



**June 25, 2024  
11641 Blocker Drive  
Auburn, CA 95603  
(second floor conference room)**

**Regular Board Meeting  
4:00pm**

- 1) CALL TO ORDER
- 2) MEMBERS & GUESTS PRESENT
- 3) APPROVAL OF AGENDA
- 4) PUBLIC COMMENT

*This time is provided so that persons may speak to the Board on any item not on this agenda. Public comments are limited to 5 minutes. The Board cannot act on items not included on this agenda.*

- 5) APPROVAL OF PREVIOUS MINUTES
  - Regular Board Meeting – May 28, 2024

*The board will review and act to accept/deny previous meeting minutes listed*

- 6) FINANCIAL REPORTS
  - May 2024 Financial Report

*The board will be given an update by the Administration and Finance Manager on recent financial management activities and will review and may act to accept/deny the May 2024 Financial Report*

- 7) AGENCY REPORT
- 8) BUSINESS:

*New Business:*

- a. Communication and Outreach Presentation  
*The board will be given a presentation on the district's communication and outreach activities*
  - b. California Environmental Quality Act (CEQA) Notice of Exemption (NOE) for the Mosquito Fire Recovery and Reforestation  
*The board will review and may act to approve the CEQA NOE for the Mosquito Fire Recovery and Reforestation - Michigan Bluff Cemetery owned by Placer County*
  - c. Accounts Receivable Write-Off Policy  
*The board will review and may act to approve the Accounts Receivable Write-Off Policy*
  - d. Workplace Violence Prevention Plan  
*The board will review and may act to adopt the Workplace Violence Prevention Plan*
  - e. Emergency Action Plan  
*The board will review and may act to adopt the Emergency Action Plan*
  - f. Public Records Request Policy  
*The board will review and may act to adopt the Public Records Request Policy*
  - g. Education and Outreach Coordinator  
*The board will review and may act to approve the Education and Outreach Coordinator job description*
- 9) **CLOSED SESSION:** Pursuant to the cited authority (all references are to the Government Code), the Board of Directors will hold a closed session to discuss the following listed item. A report of any action taken will be presented prior to adjournment.
1. GOVERNMENT CODE 54957 (§ (b)(1)) – PERSONNEL DISCUSSION  
Discussion of performance and pay rate of the Community Engagement & Outreach Specialist
- 10) DIRECTORS REPORTS/COMMENTS
- 11) FUTURE AGENDA ITEMS

12) ADJOURNMENT

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS  
REGULAR MEETING  
MAY 28, 2024**

**CALL TO ORDER**

The regular meeting of the Placer County Resource Conservation District (District /RCD) Board was called to order by RCD Board Chair Claudia Smith, at 4:00 pm in the second-floor conference room at 11641 Blocker Drive in Auburn, CA.

**MEMBERS AND OTHERS PRESENT**

Directors Present: Claudia Smith  
Stephen (Steve) Jones  
Patricia (Patti) Beard  
Kristin Lantz  
Jonathan (Jon) Jue

Direct Absent: Thomas (Tom) Wehri

Others Present: Sarah Jones, RCD Executive Director  
Donna Thomassen, RCD Employee  
Kate Espinola, RCD Employee  
Rick Couvrette

**APPROVAL OF AGENDA**

Jon Jue moved to approve the amended agenda. Steve Jones seconded, and the motion passed unanimously. Item A was tabled for the next meeting .

**PUBLIC COMMENT**

Rick Couvrette introduced himself with interest in being a future board member.

**AGENCY REPORT**

No report was given.

**APPROVAL OF MEETING MINUTES**

Kristin Lantz moved to approve the meeting minutes from the regular meeting held on April 23, 2024. Patti Beard seconded, and the motion passed with 4 ayes, 1 abstained and 1 absent.

**FINANCIAL REPORTS**

Donna Thomassen presented the April 2024 financial reports. It was disclosed that the monthly reports are subject to change due to any adjusting journal entries that may affect the period of reporting. Third-quarter invoicing is reflected in the current reports. Patti

Beard moved to accept financials as presented. Jon Jue seconded, and the motion passed unanimously.

## **BUSINESS**

### **New Business:**

**a) Communication and Outreach Presentation**

Tabled for next meeting.

**b) Employee Acknowledgement**

The board recognized Chad Chaney and Liana Vitousek for their time and accomplishments working at the district.

**c) Administration and Finance Director**

Kirstin Lantz moved to approve the Administration and Finance Director position and job description. Jon Jue seconded, and the motion passed unanimously.

**d) Administration and Finance Manager**

Kristin Lantz moved to approve the amended Administration and Finance Manager job description. Patti Beard seconded, and the motion passed unanimously. The requested changes were to remove skill levels on page 4 and add letters to table on page 5.

**e) Prescribed Fire Program Manager**

Kristin Lantz moved to approve the amended Prescribed Fire Program Manager job description. Jon Jue seconded, and the motion passed unanimously. The requested change was to state the position will report to the Forestry Director in the job summary.

**f) Draft 2024 Placer Resource Conservation District Organizational Chart**

Patti Beard moved to approve the amended draft 2024 Placer Resource Conservation District Organizational Chart. Steve Jones seconded, and the motion passed unanimously. It was requested to remove the line from the Administration and Finance Manager to Executive Director.

**g) Employee Handbook**

Jon Jue moved to approve the updated Employee Handbook with the new employment laws added. Patti Beard seconded, and the motion passed unanimously.

**h) North Fork American River Shaded Fuel Break Phase 2, Contract PSC24-22 Amendment #1**

Sarah Jones proposed Contract PSC24-22 Amendment #1 for Timbersmith Corporation to increase the not-to-exceed amount and acreage based on cost savings, efficiency, grant timeline and public safety. Taking the additional acreage project work out to bid would delay the project jeopardizing the District's ability to complete the grant deliverables by the deadline. Additionally, the increase in

acreage, if it were included in the original RFP would not have influenced the decision to contract with Timbersmith Corporation. Kristin Lantz moved to approve PCS24-22 amendment #1 for the North Fork American River Shaded Fuel Break Phase 2. Steve Jones seconded, and the motion passed unanimously. With 5 ayes and 1 absent Director.

**i) City of Colfax, FEMA Grant**

Sarah Jones provided a brief background of the City of Colfax's Home Hardening FEMA/CalOES grant. The board directed Sarah to email the City of Colfax and decline subcontracting to the grant.

**j) Board Recruitment Ad hoc Committee**

The board was directed to email Sarah Jones with ideas for board recruitment and development plan.

**Regular meeting ended to enter closed session at 5:04 pm**

1. GOVERNMENT CODE 54957 (§ (b)(1)) – PERSONNEL DISCUSSION  
Discussion of performance and pay rate of the Executive Assistant,  
Prescribed Fire Program Manager, Forestry Project Coordinator

**Closed session ended at 5:26 pm**

**Report Out:** The board approved change of job titles and pay increases.

**DIRECTORS COMMENTS**

Steve Jones provided input on attending a board meeting through Zoom and made suggestions for future meetings.

Claudia Smith mentioned she went on the Forestry Tour with Jon Jue and Kristin Lantz. She thought the staff did a great job organizing it.

Kristin Lantz asked if the district will be at the Placer County Fair?

Sarah Jones asked if it would be okay to put the Director's Binder on the shared drive rather than in paper form.

**FUTURE AGENDA ITEMS**

Future agenda items: Accounts Receivable Write-off Policy and Procedures, Job Description and Board Recruitment Plan.

**ADJOURNMENT**

The regular meeting was adjourned at 5:32 pm. Jon Jue moved to adjourn the regular meeting. Kristin Lantz seconded, and the motion passed unanimously. The next regular meeting is scheduled for June 25, 2024, from 4:00 pm to 6:00 pm in the upstairs conference room at 11641 Blocker Drive, Auburn.

# Placer Resource Conservation District

## UNRECONCILED Balance Sheet

As of May 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Mechanics Bank	2,917.31
Placer County Checking	601,355.56
<b>Total Bank Accounts</b>	<b>\$604,272.87</b>
Accounts Receivable	
Accounts Receivable	3,429,839.14
<b>Total Accounts Receivable</b>	<b>\$3,429,839.14</b>
Other Current Assets	
Def Outflows - OPEB	62,920.00
Def Outflows - Pension	262,754.00
Prepaid Expenses	0.00
Prepaid Rent	110.00
<b>Total Prepaid Expenses</b>	<b>110.00</b>
Security Deposit	7,757.80
Undeposited Funds	80.00
<b>Total Other Current Assets</b>	<b>\$333,621.80</b>
<b>Total Current Assets</b>	<b>\$4,367,733.81</b>
Fixed Assets	
Leased Assets	
Leased Asset - Accumulated Depreciation	-17,975.00
Leased Assets - Original	172,557.00
<b>Total Leased Assets</b>	<b>154,582.00</b>
Machinery and Equipment	
Machinery & Equipment - Depreciation	-239,676.00
Machinery & Equipment - Original Cost	602,754.99
<b>Total Machinery and Equipment</b>	<b>363,078.99</b>
Work In Progress	158,498.07
<b>Total Fixed Assets</b>	<b>\$676,159.06</b>
Other Assets	
Grant Retention	1,051.71
<b>Total Other Assets</b>	<b>\$1,051.71</b>
<b>TOTAL ASSETS</b>	<b>\$5,044,944.58</b>

# Placer Resource Conservation District

## UNRECONCILED Balance Sheet

As of May 31, 2024

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	414,798.65
<b>Total Accounts Payable</b>	<b>\$414,798.65</b>
Other Current Liabilities	
Accrued Leaves Payable	52,767.37
Def Inflows - OPEB	24,470.00
Def Inflows - Pension	43,793.00
Lease Payable	121,399.00
Lease Payable - Current	37,534.00
Unearned Revenues	0.00
Due to Placer Sierra Fire Safe Council	8,343.59
Unearned Revenue - CALFire Mosquito 2 HTM#2	242,499.00
Unearned Revenue - CALFire Mosquito 3 Rec & Ref	1,245,000.00
Unearned Revenue - CALFire NF Phase II 5GA20108	759,864.51
Unearned Revenue - CALFire Special Projects	3,828.89
Unearned Revenue Forestry Mentorship Program	6,201.40
Unearned Revenue NACD	47,738.01
Unearned Revenues - Red Sesbania Eradication Collaborative Effort	16,666.67
<b>Total Unearned Revenues</b>	<b>2,330,142.07</b>
<b>Total Other Current Liabilities</b>	<b>\$2,610,105.44</b>
<b>Total Current Liabilities</b>	<b>\$3,024,904.09</b>
Long-Term Liabilities	
Net OPEB Liability	203,148.00
Net Pension Liability	389,722.00
<b>Total Long-Term Liabilities</b>	<b>\$592,870.00</b>
<b>Total Liabilities</b>	<b>\$3,617,774.09</b>
Equity	
Assigned Funds	442,281.36
Net Assets	651,746.07
Net Investment in Capital Assets	517,226.00
Net Income	-184,082.94
<b>Total Equity</b>	<b>\$1,427,170.49</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$5,044,944.58</b>



# Placer Resource Conservation District

## A/R Aging Detail

As of May 31, 2024

DATE	TRANSACTION TYPE	NUM	DONOR	DEPARTMENT	DUE DATE	AMOUNT	OPEN BALANCE
<b>91 or more days past due</b>							
04/26/2023	Invoice	23-481	Susan Elliott	30 - Board Designated Funds:Chipper Cost Share	05/26/2023	80.00	80.00
07/06/2023	Invoice	23-747	Laurel Elkus	30 - Board Designated Funds:Chipper Cost Share	08/05/2023	80.00	80.00
08/01/2023	Invoice	23-836	Deborah Spingola	30 - Board Designated Funds:Chipper Cost Share	08/31/2023	80.00	80.00
09/07/2023	Credit Memo	23-982	Jackie Sterk	30 - Board Designated Funds:Chipper Cost Share	09/07/2023	-80.00	-80.00
<b>Total for 91 or more days past due</b>						<b>\$160.00</b>	<b>\$160.00</b>
<b>61 - 90 days past due</b>							
03/29/2024	Invoice	24-1649	CA Dept of Food and Agriculture	40- Temporarily Restricted Funds:Central Sierra HSP Block Grant	03/29/2024	8,014.96	8,014.96
03/31/2024	Invoice	24-1775	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GG17186 CF Fire Prevention & Education	03/31/2024	70.15	70.15
03/31/2024	Invoice	24-1774	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GA21148 - Mosquito Fire 2 Hazard Tree Mitigation	03/31/2024	154.39	154.39
03/31/2024	Invoice	24-1703	CA Association of Resource Conservation Districts	40- Temporarily Restricted Funds:CARCD/NRCS Forestry TA	03/31/2024	1,095.14	1,095.14
03/31/2024	Invoice	24-1772	CA Dept of Food and Agriculture	40- Temporarily Restricted Funds:Healthy Soils Program TA	03/31/2024	1,562.48	1,562.48
03/31/2024	Invoice	24-1767	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GA21903 PCCF Block Grant	03/31/2024	1,948.45	1,948.45
03/31/2024	Invoice	24-1704	CA Association of Resource Conservation Districts	40- Temporarily Restricted Funds:CARCD Workforce Development	03/31/2024	3,794.12	3,794.12
03/31/2024	Invoice	24-1770	CA Association of Resource Conservation Districts	40- Temporarily Restricted Funds:WCB Pollinator Habitat	03/31/2024	4,623.09	4,623.09
03/31/2024	Invoice	24-1702	CA Association of Resource Conservation Districts	40- Temporarily Restricted Funds:NRCS - RCPP #2871(FY24)	03/31/2024	4,922.19	4,922.19
03/31/2024	Invoice	24-1766	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GA21018 Forestry Mentorship Program	03/31/2024	8,016.64	8,016.64
03/31/2024	Invoice	24-1726	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GA21147 North Fork Phase 1B	03/31/2024	8,413.66	8,413.66
03/31/2024	Invoice	24-1773	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GA21900 Forestry Newsletter, Website & Committee	03/31/2024	8,876.14	8,876.14

