software application licensing and support
- Event alerting of workstation issues inside our professional services automation platform
- Anti-Virus, malware, and web security and filtering solutions included
- Monthly management reports & meetings provided for insight into your workstation health and wellness *NEW*
- Onsite technicians when you need us!

*Requires service agreement with software vendor and product to be within operational life as defined by vendor.

Thank you again!
Sean Garland – Garland Tech, Inc.



15303 Glenwood Place
Weed, California 96094
Phone: 530-859-0111
Website: <http://www.garlandtech.net>

Tax ID : 47-3120556
CSLB# 1004175
USAC SPIN# 143047958

Garland Tech, Inc. History:

Garland Tech, Inc, was founded in 2014, by veteran tech guru Sean Garland. Sean has been working in Siskiyou County as the "go to" technologist for over 29 years. Sean began his technology career in the Bay Area working at a used computer shop, building and revamping computers. After his move to Siskiyou County, he began working for Mountain View Research (MVR). MVR quickly became the premier technology support company in the region, with clients ranging from mom and pop accounting offices, to schools, municipalities, and the federal government. Specialties included Novel networking, Microsoft networking, and network cabling.

In 2000 Sean moved to Aiello, Goodrich and Teuscher (AGT), in Mount Shasta, where he continued to hone his skills and expertise. During the four years working at AGT, Sean's name, and reputation continued to climb. There wasn't a business in the county, that Sean hadn't supported, and word of mouth advertising was all that was needed to keep the small IT consulting shop bustling. During this time, Sean picked up Microsoft certifications, as well as a dozen other minor certifications in Microsoft servers and networking, as well as cabling installations. This is also when Sean became a qualifier on a California C7 contractor's license allowing AGT and Sean to design, install and manage network cabling jobs.

In 2004 Sean, with the owners of AGT, formed Siskiyou Technology Consultants. STC was the north state and southern Oregon leader for close to 10 years. STC merged with Acme Computer, a new local competitor, in late 2009. This brought additional resources and staffing, as well as economies of scale to allow larger and more complex installations. During the years Sean was involved with STC, he gained industry recognition for wireless, and surveillance, even being involved in a national ad campaign with one of the leading vendors in this vertical market. Sean also attained his Cisco certification and several other minor certificates related to small business networks and Microsoft.

Since leaving STC in 2013, Sean has remained tuned into technology. Continuing on his previous successes, and leveraging industry connections and vendors, Sean has continued his successful career with his current endeavor, Garland Tech, Inc.

Garland Tech, Inc. has already become recognized as a technology leader in the area. Focusing mainly on commercial operations, Garland Tech, Inc. is uniquely aware of the challenges companies face. With over 30 years of technical expertise in a wide array of subjects, and a combined 100 plus years knowledge utilizing technology partners and vendors, there are few IT firms with the breadth of knowledge or ability. Garland Tech, Inc. has already installed hundreds of wireless devices, network bridges, and collectively manages over 1000 network devices. Clients range from small offices with single access points, to RV parks, and heavy industrial/"co-gen" power plants.

Sean Garland, Owner, Founder, Engineer - Garland Tech, Inc.

www.garlandtech.net

Initials



PREMIER SERVICES AGREEMENT

Client: McCloud Community Services District

Service Address Primary: 220 W Minnesota Ave, McCloud, CA 96057

Term of Agreement: Twelve Months commencing on the 1st July 2024 ("Start Date") and ending on the last day of June, 2025.

Scope of Included Services: See attached exhibits.

Monthly Base Rate: See Exhibit C for a detailed breakdown. Rates will change at the beginning of the month following the addition of any components within Exhibit C or other addendums.

1. Engagement: Client hereby engages Garland Tech, Inc. ("Consultant") for the initial term set forth above, to provide services in support of Client's computer, electronic and information technology systems ("IT Services") located at the Service Address identified above. Upon expiration of the initial term, and upon expiration of each successive term, this Agreement shall be automatically renewed and extended for an additional term equal to the original unless one of the parties hereto serves notice upon the other of intent not to renew the Agreement at least thirty days prior to the renewal date.

2. Scope of Included Services: Consultant will perform IT Services included within the Scope of Included Services, as required, during the term of this Agreement. Consultant will decide whether to perform IT Services at the Service Address or off-site. Client agrees not to make unreasonable requests for services. See Exhibit A.

3. Pricing, Additional Services: The Monthly Base Rate set forth below covers the cost of IT Services coming within the Scope of Included Services in addition to addendums, if any, to this document. Charges for additional services such as "Project Type" work, requested or required by Client will be determined by agreement of the parties or, in the absence of agreement, will be charged at Consultant's standard rates in effect at the time service is provided or adjustments to standard rates if defined in Exhibit C. The Base Rate does not include the cost of any hardware, software, equipment, or supplies or any out-of-pocket expenses incurred by Consultant unless specifically identified as included in the Exhibits or in an addendum.



4. Payment, Suspension or Termination of Services: Payment of the Monthly Base Rate is due on or before the **first day of each month** during the term of this Agreement and shall be considered delinquent if unpaid within five (5) days of the due date. Client shall pay invoices for any additional amounts due to Consultant within ten (10) days after receipt. Consultant shall have the right to, suspend the performance of IT Services, or to terminate this Agreement, if Client fails to make payment within the time permitted for doing so under this Agreement. Client shall have the right to, at their discretion, terminate this Agreement in the event that Consultant fails to meet the Required Performance Standard established by the Service Guarantee described in Exhibit B; provided, however, that Client shall not terminate this Agreement pursuant to this provision without first giving Consultant written notice of deficiencies in performance and a reasonable opportunity (not less than 30 days) to meet and maintain the Required Performance standard.

5. Price Adjustments: Consultant shall have the right to propose an adjustment to the Monthly Base Rate, as provided on Exhibit C, in the event of equipment purchases, substantial changes in the demand for IT Services initiated by Client, material increases in costs to Consultant, or if Client's demand for IT Services during any twelve-month period during the term of this Agreement should exceed the Adjustment Threshold. When an adjustment occurs, an addendum detailing the change, will be signed by both parties and attached to this contract.

6. Tangible Property Rights: Authorization to use any software or hardware provided by Consultant to the Client provides a personal, non-exclusive, limited, non-transferable and temporary license. All rights are reserved. The Client may not re-publish, transmit, distribute, sell, lease, sublet or make any unauthorized use of Consultant property. Modification of such materials or the use of such materials for any purpose not authorized by Consultant is prohibited. Client agrees to act in good faith and maintain in good physical and working order any hardware, software or other tangible items belonging to Consultant that are installed, lent to, leased to, or for any other reason in possession by Client or Client personnel. In the event of damage, theft, modification, defacing, loss of, or any other acts considered beyond what would be considered "normal wear" the Client will be responsible reimbursing Consultant for repair and/or replacement of such material in an amount determined by Consultant to be "fair market value" and will be due immediately at any time requested by Consultant.

