

**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
Finance/Policy Committee Meeting**

**Chair:** *Eileen Mannix*

**Co-Chair:** *Charlotte Bohlman*

**THCSD CONFERENCE ROOM  
22912 VANTAGE POINTE DR., TWAIN HARTE  
September 6, 2023 1:30 p.m.**

**NOTICE: Public May Attend this Meeting In-Person.**

The meeting will be accessible via ZOOM for anyone that chooses to participate virtually:

- Videoconference Link: <https://us02web.zoom.us/j/89231185517>
- Meeting ID: 892 3118 5517
- Telephone: (669) 900-6833

**AGENDA**

1. Review Policy #2011 – On-Call Duty.
2. Review Policy #2002 – Discrimination.
3. Review Policy #3030 – Injury and Illness Prevention Program.
4. Discuss proposed California constitutional amendment ACA 13 – Voting Thresholds.
5. Adjourn.

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**HOW TO VIRTUALLY PARTICIPATE IN THIS THIS MEETING**

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

- **Computer:** Join the videoconference by clicking the videoconference link located at the top of this agenda or on our website. You may be prompted to enter your name and email. Your email will remain private and you may enter “anonymous” for your name.
- **Smart Phone/Tablet:** Join the videoconference by clicking the videoconference link located at the top of this agenda OR log in through the Zoom mobile app and enter the Meeting ID# and Password found at the top of this agenda. You may be prompted to enter

your name and email. Your email will remain private and you may enter “anonymous” for your name.

- **Telephone:** Listen to the meeting by calling Zoom at (4669) 900-6833. Enter the Meeting ID# listed at the top of this agenda, followed by the pound (#) key.

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

### **SUBMITTING PUBLIC COMMENT**

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

- **Before the Meeting:**
  - Email comments to [ksilva@twainhartecsd.com](mailto:ksilva@twainhartecsd.com), write “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments.
  - Mail comments to THCSD Board Secretary: P.O. Box 649, Twain Harte, CA 95383
- **During the Meeting:**
  - Computer/Tablet/Smartphone: Click the “Raise Hand” icon and the host will unmute your audio when it is time to receive public comment. If you would rather make a comment in writing, you may click on the “Q&A” icon and type your comment. You may need to tap your screen or click on “View Participants” to make icons visible.



Raise Hand Icon:



Q&A Icon:

- Telephone: Press \*9 if to notify the host that you have a comment. The host will unmute you during the public comment period and invite you to share comments.
- In-Person: Raise your hand and the Board Chairperson will call on you.

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

### **MEETING ETIQUETTE**

Attendees shall make every effort not to disrupt the meeting. Cell phones must be silenced or set in a mode that will not disturb District business during the meeting.

### **ACCESSIBILITY**

Board meetings are accessible to people with disabilities. In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the District office 48 hours prior to the meeting at (209) 586-3172.

### **WRITTEN MEETING MATERIALS**

If written materials relating to items on this Agenda are distributed to Board members prior to the meeting, such materials will be made available for public inspection on the District’s website: [www.twainhartecsd.com](http://www.twainhartecsd.com)

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** On-Call Duty  
**POLICY NUMBER:** 2011  
**ADOPTED:** October 11, 2007  
**AMENDED:** November 9, 2022

### **2011.10 PURPOSE**

Due to the potential health and safety risks that can be caused by emergencies in water and wastewater operations, the District must have Operators available and on-call after normal working hours, including nights, weekends and holidays. This Policy establishes requirements for an On-Call Duty system that requires Operators to be available twenty-four (24) hours a day to respond to any emergency which may arise.

### **2011.20 SCHEDULING**

The Operations Manager will be responsible to create and post an On-Call Duty schedule for operations and maintenance employees that provides continuous on-call coverage of off-shift, night, weekend and holiday emergency work. The schedule will rotate assignments to be fair to all employees. Any employee so scheduled will be on-call as scheduled, including holidays. The Operations Manager shall be responsible to create clear guidelines to address schedule conflicts, trade requests, leaves of absence, etc.

### **2011.30 ON-CALL DUTY REQUIREMENTS**

The general On-Call Duty requirements are listed below. The Operations Manager shall have authority to add to or clarify these requirements to best serve the District's operational needs; however, changes that impact wages, hours or conditions of employment will require the District to meet and confer with the Labor Union prior to implementation.

1. The District shall have at least ~~two~~one Operators on-call during normal non-working hours. ~~Only~~However, the Operations Manager may determine that certain ~~emergencies situations~~ will require ~~response from both~~more than one on-call Operators. ~~In such cases,~~The Operations Manager will be responsible to determine who is the primary response Operator and who is the back-up Operator and may also identify the types

of calls that require response by any or all of the Operators assigned to On-Call Duty.