# Placer Resource Conservation District

## A/R Aging Detail

As of May 31, 2024

DATE	TRANSACTION TYPE	NUM	DONOR	DEPARTMENT	DUE DATE	AMOUNT	OPEN BALANCE
03/31/2024	Invoice	24-1705	NRCS	40- Temporarily Restricted Funds:NRCS Landowner Tech. Assistance	03/31/2024	10,696.02	10,696.02
03/31/2024	Invoice	24-1708	California Department of Forestry & Fire	40- Temporarily Restricted Funds:5GA21153 Calfire Support Services	03/31/2024	10,977.19	10,977.19
03/31/2024	Invoice	24-1765	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GG22608 - Mosquito Fire 3 Recovery & Reforestation	03/31/2024	14,724.74	14,724.74
03/31/2024	Invoice	24-1764	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GG19100 Calfire- Prescribed Burning	03/31/2024	22,432.16	22,432.16
03/31/2024	Invoice	24-1707	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GA21146 Mosquito Fire 1 Tree Mortality Project	03/31/2024	36,754.69	36,754.69
<b>Total for 61 - 90 days past due</b>						<b>\$147,076.21</b>	<b>\$147,076.21</b>
31 - 60 days past due							
04/03/2024	Invoice	24-1634	Samantha Alberts	30 - Board Designated Funds:Chipper Cost Share	04/03/2024	200.00	200.00
04/17/2024	Invoice	24-1682	Joel Bingham	30 - Board Designated Funds:Chipper Cost Share	04/17/2024	80.00	80.00
04/30/2024	Journal Entry	NFP2 APRIL INV 5/7/24	California Department of Forestry & Fire		04/30/2024	600,133.43	600,133.43
<b>Total for 31 - 60 days past due</b>						<b>\$600,413.43</b>	<b>\$600,413.43</b>
1 - 30 days past due							
05/03/2024	Invoice	24-1785	Mark Tidd	30 - Board Designated Funds:Chipper Cost Share	05/03/2024	80.00	80.00
05/09/2024	Invoice	24-1807	Keith Kemp	30 - Board Designated Funds:Chipper Cost Share	05/09/2024	80.00	80.00
05/13/2024	Invoice	24-1812	Andrea Wild	30 - Board Designated Funds:Chipper Cost Share	05/13/2024	80.00	80.00
05/13/2024	Invoice	24-1814	Steve Davis	30 - Board Designated Funds:Chipper Cost Share	05/13/2024	80.00	80.00
04/17/2024	Invoice	24-1690	Randy Ittner	30 - Board Designated Funds:Chipper Cost Share	05/17/2024	80.00	80.00
04/17/2024	Invoice	24-1692	John Souza	30 - Board Designated Funds:Chipper Cost Share	05/17/2024	80.00	80.00
04/18/2024	Invoice	24-1711	Doug Selby	30 - Board Designated Funds:Chipper Cost Share	05/18/2024	80.00	80.00
05/21/2024	Invoice	24-1891	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GA21148 - Mosquito Fire 2 Hazard Tree Mitigation	05/21/2024	242,499.00	242,499.00
05/21/2024	Invoice	24-1890	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#5GA20108 - North Fork Phase II	05/21/2024	1,191,770.50	1,191,770.50
05/21/2024	Invoice	24-1892	California Department of Forestry & Fire	40- Temporarily Restricted Funds:#8GG22608 - Mosquito Fire 3 Recovery & Reforestation	05/21/2024	1,245,000.00	1,245,000.00

# Placer Resource Conservation District

## A/R Aging Detail

As of May 31, 2024

DATE	TRANSACTION TYPE	NUM	DONOR	DEPARTMENT	DUE DATE	AMOUNT	OPEN BALANCE
<b>Total for 1 - 30 days past due</b>						<b>\$2,679,829.50</b>	<b>\$2,679,829.50</b>
Current							
05/07/2024	Invoice	24-1795	Ann Bowler	30 - Board Designated Funds:Chipper Cost Share	06/06/2024	80.00	80.00
05/15/2024	Invoice	24-1823	Mark Christensen	30 - Board Designated Funds:Chipper Cost Share	06/14/2024	80.00	80.00
05/16/2024	Invoice	24-1830	Gregg Cirillo	30 - Board Designated Funds:Chipper Cost Share	06/15/2024	80.00	80.00
05/21/2024	Invoice	24-1839	Wendy Woodward	30 - Board Designated Funds:Chipper Cost Share	06/20/2024	80.00	80.00
05/21/2024	Invoice	24-1841	John Branderhorst	30 - Board Designated Funds:Chipper Cost Share	06/20/2024	80.00	80.00
05/23/2024	Invoice	24-1852	Kimberly Johnson	30 - Board Designated Funds:Chipper Cost Share	06/22/2024	80.00	80.00
05/28/2024	Invoice	24-1863	Netti Johnston	30 - Board Designated Funds:Chipper Cost Share	06/27/2024	80.00	80.00
05/28/2024	Invoice	24-1864	Netti Johnston	30 - Board Designated Funds:Chipper Cost Share	06/27/2024	500.00	500.00
05/30/2024	Invoice	24-1866	Cynthia Davis	30 - Board Designated Funds:Chipper Cost Share	06/29/2024	80.00	80.00
05/30/2024	Invoice	24-1867	Jerald Starkey	30 - Board Designated Funds:Chipper Cost Share	06/29/2024	80.00	80.00
05/30/2024	Invoice	24-1869	Richard Tannahill	30 - Board Designated Funds:Chipper Cost Share	06/29/2024	80.00	80.00
05/30/2024	Invoice	24-1870	Sandra Ruiz	30 - Board Designated Funds:Chipper Cost Share	06/29/2024	80.00	80.00
05/30/2024	Invoice	24-1872	John Fuentes	30 - Board Designated Funds:Chipper Cost Share	06/29/2024	80.00	80.00
05/30/2024	Invoice	24-1876	William Dawson	30 - Board Designated Funds:Chipper Cost Share	06/29/2024	80.00	80.00
05/30/2024	Invoice	24-1878	Greg Olmsted	30 - Board Designated Funds:Chipper Cost Share	06/29/2024	80.00	80.00
05/30/2024	Invoice	24-1875	Mike Carter	30 - Board Designated Funds:Chipper Cost Share	06/29/2024	100.00	100.00
05/30/2024	Invoice	24-1877	Greg Puleo	30 - Board Designated Funds:Chipper Cost Share	06/29/2024	160.00	160.00
05/31/2024	Invoice	24-1881	Sean McBride	30 - Board Designated Funds:Chipper Cost Share	06/30/2024	80.00	80.00
05/31/2024	Invoice	24-1882	Devon Liden	30 - Board Designated Funds:Chipper Cost Share	06/30/2024	80.00	80.00
05/31/2024	Invoice	24-1883	Doug Tribelli	30 - Board Designated Funds:Chipper Cost Share	06/30/2024	80.00	80.00
05/31/2024	Invoice	24-1884	Jeff Barnard	30 - Board Designated Funds:Chipper Cost Share	06/30/2024	80.00	80.00
05/31/2024	Invoice	24-1885	Janis Verna	30 - Board Designated Funds:Chipper Cost Share	06/30/2024	80.00	80.00
05/31/2024	Invoice	24-1886	Terry Poore	30 - Board Designated Funds:Chipper Cost Share	06/30/2024	80.00	80.00
<b>Total for Current</b>						<b>\$2,360.00</b>	<b>\$2,360.00</b>
<b>TOTAL</b>						<b>\$3,429,839.14</b>	<b>\$3,429,839.14</b>

# Placer Resource Conservation District

## UNRECONCILED Profit and Loss

July 2023 - May 2024

	TOTAL
Income	
CONTRIBUTED SUPPORT	
Chipping Service Contributions	56,840.00
Federal Grants/Contracts	56,441.59
Foundation/Trust Grants	49,295.64
State Grants	2,111,047.05
<b>Total CONTRIBUTED SUPPORT</b>	<b>2,273,624.28</b>
EARNED REVENUES	
Administrative Fees (Indirect Cost)	289,594.40
County Contracts/Fees	208,773.26
HPTR Taxes	1,321.05
Interest Income - Operations	14,256.34
Prior Year Revenue	3,321.49
Property Tax Revenues	504,383.40
Special District - Income	73,735.33
State Contracts/Fees	5,592.78
Surplus Equipment Revenue	45,753.50
<b>Total EARNED REVENUES</b>	<b>1,146,731.55</b>
Uncategorized Income	341.43
<b>Total Income</b>	<b>\$3,420,697.26</b>
<b>GROSS PROFIT</b>	<b>\$3,420,697.26</b>
Expenses	
EXPENSES	
Accounting, Bookkeeping & Audit	18,950.00
Bank Charges & C/C Fees	1,689.29
Contractual Services	5,782.68
Grants/Agreements/Projects	1,674,482.74
Match - Contractual	116.50
<b>Total Grants/Agreements/Projects</b>	<b>1,674,599.24</b>
Operations	16,640.09
<b>Total Contractual Services</b>	<b>1,697,022.01</b>
Copier Lease	1,158.30
Education & Training Fees	17,210.75
Equipment	
Equipment Approved by Grantor	50,111.66
Equipment for Shop > \$500	5,485.65
Office Equipment	226.09
<b>Total Equipment</b>	<b>55,823.40</b>
Insurance - Health Active	224,832.15
Insurance - Workmen's Compensation	25,035.37
Insurance Liability	36,553.80

# Placer Resource Conservation District

## UNRECONCILED Profit and Loss

July 2023 - May 2024

	TOTAL
Insurance-Health Retirees	29,631.40
LAFCO Fees	2,695.24
Legal Fees	16,203.08
Materials & Supplies	210.21
Field Supplies	16.80
Fuel	20,219.78
Grants/Agreements/Programs	22,799.37
Office Supplies	3,358.97
Shop Supplies & Equipment < \$500	2,101.21
Uniforms/Safety	4,846.62
<b>Total Materials &amp; Supplies</b>	<b>53,552.96</b>
Meals and Entertainment	4,462.89
Membership Dues	7,882.00
Other Grant/Program Costs	26,925.96
Payroll Expenses	
Leave Wages; Holiday/Vacation/Sick/Comp	128,162.47
Payroll Admin Cost (County)	9,068.16
Payroll Tax Expense	83,347.07
PERS	85,617.83
Professional Development Leave	27,683.16
Wages	883,177.63
<b>Total Payroll Expenses</b>	<b>1,217,056.32</b>
Postage & Mail Delivery	492.58
Printing & Copying	2,868.94
Rent Expense	76,368.40
Repair & Maintenance	5,746.34
Sponsorships	500.00
Subscriptions	19,488.67
Telephone (Cell) Stipends	4,870.00
Travel & Mileage	14,576.00
Unfunded Retirement Plan Expenses	26,924.00
Utilities	
PG&E	4,891.93
Phone/Internet	10,560.02
Trash Service	819.96
<b>Total Utilities</b>	<b>16,271.91</b>
<b>Total EXPENSES</b>	<b>3,604,791.76</b>
Uncategorized Expense	-11.56
<b>Total Expenses</b>	<b>\$3,604,780.20</b>
NET OPERATING INCOME	<b>\$ -184,082.94</b>
NET INCOME	<b>\$ -184,082.94</b>

# Placer Resource Conservation District

## Transaction Report

May 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
Placer County Checking						
	Beginning Balance					1,090,992.57
05/02/2024	Deposit		CA Association of Resource Conservation Districts		6,929.42	1,097,921.99
05/02/2024	Deposit		California Department of Forestry & Fire		2,992.67	1,100,914.66
05/02/2024	Deposit				430.00	1,101,344.66
05/02/2024	Deposit				330.00	1,101,674.66
05/02/2024	Deposit		Placer County Treasury		15,000.00	1,116,674.66
05/02/2024	Deposit		California Department of Forestry & Fire		21,366.25	1,138,040.91
05/02/2024	Bill Payment (Check)	11302579	Espinola, Katie P.		-141.52	1,137,899.39
05/03/2024	Journal Entry	Pay Period 22		RCD Payroll PP#22 period ending, April 19, 2024	-57,667.74	1,080,231.65
05/10/2024	Bill Payment (Check)	11302570	Gresham, Richard		-893.00	1,079,338.65
05/10/2024	Bill Payment (Check)	11302578	White, Mark		-30.36	1,079,308.29
05/10/2024	Bill Payment (Check)	11302566	Auburn Saw Inc.		-45.77	1,079,262.52
05/10/2024	Bill Payment (Check)	11302567	Lewis Campbell		-584.35	1,078,678.17
05/10/2024	Journal Entry	STALE CHECKS 5/10/24		Check #11274378 not cashed by Donna Thomassen from October 13, 2023; to be reissued.	101.43	1,078,779.60
05/10/2024	Bill Payment (Check)	11302574	Reioux, Jerry		-98.43	1,078,681.17
05/10/2024	Bill Payment (Check)	11302575	Scott Stephenson		-272.87	1,078,408.30