7. Ownership of Work Product: Any (a) work of authorship fixed in any tangible medium that is the subject matter of a copyright or potential application for registration therefore (including, but not limited to, object code and source code), (b) unpatented inventions, including but not limited to, physical parts or components, processes, techniques, programs or methods, (c) non-trademarked or non-service-marked distinctive symbols, pictures or words, (d) hardware or software provided by Consultant for use by Client (e) trade secrets, or (f) any other copyrightable, patentable and/or trademarkable intellectual property rights, whatsoever, associated with any ideas, symbols, marks, phrases, writings, drawings, inventions, machines, designs, concepts, techniques, methods,

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Initials



know-how, processes or works of authorship developed or created by: (i) Consultant and/or Consultant Personnel; and/or (ii) through collaborative efforts of Consultant (including Consultant Personnel) and Client and/or any director, officer, shareholder, member, manager, employee, agent, independent contractor or representative of Client ("Client Personnel") during the term of this Agreement (collectively, the "Work Product") shall belong to Consultant; provided that Client shall retain a perpetual, non-exclusive, royalty-free license to use the Work Product in its day to day business operations so long as Client does not disclose, sell or assign, in any capacity, its rights in said Work Product, to any third party (including Consultant Personnel and Client Personnel) without the express, written consent of Consultant, which consent may be withheld. Upon request of Consultant, Client shall, if necessary, take such actions, and shall cause Client Personnel to take such actions, including execution and delivery of any and all instruments of conveyance, necessary to grant title in and to the Work Product to and in the name of Consultant.

8. Non-Diversion: Client agrees that during the term of this Agreement and for a period of 30 days following the termination of this Agreement, Client will not recruit or hire any employee, agent, representative or subcontractor of the Consultant ("Consultant Personnel"), nor will Client directly or indirectly contact or communicate with Consultant Personnel for the purpose of soliciting or inducing such Consultant Personnel (a) to accept employment with, or perform work for any person, firm, or entity other than Consultant; or (b) to provide services to Client or any other person, firm or entity except as an employee or representative of the Consultant. Client agrees that, in the event of a breach or threatened breach of this provision, in addition to any remedies at law, Consultant, without posting any bond, shall be entitled to obtain equitable relief in the form of specific performance, a temporary restraining order, a temporary or permanent injunction or any other equitable remedy which may then be available.

9. Disclaimer of Warranties: To the fullest extent permitted by law, Consultant disclaims all warranties, express, implied or statutory, including, but not limited to, implied warranties of title, non-infringement, merchantability, and fitness for a particular purpose. Consultant does not warrant that use of software, hardware, services or any other products furnished by Consultant will be uninterrupted, error-free, or secure, that defects will be corrected, or that products or the server(s) to which access is provided are free of viruses or other harmful components.

10. Limitation of Liability: In no event shall Consultant be liable to the Client or any other party for any special, exemplary, incidental, consequential, or direct damages, including but not limited to lost profits, whether arising out of contract, tort, strict liability or otherwise. In no way is Consultant responsible for any damages to the Client or any other party including but not limited to lost profits due to; data loss, the unavailability of or malfunctioning of any equipment, software, or service, whether provided by Consultant or any party representing Consultant or otherwise. Consultant shall not be liable to Client for any failure or delay caused by events beyond Consultant's reasonable control, including, without limitation, Client's failure to furnish necessary information, sabotage, failures, theft or delays in transportation or communication, failures or substitutions of equipment, labor disputes, accidents, shortages of labor, fuel, raw materials, equipment, technical failures, accessibility to work site, acts of God, or any other reason.

11. Actions: No action, regardless of form (including in contract, tort or otherwise), arising in connection with the performance of this Agreement may be brought by either party more than one (1) year after the date of the occurrence on which the action is based.

12. Good Faith: The parties hereto expressly assume an obligation to act in good faith toward one another in the performance of their obligations under this Agreement

13. Access: Client agrees to maintain, where required, a full time, dedicated Internet connection and to allow the Consultant access to the Client's network via that Internet connection. Client agrees to allow the Consultant employees or subcontractors access to its facilities in order to perform services under this Agreement. Client agrees to allow the Consultant access to the covered equipment. Facility access may be denied for any reason at any time, however if access to facilities is denied, the Client understands the Consultant may be unable to perform their duties adequately and if such a situation should exist, the Consultant will be held harmless. In the case of the Client residing in a facility with access controlled by a third party, the Client is responsible for obtaining proper and adequate permissions for the Consultant to enter and operate on the premises designated as the Client's work area. Client agrees to allow the Consultant to load any necessary management software on their systems. Client agrees to furnish the Consultant with Administrator-level password access for all covered equipment and servers, where necessary. The Consultant agrees not to prevent Client from accessing any equipment owned by the Client or Consultant.

14. Limitations of Technology: The Client acknowledges that technologies are not universally compatible, and that there may be particular services or devices that the Consultant may be unable to monitor, manage, or patch. The Consultant agrees to inform the Client when such a situation arises. The Client agrees to correct the situation if applicable, and to hold the Consultant harmless in any case. Patches and antivirus definitions are distributed by their respective software vendors, and as such, the Consultant has no direct control over the effectiveness or lack thereof of the software being applied. The Consultant shall not be held responsible for interruptions in service due to patches released by software vendors.

15. Authority: Client signatory represents and warrants that it has full corporate power and authority to execute this Agreement to bind their company. Only individuals with title of Chief Executive, Chief Financial Officer, Owner or any person designated by any of those individuals shall have power and authority to bind Client.

16. Miscellaneous: This instrument, with attached exhibits, contains the entire agreement of the parties and supersedes any previous agreement on the same subject matter between them. No amendments or variations of the terms and conditions of this agreement shall be valid unless the same are in writing and signed by all parties hereto. Consultant is an independent contractor and nothing herein shall be construed as inconsistent with that relationship or status. If any one or more of the provisions contained in this Agreement is for any reason held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the other provisions hereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had not been contained herein. The headings contained herein are for convenience of reference only, and are not to be used in interpreting this agreement. This agreement shall be construed and enforced pursuant to the laws of the State of California. This agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute but one document.

Exhibit A

What We Cover

General	Included
Warranty Status	Included
Hardware & Software Details	Included
Unauthorized Software	Included
Network Mapping	Included
Vendor Contacts/Procurement of Hardware	Included
Engineer Solutions	Included
Network Coverage	
Firewall & Wireless Access Device Management	Included
Network Connections	Included
Mobile device Setup (including Chromebooks)	Included
Network Performance Monitoring	Included
Printer Management & Monitoring (SNMP Enabled Printers Only)	Included
Help Desk Support (Remote and On-Site)	
During Hours Remote Support	Included
Emergency After Hours Remote Support	Included
During Hours On-Site Support	Included
After Hours On-Site Support	Included

What Is Included For Workstations

Workstation Services	Premier Services
<ul style="list-style-type: none"> • Security <ul style="list-style-type: none"> ○ Antivirus Software Definition Monitoring ○ Windows Patch Management ○ Support Software Updates (Adobe Reader, Microsoft Office, etc....) ○ Hardware Tampering Detection (where available by hardware) 	Included
<ul style="list-style-type: none"> • Performance <ul style="list-style-type: none"> ○ Low Memory Detection ○ High CPU Usage Detection ○ Unauthorized Software Removal 	Included
<ul style="list-style-type: none"> • Proactive Reliability <ul style="list-style-type: none"> ○ Hard Drive Error Monitoring ○ Hard Drive SMART Stats Monitoring ○ Hard Drive Free Space ○ Hardware/Software Raid Failure Monitoring ○ Windows File Corruption ○ Bad Process Detection 	Included



