CAZADERO COMMUNITY SERVICES DISTRICT
PO BOX 508
CAZADERO CA 95421-0508

Board Meeting Agenda
November 9, 2021 ~ 6:30PM
Location ~ Fire Station #1
5980 Cazadero Hwy, Cazadero, CA 95421

****ASSEMBLY BILL 361****

RE CORONAVIRUS COVID-19

CONSISTENT WITH GOVERNMENT CODE SECTION 54953 AND DECLARATIONS OF A STATE OF EMERGENCY BY THE CALIFORNIA GOVERNOR DUE TO THE COVID-19 PANDEMIC AND ORDERS OF THE SONOMA COUNTY HEALTH OFFICER TO MINIMIZE THE SPREAD OF COVID-19, THERE WILL BE NO PHYSICAL OR IN-PERSON MEETING LOCATION AVAILABLE TO THE PUBLIC. INSTEAD, MEETINGS OF THE DISTRICT BOARD OF DIRECTORS WILL BE CONDUCTED BY TELECONFERENCE.

The meeting will be accessible, and members of the public may participate and give public comment, either via video teleconference by accessing the following website link or via audio by dialing the teleconference call-in number and inputting the meeting ID and passcode when prompted:

https://us02web.zoom.us/j/88443958705?pwd=bWhDenBrZUtlNFF0d293YXI2Slpkdz09
Telephone number: 1 (669) 900-6833, Meeting ID 884 4395 8705, Passcode 056999#

PLEASE NOTE: The Cazadero Community Services District office is closed, and this meeting will be conducted entirely by teleconference.

Should you want to submit public comment, you may do so either by commenting at the appropriate time in person if logging into the meeting or by email before Board Meeting is called to order. If emailing, please state the agenda item number that you are commenting on and limit written comments to three hundred (300) words or less. Comments can be sent to pbarry@cazadero-csd.org. Written comments received prior to the meeting will be read into the record.

The Board meeting agenda and all supporting documents are available for public review on the website at www.cazadero-csd.org

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

President P. Barry

Director M. Berry   Director H. Canelis   Director D. DeBeaune   Director S. Griswold

OPEN TIME FOR PUBLIC EXPRESSION

This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda and is restricted to matters within the Board's jurisdiction. Items that appear to warrant a more-lengthy presentation or Board consideration may be placed on the agenda for discussion at a future meeting. Please limit comments to three hundred (300) words.

AGENDA ADJUSTMENTS

An opportunity for the Board President to approve adjustments to the current agenda.

DIRECTOR REPORTS

An opportunity for Directors to report on their individual activities related to District Business.

STAFF REPORTS

1. Administrative Assistant
2. Fire Department and Firefighters Association Report
   a. Operations
   b. Administration
   c. Training
   d. Special Projects
3. Park & Rec Maintenance
4. Facilities

CONSENT CALENDAR ITEMS

These items can be acted on in one consolidated motion or may be removed from the Consent Calendar and separately considered at the request of any Director

1. Approval of Meeting Minutes – October 12, 2021

ACTION ITEMS

1. **Resolution 21/22-06 Proclamation of a Local Emergency for the Cazadero Community Services District, County of Sonoma, State of California, Ratifying the Proclamation of a State of Emergency by Governor Newsom on March 4, 2020, and Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Cazadero Community Services District for the Period November 1, 2021, Through December 1, 2021, Pursuant to Brown Act Provisions** – Discussion/Action – Teleconferenced District Board Meetings; Implementation of AB 361 Changing Brown Act Meeting Requirement; Proposed District Resolution Authorizing Remote Teleconference Meeting.
2. **Fiber Optic Grant** – Discussion/Action –
3. **Carport-Shelter for 5295** – Discussion/Action –
4. **Playground Equipment** – Discussion/Action –
5. **Playground Inspection Recommendations** – Discussion/Action –

DISCUSSION ITEMS

COMMITTEE REPORTS

1. Consolidation Ad Hoc 2020
2. Park Ad Hoc 2020

FINANCIAL REPORTS

COMMUNICATIONS

1. Mail from Permit Sonoma, re: Notice of a Sonoma County Planning Commission virtual public hearing continued from July 26, 2021 to receive public comment and consider the Sonoma County Local Coastal Plan Update
2. Email from Office of Grants and Local Services, re: updates for upcoming competitive grant programs
3. Email from Office of Grants and Local Services, re: application deadline extended for Regional Park Program and Rural Recreation and Tourism Program
4. Email from Office of Grants and Local Services, re: updates for Land and Water Conservation Fund, Recreational Trails Program, and Habitat Conservation Fund

EXECUTIVE SESSION

ADJOURNMENT

STAFF REPORTS

Administrative Assistant

The financials for October are not completed as I am waiting on credit card receipts.

Worked 25.50 hours in October – In addition to regular monthly duties of payroll, payables, meeting minutes, and agenda and Board packet preparation for the regular monthly and special Board meeting I corresponded with Bill Ross's office on the coronavirus verbiage at the beginning of the agendas and revised agendas accordingly; requested Honey Bucket refund credit on account to our credit card; did research for the Special District Covid-19 Relief Fund grant, completed and submitted the application online; and submitted 3Q 2021 FASIS report.

Fire Department

Operations:

- Chief Krausmann reports that the bathroom renovation project at Station 1 continues to move forward.

October 2021 Calls

Nature of Call	Number of Calls
Medical Aid	4
Traffic Accident	1
Hazardous Condition	3
Fire/Smoke Investigation	
Vegetation Fire	1
Public Assist	

Administration

- No report.

Training

- Medical Training with Chris Ottolini was on October 14: EMS Special Challenges. Medical Training for November 4th will be Spinal Motion Restriction/Epi Pen/ Narcan.

Firefighters Association

- No Report for October

CONSENT ITEMS

Cazadero Community Services District
Meeting Minutes – October 12, 2021

The Cazadero Community Services District meeting was conducted pursuant to the provisions of the Governor's Executive Order N-29-20 which suspends certain requirements of the Ralph M. Brown Act due to the COVID-19 virus. CSD Board Members and staff participated in the meeting by zoom teleconference. Members of the public were provided a zoom and telephone call-in number to view or listen to the meeting and the opportunity to provide public comment verbally or in written format.

1. **Call to Order and Roll Call**
   The regular meeting of the Cazadero CSD Board was called to order at 6:35PM on October 12, 2021. Director P. Barry led the Pledge of Allegiance. The following Directors were present: P. Barry, M. Berry, H. Canelis, D. DeBeaune, and S. Griswold. AA Kulczewski was also present.

2. **Public Comment**
   None.

3. **Agenda Adjustments**
   None

4. **Director Reports**
   None.

5. **Staff Reports**
   Staff reports were included in the Board packet.

   Director P. Barry also reported that the new water tender (5291) doesn't have an exhaust connection to match our system, but the truck is a "clean diesel" so this isn't an immediate concern.
   The Call Report for September:

Nature of Call	Number of Calls
Medical Aid	2

6. **Consent Calendar Items**
   On a motion by Director Canelis, Seconded by Director DeBeaune, the Board moved to approve the minutes for the September 13 regular and October 4 special meetings and the financials for the month of September. VOTE: 5-0-0 by roll call:

Director	Vote
P. Barry	Aye
M. Berry	Aye
H. Canelis	Aye
D. DeBeaune	Aye
S. Griswold	Aye

7. **Action Items**
    a. **Playground Equipment** – The Board discussed options for new equipment, disposal of old equipment (attorney to be contacted in regards to liability of selling equipment), and reopening the Park in spring of 2022. Discussion to be continued at December meeting.

    b. **Special District Covid-19 Relief Fund** – AA Kulczewski will review with Director P. Barry and submit grant application.

    c. **Carport-Shelter for 5295** – After Board discussion, item tabled to November meeting.

    d. **Consider BEI Proposals for Generator Installation** – After Board discussion, on a motion by Director M. Berry, seconded by Director DeBeaune, the Board moved to approve entering into a contract with BEI to install the new generator, including a new 3-phase transfer switch if needed, not to exceed $7,000. VOTE: 5-0-0 by roll call:

Director	Vote
P. Barry	Aye
M. Berry	Aye
H. Canelis	Aye
D. DeBeaune	Aye
S. Griswold	Aye

    e. **Prop 68 Per Capita Grant Application** – After Board discussion, the Board decided to pass on the grant due to the restrictions on property deed.

8. **Discussion Items**
    a. **None**

9. **Committee Reports**
    a. **Consolidation 2020 Ad Hoc** – No report.
    b. **Park 2020 Ad Hoc** – Work is being done to get concrete bases finished to install the signal lights. Railroad ties will be purchased to install rails. The goal is to have the Depot fully installed by December 11, in time for the Cazadero Christmas celebration.

10. **Correspondence**
    Correspondence referenced in the Board packet were reviewed.

11. **Financial Reports**
    Bills totaling $108,026.56 were presented for payment. Grant monies in the amount of $43,785.25 for the chipper were received but not yet deposited.

12. **Adjournment**
    On a motion by Director Canelis, Seconded by Director M. Berry, the Board moved to adjourn the meeting at 7:51 PM. VOTE: 5-0-0 by roll call:

Director	Vote
P. Barry	Aye
M. Berry	Aye
H. Canelis	Aye
D. DeBeaune	Aye
S Griswold	Aye

_____
Paul Barry

_____
Maureen Barry

_____
Homer Canelis

_____
Daina DeBeaune

_____
Scott Griswold

Date: _____

ACTION ITEMS

CAZADERO COMMUNITY SERVICES DISTRICT
PO BOX 508
CAZADERO CA 95421-0508

RESOLUTION 21/22-06

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAZADERO COMMUNITY SERVICES DISTRICT OF SONOMA COUNTY
PROCLAIMING A LOCAL EMERGENCY EXISTS, RATIFYING THE PROCLAMATION OF A
STATE OF EMERGENCY BY GOVERNOR NEWSOM ON MARCH 4, 2020, AND
AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES
OF THE CAZADERO COMMUNITY SERVICES DISTRICT FOR THE PERIOD NOVEMBER 1,
2021 THROUGH DECEMBER 1, 2021 PURSUANT TO BROWN ACT PROVISIONS**

WHEREAS, the Cazadero Community Services District ("District") is committed to preserving and nurturing public access and participation in meetings of the Cazadero Community Services District Board of Directors ("Board"); and,

WHEREAS, all meetings of the District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and,

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and,

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and,

WHEREAS, that proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and,

WHEREAS, that proclamation also requires that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and,

WHEREAS, emergency conditions exist in the District, specifically, a State of Emergency has been proclaimed by Governor Newsom on March 4, 2020, proclaiming a State of Emergency to exist in California as a result of the threat of COVID-19; and,

WHEREAS, during the COVID-19 pandemic, the Board has conducted remote, teleconferenced meetings consistent with the Governor's Executive Orders promoting social distancing; and,

WHEREAS, consistent with AB 361, as a condition of extending the use of the provisions found in section 54953(e), the Board must reconsider the circumstances of the state of emergency that exists in the District, and the Board has done so; and,

WHEREAS, due to the surging Delta Variant of COVID-19, meetings in person would present imminent risk to health and safety of attendees; and,

WHEREAS, the Board does hereby find that the State of Emergency proclaimed by Governor Newsom on March 4, 2020, and, the Delta Variant of COVID-19 surging in Sonoma County per the Sonoma County Public Health Notice on August 2, 2021 has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to affirm a local emergency exists and ratify the Proclamation of State of Emergency by the Governor of the State of California; and,

WHEREAS, as a consequence of the local emergency, the Board does hereby find that the legislative bodies of the District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and,

WHEREAS, the District is providing teleconference access via a conference phone-line number to the meetings to ensure public access.

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

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Exists. The Board hereby proclaims that a local emergency now exists throughout the District, and the surging Delta Variant of COVID-19 would present an imminent risk to meeting in person.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

<u>Section 4. Remote Teleconference Meetings</u>. The staff and legislative bodies of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

<u>Section 5. Effective Date of Resolution</u>. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of December 14, 2021 or such time the Board adopts a subsequent Resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED, APPROVED and **ADOPTED** at a regular scheduled meeting of the Board of the Cazadero Community Services District held on the 9th day of November 2021, by the following roll call vote:

Director P. Barry   _____
Director M. Berry   _____
Director H. Canelis   _____
Director D. DeBeaune   _____
Director S. Griswold   _____

AYES: NOES: ABSTAIN: ABSENT:

Date: _____

_____
Paul Barry, Board President

ATTEST:

_____
Maureen Berry, Secretary of the Board

_____
Daina DeBeaune, Director

_____
Homer Canelis, Director

_____
Scott Griswold, Director

P. L. Barry <cazhwy@gmail.com>   10/28/2021 6:27 PM

Fwd: fiber connection for the firehouse

To CAZADERO COMM SVS DISTRICT <cazaderocsd@comcast.net>

---------- Forwarded message ---------
From: **Elise Weiland** <Elise.Weiland@sonoma-county.org>
Date: Thu, Oct 28, 2021 at 3:26 PM
Subject: fiber connection for the firehouse
To: cazhwy@gmail.com <cazhwy@gmail.com>
Cc: Michael Nicholls <mcnicholls@me.com>, Jason Wilson <Jason.Wilson@sonoma-county.org>

Hi Paul,

(Thanks, Mike, for connecting me.)

Overview of my understanding: The County awarded the $12,500 for the proposed installation of a fiber connection into the firehouse. This is a valuable community resilience project. When the project was not completed by the deadline of June 30th, the CSD was given a year extension to complete the task. At this point you have a few options:

1) Get 'er done by June 30, if there are challenges in the way, let us know and maybe we can help.

2) Re-purpose the funds within the same category. The goal was communications resiliency during disasters. Should this go to a radio program or some other fires station resiliency project?

3) Return the funds.

Thanks so much for your work on behalf of the Cazadero community.

Best,

Elise

Elise Weiland
Field Representative
Supervisor Hopkins
707-565-2866
Elise.Weiland@sonoma-county.org

Sign Up for Lynda's newsletter here

Paul Barry <acfd1@comcast.net>   10/15/2021 4:28 PM

Fwd: CAPRI Cycle XVII District Visit Report

To cazaderocsd@comcast.net <cazaderocsd@comcast.net>

---------- Original Message ----------
From: Kirk Andre <kandre@capri-jpa.org>
To: pbarry@cazadero-csd.org
Date: 10/15/2021 10:27 AM
Subject: CAPRI Cycle XVII District Visit Report

Hi Paul,

Here is your CAPRI Cycle XVII District Visit Report.

I also attached other documents that may assist you.

If you have any questions or concerns, please let me know.

Sincerely,

Kirk Andre

Safety Analyst

1075 CREEKSIDE RIDGE DRIVE, SUITE 240

ROSEVILLE, CA 95678

PHONE: (916) 722-5550

FAX: (916) 722-5715

E-MAIL: kandre@capri-jpa.org

- Cazadero -Cycle XVII District Visit Report August 3, 2021.pdf (5 MB)
- Playground_Inspection_Form_-_High_Frequency (1).doc (870 KB)
- Playground_Inspection_Form_-_Low_Frequency (1).doc (925 KB)
- Sample Park Inspection Form.pdf (443 KB)
- Sample SOP for Inspections.docx (22 KB)
- the-daily-dozen-12-point-playground-safety-checklist.pdf (5 MB)
- Vector Solutions Catalog 2021.pdf (1 MB)
- PPE_hazard_assessment.pdf (626 KB)
- Sample PPE Hazard Assessment Form.pdf (770 KB)
- PersonalProtective.pdf (103 KB)
- image001.jpg (6 KB)

California Association for
Park & Recreation Indemnity

CAPRI

1075 Creekside Ridge Drive
Suite 240
Roseville, CA 95678

Phone: (916) 722-5550
Fax: (916) 722-5715
Website: capri-jpa.org

October 15, 2021

Mr. Paul Barry   **VIA EMAIL ONLY**
Cazadero Community Services District
5980 Cazadero Hwy
Cazadero, CA 95421
Email: pbarry@cazadero-csd.org

Dear Mr. Berry:

Thank you for the time devoted to the Cycle XVII District Visit that occurred on August 3, 2021.

As you know, CAPRI is a risk-sharing pool, which means that the effective risk management and loss prevention efforts of every member district have a direct impact on the results of the entire pool. The District Visitation Program is one of the many resources that CAPRI provides its members to enhance those efforts.

The enclosed report contains evaluations and recommendations which are the result of a survey of select facilities and our review of District administration and operations. In accordance with CAPRI guidelines, we ask that the District respond in writing to any recommendations within 45 days of this letter.

If you have any questions about the enclosed visitation report, please call our office.
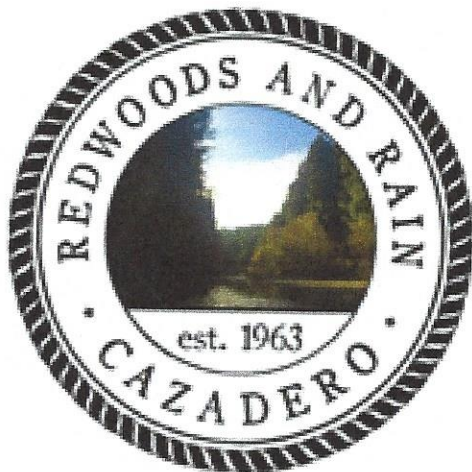
Sincerely,

Kirk Andre

Safety Analyst

California Association for Park & Recreation Indemnity

CAPRI

DISTRICT VISIT
REPORT

Cycle XVII

REDWOODS AND RAIN · CAZADERO · est. 1963

Visit Conducted On:

August 3, 2021

TABLE OF CONTENTS

EXECUTIVE SUMMARY

This report is merely a summary of CAPRI's survey and cannot and does not address every potential unsafe practice or condition of the District. Due in part to the limited nature of the visit and the narrow scope of CAPRI's review, this report should not be relied upon as a thorough audit of District facilities or confirmation that all necessary and appropriate risk management practices of the district are in place. Furthermore, CAPRI, its staff and Board of Directors, neither assume responsibility nor warrant nor represent that the facilities, work sites, operations, and/or equipment surveyed are safe or healthful or in compliance with any with state, federal, and local law, regulations, and/or ordinances including, but not limited to, compliance with the American Disabilities Act.

Starting in Cycle XVII, CAPRI will have a new percentage-based grading scale. If the District scores 90-100%, they will receive an "Excellent" score and receive the CAPRI Ted Winslow Safety Award. Districts that score an 80-89% will receive a "Very Good." Districts that score 70-79% will receive a "Good." Districts that score 69% or lower will receive a "Needs Improvement."

The criteria below reflect the points under each category. If a certain category does not apply to the District, such as a pool, volunteers, etc., then that category will not be assessed and will not impact the District's final percentage score.

PREPARED FOR:
Mr. Paul Barry
Cazadero Community Services District
5980 Cazadero Hwy
Cazadero, CA 95421

STAFF INTERVIEWED:
Paul Barry, President

SITES VISITED:
Gerald T. Parmeter Memorial Park

SURVEYED BY:
Kirk Andre, Safety Analyst

1

VISIT OVERVIEW

The District Visitation Program emphasizes risk management, loss prevention, and employment practices and is a unique opportunity for the members to share and learn from the success of other recreation and park districts around the State. CAPRI does not perform "surprise" visits. An appointment is made at least three weeks before a visit takes place unless agreed upon by the District.

The visit to your District was part of an ongoing effort by CAPRI to assist members in running a safe and healthy operation. We want to acknowledge successes and progress, as well as identify areas for improvement. We strive to be a resource, sharing information from your peers around the State about how they reduce losses and manage risk.

The District Visit consisted of reviewing documentation pertaining to the categories in this report and conducting a walk-through survey of your sites. The Safety Analyst has a list of all the parks and facilities for each District and chose the sites to walk-through. The report reflects the sites visited in this report.

2

OBSERVATIONS, RECOMMENDATIONS, & SCORING

A. FOLLOW-UP ITEMS

From the previous visit, if CAPRI had any recommendations that they have been addressed by the District. If there were no recommendations, it will be noted.

Observation: *The District joined CAPRI in 2019 and this is the first District Visit.*

Recommendations: *N/A*

Follow-Up Items Scoring:

1. ___N/A___ Complied with recommendations from prior visitations.
If no recommendation, then this criteria is fulfilled. (1 pt.)

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District Visit Report
Cazadero Community Services District
October 15, 2021

CAPRI
California Association for
Park & Recreation Indemnity

B. SAFETY COMMITTEE

District Safety Committees are required to meet no less than quarterly, with minutes of the meetings sent to CAPRI within 30 days of the date of the meeting. The composition of the Committee should reflect the operations of the District. Strong committees do not stop with recognizing hazards or needed corrections. They follow through on those corrections and document their results. They inspect District sites and review site inspection reports. When necessary, they investigate employee and patron accidents, including near misses. Committee minutes accurately reflect discussions of the agenda items.

Observation: The District is run by the Board of Directors and the Safety Meeting is combined within the Board of Directors meetings. The District posts the board meeting minutes on their website and they meet at least quarterly. The District will improve upon sending the meeting minutes to CAPRI within 30 days from the date of the meeting. Facility inspection reports should be used and reviewed by the Committee on a regular basis. There has not been any patron or employee accidents for a long time but the Committee will conduct a post-loss analysis if one occurs. The minutes reflect, in detail, discussions of the agenda items. The District is getting set up with Vector Solutions so they may have access to online safety training.

Recommendations:

Board Meeting Minutes should be sent to CAPRI within 30 days of the meeting date.

Facility inspection reports should be used and reviewed by the Committee on a regular basis.

Sign up with Vector Solutions to have access to online safety training.

District Safety Committee Scoring:

1. ___2___ Meetings are held at no less than on a quarterly basis and minutes are timely sent to CAPRI within 30 days of the meeting date. (3 pts.)
2. ___1___ Membership representative of operations. (1 pt.)
3. ___1___ Discussions involve a wide range of training and safety topics. (1 pt.)
4. ___0___ Facilities inspections reviewed by the committee on a regular basis. (1 pt.)
5. ___2___ Post-loss analysis of patron and employee accidents/near misses if applicable. (2 pts.)
6. ___1___ Evidence of follow-through on suggested action items. (1 pt.)
7. ___1___ District actively addressing issues resulting in claims occurring. (1 pt.)
8. ___1___ Minutes accurately reflect discussions of agenda items. (1 pt.)
9. ___0___ District is currently using the provided safety training. (i.e. Vector Solutions, Webinars, and Workshops) (3 pts.)