# Placer Resource Conservation District

## Transaction Report

May 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
05/10/2024	Bill Payment (Check)	11302571	North Shore Leasing, LLC		-128.70	1,078,279.60
05/10/2024	Bill Payment (Check)	11302573	Brian Pimentel		-383.38	1,077,896.22
05/10/2024	Bill Payment (Check)	11302572	Pacific Gas & Electric		-363.77	1,077,532.45
05/10/2024	Bill Payment (Check)	11302577	Liana Vitousek		-479.62	1,077,052.83
05/10/2024	Bill Payment (Check)	11302569	Andrew Fritz		-149.41	1,076,903.42
05/10/2024	Journal Entry	Cancel ck 11302566		Check cancelled after issued to Auburn Saw 11302566	45.77	1,076,949.19
05/10/2024	Bill Payment (Check)	11302576	Verizon Wireless		-453.11	1,076,496.08
05/10/2024	Journal Entry	STALE CHECKS 5/10/24		2nd stale dated check to Morris Johnson from Mentorship program from March 20, 2023 not cashed #11276076 10/26/23;	200.00	1,076,696.08
05/13/2024	Bill Payment (Check)	11302752	TeamLogic IT		-1,020.00	1,075,676.08
05/13/2024	Bill Payment (Check)	11302755	Special District Risk Management Authority		-23,840.89	1,051,835.19
05/13/2024	Bill Payment (Check)	11302783	The Baker & the Cakemaker, Inc.		-251.25	1,051,583.94
05/13/2024	Payment	ACH	US Forest Service		6,593.96	1,058,177.90
05/13/2024	Bill Payment (Check)	11302750	CARCD		-2,800.00	1,055,377.90
05/13/2024	Bill Payment (Check)	11302754	Solano Archaeological Services LLC		-10,204.31	1,045,173.59
05/13/2024	Check	11302756	Elan Card Services, US Bank	To record ck payment to Elan for C/C payment; transactions entered	-5,967.86	1,039,205.73
05/13/2024	Bill Payment	11302751	Cordi Craig		-1,058.05	1,038,147.68

# Placer Resource Conservation District

## Transaction Report

May 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
	(Check)					
05/13/2024	Bill Payment (Check)	11302753	Michael Smith		-1,800.00	1,036,347.68
05/13/2024	Bill Payment (Check)	11302781	Louis Cimmino		-300.00	1,036,047.68
05/13/2024	Bill Payment (Check)	11305558	Snow's Citrus		-60.00	1,035,987.68
05/15/2024	Bill Payment (Check)	11302981	Winner Chevrolet - Elk Grove		-51,982.10	984,005.58
05/15/2024	Journal Entry	April Legal Fees		April Legal Fees	-466.00	983,539.58
05/15/2024	Journal Entry	Allocation? 5/15		"Allocation" from county; assuming Property Tax allocation	4,240.02	987,779.60
05/16/2024	Deposit				890.00	988,669.60
05/16/2024	Deposit		Linda Crespillo		80.00	988,749.60
05/16/2024	Deposit				500.00	989,249.60
05/16/2024	Deposit		Tuolumne County Resource Conservation District		3,200.00	992,449.60
05/16/2024	Deposit		Placer County Treasury		7,500.00	999,949.60
05/16/2024	Bill Payment (Check)	11303281	Gwinn Construction		-2,450.00	997,499.60
05/16/2024	Bill Payment (Check)	11303279	Auburn Creekside LLC		-4,222.40	993,277.20
05/16/2024	Bill Payment (Check)	11303282	Wave Broadband		-507.95	992,769.25
05/16/2024	Bill Payment (Check)	11303280	Cascade Fire Equipment		-4,507.66	988,261.59
05/17/2024	Journal Entry	Pay Period 23		RCD Payroll PP#23 period ending, May 3, 2024	-56,449.01	931,812.58
05/20/2024	Deposit		National Assn Conservation Districts		14,984.75	946,797.33



# Placer Resource Conservation District

## Transaction Report

May 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
05/20/2024	Journal Entry	HEALTH INS JE		Employee w/holding for health insurance transferred held in PR withholding acct April 2024	2,120.01	948,917.34
05/22/2024	Bill Payment (Check)	11303828	Georgetown Divide RCD		-3,982.68	944,934.66
05/30/2024	Journal Entry	Prop Tax Rec'd Apr'24		To allocate the RPTFF (Redevelopment Property Tax Trust Fund) by 06/01/2024, pursuant to ABX1-26, Statutes of 2011 and AB1484, Statutes of 2012 for the Former City of Auburn RDA.	365.29	945,299.95
05/30/2024	Journal Entry	Prop Tax Rec'd Apr'24		To allocate the RPTFF (Redevelopment Property Tax Trust Fund) by 06/01/2024, pursuant to ABX1-26, Statutes of 2011 and AB1484, Statutes of 2012 for the Former Placer County RDA.	2,049.23	947,349.18
05/30/2024	Journal Entry	Prop Tax Rec'd Apr'24		To allocate the RPTFF (Redevelopment Property Tax Trust Fund) by 06/01/2024, pursuant to ABX1-26, Statutes of 2011 and AB1484, Statutes of 2012 for the Former City of Rocklin RDA.	2,797.19	950,146.37
05/30/2024	Journal Entry	Prop Tax Rec'd Apr'24		To allocate the RPTFF (Redevelopment Property Tax Trust Fund) by 06/01/2024, pursuant to ABX1-26, Statutes of 2011 and AB1484, Statutes of 2012 for the Former City of Roseville RDA.	562.72	950,709.09
05/30/2024	Journal Entry	Prop Tax Rec'd Apr'24		To allocate the RPTFF (Redevelopment Property Tax Trust Fund) by 06/01/2024, pursuant to ABX1-26, Statutes of 2011 and AB1484, Statutes of 2012 for the Former City of Lincoln RDA.	956.81	951,665.90
05/31/2024	Deposit		Placer County Water Agency - Donor		1,684.98	953,350.88
05/31/2024	Deposit		Placer County CEO		124,344.82	1,077,695.70
05/31/2024	Bill Payment (Check)	11305556	Timbersmith Corporation		-	652,175.83
05/31/2024	Journal Entry	PCAQCD INV via JE		PC Air Quality Control District; Burn Permit Fee; add'l acreage	425,519.87	
05/31/2024	Journal Entry	Pay Period 24		RCD Payroll PP#24 period ending, May 17, 2024	-33.11	652,142.72
05/31/2024	Journal Entry	May Fuel Use		May 2024 Fuel Use; Assetworks	-52,410.20	599,732.52
05/31/2024	Deposit			Hub Learning Session #1; BP; Melio's Customer	-2,598.81	597,133.71
05/31/2024	Deposit		Placer County CEO		300.00	597,433.71
05/31/2024	Deposit		Women in Timber	Donation to program; CA Women in Timber; 464 Gamay Dr., Cloverdale, CA	3,733.99	601,167.70
05/31/2024	Deposit				1,000.00	602,167.70
05/31/2024	Deposit				600.00	602,767.70

# Placer Resource Conservation District

## Transaction Report

May 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
05/31/2024	Check	11305557	Elan Card Services, US Bank	Check payable to wrong US Bank Entity; Check to be voided by county and reissued correctly	-290.76	602,476.94
05/31/2024	Bill Payment (Check)	11305553	Cal-Line Equipment		-451.31	602,025.63
05/31/2024	Bill Payment (Check)	11305554	Maloney, Kathryn L.		-950.00	601,075.63
05/31/2024	Bill Payment (Check)	11305555	Donna Thomassen		-161.38	600,914.25
05/31/2024	Journal Entry	HOPTR apportionment		To apportion the 15% HOPTR monies received 05/31/24	396.32	601,310.57
05/31/2024	Bill Payment (Check)	11305559	Cameron Musser		-200.00	601,110.57
05/31/2024	Journal Entry	VOID CK US BANK		Ck cancelled; County paid wrong supplier	290.76	601,401.33
<b>Total for Placer County Checking</b>					<b>\$ -</b>	
					<b>489,591.24</b>	
<b>TOTAL</b>					<b>\$ -</b>	
					<b>489,591.24</b>	

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT**  
**PARS OPEB Trust Program**

**Account Report for the Period**  
**5/1/2024 to 5/31/2024**

Sarah Jones  
Executive Director  
Placer County Resource Conservation District  
11641 Blocker Drive, Ste 120  
Auburn, CA 95603

**Account Summary**

Source	Beginning Balance as of 5/1/2024	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 5/31/2024
OPEB	\$219,277.73	\$0.00	\$7,308.43	\$110.12	\$0.00	\$0.00	\$226,476.04
<b>Totals</b>	<b>\$219,277.73</b>	<b>\$0.00</b>	<b>\$7,308.43</b>	<b>\$110.12</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$226,476.04</b>

**Investment Selection**

Source	
OPEB	<b>Balanced - Strategic Blend</b>

**Investment Objective**

Source	
OPEB	The dual goals of the Balanced Strategy are growth of principal and income. While dividend and interest income are an important component of the objective's total return, it is expected that capital appreciation will comprise a larger portion of the total return. The portfolio will be allocated between equity and fixed income investments.

**Investment Return**

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	3.33%	2.42%	16.42%	2.38%	7.73%	5.81%	4/3/2014

Information as provided by US Bank, Trustee for PARS; Not FDIC Insured; No Bank Guarantee; May Lose Value

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.  
Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.  
Account balances are inclusive of Trust Administration, Trustee and Investment Management fees

# Communications Plan & Analytics

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PLACER RESOURCE CONSERVATION DISTRICT

**Andrew Justus-Frtiz**

Director of Community & Conservation

**Liana Vitousek**

Community Engagement & Outreach Specialist



# GOALS OF THE COMMUNICATIONS PLAN

---

- To better communicate, with clarity and assumptions acknowledged, what we are doing currently and to share that with the board, leadership, and office as a whole.
- To practice identifying influences, assumptions, etc. on our current communications strategy.
- To identify, document, and standardize current practices and methods in outreach and community engagement.



# GOALS AND OBJECTIVES OF THE OUTREACH PROGRAM

---

- To invite and animate the people of Placer County into participative acts of conservation
- To effectively communicate our organization's purpose, vision, mission, and impact to our community, partners, current funders, and potential funders.



# INVITE AND ANIMATE THE PEOPLE OF PLACER COUNTY INTO PARTICIPATIVE ACTS OF CONSERVATION.

---

This is done by inviting the communities we serve to events, workshops, and educational opportunities that further acts of conservation and help build skills in implementation. In addition, information is shared through our various communication channels that engages ways for others to see through a lens of conservation and participate in acts of conservation at the home, on the farm, and in the forest.



# COMMUNICATE OUR ORGANIZATION'S PURPOSE, VISION, MISSION, AND IMPACT EFFECTIVELY TO OUR COMMUNITY, PARTNERS, CURRENT FUNDERS, AND POTENTIAL FUNDERS.

---

This is done by routinely sending emails and posting on social media and other digital platforms to share the focus of our organization, the status of ongoing projects, and reminders of our impact as a valuable resource to the people of Placer County, as well as by being present at events where we can engage the public and partner organizations.





# PLATFORMS, CADENCE, PRINCIPLES, AND DATA

---

- Email
- Instagram
- Facebook
- Nextdoor
- LinkedIn
- Website
- Press Releases
- Tabling Events
- Workshops
- Trainings
- Site Visits
- News
- Radio

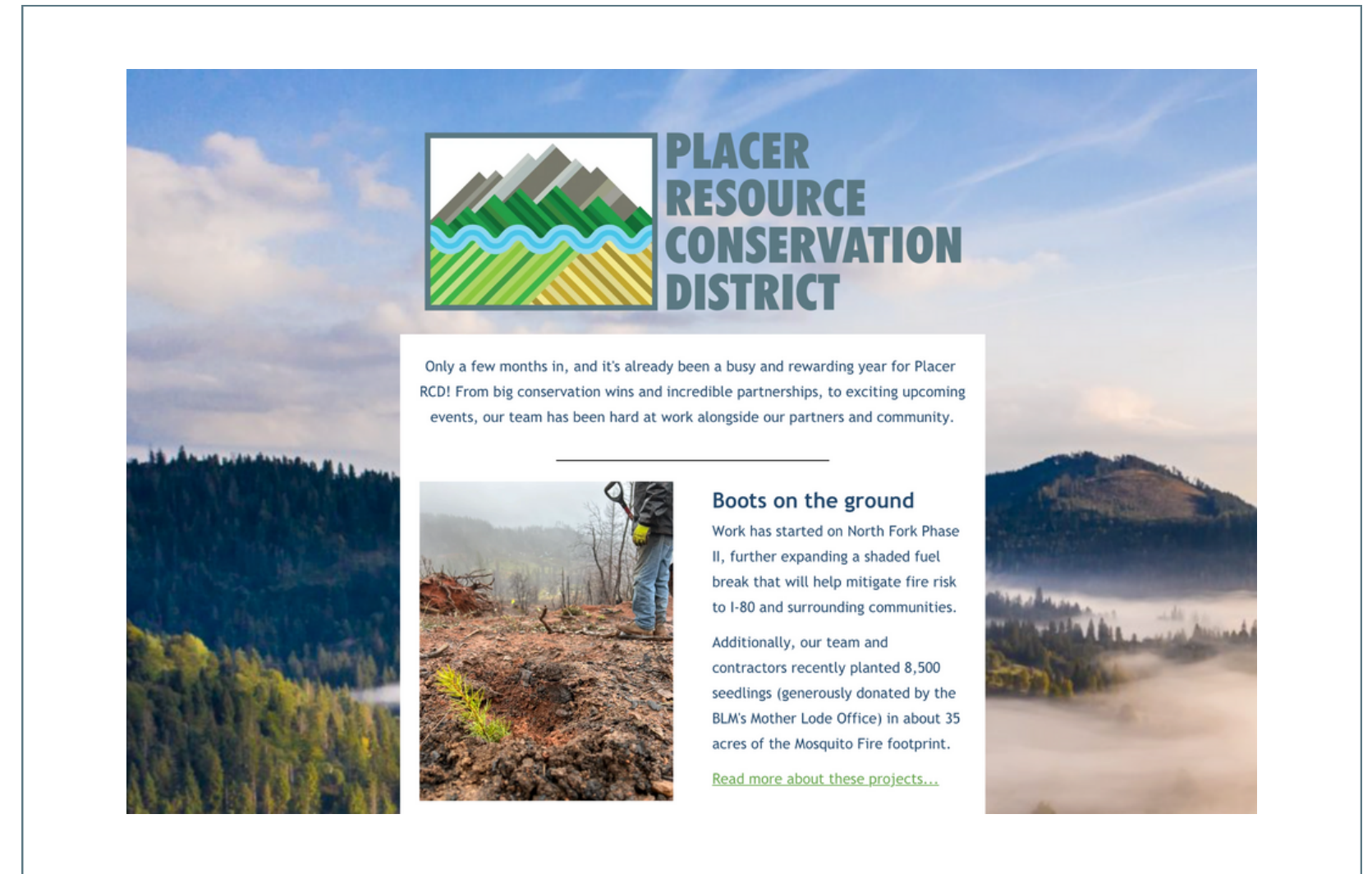


# EMAIL

**Contact List Size: 3,267 Emails**

Newsletters and program updates are released **once every 1-2 months** and are sent to relevant parties (those who have either signed up for program-specific information or those who sign up for our newsletter through the website or at outreach events. These emails highlight recent work/accomplishments, upcoming events, and build general program awareness.

