



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

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**TOWN OF DISCOVERY BAY**  
**COMMUNITY SERVICES DISTRICT**  
**AGENDA PACKET**

**Regular Board Meeting**  
**Wednesday, August 15, 2018**

**7:00 P.M. Regular Board Meeting**

**Community Center**  
**1601 Discovery Bay Boulevard**



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



## SDLF Gold-Level of Governance

President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

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**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday August 15, 2018  
REGULAR MEETING 7:00 P.M.**

Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the President.

**C. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for August 1, 2018.
2. Approve Register of District Invoices.
3. Approve the BAC Community Bank Contract Update for Deposit of Public Funds.

**D. AREA AGENCIES REPORTS / PRESENTATION**

1. East Contra Costa Fire Protection District Report.

**E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA**

1. Veolia Report – Month of July 2018.

**F. BUSINESS AND ACTION ITEMS**

1. Discussion and Possible Action Regarding an Updated Injury and Illness Prevention Program Policy and Adopting Resolution No. 2018-11.

**G. DIRECTORS' REPORTS**

1. Standing Committee Reports.
2. Other Reportable Items.

**H. MANAGER'S REPORT**

**I. GENERAL MANAGER'S REPORT**

**J. CORRESPONDENCE RECEIVED**

1. Received – Contra Costa County Aviation Advisory Committee meeting minutes for July 12, 2018.
2. Received – East Contra Costa County Fire Protection District meeting minutes for July 2, 2018.
3. Received – East Contra Costa County Fire Protection District meeting minutes for July 19, 2018.
4. Received – East Contra Costa County Fire Protection District meeting minutes for July 27, 2018.

**K. FUTURE AGENDA ITEMS**

**L. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**

(Government Code Section 54957.7)

**M. CLOSED SESSION:**

1. Conference with Legal Counsel—Anticipated Litigation Pursuant to Government Code Section 54956.9(b)  
Two Potential Cases.

**N. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**

(Government Code Section 54957.1)

**O. ADJOURNMENT**

1. Adjourn to the regular meeting on September 5, 2018 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

**SDLF Gold-Level of Governance**



President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday August 1, 2018

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

### REGULAR MEETING 7:00 P.M.

#### **A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m. – Vice-President Mayer.
2. Pledge of Allegiance – Led by Director Steele.
3. Roll Call – All present with the exception of President Graves.

#### **B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

None

#### **C. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for July 18, 2018.
2. Approve Register of District Invoices.
3. Approve the installation of the American Heroes Tribute Banners which honor U.S. Military Personnel that have given their lives in the war on terror in Iraq and Afghanistan, and their families, through remembrance.

Motion by: Director Pease to approve the Consent Calendar.

Second by: Director Leete.

Vote: Motion Carried – AYES: 4 – Vice-President Mayer, Director Leete, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – President Graves.

#### **D. AREA AGENCIES REPORTS / PRESENTATION**

1. Supervisor Diane Burgis, District III Report – No report.
2. Sheriff's Office Report – No report.
3. CHP Report – No report.

#### **E. LIAISON REPORTS**

None

#### **F. PRESENTATIONS**

1. Lions Club Summer Jam Check Presentation.

Park and Recreation Assistant Gallo – Provided a presentation and PowerPoint regarding the Summer Jam Event.

Lions Club Brian Gutow – Provided additional details regarding the partnership with the Community Center and the Summer Jam Event; money raised and an event to bring the residents together.

Park and Recreation Assistant Gallo - The amount of the check was \$5,500.00 (last year raised \$11,000.00).

**G. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action regarding revised Board Administrative Policy No. 019 renamed: "DOT Drug and Alcohol Testing Policy".

General Manager Davies – Provided the background and details regarding the Board Administrative Policy (updated and renamed) No. 019 DOT Drug and Alcohol Testing Policy; Resolution No. 2018-10 corresponds to the update and title change. There was discussion regarding a local testing facility.

Motion by: Director Leete to approve the proposed update and title rename of Board Administrative Policy No. 019 to "DOT Drug & Alcohol Testing Policy" and adopt Resolution No. 2018-10.

Second by: Director Pease.

Vote: Motion Carried – AYES: 4 – Vice-President Mayer, Director Leete, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – President Graves.

**H. MANAGER'S REPORT**

None

**I. DIRECTORS' REPORTS**

1. Standing Committee Reports

Vice-President Mayer – Provided the details from the P6 meeting related to the License Plate Readers

Director Steele – Provided the details from the Communications Committee meeting related to an update on the Website and the Message Board.

Director Leete – Provided the details from the East Contra Costa Fire Protection District Strategic Planning meeting related to the responses from Discovery Bay (well represented with the online survey).

2. Other Reportable Items – None.

**J. GENERAL MANAGER'S REPORT**

None

**K. CORRESPONDENCE RECEIVED**

1. Received – Contra Costa Special District Association meeting minutes for April 16, 2018.
2. Received – Byron Municipal Advisory Council DRAFT meeting minutes for May 22, 2018.
3. Received – Byron Municipal Advisory Council DRAFT meeting minutes for May 29, 2018.

**L. FUTURE AGENDA ITEMS**

None

**M. ADJOURNMENT**

1. The meeting adjourned at 7:12 p.m. to the next regular meeting of August 15, 2018 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 08-02-18

<http://www.todb.ca.gov/agendas-minutes>



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

August 15, 2018

**Prepared By:** Dina Breitstein, Finance Manager & Lesley Marable, Accountant  
**Submitted By:** Michael R. Davies, General Manager

MRD

### Agenda Title

Approve Register of District Invoices.

### Recommended Action

Staff recommends that the Board approve the listed invoices for payment.

### Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

### Fiscal Impact:

**Amount Requested** \$ 107,676.40

**Sufficient Budgeted Funds Available?:** Yes (If no, see attached fiscal analysis)

**Prog/Fund #** See listing of invoices. **Category:** Operating Expenses and Capital Improvements

### Previous Relevant Board Actions for This Item

### Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2018/2019

AGENDA ITEM: C-2

**For The Meeting On August 15, 2018**  
**Town of Discovery Bay CSD**  
**For Fiscal Year's 7/18 - 6/19**

Neumiller & Beardslee	\$22,765.61
U.S. Bank Corporate Payment System	\$18,180.00
National Meter & Automation, Inc.	\$17,650.85
Caselle, Inc.	\$15,561.00
CaliforniaChoice Benefit Admin	\$13,499.73
J.W. Backhoe & Construction, Inc.	\$7,209.45
Cleary Bros Landscape, Inc.	\$3,165.00
Tee Janitorial & Maintenance	\$2,054.00
Univar	\$1,413.48
Contra Costa County	\$1,074.61
Leslie's Pool Supplies, Inc.	\$806.54
Verizon Wireless	\$752.15
Matrix Trust Co TPA# 207	\$685.24
Brentwood Ace Hardware	\$611.20
Community Center Refund Customer	\$275.00
ReliaStar Life Insurance Company	\$275.00
Ricoh USA, Inc	\$254.52
Bill Pease	\$230.00
Kevin Graves	\$230.00
Comcast	\$227.59
Fastenal Company	\$224.02
Cintas	\$139.62
Robert Leete	\$115.00
Office Depot	\$84.25
Carol McCool	\$77.06
Discovery Pest Control	\$68.00
Michael Davies	\$34.89
Water Utility Customer	\$12.59
	<hr/>
	<b>\$107,676.40</b>



# Town of Discovery Bay

## "A Community Services District"

### STAFF REPORT

Meeting Date

August 15, 2018

**Prepared By:** Dina Breitstein, Finance Manager  
**Submitted By:** Michael R. Davies, General Manager

MRD

#### Agenda Title

BAC Community Bank Contract Update for Deposit of Public Funds.

#### Recommended Action

Approve the updated BAC Community Bank Deposit of Public Funds Contract.

#### Executive Summary

BAC Community Bank formerly ECC Bank, a division of Bank of Agriculture and Commerce is requesting an update of the Contract for Deposit of Public Funds. The last contract was signed September 7, 2011, by the Districts' Board President. BAC Bank has sent the revised agreement to all of their non-profit customers as a bank action to update all Depository Contracts. The \$60,038,000 listed in the agreement is the amount of equity the BAC Bank has in capital and surplus.

This contract, in essence, satisfies the requirement under California Government Code Title 56, Division 2, Part 1, Chapter 4, Article 2, Sections 53630-53686; that the District is depositing money in a banking institution that can protect our funds and can fulfill our withdrawals as necessary.

Staff is requesting that the Board authorize the President to sign the enclosed Contract for Deposit of Public Funds with BAC Community Bank.

**Fiscal Impact:** N/A

#### Previous Relevant Board Actions for This Item

Depository Agreement Dated September 7, 2011.

#### Attachments

Depository Agreement dated September 7, 2011.  
BAC Community Bank Contract For Deposit of Public Funds dated August 1, 2018.

AGENDA ITEM: C-3

SEP 07 2011

Depository File # \_\_\_\_\_  
Treasurer File # \_\_\_\_\_  
Agent of Depository File# \_\_\_\_\_  
Auditor # \_\_\_\_\_

COPY

**CONTRACT FOR DEPOSIT OF MONEYS**

THIS CONTRACT, relating to the deposit of moneys, made as of the 7<sup>th</sup> day of SEPTEMBER, 2011, between KRISTIN GRAVES (hereinafter designated "Treasurer") acting in his official capacity as PRESIDENT of Town of Discovery Bay (hereinafter designated "Depositor"), and ECC Bank, a division of Bank of Agriculture and Commerce (hereinafter designated "Depository"), having a paid-up capital and surplus of \$47,729,168.99 Million dollars ( \$47,729,168.99 ).