2. Operators assigned to On-Call Duty may use time spent while on-call primarily for their own benefit; however, they must be accessible by telephone or pager at all times.
3. Operators assigned to On-Call Duty shall promptly respond to emergency calls and must report to the District within 30 minutes whenever needed. No after hours calls or pages shall be ignored.
4. Operators assigned to On-Call Duty must remain fit for duty at all times. This includes refraining from use of alcohol and other substances that inhibit the performance of work.

#### **2011.40 ON-CALL DUTY COMPENSATION**

**2011.41 On-Call Pay.** Operators assigned to On-Call Duty shall receive a daily stipend, whether or not they are called out for service. Stipend rates shall be negotiated and established in a Board-approved Union Labor Contract.

**2011.42 Call-Out Pay.** Operators called back to work after the regular work shift (call-out) shall be entitled to call-out pay, which is a minimum of two (2) hours of overtime. Call-out pay shall be the subject to the following requirements:

1. Once an employee is dispatched to respond to a call-out, time is counted as overtime and is paid at on and on-half (1 ½) times the employee's normal hourly rate. Time begins when the employee gets the call and starts travel to the work site and ends when the employee returns home. The employee shall record the date, time, reason for call-out, and the amount of call-out duty worked.
2. Special tours of duty scheduled in advance (24-hour notice) are not considered call-out hours for purposes of this section.
3. An employee need not be assigned to On-Call Duty to receive call-out compensation. If an employee not assigned to On-Call Duty responds to assist the On-Call Duty operator with a call-out, he/she will receive a minimum of three (3) hours of overtime as an incentive for responding when not assigned to On-Call Duty. The Operations Manager, or his/her designee, will be responsible for determining which types of call-out situations warrant the assistance from an operator not assigned to On-Call Duty.

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1. The District shall have at least one Operator on-call during normal non-working hours. However, the Operations Manager may determine that certain situations will require more than one on-call Operators. In such cases, the Operations Manager will be responsible to determine who is the primary response Operator and who is the back-up Operator and may also identify the types of calls that require response by any or all of the Operators assigned to On-Call Duty.

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**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:**       **Discrimination**  
**POLICY NUMBER:**   **2002**  
**ADOPTED:**           **March 21, 2006**  
**AMENDED:**           **9/11/2014, 9/9/2020**  
**LAST AMENDED:**   **November 12, 2020**  
**LAST REVIEWED:**   **September 14, 2022**

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

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

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

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

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

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

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

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

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

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



**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Injury and Illness Prevention Program

**POLICY NUMBER:** 3030

**ADOPTED:** September 17, 1996

**AMENDED:** 7/8/2010, 5/9/2013, 9/10/2015, 10/12/2017, 9/15/2021

**LAST AMENDED:** September 15, 2021

**LAST REVIEWED:** September 14, 2022

**3030.10 Safety Policy**

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

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

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

**3030.14** Our expectations are that everyone will:

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

**3030.15** All employees shall review the IIPP and are expected to strive to achieve the District's ultimate goal of an injury-free workplace.

**3030.20 Responsibilities**

**3030.21 Managers/Supervisors/Employees**

Managers, supervisors, and employees have the responsibility of providing a

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

### **3030.22 IIPP Administrator**

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

### **3030.23 Employees**

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

## **3030.30 Compliance**

### **3030.31 Management Responsibility**

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

### **3030.32 Employee Responsibility**

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

### **3030.33 Performance Evaluations**

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

### **3030.34 Employee Recognition**

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

### **3030.35 Employee Training**

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

### **3030.36 Employee Correction**

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

## **3030.40 Communication**

### **3030.41 Two-Way Communication**

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

### **3030.42 The District System of Communication**

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

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

### **3030.43 Safety Suggestions and Hazard Reporting**

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

complete an *Identified Problem Report Form* anonymously by not filling in his/her name or signing the form.