**Success Measured By: Open Rate and Click Through Rate**



**Clear / Straightforward / Friendly / Invitational / Appreciative**



# INSTAGRAM / FACEBOOK

**Average Reach: 555 views/post**

General RCD information for awareness building program spotlights, educational material, engagement, and event promotions are posted **4-6 times per week** on each platform, with special attention paid to tagging and highlighting partner organizations.

**Success Measured By: Increased Reach and Engagement Over Time**



**Thoughtful / Welcoming / Enthusiastic /  
Helpful / Encouraging / Personal**

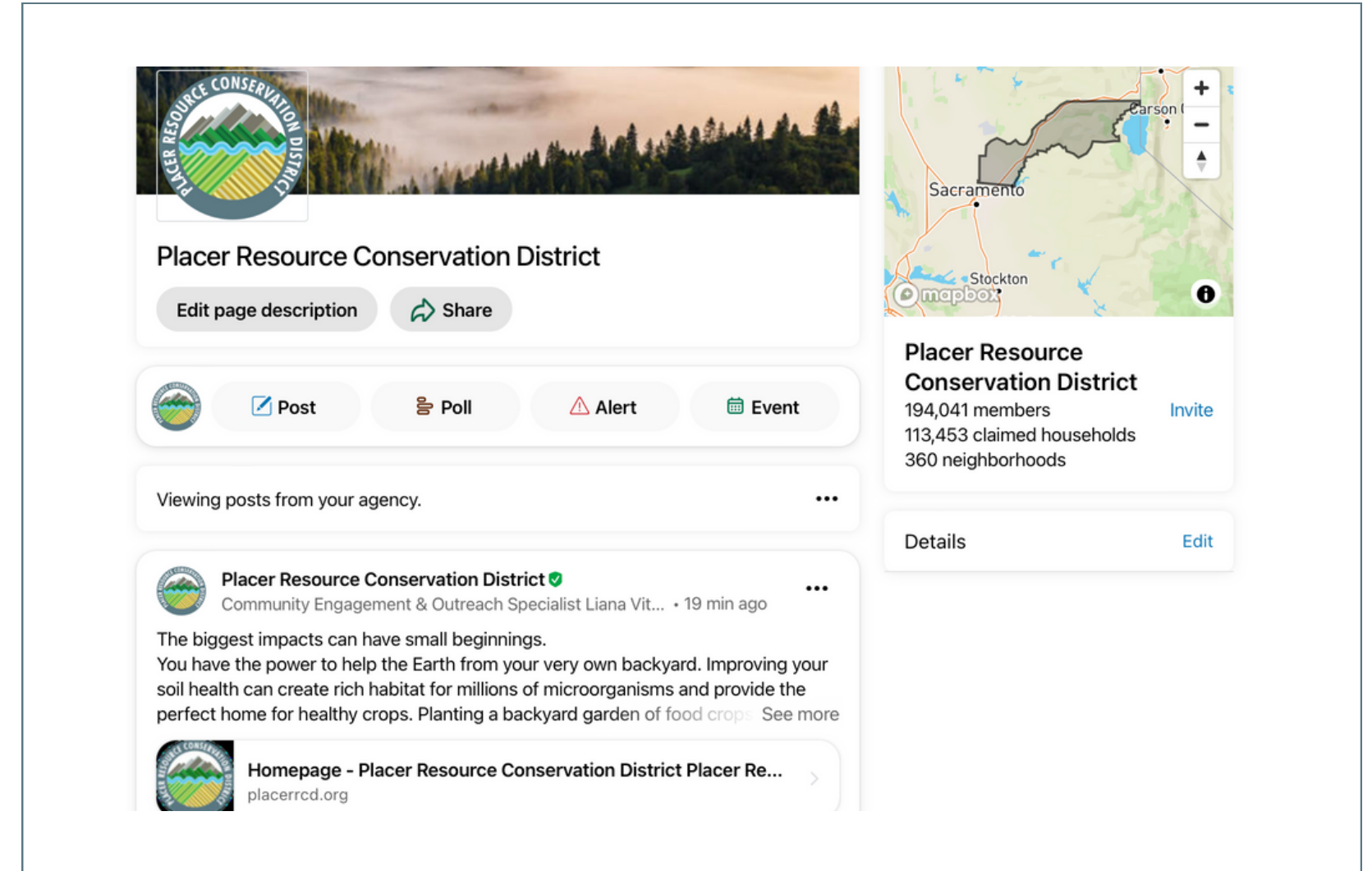


# NEXTDOOR

Accounts enrolled: 194,041 Households

General RCD information and program highlights that have relevance to the entire District are posted **once or twice per week**. Used for awareness building and urgent information (i.e. smoke impacts, etc).

Success Measured By: Number of views and reactions to posts



Positive / Informative / Invitational / Neighborly

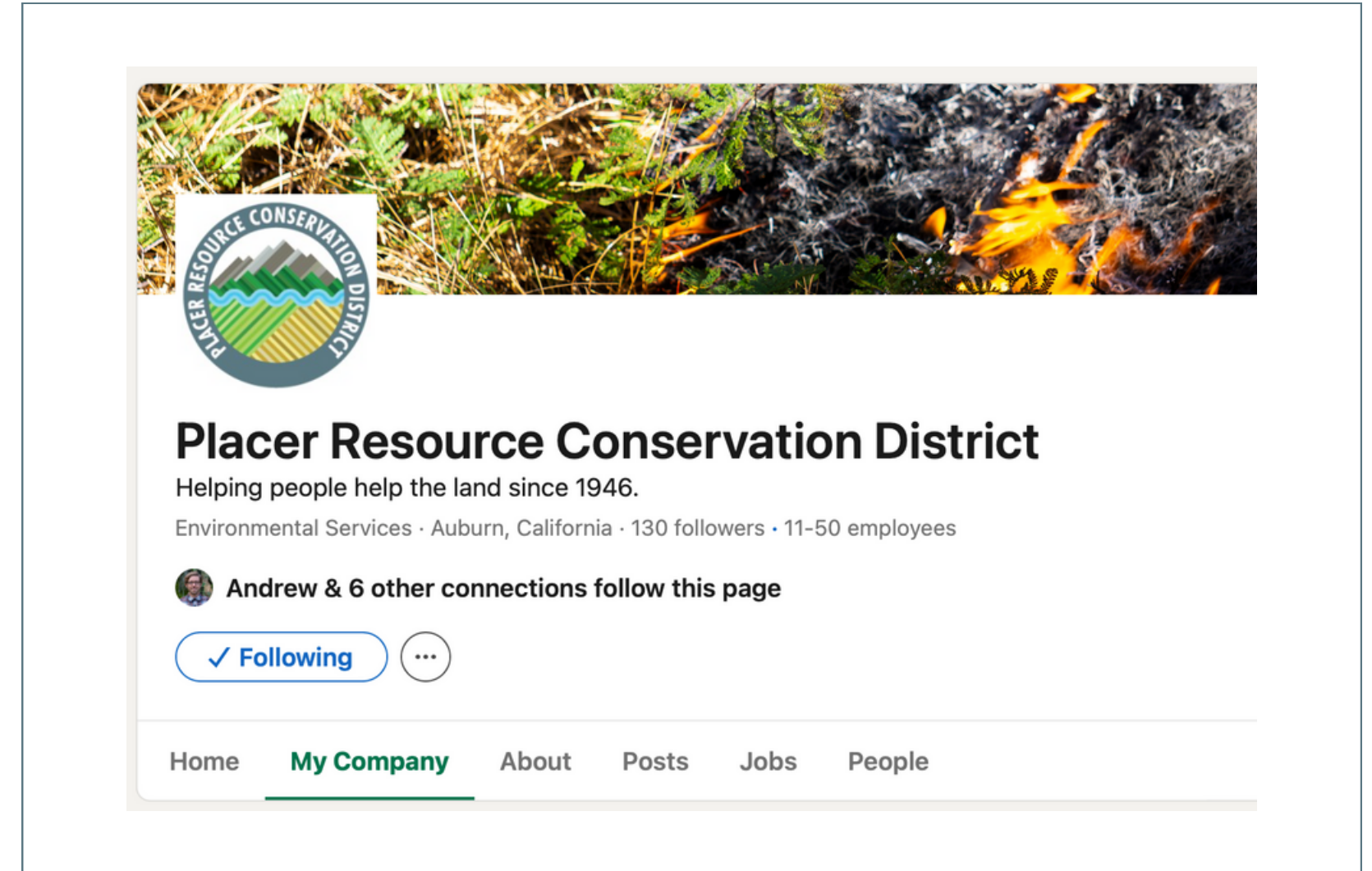


# LINKEDIN

Followers: 130

Aiming to post **2-3 times per week** with a focus on information that is primarily relevant to organizational partners. This includes RFPs, hiring announcements, press releases, and other highlights of RCD accomplishments and partnerships.

**Success Measured By: Increased Follower Count Over Time**



**Humble / Professional / Clear/ Invitational**



# WEBSITE

---

**Average Weekly Visitors: 472 people**

The District's website holds events, projects news, interest forms, and more. It is updated **twice monthly** or as need arises or programs are updated or changed.

**Success Measured By: Maintained or Increased Website Visits**



We advance sustainable management of natural resources in Placer County among private landowners, local organizations, and public agencies through action, education, and outreach.

**Informative / Thorough / Accessible / Organized / Robust**



# PRESS RELEASES

---

Press Releases are written as-needed and undergo review from Program Directors prior to submission for publication (generally with Gold Country News, on the District Website, and shared to LinkedIn).

**Success Measured By: Accuracy and Publication by Third Parties**

## **Placer RCD Receives 50k in Funding to Restore Placer County's Riparian Areas**



**Formal / Professional / Educational / Appreciative / Humble / Clear**



# TABLING EVENTS

**Avg. # of Tabling Events: 20/year**

Material relevant to each specific event is handed out, in addition to general informational flyers for the RCD. While it can vary based on the event, the average person who engages meaningfully at a tabling event is looking for clarification, information, and resources.

**Success Measured By: Number of Positive and Productive Conversations per Event**



**Open / Friendly / Spacious / Welcoming / Curious**





# WORKSHOPS/TRAININGS

---

**Avg. # of Events: 35/year**

Program-specific events are hosted by the District routinely as grants require/allow, and range from workshops and trainings to large-scale meetings and tours. Examples: Placer County Ag Tour, Local Working Group Meeting, and more.

**Success Measured By: Workshop Registrants and Attendees**



**Welcoming / Comfortable / Inquisitive / Informative / Science-Based / Collaborative**



# SITE VISITS

---

**Avg. # of Site Visits: 90/year**

Staff representatives of a given program schedule and attend site visits as needed. They bring relevant informational handouts and business cards to ensure ease of access to information and necessary resources for the landowner.

**Success Measured By: Sustained Numbers of Site Visits and Program Enrollment**



**Collaborative / Curious / Informative / Empathetic**

# NEWS/RADIO

**Avg. # of News/Radio Appearances: 5/year**

Knowledgable program representatives can spread information via news or radio by appointment or invitation, with the intent of reaching a non-digital audience with relatively limited input.

**Success Measured By: Response to Program Following Radio/News Appearance**



**Conversational / Informative / Welcoming / Inspiring**



# THE PLAN IN ACTION: BY THE NUMBERS

---

**8.09% avg**

*email CTR*

CTR, or Click-Thorough Rate, measures the ratio of individuals who open an email to those who follow links within said email. A CTR of 8.09% is well above average. [Source](#).

**3,267**

*email subscribers*

Between website capture, chipper sign-ups, and tabling events, 3,267 individuals have subscribed to emails from the Placer RCD.

**58.7%**

*FB reach increase*

Reach tracks the number of people who see a post. The District's average reach has increased by 58.7% over the last year, meaning many more people are seeing Facebook content than the year prior.

**590%**

*IG reach increase*

Reach tracks the number of people who see a post. The District's average reach has increased by 58.7% over the last year, meaning many more people are seeing Instagram content than the year prior.

**555**

*views per post*

Posts made by Placer RCD on social media have received approximately 555 views per post, meaning that approximately 2,223 people see our digital content per week.

**35**

*events hosted/year*

The District has hosted approximately 35 events in the last 12 months, including prescribed burn workshops, public meetings, tours, and trainings.

**20**

*events attended/year*

Representatives of Placer RCD have tabled at approximately 20 events in the last 12 months, all of which are yearly recurring events.

**90**

*site visits/year*

Placer RCD staff has conducted approximately 90 site visits in the last 12 months, providing support to landowners across all programs, including agriculture, water conservation, pollinator habitat, tree health, and more.

**12**

*press releases*

The District has published 12 press releases in the last 12 months, each of which has been published to the Placer RCD web page and shared with Gold CountryMedia for publication.

**472**

*website visitors/week*

On average, about 472 individuals visit the RCD's website in a given week.