**WITNESSETH:**

WHEREAS, the Treasurer proposes to deposit in the Depository from time to time, commencing on SEPTEMBER 7<sup>th</sup> 2011 moneys in his custody in an aggregate amount on deposit at any one time not to exceed \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ ), or the total of the paid capital and surplus of the Depository, whichever is the lesser amount, and said money will be deposited subject to Title 5, Division 2, Part 1, Chapter 4, Article 2 (commencing with Section 53630) of the Government Code of the State of California; and

WHEREAS, said provisions of the Government Code require the Treasurer to enter into a contract with the Depository setting forth the condition upon which said moneys are deposited; and

WHEREAS, in the judgment of the Treasurer, this contract is the public advantage;

NOW, THEREFORE, it is agreed between the parties hereto as follows:

1. This contract cancels and supersedes any previous contracts between the Treasurer and the Depository relating to the method of handling and collateralization of deposits of moneys.
2. This contract, but not deposits then held hereunder, shall be subject to termination by the Treasurer or the Depository at any time upon 30 days written notice. Deposits may be withdrawn in accordance with the agreement of the parties and applicable federal and state statutes, rules and regulations. This contract is subject to modification or termination upon enactment of any statute, rule or regulation, state or federal, which, in the opinion of the Administrator of Local Agency Security, is inconsistent herewith, including any change relative to the payment of interest upon moneys so deposited by the Treasurer.
3. Interest shall accrue on any moneys so deposited as permitted by any act of Congress of the United States or by any rule or regulation of any department or agency of the Federal Government adopted pursuant thereto. If interest may legally be paid, all moneys deposited in accordance with this contract shall bear interest at a rate agreed upon by the Treasurer and the Depository.
4. The Depository shall issue to the Treasurer at the time of each inactive deposit a receipt on a form agreed to by the Depository and the Treasurer, stating the interest to be paid, if any, the duration of the deposit, the frequency of the interest payments, and the terms of withdrawal. Each such deposit receipt is by reference made a part of this contract.

5. As security for said deposit, the Depository shall at all times maintain with the Agent of Depository named herein, commencing forthwith eligible securities having a market value at least 10% in excess of the actual total amount of local agency moneys greater than FDIC Insurance of \$250,000 on deposit with the Depository. If an eligible security is determined by the Administrator of Local Agency Security of the State of California in accordance with Government Code Section 53661 to be not qualified to secure public deposits, additional security shall be substituted immediately by the Depository, as necessary, to comply with the requirements of this paragraph.
6. Eligible securities are those listed in Government Code Section 536551.
7. The Agent of Depository, authorized by the Treasurer and the Depository to hold the eligible securities posted as collateral under this contract, is Wells Fargo. Said Agent of Depository has filed with the Administrator of Local Agency Security of the State of California an agreement to comply in all respects with the provisions of Title 5, Division 2, Part 1, Chapter 4, Article 2 (commencing with Section 53630) of the Government Code. A copy of this agreement is attached hereto.
8. Authority for placement of securities for safekeeping in accordance with Government Code Section 53659 is hereby granted to the Agent of Depository, including placement with any Federal Reserve Banks or branches thereof, and the following banks, other than the Depository, located in cities designated as reserve cities by the Board of Governors of the Federal Reserve System.
9. If the Depository fails to pay all or part of any deposits of the Treasurer which are subject to this contract when ordered to do so in accordance with the terms of withdrawal set forth on the deposit receipt (which is by reference made a part hereof, the Treasurer will immediately notify, in writing, the Administrator of Local Agency Security, Action of the Administrator in converting the collateral required by Paragraph 5 above for the benefit of this Treasurer is governed by Government Code Section 53665.
10. The Depository may add, substitute or withdraw eligible securities being used as security for deposits made hereunder in accordance with Government Code Section 53654, provided the requirements of Paragraph 5 above are met.
11. The Depository shall have and hereby reserves the right to collect the interest on the securities, except in cases where the securities are liable to sale or are sold or converted in accordance with the provisions of Government Code Section 53665.
12. The Depository shall bear and pay the expenses of transportation to and from the Treasurer's office of moneys so deposited and the expense of transportation of eligible securities maintained as collateral to and from the designated Agent of Depository. The Depository shall also handle, collect and pay all checks, drafts and other exchange without cost to Depository.
13. This contract, the parties hereto, and all deposits governed by this contract shall be subject in all respects to Title 5, Division 2, Part 1, Chapter 4, Article 2 (commencing with Section 53630) of the Government Code, and of all other state and federal laws, statutes, rules and regulations applicable to such deposits, whether now in force or hereafter enacted or promulgated, all of which are by this reference made a part hereof.

IN WITNESS WHEREOF, the Treasurer in his official capacity has signed this contract in duplicate and the Depository has caused this contract to be executed in like number by its duly authorized officers.

PRESIDENT  
TREASURER

  
By J. KEVIN GRIGGS  
By PRESIDENT

DEPOSITORY: ECC Bank, a division of  
Bank of Agriculture and Commerce

\_\_\_\_\_  
By \_\_\_\_\_  
By \_\_\_\_\_

[CORPORATE SEAL]



**CONTRACT FOR DEPOSIT OF PUBLIC FUNDS  
California – Inactive and Active**

Depository: BAC Community Bank

Local Agency: Town of Discovery Bay

Agent of Depository: MUFG Union Bank, N.A.

Security Safekeeper: MUFG Union Bank, N.A.

BAC Community Bank Paid-up Capital and Surplus: \$ 60,038,000 as of (date) 6/30/2018

Effective Date of this Agreement: August 1, 2018

THIS CONTRACT, relating to the deposit of public funds is between the Treasurer of the Local Agency named above (hereinafter designated "Treasurer" or "Agency"), and BAC Community Bank (hereinafter designated "Depository").

WHEREAS, the Treasurer proposes to deposit in the Depository from time to time moneys in his custody in an aggregate amount on deposit at any one time not to exceed the total of the paid capital and surplus of the Depository. Said money will be deposited subject to Title 5, Division 2, Part 1, Chapter 4, Article 2 (commencing with Section 53630) of the Government Code of the State of California; and

WHEREAS, said provisions of the Government Code require the Treasurer to enter into a contract with the Depository setting forth the condition upon which said moneys are deposited; and

WHEREAS, in the judgment of the Treasurer, this contract is the public advantage;

NOW, THEREFORE, it is agreed between the parties hereto as follows:

1. This contract, but not deposits then held hereunder, shall be subject to termination by the Treasurer or the Depository at any time upon 30 days written notice. Deposits may be withdrawn in accordance with the account agreement of the parties and applicable federal and state statutes, rules and regulations. This contract is subject to modification or termination upon enactment of any statute, rule or regulation, state or federal, which, in the opinion of the Administrator of Local Agency Security, is inconsistent herewith, including any change relative to the payment of interest upon moneys so deposited by the Treasurer.
2. Interest shall accrue on any moneys so deposited as permitted by any act of Congress of the United States or by any rule or regulation of any department or agency of the Federal Government adopted pursuant thereto. If interest may legally be paid, all moneys deposited in accordance with this contract shall bear interest at a rate agreed upon by the Treasurer and the Depository.
3. The Depository shall issue to the Treasurer at the time of each deposit a receipt on a form agreed to by the Depository and the Treasurer. Each such deposit receipt defining the rate and term of such deposit, if applicable, is by reference made a part of this contract.

4. The Depository shall at all times maintain security collateral for the deposits in accordance with the State of California Government Code Sections 53632.5 and 53651. Such security collateral shall include eligible investment securities with a market value of at least 10% in excess of the total amount secured or letters of credit issued by the Federal Home Loan Bank of San Francisco with a market value of at least 5% in excess of the total amount secured.

The Depository may add, substitute or withdraw eligible securities being used as security for deposits made hereunder in accordance with Government Code Section 53654, provided the requirements of Paragraph 4 above are met.

If an eligible security is determined by the Administrator of Local Agency Security of the State of California in accordance with Government Code Section 53661 to be not qualified to secure public deposits, additional security shall be substituted immediately by the Depository, as necessary, to comply with the requirements of this paragraph.

5. The Treasurer (  ) waives (  ) does not waive security requirements for the portion of deposits that are insured pursuant to federal law, currently FDIC Insurance of \$250,000, along with accrued interest on such deposits which is also covered by insurance limits.
6. The Agent of Depository, authorized by the Treasurer and the Depository to hold the eligible securities posted as collateral under this contract, is named above. Said Agent of Depository has filed with the Administrator of Local Agency Security of the State of California an agreement to comply in all respects with the provisions of Title 5, Division 2, Part 1, Chapter 4, Article 2 (commencing with Section 53630) of the Government Code.
7. Authority for placement of securities for safekeeping in accordance with Government Code Section 53659 is hereby granted to the Agent of Depository, including placement with any Federal Reserve Banks or branches thereof, with the Federal Home Loan Bank of San Francisco, or with any other Approved Agent of Depository.
8. The Depository shall have and hereby reserves the right to collect the interest on the securities, except in cases where the securities are liable to sale or are sold or converted in accordance with the provisions of Government Code Section 53665.
9. If the Depository fails to pay all or part of any deposits of the Treasurer which are subject to this contract when ordered to do so in accordance with the terms of withdrawal set forth on the deposit receipt, which is by reference made a part hereof, the Treasurer will immediately notify, in writing, the Administrator of Local Agency Security ("Administrator"), Action of the Administrator in converting the collateral required by Paragraph 5 above for the benefit of this Treasurer is governed by Government Code Section 53665.
10. If upon notice from the Administrator to the Treasurer that the Depository has failed to pay the assessments, fines or penalties assessed by the Administrator the Treasurer may withdraw deposits under this contract.
11. If upon notice from the Administrator to the Treasurer that the Agent of Depository has failed to pay fines or penalties assessed by the Administrator the Treasurer may withdraw authorization for the placement of pooled securities with the Agent of Depository.
12. Unless otherwise agreed to by the parties: (a) the Depository shall bear the expense of transportation of eligible securities maintained as collateral to and from the designated Agent of Depository; (b) the Agency shall bear and pay the expenses of transportation of funds to and from the Depository; and (c) the Depository shall also handle, collect and pay all checks, drafts and other exchange for the fees set forth in the account agreement between the Depository and Agency.

