



CAMBRIA COMMUNITY HEALTHCARE DISTRICT REGULAR BOARD MEETING September 24, 2024 – 9:00 AM

The regular meeting of the Cambria Community Healthcare District will be held at Old Cambria Grammar School, 1350 Main Street Cambria, California.

Join Zoom Meeting

<https://us02web.zoom.us/j/82321746521>

Meeting ID: 823 2174 6521 Passcode: 309883

+16694449171,,83472787498# US

+16699006833,,83472787498# US (San Jose)

AGENDA

A. OPENING

1. Call to order
2. Pledge of Allegiance
3. Establishment of a quorum

B. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

1. Members of the public wishing to address the Board on matters other than scheduled items may do so when recognized by the President of the Board of Directors Cecilia Montalvo. Presentations are limited to a maximum of three minutes per person.

C. CONSENT AGENDA

1. Approve Minutes from July 23, 2024, Regular Board Meeting.

D. REPORTS

1. Operations Report: Operations Manager Tim Nurge, Supervisors Paul Hoover, and Michael Bryant.
2. Administrative/Financial Review: Linda Hendy
3. Committee Reports:
 - a. President's Report: Cecilia Montalvo
 - b. Property & Facilities / Facility Project Ad-Hoc: Bruce Mumper
 - c. Healthcare Advocacy & Outreach: Dawn Kulesa
 - d. Finance: Iggy Fedoroff
 - e. Development Committee: Laurie Mileur

E. REGULAR BUSINESS

1. Biennial Renewal of Conflict-of-Interest Code
2. Resolution 49-24 Update to Local Agency Investment Fund (LAIF)
3. Proposed update to District Policy Manual Section 3000

F. DECLARATION OF FUTURE AGENDA ITEMS

G. ADJOURNMENT

The next regular meeting of the Cambria Community Healthcare District Board of Directors will be held on October 22, 2024, at 9:00 A.M. at the Old Cambria Grammar School, 1350 Main Street Cambria, California.

Copies of the monthly agenda, staff reports and written materials provided to the Board of Directors for Open Session agenda items may be obtained online at www.cambria-healthcare.org, and are also available at the District office located at 2511 Main Street, Cambria, during regular business hours. Closed-session items are not available for public review. Any changes or additions to the agenda will be posted at the District office and on the District website.

Note: While board members may not engage in dialog with the public during the board meeting, individual members may choose to incorporate an answer to a question posed by the public during their discussion of an agenda item.



CAMBRIA COMMUNITY HEALTHCARE DISTRICT REGULAR BOARD MEETING MINUTES July 23, 2024

A. OPENING

1. The meeting was called to order at 9:00 am.
2. President Montalvo led the Pledge of Allegiance.
3. Motion to allow the Board to conduct meetings within the AB2449 guidelines. Director Fedoroff motioned to approve, Director Mileur seconded, Board approved 5/0.
4. Board of Directors members Cecilia Montalvo, Laurie Mileur, and Iggy Fedoroff were present. Director Dawn Kulesa, Director Bruce Mumper, and Supervisor Michael Bryant were present via Zoom. Also present were Administrator Linda Hendy and Office Manager Simone Rathbun.

B. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

No members of the public were present.

C. CONSENT AGENDA

1. The Minutes from the June 24, 2024, Regular Board meeting were presented for review and approval. Director Fedoroff motioned to approve, Director Mileur seconded, Board approved 5/0.

D. REPORTS

1. **Operations Report:** Supervisor Bryant presented the monthly report. Transport activities and response times were discussed. Discussion followed regarding a CalTrans update on Paul's Slide, and the District's extended response area up to Vincente Creek, approximately 50 miles north of Cambria. Supervisor Bryant confirmed the District has not seen an increase in call volumes due to that portion of the highway reopening. The District implemented a "Workplace Violence Prevention Plan" in accordance with SB 553, the new state law which took effect on July 1, 2024. The District is actively recruiting for part-time Reserve Paramedics and received two applications in June. Supervisor Bryant reported that District crew members are scheduled to teach hands-on CPR at the Cambria Farmer's Markets. Supervisor Bryant also advised the Board on policy changes from San Luis Obispo EMSA regarding radio communication and airway management/cardiac arrest protocol updates.
The operations report provided by Supervisor Hoover was reviewed, and a discussion followed regarding the maintenance performed on ambulance units 18 and 20, equipment and medication updates, and facility repairs.
2. **Administrative/Financial Review:** The June financial reports were presented followed by a Board discussion on identified variances in income and expense line items. Administrator Hendy reported that the Department of Health and Human Services is conducting a GEMT program audit for fiscal years 2018-19, 2019-20, and 2020-2021. District staff are submitting requested supporting documents to the auditor.