4

C. AMERICANS WITH DISABILITIES ACT ("ADA")

The District should be making demonstrable progress toward making its sites and programs accessible to people with disabilities. The District should perform a comprehensive self-assessment and needs-analysis of its sites at least every five years. The District should prioritize those needs and commit itself to an implementation plan over a reasonable period of time. The District should have established procedures for entering into a good faith interactive discussion when the need for reasonable accommodations is indicated.

Observation: *The District should establish a Coordinator for ADA and Section 504. The District should establish procedures for entering into a good faith, interactive discussion as-soon-as the need for reasonable accommodations are indicated. The District should have a self-assessment of their park and facilities and transition plan. The District uses Streamline, for their website and appears accessible. The District has not done ADA upgrades in the last 24 months based upon a self-assessment and transition plan. The District should have Grievance Policy and Procedures in place.*

Recommendations:

Establish a Coordinator for ADA and Section 504

Have a Self-Assessment and Transition Plan in place.

Establish procedures for good-faith interactive discussion if reasonable accommodation is indicated.

Have Grievance Policy and Procedures in place.

The District should establish a self-assessment and transition plan for their park to complete an ADA upgrade.

ADA Implementation Scoring:
1. _____0_____ District has a Coordinator for ADA and Section 504. (1 pt.)
2. _____1_____ Coordinator verifies District's website is ADA accessible. (1 pt.)
3. _____0_____ Self-Assessment and Transition Plan in place. (3 pts.)
4. _____0_____ Establish procedures for good-faith interactive discussion if reasonable accommodation is indicated. (1 pt.)
5. _____0_____ Grievance Policy and Procedures in place. (1 pt.)
6. _____0_____ District has evidence of completion of an ADA upgrade completed within the last 24 months. (1 pt.)

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D. SCREENING AND REVIEW

Public Resources Code Section 5164 prohibits special districts from hiring an employee or volunteer for a position having supervisory or disciplinary authority over any minor if they have been convicted of certain crimes. CAPRI requires the use of a preemployment, criminal background-screening questionnaire. Moreover, all employees and volunteers who work with minors shall first be fingerprinted and pass a background check through the State Department of Justice.

CAPRI further requires that members verify the driving record of anyone who operates a District vehicle or their personal vehicle on District business at least annually. Motor vehicle reports (MVR's) must be current for all such employees. Vehicle proof of insurance must also be current for all those who operate their own vehicles for District business. The District should have the means to deal with a driver who loses their license or whose driving record becomes unacceptable.

California's SB 1343 requires an employer who employs 5 or more employees, including temporary or seasonal employees, to provide at least two (2) hours of sexual harassment training to all supervisory employees and at least (1) one hour of sexual harassment training to all nonsupervisory employees by January 1, 2021, and once every 2 years thereafter, as specified. Training applies to all supervisory employees who are employed and to all new supervisory employees within six (6) months of their assumption of a supervisory position. Districts should have documentation of their supervisors' and employees' training.

Observation: The District complies with PRC 5164 in that they require all employees and volunteers with direct control or supervision of children to undergo a fingerprint background check. The District hired Alan Dewart to maintain the park and even though he has no direct control or supervision of children, CAPRI recommends a fingerprint background check for employees that work around children such as at a playground. The District should have MVRs for all board members and employees that drive for the District. The District should maintain employees' current personal auto insurance who drive their personal vehicle for District business. The District should establish written policies for dealing with employees whose driving records become unacceptable. The District complies with SB1343.

Recommendations:

Maintain employees' current personal auto insurance who drive their personal vehicle for District business.

Have complete and current Motor Vehicle Reports for all employees that drive for the District.

Establish written policies for dealing with employees whose driving records become unacceptable.

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Screening and Review Scoring:

1.   **0**   Maintains employees' current personal auto insurance who drive their personal vehicle for District business. (1 pt.)
2.   **0**   MVRs complete and current and reviewed by District management. (1 pt.)
3.   **0**   District has written procedures for unacceptable MVRs or loss of license. Policy is communicated. (1 pt.)
4.   **1**   Maintains valid copy of California Driver's License on file if employee drives on District Business. (1 pt.)
5.   **3**   Districts complies with SB 1343. (3 pts.)
6.   **3**   PRC 5164 documentation. Fingerprints & screening questionnaires. (3 pts.)

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District Visit Report
Cazadero Community Services District
October 15, 2021

CAPRI
California Association for
Park & Recreation Indemnity

E. EMPLOYEE ENTRANCE MEDICAL EXAMINATION

All new, full-time hires are required to be given a post-offer, pre-placement medical exam. Medical exams are not conducted until all other background checks have been completed. Results of those exams need to be kept in a separate, confidential file, other than the employees' personnel files.

Observation: N/A

The District does not have any full-time employees. If the District decides to hire a full-time employee, they will require post-offer, preemployment medical examinations for full-time employees working in maintenance. Candidates for a position are informed that the offer of employment is conditional upon completion of a satisfactory medical exam. The District does not send a candidate for the medical exam until all other background checks have been completed. The District maintains the medical records in a secure location separate from the employees' personnel files.

Recommendations: There are no recommendations.

Employee Entrance Medical Examination Scoring:
1. _____N/A_____ Post-offer Preemployment Medical Examinations are required for all full-time employees. (1 pt.)
2. _____N/A_____ Candidates are informed that offer is conditional, based upon satisfactory exam. (1 pt.)
3. _____N/A_____ Medical exam is not initiated until all background checks have been completed. (1 pt.)
4. _____N/A_____ Results of exam are maintained in a manner that protects the employee's privacy. (1 pt.)

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District Visit Report
Cazadero Community Services District
October 15, 2021

CAPRI
California Association for
Park & Recreation Indemnity

F. JOB DESCRIPTIONS

Clear, current job descriptions are required for all full-time and regular part-time positions. Job descriptions clearly identify the essential functions of the position.

Observation: *The District has a current list of job descriptions for all regular part-time positions. They do not have full-time employees. The job descriptions clearly identify the essential functions of each position, including the physical requirements of the job.*

Recommendations: *There are no recommendations.*

Job Descriptions Scoring:
1. ____3____ Clear, current job descriptions exist for all full-time and regular part-time positions. (3 pts.)
2. ____3____ Job descriptions clearly identify the essential functions necessary to per for the job. (3 pts.)

9

G. VOLUNTEERS

Management should maintain a log identifying all volunteers. When volunteers are used, they are supervised by District personnel. Volunteers receive appropriate health and safety training for the jobs they are performing. A volunteer log is maintained, using applicable job classifications for all volunteers. Volunteers complete an application prior to being accepted to volunteer. The District requires CAPRI-approved Waiver and Release forms for each volunteer.

Observation: N/A

The District does not have any volunteers regarding their park.

Recommendations: There are no recommendations.

Volunteers Scoring:
1. ___N/A___ Management maintains a log of all volunteers. (3 pts.)
2. ___N/A___ District Personnel supervise how, when, and where volunteer services are performed. (1 pt.)
3. ___N/A___ Volunteers receive appropriate health and safety training. (1 pt.)
4. ___N/A___ Volunteers complete an application prior to being accepted. (3 pts.)
5. ___N/A___ District requires CAPRI-approved Waiver and Release forms for each volunteer. (1 pt.)

10

H. PARTICIPANT AGREEMENT, WAIVER, & RELEASE FORMS

Waiver and release forms need to have CAPRI-approved language and printed in correct type-face. They need to be used for all District programs and activities where registration is required. The waiver form should include a description of the activity and the time frame in which the activity will take place. Forms need to be signed by the participant, or in the case of a minor, the minor's parent or guardian. Team rosters should be signed by all team members.

Observation: N/A

The District does not put on any District programs or activities pertaining to their park.

Recommendations: There are no recommendations.

Participant Agreement, Waiver, and Release Form Scoring:
1. ___N/A___ CAPRI-approved language on all forms for all activities where registration is required. (3 pts.)
2. ___N/A___ Form accurately describes <u>name</u> and <u>timeframe</u> of activity. (3 pts.)

11

I. FACILITY USE AGREEMENTS

Facility Use Agreements are contracts between the District and the facility user. The Facility Use Agreement should contain a section with CAPRI-approved indemnification, also known as "hold-harmless" language. The District should establish standards as to when they require facility users to provide liability insurance. When liability insurance is required, the District should obtain a certificate of insurance with the District named as the additional insured and be on the endorsement naming the District as an additional insured on the facility users' liability insurance policy. When obtained, these documents should be kept on file at the District.

Observation: N/A

The District does not rent out the park area and the park is open to the public.

Recommendations: There are no recommendations.

Facility Use Agreement Scoring:
1. ___N/A___ District's Facility Use Agreement contains CAPRI-approved indemnification language. (3 pts.)
2. ___N/A___ District has standards when to require agreement and when to require liability insurance. (1 pt.)
3. ___N/A___ When insurance required, user provides a certificate. (1 pt.)

12

J. PARKS & FACILITIES

The District's parks and facilities evidence good care and maintenance. Parks and sport fields are inspected on a regular basis and are free and clear of hazards. Park picnic tables, benches, and shade structures do not have broken pieces that could cause injury.

Observation: *Overall, the District's park and facilities evidence good care and maintenance. The park has restroom facilities that are in good working order and the structure is in good condition. The entrance to the playground should be reviewed and evaluated when a self-assessment and transition plan is made to make the park more accessible. The District closed the playground and is in the process of determining the best way about to remove the merry-go-round and slide. The District is also evaluating the surface material for the park to have sufficient impact attenuation within the use zone of the playground equipment.*

Recommendations:

Keep the park closed until the merry-go-round and slide are removed and sufficient fill material is placed in the playground to meet standard depth.

Parks and Facilities Scoring:
1. _____3_____ Facilities evidence good care and maintained. (3 pts.)
2. _____1_____ Parks are well maintained and free of trip and fall hazards. (1 pt.)
3. _____1_____ Park structures are in good condition. (1 pt.)
4. _____0_____ Playground equipment is in good working and functioning condition. (1 pt.)
5. _____0_____ Fill material in playground area has been recycled, refilled or turned over in the past 30 days and appear to meet the standard depth. (1 pt.)

13

K. INSPECTION & MAINTENANCE

The District should have a regularly scheduled inspection system. Inspection forms should be specific to the needs of the site being reviewed. There should be documentation of repairs made by the inspector during the inspection process. The District should have a documented plan for corrections that cannot be completed during the inspection process. Forms need to be initialed or signed and dated.

Observation: The District inspections should take place on a regular basis and are well documented. The inspection form should be site-specific and are signed and dated by the inspector. When larger repairs are needed, the inspector calls in the need for the repair, and steps are immediately taken to initiate repairs.

Recommendations:

Have a regularly scheduled inspection system.

Inspection forms should be site and use specific.

All repairs should be documented.

Inspection forms should be signed and dated and reviewed by a supervisor and signed off.

Inspection and Maintenance Program Scoring:
1. ____0____ Regularly scheduled inspection system. (3 pts.)
2. ____0____ Inspection forms are site and use specific. (1 pt.)
3. ____0____ All repairs are documented. (1 pt.)
4. ____0____ Form signed and dated. (1 pt.)
5. ____0____ All forms reviewed by a supervisor and signed off. (1 pt.)

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L. DISTRICT POOLS

The District's pools should be adequately staffed for the number of pool users. District Life-guards should have received appropriate training and are properly certified. Pool facilities should be well maintained and in good condition. Pool pump rooms should be clean, neat, and well maintained. Water clarity should be maintained at appropriate levels.

Observation: N/A

The District does not own a pool at this time.

Recommendations: There are no recommendations.

District Pools Scoring:
1. ___N/A___ Pool(s) are adequately staffed for the number of pool users. (3 pts.)
2. ___N/A___ Lifeguards have received appropriate training and are properly certified. (1 pt.)
3. ___N/A___ Pool facility is well-maintained and in good condition. (1 pt.)
4. ___N/A___ Daily log of water condition which includes temperature, PH balance, movement and amount of chemicals added for that day. (1 pt.)
5. ___N/A___ Pool has appropriate and fully stocked First Aid Kit and AED. (1 pt.)
6. ___N/A___ Pool has operational ADA lift on deck or near. (1 pt.)

15

M. INJURY & ILLNESS PREVENTION PROGRAM

The District should have an established Injury and Illness Prevention Program (IIPP) that is reviewed at least on an annual basis. The individual responsible for implementing the program should be clearly identified. A system should be in place for evaluating workplace hazards as well as methods and procedures for correcting unsafe or unhealthy conditions. The District should be actively involved with safety training and have a policy for reporting hazards without fear of reprisal. There should also be a system in place to ensure employee compliance with safe and healthy work practices. The District conducts a review of their IIPP at least annually.

Observation: N/A

The District is run by their Board of Directors and one employee that does the maintenance at the park. Therefore, the District is exempt from the requirement of having an IIPP. The Board of Directors have a system for identifying, evaluating, and correcting workplace hazards and unsafe conditions. The District is getting signed up with Vector Solutions to help with active training for employee compliance with safe and healthy work practices. The District has a policy in place for reporting hazards without fear of reprisal.

Recommendations: There are no recommendations.

IIPP Implementation Scoring:

1. __N/A__ The District has an IIPP and a person responsible for implementing program is identified. (1 pt.)
2. __1__ Established system for identifying, evaluating, and correcting workplace hazards and unsafe conditions. (1 pt.)
3. __1__ The District has an active safety and training program. (1 pt.)
4. __1__ The District has a policy for reporting worksite hazards without fear of reprisal. (1 pt.)
5. __1__ System in place to ensure employee compliance with safe and healthy work practices. (1 pt.)
6. __N/A__ Evidence of annual review. (1 pt.)

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District Visit Report
Cazadero Community Services District
October 15, 2021

CAPRI
California Association for
Park & Recreation Indemnity

N. LIFE SAFETY

Safety Data Sheets (SDS) should be current and available at all appropriate job sites. Fire extinguishers should be currently tagged, and first aid kits properly stocked. Emergency exit lights should be in good working order and fire exits clearly identified and free of obstacles. The District should complete a PPE assessment conducted through a written certification process under CCR 3380. Emergency evacuation plans should be developed along with annual drills to evaluate the effectiveness of the plans.

Observation: The District has restroom facilities at the park and the cleaning supplies are located within that building and are locked and not accessible to the public. The District has a First Aid kit. The District should have Safety Data Sheets readily available for all hazardous products or chemicals they use at the park. Once the District determines all the Safety Data Sheets, they should review and determine if any of the products are flammable and if so they should have a fire extinguisher that is charged and properly tagged. The District should have a PPE assessment through a written certification process under CCR 3380. Since the District has 10 or fewer employees the EAP is communicated orally, and no written plan is needed.

Recommendations:

The District should have Safety Data Sheets readily available at the appropriate job site.

If the products used at the park are flammable, a fire extinguisher should be available.

The District should have a PPE assessment through a written certification process under CCR 3380.

Life Safety Scoring:

1. ___1___ District has an Emergency Action Plan (EAP) California Code of Regulations, Title 8, Section 3220 and 3221. (1 pt.)
2. ___0___ SDS are current and readily available at the appropriate job sites. (1 pt.)
3. ___0___ Fire extinguishers currently tagged/certified. (1 pt.)
4. ___1___ First Aid kits stocked and readily available under California Regulation Title 8, Section 3400. (1 pt.)
5. ___N/A___ Emergency exit lights are in working order and fire exits are clearly identified. (1 pt.)
6. ___0___ District completed a PPE assessment through a written certification process under CCR 3380. (1 pt.)
7. ___N/A___ Emergency evacuation plans developed and are properly displayed. (1 pt.)
8. ___N/A___ Safety drills are conducted at least annually. (1 pt.)

17

O. LEGAL & EMPLOYMENT

District should have Employment Counsel or use CAPRI's Labor Law/Employment Services.

Observation: The District explained they use local counsel.

Recommendations: There are no recommendations.

Legal/Employment Scoring:

1. ____1____ District has Employment Counsel or uses CAPRI's Labor Law/ Employment Services. (1pt.)
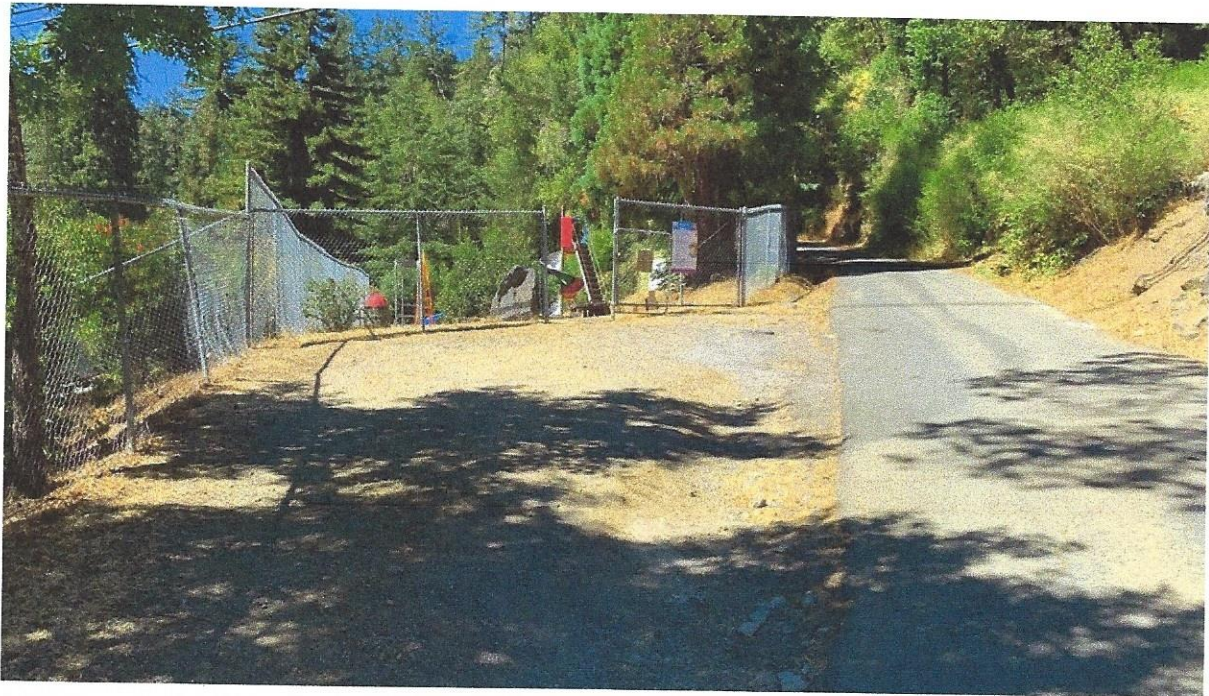
18

SITES VISITED

Gerald T. Parmeter Memorial Park

This park is named in honor of Mr. Parmeter who served in the Army and was a Vietnam War Era casualty on May 24, 1968. This park is located right off Cazadero Highway and has restrooms, basketball court, tennis court, and a playground.

Site Photos:

