

**SHASTA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING
6:00 pm Tuesday, August 19th, 2025
11570 School Street, Redding, CA 96001
AGENDA**

1. Pledge of Allegiance

2. Approve Agenda pg 1-2

3. Public Comment Period

This time is set aside for members of the public to address the District on matters not on the agenda and matters on the Consent Calendar. If your comments concern an item noted on the regular agenda, please address the Board after that item is open to public comments. By law, the Board of Directors cannot decide on matters not on the agenda. The Board will customarily refer these matters to the General Managers' Office. Each speaker is allocated three (3) minutes to speak. Speakers may not cede their time. Comments should be limited to matters within the jurisdiction of the District.

4. Consent Calendar

The Board considers matters listed under the Consent Calendar routine and will enact them by one motion in the form listed below. There will be no separate discussion of the items unless good cause is shown before the Board votes on the motion to adopt.

Financial Reports for July 1st through July 31st, 2025

- 4-1 SCSD Financial Report pg 3
- 4-2 SCSD Monthly Bank Transactions pgs 4-5
- 4-3 SCSD Budget vs Actual pgs 6-8

- 4-4 July 15th, 2025, meeting minutes pgs 9-12

RECOMMENDATION: Approval and adoption of all items on the Consent Calendar.

5. Correspondence:

- 5-1 SDRMA letter Re: No Paid Worker's Compensation Claims in 2024-25 pgs 13-14

6. General Business:

- 6-1 General Manager Report pg 15

7. Old Business:

8. New Business:

8-1 Review and possible revision of Shasta CSD
cell phone/driving policy pgs 16-22

Discussion/Possible Action

8-2 Shasta CSD Workplace Security Policy pgs 23-28

Discussion/Possible Action

9. Oral Communications:

These Comment sessions are for information and reporting purposes only. Board action cannot be taken. If it becomes apparent that action is necessary or desired, the matter(s) will be scheduled on a subsequent board agenda.

9-1 Board Members:

9-2 Staff Members:

10. Adjourn:

In compliance with the Americans with Disabilities Act, the Shasta Community Services District will make available to any member of the public who has a disability, a needed modification or accommodation, including an auxiliary aid or service, for that person to participate in the public meeting. A person needing assistance should contact the district office by mail at PO Box 2520 Shasta, CA 96087 48 hours before the meeting. Accommodations may include but are not limited to, interpreters, assistive listening devices, accessible seating, or documentation in an alternate format. If requested, this document and other agenda materials can be made available in an alternative format for persons with a disability who are covered by the Americans with Disabilities Act

Shasta Community Services District
Financial Report for July 2025

	Tri Counties Bank		Umpqua
	935	970	839
	General	Money Mult.	State Reimb.
<i>Beginning Cash</i>	\$ 39,159.02	\$ 1,753,894.76	\$ 60,514.53
Voided Checks - Prior Period	329.18		
Reconciling Adjustments			
<i>Revenue</i>			
Customer Payments	18,564.64	66,726.99	
Bad Debt Recovery			
Hydrant Water Sales			
Property Tax Disbursements	8,549.31		
Capacity Expansion Fee			
Grants			
Scrap Metal			
Asset Disposal			
Vendor Refunds			
Interest		4,227.94	0.51
<i>Total Revenue</i>	\$ 27,113.95	\$ 70,954.93	\$ 0.51
<i>Transfers</i>			
Transfers In	40,000.00		
Transfers Out		(40,000.00)	
<i>Total Transfers</i>	\$ 40,000.00	\$ (40,000.00)	\$ -
<i>Disbursements</i>			
Bills Paid	(37,837.81)		
Payroll	(35,941.73)		
Revolving Fund Loan Payment			
USDA Loan Payment			
Customer NSF Returns		(10.00)	
Bank Fees	(93.97)		
<i>Total Disbursements</i>	\$ (73,873.51)	\$ (10.00)	\$ -
<i>Ending Cash</i>	\$ 32,728.64	\$ 1,784,839.69	\$ 60,515.04