Exhibit A

What Is Included For Servers

Server Monitoring & Administration	Premier Services
<ul style="list-style-type: none"> • Security <ul style="list-style-type: none"> ○ Antivirus Software Definition Management ○ Expired Passwords Monitoring ○ Windows Patch Management ○ Support Software Updates ○ Hardware Tampering Detection 	Included
<ul style="list-style-type: none"> • Performance <ul style="list-style-type: none"> ○ Low Memory Detection ○ High CPU Usage Detection ○ Startup/Background Processes ○ Unauthorized Software Removal 	Included
<ul style="list-style-type: none"> • Proactive Reliability <ul style="list-style-type: none"> ○ Hard Drive Error Monitoring ○ Hard Drive SMART Stats Monitoring ○ Hard Drive Free Space ○ Hardware/Software Raid Failure Monitoring ○ Windows File Corruption ○ Bad Process Detection ○ SQL Database Availability 	Included
<ul style="list-style-type: none"> • Administration <ul style="list-style-type: none"> ○ Email Management and Updates ○ User Updates (Removal/Addition) ○ Active Directory/Entra ID/Google Workspaces Administration ○ Remote Desktop Services if applicable ○ Other Server Services (DHCP, DNS, Printers, etc.) ○ Sync management between systems 	Included



Exhibit A

What Is Not Included

Client agrees that the following is not included as covered in this agreement. This page is for reference only.

“Project / Cabling Work” Defined as any service designated to add or increase functionality or capacity; in other words, any work that is not designed to support existing systems or persons. Projects are outside the scope of this agreement and as such will be quoted and invoiced separately. Project / Integration work will be identified to The Client as such before any work is performed.

“Line of Business Applications” Defined as applications such as custom accounting packages, CRM software, ERP software, etc. that are not specifically mentioned herein fall outside the normal purview of this Agreement. Reasonable attempts will be made to correct connectivity issues to such applications; however problems specific to the application configuration or network problems caused by the applications are excluded. This does not include Office, or Aeries as those are covered.

“Hardware Replacement Cost” Defined as the cost associated with hardware replacement falls outside this agreement. Hardware replacement can take the form of warranty, extended warranty, manufacturer’s support contract, on-site spares, or purchases as needed. Hardware replacement options will be discussed as part of the Audit deliverables to be sure an appropriate hardware strategy exists for all critical equipment.

Exhibit B

Service Guarantee

Consultant will provide all customary, scheduled, and routine services required under this Agreement in a reasonably prompt and timely manner. In addition, Consultant shall meet or exceed the following requirements in responding to specific requests for service:

Trouble	Priority	Response Time	Resolution Time	Escalation Threshold
Critical Emergency (Service not available all users and functions unavailable).	1	30 minutes	ASAP –Best Effort	1 Hour
High (Limited degradation of service, limited number of users or functions affected, business process can continue)	2	1 Hour	ASAP –Best Effort	2 Hours
Medium (Small service degradation, business process can continue, one user affected, request for incident)	3	4 Hours	8 Hours	12 Hours
Low Priority (Maintenance needed, no noticeable degradation to any users, user add/remove requests)	4	2 Days	N/A	N/A

Value Added Items*	Premier Services
Virus Free Network	Included
99.99% Up-Time (See Definition Below)	Included
Guarantee Against Duplicated Billing	Included
99.99% Up-Time on Internal Email Systems	Included
Guarantee That Remote Access Systems Always Work	Included
Guarantee Satisfaction	Included
Guarantee Against Firewall Intrusion	Included
Onsite Technician **	Included

Disclaimer

* **“Value Added Items”** Consultant does not guarantee that these things will not happen. Consultant does guarantee that if these things do happen, you’ll never have to pay to remediate the issue when the cause is due to a failure on the Consultant’s part to prevent the problem.

** **“Onsite Technician”** Technician will be onsite per mentioned above. We will make every effort to make this happen, but there are occasions where our normally scheduled time could be missed. Emergency response is always included.

15303 Glenwood Place
Weed, California 96094
Phone: 530-859-0111
Website: <http://www.garlandtech.net>

Tax ID : 47-3120556
CSLB# 1004175
USAC SPIN# 143047958

Exhibit C

Pricing Agreement

SUPPORT AGREEMENT / BILLING INFORMATION			
Contract Date:	7/1/2024	Bill To:	
Customer:	McCloud CSD	Billing email:	
Primary Contact:	Jennifer Brunello	Phone	
PO #		Fax:	
Effective Date:		Payment Terms:	
Renewal Date:		Billing Cycle:	Monthly
Contract Length:	12 months	Monthly Billing Amount:	\$75/user – 11 current users – 825/mo – doesn't include AWS
Account Mgr:		New Contract / Add on:	New Contract
Contract Type:		Contract Number:	
Coverage Limits:			

DEVICES COVERED IN THIS AGREEMENT	Qty
Laptop (Monitoring Capabilities Dependant on Connections to Internet)	All
Client's Locations	All
Windows Application Server (Remote Desktop)	All
Windows Servers w/ Exchange, File Server Capabilities	All
Workstations	All

SUPPORT COVERED	Costs
Remote PC Management/Help Desk (8am-5pm M-F)	Included
Remote Network Management (8am-5pm M-F)	Included
Remote Server Management (8am-5pm M-F)	Included
24x7x365 Network Monitoring	Included
Lab Labor (8am-5pm M-F)	Included
Vendor Management (8am-5pm M-F)	Included
On-Site Backup Management	Included
On-Site Support (8am-5pm M-F) – Including up to 20 hrs per week average	Included
Emergency Support	Included
Misc Notes:	
<p>*Defined as an I.T. related situation that renders the Client's entire site down or unable to operate.</p> <p>**We will give all attempts at supporting this equipment our "Best Effort" but it will be excluded from any Service Level Agreement.</p>	

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Initials

15303 Glenwood Place
 Weed, California 96094
 Phone: 530-859-0111
 Website: <http://www.garlandtech.net>

Tax ID : 47-3120556
 CSLB# 1004175
 USAC SPIN# 143047958

Signature Page:

Customizations to this document:

Garland Tech, Inc.

McCloud CSD

By: *Sean Garland*
Signer ID: NSLZTOBPF/...
 (Signature)

By: _____
 (Signature)

Name: Sean Garland

Name: _____

Title: Owner/Agent

Title: _____

Date: 5/9/2024

Date: _____

Initials

Jennifer Brunello

From: Sean Garland <sean@garlandtech.net>
Sent: Tuesday, May 7, 2024 7:08 AM
To: Jennifer Brunello
Subject: FW: quote for new client
Attachments: McCloud CSD New Client Systems.pdf

Hey Jennifer,

This is the quote from our Dell reseller team at Abtech. They've been providing hardware for our clients, for a few years not. We generally get great pricing, and support through them while also still having the Dell support team. This quote is for:

- 2 laptops with docking stations so you can use the keyboard/mouse/monitors on the desks
- 3 desktop computers
- 5 battery backups for the new devices (we always include these)
- 3 year warranty on everything with accidental breakage (covers spills, or running it over) on the laptops.

As you'll note below, there is a "new customer" link, and then if things look good, you can click the "quote to order" and setup payment, etc.. These guys are already CMAS, and CASMAS compliant so there is no additional need to get 3 bids, and go through that mess.

Thanks!