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20

21

22
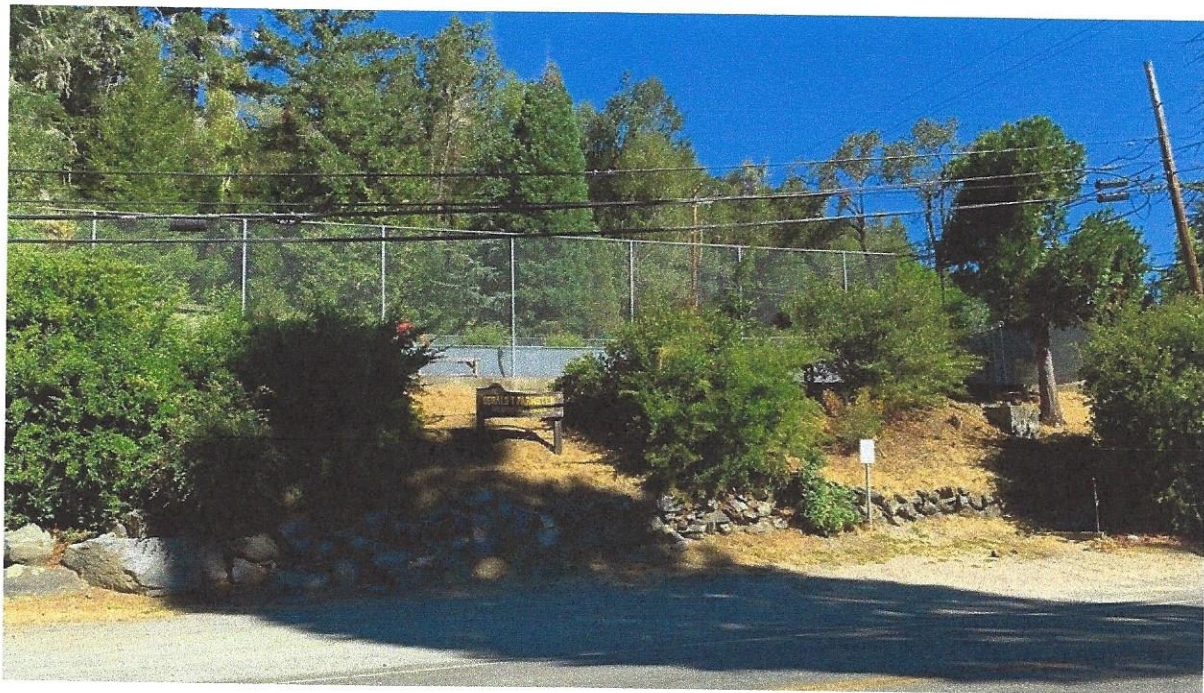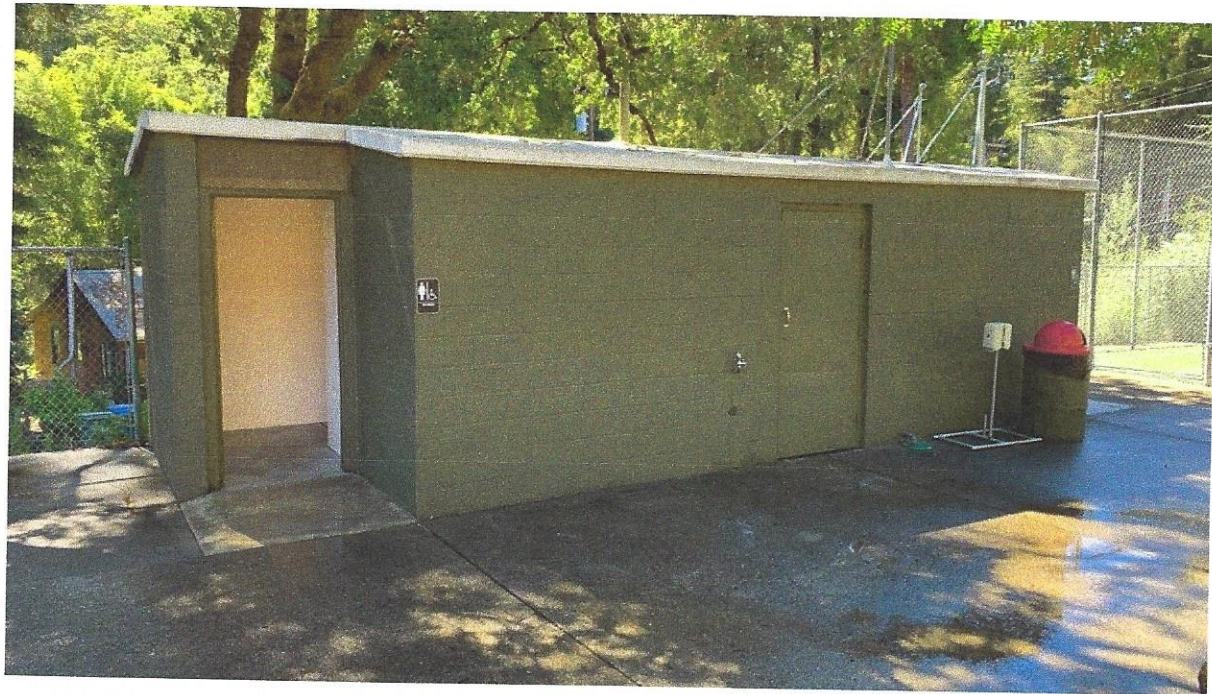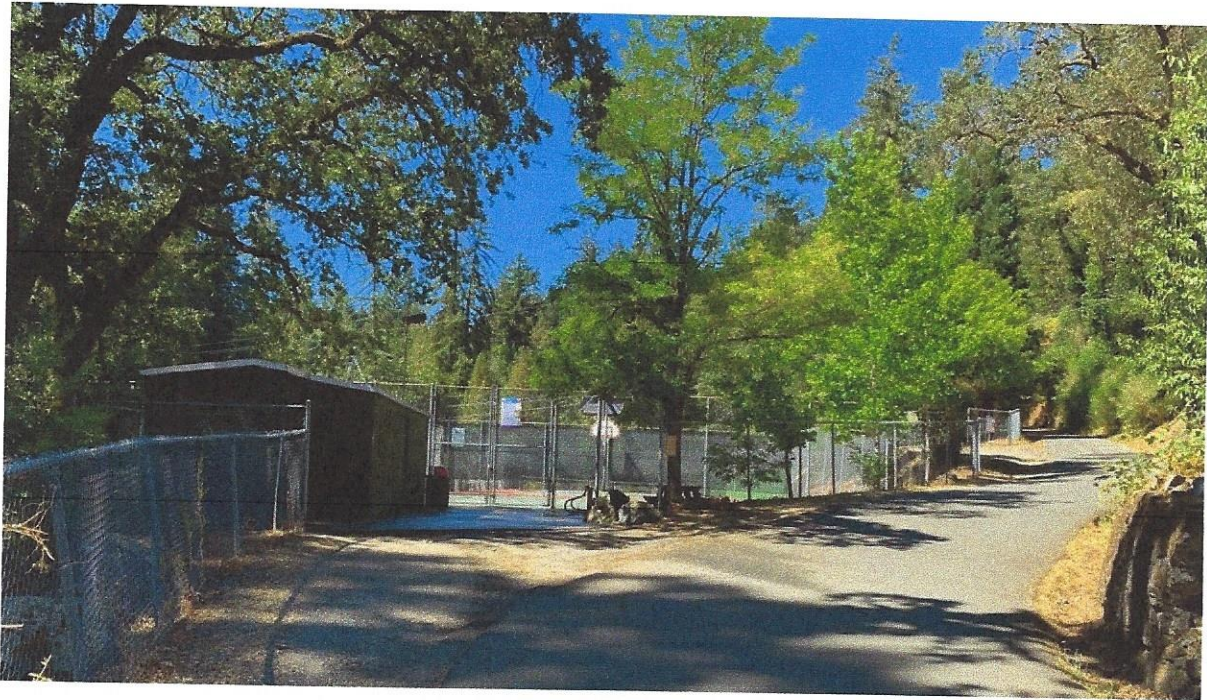
CONCLUSION & SCORING

Follow-Up Items Scoring:	*N/A*
District Safety Committee Scoring:	*9 of 14*
ADA Implementation Scoring:	*1 of 8*
Screening and Review Scoring:	*7 of 10*
Employee Entrance Medical Examination Scoring:	*N/A*
Job Descriptions Scoring:	*6 of 6*
Volunteers Scoring:	*N/A*
Participant Agreement, Waiver, and Release Form Scoring:	*N/A*
Facility Use Agreement Scoring:	*N/A*
Parks and Facilities Scoring:	*5 of 7*
Inspection and Maintenance Program Scoring:	*0 of 7*
District Pools Scoring:	*N/A*
IIPP Implementation Scoring:	*4 of 4*
Life Safety Scoring:	*2 of 5*
Legal/Employment Scoring:	*1 of 1*

Total Score: *35 of 62*

Your District scored 56% and earned a rating of Needs Improvement.

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District Visit Report
Cazadero Community Services District
October 15, 2021

CAPRI
California Association for
Park & Recreation Indemnity

There are 19 recommendations made during this visit.

1. *Board Meeting Minutes should be sent to CAPRI within 30 days of the meeting date.*

2. *Facility inspection reports should be used and reviewed by the Committee on a regular basis.*

3. *Sign up with Vector Solutions to have access to online safety training.*

4. *Establish a Coordinator for ADA and Section 504.*

5. *Have a Self-Assessment and Transition Plan in place.*

6. *Establish procedures for good-faith interactive discussion if reasonable accommodation is indicated.*

7. *Have Grievance Policy and Procedures in place.*

8. *The District should establish a self-assessment and transition plan for their park to complete an ADA upgrade.*

9. *Maintain employees' current personal auto insurance who drive their personal vehicle for District business.*

10. *Have complete and current Motor Vehicle Reports for all employees that drive for the District.*

11. *Establish written policies for dealing with employees whose driving records become unacceptable.*

12. *Keep the park closed until the merry-go-round and slide are removed and sufficient fill material is placed in the playground to meet standard depth.*

13. *Have a regularly scheduled inspection system.*

14. *Inspection forms should be site and use specific.*

15. *All repairs should be documented.*

16. *Inspection forms should be signed and dated and reviewed by a supervisor and signed off.*

17. *The District should have Safety Data Sheets readily available at the appropriate job site.*

18. *If the products used at the park are flammable, a fire extinguisher should be available.*

19. *The District should have a PPE assessment through a written certification process under CCR 3380.*

Sincerely,

Kirk Andre, *Safety Analyst*

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Bickmore

Playground Inspection Form
High Frequency (Maintenance)

Playground: _____

Inspected by: _____

Date: _____

Start time: _____

End time: _____

Playground Condition	Requirement	Yes	No	If No, Explain With Specifics	Corrective Action Identify	Date Completed
	All equipment has adequate protective surfacing under and around					
Surfacing	Surfacing materials have not deteriorated					
	Loose-fill surfacing materials have no foreign objects or debris					
	No open "S" hooks					
General Hazards	No trip hazards (e.g., concrete footers, rocks, roots, etc.)					
	No broken, missing components					
Deterioration of Equipment	No kinked, twisted, worn, broken chains					
	All equipment securely anchored					

Bickmore

Playground Inspection Form
High Frequency (Maintenance)

Playground: _____

Inspected by: _____

Date: _____

Start time: _____

End time: _____

Playground Condition	Requirement	Yes	No	If No, Explain With Specifics	Corrective Action	
					Identify	Date Completed
Security of Hardware	No loose fastening devices, worn connections					
Paint	No peeling, cracking, chipping of paint					
General Maintenance	Playground free of debris (e.g., litter, branches, bottles)					
	No vandalism					
	No missing trash cans					
	Trash cans not full					
Signage	Playground has labels or signs to indicate the appropriate age of the users					
	Playground has labels or signs to warn against installing the playground equipment over hard surfaces					
	Playground has labels or signs recommending adult supervision					

Bickmore

Playground Inspection Form
High Frequency (Maintenance)

Playground Condition	Requirement	Yes	No	If No, Explain With Specifics	Corrective Action	
					Identify	Date Completed
	Playground has labels or signs to warn of hot surfaces					
	Playground has labels or signs to warn users to remove helmets, drawstrings or accessories around the neck					
Other						

Reviewed By: _____   Date Reviewed: _____

Important: This information has been prepared to assist the playground owner's attorney in defending potential litigation. Do not release this information to any person except an entity official, designated claims representative, or an investigating police officer.

Bickmore

Playground Inspection Form
Low Frequency

Playground: _____

Inspected by: _____

Date: _____

Start time: _____

End time: _____

Playground Condition	Standard	Yes	No	If No, Explain With Specifics	Priority (1, 2, 3, 4, 5)	Corrective Action Identify	Corrective Action Assigned To	Date Completed
	All equipment has adequate protective surfacing under and around							
	Surfacing materials have not deteriorated							
	Loose-fill surfacing materials are not compacted and do not have reduced depth (e.g., swings, slide exits)							
Surfacing	Loose-fill surfacing materials have no foreign objects or debris							
	Borders of surfacing show no signs of erosion							
	No bugs or insect nests in surfacing							

Priority Levels
1 Permanent disability, loss of life, or body part in high risk area
2 Permanent disability, loss of life, or body part in low risk area
3 Serious injury or illness resulting in temporary disability
4 Minor (non-disabling) injury
5 Non-compliant

Bickmore

Playground Inspection Form
Low Frequency

Playground: _____

Inspected by: _____

Date: _____

Start time: _____

End time: _____

Playground Condition	Standard	Yes	No	If No, Explain With Specifics	Priority (1, 2, 3, 4, 5)	Corrective Action		
						Identify	Assigned To	Date Completed
General Hazards	No potential head entrapment hazards							
	No potential neck entrapment hazards							
	Use zones are appropriate in all areas							
	No potential clothing entanglement hazards (e.g., open "S" hooks, protruding bolts)							
	No sharp points, corners, edges on equipment							
	No missing or damaged protective caps or plugs							
	No pinch, crush, shearing points or exposed moving parts							
	No trip hazards (e.g., concrete footers, rocks, roots, etc.)							

Priority Levels
1 Permanent disability, loss of life, or body part in high risk area
2 Permanent disability, loss of life, or body part in low risk area
3 Serious injury or illness resulting in temporary disability
4 Minor (non-disabling) injury
5 Non-compliant

Bickmore

**Playground Inspection Form
Low Frequency**

Priority Levels
1 Permanent disability, loss of life, or body part in high risk area
2 Permanent disability, loss of life, or body part in low risk area
3 Serious injury or illness resulting in temporary disability
4 Minor (non-disabling) injury
5 Non-compliant

Bickmore

Playground Inspection Form
Low Frequency

Playground: _____

Inspected by: _____

Date: _____

Start time: _____

End time: _____

	Standard	Yes	No	If No, Explain With Specifics	Priority (1, 2, 3, 4, 5)	Corrective Action		Date Completed
						Identify	Assigned To	
Playground Condition	No rust, rots, cracks, splinters							
Deterioration of Equipment	No broken, missing components							
	No kinked, twisted, worn, broken chains							
	All equipment securely anchored							
Security of Hardware	No loose fastening devices, worn connections (e.g., "S" hooks)							
	No missing hardware							

Priority Levels
1 Permanent disability, loss of life, or body part in high risk area
2 Permanent disability, loss of life, or body part in low risk area
3 Serious injury or illness resulting in temporary disability
4 Minor (non-disabling) injury
5 Non-compliant

Bickmore

Playground Inspection Form
Low Frequency

Playground: _____

Inspected by: _____

Date: _____

Start time: _____

End time: _____

Playground Condition	Standard	Yes	No	If No, Explain With Specifics	Priority (1, 2, 3, 4, 5)	Corrective Action Identify	Corrective Action Assigned To	Date Completed
	No worn moving components							
Drainage	Entire play area has adequate drainage							
	No standing water in playground							
Paint	No peeling, cracking, chipping of paint							
	No areas of visible paint chips or dust							
General Maintenance	Playground free of debris (e.g., litter, branches, bottles)							
	No vandalism							

Priority Levels
1 Permanent disability, loss of life, or body part in high risk area
2 Permanent disability, loss of life, or body part in low risk area
3 Serious injury or illness resulting in temporary disability
4 Minor (non-disabling) injury
5 Non-compliant

![Bickmore]

Playground Inspection Form
Low Frequency

	Trees, bushes maintained to keep them out of the use zones			

Playground: _____

Inspected by: _____

Date: _____

Start time: _____

End time: _____

Playground Condition	Standard	Yes	No	If No, Explain With Specifics	Priority (1, 2, 3, 4, 5)	Corrective Action	Playground Condition	Standard
	Playground has labels or signs to indicate the appropriate age of the users							
	Playground has labels or signs to warn against installing the playground equipment over hard surfaces							
Signage	Playground has labels or signs recommending adult supervision							
	Playground has labels or signs to warn of hot surfaces							

Priority Levels
1   Permanent disability, loss of life, or body part in high risk area
2   Permanent disability, loss of life, or body part in low risk area
3   Serious injury or illness resulting in temporary disability
4   Minor (non-disabling) injury
5   Non-compliant

Bickmore

Playground Inspection Form
Low Frequency

Playground has labels or signs to warn users to remove helmets, drawstrings or accessories around the neck					
Other Concerns					

Reviewed By: _____

Date Reviewed: _____

Important: This information has been prepared to assist the playground owner's attorney in defending potential litigation. Do not release this information to any person except an entity official, designated claims representative, or an investigating police officer.

Priority Levels
1 Permanent disability, loss of life, or body part in high risk area
2 Permanent disability, loss of life, or body part in low risk area
3 Serious injury or illness resulting in temporary disability
4 Minor (non-disabling) injury
5 Non-compliant

PLAYGROUND INSPECTION FORM: SOUTH SIDE PARK

DATE:_____   INSPECTION BY:_____

Playground Surface Area	Yes	No	Needs Repair	Date Repaired
Does the Playground need woodchips?	.☐	.☐		
Footing exposed, cracked or loose in ground?	.☐	.☐		
Inadequate safety surface material?	.☐	.☐		
Safety surface depth sufficient (12") ?	.☐	.☐		
Does safety surface comply with ADA?	.☐	.☐		
Fall/zone CPSC {6 ft. Perimeter}?	.☐	.☐		
Trip hazards, tree roots or rocks in play area?	.☐	.☐		
Broken glass, trash, or foreign objects in play area?	.☐	.☐		
General Condition/Appearance of Play Area?	☐ Good	☐ Fair	☐ Poor	

Play Structure	Yes	No	Needs Repair	Date Repaired
Broken supports or anchors?	.☐	.☐		
Pipe ends missing plugs or caps?	.☐	.☐		
Broken or missing rails/rungs/steps?	.☐	.☐		
Protruding bolt heads or threads?	.☐	.☐		
Loose, missing, worn or rusted bolts/nuts?	.☐	.☐		
Loose, missing, worn or rusted other fasteners?	.☐	.☐		
Broken Clamps?	.☐	.☐		
Peeling or chipped paint?	.☐	.☐		
Entrapment pinch or crush points?	.☐	.☐		
Vinyl coated decks/platforms/steps have visible cracks or peeling?	.☐	.☐		
Excessive wear of any components/ Sliding parts?	.☐	.☐		
Splintered/checking or warped wood?	.☐	.☐		
General Condition/Appearance of Structures?	☐ Good	☐ Fair	☐ Poor	

Swings	Yes	No	Needs Repair	Date Repaired
Broken, twisted, worn, or rusted chain?	.☐	.☐		
Inadequate non-commercial 4-0" chain?	.☐	.☐		
Worn, rusted or broken swing hangers?	.☐	.☐		
Open, worn or rusted S hooks?	.☐	.☐		
Worn or rusted grommet?	.☐	.☐		
Inadequate fall zone around swings?	.☐	.☐		
Missing, worn or cracked swing seats?	.☐	.☐		

Swings Cont.	Yes	No	Needs Repair	Date Repaired
Swing frame damaged?	.☐	.☐		
Swing chain wrapped around swings?	.☐	.☐		
Swing frame loose in footing?	.☐	.☐		
Safety surface worn or scattered?	.☐	.☐		
Missing or protruding bolts?	.☐	.☐		
General Condition/ Appearance of Swings?	☐ Good		☐ Fair	☐ Poor

Slides	Yes	No	Needs Repair	Date Repaired
Slide bedways have imperfections?	.☐	.☐		
Handrails loose or missing?	.☐	.☐		
Steps cracked, broken or missing?	.☐	.☐		
Sit-down transition platform present?	.☐	.☐		
Safety rails or sit-down canopy bedway entry present?	.☐	.☐		
Slide exit parallel to ground?	.☐	.☐		
Safety surface at slide exit worn away?	.☐	.☐		
Fall zone adequate on all sides?	.☐	.☐		
General Condition/Appearance of Slides?	☐ Good		☐ Fair	☐ Poor

Spring Riders	Yes	No	Needs Repair	Date Repaired
Coil or 'C' spring loose?	.☐	.☐		
Coil or 'C' spring broken?	.☐	.☐		
Spring rider broken?	.☐	.☐		
General Condition/Appearance of spring riders?	☐ Good		☐ Fair	☐ Poor

Misc. Items for General Maintenance & Inspection	Yes	No	Needs Repair	Date Repaired
Are the following in Good Condition?				
Bleachers?	.☐	.☐		
Player Benches?	.☐	.☐		
Basketball surface, backboard, rim & nets?	.☐	.☐		
Picnic Tables, seats and tops?	.☐	.☐		
Park Benches?	.☐	.☐		
Grills?	.☐	.☐		
Signs?	.☐	.☐		
Drinking fountains?	.☐	.☐		
Baseball & Softball backstops and fencing?	.☐	.☐		
Baseball & Softball bases and equipment?	.☐	.☐		
Outdoor Volleyball posts and nets?	.☐	.☐		
Playground Timber Edging?	.☐	.☐		
Trash Containers?	.☐	.☐		

Misc. Items Continued.	Yes	No	Needs Repair	Date Repaired
Park Gates?	.☐	.☐		
Park Shelters?	.☐	.☐		
Park Storage?	.☐	.☐		
Parking Blocks?	.☐	.☐		
Is the area clear of glass?	.☐	.☐		
Any vandalism/graffiti?	.☐	.☐		
Check and clean restroom regularly?	.☐	.☐		
Electric Outlets?	.☐	.☐		
Security lights?	.☐	.☐		
Athletic Field Lights?	.☐	.☐		
Bridges?	.☐	.☐		
Overall General Appearance of Park Facility?	☐ Good	☐ Fair	☐ Poor	

ADDITIONAL INFORMATION

Item	Explain

3 of 3

Southside Park Inspection Form   April 2017

SOP Park & Playground Inspection & Maintenance Policy

I. PURPOSE

District recognizes the importance of maintaining the condition, accessibility and safety of its parks, playgrounds, and recreational facilities. The purpose of this policy is to outline the process by which parks, playgrounds and recreational facilities are inspected and maintained. The focus of this policy is to protect life and property through regular inspection and timely maintenance. A comprehensive inspection and maintenance program of parks, playgrounds, and recreational facilities is necessary to effectively manage risk and mitigate the potential for injury.

II. SCOPE

This policy applies to all parks, playgrounds, and recreational facilities.

III. DEFINITIONS

A. **Audit**: The initial, state required, thorough inspection of a playground performed by a Certified Playground Safety Inspector (CPSI). Audits must be completed for new installations or equipment replacement/renovation prior to use by the public.

B. **Certified Playground Safety Inspector (CPSI)**: A person who is certified by the National Recreation and Park Association (NRPA) as having the skills and professional knowledge to implement a sound accident prevention and risk management program through playground audits and inspection program design and implementation.

C. **High Frequency Inspection**: One element of a comprehensive park and playground inspection program. High frequency inspections typically occur at locations with a high level of use and should be performed frequently enough to identify and correct typical hazards.

D. **Low Frequency Inspection**: One element of a comprehensive park and playground inspection program. Low frequency inspections occur at all park and playground locations and should be performed frequently enough to identify and correct less obvious hazards that occur over time due to wear and tear, abuse, or inadequate maintenance.

E. **Standard of Care**: The degree of care an ordinary, reasonable, prudent person would exercise in given circumstances. The State of California has adopted the Consumer Product Safety Commission's *Handbook for Public Playground Safety* as the standard of care for the selection, placement, installation, inspection, and maintenance of public playground equipment. The Standard of Care also pertains to inspection of park, open space, sports fields, and facilities.

IV. COMPLIANCE REQUIREMENTS

All parks, playgrounds, sports fields, open space, and recreational facilities shall be operated and maintained in accordance with federal, state. and local law and regulations, as well as the various provisions of this policy. This includes compliance with the most recent version of the Consumer Products Safety Commission (CPSC) *Handbook for Playground Safety*, the American Society for Testing and Materials (ASTM) F1487: *Standard Consumer Safety Performance Specification for Playground Equipment for Public Use*, and ASTM F1292: *Standard Specification for Impact Attenuation of Surface Systems Under and Around Playground Equipment*.

V. INSPECTIONS

A. Regular inspections will be conducted to proactively identify and correct deficiencies before an incident occurs. Inspectors shall move throughout facilities, amenities and surrounding areas, conducting visual and physical inspections of every component and surface. No area shall just be assumed to be "OK."

B. All parks and playgrounds shall be periodically assessed. Factors to be taken into account include level of use, condition of equipment, location, and surrounding environment. However, inspection frequency shall never fall below manufacturer's recommendations or the recognized standard of care.

C. Inspections shall be documented for play structures and deficiencies will be documented with digital photographs that include the location of the deficiency.

D. Identified deficiencies that are considered routine (i.e. tightening bolts, lubricating parts) shall be documented and addressed immediately.