3. Committee Reports:

- a. **President's Report:** President Montalvo thanked the staff for facilitating, and Board members for attending the press conference hosting Congressman Panetta. The event was well attended and the District received great press coverage regarding the Congressman's visit to CCHD and the \$1 million grant funding secured for the ambulance facility replacement project. President Montalvo noted that the California Special District Association's annual educational conference is in the fall and asked if Administrator Hendy was interested in attending. Administrator Hendy reviewed the program agenda and felt it would not benefit CCHD this year. President Montalvo encouraged Administrator Hendy to research membership with the Association of California Healthcare Districts (ACHD).
- b. **Property & Facilities / Facility Project Ad-Hoc:** Director Mumper stated the committee did not meet in July. Facility repairs and maintenance were discussed during the operations report.
- c. **Healthcare Advocacy & Outreach:** Director Kulesa reported that CCHD will not enter a float in the Pinedorado parade, however, on-duty crews and an ambulance unit will participate. Director Kulesa thanked Director Fedoroff for writing a recent article published in CambriaCA. Outreach committee members met with the Scarecrow committee to finalize the District's scarecrow display and decided upon the name "Perry Medic" for the scarecrow figure. Private donations were used to participate in this year's festival. Director Kulesa has been in communication with SLO Public Health to organize an adult dental screening event in the early fall of 2024.
- d. **Finance:** Director Fedoroff stated the finance committee held their monthly meeting to review financial and cash flow reports and is pleased with the projections for year-end June 2024.
- e. **Development Committee:** Director Mileur thanked Director Fedoroff for his assistance in submitting the Cambria Community Council grant. Director Fedoroff reviewed prior grant awards and felt hopeful that the District would qualify for a 2024 grant. Committee members are discussing the possibility of hosting a Scarecrow Festival kick-off event at the ambulance station featuring the District's scarecrow.

E. REGULAR BUSINESS

1. **Board of Directors Election Notice** – Administrator Hendy presented Resolution 47-24 requesting the consolidation of the District's Governing Board elections with the November 5, 2024, Presidential General Election. After the Board discussion, Director Fedoroff motioned to approve, Director Mileur seconded, Board approved 5/0.
2. **Key Performance Indicator Report** – Supervisor Bryant presented the District's emergency first responder Key Performance Indicators for January through June 2024. The Board discussed the data retrieved from Image Trend. President Montalvo stated the District should be proud of the level of care provided to the community and of the transparency

in reporting areas needing improvement.

3. Strategic Plan Update July 2024 – President Montalvo provided an overview of the District’s current strategic plan, including objectives, strategies, and goals. The Board discussed the quality metric to date for the goals met, exceeded, or needing future attention. One year later, the objective “Access to Care” is an identified need that requires additional outreach efforts to advocate for and partner with others to improve access to care in our community.

F. DECLARATION OF FUTURE AGENDA ITEMS

1. No August meeting.

G. ADJOURNMENT

The meeting was adjourned at 9:58 AM.



OPERATIONS REPORT Board of Directors Meeting September 24, 2024

Staff Report: Manager of Operations, Tim Nurge
Supervisors Michael Bryant and Paul Hoover
Operations report for July and August 2024.

Operations Manager Nurge:

- **Transport Activity Report** – For July 2024, there has been a decrease in the total number of incidents (-20) and an increase in incidents requiring transport (+7) compared to July 2023. For August 2024, there has been an increase in the total number of incidents (+16) and an increase in incidents requiring transport (+20) compared to August 2023. Reports indicate transport numbers have leveled out since the implementation of San Luis Ambulances' additional unit Medic 94 (now Medic 32) in 2023.
- **Response Times and Delays** – In July 2024, 96.7% of calls were responded to within 10 minutes. There were (2) calls in which the response time was longer than the required 10 minutes.
 - There was (1) call delayed by 1 minute due to distance in the Park Hill Area which is notoriously difficult to get to in 10 minutes or less.
 - There was (1) call delayed by 12 minutes due to a dispatch error sending our unit to the wrong address and responsible party not on scene.
- In August 2024, 98.4% of calls were responded to within 10 minutes. There was (1) call in which the response time was longer than the required 10 minutes.
 - There was (1) call delayed by 1 minute due to distance deep in the Lodge Hill Area.
- **San Luis Ambulance (SLA) Transports/Coverage** – In July 2024, San Luis Ambulance had (0) Code 3 and (0) Code 2 calls in the CCHD service area. San Luis Ambulance was dispatched to “move up and cover” Cambria (11) times Code 8 and (1) time Code 11 for a total time covering the CCHD response area of 10 hours and .25 minutes.