87 of 89

Sean Garland

Senior Engineer, CCNA



[Click here to book a meeting with me!](#)

P: 530.988.5200

E: sean@garlandtech.net

CA Lic# 1004175

Support: support@garlandtech.net

Portal: <https://support.garlandtech.net>

From: Mark Zender <mzender@abtechttechnologies.com>
Sent: Tuesday, May 7, 2024 6:33 AM
To: Sean Garland <sean@garlandtech.net>
Subject: RE: quote for new client

I revised the description on the docks.

You can view it, accept it, or make changes to it through our website by clicking [here](#).

Mark Zender | Sr. Account Executive | Abtech Technologies | Office: (800) 474-7397 Ext. 153
Email: mzender@abtechttechnologies.com | www.abtechttechnologies.com



From: Sean Garland <sean@garlandtech.net>
Sent: Monday, May 6, 2024 10:07 PM
To: Mark Zender <mzender@abtechttechnologies.com>
Subject: RE: quote for new client

8 of 105

Hey Mark,

Thank you – I don't see the docks on there, but otherwise they look great! If you can confirm that, I'll send it over, and have them do the new customer deal.

THANKS!

Sean Garland
Senior Engineer, CCNA



[Click here to book a meeting with me!](#)

P: 530.988.5200

E: sean@garlandtech.net

CA Lic# 1004175
Support: support@garlandtech.net
Portal: <https://support.garlandtech.net>

From: Mark Zender <mzender@abtechtechnologies.com>
Sent: Friday, May 3, 2024 2:38 PM
To: Sean Garland <sean@garlandtech.net>
Subject: RE: quote for new client

Here you go. They would need to do the new customer form if placing an order.

You can view it, accept it, or make changes to it through our website by clicking [here](#).

If you are a first-time customer, please fill out the New Customer Form [here](#).

Mark Zender | Sr. Account Executive | Abtech Technologies | Office: (800) 474-7397 Ext. 153
Email: mzender@abtechtechnologies.com | www.abtechtechnologies.com



From: Sean Garland <sean@garlandtech.net>
Sent: Friday, May 3, 2024 8:49 AM
To: Mark Zender <mzender@abtechtechnologies.com>
Subject: quote for new client

Client:
McCloud CSD
220 W. Minnesota Avenue
PO Box 640
McCloud, CA 96057
530-964-2017
Jennifer Brunello – finance director - cfo@ci.mccloudcsd.ca.us

We need:

3x

Core i5 desktops, 16gb ram, 512 or so storage, 3 year warranty, 850 UPS

2x

Decent laptop with good sized (under 17) screen, no touch, or convertible, core i5 probably appropriate, 16gb ram, decent storage, 3 year and accidental damage
850 UPS
Dock to support dual screen etc...

Moving a client from thin clients to real computers 😊

Thanks man!

Sean Garland

Senior Engineer, CCNA



[Click here to book a meeting with me!](#)

P: 530.988.5200

E: sean@garlandtech.net

CA Lic# 1004175

Support: support@garlandtech.net

Portal: <https://support.garlandtech.net>

This email has been scanned for spam and viruses by Proofpoint Essentials. [Click here](#) to report this email as spam.



1235 Activity Dr.
Suite B
Vista, CA 92081

Quotation

Number ABTQ16848
Date May 3, 2024
Expires May 23, 2024
Terms NET 30

Account Executive

Mark Zender

(760) 827-5100 ext 153

mzender@abtechtechnologies.com

Prepared For

McCloud CSD

Jennifer Brunello

cfo@ci.mccloudcsd.ca.us

Ship To

McCloud CSD

Jennifer Brunello

220 W. Minnesota Avenue
McCloud, CA 96057

Qty	Part No.	Description	Unit Price	Ext. Price
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2	210-B6GM	Dell Latitude 7640 BTX	\$1,847.34	\$3,694.68
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2	379-BFFM	13th Gen Intel Core i7-1355U (12 MB cache, 10 cores, 12 threads, up to 5.00 GHz Turbo)		
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2	619-ARSB	Windows 11 Pro, English, Brazilian Portuguese, French, Spanish		
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2	658-BCSB	No Microsoft Office License Included - 30 day Trial Offer Only		
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2	338-CHRJ	Intel IrisXe Graphics, i7-1355U non-vPro Processor, 16GB LPDDR5 Memory		
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2	631-BBBG	Intel vPro Management Disabled		
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2	370-BBFF	16 GB: LPDDR5, 4800 MT/s (onboard)		
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2	400-BOTC	512 GB, M.2, PCIe NVMe, SSD, Class 35		
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2	391-BHJR	Laptop 16.0" FHD+ (1920x1200) AG, No-Touch, IPS, 250 nits, FHD Cam, WLAN, Aluminum		
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2	583-BJPH	English US battery-saving mini LED backlit keyboard, 79-key		
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2	555-BJDX	Wireless Intel AX211 WLAN Driver		
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2	555-BJNJ	Intel Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth wireless card		
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2	556-BBCD	No Mobile Broadband Card		
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2	451-BDBU	3 Cell, 57 Wh, ExpressCharge, ExpressCharge Boost capable		
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2	492-BDHS	65W AC adapter, USB Type-C, TCO Gen9 compliant		
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2	346-BJBT	Palmett, Fingerprint Reader, WLAN only, Thunderbolt4, Aluminum		
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2	650-AAAM	No anti-virus software		
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2	620-AALW	OS-Windows Media Not Included		
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2	537-BBDO	E4 Power Cord 1M for US		
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2	340-AGIK	Safety/Environment and Regulatory Guide (English/French Multi-language)		
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2	387-BBLW	ENERGY STAR Qualified		
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2	379-BDZB	EPFAT 2018 Registered (Gold)		
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2	319-BBIM	FHD Camera, Temporal Noise Reduction, No ExpressSign-In, Camera Shutter, Mic		
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2	709-BDIM	Basic Onsite Service after remote diagnosis with Hardware-Only Support, 36 Month(s)		
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2	199-BITV	ProSupport Next Business Day Onsite Service after remote diagnosis with HW-SW Support, 36 Month(s)		
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2	127-BBHS	Accidental Damage Service, 36 Month(s)		
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3	210-BKXK	OptiFlex Micro Form Factor 7020	\$838.72	\$2,516.16
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3	338-CNCP	Intel Core i5 14500T vPro (24MB cache, 14 cores, 20 threads, up to 4.8 GHz)		
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3	619-ARSB	Windows 11 Pro, English, Brazilian Portuguese, French, Spanish		
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3	658-BCSB	No Microsoft Office License Included - 30 day Trial Offer Only		
---	----------	--	--	--

3	370-BBPX	16 GB: 1 x 16 GB, DDR5		
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3	400-BQSB	M.2 2230 512GB PCIe NVMe SSD Class 35		
---	----------	---------------------------------------	--	--