E. Deficiencies that cannot be addressed immediately shall be documented and addressed as soon as possible. Until the deficiency can be addressed, the affected area or piece of equipment shall be closed to the public and signage shall be placed warning of any identified hazard. Whenever a hazard warning is placed, a photograph shall be taken and retained. All hazard warnings shall be inspected daily, at a minimum, until the deficiency has been corrected.

VI. PLAYGROUND AUDITS

A. A full and thorough audit of any newly installed or renovated playground equipment shall be performed by a Certified Playground Safety Inspector (CPSI).

B. Playground audits shall NOT be conducted by employees or agents of the manufacturer or installer.

VII. DOCUMENTATION

A. All inspections shall be documented and contain the date and time of the inspection, the name of the individual completing the inspection, and any identified deficiencies. Once any identified deficiencies are addressed, this shall be documented.

B. All checklists/maintenance records shall be retained in accordance with the District's record retention policy.

C. Playground audits shall be retained in accordance with the District's record retention policy, but in no case shall playground audits be disposed of while the equipment is still in use.

VIII. INCIDENT INVESTIGATION

A. All complaints regarding condition, accessibility, or safety of parks, playgrounds or recreational facilities shall be taken seriously and addressed as soon as possible. Records should be generated and maintained for all complaints, subsequent inspections, and corrective actions.

B. If an incident occurs resulting in bodily injury or property damage, an Incident Report should be made and provided to CAPRI immediately and an investigation into the alleged incident shall be undertaken. Digital photos of the incident location and any equipment alleged to be defective shall be obtained, as well as contact information for any injured party and any witnesses, and their version(s) of events that resulted in the incident shall be documented.

C. If any equipment fails, or is alleged to have failed, such equipment shall be retained in a safe place and clearly labeled that it should be retained. Defective equipment involved in an incident shall NOT be disposed of under any circumstance until any resulting claims/lawsuits have been resolved.

REFERENCES
I. Consumer Product Safety Commission (CPSC), Handbook for Playground Safety

II. ASTM F1292: Standard Specification for Impact Attenuation of Surface Systems Under and Around Playground Equipment

III. ASTM F1487: Standard Consumer Safety performance Specification for Playground Equipment for Public Use

IV. ASTM 2223-04: Standard Guide for ASTM Standards on Playground Surfacing

THE DAILY DOZEN

A 12-Point Playground Safety Checklist

NRPA
National Recreation
and Park Association

As parents and caregivers, we are responsible for providing and ensuring safe play opportunities for our children. By familiarizing yourself with the "Daily Dozen Playground Safety Checklist" you can learn to help identify safety hazards and help keep our children safe.

Should you notice any of the following hazards on your child's playground, immediately notify the owner/operator about the condition of the play areas, so that they may take the necessary steps to eliminate those hazards.

NRPA's The Daily Dozen

A 12-Point Playground Safety Checklist

1. PROPER SURFACING

The surface under and around playground equipment should be soft enough to cushion a fall. Maintaining proper surfacing is one of the most important factors in reducing the likelihood of playground injuries. Surfacing should be checked routinely for trip hazards, kick-out (displacement), debris and proper drainage. When selecting playground surfacing it is important to ensure your surfacing meets the requirements of the ADA standards.

Acceptable surfaces include:
- engineered wood fiber
- wood chips
- sand
- pea gravel
- synthetic/rubber tiles
- shredded rubber
- mats
- poured-in-place
- impact attenuating synthetic turf

Unacceptable surfaces include:
- concrete
- blacktop
- packed earth
- grass

DID YOU KNOW?

Temperature, UV rays, and climate conditions can effect the shock absorbing properties of playground surfacing.

2. ACCESSIBILITY

Equipment selection and location along with the type of protective surfacing are key components to ensuring opportunities for children with disabilities to play on the playground. The Americans with Disabilities Act (ADA) requires newly constructed playgrounds and existing playgrounds that are altered to comply with the provisions set forth in the ADA guidelines. These guidelines establish minimum accessibility requirements including access and accessible routes, variety and number of play opportunities and appropriate surfacing beneath all accessible components.

3. ADEQUATE SUPERVISION

Play areas should be designed so it is easy for a parent or caregiver to observe the children at play. Posted signs on the playground should be easily viewable by supervisors. Supervisors should understand the basics of playground safety.

Visit www.nrpa.org/CPSI for more information

4. AGE APPROPRIATE EQUIPMENT

It is important to make sure the equipment in the playground setting is appropriate for the age of the intended user. Signs and labels must be posted indicating the age of the user for which equipment is intended. The US Consumer Product Safety Commission does not recommend the following for preschool users – free-standing arch climbers, free-standing flexible climbers, chain and cable walks, fulcrum seesaws, log rolls or vertical sliding poles.

5. PROPER EQUIPMENT

Some playground equipment is not recommended for use on public playgrounds, these include: trampolines, swinging gates, heavy metal swings, free swinging ropes, swinging exercise rings and trapeze bars.

> **DID YOU KNOW?**
>
> Overhead hanging rings that have a short chain (7" or less) are allowed on public playground equipment.

6. ADEQUATE USE ZONES

Use zones are the area around playground equipment onto which a child would fall. A minimum of 72" is required around all playground equipment. Depending on the type of equipment and motion involved, many pieces of equipment require larger use zones. Use zones must have proper surfacing.

Equipment Spacing and Use Zones

Use zones in front and to the rear of swings should be twice the height of the pivot point of the swing. An 8'-high swing should have a 16' use zone in both directions

16' minimum

8' pivot point

6' minimum

Side use zones may overlap

16' minimum

6' minimum

Front-to-rear use zones may not overlap
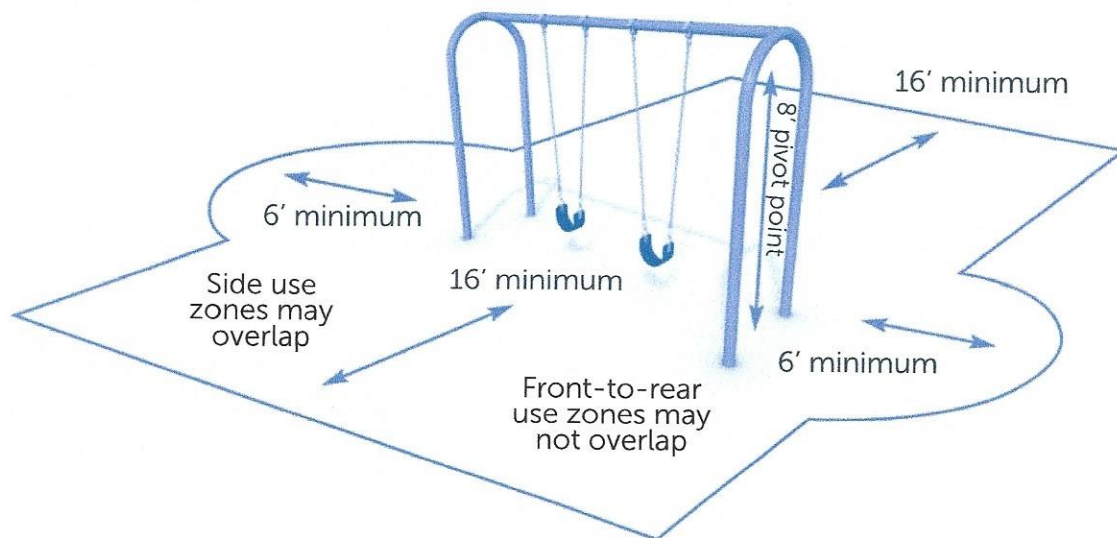
7. PROTRUSION AND ENTANGLEMENT HAZARDS

A protrusion hazard is a component or piece of hardware that is capable of impaling or cutting a child, if a child should fall against the hazard. Some protrusions are also capable of catching strings or clothing. This type of entanglement is especially hazardous because it can result in strangulation.

Examples of protrusion and entanglement hazards include:

- bolts that extend more than two threads beyond the face of the nut

- hardware configuration that forms a hook

- open "S" hooks; rungs or handholds that protrude outward

Bolt ends should not protrude

Increased diameter creates a hook
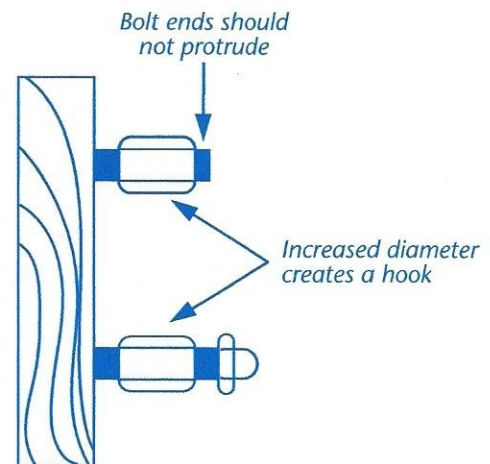
8. HEAD AND NECK ENTRAPMENT

All enclosed or partially enclosed openings must be checked for potential head or neck entrapment. Generally, there should be no openings on playground equipment that measures between 3.5 and 9 inches. Pay special attention to openings at the top of slides, between platforms and on climbers.

DID YOU KNOW?

Children should always remove their bike helmet before playing on a playground to protect against entanglement or entrapment.

Check for entanglement hazards at the entrance to the slide bedway

Guardrails and enclosures on elevated platforms

Enclosed openings measuring between 3.5" and 9" should be checked for head entrapment hazards

6' minimum

6' minimum

6' minimum
8' maximum

9. TRIP HAZARDS

Playgrounds with high use should be scanned daily for trip hazards, including:

- exposed concrete footings
- abrupt changes in surface elevation
- tree roots
- tree stumps
- rocks

10. CRUSH, SHEAR AND SHARP EDGES HAZARDS

Components on the playground should be kept free of sharp edges and moving components should be checked for the potential of crush and shear injuries. To determine if there is a possible crush or shear point, consider the likelihood a child could get a body part inside the point and the closing force around the point.

> **DID YOU KNOW?**
>
> Crush and shear hazards are found in locations where parts move against each other or against a fixed part such as on fulcrum see-saws, suspension bridges, track rides, swings, whirls, and roller slides.

11. PROPER MAINTENANCE

In order for playgrounds to remain safe, a program of systematic, preventive maintenance should be in place. Routine inspection of playground areas include checking equipment for broken or missing pieces, cracks, rust or deterioration, and loose anchoring. As well as checking surfacing for debris, displacement, proper drainage and checking surrounding environment for trash, vandalism and modifications.

12. INSPECTED BY A CERTIFIED INSPECTOR

Part of a sound risk management plan should include having your playground inspected routinely by a Certified Playground Safety Inspector (CPSI). CPSIs are certified as knowledgeable on the most current playground safety standards and guidelines and must maintain their certification every three years.

CPSI Certified Playground Safety Inspector

BECOME A CERTIFIED PLAYGROUND SAFETY INSPECTOR

Certified Playground Safety Inspector

The best way to recognize and prevent potential playground hazards is to be properly trained by becoming a Certified Playground Safety Inspector (CPSI). This nationally recognized certification will not only help you ensure children have safe places to play, it will also allow you to:

- Open the door to a new career opportunity inspecting playgrounds
- Be associated with NRPA's strong and long-standing reputation in playground safety
- Protect your business or other businesses from costly liabilities
- Confidently inspect the safety of playgrounds based on national standards and guidelines

**GET CERTIFIED TO PROTECT YOUR PLAYGROUNDS.
TAKE THE COURSE ONLINE OR IN A CLASSROOM NEAR YOU.**

WWW.NRPA.ORG/CPSI

RECOMMENDED RESOURCES

- For a free copy of the **US Consumer Product Safety Commission's (CPSC)** Handbook for Public Playground Safety, visit **www.cpsc.gov**

- **The American Society for Testing and Materials International (ASTM)** developed a standard for the manufacturing of public playground equipment, F1487 Standard Consumer Safety Performance Specification for Playground Equipment for Public Use. For a copy of this standard, visit **www.astm.org**

- **For the Americans with Disability Act (ADA) Standards** for Accessible Design and other federal accessibility information, visit **www.ada.gov**

- **International Playground Equipment Manufacturers Association (IPEMA)** is a non-profit organization that provides a voluntary third-party certification program to validate conformance to the ASTM F1487 Playground Equipment Standard and the ASTM F1292 Playground Surfacing Standard. For more information, visit **www.ipema.org**

NRPA
National Recreation
and Park Association

The National Recreation and Park Association (NRPA) is a national not-for-profit organization dedicated to advancing park, recreation and conservation efforts that enhance quality of life for all people. Through its network of more than 50,000 recreation and park professionals and citizens, NRPA encourages the promotion of healthy and active lifestyles, conservation initiatives and equitable access to parks and public space.

www.nrpa.org

VectorSolutions™

PRISM PARTNER PROGRAM
ONLINE COURSE CATALOG

PRISM PARTNER PROGRAM

UPDATED AUGUST 2021

ONLINE COURSE CATALOG: TABLE OF CONTENTS

Welcome to Vector Solutions' course catalog. On pages 3-14, you will find courses available to PRISM members through Vector Solutions, including LearnSmart & SmartTeam courses for professional development. Pages 16-27 feature additional courses that can be purchased by PRISM members at a discounted rate. Please contact us at (800) 840-8048 with questions.

VectorSolutions

PRISM LEARNING

Public Risk Innovation, Solutions, and Management (PRISM) has partnered with Vector Solutions — the U.S. leader in online, enterprise risk management solutions for public entities — to deliver a web-based training and risk management platform to all members. PRISM Learning is a growing list of online courses available to your organization at no additional cost.

- PRISM: Conducting Office Inspections
- PRISM: Heat Illness Prevention
- PRISM: Home Visitation Safety Basics
- PRISM: Road Inspection for Engineers Part 1
- PRISM: Road Inspection for Engineers Part 2
- PRISM: Valley Fever Awareness
- PRISM: Wildfire Smoke Awareness

BUSINESS SKILLS

If your team is looking to take its skills to the next level and develop leaders, these courses will come in handy. This catalog features more than 170 training courses on leadership, management skills, strategic thinking, and much more.

COMMUNICATION
- Better Business Writing
- Brain Bites - Email Management
- Business Communication Fundamentals
- Effective Presentation Skills
- Email Etiquette
- Get It Done: Managing Email
- Get It Done: Sharing Calendars
- Giving Feedback that Gets Results
- Powerful Presentations
- Successful Negotiation
- The Art of Negotiation

Communicating Up
- Communicating to Your Manager
- Your Manager's Communication Style
- Your Path to Communicating Up
- Mastering Communicating Up
- Communicating Up Health Check

COMPUTER SKILLS
- Strategic Brand Management

CONFLICT RESOLUTION
- Conflict Resolution

Resolving Conflicts
- Characterizing Conflict
- Know Your Conflict Behavior
- Identifying Conflict Behaviors
- Your Path to Resolving Conflicts
- Mastering Resolving Conflicts
- Resolving Conflicts Health Check

FINANCE
- Basic Business Finance
- Financial Management 1: Negotiating Contracts
- Financial Management 2 & 3: Pricing for Profits, Generating Cash and Getting Paid
- Financial Management 4: Accounting & Cash
- Financial Management 5: Strategic Planning & Budgeting
- Financial Management 6 & 7: Financial Controls, Monitoring & Project Budgeting
- Financial Management 8: Controlling Labor Costs
- Financial Management 9: Purchasing

GENERAL
- An Entrepreneur's Guide to Networking
- Business Dining Etiquette

- Brain Bites - Organizing Your Files
- Company Layoffs and Downsizing
- Critical Thinking and Problem Solving
- Discrimination Prevention
- Energy Management: Exercise, and Safety
- Everyone is a Leader
- Facilitating Meetings and Groups
- Get SMARTER with Goals
- Healthy Practices: Nutrition, Exercise, and Safety
- Interviewing Skills for Employees
- It's my Job! Career Growth
- Making Humor Work at Work
- Managing Stress at Work
- Managing Up: Strengthening Relationships
- Meetings That Get Results
- The Change Process
- The Power of One - Taking Accountability
- The Power of Vision
- Work Life Balance

Business Execution
- Execution Strategies
- Inspiring Excellence
- Turning Ideas into Actions

Improving Work Habits
- Performance Issue or Poor Work Habit?
- Describing the Work Habit
- Keep Ownership with the Team Member
- Empathizing
- Your Path to Improving Work Habits
- Mastering Improving Work Habits
- Improving Work Habits Health Check

Supporting Change
- The 3 Phases of Change
- Reactions to Change
- Your Path to Supporting Change
- Mastering Supporting Change
- Supporting Change Health Check

HEALTH & WELLNESS
- Smart Health: Sleeping - How to Ensure You Are Well-Rested & Energized

LEADERSHIP
- A Leaders Guide to Decision Making
- Advanced Management Skills
- An Effective Leader's Guide to Time Management

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- Building Leadership Capability
- Creating a Code of Conduct
- Effective Delegation Overview
- Lead with Strengths
- Negativity in the Workplace
- Transition to Leadership

Basics of Leadership
- Leadership Challenges
- Corporate Culture Changes
- Keeping Employees Energized
- Knowledge Management
- Elements of Change
- Leadership Dynamics

Communication Essentials
- Empowering Leadership
- Craft Clear and Concise Messages
- Team Member Messages
- Listening
- Nonverbal Behavior
- Impactful Feedback
- Mastering Essential Skills of Communicating

Effective Delegation
- What to Delegate
- Issues in Delegating
- Your Path to Delegating
- Mastering Delegating
- Delegating Health Check

Leadership Essentials
- The Work of Leaders
- Focus on Behavior
- Enhance Self-Esteem
- Encourage Participation
- Lead Effective Meetings
- Mastering Essential Skills of Leadership
- Essential Skills of Leadership Health Check

MANAGING PEOPLE
- Appraising Performance
- Coaching with Confidence
- Developing Your Leadership Style
- Employee Discipline
- Fundamentals of Business Crisis Management
- Internet and Computer Policy
- Managing Contractors and Temporary Employees
- Managing Technical Professionals
- Motivating Employees
- Rewarding Peak Performers

Coaching Job Skills
- Determining Training or Coaching
- Your Path to Training New Skills
- Your Path to Coaching Existing Skills
- Mastering Training New Skills

- Mastering Coaching Existing Skills
- Health Check

Developing Performance Goals & Standards
- The Value of Planning
- Creating Performance Standards
- Your Path to Developing Performance Goals and Standards
- Mastering Developing Performance Goals and Standards
- Developing Performance Goals and Standards Health Check

Effective Discipline
- Taking Disciplinary Action
- The Disciplinary Process and Documentation
- Responding to Team Member Reactions
- Your Path to Effective Discipline
- Mastering Effective Discipline
- Effective Discipline Health Check

IT Pro to Manager
- Managing the Development of Technical Professionals
- Successful Communication and Process Management Skills
- Developing Leadership and Transitioning into Management

Management
- Active Shooter and Other Acts of Targeted Violence
- Employee or Independent Contractor: The Risk of Misclassification of Employees
- Essentials of I-9 Compliance
- Managing Generation X
- Managing a Millennial
- Pricing as a Professional
- The Risk of Misclassification of Employees & Essentials of I-9 Compliance (RV-PGM144)

Management 101
- Introduction to Management
- Leading and Communicating as a Manager
- Making an Impact as a Manager
- Taking Control as a Manager

Managing Complaints
- The Difficulties of Managing Complaints
- Handling Complaints Using Active Listening
- Your Path to Managing Complaints
- Mastering Managing Complaints
- Managing Complaints Health Check

Multigeneration Management
- Workforce Generations
- Leading Silents and Boomers
- Multi-Generational Leadership (Gen X and Next)
- Cross-Generational Teams
- Developing Generations

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Performance Management
- Preventing Problems
- Identifying Problems and Causes
- Feedback and Counseling
- Disciplining Problem Performance

Providing Performance Feedback
- The Power of Performance Feedback
- Providing Verbal Performance Feedback
- Providing Written Performance Feedback
- Your Path to Providing Performance Feedback
- Mastering Providing Performance Feedback
- Providing Performance Feedback Health Check

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HUMAN RESOURCES

Vector Solutions' Human Resources courses are designed to supplement the course catalog by providing training that is relevant and essential to all employees. Courses covering Employment Practices for Supervisors cover issues encountered in the workplace for individuals tasked with making employment decisions, including issues of harassment, hiring and termination, discrimination, evaluation and documentation.

HUMAN RESOURCES
- ADA Compliance in Business
- Alcohol-Free Workplace
- Business Ethics: Quick Refresh
- Cal/OSHA Log 300
- Code of Conduct - Ethics Education & Social Media Guidelines
- Computer Security Awareness
- Customer Service
- Designing Safe Workspaces & Preventing Injury
- Drug-Free Workplace
- Ethics in the Workplace
- Federal Acquisition Regulation Overview 3.10
- General HIPAA Awareness
- General Office Ergonomics
- Health & Wellness
- HIPAA Privacy Standards for Everyone
- Office Safety
- Preparing for a Pandemic Flu Outbreak
- Protecting Your Team against Violence at Work
- Putting Your People First - Personnel Administration
- Red Flag Rules (Identity Theft Protection)
- Responsible Social Media for Team Members
- Targeted Violence Considerations
- Understanding the Family Medical Leave Act (FMLA)
- Workplace Bullying
- Workplace Diversity
- Workplace Stress
- Workplace Violence

CALIFORNIA STATE MANDATED TRAINING
- Anti-Harassment Training for All Employees – California (SB1343)
- Anti-Harassment Training for Supervisors and Managers – California (SB1343/AB1825)
- CA Local Agency Ethics (AB 1234)
- Cal/OSHA Log 300
- Child Abuse: Mandated Reporter Training for California (General)

CUSTOMER SERVICE
- 3-Steps to Successful Customer Interaction
- Courtesies, Attitude, and Ethics
- Effective Verbal and Nonverbal Communication
- Handling Customer Complaints
- Listening for Understanding

EMPLOYMENT PRACTICES FOR SUPERVISORS
- Anger, Violence, and Conflict in the Workplace
- Dealing with Issues of Alcohol and Substance Abuse
- Discipline and Termination
- Employment Practices Overview
- Hiring Practices
- Interviewing and Hiring
- Interviewing Skills for Managers
- Performance Management
- Preventing Discrimination in the Workplace
- Reasonable Suspicion of Alcohol for Supervisors
- Reasonable Suspicion of Drugs for Supervisors
- Successful Hiring
- Successful Termination
- Understanding Employee Leave

SMART HEALTH
- Best Practices to Help You Quit Smoking
- Child Nutrition - How to Avoid/Prevent Childhood Obesity
- Drinking Responsibly
- Eating Right
- Managing Your Cholesterol and Blood Pressure
- Physical Fitness – Choosing an Exercise Plan That's Right for You
- Proper Posture and Breathing
- Sleeping - How to Ensure You Are Well-Rested & Energized
- Yoga & Meditation - Finding your Inner Chi

SMART MENTAL HEALTH
- Core Values and Finding a Purpose in Life
- Goal Setting and Visualization Techniques
- Happiness is a Choice - Keys to Living a Joyful Life
- Keys to Successful Parenting
- Managing Anger and Emotions
- Mastering Marriage
- Reducing Stress and Anxiety
- Surviving and Thriving After Divorce

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MOTOR VEHICLE SAFETY

Vector Solutions' Online Driver Training & Compliance Program offers organizations a solution to reduce motor vehicle losses. Driver curriculum is designed to change unsafe driving behavior and reinforce critical safe-driving concepts. Courses have been tailored to meet the varied needs of drivers of automobiles, large trucks and passenger vans. Supervisor curriculum is designed to provide supervisors with the training necessary to maintain a staff of safe and capable drivers. Driver training courses and curriculum for supervisors are available.