# YEAR-OVER-YEAR ORGANIC GROWTH: FACEBOOK

## Performance

Daily

Cumulative



### Reach ⓘ

32.4K ↑ 26.7%

### Content interactions ⓘ

2.5K ↑ 175.3%

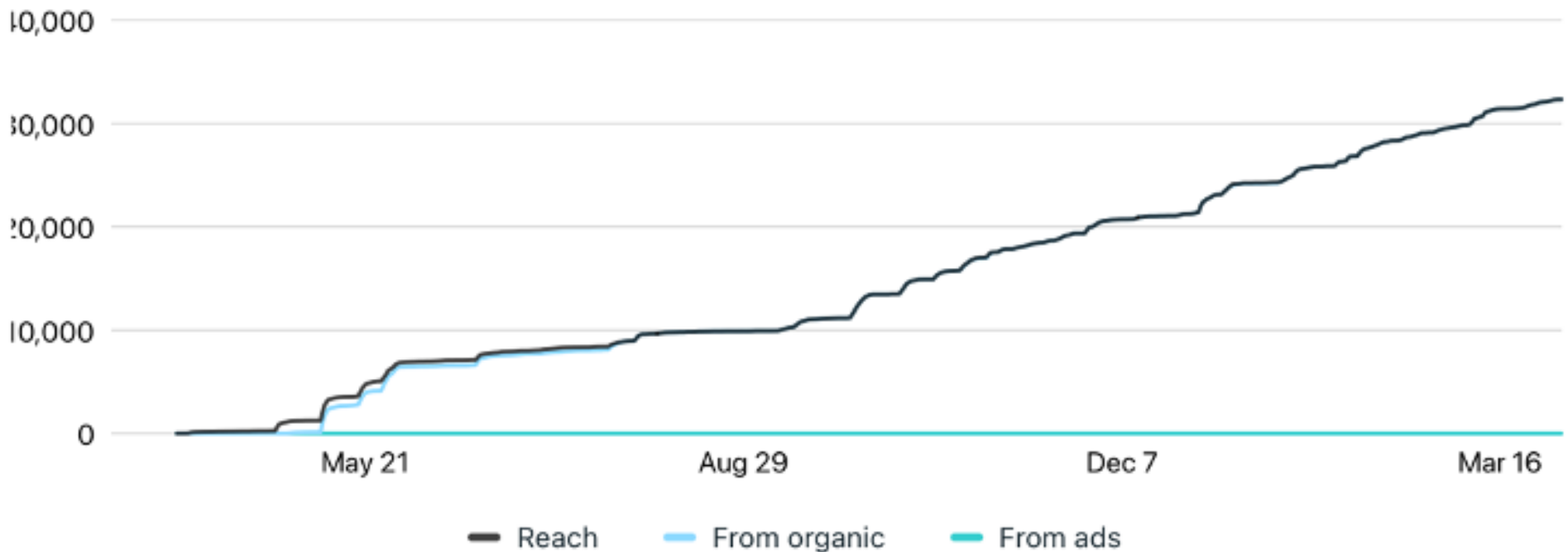
### Followers ⓘ

Lifetime

547

### Link clicks ⓘ

394 ↑ 53.3%



### Reach breakdown

#### Total

32,355 ↑ 26.7%

#### From organic

32,355 ↑ 100%

#### From ads

0 ↓ 100%

# YEAR-OVER-YEAR ORGANIC GROWTH: INSTAGRAM

## Performance

Daily

Cumulative



Reach ⓘ

2K ↑ 393.3%

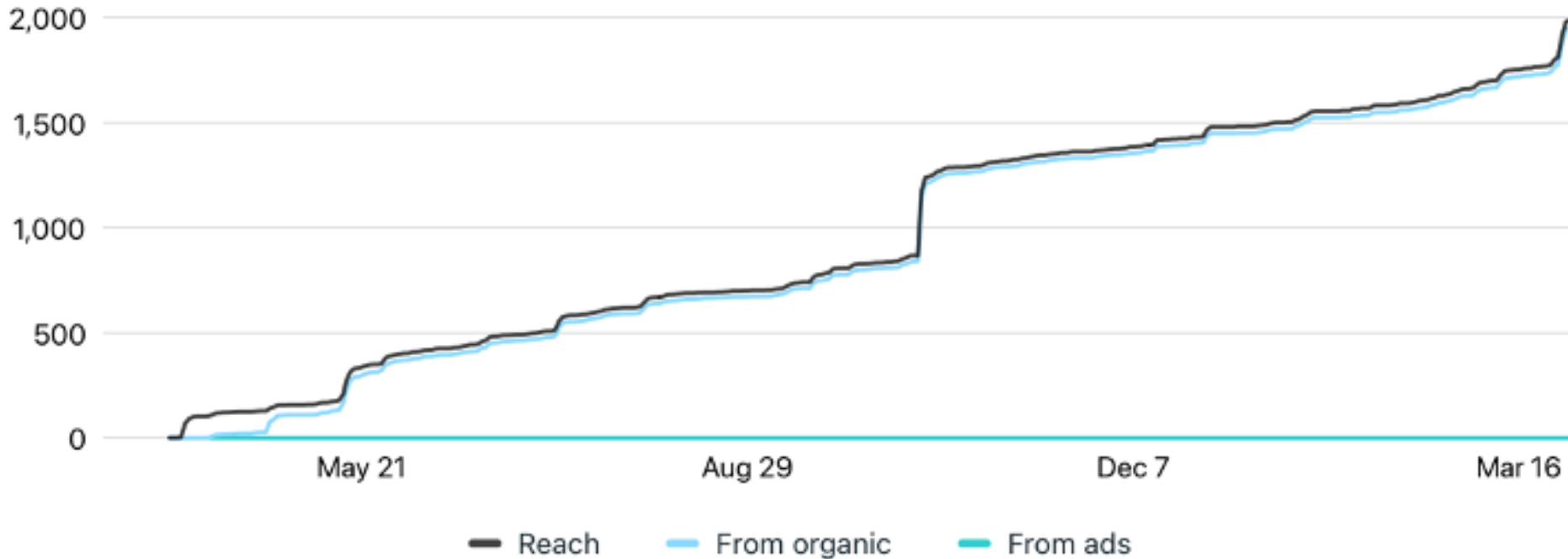
Content interactions ⓘ

1.6K ↑ 100%

Followers ⓘ

Lifetime

557



### Reach breakdown

Total

1,993 ↑ 393.3%

From organic

1,956 ↑ 100%

From ads

0 0%



**Andrew Justus-Frtiz**

Director of Community & Conservation

**Liana Vitousek**

Community Engagement & Outreach Specialist

# Notice of Exemption

Appendix E

To: Office of Planning and Research  
P.O. Box 3044, Room 113  
Sacramento, CA 95812-3044

County Clerk

County of: Placer

From: (Public Agency): Placer County Resource  
Conservation District

11641 Blocker Drive Ste. 120 Auburn, CA 95603

(Address)

Project Title: Mosquito Fire Recovery and Reforestation

Project Applicant: Placer County Resource Conservation District (RCD)

Project Location - Specific:

29451 Church Street, Foresthill, CA 95631; APNs:064-200-049-000, 064-200-050-000

Project Location - City: Foresthill Project Location - County: Placer

Description of Nature, Purpose and Beneficiaries of Project:

Removal of fire damaged hazard trees on public land with imminent risk of failure and threatening historic cemetery of Michigan Bluff. Adjacent private lands subject to Mosquito NOE SCH 2023090375, filed 9/18/2023.

Name of Public Agency Approving Project: Placer County Resource Conservation District

Name of Person or Agency Carrying Out Project: Placer County Resource Conservation District

Exempt Status: (check one):

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: \_\_\_\_\_
- Statutory Exemptions. State code number: \_\_\_\_\_

Reasons why project is exempt:

Placer RCD is proposing the qualification of exemption from a comprehensive CEQA analysis under section 15269(a) for a declared state of emergency. This project will restore forests that were destroyed in the Mosquito Fire and maintain landscape-level watershed health. The project will not have adverse impacts to archaeological or biological resources, and does not involve the removal of healthy, mature, scenic trees.

Lead Agency  
Contact Person: Scott Stephenson Area Code/Telephone/Extension: 530-537-2620

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project?    Yes    No

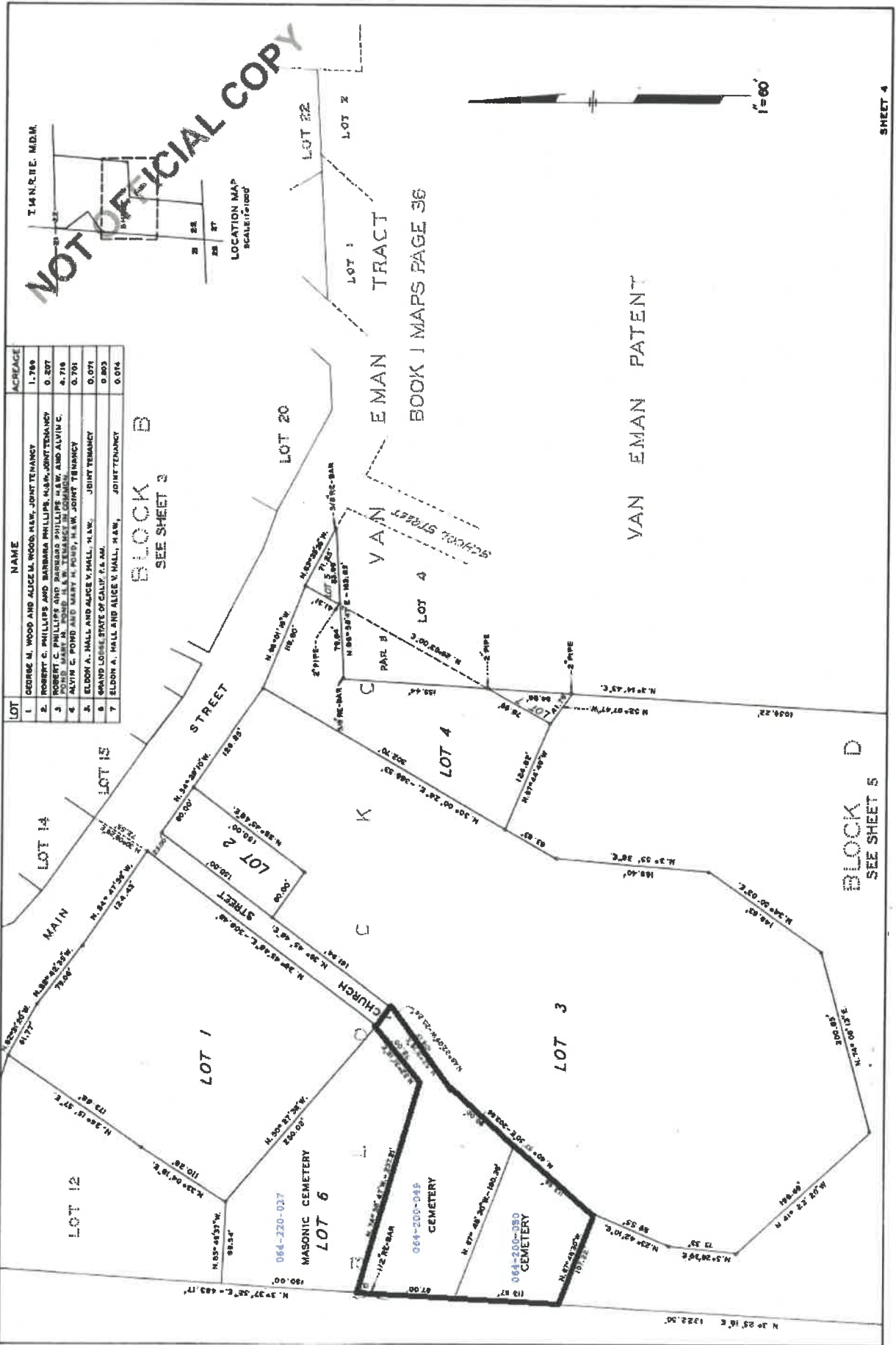
Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

Signed by Lead Agency      Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.  
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: \_\_\_\_\_





LOT	NAME	ACREAGE
1	GEORGE M. WOOD AND ALICE L. WOOD, H & W, JOINT TENANCY	1.789
2	ROBERT C. PHILLIPS AND BARBARA PHILLIPS, H & W, JOINT TENANCY	0.297
3	JOHN W. PHILLIPS AND BARBARA PHILLIPS, H & W, AND ALVIN C. FORD, H & W, JOINT TENANCY	4.716
4	ALVIN C. FORD AND MARY H. FORD, H & W, JOINT TENANCY	0.701
5	ELDON A. HALL AND ALICE V. HALL, H & W, JOINT TENANCY	0.071
6	ELDON A. HALL AND ALICE V. HALL, H & W, JOINT TENANCY	0.803
7	ELDON A. HALL AND ALICE V. HALL, H & W, JOINT TENANCY	0.074

BLOCK B  
SEE SHEET 3

BLOCK D  
SEE SHEET 5

VAN EMAN TRACT  
BOOK I MAPS PAGE 36



## ACCOUNTS RECEIVABLE WRITE-OFF POLICY

*Pending Board Approval June 2024*

### I. POLICY INTENT

The purpose of the accounts receivable write-off policy is to establish a framework to determine which delinquent accounts receivable should be considered uncollectible and written-off and to ensure the District is accurately reflecting the value of accounts receivable.

To accomplish this, the District commits to actively pursue collection of past due accounts receivable, regularly review past due accounts receivable, and write-off amounts determined to be uncollectible.

### II. POLICY STATEMENTS

- Accounts receivable should generally be written-off during the fiscal year in which an account is determined to be uncollectable.
- Payments received on an account that has been written-off will be recorded as revenue in the period in which it is received.
- Uncollectible accounts will be identified on a period basis but at least once per fiscal year.