Shasta Water Department
BANK TRANSACTIONS
7/1/2025 - 7/31/2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
13110 - Tric General Fund 935							
Transfer	07/01/2025			Funds Transfer			39,488.20
Bill Pmt -Check	07/01/2025	EFT	California State Disbursement Unit	Employee Garnishment			79,488.20
Bill Pmt -Check	07/01/2025	EFT	Humana	July 2025 employee vision/dental	40,000.00	349.00	79,139.20
Bill Pmt -Check	07/01/2025	17098	Ace Payment Processing	redi mix bags x 5, bolt cutter, screwdriver		859.18	78,280.02
Bill Pmt -Check	07/01/2025	17099	Badger Meter	June 2025 beacon mbl hosting		82.50	78,197.52
Bill Pmt -Check	07/01/2025	17100	David Cross	June 2025		66.71	78,130.81
Bill Pmt -Check	07/01/2025	17101	Jo Ann Vayo	June 2025		100.00	78,030.81
Bill Pmt -Check	07/01/2025	17102	Randall Smith	June 2025		100.00	77,930.81
Bill Pmt -Check	07/01/2025	17103	Valerie Coon	June 2025		100.00	77,730.81
Bill Pmt -Check	07/01/2025	EFT	Elan Cardmember Services	u14 tires, answering service, copy paper, paper towels, scada su...		1,233.76	76,497.05
Bill Pmt -Check	07/01/2025	17104	US Bureau of Reclamation	June 2025 adjustment		2,749.40	73,747.65
Bill Pmt -Check	07/01/2025	17105	gWorks	50 additional active public users subscription 6/1/25 - 12/31/25		122.50	73,625.15
Deposit	07/02/2025			Batch # 105 CC	730.69		74,355.84
Paycheck	07/03/2025	17094	Hunt, Joshua E	pay period 6/16/2025 - 6/30/2025		2,787.12	71,568.72
Paycheck	07/03/2025	17095	Koeper, Chris D	pay period 6/16/2025 - 6/30/2025		3,754.10	67,814.62
Paycheck	07/03/2025	17096	Staup, Shawna P	pay period 6/16/2025 - 6/30/2025		2,283.56	65,531.06
Paycheck	07/03/2025	17097	Steele, Justin B.	pay period 6/16/2025 - 6/30/2025		2,772.40	62,758.66
Liability Check	07/03/2025		QuickBooks Payroll Service	Created by Payroll Service & payroll taxes on 07/01/2025		6,078.28	56,680.38
Deposit	07/03/2025			Batch # 106 CC	882.45		57,562.83
Deposit	07/04/2025			Batch # 107 CC	953.10		58,515.93
Deposit	07/05/2025			Batch # 108 CC	308.64		58,824.57
Deposit	07/06/2025			Batch # 111 CC	67.85		58,892.42
Bill Pmt -Check	07/07/2025	EFT	California Public Employee's Retirement	June 2025		4,860.39	54,032.03
Bill Pmt -Check	07/07/2025	17106	Carrel's Office Machines	June 2025 copier fees		34.79	53,997.24
Bill Pmt -Check	07/07/2025	17107	Ed Staub & Sons	fuel June 2025 2nd half		598.91	53,398.33
Bill Pmt -Check	07/07/2025	EFT	TASC (Optilife)	Employee Supplemental Insurance July 2025		607.00	52,791.33
Bill Pmt -Check	07/07/2025	EFT	AT&T	June 2025 office internet		107.00	52,684.33
Bill Pmt -Check	07/07/2025	17108	Wells Fargo Bank, N.A.	July 2025 copier lease inv 5034872892		116.20	52,568.13
Bill Pmt -Check	07/07/2025	17109	Shasta LAFCO	share of lafco's net operational costs		2,216.35	50,351.78
Bill Pmt -Check	07/07/2025	17110	PG&E	June 2025 electrical pumps		2,271.81	48,079.97
Bill Pmt -Check	07/07/2025	17112	Waste Management	July 2025 office trash		56.99	48,022.98
Deposit	07/07/2025			Batch # 112 CC	422.92		48,445.90
Bill Pmt -Check	07/08/2025	17113	verizon	June 2025 scada data filter plant		61.62	48,384.28
Bill Pmt -Check	07/08/2025	17114	Thatcher Company of California	chlorine cylinder x 6		7,099.35	41,284.93
Deposit	07/08/2025			Batch # 113 CC	1,138.34		42,423.27
Check	07/09/2025	17115	CUSTOMER REFUNDS	deposit refund for closed acct # 1511		63.45	42,359.82
Deposit	07/09/2025			Batch # 114 CC	1,337.54		43,697.36
Bill Pmt -Check	07/10/2025	17116	Amazing Amy's Cleaning	July 2025 office cleaning		275.00	43,422.36
Bill Pmt -Check	07/10/2025	17117	Hue & Cry, Inc.	August 2025 fire & burglary alarm monitoring		178.00	43,244.36
Bill Pmt -Check	07/10/2025	17118	Department of the Treasury	94-1568980 Form 720-Qtr 2		13.88	43,230.48
Bill Pmt -Check	07/10/2025	17119	verizon	June 2025 cell phones		155.88	43,074.60
Deposit	07/10/2025			Batch # 115 CC	523.11		43,597.71
Bill Pmt -Check	07/11/2025	17120	PACE Civil Engineering, Inc.	June 2025 LSL inventory, general engineering record heights, gr...		4,835.00	38,762.71
Deposit	07/11/2025			Batch # 116 CC	451.66		39,214.37
Deposit	07/12/2025			Batch # 117 CC	1,066.47		40,280.84
Deposit	07/13/2025			Batch # 118 CC	122.53		40,403.37
Bill Pmt -Check	07/15/2025	EFT	California State Disbursement Unit	Employee Garnishment		349.00	40,054.37
Bill Pmt -Check	07/15/2025	EFT	AT&T Mobility	July 2025 office phone		27.89	40,026.48
Bill Pmt -Check	07/15/2025	17121	B.E. Gibbons-Consultants	Annual cross connection control program management 7/1/2025-...		900.00	39,126.48
Bill Pmt -Check	07/15/2025	17122	RCN Technologies	1-yr renewal of NetCloud for routers 9/2025 -9/2026		85.80	39,040.68
Deposit	07/15/2025			Batch # 120 CC	639.45		39,680.13
Bill Pmt -Check	07/15/2025	17129	Pace Analytical Services LLC	HAA5, TTHM, coliform & E. Coli drinking water monitoring		782.60	38,897.53
Deposit	07/16/2025			Batch # 121 CC	242.00		39,139.53
Bill Pmt -Check	07/16/2025	17131	Napa Auto Parts 96002	trailer battery		118.73	39,020.80
Deposit	07/17/2025			Batch # 123 CC	359.32		39,380.12

Shasta Water Department
BANK TRANSACTIONS
7/1/2025 - 7/31/2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Paycheck	07/18/2025	17123	Hunt, Joshua E	pay period 7/1/2025 - 7/15/2025		2,622.81	36,757.31
Paycheck	07/18/2025	17124	Koeper, Chris D	pay period 7/1/2025 - 7/15/2025		3,939.08	32,818.23
Paycheck	07/18/2025	17125	Staup, Shawna P	pay period 7/1/2025 - 7/15/2025		2,427.84	30,390.39
Paycheck	07/18/2025	17126	Steele, Justin B.	pay period 7/1/2025 - 7/15/2025		3,043.33	27,347.06
Liability Check	07/18/2025		QuickBooks Payroll Service	Created by Payroll Service & payroll taxes on 07/16/2025		6,233.21	21,113.85
Bill Pmt -Check	07/18/2025	17127	Big Time Pest Control	July 2025 office pest control		85.00	21,028.85
Deposit	07/18/2025			Batch # 124 CC	265.96		21,294.81
Deposit	07/19/2025			Batch # 125 CC	751.48		22,046.29
Deposit	07/20/2025			Batch # 126 CC	482.47		22,528.76
Deposit	07/21/2025			Batch # 128 CC	321.07		22,849.83
Bill Pmt -Check	07/22/2025	EFT	Quadrant Finance USA, Inc	June 2025 postage		1,000.00	21,849.83
Bill Pmt -Check	07/22/2025	17128	Charles Schwab & Co.	July 2025		375.00	21,474.83
Bill Pmt -Check	07/22/2025	EFT	PG&E	June 2025 office electric		810.19	20,664.64
Bill Pmt -Check	07/22/2025	17130	Ed Staub & Sons	Fuel July 2025 1st half		487.46	20,177.18
Deposit	07/22/2025			Batch # 129 CC	95.05		20,272.23
General Journal	07/23/2025	1377		AU063025A property taxes	8,549.31		28,821.54
Bill Pmt -Check	07/23/2025	17132	Underground Service Alert	2025 membership & billable tickets fee		877.35	27,944.19
Deposit	07/23/2025			Batch # 130 CC	578.34		28,522.53
Deposit	07/24/2025			Batch # 133 CC	438.37		28,960.90
Deposit	07/25/2025			Batch # 134 CC	790.60		29,751.50
Deposit	07/26/2025			Batch # 135 CC	1,447.70		31,199.20
Deposit	07/27/2025			Batch # 136 CC	222.38		31,421.58
Deposit	07/28/2025			Batch # 137 CC	2,792.68		34,214.26
Deposit	07/29/2025			Batch # 138 CC	763.76		34,978.02
Deposit	07/30/2025			Batch # 139 CC	351.63		35,329.65
Bill Pmt -Check	07/31/2025	17133	Ace Payment Processing	framing hammer, work belt, tape measure, gloves, cleaning cloths		129.71	35,199.94
Bill Pmt -Check	07/31/2025	17134	Badger Meter	July 2025 mbl hosting		66.78	35,133.16
Bill Pmt -Check	07/31/2025	17135	Christopher Hunter	July 2025		100.00	35,033.16
Bill Pmt -Check	07/31/2025	17136	David Cross	July 2025		100.00	34,933.16
Bill Pmt -Check	07/31/2025	17137	Jo Ann Vayo	July 2025		100.00	34,833.16
Bill Pmt -Check	07/31/2025	17138	Randall Smith	July 2025		100.00	34,733.16
Bill Pmt -Check	07/31/2025	17139	Valerie Coon	July 2025		100.00	34,633.16
Bill Pmt -Check	07/31/2025	17140	Pace Analytical Services LLC	drinking water monitoring coliform & E. Coli		185.80	34,447.36
Bill Pmt -Check	07/31/2025	17141	Redding Printing Company, Inc.	billing & return envelopes		1,705.28	32,742.08
Check	07/31/2025	17142	CUSTOMER REFUNDS	Partial deposit refund for closed acct 1603		133.90	32,608.18
Check	07/31/2025	17143	CUSTOMER REFUNDS	deposit refund for closed acct 616		96.14	32,512.04
Check	07/31/2025	17144	CUSTOMER REFUNDS	deposit refund for closed acct 1485		200.00	32,312.04
Deposit	07/31/2025			Batch # 140 CC	510.57		32,822.61
Total 13110 - TriC General Fund 935					67,607.44	74,273.03	32,822.61
TOTAL					67,607.44	74,273.03	32,822.61