This contract, the parties hereto, and all deposits governed by this contract shall be subject in all respects to Title 5, Division 2, Part 1, Chapter 4, Article 2 (commencing with Section 53630) of the Government Code, and of all other state and federal laws, statutes, rules and regulations applicable to such deposits, whether now in force or hereafter enacted or promulgated, all of which are by this reference made a part hereof.

IN WITNESS WHEREOF, the Treasurer in his official capacity has signed this contract in duplicate and the Depository has caused this contract to be executed in like number by its duly authorized officers.

TREASURER: \_\_\_\_\_

DEPOSITORY: BAC Community Bank

By: \_\_\_\_\_

By: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Name/Title: Jackie Verkuyl, EVP/CFO

By: \_\_\_\_\_

By: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Name/Title: \_\_\_\_\_

[CORPORATE SEAL]

**Town of Discovery Bay, CA  
Water & Wastewater**

**MONTHLY OPERATIONS REPORT**

**July 2018**

**3260** Days of Safe Operations

**157,676** worked hours since last recordable incident

**TRAINING:**

- **Safety**
  - **West Monthly Regional Safety Webinar**
  - **Heat Stress Prevention**
  
- **Operation**
  - **None this month**

**REPORTS SUBMITTED TO REGULATORY AGENCIES:**

- **Monthly Discharge Monitoring Report (DMR)**
- **Monthly electronic State Monitoring Report (eSMR)**
- **Monthly Coliform Report, State Water Board (DDW)**
- **Quarterly Discharge Monitoring Report (DMR)**
- **Quarterly electronic State Monitoring Report (eSMR)**
- **Quarterly Water Quality Report (DDW)**

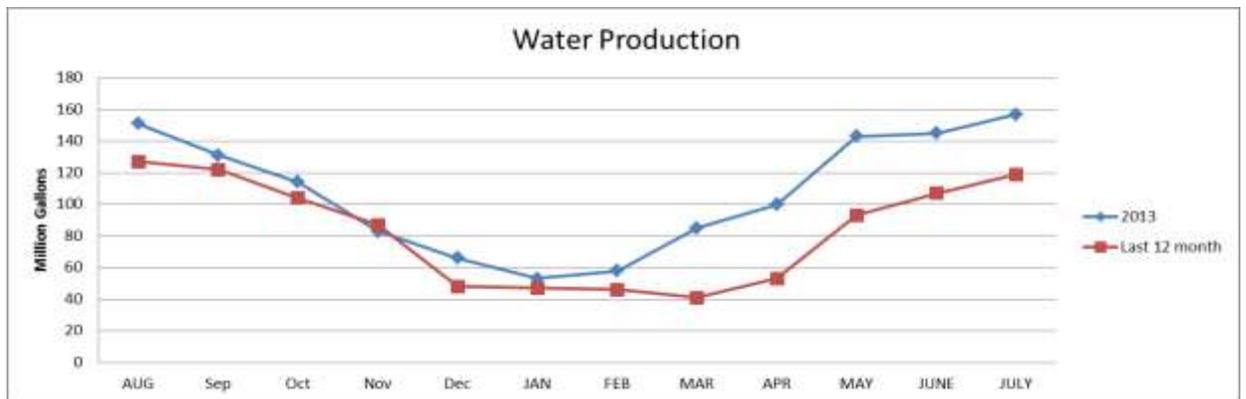
## WATER SERVICES

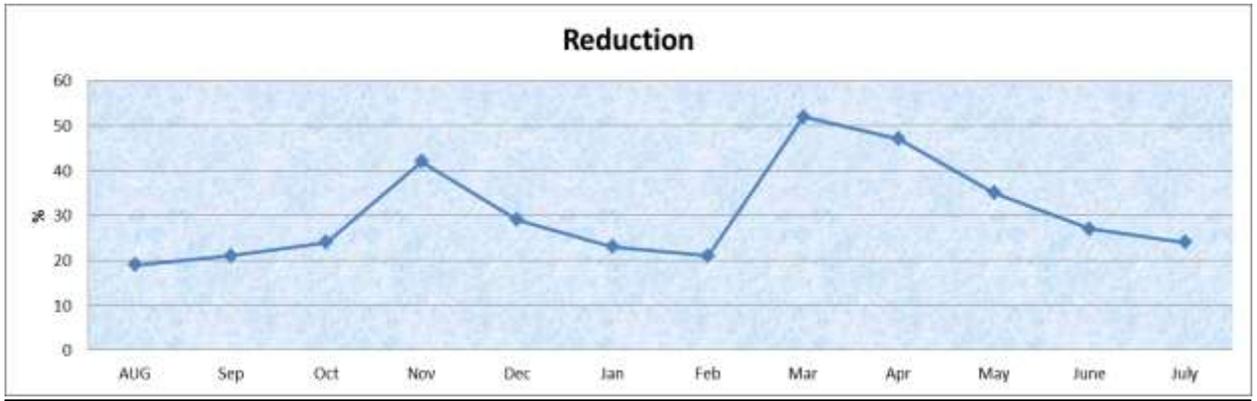
### Groundwater Well:

- 1B - Active
- 2 – Active
- 4 – Active
- 5B - Active (Standby only)
- 6 – Active
- 7 - Active

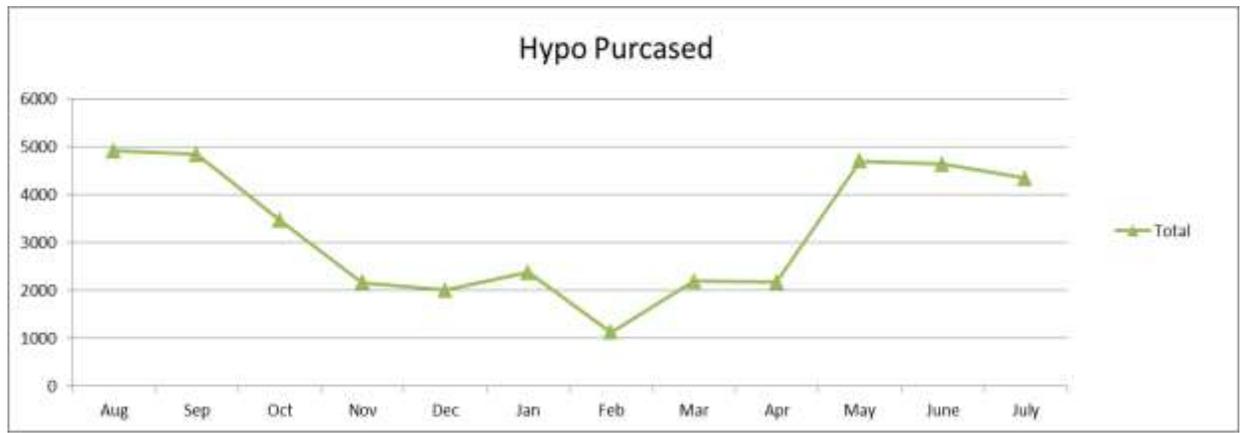
### 2018 Monthly Water Production Table (MG):

January	February	March	April	May	June
41	46	41	53	93	107
July	August	September	October	November	December
119					





**Chemical Usage:**



**Bacteriological Test Results:**

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls	Fire Hydrant Flushing
• 20	• 0	• 0	• 0	• 4

## WASTEWATER SERVICE

### Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>June Lab Data</i>	<i>July Lab Data</i>
Flow, MG Effluent, <b>monthly total</b>		34	35
Flow, MG Daily Influent Flow, <b>avg.</b>	N/A	1.4	1.4
Flow, MG Daily Discharge Flow, <b>avg.</b>	2.35	1.1	1.1
Effluent BOD <sub>5</sub> , lbs/d, <b>monthly avg.</b>	350	14	16
Effluent TSS, lbs/d, <b>monthly avg.</b>	200*	5	5
Effluent BOD <sub>5</sub> , mg/L, <b>monthly avg.</b>	20	1	2
Effluent TSS, mg/L, <b>monthly avg.</b>	10*	1	1
Total Coli form 7 day Median Max	23	ND	ND
Total Coli form Daily Maximum	240	ND	240
% Removal BOD <sub>5</sub> , monthly avg.	85% min.	99%	99%
% Removal, TSS, monthly avg.	85% min.	99%	99%
Electrical Conductivity, umhos/cm <b>annual avg.</b>	2100	2177	2171

\*New TSS Limit went into effect

### National Pollution Discharge Elimination System (NPDES):

NPDES Related Excursions	Permit Parameter	NPDES Parameter Limit	Actual Parameter Result
• 1	• Nitrite+Nitrate	• 31 Daily Max	• 35

Due to ambient high temps, long aeration time to maintain D.O. in ox ditches.

## COLLECTION

### Lift Station Status:

# of Active Lift Stations	# of Inactive Lift Stations	SSO	Wastewater Received (MG)
<b>• 15</b>	<b>• 0</b>	<b>• 0</b>	<b>• 43</b>

Performed weekly lift station inspections

### Sewer System:

- Collection sanitary sewer line assessment scheduled for Aug.
- flushed/CCTV will be performed after assessment
- manhole & covers will be inspected during assessment.

## MAINTENANCE

### Preventive and Corrective:





#### Call & Emergency Responses

<b>Call Outs</b>	<b>Emergencies</b>
<b>6</b>	<b>0</b>

<b>Regular Hours</b>	<b>Overtime</b>
<b>1722</b>	<b>23</b>

## TERMS

WWTP	WASTEWATER TREATMENT PLANT
WTP	WATER TREATMENT PLANT
WL	WILLOW LAKE
NP	NEWPORT
VFD	VARIABLE FREQUENCY DRIVE
WO	WORK ORDER
PLC	PROGRAMMABLE LOGIC CONTROLLER
L/S	LIFT STATION
SSO	SANITARY SEWER OVERFLOW
BOD	BIOLOGICAL OXYGEN DEMAND
TSS	TOTAL SUSPENDED SOLIDS
MGD	MILLION GALLONS PER DAY
mg/l	MILLIGRAMS PER LITRE
CCTV	CLOSED CIRCUIT TELEVISION
PPM	PARTS PER MILLION
RAS	RETURN ACTIVATED SLUDGE
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UV	ULTRAVIOLET LIGHT



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**

August 15, 2018

**Prepared By:** Michael R. Davies, General Manager

**Submitted By:** Michael R. Davies, General Manager

MRD

### Agenda Title

Discussion and Possible Action Regarding an Updated Injury and Illness Prevention Program Policy and Adopting Resolution No. 2018-11.