### III. RESPONSIBILITIES

Account receivable collection procedures are established jointly by the Administration & Finance Director in collaboration with the Executive Director and will vary depending on the nature of the receivable.

- A request for write-off of accounts receivable will be prepared by the Administration & Finance Manager in collaboration with the Administration & Finance Director and approved by the Executive Director or designee.
- The request for write-off of accounts receivable must include an itemized list of the uncollectable accounts and amounts to be written off.
- The request will provide sufficient information and details of the accounts and the efforts taken to collect the amount owed.

### IV. AUTHORITY

Once these accounts are determined to be delinquent or uncollectable, including the basis for collection and the actions taken, and the Executive Director has completed review and approved the request, the qualified accounts to be written off will be presented to the appropriate authorizing official for approval.

Transaction Amount	Write-off Approved by
Less than \$100	Administration & Finance Director/Designee
\$100 - \$1,000	Executive Director/Designee
Greater than \$1,000	Board of Directors

**V. RELATED DOCUMENTS**

- Accounts Receivable Procedures
- Accounting Procedures Manual

**The foregoing policy was approved and adopted the \_\_\_\_ day of \_\_\_\_\_ by the following vote:**

Ayes: \_\_\_\_\_

Board Chair \_\_\_\_\_

Noes: \_\_\_\_\_

Signature \_\_\_\_\_

Abstain: \_\_\_\_\_

Absent: \_\_\_\_\_



# **Workplace Violence Prevention Plan**

**Adopted June 25, 2024**

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- A. Workplace Violent Incident Log
- B. Workplace Violence Prevention Hazard Assessment & Correction Form
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  - Workplace Violence Act or Threats
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  - Bomb Threat
  - Civil Unrest
  - Medical Emergencies
  - Suspicious Package

## Policy

Placer County Resource Conservation District (District, Placer RCD) is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, or visitor. Our policy is to establish, implement, and maintain an effective Workplace Violence Prevention Plan (Plan) that addresses the hazards known to be associated with four types of workplace violence as defined by Labor Code Section [6401.9](#). Our written Plan is located at 11641 Blocker Drive, Suite 120, Auburn, CA 95603.

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

- Employees teleworking from a location of the employee's choice, which is not under the control of the employer.

## Definitions

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

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

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

**Plan:** The Workplace Violence Prevention Plan.

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

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

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

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

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:
  - **Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
  - **Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
  - **Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.
  - **Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.
  - Workplace violence does not include lawful acts of self-defense or defense of others.

## **Responsibility and Authority**

### **Workplace Violence Prevention Plan Administrator**

The Executive Director is the designated Workplace Violence Plan Administrator and has the authority and responsibility for developing, implementing, and maintaining this Plan.

### **Managers and Supervisors**

Responsibilities include:

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

## **Employees**

Responsibilities include:

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

## **Employee Active Involvement**

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

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

## **Compliance**

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

- Informing all employees of the Plan during new employee safety orientation training and ongoing workplace violence prevention training.



- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for Plan implementation.
- Evaluating employees to ensure their compliance with the Plan, and recognizing employees who demonstrate safe work practices that promote the elements of the Plan.
- Disciplining employees for failure to comply with the Plan in accordance with the compliance requirements outlined in our District's Injury & Illness Prevention Program.

## **Communication**

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

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

## **Coordination with Other Employers**

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

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

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

## **Workplace Violence Incident Reporting Procedures**

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

## **Emergency Response Procedures**

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

- Dialing 911.
- Immediately notifying the manager, supervisor, Administrator, or Finance staff.

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

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

## **Workplace Violence Hazard Assessment**

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

Inspections are performed according to the following schedule:

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

## **Workplace Violence Hazard Correction**

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

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

## **Post Incident Response and Investigation**

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

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

## **Training & Instruction**

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

Training will occur:

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

Employee training on workplace violence will include:

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

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

## **Recordkeeping**

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

Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum of 3 years

## **Cal/OSHA Reporting of Work Related Fatalities and Serious Injuries**

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

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

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

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

## **Annual Review**

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

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

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

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

# Appendix A

## WORKPLACE VIOLENT INCIDENT LOG

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

<b>Incident ID # *:</b>	<b>Date and Time of Incident:</b>	<b>Department:</b>
-------------------------	-----------------------------------	--------------------

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

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

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

	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

**Where Incident Occurred:**

<input type="checkbox"/> Workplace	<input type="checkbox"/> Parking lot	<input type="checkbox"/> Outside of Building	<input type="checkbox"/> Outside of workplace
------------------------------------	--------------------------------------	--	---

**Type of Incident (check as many apply):**

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

**Workplace violence committed by:**

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

**Circumstances at time of incident:**

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

**Consequences of incident:**

Law enforcement/Security called? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, explain:
Were actions taken to protect employees from continuing threat or other hazards? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, explain:
Any injuries? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, explain:
Emergency medical responders contacted, including on-site First Aid/CPR? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, explain:
Did severity of injuries require reporting to Cal/OSHA? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, enter date, time, and representative contacted:

**Completed by:**

Name:	Title:
Date:	Signature

**Appendix B** Customize checklist as warranted.

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

<b>Assessed by:</b>	<b>Title:</b>
<b>Location(s) Assessed:</b>	

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

Step 1: Identify risk factors that may increase the District’s vulnerability to workplace violence events.

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities.

Step 3: Develop a corrective action Plan with measurable goals and target dates.

**STEP 1: IDENTIFY RISK FACTORS**

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

## STEP 2: CONDUCT ASSESSMENT

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



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

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



## Appendix C

# WORKPLACE VIOLENCE EMERGENCY RESPONSE SCENARIOS & PROCEDURES

## WORKPLACE VIOLENCE ACTS OR THREATS

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

### FOUR TYPES OF WORKPLACE VIOLENCE

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

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

### EMPLOYEE WARNING SIGNS

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

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

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

### WARNING SIGNS FROM CUSTOMERS

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

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

## **WHEN HELP IS NEEDED**

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

## **PERSONAL SAFETY**

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

## ACTIVE SHOOTER

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

### CHARACTERISTICS OF AN ACTIVE SHOOTER SITUATION

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

### HOW TO RESPOND

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

### CALL 911 WHEN IT IS SAFE TO DO SO

When law enforcement arrives remain calm and follow all instructions.

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

Information to provide law enforcement when asked:

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

Training resource:

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

## **BOMB THREAT**

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

### **PHONE THREAT**

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

### **WRITTEN THREAT**

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

### **POSSIBLE EVACUATION**

- The Administrator will call law enforcement and follow their instructions.
- The decision to evacuate is handled on a case-by-case basis on instructions given by law enforcement.

## BOMB THREAT CHECKLIST

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



## **CIVIL UNREST**

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

### **SHELTER IN PLACE**

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

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

## **MEDICAL EMERGENCY**

### **CPR/AED**

NON-Trained Responder:

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

Trained and Certified CPR Responder Only:

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

### **FIRST AID ONLY**

Non-Trained First Aid Responder:

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

Trained First Aid Responder Only:

- Designate someone to call 911 (if necessary) and direct EMS as they arrive.
- Do not move the person unless absolutely necessary.
- Use universal precautions, such as disposable gloves, face mask.
- Follow any directions provided by the 911 operator.
- Designate a person to direct EMS personnel as they arrive.
- Provide person information to the EMS personnel.

## **SUSPICIOUS PACKAGE**

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

### **CHARACTERISTICS TO LOOK FOR IN A SUSPICIOUS PACKAGE OR LETTER**

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

### **IF YOU SUSPECT A SUSPICIOUS PACKAGE OR LETTER**

- Do not take a chance. Immediately call 911.
- Do not move, alter, open, examine, or disturb the article.
- Do not put in water or a confined space such as a desk drawer or filing cabinet.
- Isolate the suspicious package or article and clear the immediate area until law enforcement arrives.



# **Placer County Resource Conservation District Emergency Action Plan**

**Adopted June 25, 2024**

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- A. Public Safety Contact Information
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## Purpose

The Placer County Resource Conservation District developed this Emergency Action Plan (EAP) in accordance with the Cal/OSHA Standard [CCR3220](#). The purpose of the EAP is to have emergency response procedures in place to safeguard our employees and guests.

It is impossible to provide specific guidance for all possible situations and outcomes, so this plan is a guide to assist employees with general emergency planning and response principles. In any emergency employees are encouraged to use sound decision-making based on the specific nature of the emergency.

## Responsibilities

### Emergency Response Coordinator (ERC)

Sarah Jones, Executive Director is the ERC at 11641 Blocker Drive, #120 Auburn, CA 95603. The Alternate ERC is Donna Thomassen, Administration & Finance Director. For the Chipper Warehouse location, 11860 Kemper Ave. #9, Jason Graydon, Chipper Crew Supervisor is the designated ERC. Chad Chaney, Chipper Crew lead as the Alternate ERC. ERCs are responsible for implementing the emergency procedures and will communicate and coordinate with the Creekside Building ERC, Karen Briggs if feasible. During an emergency, responsibilities include, but are not limited to:

- Activating the appropriate emergency response procedures and delegating responsibilities as necessary.
- Contacting public safety authorities as necessary.
- Ensuring all employees are notified of the emergency.
- Ensuring all employees and guests are evacuated from the building safely or following appropriate shelter-in-place procedures.
- Securing a headcount of all employees and guests, noting any known missing persons.

### Facilities Oversight

Eugene Berger Management oversees the facility. Responsibilities include:

- Conducting regular inspections of fire extinguishers, emergency lighting, and smoke detectors.
- Maintaining information related to shut-off valves and controls for various utilities, HVAC, and other relevant building equipment.
- Retaining master keys required to access building equipment rooms.

### Employees

Employee responsibilities include:

- Participating in emergency preparedness training and drills.
- Knowing and following the emergency procedures, including evacuation and shelter-in-place directions.

## Emergency Response Procedures

### Reporting Emergencies

Each employee will determine the best immediate reporting option based on the situation and circumstances. This plan includes additional guidance in the Emergency Type section and Appendix A contains important public safety emergency contact information.

The methods of reporting emergencies include, but are not limited to:

- Dialing 911 (our phone system allows for a direct call)
- Immediately notifying the designated ERC

Alert notifications include:

- Verbal - The designed ERC or any employee may initiate an alert. For an office of our size a raised voice can be heard throughout the office.
- Email - A group email may be sent by the ERC.
- Text- A group text may be sent by the ERC.

### Response Determination

Upon being notified of an emergency, the ERC will determine if emergency procedures should be activated and if the building should be evacuated or its occupants asked to shelter-in-place. Our plan includes procedures for responding to specific emergency types.

If emergency procedures are activated, we will conduct a post-incident review to determine the effectiveness of our plan and modify if warranted.

### Emergency Evacuation

Emergencies may require employees and guests to evacuate the building to a designated assembly area See Exhibit A. The ERC will provide direction until public safety authorities arrive. Employees needing assistance in an emergency are encouraged to identify themselves to the ERC. This may include assistance descending stairs or any other condition that may require assistance. The evacuation kit is located at 11641 Blocker Drive, #120, Auburn, CA 95603.

#### Evacuation Instructions:

- When directed to do so, evacuate the building immediately.
- Do not use the building elevators.
- Walk quickly, do not run, to the exit closest to you.
- Keep to the right in halls and stairways, walk in single file, and use handrails.
- Utilize the evacuation route (Appendix B, "Aerial Areas Area View") and proceed to the designated assembly area.
- At the assembly area the ERC will account for all employees/guests onsite and arrange for first aid, if needed.
- The ERC will report missing personnel to the emergency responders.

## **Shelter in place**

Shelter in place is an emergency response procedure most often taken when it is dangerous to leave the building. Examples include severe weather and civil unrest. During such an emergency, it may be safer to seek immediate shelter rather than evacuating the building. The ERC will monitor news alerts and pass along to employees. The notice to shelter-in-place may be given in a number of ways, such as:

- Media via the Emergency Alert System
- Email from the ERC or employees
- Verbal notification

### Shelter in place Instructions:

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

- The designated Placer RCD ERC will coordinate with the Creekside Building ERC if feasible.
- The designated Placer RCD ERC will collect the names of everyone in the shelter area.
- If possible, the business voicemail recording will be updated to indicate the building is closed due to the emergency.
- If needed, the HVAC systems may be shut off.
- If in danger of explosion we will attempt to close the window shades.
- Sheltering area(s) will be selected based on the type of emergency.
- Emergency supplies will be moved to the shelter areas. Food and water supplies are stored in the kitchen. Other supplies (battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags) are stored in the utility closet in the kitchen.
- We will listen/read available mediums (radio, internet) for further instructions until we are told all is safe or to evacuate.

## **Training and Drills**

No employee will be expected to perform a task that would place them at risk of injury or for which they have not received appropriate training. Employee training will include:

- Individual roles and responsibilities
- Evacuation and shelter-in-place procedures
- Notification, warning, and communications procedures
- Emergency response procedures for various threats
- Location and use of emergency supplies

Training will be conducted initially when the plan is developed, when there are changes to specific employee's responsibilities, and when the plan is changed. We will also conduct periodic refresher training. Periodic drills will be conducted to test the effectiveness of our emergency response procedures.



## Emergency Types

We have developed general guidance on a variety of emergency situations. This list is not intended to address every type of emergency that could occur. It is important to understand that each emergency may have unique circumstances where employees may need to improvise and deviate from the plan.

The following emergency response plans have been addressed in this plan:

- Active Shooter
- Aircraft Down
- Bomb Threat
- Civil Unrest
- Earthquake
- Fire
- Flood
- Medical Emergencies
- Suspicious Package
- Utility Outage
- Workplace Violence Prevention

Additional topics will be added as the need arises.

## Active Shooter

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

### CHARACTERISTICS OF AN ACTIVE SHOOTER SITUATION

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

### HOW TO RESPOND

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

### CALL 911 WHEN IT IS SAFE TO DO SO

When law enforcement arrives remain calm and follow all instructions.