Shasta Community Services District

Profit & Loss Budget vs. Actual

July 2025

	Jul 25	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
41000 · Water Sales			
41100 · Water Sales - Res. & Comm.	85,985.32	1,107,500.00	-1,021,514.68
41150 · Hydrant Water Sales	0.00	500.00	-500.00
41200 · Water Sales/Pumping	777.75	9,500.00	-8,722.25
41800 · Late Fees	1,014.13	15,000.00	-13,985.87
42230 · Service Connection Fee/Meters	0.00	0.00	0.00
Total 41000 · Water Sales	87,777.20	1,132,500.00	-1,044,722.80
42000 · Special Service Fees	116.25	1,500.00	-1,383.75
42160 · Property Tax Revenue - SCSD	0.00	40,000.00	-40,000.00
42220 · Scrap Metal	0.00	0.00	0.00
44000 · Interest Revenue			
44100 · TriC Interest	4,227.94	55,000.00	-50,772.06
44500 · Umpqua Interest	0.51	10.00	-9.49
Total 44000 · Interest Revenue	4,228.45	55,010.00	-50,781.55
47000 · Copies, Faxes, Document Request	0.00	10.00	-10.00
71000 · Gain/Loss Fixed Asset Disposal	0.00	0.00	0.00
Total Income	92,121.90	1,229,020.00	-1,136,898.10
Gross Profit	92,121.90	1,229,020.00	-1,136,898.10
Expense			
50500 · Bad Debt Expense	0.00	5,000.00	-5,000.00
51000 · Water Service Expenses			
51010 · Bureau of Reclamation	5,246.85	25,000.00	-19,753.15
51012 · Other Water Purchases/Deficit	0.00	0.00	0.00
51018 · Water Testing Expense	968.40	6,300.00	-5,331.60
Total 51000 · Water Service Expenses	6,215.25	31,300.00	-25,084.75
51020 · Pumping Expense			
51021 · Middle Brunswick - PGE 573 #1	125.54	1,400.00	-1,274.46
51022 · Benson - PGE 937 #6	160.77	1,300.00	-1,139.23
51023 · Bandana Tr. - PGE 337 #7	232.18	2,000.00	-1,767.82
51024 · Highland Cir - PGE 355 #3	23.75	150.00	-126.25
51025 · Highland Circle - PGE 013 #5	208.45	2,500.00	-2,291.55
51026 · Record Heights - PGE 206 #4	514.90	5,000.00	-4,485.10
51027 · Lower Brunswick - PGE 936 #2	731.68	6,000.00	-5,268.32
51028 · Keswick WTP - 956 #9	26.28	900.00	-873.72
Total 51020 · Pumping Expense	2,023.55	19,250.00	-17,226.45
51030 · Water Treatment Expense			
51031 · W.T. Chemicals	7,099.35	28,000.00	-20,900.65
51032 · W.T. Filter Plant PGE 254 #8	569.87	5,500.00	-4,930.13
51033 · W.T. Plant Repair/Maint.	0.00	8,500.00	-8,500.00
51034 · Backwash Sludge Disposal	0.00	5,500.00	-5,500.00
51035 · W.T. Security/Telephone	61.62	750.00	-688.38
Total 51030 · Water Treatment Expense	7,730.84	48,250.00	-40,519.16

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Shasta Community Services District

Profit & Loss Budget vs. Actual

July 2025

	Jul 25	Budget	\$ Over Budget
51039 · Transmission/Distribution			
51040 · Transmission/Distribution-Gen	376.37	27,000.00	-26,623.63
51083 · Meters - New & Replacements	66.78	7,000.00	-6,933.22
51084 · Pump & Tank Level Telemetry	35.19	10,000.00	-9,964.81
Total 51039 · Transmission/Distribution	478.34	44,000.00	-43,521.66
51090 · Vehicle Maintenance			
51094 · Backhoe/Trailer/Generator	118.73	2,000.00	-1,881.27
51099 · U12 Ford F350 2016	0.00	500.00	-500.00
51100 · U13 Ford F-150 2018	0.00	500.00	-500.00
51101 · U14 Ford F-150 2021	0.00	500.00	-500.00
51102 · U15 Toyota Tacoma 2025	0.00	500.00	-500.00
Total 51090 · Vehicle Maintenance	118.73	4,000.00	-3,881.27
51093 · Gas & Oil Expense			
51091 · Gas & Oil - Generator	0.00	2,000.00	-2,000.00
51092 · Gas & Oil Ford 150 Truck #13	161.61	3,500.00	-3,338.39
51093.1 · Gas & Oil 2021 F-150 Truck #14	553.79	6,000.00	-5,446.21
51093.2 · Gas & Oil - Backhoe	74.61	750.00	-675.39
51093.4 · Gas & Oil 2025 Toyota Truck #15	255.11	6,000.00	-5,744.89
51093.9 · Gas & Oil 2016 Ford 350 #12	120.09	1,500.00	-1,379.91
Total 51093 · Gas & Oil Expense	1,165.21	19,750.00	-18,584.79
52000 · Training			
52001 · Training Course Fees	0.00	1,700.00	-1,700.00
52002 · Travel	0.00	500.00	-500.00
52003 · Lodging	0.00	1,500.00	-1,500.00
52004 · Meals	0.00	500.00	-500.00
Total 52000 · Training	0.00	4,200.00	-4,200.00
55010 · Payroll Expenses			
55011 · Manager Salary			
55011.0 · Manager/Salary	11,293.50	141,234.00	-129,940.50
Total 55011 · Manager Salary	11,293.50	141,234.00	-129,940.50
55012 · Maintenance/Hourly			
55012.2 · Maintenance/Hourly	4,066.65	74,776.00	-70,709.35
55012.4 · Maintenance/Hourly/Sick	2,167.16		
55012.5 · Maintenance/Hourly/Holiday	287.60		
55012.6 · Maintenance/OT	1,174.47	10,000.00	-8,825.53
55012.7 · Maintenance 2 / Lead Operator	6,652.20	85,280.00	-78,627.80
Total 55012 · Maintenance/Hourly	14,348.08	170,056.00	-155,707.92
55013 · Office/Hourly			
55013.1 · Office/Hourly-FD Reimburse	0.00	0.00	0.00
55013.3 · Office/Hourly/Sick	732.61		
55013.4 · Office Hourly	5,050.91	74,776.00	-69,725.09
55013.5 · Office/Hourly/Holiday	287.60		
55013.6 · Office Hourly Overtime	231.76	1,500.00	-1,268.24
Total 55013 · Office/Hourly	6,302.88	76,276.00	-69,973.12