### Recommended Action

Adopt Resolution No. 2018-11 approving a 2018 update to the Town's Injury and Illness Prevention Program pursuant to the California Code of Regulations, Title 8, Section 3202.

### Executive Summary

The Town of Discovery Bay established an Injury and Illness Prevention Program (IIPP) that was adopted by Resolution No. 2008-11 on September 17, 2008. That IIPP was rescinded and an update was adopted by Resolution No. 2014-19 on September 3, 2014.

The attached IIPP is a 2018 update intended to be compliant with the California Code of Regulations, Title 8, Section 3203.

This IIPP applies to all Town of Discovery Bay employees, contractors and volunteers.

### Previous Relevant Board Actions for This Item

September 17, 2008, Resolution No. 2008-11

September 03, 2014, Resolution No. 2014-19

### Attachments

Draft Resolution No. 2018-11

Draft IIPP Policy No. 021

AGENDA ITEM: F-1



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2018-11**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
ESTABLISHING AN UPDATED INJURY AND ILLNESS PREVENTION  
PROGRAM AND POLICY PURSUANT TO CALIFORNIA CODE OF REGULATIONS, TITLE 8**

WHEREAS, the Town of Discovery Bay is required to have an Injury and Illness Prevention Program (IIPP) pursuant to California Code of Regulations, Title 8, Section 3203; and

WHEREAS, on September 8, 2008 the Board adopted Resolution No. 2008-11 establishing an IIPP for the Town of Discovery Bay; and

WHEREAS, on September 3, 2014 the Board adopted Resolution No. 2014-19 establishing an IIPP and rescinded Resolution No. 2008-11; and

WHEREAS, the Town from time to time updates policies to stay current, relevant and legal; and

WHEREAS, the proposed IIPP, which is attached and made a part of this Resolution, is updated to comply with California Code of Regulations, Title 8, Section 3203.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Injury and Illness Prevention Program and Policy is adopted and is attached and made a part of this Resolution.

SECTION 2. That this action is effective immediately.

PASSED, APPROVED AND ADOPTED THIS 15<sup>th</sup> DAY of August, 2018.

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Kevin Graves  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on August 15, 2018, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Michael R. Davies  
Board Secretary



# Injury and Illness Prevention Program

Updated 2018

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# Town of Discovery Bay

<b>Program Area:</b> Administrative	<b>Policy Name:</b> IIPP Policy	<b>Policy Number:</b> 021
<b>Date Established:</b> September 17, 2008	<b>Date Amended:</b> August 15, 2018	<b>Resolution:</b> 2018-11

## **1.0 PURPOSE**

The purpose of the Town of Discovery Bay (TODB) Injury and Illness Prevention Program (IIPP) is to provide employees with a safe and healthy workplace by identifying responsibilities to be followed by management, employees and the employer. Employees have a right to a safe workplace and their employer has a duty to ensure that every manager and supervisor is aware of the TODB's safe work practices and that they are being followed by each employee.

The TODB is adopting this Injury and Illness Prevention Program to meet or exceed the requirements of California Code of Regulations, Title 8, §3203. It applies to all full and part-time employees, temporary and seasonal employees and volunteers of the Town of Discovery Bay.

## **2.0 EVALUATING HAZARDS**

Before a task or job is to be started, an evaluation of the hazards associated with that task or job needs to be completed. For example, a supervisor cannot task an employee to enter or even open a manhole cover without ensuring that the employee has been properly trained on the potential hazards of this task.

The employer, supervisors, managers, etc. must be aware of all hazards related to operating equipment or tasks being performed by their respective employees.

A tool that can be used in identifying and evaluating work place hazards is the Job Safety Analysis Form (Appendix A).

When hazards need to be identified & evaluated:

- i. When Safety Orders of the California Code of Regulations that govern the operation or activity (e.g. General Industrial Safety Orders, Construction Safety Orders, etc.) are revised.
- ii. During the accident investigation process.
- iii. When revealed during a routine inspection.
- iv. Whenever new substances, processes, procedures, or equipment are introduced to the work place that represents a new safety hazard.
- v. Whenever the TODB is made aware of a new or previously unrecognized hazard.
- vi. When employee safety suggestions are made regarding a hazard.

This IIPP is not intended to cover all safety procedures at the TODB. The TODB has developed specific programs that may be found within each applicable department. These programs may include, but are not limited to:

- Asbestos Management
- Codes of Safe Practices (or Standard Operating Procedures)
- Concrete Dust Generating Operations
- Confined Spaces
- Emergency Action Plan
- Emergency Operations Center (SIMS/NEMS)
- Ergonomics
- Excavation and Trenching
- Exposure Control for Bloodborne Pathogens
- Fall Protection
- Hazard Communication Program
- Hazardous Waste Management
- Hearing Conservation
- Heat Illness Prevention
- Hotwork
- Lockout/Tagout
- Personal Protective Equipment Policy
- Respiratory Protection
- Workplace Violence

### **3.0 SAFETY RESPONSIBILITIES & JOB SAFETY CLASSIFICATIONS**

#### **3.1 EMPLOYER RESPONSIBILITIES**

The TODB is responsible for providing the following under this IIPP:

- i. Establish, implement and maintain an effective IIPP and update it periodically to keep employees safe. The IIPP is reviewed periodically by management with any employee input taken into consideration.
- ii. Inspect workplace(s) to identify and correct unsafe and hazardous conditions (Section 5.0 of this IIPP).
- iii. Identify persons by name with the responsibility and authority to implement and maintain this IIPP.
- iv. Provide to employees required by this program and other related safety programs to prevent injury or illness.
- v. Use color codes, posters, labels or signs to warn employees of potential hazards.
- vi. Establish or update operating procedures and communicate them so employees follow safety and health requirements (Section 4.0 of this IIPP).
- vii. Develop systems to investigate workplace accidents/exposures and to provide corrective action(s) to prevent reoccurrence.
- viii. Report immediately, but no longer than 8 hours, by telephone to the nearest Cal/OSHA Enforcement Unit district office any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment. Serious injury or illness is defined in section 330(h), T8CCR (Section 6.2 of this IIPP).
- ix. Keep records of work-related injuries and illnesses on the log 300. At the end of the calendar year, copy the totals from the log 300 and transfer the information to the log 300A which must be posted February 1 through April 30 each year.

- x. Post, at a prominent location within the workplace, the Cal/OSHA poster informing employees of their rights and responsibilities.

### **3.2 SAFETY COORDINATOR**

The Safety Coordinator has the lead role in advising and assisting supervisors and managers in executing their safety-related responsibilities. The Safety Coordinator for the TODB is the Executive Assistant to the General manager. The Safety Coordinator's responsibilities include:

- i. Assuming the lead role and the general authority to supervise all aspects of the IIPP and other safety related matters.
- ii. Utilizing all available resources to ensure hazards are reasonably resolved in a timely manner.
- iii. Working with Department Safety Coordinators and management to ensure that safety is compliant in all departments by periodic inspections, training or site visits.
- iv. Coordinating with Du-All Safety and/or other third-party safety consulting company to provide support services.
- v. Working with safety committee/department management to ensure that safety training is scheduled. Document and maintain training records for each employee.
- vi. Working with management and the safety committee to respond to employee safety suggestions and reports of hazardous conditions.
- vii. Ensure that Cal/OSHA has been notified within 8 hours of any serious injury or death.

### **3.3 SAFETY COMMITTEE**

The safety committee is comprised of the Safety Coordinator and Department Safety Coordinators. There are no term limits for any committee member. The safety committee charter may be found in Appendix B and a list of those individuals serving on the Safety Committee Members may be found in Appendix C.

Along with implementing the program, the safety committee members will, at a minimum, be responsible for the following:

- i. Attend safety committee meetings.
- ii. Disseminate safety related information to their supervisors so that each department is aware of upcoming training, inspection findings, reporting hazards and corrective actions.
- iii. Relate any safety concerns within their department to the safety committee for remediation and/or compliance. Report any unsafe conditions to their supervisor.
- iv. Support good housekeeping standards and cleanliness at the TODB.
- v. Report to the safety committee any safety suggestion or hazardous condition brought to their attention.
- vi. Evaluate causes of injuries and what actions need to be taken to protect other employees.
- vii. Recognize employee who contribute to the safety programs and/or effect positive change through safety suggestions, observations and recommendations for improvement.

### **3.4 DEPARTMENT COORDINATORS**

The department/division coordinators are found in Appendix C. Department Safety Coordinators are responsible for the following:

- i. Ensure that there is someone available onsite to assume safety responsibilities in their absence. E.g. Department Safety Coordinator alternate.
- ii. Be a member of, and active participant in, Safety Committee meetings. Responsibilities include those listed above in Section 3.3.

### **3.5 MANAGERS, SUPERVISORS, FIELD SUPERVISORS, CREW LEAD WORKERS**

All personnel responsible for employee supervision shall:

- i. Ensure that his/her employees are following all established and customary safety procedures and policies.
- ii. Be current on all safe work practices.
- iii. Ensure that employees are wearing all required personal protective equipment (PPE).
- iv. Not direct employees to perform tasks for which they have not received proper training.
- v. For those employees who work under construction orders (Section 3.7.2), conduct “tailgate” or “toolbox” safety meetings at least every 10 working days. These meetings are designed to review hazards associated with upcoming work and communicate systems in place to prevent employee injury or illness.
- vi. Report any injury or near miss (non-injury incidents) to the Executive Assistant to the General Manager.
- vii. Ensure that every employee required to attend safety training is in attendance and attentive. If an employee misses a class, coordinate with the Safety Coordinator to ensure that said employee receives make-up training prior to the covered job assignment.
- viii. Understand and be aware of all hazards associated with all established and customary job assignments.