DRIVER PROGRAM

A year-long program testing a driver's ability to identify road hazards, beginning with an interactive driving simulation. Each user will be placed in a personalized program based on their performance in the initial assessment.

- Driver Assessment

- Backing Up Safely
- Dangers of Distracted Driving
- Environmental Driving Hazards
- Hazard Perception - Hidden Hazards
- Preventing Intersection Collisions - Cross Traffic
- Preventing Intersection Collisions - Rear-ends
- Preventing Intersection Collisions – Turning
- Preventing Loss of Control Crashes
- Preventing Sideswipe Collisions
- Sharing the Road with Pedestrians and Cyclists
- Speed and Space Management
- Work Zone Driving Hazards

DRIVER TRAINING

- Safe Driving

LARGE VEHICLE DRIVER TRAINING

- Accidents & Emergencies for Large Vehicle Operators
- Adjusting to Changing Conditions for Large Vehicle Operators
- Aggressive Driving for Large Vehicle Drivers
- Dangers of Speeding for Large Vehicle Drivers
- Defensive Driving Strategies for Large Vehicle Drivers
- Distracted Driving for Large Vehicle Drivers
- Driver Safety Orientation for Large Vehicle Drivers
- Impaired Driving for Large Vehicle Drivers
- Intersection Safety for Large Vehicle Drivers
- Large Vehicle Characteristics
- Safe Backing for Large Vehicle Drivers
- Seat Belt & Airbag Safety for Large Vehicle Drivers
- Securing Materials for Transportation for Large Vehicle Drivers
- Sharing the Road for Large Vehicle Drivers
- Vehicle Inspection and Maintenance for Large Vehicle Drivers
- Vehicle Safety and Security for Large Vehicle Drivers

OFFICE PRODUCTIVITY

Vector Solutions' comprehensive Office Productivity Training catalog offers organizations the ability to develop employees' abilities and maximize operations. Easily deliver Adobe, Google and Microsoft Office training online to enhance professional skills and build a foundation for career growth. With nearly 100 courses on the most frequently utilized tools in the industry, employees can gain the knowledge they need to be successful.

ACCOUNTING
- Mastering QuickBooks Online 2018

DATABASE
- SharePoint for Site Owners
- SharePoint Online Basics

DESKTOP APPLICATIONS
- Adobe Acrobat DC Essentials
- Gmail Essentials 2015
- Microsoft Lync Essentials
- Microsoft Sway Essentials
- OneDrive Essentials (2016)
- Outlook Online Essentials (2018)
- Power BI Essentials
- Skype for Business Essentials
- What's New in Office 2016?

MICROSOFT

Access
- Mastering Access 2016, Basics
- Mastering Access 2016, Intermediate
- MS Access 2013 01: Working with Databases
- MS Access 2013 02: Creating, Modifying, and Managing Tables
- MS Access 2013 03: Working with Forms
- MS Access 2013 04: Working with Queries
- MS Access 2013 05: Sharing and Protecting Your Data

Excel
- Excel Basics for Mac
- Excel: Creating Dashboards
- Excel: Introduction to PowerPivot
- Excel: Power Functions
- Excel for Project Management
- Mastering Excel 2019 – Basics
- Mastering Excel 2016
- Mastering Excel 2016, Basics
- Mastering Excel 2016, Intermediate
- What's New in Excel 2019

Outlook
- Mastering Outlook 2019 – Advanced
- Mastering Outlook 2019 - Basics
- Mastering Outlook 2016
- Mastering Outlook 2016 Advanced
- Mastering Outlook 2016 Basics
- MS Outlook 2013 01: Getting Started
- MS Outlook 2013 02: Message and Contact Management
- MS Outlook 2013 03: Time and Task Management

Office 365
- Microsoft Forms Essentials
- Mastering Microsoft Teams (2019)
- Mastering Office 365 (2018)
- Microsoft Teams Essentials
- Office 365 Groups Essentials
- Office 365 Planner Essentials
- OneNote for Windows 10 Essentials

PowerPoint
- Mastering PowerPoint 2019 – Basics
- Mastering PowerPoint 2016 Advanced
- Mastering PowerPoint 2016 Basics
- Power Up PowerPoint
- What's New in PowerPoint 2019

Word
- Mastering Word 2019 – Basics
- Mastering Word 2016
- Mastering Word 2016 Advanced
- Mastering Word 2016, Basics
- Mastering Word 2016, Intermediate
- What's New in Word 2019

OPERATING SYSTEMS
- MS Windows 8: An Introduction
- Windows 8.1 Essentials
- Windows 10 Essentials

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OCCUPATIONAL HEALTH & SAFETY

Vector Solutions' online courses in occupational safety and health are designed to help employers share important information with employees about how to do their jobs safely. With over 90 courses covering a number of different public entity workplaces, you are sure to find something for your agency.

COVID-19 TRAINING COURSES
- Coronavirus 101: What You Need to Know
- Coronavirus 102: Preparing Your Household
- Coronavirus 103: Managing Stress and Anxiety
- Coronavirus 104: Transitioning to a Remote Workforce
- Coronavirus 105: Cleaning & Disinfecting Common Spaces
- Coronavirus 106: CDC Guidelines for Using Cloth Masks
- Coronavirus 107: Reopening Your Organization
- Coronavirus 108: The Basics of Vaccines

COMPLIANCE
- ADA Compliance in Business
- Cal/OSHA Log 300
- Federal Acquisition Regulation Overview 3.10
- General HIPAA Awareness
- Sexual Harassment Awareness
- Sexual Harassment Prevention: Quick Refresh
- Workplace Diversity

OCCUPATIONAL HEALTH & SAFETY
- Advanced Construction Safety (Modules 1–4)
- Advanced HAZWOPER Awareness (Modules 1–4)
- Aerosol Transmissible Diseases
- Alcohol-Free Workplace
- Anhydrous Ammonia Awareness
- Asbestos Awareness
- Back Injury Prevention
- Bloodborne Pathogens
- Bloodborne Pathogens Safety
- Building Evacuation and Emergencies
- Combustible Dust
- Combustible & Flammable Liquids
- Compressed Gas Safety
- Confined-Space Entry
- Confined Space Entry - Permit Required
- CPR Academic
- Crystalline Silica Awareness
- Diet & Nutrition
- Disaster Preparedness
- DOT Hazmat - General Awareness
- Driving Safety
- Drug-Free Workplace
- Electrical Safety
- Eye Safety
- Fall Protection
- Fire Extinguisher Safety
- Fall Prevention and Protection - General Industry
- Fire Prevention Safety
- First Responder Operations Level Refresher (1–4)
- Flagger and Cone Safety

- Flammable and Combustible Liquids
- Forklift Safety
- General Construction Safety
- General Electrical Hazard Awareness for Site Safety
- General First Aid Part 1
- General First Aid Part 2
- General Office Ergonomics
- Hand & Power Tool Safety
- Hand Safety
- Hazard Communication
- Hazard Communication GHS
- HAZMAT Spill Prevention & Control
- HAZMAT Transportation
- Health & Wellness
- Hearing Conservation
- HIV/AIDS Awareness
- Hydrogen Sulfide Awareness
- Incident Investigation
- Indoor Air Quality
- Industrial Ergonomics
- Introduction to OSHA
- Laboratory Safety
- Ladder Safety
- Ladder & Scaffolding Safety
- Laser Safety
- Lead Awareness
- Lock-Out / Tag-Out
- Lockout Tagout for Authorized Employees
- Office Safety
- Personal Protective Equipment
- Radiation Safety
- RedVector – Walking and Working Surfaces
- RedVector – Ladder Safety
- RedVector – Legionella Prevention and Control
- RedVector – Eye and Face Protection
- RedVector – EHS Regulatory Overview
- RedVector – Triethylaluminium Safety Awareness
- RedVector – Ethylene Oxide Safety
- RedVector – Exit Routes, Emergency Action Plans & Fire Prevention Plans
- RedVector – Introduction to Powered Industrial Trucks
- Respiratory Protection
- Risk Assessment Analysis
- Safety Management: Incident Investigation
- Safety Management: OSHA Recordkeeping
- Slips, Trips, & Falls Prevention
- Trenching & Shoring
- Welding Safety
- Working in Extreme Temperatures
- Workplace Bullying
- Workplace Stress

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■ Workplace Violence

PROJECT MANAGEMENT

Vector Solutions is pleased to offer more than 50 titles aimed at helping public entities develop project managers who are equipped to achieve organizational goals.

ADVANCED PROJECT MANAGEMENT
■ Advanced Project Management: Advanced Project Risk Management
■ Advanced Project Management: Advanced Project Scheduling
■ Advanced Project Management: Converting Strategy Into Action
■ Advanced Project Management: Executing Complex Programs
■ Advanced Project Management: Integrated Project Delivery
■ Advanced Project Management: Managing Project Teams
■ Advanced Project Management: Project Management in a Dynamic Environment
■ Advanced Project Management: Project Performance Management
■ Advanced Project Management: Sustainability in Project Management
■ Advanced Project Management: The Power of Project Leadership
■ Advanced Project Management: Understanding the Project, Program, and Portfolio Architecture

AGILE
■ Project Management - Agile 01: Series Overview
■ Project Management - Agile 02: Traditional vs. Agile Project Management
■ Project Management - Agile 03: Manifesto Principles 1 - 6
■ Project Management - Agile 04: Manifesto Principles 7-12
■ Project Management - Agile 05: Scrum and XP Methods
■ Project Management - Agile 06: Other Agile Methods
■ Project Management - Agile 07: Value Driven Development
■ Project Management - Agile 08: Prioritization and Risk Management
■ Project Management - Agile 09: Planning Agile Projects
■ Project Management - Agile 10: Estimation
■ Project Management - Agile 11: Managing Projects
■ Project Management - Agile 12: Adaptive Planning and Design
■ Project Management - Agile 13: Soft Skills and Leadership
■ Project Management - Agile 14: Team Formation and Boosting Team Performance
■ Project Management - Agile 15: Stakeholder Engagement
■ Project Management - Agile 16: Communication in Projects
■ Project Management - Agile 17: Problem Detection, Metrics, and Resolution
■ Project Management - Agile 18: Quality and Earned Value Management
■ Project Management - Agile 19: Continual Improvement
■ Project Management - Agile 20: PMI Code of Conduct
■ Project Management - Agile 21: PMI Agile Certified Practitioner (PMI-ACP)® Exam Prep
■ Project Management - Agile 22: Test Me - PMI Agile Certified Practitioner Exam (PMI-ACP)®

FROM AEC PROJECT MANAGER TO PRINCIPAL
■ From AEC Project Manager to Principal 1: Foundations of Management
■ From AEC Project Manager to Principal 2: Marketing Your Services
■ From AEC Project Manager to Principal 3: Negotiation Outcomes & Strategies
■ From AEC Project Manager to Principal 4 & 5: Manpower & Quality
■ From AEC Project Manager to Principal 6: Financial Management

TRADITIONAL
■ Keys to On-Time, On-Budget Results
■ PMBOK® Guide - Sixth Edition: 01-Project Management Overview
■ PMBOK® Guide - Sixth Edition: 02-Managing Projects within Organizations
■ PMBOK® Guide - Sixth Edition: 03-Project Management Process Groups
■ PMBOK® Guide - Sixth Edition: 04-Execution, Monitoring and Controlling
■ PMBOK® Guide - Sixth Edition: 05-Project Change Control and Closure
■ PMBOK® Guide - Sixth Edition: 06-Initiation Basics, Developing a Project Charter and Project Management Plan
■ PMBOK® Guide - Sixth Edition: 07-Collecting Requirements and Defining Scope
■ PMBOK® Guide - Sixth Edition: 08-Monitor and Control Project Scope
■ PMBOK® Guide - Sixth Edition: 09-Defining and Sequencing Project Activities
■ PMBOK® Guide - Sixth Edition: 10-Developing and Controlling the Project Schedule
■ PMBOK® Guide - Sixth Edition: 11-Estimating Activity Resources and Duration
■ PMBOK® Guide - Sixth Edition: 12-Controlling Costs
■ PMBOK® Guide - Sixth Edition: 13-Estimating & Budgeting Project Costs
■ PMBOK® Guide - Sixth Edition: 14-Project Quality Planning
■ PMBOK® Guide - Sixth Edition: 15-Quality Assurance and Cost Control
■ PMBOK® Guide - Sixth Edition: 16-Managing Projects for Human Resources
■ PMBOK® Guide - Sixth Edition: 17-Planning Projects for Human Resources
■ PMBOK® Guide - Sixth Edition: 18-Processes for Managing Project Communications

■ PMBOK® Guide - Sixth Edition: 19-Stakeholders and the Communication Management Plan
■ PMBOK® Guide - Sixth Edition: 20-Identifying Project Risks
■ PMBOK® Guide - Sixth Edition: 21-Performing Risk Analysis
■ PMBOK® Guide - Sixth Edition: 22-Risk Management Planning
■ PMBOK® Guide - Sixth Edition: 23-Risk Response, Monitor and Control
■ PMBOK® Guide - Sixth Edition: 24-Managing Procurement During Your Project
■ PMBOK® Guide - Sixth Edition: 25-Planning Procurement for Your Project
■ PMBOK® Guide - Sixth Edition: 26-Stakeholder Identification and Planning
■ PMBOK® Guide - Sixth Edition: 27-Project Stakeholder Engagement and Communication
■ PMBOK® Guide - Sixth Edition: Test Me-Project Management Professional (PMP)®

ULTIMATE PROJECT MANAGER

■ The Ultimate Project Manager, Chapter 01: Today's Project Manager
■ The Ultimate Project Manager, Chapter 02: Marketing And Proposals
■ The Ultimate Project Manager, Chapter 03: The Contract Agreement
■ The Ultimate Project Manager, Chapter 04: The Project Management Plan
■ The Ultimate Project Manager, Chapter 05: The Project Schedule
■ The Ultimate Project Manager, Chapter 06: The Project Budget
■ The Ultimate Project Manager, Chapter 07: Leading The Project Team
■ The Ultimate Project Manager, Chapter 08: Managing Client Relationships
■ The Ultimate Project Manager, Chapter 09: Developing Effective Communications
■ The Ultimate Project Manager, Chapter 10: The Project Startup
■ The Ultimate Project Manager, Chapter 11: Managing Your Time
■ The Ultimate Project Manager, Chapter 12: Managing Project Studies And Reports
■ The Ultimate Project Manager, Chapter 13: Managing Design And Construction Phases
■ The Ultimate Project Manager, Chapter 14: Managing Project Quality
■ The Ultimate Project Manager, Chapter 15: Managing Project Risks
■ The Ultimate Project Manager, Chapter 16: Project Financial Management
■ The Ultimate Project Manager, Chapter 17: Project Management And Design Technology
■ The Ultimate Project Manager, Chapter 18: Monitoring And Controlling The Project
■ The Ultimate Project Manager, Chapter 19: Project Closeout
■ The Ultimate Project Manager, Chapter 20: Alternative Project Delivery Methods

■ The Ultimate Project Manager, Chapter 21: A/E Project Management Benchmark Data
■ The Ultimate Project Manager, Series Summary: The Short and Sweet Version

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CYBERSECURITY

Threats of cybersecurity breaches are on the rise, and agencies must be proactive in protecting sensitive corporate and personal information. Vector Solutions' online cybersecurity training catalog features courses with up-to-date lessons for browser, email and password security to improve cybersecurity awareness amongst employees and mitigate risks to your agency's data.

CYBER AWARENESS
- Cybersecurity Awareness for Business Leaders: Creating A Cyber Security Culture
- Cybersecurity Awareness for Business Leaders: Incident Preparedness and Management Planning
- Cybersecurity Awareness for Business Leaders: Laws and Global Compliance Standards
- Cybersecurity Awareness for Business Leaders: Safeguarding Against Social Engineer Attacks
- Cybersecurity Awareness for Employees: Classifying and Safeguarding Data for Corporate and Personal Use
- Cybersecurity Awareness for Employees: End-User Best Practices
- Cybersecurity Awareness for Employees: Security Awareness Essentials
- Cybersecurity Awareness for Employees: Social Engineering

SECURITY
- Browser Security Basics
- Cybersecurity Overview
- Emailed and Messaging Safety
- Password Security Basics
- Protection Against Malware

SCHOOL DISTRICTS

Vector Solutions offers a comprehensive catalog of online courses for school district employees. Courses are designed to enhance knowledge and ensure safety in scholastic environments, covering a wide range of topics for principals, teachers, supervisors, librarians, custodians, food service employees and school security personnel. Courses cover the following categories: Emergency Operations Management, Environmental, Health, Human Resources, Library Services, Nutrition Service, School Safety & Behavioral and Transportation.

CAMPUS SECURITY SERIES
- Alcohol Abuse on Campus
- Campus and Community Relations
- Campus Awareness and Crime Prevention
- Campus Security Report Writing
- Crime and Incident Scene Protection
- Critical Incident Response in the School Environment
- Physical Security in the School Environment
- Fire and Emergency Response Planning
- Legal Responsibilities
- Residence Hall Security
- Special Events

DRIVER TRAINING
- Adjusting to Changing Driving Conditions (EDU)
- Bus Drivers: Ergonomics and Avoiding Injury (EDU)
- Bus Drivers: Evacuating Students with Special Needs (EDU)
- Large Vehicle Characteristics (EDU)
- Passenger Van Safety (EDU)
- Safe Use of Utility Vehicles (EDU)
- School Bus Behavior and Discipline (EDU)
- Special Education Transportation: Handling Needs on Mixed Buses (EDU)
- Special Education Transportation: Laws and Regulations (EDU)
- Special Education Transportation: Lifts and Mobility Equipment (EDU)
- Special Education Transportation: Types of Disabilities and Special Needs (EDU)
- Special Education Transportation: Transportation Problems (EDU)

FOOD SERVICE
- Food Safety, Foodborne Illness & Kitchen Sanitation (EDU)
- Food Service General Safety (EDU)
- Food Services Proper Lifting (EDU)
- School Meal Compliance (EDU)

HUMAN RESOURCES
- Child Abuse: Mandated Reporter Training for California (EDU)
- Ethics in the Workplace (EDU)
- Introduction to Understanding the Rights of LGBT Identities (EDU)
- Introduction to Understanding the Rights of LGBT Students (EDU)
- Maintaining Professional Staff/Student Boundaries (EDU)

- Preventing Sexual Harassment: Students (EDU)
- Sexual Misconduct in Schools (EDU)
- Spanish Version - Mandated Reporter Training for California (EDU)
- Title IX and Sexual Misconduct (EDU)
- Title IX in Higher Education: Sexual Misconduct (EDU)
- Workplace Diversity (EDU)

OCCUPATIONAL HEALTH & SAFETY
- Aerosol Transmissible Diseases (EDU)
- Asbestos Safety (EDU)
- Athletes and Sudden Cardiac Arrest (EDU)
- Avoiding Slips, Trips, and Falls (EDU)
- Back Injury Prevention (EDU)
- Bloodborne Pathogens Safety (EDU)
- Breaking Up Student Fights (EDU)
- California Integrated Pest Management (EDU)
- Classroom Safety - Special Education (EDU)
- Computer Security Awareness (EDU)
- Crossing Guard Safety (EDU)
- Electrical Safety (EDU)
- Emergency Operations Plans in Action (EDU)
- Everyday Safety in Classrooms (EDU)
- FERPA: Protecting Student Privacy (EDU)
- Fire Extinguisher Safety (EDU)
- Fire Prevention Safety (EDU)
- General First Aid Part 1 (EDU)
- General First Aid Part 2 (EDU)
- General Office Ergonomics (EDU)
- Hazmat Spill Prevention & Control (EDU)
- Hearing Conservation (EDU)
- Incident Investigation (EDU)
- Lead Awareness (EDU)
- Liability in Sports (EDU)
- Managing Difficult Behaviors (EDU)
- Personal Protective Equipment (EDU)
- Planning for an Emergency (EDU)
- Playground Safety (EDU)
- Playground Supervision (EDU)
- Preventing Cyberbullying (EDU)
- Proper Lifting (EDU)
- Proper Lifting Library Operations (EDU)
- Proper Use of Seclusion and Restraint (EDU)
- Principal's Recognition of Hazards on a School Campus (EDU)
- Recognizing and Preventing Youth Suicide (EDU)
- Respiratory Protection (EDU)
- Safety in the Science Lab (EDU)
- Science Laboratory: Chemical Spill Safety (EDU)
- School Bullying (EDU)

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- School Shooting Awareness (EDU)
- School Violence and Weapons (EDU)
- Supervision and Oversight of Students (EDU)
- Student Concussions (EDU)
- Student Safety Restraint Systems (EDU)
- Techniques for De-Escalation (EDU)
- Wheelchair Securement and Safety (EDU)
- Working in Extreme Temperatures: Working in Cold Climates (EDU)
- Working in Extreme Temperatures: Heat Illness Prevention (EDU)
- Workplace Violence (EDU)

SPECIAL EDUCATION AND INCLUSION
- Appropriate Use of Personal Protective Equipment
- Behavior Management Strategies
- Bullying Risks for Students with Disabilities
- Coping with Stress as a Paraeducator
- De-escalation Strategies, When Working with Special Needs Students
- Evacuation of Students with Disabilities
- IEP Collaboration Techniques
- Individualized Education Programs (IEP): An Introduction
- Individuals with Disabilities Education Act (IDEA): An Introduction
- Paraprofessional: Understanding Your Role
- Preventing Injuries: Paraeducators and Students
- Restraint and Seclusion: Uses, Alternatives and Risks
- School Safety for Students with Disabilities
- Section 504 of the Rehabilitation Act: An Introduction
- Student Discipline and the Law
- Understanding Behaviors of Students with Special Needs
- Understanding Inclusion for Special Needs Students

VectorSolutions™

PREMIUM CONTENT

The following pages feature additional courses that are available to PRISM members at an exclusive, discounted rate. For more information about these courses, or to add them to your course catalog, please contact Vector Solutions at (800) 840-8048.