Shasta Community Services District

Profit & Loss Budget vs. Actual

July 2025

	Jul 25	Budget	\$ Over Budget
55014 · On Call Time	1,927.14	26,327.00	-24,399.86
55010 · Payroll Expenses - Other	176.95	1,850.00	-1,673.05
Total 55010 · Payroll Expenses	34,048.55	415,743.00	-381,694.45
55029 · Employee Benefits			
55030 · Employee Health/Life Insurance	8,232.68	100,000.00	-91,767.32
55035 · Retiree Health Insurance	375.00	4,500.00	-4,125.00
55040 · Workers Compensation Insurance	11,269.98	11,300.00	-30.02
55055 · CALPERS	5,506.47	65,000.00	-59,493.53
Total 55029 · Employee Benefits	25,384.13	180,800.00	-155,415.87
55060 · Payroll Tax Expense			
55062 · Employer Medicare Expense	491.14	6,000.00	-5,508.86
55063 · Employer Social Security Exp	2,100.04	25,500.00	-23,399.96
55070 · State Unemployment Insurance	0.00	1,736.00	-1,736.00
Total 55060 · Payroll Tax Expense	2,591.18	33,236.00	-30,644.82
55130 · Office Expense			
55110 · Answering Service Expense	182.00	2,136.00	-1,954.00
55121 · Office/Cellular Telephone	116.49	2,200.00	-2,083.51
55125 · Office/Security Expense	178.00	2,136.00	-1,958.00
55131 · Office/PGE 761	987.08	9,500.00	-8,512.92
55132 · Office/Telephone	134.89	1,500.00	-1,365.11
55133 · Office/Supplies	2,050.69	6,500.00	-4,449.31
55134 · Office/Postage	0.00	9,000.00	-9,000.00
55135 · Office/Equipment Expense	116.20	2,500.00	-2,383.80
55137 · Office/Employee Background Chec	0.00	0.00	0.00
55138 · Office/Propane	0.00	1,000.00	-1,000.00
55139 · Office/Building Maintenance	416.99	5,000.00	-4,583.01
55141 · Office/Safety	0.00	500.00	-500.00
55142 · Employee Pre-emp. Physical	0.00	0.00	0.00
Total 55130 · Office Expense	4,182.34	41,972.00	-37,789.66
55140 · Advertising Expense	0.00	1,000.00	-1,000.00
55145 · Banking Fees	93.97	1,500.00	-1,406.03
55150 · Insurance - Liability & E&O	58,921.97	59,000.00	-78.03
55160 · Professional Services			
55162 · Legal Services	0.00	3,000.00	-3,000.00
55163 · Engineering Services	0.00	20,000.00	-20,000.00
55164 · Auditing Services	0.00	12,000.00	-12,000.00
55165 · Professional Services Misc.	0.00	15,000.00	-15,000.00
Total 55160 · Professional Services	0.00	50,000.00	-50,000.00
55170 · Directors Compensation	500.00	6,500.00	-6,000.00
55180 · Dues/Permit Fees	4,202.00	27,000.00	-22,798.00
55182 · maintenance contracts/support	0.00	1,200.00	-1,200.00
60000 · Interest	0.00	11,000.00	-11,000.00
Total Expense	147,656.06	1,004,701.00	-857,044.94
Net Ordinary Income	-55,534.16	224,319.00	-279,853.16

SHASTA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING
6:00 pm Tuesday, July 15th, 2025
11570 School Street, Redding, CA 96001
DRAFT MINUTES

Board Members Present: President Valerie Coon, Vice President Dave Cross, Director Randy Smith, Director Jo Ann Vayo, Director Chris Hunter.

Staff Members Present: Secretary to the Board, Shawna Staup.

Staff Members Absent: General Manager Chris Koeper.

President Valerie Coon called the meeting to order at **6:00 PM**.

1. Pledge of Allegiance: Was led by President Valerie Coon.

2. Approve Agenda: Director Jo Ann Vayo motioned to approve the July 15, 2025, agenda. Director Randy Smith seconded the motion. The motion passed unanimously.

3. Public Comment Period

This time is set aside for members of the public to address the District on matters not on the agenda, as well as matters on the Consent Calendar. If your comments concern an item noted on the regular agenda, please address the Board after that item is open to public comments. By law, the Board of Directors cannot decide on matters not on the agenda. The Board will customarily refer these matters to the General Managers' Office. Each speaker is given three (3) minutes to speak. Speakers may not cede their time. Comments should be limited to matters within the authority of the District.

President Valerie Coon stated that there was no public present; however, by law, the board of directors cannot decide on matters not on the agenda. The board will customarily refer these matters to the General Manager's office. Each speaker has three minutes to speak.

4. Consent Calendar

The Board considers matters listed under the Consent Calendar routine and will enact them by one motion in the form listed below. There will be no separate discussion of the subjects unless a worthy cause is shown before the Board votes on the motion to adopt.

Financial Reports for June 1st through June 30th, 2025

4-1 SCSD Financial Report

Initials_____ Initials_____

Vice President Dave Cross asked about the \$97.54 bank fee. Secretary to the board Shawna Staup explained that those fees are associated with services for online banking and similar things.

4-2 SCSD Monthly Bank Transactions

Director Chris Hunter asked about the SAM renewal on the credit card. Secretary to the board Shawna Staup explained that SAM is a government agency and that we renew our registration annually to be eligible for things like grants. Director Chris Hunter asked that, in the future, when the memo is entered for credit card purchases that the larger dollar amount items be listed first.