### **3.6 ADMINISTRATION AND HUMAN RESOURCES**

Administration will be coordinated by the General Manager. Those responsibilities include:

- i. Coordinate and ensure that all accident and injury reports have been filled out correctly so if a workers’ compensation claim is made, all documentation is correct.
- ii. Maintain required OSHA Log 300 form. Post the OSHA 300A form from February 1 through April 30 of the previous year’s accident summary in prominent locations throughout the TODB so that employees may have easy access to the summary.
- iii. Work with management and the safety committee to ensure that all employees’ safety concerns or suggestions are being handled with due diligence.
- iv. Provide any forms required to be filled out by managers and employees in the event of an injury or accident.
- v. Maintain all medical surveillance and other Cal/OSHA related documentation. Provide medical examinations when required by Cal/OSHA standards and annually tell employees how they may access their medical records.
- vi. Disciplining employees for failure to comply with safe and healthful work practices.

### **3.7 EMPLOYEES**

Although the employer and management have the primary responsibility in providing employees with a safe and healthy workplace, employees are ultimately responsible for their own safety. Employees’ responsibilities for safety include:

- i. Attend all required safety classes. This includes participating and being attentive.
- ii. No employee is permitted to do work that they feel is unsafe or for which they have not been properly trained or equipped.
- iii. Follow the TODB's established safety policies, procedures and programs.
- iv. Immediately report any unsafe or potentially dangerous situation so that the situation may be abated.
- v. Immediately report all injuries and near misses to their supervisor.
- vi. Understand that an employee shall be disciplined for failure to follow safe procedures. (See Section 9.0).
- vii. Work with management in updating and "fine-tuning" the Code of Safe Practices or any other work practice so that the most up-to-date and comprehensive safety procedure is being followed. (See Section 4.0)
- viii. Encourage fellow employees to constantly maintain a safety "mindset".

### 3.8 JOB CLASSIFICATIONS

At the TODB, employees are protected under the Cal/OSHA California Code of Regulations General Industrial Safety Orders (GISO), or the Construction Safety Orders (CSO), depending on the type of work being performed.

Construction work is: *"When employment exists in connection with the construction, alteration, painting, repairing, construction maintenance, renovation, removal, or demolition of any fixed structure or its parts, that work will be considered construction, and will be regulated by the CSO."*

OSHA definition of structure: *That which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner.*

Managers, supervisors or any person who has responsibility in directing or supervising an employee should be aware if the work being performed falls under the GISO or CSO. By understanding the work being performed and knowing which set of orders employees fall under, managers and supervisors may train and educate their employees on proper safety procedures regulated by Cal/OSHA.

It is possible that because of the diverse nature of their assignments, field personnel could be governed by either set of orders depending on the task. At construction projects, the CSO take precedence over any other general orders that are inconsistent with them, except for Tunnel Safety Orders or Compressed Air Safety Orders.

Where this distinction is significant, notice shall be made in this and all subordinate programs, practices, and documents.

#### 3.8.1 General Industry Safety Orders (GISO): <https://www.dir.ca.gov/Title8/sub7.html>

Examples of work that would be considered falling under the GISO may include:

- i. General administration
- ii. Custodial work
- iii. Gardening & Landscaping
- iv. Warehouse /Storage
- v. General driving

### **3.8.2 Construction Safety Orders (CSO): <https://www.dir.ca.gov/Title8/sub4.html>**

Examples of work that would be considered falling under the CSO may include:

- i. Carpentry
- ii. Electrical
- iii. Painting and/or Plastering
- iv. Plumbing

## **4.0 CODE OF SAFE PRACTICES**

Once all hazards are identified and evaluated by using the General Industry Safety Orders (GISO), the Construction Safety Orders (CSO), other pertinent regulations, employee input, and available published statistics, the Code of Safe Practices is then developed. The code includes all the proper preventive measures to work in an environment, or with construction equipment safely.

Under the California Code of Regulations, the “Code of Safe Practices” pertains only to CSOs. Rarely, if ever, will TODB employees be assigned duties falling under the CSO.

Some departments at the TODB may have specific work practices that are unique to that department. Supervisors and managers of each department should evaluate the hazards associated within their department and along with employee input develop safe practices to be followed by all employees to minimize injury while performing each task.

## **5.0 PERIODIC INSPECTIONS**

Periodic inspections are designed to ensure that safety is being followed and to help identify new or previously unrecognized hazards. Inspection reports will be provided to the appropriate persons responsible for the inspected area(s).

Du-All Safety, the TODB’s safety consultant, shall conduct inspections of all facilities annually. High-hazard areas will be inspected periodically (at least twice a year) to determine if proper procedures and the correct personal protective equipment (PPE) is being used. These inspections should be spontaneous with no advance warning given to the crews.

**Managers and Supervisors should be conducting inspections as often as possible to ensure safe working conditions at all times.**

- i. When a hazard is identified by any person, all personnel exposed to the hazard are to be warned and notified of the hazard and potential danger. This may be done by any supervisor or employee.
- ii. Hazards identified during inspections shall be corrected in a timely manner based on the risk assessment code found later in this section. If a serious hazard cannot be immediately abated without endangering workers and/or property, the TODB will remove all exposed workers from the area except those necessary to correct the existing condition.
- iii. Workers correcting any hazardous condition shall be provided with the necessary protection.
- iv. If there is a piece of equipment or a procedure that is immediately dangerous to life and health, the condition is to be corrected immediately. If the condition cannot be corrected immediately, the hazardous equipment should be locked and/or tagged out of service (or procedure discontinued).
- v. If any employee fails to follow the Town of Discovery Bay's safety procedures, the employee's supervisor should:
  - I. Inform the employee of the violation.
  - II. Inform or remind the employee of the correct procedure.
  - III. Ask the employee to comply and correct the violation(s).
  - IV. Remind the employee of the Town of Discovery Bay's disciplinary policy.
- vi. All safety violations, hazards and safety concerns will be documented, and a risk assessment code assigned, based on the descriptions given below.
- vii. A supervisor will designate who will fix the hazard and a completion date is to be established and checked off by the appropriate person.
- viii. When the problem is fixed, the inspection form (Appendix D) should be signed and dated by the person responsible for the work.

**SAFETY RISK ASSESSMENT CODE**

The Risk Assessment Code is determined as follows:

Class 1 - Critical (may cause death, serious injury, significant environmental impact, or substantial financial losses) and/or is likely to occur soon.

Class 2 - Serious (may cause injury, occupational illness, or environmental or property damage) and/or probably will occur in time.

Class 3 - Minor (probably would not significantly affect personnel or environmental safety or health, but is a violation of specific criteria).

The correction protocol that is used may include one or more of the following:

- i. Engineering control (i.e. cones, flags, lights, etc.);
- ii. Personal Protective Equipment (PPE);
- iii. Administrative control (i.e. no cell phone use while driving or flagging);
- iv. New safety rules; and/or
- v. Employee training.

**Required Inspection Frequency**

Fire Extinguisher	Monthly
Eye Wash Station	Monthly
Emergency Shower	Monthly
Forklift	Pre-shift
Hazardous Waste Containers	Weekly
Fall Protection Equipment	Semi-annually
Confined Space Equipment	Per Equipment Manufacturer

This is not intended to be a complete list of inspections. There may be other required safety inspections depending on what other hazards and equipment exist (DOT, Cranes, etc.).

**6.0 INJURY & ILLNESS INVESTIGATIONS AND RECORD KEEPING**

**6.1 INVESTIGATIONS OF OCCUPATIONAL INJURY OR ILLNESS AND CORRECTIVE ACTIONS**

Once an occupational illness, accident, or injury occurs, a report must be completed by the employee and the employee’s supervisor immediately. All required and necessary forms may be found in the main office. All applicable forms should be completed in a timely manner and given to the Executive Assistant to the General Manager. The forms that are included in the packet are:

- i. Supervisor’s Investigation of Employee Injury Form
- ii. Employee’s Report of Job Injury
- iii. Witness to a Job-Related Injury
- iv. Employer’ Report of Occupational Injury or Illness (5020)
- v. Worker’s Compensation Claim Form (DWC1)

In the event of a near miss (non-injury incident), the incident is still to be investigated but not all of the above documentation is required.

**6.2 SERIOUS INJURY REPORTING TO CAL/OSHA**

The TODB shall report immediately by telephone to the nearest District Office of the Division of Occupational Safety and Health any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment.

***Immediately means as soon as practically possible but not longer than 8 hours after a manager or higher knows or with diligent inquiry would have known of the death or serious injury or illness.***

***A serious injury is defined as: an injury or illness which requires hospitalization for more than 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement.***

Exception: An injury is not reportable if it occurs during a crime (penal code violation), or on a public roadway (vehicle accident). If uncertain whether the accident was a "vehicle accident", notification to Cal/OSHA is advised.

### **6.2.1 REPORTING PROCEDURE**

Employees are responsible for immediately notifying their Manager or Supervisor of a serious injury or death to any employee. The Manager or Supervisor priority is to provide medical attention to the injured employee. Management will then notify Administration/Human Resources of the injury/illness/fatality. Administration/Human Resources will then determine if the injury/illness is serious and if so, call and report it to Cal/OSHA. If the Manager or Supervisor is unable to talk with General Manager or the Executive Assistant to the General Manager, they are to leave a detailed voice message on their voicemail and then call Cal/OSHA to report the serious injury/illness or fatality at:

**Concord District Office**  
1450 Civic Court, Suite 525  
Concord, CA 94520  
(925) 602-6517

- i. If a contract employee is injured while performing work on behalf of the TODB, the contractor's employer must notify Cal/OSHA within statutory reporting guidelines.
- ii. When making notification, the reporting party shall include the following information, if available:
  - I. Time and date of accident.
  - II. Employer's name, address and telephone number.
  - III. Name and job title, or badge number of person reporting the accident.
  - IV. Address of site of accident or event.
  - V. Name of person to contact at site of accident.
  - VI. Name and address of injured employee(s).
  - VII. Nature of injury.
  - VIII. Location where injured employee(s) was (were) moved to.
  - IX. List and identity of other law enforcement agencies present at the site of accident.
  - X. Description of accident and whether the accident scene or instrumentality has been altered.