PRISM PARTNER PROGRAM

EMERGENCY MEDICAL SERVICES

Vector Solutions offers a comprehensive catalog of online EMS continuing education courses that are accepted in most states. Our courses allow first responders, EMT-Basics, EMT-Intermediates and EMT-Paramedics to complete their continuing education requirements in an engaging and easy-to-use format. These courses are available to PRISM members at an exclusive, discounted rate. For more information about these courses, or to add them to your course catalog, please contact Vector Solutions at (800) 840-8048.

PREPARATORY
- Clinical Decision-Making
- Common Infectious Pathogens
- Communication and Documentation
- Cultural Diversity for EMS Providers
- Diet & Nutrition
- Emergency Responder Rehabilitation for the EMT
- Emergency Responder Rehabilitation for the Paramedic Advanced
- Ethics for the EMS Provider (BLS)
- Functional Approach to Physical Fitness for Emergency Responders
- Functional Communication for EMS Providers
- Health & Wellness
- HIPAA Awareness
- The Human Body Part 1: Critical Systems
- The Human Body Part 1: Critical Systems Advanced
- The Human Body Part 2: Other Systems
- The Human Body Part 2: Other Systems Advanced
- Infectious Disease Control
- Medical, Ethical, and Legal Issues
- Mental Health Awareness for Emergency Responders
- Protecting Yourself from Influenza
- Slips, Trips and Falls
- Therapeutic Communications
- Workplace Stress

AIRWAY
- Advanced Airways: Intubation and Beyond (2 hours)
- Airway Management Advanced (2 hours)
- Airway Management Basic
- Blind Nasotracheal Intubation
- Capnography
- Introduction to Capnography Advanced
- Mechanics of Breathing
- Orotracheal Intubation
- Respiratory System A&P Review
- Suctioning the Patient Airway
- Supplemental Oxygen
- Tracheostomies Advanced

PATIENT ASSESSMENT
- Assessing the Patient with Major Trauma
- EMS Grey Area Calls
- Patient Assessment Advanced
- Patient Assessment Basic
- Rapid Secondary Assessment
- Special Challenges in Patient Assessment

MEDICAL
- Acute Coronary Syndromes
- Acute Respiratory Distress Syndrome Advanced
- Allergic Reaction Management
- Allergies and Anaphylaxis Advanced
- Allergies and Anaphylaxis Basic
- Altered Mental Status Advanced
- Altitude Emergencies
- Altitude Illness
- Altitude Illness Advanced
- Aquatic Emergencies
- Asthma Advanced
- Asthma Part 1
- Asthma Part 2
- Behavioral Emergencies Advanced
- Behavioral Emergencies Basic
- Calcium Channel Blocker Overdose
- Calcium Channel Blocker Overdose Advanced
- Carbon Monoxide Poisoning
- Cardiac Emergencies Advanced
- Cardiac Emergencies Basic
- Cardiovascular Anatomy & Physiology Review
- Complementary and Alternative Medicine Advanced
- Complementary and Alternative Medicine Basic
- Complete Resuscitation: Integrating Post-Care Advanced
- Cyanide Poisoning
- Cyanide Poisoning Advanced
- Date Rape Drugs
- Death and Dying Advanced
- Dementia
- Dementia Advanced
- Dementia: Overview, Assessment, and Care
- Detailed Physical Exam
- Diabetic Ketoacidosis Advanced
- Disease Conditions of Chronic Alcoholism Advanced
- Ecstasy Abuse Management
- Ecstasy Abuse Management Advanced
- Endocrine System Emergencies Advanced
- Endocrine System Emergencies Basic
- Epilepsy
- Fundamentals of 12 Lead ECG Operation and Interpretation
- H1N1 (Swine Flu)
- HazMat Medical Emergencies Advanced
- Heat Illness and Emergencies
- Hematology
- HIV/AIDS Awareness
- Immunology
- Intraosseous Infusion Advanced

- Intro to Arrhythmias: Escape Rhythms and Premature Complexes
- Intro to Arrhythmias: Tachy-arrhythmias and Fibrillation
- Managing Cardiac Arrest: During and After Resuscitation
- Medication Errors
- Methamphetamine
- MRSA Infections
- Myths and Realities of Drug Seeking Behavior Advanced
- Myths and Realities of Drug Seeking Behavior Basic
- Narcotics Overdose for the EMT
- Narcotics Overdose for the Paramedic Advanced
- Non-Traumatic Abdominal Injuries
- Non-Traumatic Chest Pain
- Obstetrical Emergencies Advanced (2 hours)
- Operating an AED
- Opioid Overdose & Naloxone Administration
- Over the Counter Drug Overdoses Advanced
- Pain Management
- Pain Management Advanced
- Pain Transmission, Perception, and Assessment
- Pain Transmission, Perception, and Assessment Advanced
- Pharmacology Advanced
- Pharmacology Basic
- Pharmacology & Drug Administration
- Pharmacology Special Considerations
- Pharmacology Special Considerations Advanced
- Poisoning and Overdose
- Poisons and Toxins Part 1
- Poisons and Toxins Part 1 Advanced
- Poisons and Toxins Part 2
- Poisons and Toxins Part 2 Advanced
- Prehospital Pulmonary Embolism Care
- Recognition and Management of Over the Counter Drug Overdoses
- Renal Failure Advanced
- Respiratory Emergencies Advanced
- Respiratory Emergencies Basic
- TCA Overdose
- TCA Overdose Advanced
- Toxicology and Substance Abuse Advanced
- Understanding the Basics of ECGs

TRAUMA
- Abdominal Trauma
- Abdominal Trauma Advanced
- Abdominal Trauma Basic
- Amputation Injuries Advanced
- Bleeding and Shock Advanced
- Bleeding and Shock Basic
- Bomb Blast Injuries Advanced
- Burn Management Advanced
- Burn Management Basic
- Cervical Spine Injuries Part 1 Advanced
- CNS Injuries Advanced
- CNS Injuries Basic
- Emergency Care for Electrical Burns
- Emergency Care for Lightning Strike Victims Advanced
- Environmental Emergencies Advanced

- Environmental Emergencies Basic
- Femur Fractures
- Fetal Trauma from Motor Vehicle Collisions (ALS)
- Gunshot Wounds
- Head and Facial Injuries Advanced
- Hip Fractures
- Hip Fractures Advanced
- Injuries and Infections of the Eye
- Kinematics of Trauma
- Management of Cervical Spine Injuries on Athletics Part 2 Advanced
- Musculoskeletal Injuries Advanced
- Musculoskeletal Injuries Basic
- Nose Bleeds
- Nose Bleeds Advanced
- Pelvic Fractures
- Pelvic Fractures Advanced
- Recognition and Treatment of Foot Injuries Advanced
- Sepsis
- Sepsis Advanced
- Shock and Shock Management
- Spinal Cord Injuries
- Stroke Assessment & Treatment
- Stroke Assessment & Treatment Advanced
- Thoracic Emergencies Advanced
- Thoracic Emergencies Basic
- Traumatic Head and Brain Injuries Advanced
- Traumatic Injury During Pregnancy
- Understanding and Restraining Patients with Excited Delirium
- Understanding and Restraining Patients with Excited Delirium Advanced
- Unstable Pelvic Fractures

SPECIAL CONSIDERATIONS
- Assessment and Treatment of Submersion Injuries
- Assessment and Treatment of Submersion Injuries Advanced
- Assessment, Treatment and Transport of Morbidly Obese Patients
- Assessment, Treatment and Transport of Morbidly Obese Patients Advanced
- Bariatric Patients
- Child Abuse: An EMS Professionals Role & Responsibilities
- Child Abuse: An EMS Professionals Role & Responsibilities Advanced
- Child Abuse: EMS Roles & Responsibilities
- EMS Response for COVID-19 (PPE, Decon, and Transport)
- General Science Advanced
- Geriatric Assessment Challenges
- Geriatric Behavioral Emergencies
- Geriatric Emergencies Advanced
- Geriatric Emergencies Basic
- Geriatric Hip Injuries
- Hypothermia Assessment and Treatment
- Hypothermia Assessment and Treatment Advanced
- Managing Chronic Care Patients
- Neonatology Advanced

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- Obstetrical Emergencies Advanced (2 hour)
- Obstetrical Emergencies Basic
- Patient Abuse and Assault
- Patient Lifting, Moving and Transportation (1 hour)
- Patients with Special Challenges
- Pediatric Airway Management
- Pediatric Airway Management Advanced
- Pediatric Assessment
- Pediatric Assessment Part 1
- Pediatric Assessment Part 2
- Pediatric Burns Advanced
- Pediatric Cardiac Arrest Advanced
- Pediatric Cardiac Emergencies Advanced
- Pediatric Cardiac Emergencies Basic
- Pediatric Emergencies Advanced
- Pediatric Emergencies Basic
- Pediatric Fever for the EMT
- Pediatric Fever for the Paramedic Advanced
- Pediatric Fluid and Airways Advanced
- Pediatric Ingestions Advanced
- Pediatric Respiratory Emergencies: Lower Airway for the Paramedic Advanced
- Pediatric Respiratory Emergencies: Upper Airway for the EMT
- Pediatric Respiratory Emergencies: Upper Airway for the Paramedic Advanced
- Pediatric Respiratory Emergencies: Upper and Lower Airway for the First Responder
- Pediatric Shock Advanced (2 hours)
- Pediatric Trauma Advanced
- Safe Transportation of the Pediatric Patient
- Special Needs Patients
- Sports Medicine for EMS
- Sudden Infant Death Syndrome (SIDS)

OPERATIONS
- Back Injury Prevention
- Basics of EMS Operations at a Mass Casualty Incident
- Confined-Space Entry
- Crime Scene Awareness
- Driving Safety
- Emergency Response to Terrorism (Modules 1–4)
- Fire & EMS Grant Writing
- First Responder Operations Level Refresher (Modules 1–4)
- Incident Command
- Introduction to Hazardous Materials
- Managing Multiple Casualty Incidents
- Medical Extrication & Rescue
- Patient Care Report Essentials
- Patient Care Report Essentials Advanced
- Response to Mass Casualty Incidents
- Response to Mass Casualty Incidents Advanced
- Right to Know (Hazard Communication)
- Weapons of Mass Destruction - An Intro to WMD Agents

The courses are available at a discounted rate for PRISM members. Please contact TargetSolutions at (800) 840-8048 for information.

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EMERGENCY VEHICLE OPERATIONS

Vector Solutions' course catalog features Emergency Vehicle Operator courses that offer departments a convenient, easy-to-use, and time-saving solution to reduce motor vehicle losses, one of the costliest but least addressed losses in the workplace. These courses are available to PRISM members at an exclusive, discounted rate. For more information about these courses, or to add them to your course catalog, please contact Vector Solutions at (800) 840-8048.

- Accidents & Emergencies for Emergency Vehicle Operators
- Adjusting to Changing Conditions for Emergency Vehicle Operators
- Dangers of Speeding for Emergency Vehicle Operators
- Defensive Driving Strategies for Emergency Vehicle Operators
- Distracted Driving for Emergency Vehicle Operators
- Driver Safety Orientation for Emergency Vehicle Operators
- Emergency Vehicle Characteristics
- Emergency Vehicle Operations
- Impaired Driving for Emergency Vehicle Operators
- Intersection Safety for Emergency Vehicle Operators
- Legal Considerations for Emergency Vehicle Operators
- Safe Backing for Emergency Vehicle Operators
- Seat Belt & Airbag Safety for Emergency Vehicle Operators
- Securing Materials for Transportation for Emergency Vehicle Operators
- Vehicle Inspection and Maintenance for Emergency Vehicle Operators
- Fleet Program Vehicle Safety and Security for Emergency Vehicle Operators

The courses are available at a discounted rate for PRISM members. Please contact TargetSolutions at (800) 840-8048 for information.

FIRE

Vector Solutions' course catalog delivers more than 250 hours of recertification courses for emergency responders. Courses based on the NFPA codes and standards, including NFPA 1001, 1021 and the 1500 Series. Courses also cover wildland fire, response to terrorism and much more.

NFPA 1001 SERIES | FIREFIGHTER I & II

Vector Solutions has a complete library of Firefighter I & II awareness and refresher level courses based on NFPA codes and standards.

- Building Construction
- Fire Behavior
- Fire Control
- Fire Department Communications
- Fire Detection, Alarm & Suppression Systems
- Fire Hose
- Fire Prevention and Public Education
- Fire Streams
- Firefighter Orientation and Safety
- Firefighter Personal Protective Equipment
- Firefighting Foams
- Forcible Entry into a Structure
- Ground Ladders
- Loss Control
- Portable Extinguishers
- Protection of Evidence of Fire Origin & Cause
- Rescue and Extrication
- Self-Contained Breathing Apparatus
- Vehicle Extrication
- Ventilation
- Water Supply

NFPA 1021 SERIES | COMPANY OFFICER

Vector Solutions has developed a complete line of company officer awareness and refresher level courses based on NFPA codes and standards.

- Action Plan Implementation
- Assuming the Role of Company Officer
- Budgeting
- Community Awareness
- Company-Level Training
- Elements of Supervision and Management
- Fire and Life Safety Inspections
- Fire Department Communications
- Fire Department Structure
- Fire Investigation
- Firefighter Safety and Health
- Firefighter Safety and Health Part II
- Government Structure
- Incident Response Safety
- Incident Scene Communications
- Incident Scene Management
- Information Management
- Labor Relations
- Leadership as a Group Influence

- Legal Responsibilities and Liabilities
- Pre-Incident Planning
- Professional Ethics
- Public Education Programs

NFPA 1410 SERIES

Vector Solutions' NFPA 1410 training series illustrates the most commonly practiced fireground evolutions. These video-based courses are written to the NFPA firefighter training standard.

- Evolution 1
- Evolution 2
- Evolution 3
- Evolution 4
- Evolution 5
- Evolution 6
- Evolution 7
- Evolution 8
- Evolution 9
- Evolution 10
- Evolution 11
- Evolution 12
- Evolution 13
- Evolution 14

NFPA 1500 SERIES

This series of courses is designed specifically for the fire industry and meets the NFPA 1500 code requirements. These courses were developed in conjunction with the NFPA, and specific content experts at the NFPA participated in their creation.

- Advanced HAZWOPER Awareness (Modules 1–4)
- Bloodborne Pathogens Safety
- Combustible & Flammable Liquids
- Compressed Gas Safety
- Confined Space Entry
- CPR Academic
- Driving Safety
- HAZMAT Spill Prevention & Control
- HAZMAT Transportation
- Laboratory Safety
- Materials Handling, Storage, Use & Disposal
- Personal Protective Equipment
- Post-Traumatic Stress Disorder (PTSD) in the Fire Industry
- Respiratory Protection
- Hazard Communication
- Welding Safety

GENERAL

- Customer Service for Fire Department Personnel
- Emergency Response to Terrorism (Modules 1–4)
- Fire & EMS Grant Writing
- Fire Industry Driver Intersection Safety
- Fire Industry Driver Operator
- Fire Industry Introduction to Wildland Fire Behavior
- First Responder Hybrid Vehicle Incidents
- First Responder Operations Level Refresher (Modules 1–4)
- Firefighter Rehabilitation (Modules 1 and 2)
- Fire Service: Health & Safety Part I
- Fire Service: Health & Safety Part II
- Maximizing Your Volunteer Firefighter Recruitment Efforts with an Effective Open House
- NFPA 1 & 101 Module 1
- NFPA 1 & 101 Module 2
- NFPA 1 & 101 Module 3
- NFPA 1 & 101 Module 4
- NFPA 1041 Instructor Training Module 1
- NFPA 1041 Instructor Training Module 2
- NFPA 1041 Instructor Training Module 3
- NFPA 1403 Live Fire Training Evolutions
- NFPA 1584 Firefighter Rehabilitation
- NFPA 1851 Cancer-Related Risks of Firefighting
- NFPA 3000: Standard for Preparedness and Response to Active Shooter and/or Hostile Events
- Portable Extinguishers: Types and Usages
- School Fire and Life Safety Inspection
- Water Supply

WILDLAND FIREFIGHTING

- RT-130 Annual Wildland Fire Safety Refresher (Modules 1–4)
- S-190 Introduction to Wildland Fire Behavior (Modules 1–4)

ARFF TRAINING

Vector Solutions is pleased to offer valuable training for airport firefighters. The 17-course bundle delivers 13 hours of training featuring video- and scenario-based lessons.

- Adapting and Using Structural Equipment
- Aircraft Cargo Hazards (Parts 1-2)
- Aircraft Familiarization
- Aircraft Rescue - Emergency Communications
- Airport Rescue And Firefighting Ops
- Application of Extinguishing Agents (Parts 1-4)
- Aviation Incident Response/Crash Rescue Management
- Command and Control of Aircraft Incidents
- Emergency Aircraft Evacuation
- Out of the Blue
- Personnel Safety
- Vehicle Rescue
- Water Rescue

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LAW ENFORCEMENT TRAINING

Vector Solutions' robust online course catalog features engaging courses covering dozens of topics germane to law enforcement officers. Courses are put through a rigorous creation process to ensure comprehensive information that features detailed lesson plans. The end result is a well-trained and prepared police force.

- Arrest and Control Techniques
- Arrest Procedures
- Computer Security Awareness (LAW)
- Constitutional Law
- Crime Scene Investigation
- Critical Incident Response
- Dispatch
- Domestic Violence
- Drug Interdiction
- Drug Investigation
- Excessive Force
- Understanding Fatigue for Law Enforcement
- Gang Dynamics
- Gang Identification
- Mental Illness
- Policies and Procedures for Law Enforcement
- Peace Officer De-escalation: Introduction to Basic Concepts
- Workplace Violence (LAW)
- Workplace Diversity (LAW)

CALIBRE PRESS
- Approach: Buildings
- Approach: People
- Approach: Vehicle
- Body Language: Analysis of Deceptive Behavior
- Body Language: Analysis of Pre-Attack Indicators
- Body Language: Reading People 101
- Body Language: Reading People 201
- Distracted Driving (LAW)
- Emotional Survival in Law Enforcement
- The Essential Component of De-Escalation and Conflict Resolution
- The Fatal Four
- The Fundamentals of Stress 101
- The Fundamentals of Stress 201
- The Graham Standard
- Guardians and Warriors: Seeking Balance
- Guardians on the Grounds: Police-Fire Relations and Securing Facilities
- Implicit Bias: Facts & Myths
- Interaction Principles for De-Escalation Success
- Kinesics Interviewing: Reading the Suspect & Detecting Deception
- Leadership: Personal Agenda or Mission Success (LAW)
- Motivation and Bureaucratic Roadblocks (LAW)
- Roadway Dangers
- Shoot/Don't Shoot: The Jesse Kidder Incident
- Truths of Human Interaction
- Women in Leadership (LAW)

CORRECTIONS
- Booking and Intake
- Community Corrections
- Con Games in Jail and Prisoner Transport
- Control, Verbal Judo and Defensive Tactics
- Corrections and Terrorism
- Corruption Continuum
- Court Tactics and Techniques
- Cross-Gender Supervision and Jail Crisis Response
- Direct Supervision
- Gangs and Jail Recreation
- Inmate Supervision
- Inmate/Cell Searches and Jail Escapes
- Integrity in the Workplace
- Interpersonal Communications and Weapon Control
- Jail Gangs
- Jail Suicides and Close Quarter Assaults
- Juvenile Corrections
- Juvenile Inmates
- Medical Emergencies
- Prisoner Escort
- Professional Communications Skills
- Stress Reduction and Improving Officer Morale
- Tactical Jaw and Limb Control
- Use of Force: Role of the 8th Amendment
- Violent Attacks
- Youth Gangs

DISPATCH
- Answering Suicidal Callers
- Calls from the Hearing Impaired
- Communication Essentials
- Handling Special Situations
- Managing a Communications Division
- Officer Line of Duty Death
- Stress Management:
- Team Building
- The AMBER Alert System

DRIVER TRAINING FOR POLICE
- Accidents and Emergencies
- Adjusting to Changing Conditions
- Characteristics of Law Enforcement Vehicles
- Dangers of Speeding
- Defensive Driving Strategies
- Distracted Driving
- Driver Safety Orientation
- Emergency Vehicle Operations
- Impaired Driving

- Intersection Safety
- Legal Consideration for Police Drivers
- Police Vehicle Technology
- Pursuit Driving
- Safe Backing
- Vehicle Inspection & Maintenance
- Vehicle Safety & Security

HOMELAND SECURITY
- Control Procedures for WMD Incidents
- Critical Infrastructure Protection (Modules 1-3)
- Homeland Security Awareness (Modules 1-6)

INVESTIGATION
- Bloodstain Evidence Analysis
- Bloodstain Evidence Documentation
- Body of Evidence
- Building Search Essentials
- Bullet Ricochet Phenomena
- Burned Evidence
- Cold Case Files
- Composite Interviewing
- Consent Searches: United States v. Drayton
- Dangers of Hidden Devices
- Detecting Strangulation
- DNA Evidence and Testing
- Elder Abuse
- Evidence Chain of Custody
- Evidentiary Reenactments
- Fatal Blood Loss Evidence
- Forensic Genetics
- High Risk Warrants
- Home Seizures: Illinois v. McArthur
- Homicide Investigation
- Identity Crimes
- Insurance Fraud
- Large Vehicle Bombs: Post-Blast Investigation (Modules 2)
- Mail Bombs
- Micro-Clues
- Motor Vehicle Theft
- Open-Source Investigations
- Post-Blast Investigation
- Profiling Criminal Violators
- Pyroanalysis and Toxicology
- Recognizing Fraudulent Identification Documents
- Retroactive Amnesia
- Slow and Deliberate Searches
- Toxicology
- Undercover Drug Buys
- Undercover Drug Reversals

OFFICER SURVIVAL
- Aerosol Defense Spray
- Collapsible Baton
- Combat Handcuffing
- Command Presence