4-3 SCSD Budget vs Actual

Director Chris Hunter said that he noticed that the district pays for CalPERS and Social Security, and asked if that was due to some employees not being CalPERS members. Vice President Dave Cross said that they have to pay both. Director Jo Ann Vayo stated that she is a public employee and pays Social Security and PERS. Director Chris Hunter stated that he was just looking for clarification because he was not sure if public employees were considered 100% CalPERS, and if they were, if Social Security had to be paid. Director Randy Smith said that he thought the new truck that the district bought was a Chevy. Director Chris Hunter explained that it is a Toyota Tacoma.

4-4 June 17th, 2025, meeting minutes

RECOMMENDATION: Approval and adoption of all items on the Consent Calendar. Director Randy Smith motioned to approve and adopt the consent calendar. Director Jo Ann Vayo seconded the motion. The motion passed unanimously.

5. Correspondence: SDRMA letter RE: 2025 Board of Directors Election, official election ballot, and candidates' statements of qualifications.

The board unanimously decided to vote for Tom Wright, Mike Scheafer, Robert Housley, and Virginia Chang Kiraly for the SDRMAs 2025 Board of Directors Election.

6. General Business:

6-1 General Manager Report

Secretary to the Board Shawna Staup presented the General Manager's report in his absence.

- Water consumption for June 2025 was 60 acre-feet compared to 38 in June 2024.

Initials_____ Initials_____

- The General Manager, Chris Koeper, has been working on some safety programs that will reduce our workers' compensation costs with SDRMA.
 - The injury & illness prevention program and heat illness prevention program have been completed.
 - He is currently working on the fall protection program.

Vice President Dave Cross asked if the safety programs would need to be adopted by the board to get the discount from the insurance. Secretary to the Board Shawna Staup stated that she was not sure and would need to get clarification from the General Manager.

- The General Manager has submitted the cross-connection control policy to the state.
- The General Manager has been talking with gWorks to try to get them to create additional reports that we had on UB Max.

Secretary to the Board Shawna Staup explained that gWorks is taking recommendations from their customers to upgrade its software to accommodate them. Vice President Dave Cross asked what reports we are unable to get. Secretary to the Board Shawna Staup stated that the General Manager Chris Koeper had mentioned a deposit report that he couldn't run, and a penalty report that did not have totals on it.

Director Chris Hunter asked if the District had a cell phone use policy while driving the vehicles. Director Jo Ann Vayo stated that there is a policy in the employee handbook. Director Chris Hunter said that he wanted to ensure the District has a policy that states that our vehicles are equipped with Bluetooth, and if employees receive a phone call while driving, they should answer using hands-free. President Valerie Coon suggested that the General Manager have the employees acknowledge and sign the policy quarterly. Director Chris Hunter stated that his company signs it yearly, and the policy is an employee handbook specifically for company vehicle use, which provides training on how to operate the vehicle and what to do in case of an accident. Director Jo Ann Vayo stated that what she read in the District's employee handbook was very small and only addressed cell phones while driving. Vice President Dave Cross stated that the District should periodically have employees acknowledge and sign the policy. Director Chris Hunter stated that, from a legal standpoint, we would want to have a statement that employees sign acknowledging the policy. It was the consensus of the board to review the cell phone and vehicle use policy to make changes if necessary and decide whether to have an acknowledgement signed yearly.

7. Old Business: None.

8. New Business: None.

Initials_____ Initials_____

9. Oral Communications:

These Comment sessions are for information and reporting purposes only. Board action cannot be taken. If it becomes clear that action is necessary or desired, the matter(s) will be scheduled on a later board agenda.

9-1 Board Members: Director Chris Hunter asked when the increase in the rates takes effect and if a notice was sent out. Vice President Dave Cross said that the increase happens on July 26th and that they have not sent out a notice in the past. Director Jo Ann Vayo stated that this is the last increase until there is another rate study done. All Board Members should be available to attend next month's meeting.

9-2 Staff Members: None.

10. Adjourn: 6:22 PM.

In compliance with the Americans with Disabilities Act, the Shasta Community Services District will make available to any member of the public who has a disability, a needed modification or accommodation, including an auxiliary aid or service, for that person to take part in the public meeting. A person needing assistance should contact the district office by mail at PO Box 2520, Shasta, CA 96087, 48 hours before the meeting. Accommodation may include, but are not limited to, interpreters, assistive listening devices, accessible seating, or documentation in an alternate format. If requested, this document and other agenda materials can be made available in an alternative format for persons with a disability who are covered by the Americans with Disabilities Act

Board President

Secretary to the Board



August 11, 2025

Chris Koeper
General Manager
Shasta Community Services District
Post Office Box 2520
Shasta, California 96087-2520

Re: President's Special Acknowledgement Award – Property/Liability Program

Dear Chris,

On behalf of SDRMA Board of Directors and staff, it is my great pleasure to extend our congratulations to you, your governing body at Shasta Community Services District, management, and staff on achieving no paid claims for the Property/Liability Program years 2020-2025. A paid claim for the purposes of this recognition represents the first payment on an open claim during the prior program year and excludes property claims.

As a symbol of our appreciation and acknowledgment of your exceptional performance, we are pleased to present Shasta Community Services District with the *President's Special Acknowledgement Award*, representing your outstanding achievement. In addition to this annual recognition, members with no paid claims receive the following, all resulting in a reduction to their annual contribution amount:

- during 2024-25 earned one credit incentive point (CIP)
- for the prior five consecutive program years earned three additional bonus CIPs

This accomplishment is a testament to your agency's commitment to risk management excellence and a culture of safety and proactive governance. By consistently prioritizing risk management and fostering an environment where safety is essential, your agency has set a standard of excellence that is truly commendable.

We look forward to continuing our partnership in fostering a culture of safety and responsibility within your agency. Your leadership sets a powerful example for other members, and we are proud to have Shasta Community Services District as a part of SDRMA.

Once again, congratulations on this achievement. Please do not hesitate to reach out if there is anything we can do to support your continued success.

Sincerely,

Sandy A. Seifert-Raffelson, President
Board of Directors
Special District Risk Management Authority





President's Special Acknowledgement Award

The President of the Special District Risk Management Authority

Hereby gives special recognition to

Shasta Community Services District

The President's Special Acknowledgement Award is to recognize members with no "paid" claims during the prior five consecutive program years in the Property/Liability Program. A "paid" claim for the purposes of this recognition represents the first payment on an open claim during that same period and excludes property claims. Congratulations on your excellent claims record!