### **6.3 CAL/OSHA RECORD KEEPING**

- i. Whenever an Employer's Report of Occupational Injury or Illness Form 5020 is filed, an entry must be made in the Cal/OSHA Form 300.
- ii. Management shall also complete the Cal/OSHA Form 301.

### **6.4 GENERAL SAFETY RECORD KEEPING**

The Safety Coordinator office will keep records of:  
Documented safety and health training including:

- i. Documented accident, injury and illness investigations including the completed form(s).
- ii. Copies of all required injury-and illness-related forms.
- iii. Safety Committee meeting minutes.
- iv. Disciplinary records.
- v. Inspection reports and corrective actions.
- vi. Safety suggestions (Appendix H).
- vii. Accident reports and medical surveillance documents.

## **6.5 RECORDS RETENTION**

The legally mandated minimum records retention durations are provided in Appendix E.

## **7.0 COMMUNICATION**

Communication is an important part of the IIPP. The TODB management believes the best way to maintain the safety "mind set" is through the following means:

- a. A safety bulletin board for written communication, relevant safety topics, and posted temporary hazards.
- b. Since the employee is often in a better position to spot potential hazards in the work areas we have placed suggestion boxes and forms are located:
  - Community Center Staff Room
  - Main Office Conference Area
- c. Employee input with regard to safety is encouraged. All suggestions will be reviewed at the Safety Committee Meeting with a response given in a timely manner to the person making the suggestion. In the event of an anonymous suggestion, a response will be written and provided in the safety committee meeting minutes as posted on the safety bulletin board.
- d. Safety posters and signs will be posted in common areas to help remind employees of certain hazards and to protect themselves.
- e. A standing Safety Committee meets monthly. Committee members and employees at large are noticed as to the date, time and location of the meeting. The Charter for the committee may be found in Appendix B.
- f. Because there is no construction work typically performed by employees of the Town, field staff are not required to conduct "toolbox" or "tailgate" safety meetings every 10 working days. The Town's contractor, Veolia Water does provide construction services on Town property. As such, Town Operations employees are encouraged to participate in the Veolia "tailgate" safety meetings if the subject is pertinent to their respective functions.
- g. Report any unsafe or potentially dangerous situation to their supervisor so that the situation may be abated.
- h. Report any injury or near miss (non-injury related accident) to the next highest supervisor who will then forward any report to Human Resources.

## **8.0 TRAINING**

Training is the most important part of this program. It is critical that everyone understand their workplace hazards and is trained in:

- i. Safety procedures and policies.
- ii. Procedures to document and record workplace injuries or illnesses.
- iii. Employee and management responsibilities towards safety.
- iv. The Town of Discovery Bay's disciplinary policy.

Supervisors and/or Safety Coordinators shall receive training to familiarize them with the health and safety hazards to which employees under their immediate direction and control may be exposed. Supervisors and/or Safety Coordinators are responsible for ensuring that those under their direction receive training on general workplace safety as well as on health and safety issues specific to their job. Training is provided:

- i. To all employees and those given new job assignments for which training has not yet been received.
- ii. Whenever new substances, processes, procedures or equipment are introduced to the workplace that represents a new hazard.
- iii. Whenever the employer is made aware of a new or previously unrecognized hazard.

The Training Log for all employees is to be filled out completely, upon the completion of any training. All training logs, including tailgate meetings, should be forwarded to the Safety Coordinator.

#### **9.0 ENFORCEMENT PROCEDURES**

Employees who fail to comply with the Town of Discovery Bay's safety policies and procedures will be subject to disciplinary action, up to and including, termination.

Employees are referred to their management regarding the Town of Discovery Bay's disciplinary policies and procedures, as found in the Personnel Manual.

**APPENDIX A**  
**JOB SAFETY ANALYSIS FORM**

	Job:  Example	Date:
<b>JOB SAFETY ANALYSIS FORM</b>	Title of Person who does Job:	Title of Supervisor: Analysis by:
Department:	Division/section:	Reviewed by:
Required personal protective equipment:	Required material safety data sheets:	Approved by:
<b>SEQUENCE OF BASIC JOB STEPS</b>	<b>POTENTIAL ACCIDENTS OR HAZARDS</b>	<b>RECOMMENDED SAFE JOB PROCEDURE</b>
Break the job down into its basic steps, e.g. what is done first, what is done next, and so on. You can do this by 1) observing the job, 2) discussing it with a knowledgeable person, 3) drawing on your knowledge of the job, or 4) a combination of the three. Record the steps in the normal order of occurrence. Describe what is done, not the details of how it is done. Usually three or four words are sufficient to describe each basic job step.	For each job step, ask yourself what accidents could happen to the person doing this job step. You can get the answers by, 1) observing the job, 2) discussing it with a knowledgeable person, 3) recalling past accidents, or 4) a combination of the three. Ask yourself, can the person be struck by or contacted by anything, can the person strike against or come in contact with anything; can the person be caught in, on or between anything, can the person fall, can the person overexert, does the step require repetitive motions; is the person overexposed to anything injurious, such as hazardous chemicals, noise, extreme temperatures, etc.?	For each potential accident or hazard, ask yourself how the person should do the job step to avoid the potential accident, or what should the person do or not do to avoid the accident. You can get your answers by, 1) observing the job for leads, 2) discussing precautions with a knowledgeable person, 3) drawing on your personal experience, or 4) a combination of all three. Be sure to describe specifically the precautions a person must take. Don't leave out important details. Number each separate recommended precaution with the same number as the potential accident or hazard. Use specific do and don't statements. Where appropriate, include the use of personal protective equipment, and safety apparatus, materials, and facilities that would mitigate the hazard.

	Job:  Example	Date:
<b>JOB SAFETY ANALYSIS FORM</b>	Title of Person who does Job:	Title of Supervisor: Analysis by:
Department:	Division/section:	Reviewed by:
Required personal protective equipment:	Required material safety data sheets:	Approved by:
<b>SEQUENCE OF BASIC JOB STEPS</b>	<b>POTENTIAL ACCIDENTS OR HAZARDS</b>	<b>RECOMMENDED SAFE JOB PROCEDURE</b>

## APPENDIX B

### SAFETY COMMITTEE CHARTER

Committee Name	Sponsor	Team Leader	Team Members
The Town of Discovery Bay Safety Committee	Michael Davies, GM	Sue Heintl, Executive Assistant	As identified in Appendix C
Meeting Times/Location:	After the Second All-Staff Meeting of the Month @ the Community Center		
Purpose	<p>To help insure a safe and healthful workplace and compliance with federal, state, and local safety regulations through participation in:</p> <ul style="list-style-type: none"> <li>▪ Monthly safety committee meetings per CCR, 8 3203, (c) et. al.</li> <li>▪ Review safety inspections to help identify and correct hazards</li> <li>▪ Injury and illness investigations to evaluate cause of injury and corrective action to prevent recurrence</li> <li>▪ Communication between employees and management</li> <li>▪ Schedule and review employee safety training</li> </ul>		
Scope/Authority	<ul style="list-style-type: none"> <li>▪ Provide advice and input to individual departments on safety matters</li> <li>▪ Ensure that all employees are provided with a safe and healthy workplace</li> <li>▪ Identify and discontinue unsafe practices and/or use of unsafe equipment</li> <li>▪ Schedule required safety training</li> <li>▪ Recommend corrective actions to address safety hazards</li> <li>▪ Serve as communications conduit between employees and management on safety concerns</li> </ul>		
Success Criteria	<ul style="list-style-type: none"> <li>▪ Compliance with safety regulations and receive no OSHA citations.</li> <li>▪ Provide regularly scheduled employee safety training</li> <li>▪ Fewer accidents and injuries</li> <li>▪ Establishment of required safety programs</li> <li>▪ Improved feedback regarding employees' sense of safety and well-being</li> </ul>		
Decision-Making Process	<ul style="list-style-type: none"> <li>▪ Strive for consensus; General Manager has final decision making authority.</li> </ul>		
Product(s)	<ul style="list-style-type: none"> <li>▪ Develop written safety programs in compliance with CCR, 8.</li> <li>▪ Provide safety training and recordkeeping</li> <li>▪ Produce quarterly periodic inspections reports</li> <li>▪ Respond to employee safety concerns and/or suggestions</li> </ul>		
Decision Communication	<ul style="list-style-type: none"> <li>▪ Agenda and minutes of meetings to members and posted at employee worksites</li> <li>▪ Use of internal and external communication tools to disseminate major actions</li> </ul>		
Evaluation	<ul style="list-style-type: none"> <li>▪ Annual review by the Safety Committee and Management on committee effectiveness.</li> </ul>		

**APPENDIX C**

**SAFETY COMMITTEE MEMBERS &  
DEPARTMENT SAFETY COORDINATORS**

<b>Name</b>	<b>Department</b>	<b>E-mail</b>
<b>Sue Heint</b>	Main Office	<a href="mailto:sheint@todb.ca.gov">sheint@todb.ca.gov</a>
<b>Brian Miller</b>	Parks & Recreation	<a href="mailto:bmiller@todb.ca.gov">bmiller@todb.ca.gov</a>
<b>Virgil Koehne</b>	Water & Wastewater	<a href="mailto:vkoehne@todb.ca.gov">vkoehne@todb.ca.gov</a>
<b>Monica Gallo</b>	Community Center	<a href="mailto:mgallo@todb.ca.gov">mgallo@todb.ca.gov</a>
<b>Dina Breitstein</b>	Finance	<a href="mailto:dbreitstein@todb.ca.gov">dbreitstein@todb.ca.gov</a>
<b>Jeffrey Summers</b>	Water & Wastewater	<a href="mailto:jsummers@todb.ca.gov">jsummers@todb.ca.gov</a>

**APPENDIX D**

**The Town of Discovery Bay**  
**Safety Inspection**

Inspection conducted by:

Date:

The following are violations of Cal/OSHA regulations, California Fire Code, California Building code, other standards, or are hazardous conditions that may cause injury or illness to employees at the Town of Discovery Bay, or possibly cause negative environmental impact, or interrupt the Town of Discovery Bay’s ability to do business. These conditions require corrective action to ensure a safe and healthful workplace for employees and employer.