- Concealed Carry Tactics
- Concepts of the Duty Pistol Training Course
- Confined Area Survival Tactics (Modules 1-2)
- De-escalating the Use of Force
- Edged Weapon Defense Tactics
- Electronic Control Devices
- Firearm Retention and Disarming
- Firearm Safety in the Home
- Firearms Training Paradigm
- Knife Defense Tactics
- Laser Sighting Systems
- Less Lethal Force
- No Regards for Human Life (Parts 1 & 2)
- Non-dominant Hand Skills
- O.C. Sprays
- Off-Duty Survival
- Officer Involved Shootings
- Officer Survival: Physiological Response to Stress
- Operational Characteristics of the Pistol
- Physiokinetics and Time Framing
- Police Shooting Tactics
- Pressure Point Control Tactics
- Risk Assessment
- Survival Considerations for Female Officers
- Tactical Groundfighting
- The Paradigm of Pistolcraft
- Use of Deadly Force: Garner v. Tennessee
- Use of Force Decision Making
- Witness to Excessive Force

PATROL
- Achieving Peak Performance
- Approaching a Suspect on Foot
- Basic Medical Procedures
- Basic Physical Conditioning
- Basic Principles of Active Shooter Response
- Bike Patrol
- Bomb Tactics
- Clandestine Drug Labs
- Coaching for High Quality Work Performance
- Commercial Vehicle Searches
- Communication Processes
- Community Injury Prevention Programs
- Conducting Traffic Stops
- Core Competencies of Leadership
- Crime Prevention in the 21st Century
- Crimes in Progress
- Critical Incident Stress Management
- Danger on Traffic Stops
- Domestic Violence (Modules 1-2)
- Driving Safety
- Emergency Vehicle Evacuation
- Ethics in Law Enforcement
- Evaluate and Use Non-Verbal Messages
- Field Sobriety Testing
- Foot Pursuits
- Geographic Information Systems and Crime Analysis
- Heart Health for Active-Duty Officers

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- Hostage Negotiations
- Hydroponics
- Infectious Diseases
- Law Enforcement Personnel Standards
- Major Supreme Court Decisions of 2004
- Managing Confrontation with Communication
- Mass Casualty Response
- Mentally Ill Crisis Intervention
- Military Courtesy for Uniformed Police Person
- Natural Disasters
- NHTSA Education Initiatives
- Non-Verbal Officer Communication
- Officer Training Techniques
- Patrol Strategies and Tactics
- Physical Control of a Raging Suspect
- Poison Exposure Hazards
- Police Response to Structure Fires
- Protection of Potential and Actual Crime Scenes
- Pursuit Driving
- Pursuit Phases and Technologies
- Rapid Vehicle Takedown
- Recognizing Possible Suspects
- Remote Area Techniques and Tactics
- Report Writing to Win Cases (Modules 1-2)
- Responding to Physical Child Abuse
- Safety Securing and Transporting Subjects
- School Resource Officers
- Sex Crimes Against Children
- Sex Offender Registrations
- Sharpening Facial Recognition Skills
- Single Officer Patrol
- Sudden In-Custody Death Syndrome
- Suicide Bombers
- Suicide by Cop
- Tactical Felony Stops
- Tactical Response to Snipers and Mass Shootings
- Terrorism and the Municipal Police Department
- Traffic Stops and Racial Profiling (Modules 1-3)
- Training Techniques: SWAT
- Understanding Hate Crimes
- Use of Force
- Vehicle Compartment Searches
- Vehicle Searches
- Verbal Judo
- Visual Sense Dominance
- Weapons of Mass Destruction Overview (Modules 1-2)
- Women in Law Enforcement

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PROFESSIONAL SECURITY

Vector Solutions offers training covering various roles and duties of professional security, including campus security, casino security, private security, hospital security, shopping center security, etc. Courses feature scenario-based interactions and videos.

BASIC SECURITY OFFICER TRAINING SERIES
- BSOTS: Asset Protection and Security
- BSOTS: Civil Law and Civil Liability
- BSOTS: Communications
- BSOTS: Criminal Law and Criminal Liability
- BSOTS: Emergency Situations
- BSOTS: Ethics, Deportment, and Professional Conduct
- BSOTS: Fire Protection and Life Safety
- BSOTS: Human and Public Relations
- BSOTS: Investigations
- BSOTS: Patrols and Fixed Posts
- BSOTS: Physical Security and Crime Prevention
- BSOTS: Report Writing

CAMPUS SECURITY SERIES
- Alcohol Abuse on Campus
- Campus and Community Relations
- Campus Awareness and Crime Prevention
- Campus Security Report Writing
- Crime and Incident Scene Protection
- Critical Incident Response in the School Environment
- Physical Security in the School Environment
- Fire and Emergency Response Planning
- Legal Responsibilities
- Residence Hall Security
- Special Events

CASINO SECURITY SERIES
- Emergency Procedures in the Casino Industry
- Role of the Security Officer in the Casino Industry
- Security Officer Procedures in the Casino Industry

EMERGENCY SITUATIONS & WORKPLACE VIOLENCE
- Bomb Threat Response
- Emergency Department Security
- Emergency Response in the Retail Setting
- Evacuations
- Fire and Emergency Response
- Fire Apparatus and Response in a Healthcare Facility
- First Aid Essentials
- First Response to Felony Crimes
- Handling Emergency Situations
- Hate Crimes
- Infant Abduction (Part I)
- Infant Abduction (Part II)
- Introduction to Emergency Management (Part I)
- Introduction to Emergency Management (Part II)
- Medical Emergency Response (Part I)
- Medical Emergency Response (Part II)
- Tactical Responses to Practical Situations
- Workplace Violence Prevention

GENERAL DUTIES
- Access Control
- Building Searches
- Correcting Common Errors in Report Writing
- Crime and Incident Scene Investigations (Part I)
- Crime and Incident Scene Investigations (Part II)
- Customer Service as a Security Function
- Detection Procedures
- Effective Interviewing
- Enforcement Techniques
- Event Security (Part I)
- Event Security (Part II)
- Event Security (Part III)
- Gang Trends
- General Report Writing
- Inspections
- Intelligence Gathering
- Interviewing at the Scene
- Juveniles and Gangs
- Maintaining a Safe Work Environment
- Physical Fitness for Security Officers (Part I)
- Physical Fitness for Security Officers (Part II)
- Professional Communication (Part I)
- Professional Communication (Part II)
- Radio Communication (Part I)
- Radio Communication (Part II)
- Report Writing and Crime Prevention
- Search and Escort
- Search and Seizure (Part I)
- Search and Seizure (Part II)
- Security and Police Relations
- Shoplifters
- Telephone Techniques
- Testifying as a Security Officer
- The Basics of Fixed Security Posts

HOMELAND SECURITY
- Terrorism: The Security Challenge
- Threat of Terrorism in the U.S.

HUMAN & PUBLIC RELATIONS
- Command Presence
- Communicating With Angry People
- Communication Mistakes to Avoid
- Dealing With Mentally Ill Persons
- Defusing Conflict and Crisis
- Engaging the Customer
- Lobby or Reception Area Security
- Lost Children
- Proxemics and Personal Space
- Public Relations
- Tactical Communications

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OFFICER SAFETY & SURVIVAL

- Edged Weapon Defense
- Evaluate and Use Non-Verbal Messages (Part I)
- Evaluate and Use Non-Verbal Messages (Part II)
- Handcuffing Techniques
- Legally Defensible Training Tactics (Part I)
- Legally Defensible Training Tactics (Part II)
- Non-aggressive Defense
- OC Sprays
- Principles for the Use of Force
- Security Officer Safety
- Tactical Thinking

SECURITY MANAGEMENT

- Basics of Risk Management
- Emergency Preparedness and Crisis Management
- Fusion Centers
- Leadership Principles
- Preparing Performance Evaluations
- Professional Standards
- Reducing Business Risk
- Supervisor Communication
- Time Management

SPANISH COURSES

- Basic Security Tool Kit (Spanish)
- Controlling Aggressive Individuals (Spanish)
- Crime Scene Containment (Spanish)
- Emergency Situations (Spanish)
- Fire Alarms and Extinguishers (Spanish)
- General Duties (Spanish)
- General Report Writing (Spanish)
- Patrol (Spanish)
- Radio and Telephone Communications (Spanish)
- Security Officer Safety (Spanish)

SUPERVISORS TRAINING SERIES

- Supervisors: Behavior and Motivation
- Supervisors: Employee Performance Evaluations
- Supervisors: Substance Abuse
- Supervisors: Time Management

TRAFFIC CONTROL & VEHICLE SAFETY

- Focus on Vehicles
- Parking Lot Security
- Traffic Safety and Control
- Vehicle Safety and Security

The courses are available at a discounted rate for PRISM members. Please contact TargetSolutions at (800) 840-8048 for information.

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WATER & WASTEWATER

Vector Solutions' Water and Wastewater continuing education courses have been designed to fulfill both the safety and technical recertification requirements for all levels of water industry professionals. Please contact Vector Solutions for details regarding how Vector Solutions' courses meet requirements for each state. Courses cover the following categories: Environmental Awareness, General Safety, Human Resources, Occupational Health and Technical. These courses are available to PRISM members at an exclusive, discounted rate. For more information about these courses, or to add them to your course catalog, please contact Vector Solutions at (800) 840-8048.

GENERAL

- Advanced HAZWOPER Awareness (Modules 1–4)
- Asbestos Awareness
- Aquifer Remediation
- Back Injury Prevention
- Backflow Prevention Methods
- Backflow Prevention Overview
- Bloodborne Pathogens Safety
- Building Evacuation and Emergencies
- CPR Academic
- Coagulation, Flocculation and Sedimentation
- Combustible & Flammable Liquids
- Compressed Gas Safety
- Confined-Space Entry
- Corrosion Control
- Disaster Preparedness
- Disinfection Basics
- Distribution Service to Customers
- Distribution System Materials and Equipment
- Drinking Water Quality - Critical Parameters
- Drinking Water Quality - Monitoring & Security
- Driving Safety
- Effective Groundwater Supply Management (RedVector)
- Effective Meter Reading
- Emergency Response to Terrorism (Modules 1–4)
- Eye Safety
- Fall Protection
- Filtration Basics
- Fire Extinguisher Safety
- Fire Prevention Safety
- Forklift Safety
- General Construction Safety
- General First Aid Part 1
- General First Aid Part 2
- General Office Ergonomics
- Groundwater Contamination – Aquifer Remediation
- Ground Water Treatment
- HAZMAT Spill Prevention & Control
- HAZMAT Transportation
- Hand & Power Tool Safety
- Hearing Conservation
- Hydraulics
- Incident Investigation
- Indoor Air Quality
- Industrial Ergonomics
- Laboratory Safety
- Ladder & Scaffolding Safety

- Laser Safety
- Lead Awareness
- Lead Contamination of Public Water Systems
- Lock-Out / Tag-Out
- Low Voltage Electrical Safety
- Machine Guarding
- Maintenance on Pumps, Motors, and Circuits
- Materials Handling, Storage, Use, & Disposal
- Mathematics Applied
- Mathematics Basics
- Personal Protective Equipment
- Pumping Stations - Piping, Valves and Hydraulics
- Pumping Stations - Pumps, Motors and Electrical Systems
- Radiation Safety
- Rehabilitation of Water Distribution Systems: Current Technologies
- Rehabilitation of Water Distribution Systems: Selecting Rehab Methods
- Rehabilitation of Water Distribution Systems: Designing Renewal Projects
- Respiratory Protection
- Right-to-Know (Hazard Communication)
- Risk Assessment Analysis
- Slips, Trips, & Falls Prevention
- Storm Water Pollution Prevention
- Trenching & Shoring
- Wastewater Treatment
- Water Main Installation
- Welding Safety
- Working in Extreme Temperatures

HUMAN RESOURCES & EMPLOYMENT PRACTICES

- Alcohol-Free Workplace
- Diet & Nutrition
- Drug-Free Workplace
- Health & Wellness
- Office Safety
- Principles of Debt Collections
- Reasonable Suspicion of Alcohol for Supervisors
- Reasonable Suspicion of Drugs for Supervisors
- Workplace Diversity
- Workplace Stress
- Workplace Violence

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PERSONAL PROTECTIVE EQUIPMENT

Hazard Assessment

CERTIFICATION

Evaluation

NAME OF INDIVIDUAL PERFORMING EVALUATION	**DATE** OF EVALUATION
LOCATION OF EVALUATION *(Building, Room #, etc.)*	
CERTIFICATION. *By signing this form the individual certifies that a workplace hazard assessment has been performed in accordance with 8 CCR § 3380.* SIGNATURE	

Hazard Assessment

Instructions: 1) Complete this form for **each** location to document evaluation of the workplace for hazards that necessitate the use of personal protective equipment (PPE), 2) Provide training and document on the (attached) training roster, and 3) Maintain this documentation (NOTE: *Biochemistry and Chemistry laboratories* must maintain this document in the Laboratory Safety Manual). Example of hazards include: Impact, Penetration, Compression, Chemical, Heat, Harmful dust, and light (optical) radiation. Note that these Personal Protective Equipment (PPE) controls should be used in conjunction with other controls (engineering, administrative, and work practices).

Task	Hazard	Control	PPE required
		☐ EYE / FACE:	
		☐ BODY:	
		☐ HAND:	
		☐ FOOT:	
		☐ OTHER:	
		☐ EYE / FACE:	
		☐ BODY:	
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PERSONAL PROTECTIVE EQUIPMENT

Hazard Assessment

CERTIFICATION

Evaluation

NAME OF INDIVIDUAL PERFORMING EVALUATION *Russell Vernon*	DATE OF EVALUATION *05/06/2011*

| LOCATION OF EVALUATION *(Building, Room #, etc.)*
Environmental Health & Safety: Warehouse | |

| CERTIFICATION. *By signing this form the individual certifies that a workplace hazard assessment has been performed in accordance with 8 CCR § 3380.* | SIGNATURE
John Doe |

Hazard Assessment

Instructions: 1) Complete this form for **each** location to document evaluation of the workplace for hazards that necessitate the use of personal protective equipment (PPE), 2) Provide training and document on the (attached) training roster, and 3) Maintain this documentation (NOTE: *Biochemistry and Chemistry laboratories* must maintain this document in the Laboratory Safety Manual). Example of hazards include: Impact, Penetration, Compression, Chemical, Heat, Harmful dust, and light (optical) radiation. Note that these Personal Protective Equipment (PPE) controls should be used in conjunction with other controls (engineering, administrative, and work practices).

Task	Hazard	Control	PPE required
Research using organolithium compounds	*Chemical (flammability and corrosivity)*	☑ EYE / FACE:	*Safety glasses and face shield*
		☑ BODY:	*Flame-resistant laboratory coat or coveralls*
		☑ HAND:	*Nitrile gloves*
		☑ FOOT:	*Closed-toe shoes*
		☐ OTHER:	
Operation of Class 3B laser	*Heat and Light (optical) radiation (Burns to eyes and/or skin)*	☑ Eye / Face:	*Laser safety glasses/goggles with OD 5*
		☑ BODY:	*Long-sleeved shirts and pants made of natural fibers*
		☐ HAND:	
		☐ FOOT:	
		☑ OTHER:	*Hearing protection*
Disposal of biohazardous waste	*Chemical (bloodborne pathogens)*	☑ EYE / FACE:	*Safety glasses*
		☑ BODY:	*Laboratory coat*
		☑ HAND:	*Gloves*
		☑ FOOT:	*Closed-toe shoes*
		☐ OTHER:	
		☐ EYE / FACE:	
		☐ BODY:	
		☐ HAND:	
		☐ FOOT:	
		☐ OTHER:	
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		☐ FOOT:	
		☐ OTHER:	

UCR | Environmental Health & Safety
Training

Training Roster

Class:	**Personal Protective Equipment (PPE)**
Date/Time:	_____
Location:	_____
Instructor:	_____ Signature*: _____
Topics:	**When PPE is necessary; What PPE is necessary; How to properly don, doff, adjust, and wear PPE; Limitations of PPE; Proper care, maintenance, useful life, and disposal of PPE; Demonstration of ability to use PPE. [8 CCR 3380]**

Instructions:
1. Complete this form for **each** personnel member.
2. Submit this form to EH&S Training by campus mail, fax (951) 827-5122 or email ehstraining@ucr.edu.

Name	Identification*	Date Trained	Student Initial**	Instructor Initial***

Identification: Enter your Student ID, Employee ID, UCR NetID, UCR Email, or Date of Birth.
Student Initial: By my initials I acknowledge that I received and understood training.
***Instructor Initial:** By my initials I certify that the individuals on this roster have successfully passed the course (assessment).

CSAC Excess Insurance Authority

LOSS PREVENTION BEST PRACTICES

SAMPLE PPE HAZARD ASSESSMENT CERTIFICATION FORM

INSTRUCTIONS

This sample PPE Hazard Assessment form is designed to assist entities with completing the PPE Hazard Assessment written certification process as required by the Cal/OSHA CCR 3380 Personal Protective Devices regulation. Prior to conducting the assessment we encourage you to take a look at the CSAC EIA Loss Prevention Best Practice PPE Written Assessment Requirements and thoroughly review the Cal/OSHA regulation and the Non-Mandatory Appendix A for guidance.

The hazard assessment is vital in determining if PPE can be eliminated. PPE is the least effective method of protecting your employees, it does not eliminate or reduce the hazard. We encourage you to use the assessment to determine if the hazard can be eliminated or if engineering/administrative controls can be implemented to reduce or eliminate the need for PPE.

The scope of the regulation covers PPE requirements for the head, eyes/face, hands, feet, and body; however, as a best practice, you are encouraged to include all applicable PPE in your assessment, such as respiratory protection, hearing protection, and fall protection.

Each entity should customize this form to reflect actual tasks, operations, and potential hazards. The following Cal/OSHA regulations and additional resources provides you with pertinent information to assist with the customization.

Cal/OSHA Regulatory References and Other Resources

CCR 3380, Personal Protective Devices,

CCR 3380 Non-Mandatory Appendix A

CCR 3381, Head Protection

CCR 3382, Eye and Face Protection

CCR 3383, Body Protection

CCR 3384, Hand Protection

CCR 3385, Foot Protection

CCR 5144, Respiratory Protection

CCR 5097, Hearing Conservation Program

CCR 5193, Bloodborne Pathogens

CCR 5199, Aerosol Transmissible Diseases

Construction Safety Orders – Fall Protection

Fire Fighter - PPE

Electrical Safety Orders

Cal/OSHA Title 8 Index

Police/POST Model Respiratory Protection Program

Washington PPE Hazard Assessment Guide

Oregon OSHA PPE Hazard Assessment Guide

916.850.7300

www.csac-eia.org

PERSONAL PROTECTIVE EQUIPMENT - HAZARD ASSESSMENT CERTIFICATION

Entity Name:

Location:

Department:

Describe jobs included in this assessment:

Assessment Date(s):

Name of Evaluator:

I certify I performed this hazard assessment on the date(s) indicated.

Signature of Evaluator:

Date:

EYE AND FACE PROTECTION

Potential Hazards	Can hazard be eliminated without the use of PPE?
☐ Dust, dirt, metal, or wood chips from chipping, grinding, sawing, hammering, and from power tools	Yes ◯ No ◯
☐ Chemical splashes from corrosive substances, hot liquids, and solvents	Yes ◯ No ◯
☐ Exposure to blood or other potentially infectious materials (OPIM)	Yes ◯ No ◯
☐ Objects such as tree limbs, chains, tools, and ropes that swing into the eyes or face	Yes ◯ No ◯
☐ Radiant energy from welding and harmful rays from lasers or other radiant light	Yes ◯ No ◯
☐ Other:	Yes ◯ No ◯

PPE Required:
- ☐ Chemical goggles/face shield
- ☐ Chemical splash goggles
- ☐ Glasses/goggles w/face shield
- ☐ Glasses/goggles w/face shield
- ☐ Impact goggles
- ☐ Leather welding hood
- ☐ Safety glasses w/side shields
- ☐ Safety goggles w/face shield
- ☐ Welding goggles
- ☐ Welding helmet/shield w/ safety glasses and side shields
- ☐ Other:

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PERSONAL PROTECTIVE EQUIPMENT - HAZARD ASSESSMENT CERTIFICATION

HEAD PROTECTION

Potential Hazards

	Can hazard be eliminated without the use of PPE?
☐ Overhead objects that could fall	Yes ◯ No ◯
☐ Exposed pipes or beams (less than 6.5 feet overhead)	Yes ◯ No ◯
☐ Energized electrical equipment	Yes ◯ No ◯
☐ Other:	Yes ◯ No ◯

PPE Required (*Head protection that meets ANSI Z89.1 requirements*):

☐ Impact Type I   ☐ Electrical Class G (general)   ☐ Electrical Class C (conductive)

☐ Impact Type II   ☐ Electrical Class E (electrical)   ☐ Other:

HAND PROTECTION

Potential Hazards

	Can hazard be eliminated without the use of PPE?
☐ Harmful or hazardous temperatures	Yes ◯ No ◯
☐ Chemicals that can be absorbed into the skin or cause burns	Yes ◯ No ◯
☐ Exposure to blood or other potentially infectious materials (OPIM)	Yes ◯ No ◯
☐ Energized electrical equipment	Yes ◯ No ◯
☐ Mechanical equipment that can cause bruises, abrasions, cuts, punctures, fractures, or amputations	Yes ◯ No ◯
☐ Other:	Yes ◯ No ◯

PPE Required:

☐ Leather/cut resistant gloves   ☐ Insulated gloves   ☐ Electrician's insulated rubber gloves;

☐ General-purpose work gloves   ☐ Heat/flame resistant gloves   ☐ Cotton, leather, or anti-vibration gloves

☐ Chemical resistant gloves   ☐ Latex or nitrile gloves   ☐ Other:

PERSONAL PROTECTIVE EQUIPMENT - HAZARD ASSESSMENT CERTIFICATION

FOOT PROTECTION

Potential Hazards	Can hazard be eliminated without the use of PPE?
☐ Heavy objects such as barrels or tools that might roll onto or fall on a worker's feet	Yes ◯ No ◯
☐ Sharp objects such as nails or spikes that could pierce the soles or uppers of ordinary shoes	Yes ◯ No ◯
☐ Molten metal	Yes ◯ No ◯
☐ Hot, wet, or slippery surfaces	Yes ◯ No ◯
☐ Energized electrical equipment	Yes ◯ No ◯
☐ Other:	Yes ◯ No ◯

PPE Required:
☐ Steel toe safety shoes
☐ Slip resistant soles
☐ Insulated boots or shoes
☐ Puncture resistant soles
☐ Chemical resistant boots/covers
☐ Rubber boots/ closed top shoes
☐ Leather boots or safety shoes w/.metatarsal guards
☐ Other:

LEG PROTECTION

Potential Hazards	Can hazard be eliminated without the use of PPE?
☐ Hot substances	Yes ◯ No ◯
☐ Dangerous chemicals	Yes ◯ No ◯
☐ Cuts from chain saws	Yes ◯ No ◯
☐ Other:	Yes ◯ No ◯

PPE Required:
☐ Leggings or boots – penetration resistant
☐ Leggings or boots – chemical resistant
☐ Leggings or boots – molten metal resistant
☐ Chaps or leg protectors – resists cuts from chain saws
☐ Other:

PERSONAL PROTECTIVE EQUIPMENT - HAZARD ASSESSMENT CERTIFICATION

BODY PROTECTION

Potential Hazards

	Can hazard be eliminated without the use of PPE?
☐ Extreme temperatures (heat/cold)	Yes ◯ No ◯
☐ Hot splashes from molten metal and other hot liquids	Yes ◯ No ◯
☐ Impacts from tools, machinery, and materials	Yes ◯ No ◯
☐ Hazardous chemicals	Yes ◯ No ◯
☐ Ionizing radiation	Yes ◯ No ◯
☐ Other:	Yes ◯ No ◯

PPE Required:

☐ Chemical resistant coveralls
☐ Cut-resistant sleeves, wristlets
☐ Flame-resistant jacket/ pants
☐ High visibility garment
☐ Insulated jacket, hood
☐ Lab coat or apron/ sleeves
☐ Long sleeves/ apron/ coat
☐ Static control coats/ coveralls
☐ Welding leathers
☐ Other:

FALL PROTECTION

Potential Hazards

	Can hazard be eliminated without the use of PPE?
☐ Unguarded surfaces more than 10 feet, such as building maintenance, construction, utility work	Yes ◯ No ◯

PPE Required:

☐ Personal fall arrest system
☐ Personal fall restraint system
☐ Other:

PERSONAL PROTECTIVE EQUIPMENT - HAZARD ASSESSMENT CERTIFICATION

RESPIRATORY PROTECTION

Potential Hazards

Can hazard be eliminated without the use of PPE?