Sandy A. Seifert-Raffelson, SDRMA Board President

August 11, 2025

Date

General Manager Report

August 2025

- Water consumption for July:
This Year – 61 Acre Feet
Last Year – 69 Acre Feet
- I've been working on some safety programs. This will reduce our workers' compensation costs with SDRMA. The completed safety programs include:
 - Injury & Illness prevention
 - Heat illness prevention
 - Fall protection
 - Hazard communication
 - Wildfire smoke
- The state got back to me regarding the cross connection control policy and there are a few minor adjustments that we are making.
- We will be ordering a ground penetrating radar pipe locator which will be much more accurate for locating.
- We are still having issues with Gworks billing software.

SCSD Use of Personal & Rental Vehicles

Page 16-18

Employees of SCSD will be reimbursed for costs associated with driving their personal automobile on SCSD business based on California government rates at that time, which contemplates expenses such as wear and tear on the vehicle, gas, insurance, etc. While driving on SCSD business, the employee's personal auto insurance is intended to provide the primary insurance coverage. Employees who operate their own vehicles on SCSD business may do so provided the following conditions are followed:

- The vehicle must be in sound and safe operating condition and maintained as such at the employee's own expense.
- The employee and vehicle must be insured as outlined below.
- The employee must obey all state and local driving laws and observe driving conditions with the utmost care, including but not limited to wearing a seat belt.
- The employee must possess and maintain a valid California driver's license.
- All vehicles driven on SCSD business must be properly registered with the California Department of Motor Vehicles.
- **The employee must provide authorization for SCSD to access the employee's driver license record through the DMV Employer Pull Notice Program.**
- Employees who have their driver's license suspended or revoked are required to report these conditions to their supervisor promptly.
- SCSD accepts no responsibility for citations issued to an employee by any law enforcement agency while driving a vehicle on SCSD business under any circumstance. All liabilities created by any citation will be the responsibility of employees who receive them.

Personal Auto Insurance Requirements

All employees who use their personal vehicle for business travel are required to maintain general automobile liability insurance of at least the minimum amounts required by the State of California and such insurance shall not exclude business use. Employees must provide proof of adequate insurance coverage to SCSD. Any employee who does not maintain the required insurance coverage will not be authorized to drive his or her personal vehicle on SCSD business.

SCSD does not provide primary liability or comprehensive/collision coverage for use of a personal vehicle – the mileage reimbursement paid by SCSD covers the employees' costs for such coverage. Notwithstanding the above, the use of personal and/or rental vehicles by employees may create an exposure for SCSD. Therefore, SCSD may obtain excess liability coverage that could be applicable in the event a loss exceeds the limits of the employees' personal liability coverage. In the event of an accident where the employee is determined to be at fault while on approved SCSD business and the loss exceeds the personal auto policy limits of liability, then SCSD's coverage will become secondary to the personal auto policy.

Accident Reporting

If an employee sustains damage to or loss to their private vehicle or approved rental vehicle or is involved in an accident while on SCSD business they must immediately notify the General Manager.

In the Event of an Accident

Employees who are involved in an accident in the course of using any vehicle on SCSD business are expected to adhere to the following procedure:

1. Do not argue, do not admit liability, and do not make a statement to anyone except the police, their manager, or other appropriate SCSD management.
2. Make a sketch of the area, including street names, location of vehicles, compass points and any other pertinent information.
3. Obtain the names and addresses of:
 - a. Owner of other vehicle(s)
 - b. Insurance Carrier of the other driver(s)
 - c. Witnesses
 - d. Injured person(s)
 - e. Other driver(s), including the number of and state issuing the driver's license
3. Note these items:
 - a. Signal given by each driver, if any
 - b. Point and time of accident
 - c. Any mechanical aspect of the other vehicle, which may have caused the accident (e.g., no brake lights, etc.)
 - d. Promptly report to management any damage done to a customer, the public, SCSD, an employee, or their property.

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Prohibited Cell Phone Use While Driving

In the interest of the safety of our employees and other drivers, if your job requires that you keep your cell phone turned on while you are driving, you must use a hands-free device. Unless using a hands-free device, under no circumstances should employees place phone calls while operating a motor vehicle while driving on SCSD business and/or SCSD time. Any citations for cell phone violations shall be the employee's responsibility.

SHASTA COMMUNITY SERVICES DISTRICT VEHICLE USE POLICY

SAMPLE

Mission Statement

Shasta CSD Vehicle Use Policy (VUP) sets forth practices for the safe operation of motor vehicles owned or operated by SCSD. The VUP will serve as a baseline for SCSD's vehicular operations policies. As such, the VUP will focus on the operation of licensed motor vehicles primarily operated on public roads.

Policy

SCSD's VUP outlines the District's commitment to maintaining a safe vehicle fleet, and concern for the safety of people, the protection of property, and minimizing impacts upon the environment by SCSD vehicle operations. VUP focuses on the safe operation of licensed motor vehicles primarily operated on public roads. The following SCSD VUP, to be administered under the auspices of the District General Manager and Administrator, will be implemented through the adoption of a Motor Vehicle Incident Prevention Program.

Vehicle Fleet Purpose

- District vehicles are provided to support business activities only and are to be used only by qualified and authorized employees. They are not to be considered a part of an employee's compensation and must not be used as an inducement for employment. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the State of California or the jurisdiction in which they are driven and with the utmost regard for their care and cost-efficient use.
- District vehicles must not be used for any business activities other than that of Shasta Community Services District.
- District vehicles must not be used for personal or private issues.
- District vehicles must always be clean and tidy and in good working order.

Driver Licensing

District drivers and anyone authorized to drive the Company vehicles must have a valid driver's license issued in California for the class of the vehicle being operated and must be able to drive a vehicle. The driver must have a clean DMV record.

Motor Vehicle Safety

The priority of the driver is the safety of all passengers, themselves and the motor vehicle. Care and caution must be exercised at all times.

- The driver will not use their mobile telephone while driving.
- The driver must not be intoxicated with any illicit or other substances such as alcohol or drugs.
- Drivers or passengers shall not smoke inside District vehicles.
- The driver must adhere to the rules and regulations of the State of California while driving any District vehicle.
- The driver must always carry a valid driver's license while driving a District vehicle.
- Each driver shall obtain training on Defensive Driving before driving a District vehicle and every two years afterwards.
- Prior experience driving large vehicles or pulling a trailer is preferred.

Motor Vehicle Usage

The District's motor vehicles are to be used strictly for business purposes only and cannot be used privately for personal business.

The District's motor vehicles, when not used, should always be parked in the designated parking area. (e.g. designated parking inside shop or parking garage with keys removed and placed inside the office.

The assigned driver of the motor vehicle is responsible for weekly vehicle checklists and is responsible for reporting any damage or mechanical issues to their Supervisor.

Weekly Vehicle Maintenance Records

The driver of the motor vehicle is responsible for completing the weekly vehicle checklist. The vehicle is to be inspected by the driver and to be reviewed by the Supervisor in charge. Details of the vehicle which include fluid levels, tires, lights and signals, safety equipment and general condition of the vehicle will be documented on the weekly vehicle maintenance record.