Findings which may not be directly traceable to an enforceable code or regulation are given in italics. Note that failure to abate these hazards may still put the Town of Discovery Bay at risk of injury and/or loss, civil litigation, citation under the General Duty Clause (California Labor Code Section 6400), or other action.

For explanation of Risk Assessment Codes see the last page.

Item #	Finding	Risk Rating	Assigned To Or Work Order Number	Date Fixed	Initials

The following items were previously identified and still need to be resolved.

Item #	Finding	Risk Rating	Assigned To Or Work Order Number	Date Fixed	Initials

Please initial and date corrections as they are completed.

**Risk Assessment Class**

Class 1 - Critical (may cause death, serious injury, significant environmental impact, or substantial financial losses) and/or is likely to occur soon.

Class 2 - Serious (may cause injury, occupational illness, or environmental or property damage) and/or probably will occur in time.

Class 3 - Minor (probably would not affect personnel or environmental safety or health, but is a violation of specific criteria).

## APPENDIX E

### RECORDS RETENTION REQUIREMENTS

Record	Minimum Retention (yrs.)	Code citation
Workplace inspections	1	8CCR3203(b)(1)
Training records (See below for exceptions)	1	8CCR3203(b)(2)
Safety committee meeting records	1	8CCR3203(c)(2)
Accident investigation records	None	
OSHA300, 300A, 301	5	8CCR14300.33
Employee medical records	Termination of employment + 30 yrs.	8CCR3204(d)(1)(A)
Employee exposure records (Includes all workplace monitoring data, MSDSs, Chemical inventories)	“At least” 30 yrs.	8CCR3204(d)(1)(B)
Bloodborne Pathogens Training	3	8CCR5193(h)(2)(B)
Sharps injury log	5	8CCR5193(h)(3)
Hazwaste manifest receipts	3	HSC25160.2(b)(3)&(4)
Asbestos training records	Termination of employment + 1 year	8CCR1529(n)(4)
Notification of identification, location and quantity of asbestos	Duration of ownership of building; must be transferred to new owner	8CCR1529(n)(6)
Noise exposure measurements	2	8CCR5100(d)(1)
Audiometric test records	Duration of employment	8CCR5100(d)(2)
Maintenance of fire extinguishing systems	5	19CCR904.1(b)
Fire Alarm systems acceptance tests & as-builts	Life of system	NFPA 72, 7-5.1
Fire Alarm systems annual maintenance, inspection & testing	1 year past next test (e.g., 2 years)	NFPA 72, 7-5.2.1
Fire Sprinkler Maintenance & Service Reports	5 yrs.	19 CCR 904.1 & 904.2
Fire Sprinkler Maintenance & Service Reports	1 year past next test (e.g., 2 years)	NFPA 25, 4.3.5
Reports of testing on mechanical ventilation systems such as fume hoods	5 yrs.	8 CCR 5143
Reports of testing on HVAC systems for building ventilation	5 yrs.	8 CCR 5142(b)(2)



**DRAFT**

**CONTRA COSTA COUNTY  
AVIATION ADVISORY COMMITTEE  
MINUTES OF MEETING  
July 12, 2018**



**MEETING CALLED:** Chair, Maurice Gunderson called the meeting to order at 10:00 AM.

**PRESENT:** **Emily Barnett, Secretary**, Member At-Large  
**Roger Bass**, District II  
**Mike Bruno**, Airport Business Association  
**Dale Roberts**, District I  
**Maurice Gunderson, Chair**, Member At-Large  
**Derek Mims**, City of Pleasant Hill  
**Ronald Reagan**, District III  
**Russell Roe**, District V  
**Eric Meinbress**, Member At-Large  
**Tom Weber, Vice Chair**, District IV

**ABSENT:** **Keith McMahon**, City of Concord

**STAFF:** Keith Freitas, Director of Airports  
Alina Zimmerman, Airport Administrative Assistant

**OPENING COMMENTS  
BY CHAIR:**

Chair Maurice Gunderson welcomed the attendees.

**PUBLIC COMMENT  
PERIOD:**

Keith Freitas introduced Russell Milburn to the AAC as the Airports' new Assistant Director of Airports for Operations. Russell was recruited ten years ago from Missouri as an Operations Specialist. Mr. Milburn promoted up to an Airport Safety Officer IV and recently was selected as the Assistant Director of Airports for Operations.

Captain Drew Pagenkopf introduced himself to the AAC as the Flight Safety Officer for Travis Air Force Base (TAFB). The TAFB will be hosting their biannual Mid-Air Collision Avoidance (MACA) fly-in safety seminar that will take place on August 18, 2018. Attendees must register and complete the required DD 2402 form by July 28, 2018 in order to attend. Captain Pagenkopf also informed the AAC that fuel will not be sold at TAFB and that each pilot is limited to one passenger. For any questions, call the Travis Flight Safety Office at (707) 424-1115.

Maurice Gunderson reminded all AAC members to respond to quorum count emails sent from Airport staff to inform them whether or not attendance can be made. This will give staff an advanced notice whether a quorum will be reached or not.

**APPROVAL OF  
REVISED 5/10/18  
MINUTES:**

**Moved by Derek Mims; seconded by Maurice Gunderson. Approved Yes: Emily Barnett, Roger Bass, Mike Bruno, Dale Roberts, Ron Reagan, Russell Roe, Eric Meinbress, and Tom Weber. No: None. Abstained: None. Absent: Keith McMahon.**

**APPROVAL OF  
CONSENT ITEMS:**

**Moved by Russell Roe; seconded by Derek Mims. Approved Yes: Emily Barnett, Roger Bass, Mike Bruno, Dale Roberts, Maurice Gunderson, Ronald Reagan, Eric Meinbress, and Tom Weber. No: None. Abstained: None. Absent: Keith McMahon.**

**PRESENTATIONS:**

**a. Presentation of the Final Rates and Charges for Contra Costa County Airports**

The final draft for Contra Costa County Airports' Rates and Charges were presented to the AAC for final review and comment before bringing it before the Airport Committee then to the Board of Supervisors (Board). Keith Freitas brought up a few items to the AAC's attention including: 1) new insurance certificate late fees; and 2) new runway/taxiway obstruction fees. There was some discussion regarding the two hour time limit on the runway/taxiway obstruction fee, however it was agreed that the time limit would remain at two hours. The AAC were impressed and thanked Airport staff for all the hard work that was put into the proposed project.

**DISCUSSION/ACTION ITEMS:**

**a. Discussion of Items Pulled from Consent**

There were no items pulled from consent.

**b. Discuss the Protocol for Advisory Bodies When There is a Lack of a Quorum**

Staff contacted County Counsel to clarify the protocols when there is a lack of a quorum. The following are the proper protocols to follow:

- No quorums means no meeting should be held (this includes no discussions)
- If Airport staff (Clerk) knows ahead of time that there will not be a quorum, the Clerk may cancel the meeting and send out a cancellation notice
- If Airport staff (Clerk) does not know ahead of time and too few members are present, the Chair should announce the meeting is adjourned to a future date

One risk of the AAC members continuing to meet, even though there is not a quorum, is that committee members will start talking about things that are not publicly noticed, in violation of the Brown Act.

c. **Review and Discuss Nominees for the Contra Costa County Airports Recognition Award**

This item was deferred to the AAC's next meeting on August 9<sup>th</sup>.

d. **Review and Approve Request to use Approximately \$49,250 of Mariposa Community Benefit Fund to Perform an Update to the Byron Airport Chapter of the Airport Land Use Compatibility Plan**

While conducting the General Plan Amendment (GPA), an update to the Byron Chapter of the Airport Land Use Compatibility Plan (ALUCP) was deemed necessary in order to be consistent with the GPA and Airport Master Plan. The total cost to update the Byron Chapter of the ALUCP is \$49,250. Airport staff is requesting to use an additional \$49,250 of the Mariposa Community Benefit Funds to update the Byron Chapter and are requesting support from the AAC prior to receiving approval from the Airport Committee.

**A motion was made to support Airport staff to use \$49,250 of Mariposa Community Benefit Funds to update the Byron Chapter of the GPA:**

**Moved by Derek Mims; seconded by Russell Roe. Approved Yes: Emily Barnett, Roger Bass, Mike Bruno, Maurice Gunderson, Dale Roberts, Ron Reagan, Eric Meinbress, and Tom Weber. No: None. Abstained: None. Absent: Keith McMahon.**

e. **Discuss the Update Regarding the Byron Airport Public Viewing Plaza Location**

The Chair discussed the struggles the AAC has had in getting three key pieces of information needed in order to move forward with the proposed Byron public viewing plaza project: 1) demand; 2) suitable location; and 3) enough funds

At the AAC's meeting in May, a recommendation was given to form a working group and put together a proposal that would answer these three questions listed above. Ronald Reagan agreed to be in the working group and agreed to do research on the demand, location, and cost. He will provide the AAC an update at the next meeting in August.

f. **Discuss a Proposed Accessible Restroom at the Buchanan Field Viewing Plaza**

The AAC discussed a desire for a larger temporary restroom at the Buchanan Field viewing plaza and weighed the pros and cons. Keith Freitas explained to the AAC the negative impact of having one is that it is more expensive and may be used negatively by the public. Airport staff plans to have public restrooms included with the new Terminal building.

g. **Memorial to Acknowledge all Individuals and Businesses who Contributed to the Transformation of the Public Viewing Plaza**

A memorial was placed sometime ago to recognize the individuals and businesses who contributed to the Buchanan Field viewing plaza. However, due to weather conditions over the years, the memorial was slowly damaged. A new plaque was made and put inside a kiosk to protect it from the weather. It was mentioned that a separate entity's name, Buchanan for Kids, was not mentioned. Airport staff will add Buchanan for Kids to the memorial plaque.