3	329-BJWL	OptiFlex Micro with 35W CPU		
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3	450-AAZN	Power Cord (US) for 180W Adapter		
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3	382-BBLP	USB Type-C Module with DP Alt Mode and Power Delivery		
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3	580-ADJC	Dell Multimedia Wired Keyboard - KB216 Black - US English		
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3	570-ABIE	Dell Optical Mouse - MS116 (Black)		
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3	620-AALW	OS-Windows Media Not Included		
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3	387-BBLW	ENERGY STAR Qualified		
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3	340-AGIK	Safety/Environment and Regulatory Guide (English/French Multi-language)		
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3	329-BBJL	Trusted Platform Module (Discrete TPM Enabled)		
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3	650-AAAM	No anti-virus software		
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3	450-ALFO	90 Watt A/C Adapter		
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3	520-BBFQ	Internal Speaker		
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3	709-BCXO	Basic Onsite Service after remote diagnosis with Hardware-Only Support, 12 Month(s)		
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3	199-BIKP	ProSupport Next Business Day Onsite Service after remote diagnosis with HW-SW Support, 36 Month(s)		
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3	575-BBBI	No Stand or Mount		
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Any order based on the above quotation, statement of work, or proposal is subject to Abtech's Terms and Conditions of Sale ("Terms") effective the date of execution of order and are incorporated by reference as if fully set herein as a full and binding part of the order. Terms are available at: <http://www.abtechtechnologies.com/s/Abtech-terms-and-conditions.pdf> and may be sent by mail or fax upon request. Client agrees to have read and intends to be bound by Abtech's Terms by executing an order with Abtech. Client agrees that the order is executed when (a) both parties physically or digitally sign an agreement; (b) both parties (or optionally Client only at Abtech's discretion) electronically sign via a purchasing portal or website an order; or (c) Abtech accepts a transactional document (eg, purchase requisition, etc.) that explicitly reference the quotation, Service Order, proposal, Agreement, or Addendum and terms and conditions thereof. Abtech limits acceptance to the Terms and objects to any additional or different terms in the Purchase Order or other forms of acceptance. Some products and services, including but not limited to maintenance, StorTrust, hosting, and managed services have an additional Master Service Agreement ("MSA") and service specific Addendum which are in addition to Abtech's Terms and are likewise incorporated by reference as if fully set herein as a full and binding part of the order. By purchasing and using the StorTrust S3 Cloud Archive, Client unconditionally agrees to the StorTrust S3 Cloud Archive Agreement located at <https://www.abtechtechnologies.com/s/StorTrust-Cloud-Archive-Agreement.pdf>

***Taxes and shipping are an estimate and may differ from the final invoice. Price reflects a cash discount. To use an alternative payment method, contact your account executive.**

SubTotal:	\$7,270.52
*Tax:	\$526.39
*Shipping:	\$0.00
Total:	\$7,796.91

Qty	Part No.	Description	Unit Price	Ext. Price
2	210-BEXR	Dell Universal Dock - UD22	\$158.19	\$316.38
2	876-5868	3Y Basic Hardware Service with Advanced Exchange after remote diagnosis		
5	AB200359	APC Back-UPS BE850G2 - UPS - AC 120 V - 450 Watt - 850 VA - output connectors: 9 - United States - black	\$146.66	\$733.30
2	EWASTE	CA eWaste fee	\$5.00	\$10.00

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Policy and Notice of Non-Discrimination
POLICY NUMBER: 2425
ADOPTED:
REVISED:
REVIEWED:

2425.10 Policy Statement

McCloud Community Services District (MCSD) complies with Federal civil rights laws and is committed to providing its programs and services without discrimination in accordance with:

2425.11 *Title VI of the Civil Rights Act of 1964*, which prohibits discrimination based on **race, color, or national origin** (including **language**).

2425.12 *Section 504 of the Rehabilitation Act of 1973*, which prohibits discrimination based on **disability**.

2425.13 *Title IX of the Education Amendments Act of 1972*, which prohibits discrimination based on **sex** in education programs or activities.

2425.14 *Age Discrimination Act of 1975*, which prohibits discrimination based on **age**.
U.S. Department of Homeland Security regulation 6 C.F.R. Part 19, which prohibits discrimination based on **religion** in social service programs.

2425.15 It is against the law for MCSD to retaliate against anyone who takes action to oppose discrimination, files a grievance, or participates in the investigation of a grievance in accordance with the above authorities.

2425.20 To File a Complaint

2425.21 If you think that MCSD has failed to provide these services or discriminated in another way based on race, color, national origin (including language), disability, sex, age, or religion, you can file a complaint in person or by mail, fax or email with: District Secretary.

Email: mcsd@ci.mccloudcsd.ca.us
220 W. Minnesota Ave. P.O. Box 640
McCloud, CA 96057
530-964-2017 FAX: 530-964-3175.

2425.22 You can also file a civil rights complaint with the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL):

E-mail: CRCLCompliance@hq.dhs.gov (fastest method to submit your complaint)

Fax: 202-401-4708

U.S. Mail: U.S. Department of Homeland Security
Office for Civil Rights and Civil Liberties
Compliance Branch, Mail Stop #0190
2707 Martin Luther King, Jr. Ave., SE
Washington, D.C. 20528

2425.23 For additional information: www.dhs.gov/crcl Phone: 202-401-1474
Toll-Free: 1-866-644- 8360.

2425.30 Information and Services for Persons with Disabilities and Persons with Limited English Proficiency.

2425.31 CRCL Provides free aids and services, such as qualified sign language interpreters and written information in other formats (large print, audio, accessible electronic formats, etc.), to communicate effectively with persons with disabilities.

2425.32 Provides free language services, such as qualified foreign language interpreters and information written in other languages, to ensure meaningful access to programs and activities for persons with limited English proficiency.

2425.33 If you need these services, please contact:

U.S. Department of Homeland Security
Office for Civil Rights and Civil Liberties
Compliance Branch, Mail Stop #0190
2707 Martin Luther King, Jr. Ave., SE
Washington, D.C. 20528

McCLOUD COMMUNITY SERVICES DISTRICT

Policy and Procedure Manual

POLICY TITLE: District Financial Reserves
POLICY NUMBER: 3025
ADOPTED: April 14, 2003
COMMITTEE REVIEW: 03/10/15, 10/13/15, 05/09/17, 04/26/21
AMENDED: 06/12/17, 05/10/21

3025.10 The goal of this policy is to increase public awareness of the reserve funding requirements of the District and to limit the use of such reserve funds to only those purposes for which they are intended and approved. The Board of Directors of the District believe that the public is more likely to support development of, understand the need for, and appropriate usage of such reserve funds if the District reserve accounts, approval requirements and limitations are clearly detailed in policy.

3025.20 The objective of this policy is to develop budgeted reserve categories and acceptable expenditures for each and to set into policy reserve funds and amounts that, once adopted, can only be modified through action of the board in public session. The reserve categories detailed herein will be established for every service delivered by the District and for the District administrative office and equipment maintenance facility. The development of fully funded reserve categories will ultimately provide for rate stabilization, District funded capital improvement projects and equipment purchases, and funding for unplanned events and emergencies.

3025.30 Expenditure of reserve funds for purposes not specifically contained within the annual budget shall require approval of the Board of Directors.

3025.31 Amendment or adoption of the annual budget which effects the Capital Reserve and/or Contingency Reserve funding levels as detailed herein shall require amendment of this policy, conducted in accordance with McCloud Community Services District Policy 1010.

3025.32 The District's Finance and Audit Committee shall review any proposed amendment to the financial provisions of this policy prior to review by the Policy Review Committee and/or Board of Directors.