Motor Vehicle Maintenance

The driver is responsible for the reporting of maintenance and repairs of the District's motor vehicle and its condition to their Supervisor.

All vehicle maintenance work must first be approved by the Manager before taking place. The Supervisor in charge is also responsible for checking and overseeing all aspects of the motor vehicle maintenance and management on a weekly basis and will manage issues and direct tasks to relevant parties as necessary. This includes but is not limited to weekly checklists, problems, fuel requirements and cleaning.

Each employee is responsible for scheduling routine services and repairs and annual mileage reporting on their own company assigned vehicle.

The driver is responsible for refueling and routine motor vehicle checks, tire pressure checks, battery checks, fluid levels and all safety related aspects of the vehicle.

Problems & Accident

Reporting Driver must report to his/her Manager and the Human Resources Manager of any problems and accidents associated with the motor vehicle after each use and provide an associated detailed account on the incidents occurred. All vehicles shall carry an accident reporting kit and be trained on proper use.

The driver is responsible for conducting routine checks of the District's motor vehicles for appropriate usage and vehicle's conditions. The Field Supervisor must be informed immediately of any problems that have taken place related to the District's motor vehicles, any foreseen problems which may cause delays and effect the operations of the District must also be reported immediately.

DMV Review – FOR INFORMATIONAL PURPOSES

SCSD shall participate in the California Department of Motor Vehicles Employer Pull Notice (EPN) Program and enlist all new employees whose job description requires possession of a valid California driver's license with no restrictions. The EPN Program was established to provide employers and regulatory agencies with a means of promoting driver safety through the ongoing review of driver records. SCSD shall also require that all drivers be obligated to report any change in their DMV license status within twenty-four (24) hours or by the next business day upon such notification.

SAMPLE

Prohibited Cell Phone Use While Driving

Shasta CSD is committed to the safety of its employees and the public. Distracted driving, particularly cell phone use while driving, is a serious safety hazard. This policy outlines the restrictions on cell phone use while operating a vehicle for company business.

Prohibitions:

- **No use of handheld cell phones:**

Employees are prohibited from using any handheld cell phone while operating a vehicle for company business.

- **No texting or emailing:**

Texting, emailing, and any other form of written communication via cell phone are strictly prohibited while driving.

- **No voice features:**

Employees are not to use voice-activated features on cell phones, including voice commands and dictation, while driving for company business.

- **No adjusting GPS or infotainment systems:**

Employees should not program or adjust GPS devices, music players, or any other in-vehicle infotainment systems while driving for company business.

Safe Practices:

- **Pull over to a safe location:**

If a call or text needs to be made or received, employees must pull over to a safe location and park their vehicle before using their cell phone.

- **Inform callers:**

Employees should inform callers that they are driving and may not be able to answer calls immediately, or that they will call back when it is safe to do so.

- **Plan ahead:**

Employees should plan their routes and make necessary phone calls or adjustments to GPS devices before starting their journey.

- **Exception of Emergency:**

The only exception to this policy is for calls made to 911 or other emergency services.

Electronic distractions are only one type of distraction. Drivers should also refrain from eating, drinking, reading, and other activities that may divert attention away from the task of driving.

Shasta CSD is committed to keeping our workers safe and holding our employees to the highest standard of safety.

Enforcement:

- **Disciplinary action:**

Violations of this policy may result in disciplinary action, up to and including termination of employment.

- **Training:**

Employees may be required to participate in additional training on distracted driving and safe driving practices.

Your signature below certifies your agreement to comply with this policy.

Employee Signature

Date

SHASTA COMMUNITY SERVICES DISTRICT'S

WORKPLACE SECURITY POLICY

Shasta Community Services District's Workplace Security Policy addresses the hazards known to be associated with the three major types of workplace violence. Type I workplace violence involves a violent act by an assailant with no legitimate relationship to the workplace, who enters the workplace to commit a robbery or other criminal act. Type II involves a violent act or threat of violence by a recipient or provider of a service of our establishment, such as a customer. Type III involves a violent act or threat of violence by a current or former worker, Manager, or another person who has some employment-related involvement with our establishment, such as a worker's spouse or lover, a worker's relative or friend, or another person who has a dispute with one of our workers.

RESPONSIBILITY

Responsibility for security in our workplace is assigned to the General Manager who has the authority and responsibility for implementing the provisions of this program for Shasta Community Service District.

The General Manager, **Fire Chief, and Safety Compliance Officer** are responsible for implementing and maintaining this Policy in their work areas and for answering worker questions about the Workplace Security Policy. A copy of this Policy is available from each responsible person.

COMPLIANCE

We have established the following policy to ensure compliance with our rules on workplace security.

Management is committed to ensuring that safety and health policies and procedures involving workplace security are clearly communicated and understood by all workers.

All workers are responsible for using safe work practices, for following all directives, policies, and procedures, and for assisting in maintaining a safe and secure work environment. Our system of ensuring that all workers comply with work practices that are designed to make the workplace more secure, and that they do not engage in threats or physical actions which create a security hazard for others in the workplace, include:

1. Informing workers of the provisions of our Workplace Security Policy.
2. Evaluating the performance of all workers in complying with our workplace security measures.
3. Recognizing workers who perform work practices which promote security in the workplace.
4. Providing training and/or counseling to workers whose performance is deficient in complying with work practices designed to ensure workplace security.
5. Disciplining workers for failure to comply with workplace security practices.

6. Using the following practices that ensure worker compliance with workplace security directives, policies, and procedures.

COMMUNICATION

At Shasta Community Services District, we recognize that to maintain a safe, healthy, and secure workplace we must have open, two-way communication between all workers, including General Manager **and Fire Chief**, on all workplace safety, health, and security issues. We have a communication system designed to encourage a continuous flow of safety, health and security information between management and our workers without fear of reprisal and in a form that is readily understandable. Our communications system consists of the following items.

- New worker orientation on our workplace security policies, procedures and work practices.
- Periodic review of our Workplace Security Policy with all personnel.
- Adequate training programs to implement our Workplace Security Policy.
- Regularly scheduled safety meeting with all personnel that include workplace security discussions.
- Training to ensure that all workers, including the General Manager **and Fire Chief**, understand the workplace security policies.
- Posted or distributed workplace security information.
- Open lines of communication for workers to inform supervisors and Board of Directors about workplace security hazards or threats of violence.
- Adequate policies
- in place to protect workers who report threats from retaliation by the person making the threats.
- Addressing security issues at our workplace safety meetings.