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

Information to provide law enforcement when asked:

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

Training resource: [Department of Homeland Security DHS Active Shooter Preparedness Video](#)

## **Aircraft Down or Explosion**

Call 911 immediately and provide all known information.

### **IF YOU ARE INSIDE A DIRECTLY IMPACTED BUILDING**

- Before emergency response arrives, shelter-in-place until it is safe to exit.
- Follow direction of the ERC.
- When it is safe, evacuate the building and move to the designated assembly area. The ERC will assist with an alternate assembly area if needed.
- If there is a fire, stay low to the floor and exit the building as quickly and safely as possible.
- If you are trapped in debris, attempt to notify responders of your location.

### **IF YOU ARE OUTSIDE OF A DIRECTLY IMPACTED BUILDING**

- Before emergency response arrives, proceed to the designated assembly area.
- Follow direction of the ERC.
- Do not attempt to rescue people who are inside a collapsed building, wait for emergency personnel to arrive.

## **Bomb Threat**

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

### **PHONE THREAT**

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

### **WRITTEN THREAT**

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

### **POSSIBLE EVACUATION**

- The ERC will call law enforcement and follow their instructions.
- The decision to evacuate is handled on a case-by-case basis and is a unified decision made by the ERC and the ERLs and is based on instructions given by law enforcement.

## Civil Unrest

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

### **SHELTER IN PLACE**

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

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

## Earthquake

In most situations you can protect yourself if you immediately drop, cover, and hold-on.



**DROP** down onto your hands and knees before the earthquake knocks you down. This position protects you from falling but allows you to still move if necessary.



**COVER** your head and neck (and your entire body if possible) underneath a sturdy table or desk. If there is no shelter nearby, get down near an interior wall or next to low-lying furniture that won't fall on you, and cover your head and neck with your arms and hands.



**HOLD ON** to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.

### IF YOU ARE INSIDE, STAY INSIDE

- DO NOT run outside or to other rooms during an earthquake. You are less likely to be injured if you stay where you are.
- If possible, within the few seconds before shaking intensifies, quickly move away from glass, hanging objects, bookcases, file cabinets, or other large furniture that could fall.
- Watch for falling objects, such as light fixtures, wall hangings, high shelves, and cabinets with doors that could swing open.
- If available nearby, grab something to shield your head and face from falling debris and broken glass.
- DO NOT stand in a doorway. You are safer under a table. Doorways do not protect you from the most likely source of injury – falling or flying objects.
- DO NOT use the elevators. The electricity may go out.
- If you are trapped, stay calm. Try to get someone's attention by tapping on hard or metal parts of the structure.

### **IF YOU ARE OUTSIDE, STAY OUTSIDE**

- Move away from buildings, utility wires, sinkholes, and fuel and gas lines. The greatest danger from falling debris is just outside doorways and close to outer walls of buildings.
- Go to an open area away from trees, telephone poles, and buildings. Once in the open, get down low and stay there until the shaking stops.
- The area near the outside walls of a building is the most dangerous place to be. Windows, facades, and architectural details are often the first parts of the building to collapse. Stay away from this danger zone.

### **IF YOU ARE IN A MOVING VEHICLE**

- Stop as quickly and safely as possible.
- Move your car to the shoulder or curb, away from utility poles, overhead wires, and under- or overpasses.
- Stay in the car and set the parking brake. A car may jiggle violently on its springs, but it is a good place to stay until the shaking stops.
- Turn on the radio for emergency broadcast information.
- If a power line falls on the car, stay inside until a trained person removes the wire.
- When it is safe to begin driving again, watch for hazards created by the earthquake, such as breaks in the pavement, downed utility poles and wires, rising water levels, fallen overpasses, or collapsed bridges.

### **WHEN THE EARTHQUAKE HAS SUBSIDED**

- Check for injuries and fires. If someone has been injured or you discover a fire, or smell gas call 911.
- Advise the ERC if you smell gas. Utilities may need to be shut off.
- Do not turn on lights or other electrical equipment.
- If you are inside, stay inside. Falling debris, electrical wires, gas leaks and other hazards can cause extremely dangerous conditions outside.
- We will follow all evacuation or shelter-in-place instructions from the public safety authorities.

Training resource: [CDC Earthquake Preparedness](#)

## Fire

A fire may develop in several forms, such as visible flames, smoke, a strong burning odor, or an electrical spark. The severity of the fire will dictate the appropriate response.

### ALERTING OTHERS

Stay Calm. Fear is a natural reaction to any life-threatening situation but maintaining a level head is crucial to survival. If you are the first to discover a fire, alert all occupants. Since we have a small office yelling “fire” will alert the ERC and all the occupants.

### WHEN TO USE A FIRE EXTINGUISHER

- If you have been trained AND the fire is small and controllable (e.g., small wastebasket), you may attempt to use a fire extinguisher to put out the fire.
- If you have not been trained, call for the ERC to assist.
- If at any point the fire becomes worse, **do not hesitate** to initiate the urgent procedure below.

### IF THE FIRE CANNOT BE EXTINGUISHED

- Pull the fire alarm and call 911.
- Follow evacuation procedures with the following fire considerations:
  - Do not use the elevator.
  - Feel the exit door before you start to open it. **If hot, do not open it. Seek an alternate exit.**
  - If the door is not hot, open it slowly. If hallways are clear of fire and smoke proceed to the nearest unblocked exit.
  - If hallways are blocked with fire or smoke, close the door tightly and seek an alternate exit.
  - If you must go through an area filled with smoke, crawl on your hands and knees along the floor where smoke and heat are less dense.
  - If there is no way out, go to the exterior patios and wait to be rescued.
  - If possible, the ERC will sweep offices and restrooms as they exit the building to ensure all employees and guests are evacuating.
- If possible, alert other building occupants without altering your evacuation.
- Assist others in exiting the building if possible.
- Close doors as you evacuate if it's safe.
- The fire department will control and make decisions at the scene of the fire upon arrival. The fire department will decide when to turn control of the scene back to the ERC.



## IF YOU ARE UNABLE TO EVACUATE

- Try and alert others of your presence (phone, megaphone).
- If there is no way out, go to the exterior patios and wait to be rescued.
- If you're not able to reach the patio, stay as close to the ground as possible. You will see better and there is more oxygen.
- Keep a wet cloth over your mouth.
- Keep the door(s) closed to stop smoke getting into the room and block the cracks with wet cloths if possible.
- If you need to move and have limited visibility, try and keep your hand against the wall to guide you.

## IF YOUR CLOTHES CATCH FIRE



## **Flooding**

In the event of potential flooding the ERC will monitor the overall weather and keep the office abreast if an official flood watch is issued. The ERC will then monitor for an official announcement that will indicate the need to evacuate.

### **EVACUATION**

Evacuation for flood purposes closes the office for the day, and all employees will leave the office. In the event an office closing occurs during non-office hours, employees will be notified to not report for work via email and/or phone contact.

### **SHELTER IN PLACE**

In the event of surge conditions, the ERC will monitor official announcements to determine if sheltering-in-place is required.

## Medical Emergency

### CPR/AED

#### **NON-Trained Responder:**

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

#### **Trained and Certified CPR Responder Only:**

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

### FIRST AID ONLY

#### **Non-Trained First Aid Responder:**

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

#### **Trained First Aid Responder Only:**

- Designate someone to call 911 (if necessary) and direct EMS as they arrive.
- Do not move the patient unless absolutely necessary.
- Use universal precautions, such as disposable gloves, face mask.
- Follow any directions provided by the 911 operator.
- Designate a person to direct EMS personnel as they arrive.
- Provide patient information to the EMS personnel.
- Persons with blood borne pathogens training may use a blood borne pathogens spill kit and proper personal protective equipment (PPE) to cleanup bodily fluids.
- After the emergency responders leave, notify the ERC of the items utilized from the first aid kit so those supplies may be replaced.

## Suspicious Package

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

### CHARACTERISTICS TO LOOK FOR IN A SUSPICIOUS PACKAGE OR LETTER

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

### IF YOU SUSPECT A SUSPICIOUS PACKAGE OR LETTER

- Do not take a chance. Immediately call 911.
- Do not move, alter, open, examine, or disturb the article.
- Do not put in water or a confined space such as a desk drawer or filing cabinet.
- Isolate the suspicious package or article and clear the immediate area until law enforcement arrives.

## **Utility Outage**

The building may experience infrastructure failures that could render the location unsafe, uninhabitable, or unusable. These failures include gas, electric, computer, water, or telephone system failures.

While most of these will not usually cause emergencies within the building, hazards may be created. Notify the ERC should a failure occur. ERCs will direct all occupants to take appropriate action and assist those in need of assistance.

In the event first responders are called to the scene, they will determine whether an emergency exists and the appropriate course of action.

Refer to Appendix A for public safety contact information.

## Workplace Violence

Employees should refer to the *2024 Workplace Prevention Plan* for thorough and complete instructions. In summary, workplace violence is any act or threat of violence that occurs at the workplace. These incidents can include acts or threats of physical violence, intimidation, or harassment. Verbal abuse, physical assault, and homicide are all examples of workplace violence. Placer RCD has zero tolerance toward all forms of violence.

### TYPES OF WORKPLACE VIOLENCE

1. **Threat:** Express or implied intent to commit violence, hurt, punish, or intimidate an individual or the individual's family or property.
2. **Verbal Violence:** Threats, verbal abuse, or harassment involving unwarranted acts or language designed to threaten, intimidate, or do harm.
3. **Violence:** Exertion of force or aggression with the intent of causing injury or abuse.
4. **Physical Violence:** Unwelcome physical conduct between two parties, including assault, sexual assault, and property damage caused by vandalism, arson, or terrorism.

### EMPLOYEE WARNING SIGNS

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

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

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

### WARNING SIGNS FROM CUSTOMERS

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

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

- If you believe the situation can be diffused, ask the manager to assist you with helping the client.
- If you believe this is an emergency, ask the manager to assist you and ***“email you the support file”***. This is a sign for the manager to call 911 and then come to your aid.

#### WHEN HELP IS NEEDED

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

#### PERSONAL SAFETY

- When entering the building and you see someone loitering in the downstairs lobby and you do not feel safe, leave the building, return to your car, and call 911. Also call the ERC or another manager to alert them to the situation. DO NOT confront the person.
- If someone is loitering in the office lobby, advise the Member Services Specialist. There is an intercom system to advise the person to leave the building. If they refuse call 911. DO NOT confront the person. Advise everyone in the office to shelter-in-place until the person is removed.
- When leaving the building:
  - Be alert to your surroundings and look around the area outside before exiting the building. Do not use or look at your phone.
  - Attackers expect passive victims, so walk with a steady pace, appear purposeful, and project confidence.
- While in your vehicle:
  - Have your keys in your hand as you approach your vehicle so that you do not have to search for them.
  - Before entering your vehicle quickly check the back seat and around the vehicle for anything unusual.
  - Always lock your car doors as soon as you enter the vehicle.