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

### **3030.50 Hazard Identification & Evaluation**

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

#### **3030.51 Safety Inspections**

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

#### **3030.52 Additional Inspections**

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

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

#### **3030.53 Confined Space Inspections**

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

### **3030.60 Injury/Illness Investigation**

#### **3030.61 Investigation**

All accidents resulting in injury or property damage, however slight, including

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

### **3030.62 Reporting**

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

### **3030.70 Correction of Hazards**

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

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

### **3030.80 Training**

#### **3030.81 Orientation - New Employees**

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

- A) Review of the Twain Harte Community Services District:
  1. Injury & Illness Prevention Program
  2. Respiratory Protection Plan
  3. Exposure Control Plan
  4. Hazard Communication Program
  5. Personal Protective Equipment Requirements
  6. Emergency Action Plan
  7. Fire Prevention Plan
  8. Code of Safe Practices
  9. Occupational Injury & Illness Reporting Requirements
- B) Overview of how to prevent:
  1. Overexertion
  2. Strains and sprains

3. Slips, trips and falls
  4. Cuts and lacerations
  5. Electrical shock
  6. Driving accidents
  7. Other occupational injuries or illnesses identified via loss analyses and investigations
- C) At a minimum, all new hires are given a copy of the District's *Injury & Illness Prevention Program* and those rules, procedures and regulations that apply to their work environment. New employees sign and date their receipt of this information.

### **3030.82 Initial On-The-Job Training**

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

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

### **3030.83 Specific District-wide Training**

- A) First Aid, CPR, and/or Bloodborne Pathogen Training
1. Designated employees receive first-aid training in accordance with the Cal-OSHA requirement that there is always at least one person available to provide first aid.
  2. Some locations require all employees to be trained due to the small number of employees at the work site.
  3. Based upon available time, the Twain Harte CSD may also provide CPR training.
  4. Based upon potential exposures, bloodborne pathogen training may also be given.
- B) Emergency Preparedness
- This training includes the District's Emergency Action Plan structure and how each employee fits into that structure, i.e., what the employee is expected to do under specific circumstances such as fire, earthquake, medical emergency and bomb threat.
- C) Defensive Driver Driving

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

D) Ergonomics

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

**3030.84 Retraining**

A) Reasons for retraining include change of job assignment, change of operations or materials, observation of poor work habits, or update of training methods. Managers/supervisors/IIPP Administrator perform retraining:

1. When an existing employee changes job functions.
2. On at least an annual basis as a refresher program.

B) Such training includes a review of those topics covered in the new employee orientation, other general workplace safety issues, job-specific hazards and/or hazardous materials, as applicable. All retraining is documented on the *New Employee Meeting & Training Report Form*.

**3030.85 Specialized Training**

A) Managers and supervisors are trained in their responsibilities for the safety and health of their employees. Such training includes both safety management and technical subjects.

B) Managers and supervisors are also trained in the hazards and risks faced by the employees under their immediate direction.

C) Managers/Supervisors/IIPP Administrator:

1. Determine safety-training needs.
2. Implement new training programs.
3. Evaluate the effectiveness of these programs.

D) In addition, training is provided whenever:

1. New substances, processes, procedures or equipment pose a new hazard and there is a lack of skill or knowledge to deal

with the situation.

2. Management, supervision, or the IIPP Administrator becomes aware of a previously unrecognized hazard and there is a lack of skill or knowledge to deal with the hazard.
- E) All employees delivering or supervising live fire training at District facilities shall be in compliance with State Fire Training Instructor Standards and in compliance with National Fire Protection Association (NFPA) 1403.
  - F) All fire, water and sewer personnel shall be trained to use the extractor decontamination machine and shall comply with all sections of the Exposure Control Plan.

### **3030.90 Emergency Response Guidelines for Hostile or Violent Incidents**

#### **3030.91 Purpose of the Policy**

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

#### **3030.92 Background**

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

#### **3030.93 Response to an Incident**

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

Any event resulting in awareness of a possible violent act, including possible gunfire, explosion, fighting, scuffling, could indicate an incident of violent potential. Any staff person observing such potential activities should take



steps to protect themselves and others in the District premises including but not limited to:

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

### **3030.94.1 Planning for Emergency Incidents**

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

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

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

### **3030.95 Actions for Violent or Armed Threat Situation**

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

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

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

### **3030.96 Post Event Actions**

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

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

### **3030.100 Documentation, Plans and Records**

#### **3030.101 Documentation Forms and Plans**

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

- A) Documentation Forms: The following IIPP forms shall be used to

document implementation of the IIPP. The IIPP Administrator is authorized to revise these forms or add forms to better document IIPP implementation or fit the District's operations. Revision or addition of forms shall not require Policy revision or Board action.

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

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

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

### **3030.102 Record Keeping Summary**

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

## Tom Trott

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**From:** Dane Wadle <danew@csga.net>  
**Sent:** Friday, August 18, 2023 4:38 PM  
**To:** Dane Wadle  
**Subject:** ACA 13 Support Request

Good afternoon:

I'm reaching out to you on a development related to [Initiative 21-0042A1](#) (the CBRT Initiative). CSGA previously received a copy of your agency's opposition to this measure.