				Can hazard be eliminated without the use of PPE?
☐ Nuisance dust/mist	Yes ◯ No ◯	☐ Paint spray	Yes ◯ No ◯	
☐ Welding fumes	Yes ◯ No ◯	☐ Organic vapors	Yes ◯ No ◯	
☐ Asbestos	Yes ◯ No ◯	☐ Acid gases	Yes ◯ No ◯	
☐ Pesticides	Yes ◯ No ◯	☐ Oxygen deficient/ toxic or IDLH atmosphere	Yes ◯ No ◯	
☐ Isocyanates (polyurethane, automotive paint)	Yes ◯ No ◯	☐ Aerosol transmissible diseases (TB, influenza)	Yes ◯ No ◯	
☐ Other:				

Air-Purifying Respirator (APR)

☐ Particulate-removing respirator
☐ Gas-and-vapor-removing respirator
☐ Combination filter/gas/vapor
☐ Powered air-purifying respirator (PAPR)

Atmosphere-Supplying Respirator

☐ Supplied-air respirator
☐ Self-contained breathing apparatus (SCBA)
☐ Combination SCBA/air-line respirator
☐ Combination APR/Atmosphere-supplying respirators

Particulate Respirator (single use)

☐ N Series (Solid and water based particulates
☐ P and R Series (Also resistant to Oil)
☐ Filtering face piece (dust mask)
☐ Other:

HEARING PROTECTION

Potential Hazards

Can hazard be eliminated without the use of PPE?

	Can hazard be eliminated without the use of PPE?
☐ Loud work environment from generators, ventilations fans, conveyors	Yes ◯ No ◯
☐ Loud tool operations (electric, pneumatic, powder actuated), sanding, grinding, sawing, routing	Yes ◯ No ◯
☐ Loud equipment, motors, machine operations, punch or brake presses	Yes ◯ No ◯
☐ Other:	Yes ◯ No ◯

PPE Required:

☐ Ear plugs   ☐ Ear muffs   ☐ Other:

5

PERSONAL PROTECTIVE EQUIPMENT - HAZARD ASSESSMENT CERTIFICATION

Add additional PPE categories as needed:

Potential Hazards	Can hazard be eliminated without the use of PPE?
☐	Yes ◯ ◯ No
☐	Yes ◯ ◯ No
☐	Yes ◯ ◯ No
☐	Yes ◯ ◯ No
PPE Required:	
☐	☐

6

Personal Protective Equipment Use By Employees

1. Identification of Workplace Hazard

    In certain situations the most appropriate method of protecting employees from occupational hazards is the use of personal protective equipment (PPE). Employers should be aware that effective PPE use involves a hazard assessment which determines the need for the equipment, proper device selection and fitting, training employees in its use and monitoring its effectiveness. In addition, certain types of PPE are subject to specific Cal/OSHA standards and regulatory requirements. PPE covered by this Hazard Prevention Data Sheet include head, eye, body, hand and foot protection, respirators, various braces and support for back and joint injury prevention.

2. Management and Trainer Information

    Any time a potential occupational hazard is identified and it cannot be eliminated by changes in equipment (engineering controls) or work practices, personal protective equipment (PPE) may effectively protect employees. However, there are general and specific requirements in Cal/OSHA standards that govern PPE use.

    (1) PPE-Hazard Assessment. As part of the process of PPE selection, the employer needs to formally identify the hazard and prescribe the appropriate type of PPE to be used by employers. Sources of assistance include the employer's worker's compensation insurer's loss control consultant, the Cal/OSHA consultation service and safety equipment vendors. Employees should be advised of the hazard and the basis for PPE selection in their training.

    (2) General Requirements. PPE used by employees must conform to any national standard established for the type of equipment used, for example, American National Standards Institute (ANSI). The design and condition of the PPE must be sufficient to control the hazard identified. PPE must be properly maintained and kept in a sanitary condition. Interchange of PPE between employees is prohibited unless effectively cleaned between users. It must fit comfortably and not unduly encumber the employee's movements necessary to perform work. As a general rule, employers are expected by Cal/OSHA to provide PPE at no cost to employees. General PPE requirements are located in the General Industry Safety Orders at 8 CCR §3380.

    (3) Training: Employees who use PPE should be trained with respect to the hazards prevented by the protective equipment, how the device should be fitted and used, limitations associated with the PPE and any employer-specific rules for PPE use and care and safe work practices in Part 3 of this Hazard Prevention Data Sheet.

    (4) Specific Requirements Associated with Certain Types of PPE. The following table presents a summary of the specific requirements contained in Cal/OSHA standards for various types of PPE.

3. Employee Safe Work Practices

    Employees are required to comply with the following safe work practices to the extent applicable.

    (1) Employees shall wear or use all PPE as directed by the employer when workplace hazards are present.

    (2) Employees shall exercise care with respect to PPE provided, including proper adjustment, sanitation, cleaning and safeguarding to assure its continued availability.

     (3)   PPE should be properly fitted and adjusted during use to assure maximum effectiveness against hazards.

     (4)   Protective clothing, gloves and other bodily protection must not be worn in a loose fitting manner which could get caught on moving machinery or equipment.

     (5)   Employees shall immediately report any problem associated with PPE including malfunction, discomfort, ineffectiveness, unsanitary condition or loss.

4.   Items Subject to Periodic Scheduled Inspections

If PPE is provided to employees, the following items should be evaluated during periodic scheduled inspections:

     (1)   Are there hazardous situations observed where employees should be protected by PPE, for example: falling objects (overhead or at foot level), flying projectiles or substances which could enter eyes or contact employees' bodies?

     (2)   Are employees wearing or using required PPE in all work areas and tasks where required?

     (3)   Are employees properly wearing and using required PPE in terms of selection, fit and adjustment?

     (4)   Is all PPE in use and storage for immediate use, in a sanitary condition and good repair?

     (5)   Is all PPE designated for emergency use properly stored, identified and tagged with an indication of monthly inspections? Are inspections being performed?

     (6)   Is respirator use in compliance with the requirements of the Cal/OSHA respirator standard and as described in the employer's written respirator program?

DISCUSSION ITEMS

COMMITTEE REPORTS

FINANCIALS

Cazadero Community Services District
Bills Presented for Payment
October 13 through November 9, 2021

Date	Num	Name	Amount
Oct 13 - Nov 9, 21			
10/16/2021	EFT	Comcast	-192.20
10/20/2021	EFT	Recology Sonoma Marin	-46.95
10/20/2021	EFT	Recology Sonoma Marin	-375.18
10/27/2021	EFT	McPhail Fuel Co.	-81.38
10/28/2021	EFT	Comcast	-151.57
11/09/2021	EFT	Frontier Communications	-235.72
11/09/2021	EFT	Frontier Communications	-238.51
11/09/2021	EFT	Frontier Communications	-64.02
11/01/2021	EFT	P. G. & E.	-135.44
11/01/2021	EFT	P. G. & E.	-353.66
11/08/2021	EFT	P. G. & E.	-398.44
10/25/2021	E-pay	EDD	-138.50
10/25/2021	E-pay	EDD	-128.80
11/01/2021	9911	Caplan, Nancy K.	-415.57
11/01/2021	9912	Dewart, Alan	-461.75
11/01/2021	9913	Endsley, Stephanie R	-576.27
11/01/2021	9914	Krausmann, Steven M	-606.80
11/01/2021	9915	Kulczewski, Sharon	-977.72
11/01/2021	9916	Norton, Sean R.	-288.14
11/01/2021	9917	Shane, Stephen	-432.19
11/09/2021	9918	49er Communications, Inc.	-1,553.45
11/09/2021	9919	B D K Septic Service	-125.00
11/09/2021	9920	Bank of America Business ...	-2,256.44
11/09/2021	9921	Christian Ottolini	-375.00
11/09/2021	9922	Complete Welders Supply	-72.98
11/09/2021	9923	WestAmerica Bank- Safe D...	-45.00
Oct 13 - Nov 9, 21			**-10,726.68**

CORRESPONDENCE

NOTICE OF A SONOMA COUNTY PLANNING COMMISSION VIRTUAL PUBLIC HEARING CONTINUED FROM JULY 26, 2021 TO RECEIVE PUBLIC COMMENT AND CONSIDER THE SONOMA COUNTY LOCAL COASTAL PLAN UPDATE

Virtual Public Hearing Only
Additional accommodations and digital file review are available

WHO: Project Applicant, County of Sonoma, **Permit Sonoma File No. PLP13-0014**

WHAT: Sonoma County Local Coastal Plan Update **All parcels within the Coastal Zone, Supervisorial District: Fifth.**

On November 10, 2021, The Sonoma County Planning Commission will resume the virtual public hearing opened on July 26 2021 to receive public comment and consider recommendations on the Public Review Draft of the Local Coastal Plan to the Board of Supervisors in which all interested persons are invited to attend and provide comments. The Planning Commission will review the Local Coastal Plan on an element by element basis and anticipates considering the **Public Safety, Public Facilities, and Circulation and Transit Elements** at this meeting, as well as consider policy options for noise, vibration, and lighting for incorporation into various elements of the Local Coastal Plan.

Members of the Public May Not Attend this Meeting in Person.

NEXT STEPS: This Planning Commission will review and recommend elements of the Local Coastal Plan at subsequent meeting to be held on a monthly basis. As of the date of this notice, future meetings are anticipated for December 9, 2021, January 13, 2022, February 3, 2022, March 3, 2020, and April 7, 2022. At the conclusion of each meeting, the Planning Commission will announce elements to be considered at the next scheduled meeting.

ENVIRONMENTAL REVIEW:

The project is statutorily exempt from the California Environmental Quality Act (CEQA) as per Section 15265, Adoption of Coastal Plans and Programs. CEQA does not apply to activities and approvals pursuant to the California Coastal Act by any local government, necessary for the preparation and adoption of a local coastal program.

WHERE & WHEN: **November 10, 2021 at 1:05 pm. In accordance with AB 361, Governor Newsom's March 4, 2020 State of Emergency due to the COVID-19 pandemic, Sonoma County Public Health Officer's Recommendation for Teleconferenced Meetings, and the Sonoma County Board of Supervisors Resolution 21-0399, this meeting will be conducted via videoconference only without a physical location from which members of the public may observe and offer public comment. Members of the public may watch, listen, and participate in the hearing through Zoom or by phone, and may submit written comment prior to the hearing as described below.**

ADDITIONAL MATERIALS: Project materials and associated documents are available at Permit Sonoma, 2550 Ventura Avenue, Santa Rosa, CA 95403 and digitally through the project planner and at https://sonomacounty.ca.gov/PRMD/Long-Range-Plans/Local-Coastal-Program/Proposed/ For more information about this proposal, to submit comments, or to request an accommodation for review of the file, please contact the project planner, Gary Helfrich at Gary.Helfrich@sonoma-county.org or (707) 565-2404.

GETTING INVOLVED: If you have questions or concerns regarding the proposed project please contact the Project Planner noted above. Public comment prior to the meeting may be submitted to the Project Planner listed above. Comments may be submitted any time prior to the hearing.

Public comment during the meeting: Members of the public who join the Zoom meeting, either through the Zoom app or by telephone, will have an opportunity to provide live comments during the hearing. Please refer to the meeting agenda for instructions on how to join the meeting via the Zoom app or by telephone. The agenda will be posted 1 week prior to the hearing date located: https://sonomacounty.ca.gov/Planning-Commission/

If you challenge the decision on the project in court you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to Permit Sonoma at or prior to the public hearing.

NOTICE
ALSO
PUBLISHED: November 3, 2021

DATE: November 3, 2021

Office of Grants and Local Services <localservices@parks.ca.gov>   11/2/2021 8:29 AM

Updates for Competitive Grant Programs

To cazaderocsd@comcast.net

The California Department of Parks and Recreation's Office of Grants and Local Services (OGALS) is pleased to provide updates for our upcoming competitive grant programs.

Regional Park Program and Rural Recreation and Tourism Program

The deadlines for these two programs have been extended until January 20, 2022 at 5pm.

Please note, this means the online application system, Submittable, will close at 5pm, and applications must be submitted before that time.

Visit the Regional Park Program website and Rural Recreation and Tourism Program website for more information, and to apply.

Land and Water Conservation Fund, Recreational Trails Program, and Habitat Conservation Fund

Application webinars for these three programs will be held on November 9th, 10th, 16th, and 17th. Visit each program's website to learn more and register:

Land and Water Conservation Fund (webinars will be held from 8:00am - 10:00am)

Recreational Trails Program (webinars will be held from 10:30am - 12:30pm)

Habitat Conservation Fund (webinars will be held from 1:30pm - 3:30pm)

Outdoor Recreation Legacy Partnership Program

The Outdoor Recreation Legacy Partnership Program (ORLP) is a federal program, run by the National Park Service (NPS), that funds projects in densely populated urban areas, giving priority to projects the create new outdoor recreation opportunities in economically disadvantaged communities.

Projects may focus on acquisition, development, or a combination of the two.

Eligible applicants: Cities, counties, state agencies, federally recognized Native American Tribes, and park districts (including special districts with authority involving public park and recreation areas)

NPS has not yet released a Notice of Funding Opportunity (NOFO) for a future round; however, typically past rounds have been announced in the spring. Although OGALS does not have guidelines for the future cycle, OGALS can provide general guidance based on the last five rounds.

With that, given the short turnaround time for this program once announced by NPS, submission of one-page concept papers to help applicants plan ahead are welcome, though not required. Concept papers can help OGALS work with applicants to determine eligible sites and project scopes based on guidelines from previous rounds.

Visit the ORLP website for the one-page concept paper content. In addition, the webpage also has an example of technical assistance guidelines for the most recent Round 5 cycle from Spring 2021. Again, this guidance is subject to change depending on the federal NOFO requirements for Round 6.

Statewide Park Program

The Statewide Park Program received $2.42 billion in requests for $548.3 million in available grant funding. Award announcements will be made this Fall.

Please contact your Competitive Review Project Officer, assigned by county, if you have any questions on our upcoming competitive programs.

We look forward to your applications!

California Department of Parks and Recreation

Community Engagement Division

Office of Grants and Local Services' Competitive Review Team

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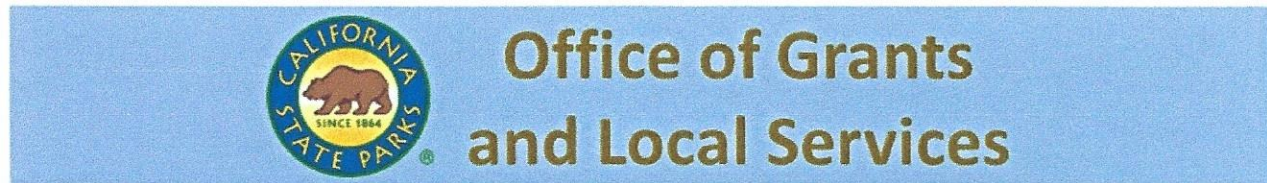Sacramento, CA | 95818 United States

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Application Deadline Extended - Rural Recreation and Tourism Program & Regional Park Program

To cazaderocsd@comcast.net

The Office of Grants and Local Services (OGALS) is pleased to announce the application deadline has been extended for the Regional Park Program (RPP), and the Rural Recreation and Tourism Program (RRT).

NEW Application deadline: Thursday, January 20, 2022 before 5:00pm (moved from the original November 5, 2021 due date).

Program Overviews

Regional Park Program

RPP will fund land acquisition and development to create, expand and improve regional parks and facilities across California.

Applications must be submitted online before 5:00 pm on January 20, 2022.

Please visit parks.ca.gov/rpp for more information about the program and the Application Guide.

Rural Recreation and Tourism Program

RRT will fund land acquisition and development to create new recreation facilities in support of economic and health-related goals in rural communities across California.

Applications must be submitted online before 5:00 pm on January 20, 2022.

Please visit parks.ca.gov/rrt for more information about the program and the Application Guide.

Online Application System is Open - Start Uploading Now!

Submittable, the online application system, is available for both programs. **We strongly encourage you to create an account and begin entering your application now to avoid unexpected technical issues on the day of the application deadline. The portal will close at 5:00pm on Thursday, January 20, 2022; applicants must click the submit button before 5:00pm.**

The system is designed so that co-workers and partners can Collaborate on an application by clicking "Invite Collaborators" at the top of the online application. Collaborators must be added before the final submit application tab is clicked - they cannot be added afterward.

Submittable video tutorials are available on each program webpage to assist applicants with setting up their account and entering applications.

Planning to submit more than one application in the same Grant Program? Follow these steps:

1. Complete one entire application at a time and click the "submit application" button at the bottom of the application. This must be done before the same person can create and be the "owner" of the next application. Alternately, if an

applicant wants to work on multiple applications in the system at the same time, Step 2 below will be followed.

OR

2. An applicant must select another person (co-worker or another partner) to start an account for each additional application and follow the steps below.

- The person who starts the additional application is called an "owner" in the online Submittable system. Each additional application will need a different owner to create the new application account.

- When an owner sets up an application account, the owner will be able to email a link to invite as many collaborators as needed. However, collaborators must be added *before the application is submitted.* [Collaborate on an application](#) by clicking "Invite Collaborators" at the top of the online application.

- A collaborator can work on the application in the system but will not have the ability to click the "submit application" button.

- The **owner** will click the "submit application" button by the Application deadline.

We hope you find this online collaboration feature to be helpful for those who are teleworking, and to support online teamwork between your co-workers and partners while preparing the application.

Again, we encourage you to submit applications as soon as they are ready between now and the Application deadline, as long as you have determined that your responses to the Project Selection Criteria are complete. Revisions to Project Selection Criteria will not be accepted once applications have been submitted.

We look forward to your applications!

California Department of Parks and Recreation

Community Engagement Division

Office of Grants and Local Services' Competitive Review Team

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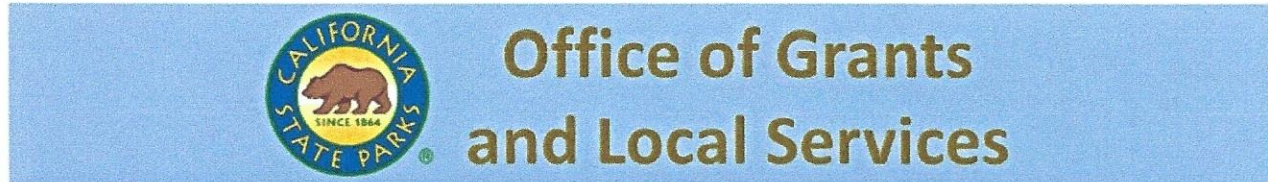*To continue receiving our emails, add us to your address book.*

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Early 2022 Grant Application Deadlines and Workshops

To cazaderocsd@comcast.net

The Office of Grants and Local Services (OGALS) is pleased to announce the following updates for the Land and Water Conservation Fund (LWCF), Recreational Trails Program (RTP), and Habitat Conservation Fund (HCF).

Application Deadlines

LWCF: Tuesday, February 1, 2022 before 5:00pm

RTP: Tuesday, March 1, 2022 before 5:00pm

HCF: Tuesday, March 1, 2022 before 5:00pm

A separate notification will be sent once the Submittable application system is open.

LWCF/RTP/HCF Application Workshop Webinars

To help applicants prepare, application workshops for each program are being offered this Fall. Each program session will be 2 hours. Applicants will have the option to attend all three programs on the same day, or each program on a separate day.

2021 Webinar Schedule

Dates:

Tuesday, November 9

Wednesday, November 10

Tuesday, November 16

Wednesday, November 17

Times:

LWCF: 8:00am - 10:00am

RTP: 10:30am - 12:30pm

HCF: 1:30pm - 3:30pm

How to RSVP:

To participate in a workshop, use the RSVP links below to reserve your spot!

LWCF: Visit our Eventbrite Page

RTP: Visit our Eventbrite Page

HCF: Visit our Eventbrite Page

We encourage you to visit the webpages below to learn more about each program

and to access the Application Guides before the workshops.

LWCF: www.parks.ca.gov/lwcf

RTP: www.parks.ca.gov/rtpnm

HCF: www.parks.ca.gov/hcf

We look forward to your participation!

California Department of Parks and Recreation

Community Engagement Division

Office of Grants and Local Services' Competitive Review Team

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