**Appendix A**

**PUBLIC SAFETY CONTACT INFORMATION**

**FOR EMERGENCIES DIAL 911**

**Other contacts**

Sarah Jones: 530-386-3830

Donna Thomassen: 530-308-0615

Jason Graydon: 530-906-7252

Chad Chaney: 530-205-8037

Building Property Manager/Creekside Building ERC- Karen Brigg: 530-305-6809

California Highway Patrol: 916-843-4199

Electric/Gas: 1-800-468-4743

NTSB (train derailment): 800-683-9369

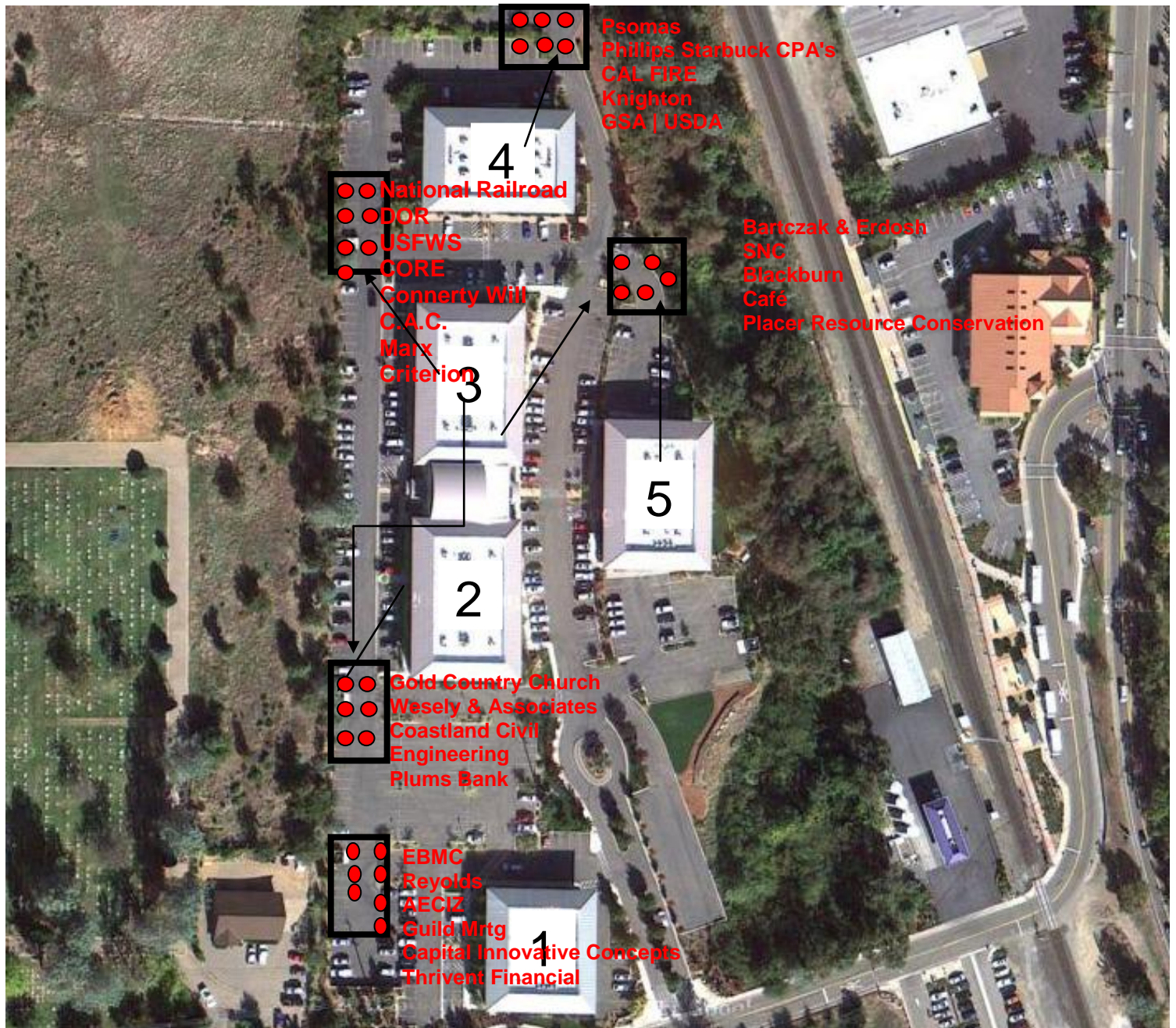
Auburn Police Department: 530-823-4237

Auburn City Fire Department: 530-823-4211




Appendix B:  
Emergency Evacuation Route and  
Assembly Area

## Assembly Areas Aerial View



### Key

 Building Assembly Area

 Entity Assembly Area

**Appendix C:**

**Bomb Threat Checklist**

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

***Immediately after the caller has ended the call, notify the ERC.***



## **Placer County Resource Conservation District California Public Records Request Policy**

Adopted June 25, 2024

### **I. PURPOSE**

The purpose of this policy is to affirm the public's right to access Placer County Resource Conservation District (District) records and to set forth the District procedure to ensure accessibility of information to members of the public in accordance with the California Public Records Act (CPRA). Under the CPRA, Government Code sections 6250-6276.48, the public has the right to view or obtain non-exempt District records. The District will provide access to all public records upon request unless the law provides an exemption from mandatory disclosure. Examples of records exempt from mandatory disclosure under the California Public Records Act include certain personnel records, investigative records, drafts, confidential legal advice, records prepared in connection with litigation, and information that may be kept confidential pursuant to other state or federal statutes.

### **II. POLICY**

This policy prescribes that the District review and follow CPRA guidelines. If there is any conflict between this policy and the CPRA, the CPRA shall prevail.

### **III. RECORDS REQUEST**

- A. Responsibility - It is the responsibility of the Executive Director to respond to CPRA requests for District documents. Decisions as to what documents may or may not be subject to disclosure shall be made in accordance with the CPRA, and under the guidance of District counsel.
- B. Response to Request - The District will acknowledge receipt of a CPRA request and give the requesting party an estimated date and time when the records will be made available using the following guidelines:
  - 1. The records will be made available, during normal business hours, either by photocopying, scanning or inspection of original records at the District office with a District staff member present.
  - 2. The District will deliver the requested documents within 10 business days from the receipt of the request.
  - 3. The time may be extended in unusual circumstances by no more than 14 business days through written notice from the Executive Director to the requesting party. Unusual circumstances include, but are not limited to, requests that require an extended search, when the records requests are voluminous, or when the request requires consultation with another agency.
- C. Production of Documents - The District will make available the requested documents in accordance with Section III, B above.

1. The District is not required to prepare new records in response to a request, or to compile, synthesize, summarize, or index information or records in a form that does not exist at the time of the request.
  2. Upon any request for a copy of public records which reasonably describes an identifiable record or information produced therefrom and which is not otherwise exempt from disclosure, the District shall make the records promptly available to the requestor.
  3. Should any request for public records contain exempt information including, but not limited to that listed under Government Code sections 6253.5 and 6254, any portion that can reasonably be segregated of such record shall be provided to any person requesting such record after redacting portions which are exempt from disclosure by law.
    - a. The District will justify withholding a record by demonstrating the record is exempt under the express provisions of Government Code sections 6254 and 6254.16 and any other applicable statute or by demonstrating that the public interest served by not making the record available clearly outweighs the public interest served by disclosing the record. Written notice of intent to withhold records stating the reasons for withholding the records and an estimated time for when releasable documents will be furnished will be provided to the person requesting the record within 10 days of receipt of the request, or later if unusual circumstances apply, as required by Government Code sections 6253, subsection (c) and 6255, subsection (b). Any written notice stating the reasons for withholding records shall include the names and titles or positions of each person responsible for the denial, as required by Government Code section 6253, subdivision (d).
- D. Cost to Produce Documents - The District may charge for the reproduction of documents pursuant to the Political Reform Act of 1974. The charge for each page of standard black and white letter or legal-size photocopies will be 10 cents and each page of color photocopies will be 15 cents. Large format documents, maps, and similar specialized documents will be charged at cost. The estimated total cost will be relayed to the requestor prior to reproduction.
1. The District may charge the requestor for the direct costs of reproduction for any document photocopied and delivered.
  2. The District shall not charge for documents reproduced and transmitted solely by electronic means if the recipient is willing to accept the documents by email, or is willing to provide an electronic device upon which to copy the documents.
  3. The District will not charge for staff time to produce the documents.
  4. The Executive Director has the authority to waive production costs in the interest of making the documents transparent and accessible.



75 Years of Helping People Help the Land

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## Education and Outreach Coordinator

Job Title: Education and Outreach Coordinator  
Reports To: Community and Conservation Director  
FLSA Status: Non-Exempt  
Prepared Date: June 2024  
Pay Rate: \$32/hour - \$37/hour

### SUMMARY

A goal of the Placer Resource Conservation District is to communicate and engage with District constituents and its communities thoughtfully and creatively. The Education and Outreach Coordinator plays a crucial role in Placer RCD's efforts to connect with constituents and build partnerships. The role can be described within three broad tasks:

#### Task 1: Synthesize, Integrate, Translate, Express

- Synthesize and integrate the vision, strategic plan, communication plan, brand identity, values, mission, history, opportunities, and activities of the Placer RCD.
- Translate the information into a coherent, legible, and understandable way that effectively conveys the intended message to the target audience.
- Express (outreach) the information for its intended purpose using graphic design, photography, writing and press releases, social media, tabling events, communication planning, newsletters, public speaking, and website updates.
- Contribute to, coordinate, and integrate the Communications and Ethos Playbook.

Collaboration

Creativity

Inclusion

Integrity

Transparency

### Task 2: Amplify Partnership Potential

- Amplify partnership potential by working with program and administration staff to deepen or establish existing and new partnerships.

### Task 3: Coordinate Events and Programs

- Coordinate events and programs that contribute to the successful implementation of the District's programs, projects, grants, and contracts.
- Specifically, this may include, but not be limited to:
  - Coordinating two high-profile events: the Placer County Ag Tour and Placer County Forestry Tour
  - Providing technical assistance on various grants and programs.
  - Write and edit the Forestland Steward Newsletter
  - Coordinate the Forestry and Natural Resources Career Mentorship Program

Commented [AJ1]: Added this section.

The ideal Education and Outreach Coordinator candidate will embrace prospectivism by adapting emerging trends, identifying future needs, and shift perspectives of thought and communication as-needed. They should work to understand and integrate the diverse perspectives, motivations, and values of partners, government agencies, and landowners, meeting constituents where they are and progressively evolving community and outreach initiatives.

In addition to this, the ideal Education and Outreach Specialist will be able and willing to adapt to new roles as-needed to ensure successful implementation deliverables associated with grants, contracts, and programs.

This position requires on-site and in-office work, but with the possibility of remote work upon approval. We offer a flexible work environment to accommodate our employee's needs and preferences.

## DUTIES, RESPONSIBILITIES, SKILLS, AND QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Essential Duties and Responsibilities

- Collaborate directly with the Community and Conservation Director to achieve education and outreach goals and objectives.

- Work with program staff across agriculture, natural resources, and forestry departments.
- Create press releases, newsletters, and social media communications, and design print and web graphics.
- Plan and coordinate outreach events.
- Plan and coordinate programs, projects, and/or project deliverables.
- Develop website and social media content, both written and graphic, to achieve outreach objectives.
- Assists with grant and document editing and proofreading.
- Write and execute grants that support education and outreach goals.
- Facilitate communication between project partners and stakeholders.
- Assists staff with deepening and building relationships with conservation partners, landowners, and the public.
- Ability to get along and work effectively with others.
- Maintain regular and predictable attendance.
- Be available to work evenings or weekends as-needed.

**Commented [AJ2]:** Added this line to accommodate additional job duties (to support Task 3 above).

**Commented [AJ3]:** Added this.

## Education and Experience

Bachelor’s degree from four-year college or university and four or more years related experience and/or training; or equivalent combination of education and experience.

**Commented [AJ4]:** Used to say “three years or more” and changed to “four”.

## Required Skills

- Valid California driver’s license, clean driving record, and current auto insurance are required.
- Excellent communication skills, both written and verbal, are essential for success in this role. The ability to speak confidently and persuasively in public settings, and to engage effectively with diverse audiences, will be particularly important.
- Strong computer skills including use of, but not limited to, Microsoft Windows or Mac OS systems, and Microsoft Office (including Microsoft Outlook, Word, Excel, OneDrive, and PowerPoint).
- Display adeptness and practical experience in graphic design and typography with ability and willingness to adopt and utilize Placer RCD’s graphic design identity.
- Intermediate proficiency in Adobe Creative Suite software, including InDesign, Photoshop, Illustrator, and Lightroom, is required.
- Proficient in social media management, including the ability to effectively tag and mention numerous partners.
- Have a proficient understanding of the predominant social media platforms and social media scheduling platforms.
- Possess a keen photographic sense and a fundamental grasp of DSLR camera operation.

- Ability to respond to customer inquiries or complaints, regulatory agencies, and business community members.
- Ability to write speeches and articles that conform to prescribed style and format
- Ability to present information to administrative staff, public groups, and boards of directors.
- Ability to calculate figures, interpret technical instructions, and draw valid conclusions.
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Knowledge of basic office equipment.
- Proficiency and or adeptness in utilizing Wordpress for website maintenance and updating, as well as adeptness in the creation and management of email newsletters through Hubspot or other similar service.
- Ability to learn information and skills required to successfully implement project and program deliverables including technical skills required for conservation related programs.

#### **Preferred Skills**

- Proficiency in video and audio editing and production, utilizing Adobe or other related software, would be a valuable asset.

#### **Supervisory Responsibilities**

This job has no supervisory duties.

#### **Qualities and Qualifications**

- Creativity, sense of humor, “can do” spirit, collegiality, flexibility, strong desire to learn.
- Demonstrate a commitment to continuous personal and professional development, and actively seek opportunities to expand skills and knowledge relevant to the job requirements.
- Demonstrate excellent teamwork and interpersonal skills.
- Event planning and coordination experience.
- Highly organized and motivated self-starter with the ability to prioritize.
- Knowledge of forestry, vegetation management, wildfire behavior, watershed stewardship and conservation, resource management, basic hydrology, basic soil science, native plant and animal communities, and/or restoration ecology.
- Physically able to work in the field (climbing in and out of streams, lifting, carrying supplies and equipment, planting, etcetera) during all seasons.
- Possess both the aptitude and eagerness to integrate novel technological advancements and software applications in order to effectively attain outreach objectives.



- The ideal candidate should possess experience and a willingness to effectively collaborate with a diverse range of organizations, each with their unique goals, values, and motivations.

## MEASURES OF PERFORMANCE

The Education and Outreach Coordinator will be considered performing in an acceptable manner when demonstrating skills in analytical thinking, design and graphic design, project coordination, event planning, oral and written communication, persuasive communication, teamwork, organizational support, adaptability, quality, and judgement.

## PHYSICAL AND EMOTIONAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The inability to cope with a stressful work environment does not constitute a protected disability.

**While performing the duties of this job, the employee is required to:**

V – Very Often / F – Frequently / O – Occasionally / R - Rarely							
Sit	V	Use keyboard	V	Stoop, kneel, crouch or crawl	O	Hear	V
Stand	F	Use hands to feel	F	Climb or balance	O	Talk	V
Walk	F	Reach with hands/arms	F				

The candidate must occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- While performing the duties of this job, the employee regularly works inside in climate controlled conditions.

- The employee frequently works in outside in weather conditions that can be wet, hot, dry, and humid.
- The noise level in the work environment is usually quiet to occasionally noisy.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Acknowledgements

I have reviewed and understand the above job description and believe it to be accurate and complete. I also understand that the company retains the right to change this job description at any time. I also understand that this job description is not a contract for work.

I certify that I possess all of the “Essential Requirements” of the job outlined herein, except as noted here (If none, so state): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that I am fully capable (with or without a reasonable accommodation) of performing all of the essential functions documented herein, and I do not have a physical or mental disability that would jeopardize the health and or safety of my co-workers.

I do not require an accommodation in order to perform the essential functions of this job as indicated in this job description.

I require an accommodation in order to perform the essential function of this job as indicated on this job description. The accommodation I require is:

\_\_\_\_\_

I certify that I am fully capable of completing all of the responsibilities documented herein and I do not have a physical or mental disability that would jeopardize the health and or safety of my co-workers.

I understand, and fully agree, that this job description does not constitute a written or implied contract for employment and that my employment relationship with the company is “at will,” for an unspecified duration, and may be terminated at any time by me or the company as specified by Section 2922 of the California Labor Code.

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Employee's Signature

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Date

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Supervisor's Signature

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Date