CCHD responded to (9) Code 3 and (0) Code 2 calls in the San Luis Ambulance service area. CCHD crews were dispatched to “move up and cover” the San Luis Ambulance service area (34) times Code 8 and (3) times Code 11 for a total time covering the San Luis Ambulance service area of 10 hours and 26 minutes.

- In August 2024, San Luis Ambulance had (0) Code 3 and (0) Code 2 calls in the CCHD service area. San Luis Ambulance was dispatched to “move up and cover” Cambria (6) times Code 8 and (0) times Code 11 for a total time covering the CCHD response area of 7 hours 21 minutes.

CCHD responded to (5) Code 3 and (0) Code 2 calls in the San Luis Ambulance service area. CCHD crews were dispatched to “move up and cover” the San Luis Ambulance service area (30) times Code 8 and (4) times Code 11 for a total time covering the San Luis Ambulance service area of 11 hours and 5 minutes.

- ❖ Code 3 Call - Emergency call that requires the use of lights and sirens to respond
- ❖ Code 2 Call - Emergency call that does not require the use of lights and sirens to respond
- ❖ Code 8 Call - A term used when an ambulance is staged (parked) between 2 response areas

- **Monterey County Calls** – CCHD crews responded to (2) calls in Monterey County during July/August 2024. This is a decrease of (2) calls compared to July/August 2023. Currently, CCHD is the only ALS Agency to cover the southern area of coastal Monterey County. The Manager of Operations continues to monitor updates from Caltrans regarding the Highway 1 road closure. As of August 16, 2024, Caltrans announced that it has temporarily halted excavation work on Highway 1 at Regent’s Slide due to continuing slide activity in and around the repair site. While a portion of Highway 1 along the Big Sur coast remains accessible and open, Caltrans engineers are now assessing the slide area and gathering data to keep the public informed of a new estimated timeline for reopening.

Staffing/Employees – Two CCHD reserve paramedics have been removed from the District’s active reserve list due to accepting full-time employment at other agencies. Shifts for summer vacations and sick time have continued to be covered thanks to our excellent crew members, most recently, with a shortage of reserve EMTs, the District has utilized Paramedics to cover EMT shifts.

Recruitment – The District is actively recruiting Reserve EMTs and Paramedics. In August, interviews were conducted for two Reserve paramedic positions, resulting in the hiring of one candidate currently in the accreditation process. Recruitment interviews for reserve EMTs are scheduled for September 14, 2024.

Training – We continue to do our High-Risk Low Use skills training monthly. District crew members will participate in a training exercise with Diablo Canyon in October and are scheduled for “Nuke 101” training in September, with SLO County, Office of Emergency Services (OES).

Outreach – District crew members teach hands-on CPR at the Farmer’s Market every 2nd Friday of the month and provide Friday night “Standby Coverage” for Coast Union High School football games. Crew members participated as a parade entry in Unit 21 for the Lion’s Club Pinedorado parade. No emergency calls were received during the parade.

Other – Manager of Operations Nurge and the sales representative from RedSky Ambulances reviewed the current purchase order for the new Unit 23. With the elimination of duplicate equipment add-ons, the original purchase price is estimated to decrease by \$65,000.

In August, Manager of Operations Nurge and Supervisor Hoover completed an internal Narcotics Audit for 2022, 2023, and year-to-date 2024.

Supervisor Bryant:

Equipment/ Medications:

- Expired supplies and medications have been replaced.
- Supply room and ambulances are fully stocked.
- An oxygen tank order issue with Airgas was resolved with no additional charge to the District.
- Conducted and submitted the quarterly EWEC Kit inventory to OES.