3025.33 For the purposes of this policy, operating expenses such as salaries and other

employee related costs, insurances, supplies, vehicle maintenance, training, publications, fuel, electrical power and similar costs shall **not** be considered eligible expenses for Capital Outlay or Capital Reserve funds. Contingency Reserves may be used to fund operating expenses on a short term basis, not to exceed one Fiscal year and only following exhausting all available operating cost reducing measures.

3025.40 The following standard terminology shall be used when listing reserve accounts in all budgets, reports, financial statements and audits. Reserve account terminology and definitions:

3025.41 Reserve Fund Types: GASB 54 adopted a rule establishing five subcategories of fund balance: Nonspendable, Restricted, Committed, Assigned and Unassigned Fund Balances. Of the five, four apply to our reserve fund balances. The fifth fund type, Nonspendable, does not apply to reserve fund balances. All five are defined below:

3025.411 Nonspendable fund balances are fund balances that are associated with inventories and does not apply to our reserve balances.

3025.412 Restricted Reserves have restrictions imposed by an outside source, such as bond covenants, contractual obligations, loan requirements, etc.

3025.413 Committed Reserves are set aside for a specific purpose as determined by the Board of Directors. The Board of Directors has the authority to redirect the use of these reserves as the needs of the District change. The Capital Outlay and Capital Reserve funds are Committed Reserves.

3025.414 Assigned Reserves are set aside with the intention to use them for a specific purpose; intent can be expressed by the Board of Directors or by an official designated to do so. Contingency Reserves for a specific service category are considered Assigned reserves.

3025.415 Unrestricted Reserves are available for any purpose and reported as Contingency Reserves in the General Fund.

3025.42 Capital Outlay: Board Designated Funding budgeted for expenditure in each service category and for the District administrative office, facility and equipment maintenance within the fiscal year for tools, equipment, facilities or infrastructure. As a guideline for the purposes of this policy, Capital Outlay expenditures shall be those which have a value in excess of five hundred dollars (\$500) and a life expectancy of greater than 3 years.

3025.43 Capital Reserves: Board Designated Funding budgeted in each service category and for the District administrative office, facility and equipment maintenance for accumulation from fiscal year to fiscal year, over a set period of years, for the sole

purpose of funding future tool and equipment purchases, facilities and infrastructure replacement, improvement or expansion. The purposes for which the Capital Reserves are established shall be referenced separately in the budget during each fiscal year that the Capital Reserve fund is maintained. All Capital Reserve funds established shall be substantiated by reference to Master Plans, Capital Improvement Plans or specific funding agency requirements.

3025.431 Capital Reserve funding accumulation shall be limited to the amount set upon its establishment or as amended by the Board of Directors and shall include up to 100% of the value of the depreciated fixed assets related to such service, including a proportionate share of fixed assets relative to the District administrative office and equipment maintenance.

3025.432 For the purposes of this policy, budgeted amounts for repayment of debt service shall not be considered Capital Reserves. Such debt service payment amounts shall be listed separately in each Fiscal year budget during which the payments are applicable.

3025.433 Once the total funding required, as established or amended in any Capital Reserve Account is attained, funding agency requirements met or term limit reached, the Capital Reserve accumulation in that account shall cease unless the term or funding limit is amended by action of the Board of Directors. The total approved amount of that Capital Reserve amount shall be transferred to Capital Outlay budget line in the fiscal year during which the capital purchase or project is to be implemented.

3025.434 The amount of the Capital Reserve funding approved in any fiscal year budget shall be the amount planned for additional accumulation in that account for that year. The total amount of accumulated Capital Reserves for each service category and account shall be publicly reported pursuant to section 3025.53 of this policy.

3025.44 Contingency Reserves: Funding budgeted in each service category and for the District administrative office, facility and equipment maintenance for accumulation from fiscal year to fiscal year, with no specific term of such accumulation, for the sole purpose of funding Capital Outlay projects in future years and funding unbudgeted items on an emergency or unplanned basis. Contingency Reserves may also be used for expenditures related to short term revenue shortages as detailed in 3025.32 above, rate stabilization or to fund cost overruns from previous fiscal years.

3025.441 A General Provision Contingency Reserve account was established upon the passage and implementation of Propositions 218 in 1996, which modified Article XIID of the California Constitution. Upon its establishment,

the General Contingency Reserve reflected the total amount of reserve funding in all service accounts. The General Contingency Reserve account shall continue to be maintained and reported by the District.

3025.4411 Other than interest on the investment of the General Contingency Reserve fund, no additional funding shall be budgeted to accumulate in this account.

3025.4412 The General Contingency Reserve shall be available for expenditure in any service delivered by the District and as approved for expenditure in accordance with the provisions of this section.

3025.442 The amount of the Contingency Reserve funding approved in any Fiscal year budget shall be the amount planned for additional accumulation in that account for that year. The total amount of accumulated Contingency Reserves for each service category and account shall be publicly reported pursuant to section 3025.53 of this policy.

3025.443 Contingency Reserve total funding accumulation shall be limited to one year's operating budget for the service.

3025.444 Purchases from Contingency Reserves, other than purchases for emergencies declared by the General Manager pursuant to Board Policy 3080, shall require approval of the Board of Directors.

3025.445 Capital Outlay funding approved but not expended during the fiscal year shall be accumulated in a Capital Reserve fund for that service, in the amount of and for the specific purpose previously established.

3025.446 Operating Budget carry over funding (revenue over expenditures) shall be accumulated in the Contingency Reserve fund for that service.

3025.447 Contingency Reserve funding approved for expenditure during any fiscal year shall be detailed in the budget as follows:

3025.448 The budget line item to which the Contingency Reserve funding is transferred shall detail the amount of transfer from Contingency Reserve and the duration of the transfer.

3025.449 The Contingency Reserve fund for that year shall reflect the total fund upon establishment less the amount transferred. A description of the amount transferred, and its

duration shall be detailed in the fiscal year budget for each year during which the transfer occurs.

3025.50 The Capital Reserve and Contingency Reserve funding levels listed in Appendix A shall be contained in the annual budget for each service department and for the District administrative office, facility and equipment maintenance. Amendment of this policy is required for the establishment of a new reserve fund, modification or termination of previously established reserve funds. The fiscal year budget shall clearly identify the expenditure of reserve funds.

3025.501 APPENDIX A- Capital Reserve Accounts. Living document. This will be revised as needed by District staff. Please request the latest version from the District Finance Officer.

3025.51 Reserve Account Reporting

3025.511 This policy shall be considered annually by the Board of Directors in conjunction with the adoption of the annual budget.

3025.512 The Capital Reserve and Contingency Reserve Fund balances and Capital Expenditures shall be reported with the quarterly Financial Statements and contained within an Annual Reserve Report delivered to the Board of Directors and available for public review following the close of each fiscal year.

3025.513 The Annual Reserve Report shall list each service provided by the District and the District administrative office, facility and equipment maintenance separately by Account Title. The report shall be prepared in a manner easily understood by the layperson, available free of charge to the public and posted on the District's website and distributed in the District's newsletter.