Assembly Member Christopher Ward has amended [Assembly Constitutional Amendment 13](#), related to ballot measures. There is significant interplay between ACA 13 and Initiative 21-0042A1— in short, successful passage of ACA 13 is expected to protect public agencies from the potentially disastrous effects of the initiative measure.

For that reason, I believe your agency would be interested in supporting Assembly Member Ward's ACA 13.

ACA 13, if passed by two-thirds of the California Legislature, would propose to voters the following:

- If an initiative constitutional amendment includes provisions that impose vote thresholds greater than a simple majority of votes cast, then *that initiative constitutional amendment* must receive a percentage of votes in support *equal to those increased vote thresholds*.
  - i.e., if an initiative constitutional amendment includes a provision that would impose a supermajority (e.g., three-fifths, two-thirds, four-fifths, etc.) voter approval threshold, then that initiative would be required to gain the approval of the same super majority (three-fifths, two-thirds, four-fifths, etc.; whatever threshold the initiative proposes) of California voters in order to pass
  - if the initiative constitutional amendment includes provisions that impose a supermajority vote threshold and fails to gain the corresponding supermajority of voters in support of the underlying amendment, the initiative constitutional amendment would not be considered approved, thereby failing in its entirety

As you may recall, Initiative 21-0042A1 imposes thresholds requiring the approval of two-thirds of voters in various places throughout the text of the measure. The successful passage of ACA 13 would mean that Initiative 21-0042A1 would be required to garner the approval of two-thirds of voters in order for the initiative constitutional amendment to be considered approved; failure to garner the approval of two-thirds of voters in this scenario would mean that the entire measure and all of its provisions would fail to become law.

### ***Here's where you and your district come in...***

CSGA is encouraging agencies opposed to Initiative 21-0042A1 to consider supporting ACA 13, and to submit a letter of support to that effect. To make this process easy, CSGA has developed [a sample letter](#) your agency can use to express its support.

[LINK TO SAMPLE LETTER](#)

These letters to the author will demonstrate how important this is to public agencies, including special districts.

Please feel free to reach out to me with any questions. Thank you for your continued support of CSGA's advocacy efforts.

Sincerely,  
Dane

### **Dane Wadlé, CPFO**

*Senior Public Affairs Field Coordinator – Sierra Network*

Join us for the [2023 CSGA Annual Conference & Exhibitor Showcase](#)  
August 28 – 31, 2023 in Monterey

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[Your Agency's Logo/Letterhead]

September 1, 2023

The Honorable Christopher Ward  
California State Assembly  
1021 O Street, Suite 6350  
Sacramento, CA 95814

**RE: Assembly Constitutional Amendment 13 (Ward) – Support [As Amended August 17, 2023]**

Dear Assembly Member Ward:

The [Agency Name] is pleased to support your Assembly Constitutional Amendment 13, related to protecting the majority vote. [Add details about your agency (e.g., population, location, services provided, etc.)]

Under current law, an initiative constitutional amendment that proposes to amend the California Constitution requires a simple majority of voters casting votes in favor of the measure for the amendment to be approved. Notably, this simple majority requirement is irrespective of any of the provisions contained within the proposed constitutional amendment; should the text of the proposed constitutional amendment contain provisions that would otherwise require voter thresholds in excess of a simple majority in the future, those increased vote thresholds may nonetheless be imposed with a simple majority of voters. Phrased another way, this allows a simple majority of voters to insert a three-fifths, two-thirds, four-fifths, or higher vote threshold into the California Constitution, even without the corresponding level of support in terms of votes cast in favor of the original amendment proposal.

ACA 13 would propose to California voters a solution to this problem with the initiative process: if placed on the ballot by the California Legislature, California voters would be asked to decide whether an initiative constitutional amendment containing provisions that increase vote thresholds should be required to attain the same proportion of votes in favor of the amendment that the proposed increased vote thresholds would demand. In this way, ACA 13 would ensure that a proposal cannot impose vote thresholds on our communities and our State that exceed the level of support for imposing such thresholds.

ACA 13 protects the democratic process in local communities by ensuring that a simple majority of statewide voters cannot restrict the will of a supermajority of voters in a local community. For these reasons, [Agency Name] is pleased to support Assembly Constitutional Amendment 13. Please feel free to contact me with any questions

Sincerely,

*Signature*

[Signatory's Name]

[Signatory's Title]

[Signatory's Agency Name]

CC: The Honorable [Agency's Local Assembly Member]  
The Honorable [Agency's Local Senator]  
Marcus Detwiler, Legislative Representative, California Special Districts Association  
[advocacy@cnda.net]