**h. Discuss the Update Regarding the 4.6 Acre Parcel on the Northwest Corner of Marsh Drive and Solano Avenue**

This piece of property is located on the northwest corner of Marsh Drive and Solano Avenue. Airport staff put out a solicitation and received multiple letters of interest, initially. Staff then sent out a Request for Proposals and received two in return. A selection committee ranked the two proposals – the top ranked proposal was a partnership between StoragePRO, Inc. and Deutscher Properties Corporation and the second ranked proposal was from Montecito Commercial Group, LLC.. In June, the Board approved staff to negotiate a ground lease in priority ranking order. The top ranked entity is proposing a combination of storage units and office space.

**i. Discuss the June 8, 2018 Eastern Contra Costa Envision County Summit that was held at the Byron Airport**

A summit meeting was held at the Byron Airport in June. The focus was on the Byron connector road and the financial benefit it would have on the surrounding communities, plus economic development opportunities in East Contra Costa County (ECCC). There is a big push to create jobs in ECCC and it was noted that Buchanan Field and Byron Airport could play a big role in that regard. Some of the presenters included: Martin Engelmann with Contra Costa Transportation Authority; Dr. Sean Wright, Mayor for the City of Antioch; Gus Vina, City Manager for the City of Brentwood; Kevin Romick, Councilmember for the City of Oakley; Amalia Cunningham, Contra Costa County Department of Conservation and Development, and Airport staff.

**j. Discuss the Airport Committee June 13, 2018 Meeting**

The Airport Committee was canceled and rescheduled to be held on Wednesday, July 18, 2018 at noon.

**k. Discuss the Airport Land Use Commission's May 17 and June 21, 2018 Meetings**

The AAC discussed the Airport Land Use Commission (ALUC) meetings that took place in May and June. Two items discussed were: a proposed ARCO gasoline station and a proposed 144 residential unit subdivision with associated infrastructure. There was some concern that the proposed ARCO gasoline station, which is located about one-half mile from the approach end of Runway 19R at Buchanan Field, could be a potential safety hazard. An aeronautical study for the gasoline station was completed and in April and May, the ALUC received written confirmation from the Federal Aviation Administration (FAA) and Kimley-Horn Associates that the proposed structure does not exceed obstruction standards and would not be a hazard to air navigation.

For the proposed 144 residential unit subdivision structure, there was concern that the project is in an area where aircraft noise exists and may be nuisance to future residents given that it is within the flight path and/or maneuvering area of Buchanan Field runways. Based on reviewing the information, ALUC staff determined that the project site is well outside any safety zone or noise contours. However staff will have to abide by Airport Land Use Compatibility Plan (ALUCP) Countywide policy 4.4.3 and inform prospective property buyers about the potential airport activity impacts. The AAC staff plans to discuss noise outreach efforts at their next meeting in August.

## **FUTURE AGENDA ITEMS/COMMENTS**

- Memorial to Acknowledge all Individuals and Businesses who Contributed to the Transformation of the Public Viewing Plaza
- Byron Viewing Plaza
- Travis Air Force Base Event on August 18, 2018
- Noise Outreach for Individuals/businesses that live next to Buchanan Field Airport
- Recognize John Koehler's "Around the World" Memory Flight

**ADJOURNMENT:** The meeting was adjourned by the Chair at 11:22 AM.



## EAST CONTRA COSTA FIRE PROTECTION DISTRICT

### BOARD OF DIRECTORS

Stephen Smith  
Susanna Thompson  
Sandra Strobel

Brian Oftedal – President  
Joy Benson – Vice President  
Joe Young

Erick Stonebarger  
Adam Langro  
Susan Morgan

### **Meeting Minutes** **Monday, July 02, 2018**

1. Call to Order: (6:32 pm)
2. Pledge of Allegiance: (6:33 pm)  

Emma Jacobs was recognized for her support of the community and led the Pledge of Allegiance.
3. Roll Call: (6:37 pm)  

Directors Present: Benson, Langro, Morgan, Oftedal, Smith, Strobel, Thompson, Young  
Directors Absent: Stonebarger
4. Public Comment: (6:37 pm)  

There was one (1) Public Speaker – Hal Bray
5. Consent Calendar: (6:41 pm)
  - a. Approve Minutes of June 4, 2018 Board of Directors Meeting
  - b. Approve Minutes of June 18, 2018 Board of Directors Special Meeting
  - c. Approve Minutes of June 19, 2018 Board of Directors Special Meeting
  - d. Approve Minutes of June 27, 2018 Board of Directors Special Meeting
  - e. Approve Minutes of June 28, 2018 Board of Directors Special Meeting

- f. Approve Amendment to Lease Agreement with the City of Brentwood

**Motion by: Director Young to approve consent items a, b, c, d, e & f**

**Second by: Director Smith**

**Vote Carried 8:0:0**

**Ayes: Benson, Langro, Oftedal, Smith, Strobel, Thompson, Young**

**Noes:**

**Abstained:**

**Absent: Stonebarger**

6. Finance Committee Report: (6:43 pm)

- a. Update on Finance Committee Goals for 2018-2019.

7. Public Hearing – Adopt Medical First Responder Fees Ordinance: (6:46 pm)

There were no (0) Public Speakers

**Motion by: Director Smith to adopt Medical First Responder Fees Ordinance.**

**Second by: Director Thompson**

**Vote Carried 8:0:0**

**Ayes: Benson, Langro, Morgan, Oftedal, Smith, Strobel, Thompson, Young**

**Noes:**

**Abstained:**

**Absent: Stonebarger**

8. Board Policy Review Ad Hoc Committee Report: (6:54 pm)

- a. Update on Board Policy Review Project

- b. Adopt Code of Ethics

There were no (0) Public Speakers

**Motion by: Director Smith to adopt the Code of Ethics.**

**Second by: Director Benson**

**Vote Carried 8:0:0**

**Ayes: Benson, Langro, Morgan, Oftedal, Smith, Strobel, Thompson, Young**

**Noes:**

**Abstained:**

**Absent: Stonebarger**

9. Report of the Fire Chief / Informational Staff Reports: (7:02 pm)

- a. Strategic Planning Update

- b. Legislative Update

c. Operational Update for May 2018

Battalion Chief Macumber stated that the Operational Update for May is available on the District's website, but the June Operational Update is not available at this time

d. Public Outreach & Education Activities Update

At the request of Board President Oftedal, each of the Directors summarized their involvement in outreach and education activities related to their Board service, including but not limited to participation in or attendance at: meetings of other local public agency boards, councils or commission; events and/or leadership of the California Special Districts Association and Contra Costa Special Districts Association; meetings or events of local non-governmental organizations; and outreach activities hosted and/or conducted by the District.

10. Board Reports and Requests: (7:39pm)

There were no (0) Board Report or Requests.

11. Closed Sessions: (7:39 pm)

- a. Conference With Labor Negotiator Pursuant to Government Code Section 54957.6  
Agency Designated Representative: Glenn Berkheimer  
Employee Organizations: International Association of Fire Fighters Local 1230/East Contra Costa Battalion Chiefs Association and United Clerical, Technical & Specialized Employees AFSCME, Local 2700

12. Report of Closed Session Actions

No reportable action was taken in closed session.

13. Date and Place of Next Meeting: Monday, August 6, 2018 6:30 p.m. at Brentwood City Council Chambers, 150 City Park Way, Brentwood

14. Adjourn: (8:24 pm)



## EAST CONTRA COSTA FIRE PROTECTION DISTRICT

### BOARD OF DIRECTORS

Stephen Smith  
Susanna Thompson  
Sandra Strobel

Brian Oftedal – President  
Joy Benson – Vice President  
Joe Young

Erick Stonebarger  
Adam Langro  
Susan Morgan

### Meeting Minutes

#### Strategic Planning Session

#### Board of Directors/Finance Committee Special Meeting\*

Thursday, July 19, 2018, 6:00 p.m.  
Knightsen School,  
1923 Delta Road, Knightsen

1. Call to Order: (6:11 PM)
2. Roll Call: (6:11 PM)

Present: Smith, Thompson, Strobel, Benson, Young, Stonebarger, Langro, and Morgan.

Absent: Oftedal

3. Pledge of Allegiance: (6:12 PM)
4. Public Comment: (6:13 PM) None
5. Strategic Planning Community Workshop: (6:14 PM)
6. Adjourn: (8:26 PM)

\* This State of the District Town Hall may be attended by a quorum of the Board of Directors or the Finance Committee. If this event is attended by a quorum of the Board of Directors, it will be conducted as a Special Meeting of the Board of Directors. If this event is attended by a quorum of the Finance Committee, but not a quorum of the Board of Directors, it will be conducted as a Special Meeting of the Finance Committee.

This meeting was recorded and the video can be seen at [www.eccfpd.org/meeting-information](http://www.eccfpd.org/meeting-information).



## EAST CONTRA COSTA FIRE PROTECTION DISTRICT

### BOARD OF DIRECTORS

Stephen Smith  
Susanna Thompson  
Sandra Strobel

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Joy Benson – Vice President  
Joe Young

Erick Stonebarger  
Adam Langro  
Susan Morgan

### Meeting Minutes

**Friday, July 27, 2018, 9:00 a.m.**

1. Call to Order: (9:21 am)

2. Roll Call: (9:22 am)

Directors Present: Benson, Langro, Morgan, Oftedal, Smith, Stonebarger, Strobel,  
Thompson, Young

Directors Absent:

3. Pledge of Allegiance: (9:23 am)

4. Public Comment: (9:23 am)

There were no (0) public speakers.

5. Strategic Planning Presentation, Discussion and Direction: (9:23 am)

#### Strategic

a. Research

b. Mission and Vision

c. Values

d. Goals

e. Strategies (as time allows)

f. Next Steps

6. Adjourn: (1:50 pm)