Appendix A-Capital Reserve Accounts-Living Document April 2024

Fund	Account Title	Annual Amount	Year Revised	Purpose
General (1010)	Admin, Office, OPEB, Equipment, building Facility & Maintenance	\$5,000 to 20,000	2024	Replacement/Repair of office computers & equipment, software, office & shop building maintenance & repair. OPEB (CERBT & CEPPT) Trusts to pay unfunded liabilities.
Fire/Ambulance (1040-1041)	Ambulance & Strike Team Equipment	\$10,000 to 40,000	2024	30% strike team revenue to replace/repair equipment/vehicles, replacement/repair of ambulance & related equipment, SCBA's, Strike Team future wages, Fire hall building maintenance, new ambulance, Paramedic Program.
Alleys (1050)	Winter Storm Disaster Fund, future trucks & equipment	\$5000 to 30,000	2024	Winter Storm Disaster Fund, New future Loader, backhoe, future dump truck/trucks, road base.
Park (1070)	Park Fund, Lawnmower, future trucks, dump truck, backhoe, loader.	\$1,000 to \$10,000	2024	Future lawnmower, scout hall & park buildings maintenance/repair, future loader, backhoe, trucks, park funds.
Library (1080)	Building Maintenance	\$1,000 to \$5,000	2024	Library office & Building Maintenance/Repair, Library Fund.
Refuse (1090)	Future loader, backhoe, trucks, refuse truck repairs/maintenance	\$3,000 to 20,000	2024	Refuse truck repairs/maintenance, future trucks, future loader, backhoe, additional dumpsters, cans, greenwaste maintenance, etc.
Sewer (2000)	Future loader, trucks, sewer camera, future dump truck	\$1,000 to \$10,000	2024	Future trucks, loader, backhoe, sewer camera, future trucks, SCADA system, sewer system maintenance.
Water (3000)	Future loader, backhoe, Scada system, future trucks	\$5,000 to \$30,000	2024	Replacement/Repair of water system equipment & tools due to failing water mains & distribution system, SCADA, future trucks, loader, backhoe.



APPENDIX A

CAPITAL RESERVE ACCOUNTS-Living Document- Revised April 2021

Service	Account Title	Annual Amount	Year Established or Revised	Term Years	Purpose
General	Administrative Office, Equipment, Facility and Maintenance	\$0.00	Rev.2015-16	3	Replacement of office computers and related equipment on a 3-4 year rotating basis. No term was adopted for this fund.
Fire/Ambulance	Ambulance Equipment Repair and Replacement	\$6,667.00	Rev.2015-16	15	Replacement and repair of ambulance and related equipment. Replacement is estimated to be on a 15 year basis.
Alleys		\$0.00			
Street Lights		\$0.00			
Park	Lawnmower	\$6,000.00	Rev.2015-16	20	Future Purchase of a new Lawnmower
Library	Building Maintenance	\$50.00	Rev.2015-16	3	Building Maintenance on a 3-4 year rotating basis. No term was adopted for this fund.
Refuse		\$0.00	Rev.2015-16		
Sewer	Future Camera	\$0.00	Rev.2015-16		Future Purchase of a State Required Sewer Camera
Water	Equipment Replacement	\$0.00	Est.1997-98 Rev. 2015-16	5	Begin building reserves to replace water system equipment
Water	Equipment Replacement	\$0.00	Est.1998-99 Rev. 2002-03	1	Water Reserve Funding at a faster rate due to failing water system tools, fire hydrants, equipment and service connections, main valves, etc.
Water	Water Main Replacements	\$0.00	Est.1998-99 Rev. 2002-03	1	Water Reserve Funding at a faster rate due to failing water mains, possible upcoming major replacement projects.

Service	Account Title	Annual Amount	Year Established or Revised	Term Years	Purpose
Fire/Ambulance	Future Loader Payment	\$66.00	Est.. 2014-15 Rev. 2015-16	5	Set Aside at 1% allocation of purchase option at lease end for John Deere Loader
Alleys	Future Loader Payment	\$825.00	Est.. 2014-15 Rev. 2015-16	5	Set Aside at 12.5% allocation of purchase option at lease end for John Deere Loader
Park	Future Loader Payment	\$165.00	Est.. 2014-15 Rev. 2015-16	5	Set Aside at 2.5% allocation of purchase option at lease end for John Deere Loader
Refuse	Future Loader Payment	\$264.00	Est.. 2014-15 Rev. 2015-16	5	Set Aside at 4% allocation of purchase option at lease end for John Deere Loader
Sewer	Future Loader Payment	\$1,980.00	Est.. 2014-15 Rev. 2015-16	5	Set Aside at 30% allocation of purchase option at lease end for John Deere Loader
Water	Future Loader Payment	\$3,300.00	Est.. 2014-15 Rev. 2015-16	5	Set Aside at 50% allocation of purchase option at lease end for John Deere Loader

Service	Account Title	Annual Amount	Year Established or Revised	Term Years	Purpose
Fire/Ambulance	Future Dump Truck	\$0.00	Est.. 2014-15 Rev. 2015-16	5	For the future purchase of a District Dump Truck
Alleys	Future Dump Truck	\$2,250.00	Est.. 2014-15 Rev. 2015-16	5	For the future purchase of a District Dump Truck
Park	Future Dump Truck	\$1,500.00	Est.. 2014-15 Rev. 2015-16	5	For the future purchase of a District Dump Truck
Library	Future Dump Truck	\$25.00	Est.. 2014-15 Rev. 2015-16	5	For the future purchase of a District Dump Truck
Refuse	Future Dump Truck	\$1,500.00	Est.. 2014-15 Rev. 2015-16	5	For the future purchase of a District Dump Truck
Sewer	Future Dump Truck	\$0.00	Est.. 2014-15 Rev. 2015-16	5	For the future purchase of a District Dump Truck
Water	Future Dump Truck	\$0.00	Est.. 2014-15 Rev. 2015-16	5	For the future purchase of a District Dump Truck

Service	Account Title	Annual Amount	Year Established or Revised	Term Years	Purpose
Fire/Ambulance	Future Trucks	\$0.00	Est. 2014-15 Rev. 2015-16	5	For the purchase of District Trucks
Alleys	Future Trucks	\$2,250.00	Est. 2014-15 Rev. 2015-16	5	For the purchase of District Trucks
Park	Future Trucks	\$1,500.00	Est. 2014-15 Rev. 2015-16	5	For the purchase of District Trucks
Library	Future Trucks	\$25.00	Est. 2014-15 Rev. 2015-16	5	For the purchase of District Trucks
Refuse	Future Trucks	\$1,500.00	Est. 2014-15 Rev. 2015-16	5	For the purchase of District Trucks
Sewer	Future Trucks	\$0.00	Est. 2014-15 Rev. 2015-16	5	For the purchase of District Trucks
Water	Future Trucks	\$0.00	Est. 2014-15 Rev. 2015-16	5	For the purchase of District Trucks

Contingency Reserve Accounts

Service	Account Title	Annual Amount	Year Established or Revised	Purpose
General		\$36,150.00	Revised 2015-16	Budgeted funding level of all general revenue, rate stabilization at current level
General	OPEB	\$25,000.00	Revised 2015-16	Budgeted set aside to fund future Other Post-Employment Benefits
Fire/Ambulance	Revenue Over Expenses	\$1,435.00	Revised 2015-16	Budgeted revenue over expenses, rate stabilization at current level
Alleys	Revenue Over Expenses	\$217.00	Revised 2015-16	Budgeted revenue over expenses, rate stabilization at current level
Street Lights	Revenue Over Expenses	\$977.00	Revised 2015-16	Budgeted revenue over expenses, rate stabilization at current level
Park	Revenue Over Expenses	\$232.00	Revised 2015-16	Budgeted revenue over expenses, rate stabilization at current level
Library	Revenue Over Expenses	\$47.00	Revised 2015-16	Budgeted revenue over expenses, rate stabilization at current level
Refuse	Revenue Over Expenses	\$4,174.00	Revised 2015-16	Budgeted revenue over expenses, rate stabilization at current level
Sewer	Revenue Over Expenses	\$0.00	Revised 2015-16	Budgeted revenue over expenses, rate stabilization at current level
Water	Revenue Over Expenses	\$3.00	Revised 2015-16	Budgeted revenue over expenses, rate stabilization at current level