HAZARD ASSESSMENT

We will be performing workplace hazard assessment for workplace security in the form of periodic inspections. Periodic inspections to identify and evaluate workplace security hazards and threats of workplace violence are performed by the following observer(s) in the following areas of our workplace:

<u>Observer</u>	<u>Area</u>
- General Manager	- Water and Fire Department
- Fire Chief	- Fire Department
- Safety Compliance Officer	- Water and Fire Department

Periodic inspections are performed according to the following schedule:

Quarterly;

When we initially established our Workplace Security Policy;

When new, previously unidentified security hazards are recognized:
Whenever workplace security conditions warrant an inspection.

Periodic inspections for security hazards consist of identification and evaluation of workplace security hazards and changes in work practices and may require assessing for more than one type of workplace violence. Shasta Community Services District performs inspections for each type of workplace violence by using the methods specified below to identify and evaluate workplace security hazards.

Inspections for Type I workplace security hazards include assessing the following:

1. The exterior and interior of the workplace for its attractiveness to robbers.
2. Whether security surveillance measures may be needed.
3. Posting signs notifying the public that limited cash is kept on the premises and limiting the amount of cash on hand.
4. Procedures for workers response during a robbery or other criminal act.
5. Procedures for reporting suspicious persons or activities.
6. Posting of emergency telephone numbers for law enforcement, fire, and medical services where workers have access to a telephone with an outside line.

Inspections for Type II workplace security hazards include assessing the following:

1. Access to, and freedom of movement within the workplace.
2. Adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems.
3. Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients, or providers of the District.
4. Worker's skill in safely handling threatening or hostile service recipients, or providers.
5. Effectiveness of systems and procedures to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
6. The use of work practices such as "buddy: systems when dealing with a security hazard.
7. The availability of worker escape routes.

Inspections for Type III workplace security hazards include assessing the following:

1. How well our anti-violence policy has been communicated to workers, General Manger, and Fire Department personnel.
2. How well our management and workers communicate with each other.
3. Our workers, General Manager, and Fire Chief's knowledge of the warning signs of potential workplace violence.
4. Access to and freedom of movement within the workplace by non-workers, including recently discharged workers or persons with whom one of our workers is having a dispute.
5. Frequency and severity of worker reports of threats of physical and verbal abuse by General Manger, Fire Chief, or other workers.

6. Any Prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.
 7. Worker disciplinary and discharge procedures.
-

INCIDENT INVESTIGATIONS

We have established the following policy for investigating incidents of workplace violence.

Our procedures for investigating incidents of workplace violence, which includes threats and physical injury, include the following:

1. Immediately reporting incident to outside appropriate agency and Board of Directors.
 2. Reviewing all previous incidents for persons involved in current incident.
 3. Visiting the scene of an incident as soon as possible.
 4. Interviewing threatened or injured workers and witnesses.
 5. Examining the workplace for security risk factors associated with the incident.
 6. Determining the cause of the incident.
 7. Recording the finding and corrective actions taken.
-

HAZARD CORRECTION

Hazards which threaten the security of workers shall be corrected in a timely manner when they are first observed or discovered.

Corrective measures for Type I workplace security hazards can include the following:

1. Report to Board of Directors any identified or potential Type I hazard.
2. Making the workplace unattractive to robbers.
3. Utilizing surveillance measures, such as cameras or mirrors to provide information as to what is going on outside and inside the workplace.
4. Procedures for reporting of suspicious person or activities.
5. Posting of emergency telephone number for law enforcement, fire, and medical services where workers have access to a telephone with an outside line
6. Posting signs notifying the public that limited cash is kept on the premises.
7. Limiting the amount of cash on hand.
8. Worker, General Manager, and Fire Chief training on emergency action procedures.

Corrective measures for Type II workplace security hazards can include the following:

1. Immediately report to the Board of Directors any identified or potential Type II hazard.
2. Controlling access to the workplace and freedom of movement within it, consistent with business necessity.

3. Ensuring the adequacy of workplace security systems. Such as door locks, security windows, physical barriers, and restraint systems.
4. Providing worker training in recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients or our establishment.
5. Placing effective systems to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
6. Providing procedures for a “buddy” system for specified emergency events.
7. Ensuring adequate worker escape routes.

Corrective measures for Type III workplace security hazards can include the following:

1. Immediately report to the Board of Directors an identified or potential type III hazard.
2. Effectively communicating our establishment’s anti-violence policy to all workers, General Manager **and Fire Chief**.
3. Assess effectiveness and adequacy of internal communication in preventing workplace violence.
4. Increasing awareness by workers, General Manager, **and Fire Chief** of the warning signs of potential workplace violence.
5. Controlling access to and freedom of movement within the workplace by non-workers, including recently discharged workers or persons with whom one of our workers is having a dispute.
6. Providing counseling to workers, General Manager, **or Fire Chief** who exhibit behavior that represents strain or pressure which may lead to physical or verbal abuse of co-workers.
7. Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
8. Ensure that worker disciplinary and discharge procedures address the potential for workplace violence.

TRAINING AND INSTRUCTION

We have established the following policy on training all workers with respect to workplace security.

All workers, including the General Manager and **Fire Chief**, shall have training and instruction on general and job-specific workplace security practices. Training and instruction shall be provided when the Workplace Security Policy is first established and periodically thereafter. Training shall also be provided to all new workers to other workers for whom training has not previously been provided and to all workers, General Manager **and Fire Chief**, given new job assignments for which specific workplace security training for that job assignment has not previously been provided. Additional training and instruction will be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards.

General workplace security training and instruction includes, but is not limited to, the following:

1. Explanation of the Workplace Security Policy including measures for reporting any violent acts or threats of violence.
2. Recognition of workplace security hazards including the risk factors associated with the three types of workplace violence.
3. Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to workers, General Manager or Fire Chief.
4. Ways to defuse hostile or threatening situations.
5. Measures to summon others for assistance
6. Worker routes of escape
7. Notification of law enforcement authorities when a criminal act may have occurred.
8. Emergency medical care is provided in the event of any violent act upon a worker.
9. Post-event trauma counseling for those workers desiring such assistance.

In addition, we provide specific instructions to all workers regarding workplace security hazards unique to their job assignment, to the extent that such information was not already covered in other training.

We have chosen the following items for Type I training and instruction for General Manager, Fire Chief, and workers:

- Crime awareness.
- Communication procedures.
- Proper work practices for specific workplace activities, occupations, or assignments.

We have chosen the following items for Type II training and instruction for General Manager, Fire Chief, and workers:

- Self-protection.
- Dealing with angry, hostile, or threatening individuals.
- Communications procedures
- Determination of when to use the "buddy" system or other assistance from co-workers.
- Awareness of indicators that lead to violent acts by service recipients.

We have chosen the following items for Type III training and instruction for General Manager, Fire Chief, and workers:

- Awareness of situational indicators that lead to violent acts.
- Managing with respect and consideration for worker well-being.
- Review of anti-violence policy and procedures.