Outreach/Education:

- The hands-on CPR demo at the Farmer's Market was rescheduled due to ambulance placement concerns. The Manager of Operations is working to reschedule and secure a suitable location.
- Supervisor Bryant and crew attended helmet removal training at Coast Union High School and discussed campus access for emergencies.

SLO County Emergency Medical Services Authority (EMSA):

- In August, EMSA updated its Radio Communications policy to require clear text (no 10-codes) for all EMS radio communications. This change, aimed at simplifying communications with Fire personnel, was discussed at the September 1st staff meeting and sent via email to EMS personnel.

Supervisor Hoover:

Ambulance Unit Performance/Maintenance:

- Unit-18 – Multiple repairs in July and August.
 - The 9th injector was replaced.
 - 5,000-mile service performed.
 - All batteries (4) were replaced resolving ongoing dead battery issues.
 - Brake failure while in service. Replaced blown brake line, no future issues.
- Unit-22 – The original A/C leak was repaired, and the Unit interior service notification was addressed by the Ford Dealer. A second A/C leak was detected and required the unit to be transported to Redsky repair shop in Tracy, CA.
- Unit-20 - A 100,000-mile routine service performed.

Controlled Substance:

- All units are stocked with required medication and supplies.
- Submitted 2nd quarter Controlled Substance Report with SLO EMSA.
- Controlled Substance order received, tagged, and placed in required safe.

Facility/Station Repairs:

- The new flooring installed in the hallway is delaminating in multiple spots. The installer repaired the flooring in August.
- The station was fumigated on the interior and exterior of the facility.
- Crew members have been patching and painting interior rooms to improve the station's appearance. Excess paint from crew members' home improvement projects was donated.

Equipment:

- Annual service was performed on all Zoll Heart Monitors, no issues were found during service.
- Annual service performed on Unit-22 Stryker Power Gurney.

DISTRICT ACTIVITY REPORT PAGE 1

08/01/2024 through 08/31/2024

Incident Totals				Transport Totals			
	2024	2023	Change		2024	2023	Change
Dry Runs - w/Treatment	19	7	12	Local Patients	44	25	19
Dry Runs - CX Enroute	15	25	-10	Non-Local Patients	17	16	1
Total Dry Runs	34	32	2	Total Patients	61	41	20
Stand-bys	35	41	-6	Medical Transports	57	36	21
Public Assists/Relations	1	0	1	Trauma Transports	4	5	-1
Walk-in Public Relations	1	2	-1	Traffic Accidents	1	1	0
Total Incidents	132	116	16	Total Transports	61	41	20

Hospital Destinations

	2024	2023	Change
French	12	12	0
Sierra Vista	44	27	17
Twin Cities	5	2	3
Rendezvous w/Heli	0	0	0
Facility Not-Listed	0	0	0
Trauma Center (Sierra Vista)	8	4	4
STEMI Center (French)	1	0	1

Monterey County Responses

	2024	2023	Change
Medical Transports	0	1	-1
Trauma Transports	0	0	0
Dry Runs	1	1	0
Stand-bys	0	0	0
Total Incidents	1	2	-1

**Year-to-Date Comparison
Ambulance Response Statistics
From January 2024 to August 31 2024**

	2024	2023	Change
Total Responses	937	1301	-364
Patients Transported	409	387	22
Total Dry Runs	226	296	-70
Dry Runs - w/Treatment	112	112	0
Dry Runs - CX Enroute	113	184	-71
Stand-bys	293	602	-309
Total Monterey County Incidents	11	9	2

DISTRICT ACTIVITY REPORT PAGE 2
08/01/2024 through 08/31/2024

San Luis Ambulance Activity

Code 8	=	6	
Code 11	=	0	
Code 2 calls	=	0	} (calls into CCHD response area)
Code 3 calls	=	0	
Total time SLAS covered CCHD area = 7 hrs 21 mins			

Cambria Community Healthcare District Activity

Total time CCHD committed to other incidents (Month) = 108 hrs 8 mins			
Code 8	=	30	
Code 11	=	4	
Code 2 calls	=	0	} (calls into SLAS response area)
Code 3 calls	=	5	
Total time CCHD covered SLAS area = 11 hrs 5 mins			

Definitions:

Code 8 : Cover two areas

Example: -Code 8 Villa Creek means covering Morro Bay response area and Cambria response area

 -Code 8 Hwy 46 Summit means covering Cambria response area and covering North County response area (i.e. Paso Robles, Templeton, Atascadero and outlying areas)

Code 11 : Covering one area

Example: -Code 11 Morro Bay means we are now only covering the Morro Bay response area (i.e. Cayucos, Morro Bay, Los Osos)

Code 2 : Non-Emergency Call

Code 3 : Emergency Call

Time-On-Task : TOT Refers to the amount of time committed to a call or task, more specifically, this is the amount of time a unit is unavailable to respond to a call in the District's response area only. Units may still be available for calls outside the District's response area during TOT periods depending on SLO County needs for mutual aid.