Restricted Reserve Accounts

Service	Account Title	Annual Amount	Year Established or Revised	Term Years	Purpose
Sewer	USDA RD Debt Service Reserve Account	\$4,345.45	Est. 2002-03 Rev. 2016-17	40	Deposits made annually years 1-10 to ensure cash available for loan payments. Years 11-40 funds may be used for emergency maintenance, extensions, replacement of short lived components. Required by March 2002 RD Letter of Conditions. 2003-2042
Sewer	SWRCB WW Cap Reserve Fund	\$4,057.50	Est. 2002-03 Rev. 2016-17	20	Deposits made annually as a loan condition by SWRCB 2002-2023
Sewer	CDBG Grant Req	\$5,583.00	Est. 1998-99 Rev. 2016-17	40	Deposits made annually as Grant Req from user charge of \$1.17/user (.64 water & .53 sewer) 07/01/98 - 06/30/38 for depreciation for replacement or repair costs
Water	CDBG Grant Req	\$6,917.00	Est. 1998-99 Rev. 2016-17	40	Deposits made annually as Grant Req from user charge of \$1.17/user (.64 water & .53 sewer) 07/01/98 - 06/30/38 for depreciation for replacement or repair costs

Statement of Reserve Fund Balances

3/31/2024

Fund	Account	Reserve Category	Beginning Balance	Deposit	Withdrawal	Interest	Ending Balance	Reserve Balances
		Five Star Money Market	\$ 3,860,384.65			\$ 13,420.79	\$ 3,873,805.44	
		Five Star Reserve Fund Sewer (CD)	\$ 100,000.00			\$ 3,763.39	\$ 103,763.39	
		LAIF	\$ 888.64				\$ 888.64	
		Total	\$ 3,961,273.29				\$ 3,978,457.47	
General	101110	Contingency Cash (Unassigned)	\$ 145,865.62	\$ -	\$ -	\$ 438.01	\$ 146,303.63	\$ 332,806.10
1010		OPEB (Committed)	\$ 59,982.00		\$ -	\$ 179.95	\$ 60,161.95	
		Emergency Capital Reserve (RCAC Committed)	\$ 120,000.00			\$ 360.00	\$ 120,360.00	
	101130	Set asides pending Audits (Assigned)	\$ 5,962.58			\$ 17.94	\$ 5,980.52	
						\$ -	\$ -	
Fire	101115	Ambulance Fund (Committed)	\$ 61,169.61			\$ 183.50	\$ 61,353.11	\$ 777,333.28
1040	101116	Ambulance & Equipment Donations	\$ 410.43			\$ 1.23	\$ 411.66	
	101110	Contingency Cash (Unassigned)	\$ 375,060.04		\$ -	\$ 1,125.18	\$ 376,185.22	
	101130	Set asides pending Audits (Assigned)	\$ 13,372.00	\$ -		\$ 38.78	\$ 13,410.78	
1041	101136	Strike Team Equip. repair (Committed)	\$ 31,034.79			\$ 93.10	\$ 31,127.89	
	101137	Strike Team future wages* (Assigned)	\$ 153,381.65			\$ 460.14	\$ 153,841.79	
		Asset Replacement Fund	\$ 140,580.97	\$ -		\$ 421.86	\$ 141,002.83	
Alleys	101110	Winter Storm Disaster Fund (Assigned)	\$ 34,784.22			\$ 104.35	\$ 34,888.57	\$ 147,366.88
1050	101130	Set asides pending Audits (Assigned)	\$ 7,500.00			\$ 32.06	\$ 7,532.06	
		Asset Replacement Fund	\$ 60,410.87			\$ 181.13	\$ 60,592.00	
		Alleys Contingency Cash (Unassigned)	\$ 44,221.59			\$ 132.66	\$ 44,354.25	
Lights	101130	Set asides pending Audits (Assigned)	\$ 397.73	\$ -		\$ 1.35	\$ 399.08	\$ 399.08
1060								
Parks	101110	Park Fund (Unassigned)	\$ 46,516.15			\$ 139.54	\$ 46,655.69	\$ 91,251.01
		RCAC Reserves (Committed)	\$ 19,959.00		\$ -	\$ 41.00	\$ 20,000.00	
		Asset Replacement Fund	\$ 22,532.42			\$ 57.90	\$ 22,590.32	
	101130	Set asides pending Audits (Assigned)	\$ 2,000.00	\$ -		\$ 5.00	\$ 2,005.00	
Library	101110	Library Fund (Unassigned)	\$ 2,159.07			\$ 7.34	\$ 2,166.41	\$ 3,443.51
1080		Building Maintenance (Assigned)	\$ 834.56			\$ 2.84	\$ 837.40	
		Asset Replacement Fund	\$ 55.42			\$ 0.16	\$ 55.58	
	101130	Set asides pending Audits (Assigned)	\$ 382.81	\$ -		\$ 1.31	\$ 384.12	
Refuse	101110	General Refuse (Unassigned)	\$ 99,571.80			\$ 298.67	\$ 99,870.47	\$ 215,837.80
1090		RCAC Reserves (Committed)	\$ 103,364.00			\$ 310.09	\$ 103,674.09	
		Asset Replacement Fund	\$ 112,474.00			\$ 337.42	\$ 6,438.66	
	101130	Set asides pending Audits (Assigned)	\$ 5,837.65	\$ -		\$ 16.93	\$ 5,854.58	
Sewer	101110	General Sewer (Unassigned)	\$ 587,487.02			\$ 1,996.90	\$ 589,483.92	\$ 1,464,458.50
2000		RCAC Reserves (Committed)	\$ 681,049.46			\$ 2,039.94	\$ 683,089.40	
		Asset Replacement Fund	\$ 107,129.69			\$ 321.38	\$ 107,451.07	
	101130	Assigned set asides pending Audits (Assigned)	\$ 84,181.57	\$ -		\$ 252.54	\$ 84,434.11	
Water	101110	General Water (Unassigned)	\$ 596,463.80		\$ -	\$ 1,789.47	\$ 598,253.27	\$ 928,386.06
3000		Asset Replacement Fund	\$ 78,186.17			\$ 234.55	\$ 78,420.72	
		Main Line Project Assigned)	\$ 38,827.34			\$ 142.34	\$ 38,969.68	
	101130	Assigned set asides pending Audits (Assigned)	\$ 64,858.00	\$ -		\$ 195.00	\$ 65,053.00	
	101120	RCAC Reserves (Committed)	\$ 147,247.65			\$ 441.74	\$ 147,689.39	
Totals			\$ 3,947,861.43	\$ -	\$ -	\$ 13,420.79	\$ 3,961,282.22	\$ 3,961,282.22