**Administrator/Finance Report
Board of Directors Meeting
September 24, 2024**

Staff Report: Linda Hendy, Administrator/Finance

Finance:

Reporting financial performance for August and the year-to-date fiscal year 2024/2025.

Income Statement:

August 2024 Monthly/Year-To-Date vs Budget

- **Income:** August net ambulance billing of \$94,868 was favorable to budget in the amount of \$14,869, bringing the year-to-date ambulance net billing of \$196,785 favorable to budget by \$12,536.
 - Ambulance transport activity in August was 61 vs 50 budgeted.
 - In August, Office Manager Rathbun experienced thirteen denied claims submitted to BlueCross. The original denial letters stated an error in our billing. The corrections were made and all claims were resubmitted. As of September 15, 2024, six previously denied claims have been paid, three are pending processing for payment and four are in review.
- **Other Income:** One dispatched call was provided to Monterey County in August and one in July resulting in transport. Income line item: Bad Debt Recovery is unfavorable to budget in the amount of \$706 year-to-date. The District outsources debt collections to Action Professionals and receives reimbursement when a collection is successful. The District received reimbursement on September 16th of \$795.00.
- **Expense:** Total expenses in August were \$25,998 favorable to budget, resulting in a favorable year-to-date variance of \$9,432.
 - **Payroll Expenses:** In August, payroll expenses were favorable to budget in the amount of \$2,893. Expense line item PERS-Unfunded Liability year-to-date variance is \$5,955 unfavorable to budget. Staff will monitor this monthly expense and provide additional information in the October financial report.
 - **Operating Expenses:** August operating expenses were favorable to budget in the amount of \$1,129.
 - **Fleet Expenses:** August expenses were favorable to budget in the amount of \$6,614. Line-item Medical Supplies/Equipment is favorable to budget in the amount of \$5,000, however, a supply order was received the first week of September and the expense is projected to be in line with budget amounts.
 - **Other Expenses:** August expenses were favorable to budget in the amount of \$603 and year-to-date favorable in the amount of \$8,395. The District participates in the PP-GEMT program with a current cost-shared expense favorable to budget, year-to-date in the amount of 2,879. Expense line-item Bond expense is projected to be in line with budgeted amounts.
- **Net Income:** The August financials reflect a favorable net income vs budget for the month in the amount of \$25,998 and a favorable year-to-date net income versus budget in the amount of \$19,193.
- **Asset Payments/Cash Flow:** August financials reflect the monthly payments of \$2,100 for medical equipment (Zoll Monitors) and \$3,625 for Ambulance Unit 22.

Other Business:

- Prepared annual workers' compensation audit report and submitted it to SDRMA. Preliminary results indicate a refund of the premium paid in the amount of \$13,000. Each year the District is required to submit an estimate (budgeted amount) of employee salaries to SDRMA. Estimates are then used to calculate the District's yearly premium. The restructuring of management at the end of 2023 resulted in a lower actual cost for employee salaries resulting in a projected insurance premium reimbursement to the District.
- Scheduled annual audit for fiscal year 2023-2024 to begin onsite the week of November 13th, 2024.
- A Special Tax direct charge report was submitted to the County of San Luis Obispo. Administrator Hendy received confirmation that 6,608 parcel numbers were confirmed totaling \$675,026.54 in 2024-2025 projected tax revenues.
- The Department of Health and Human Services Department is conducting a GEMT program audit for FY2018-19, FY2019-20, and FY2020-21. Administrator, Hendy worked with the state auditor to review ambulance income, insurance reimbursements, and expenses attributed to ambulance transports. The audit is complete and submitted by the auditor for the department's final review.
- Administrator Hendy attended the California Special District Association (CSDA) webinar "Lease, Purchasing and Financing Assets".
- CalPERS Open Enrollment for 2025 Healthcare Insurance begins September 16th. Administrator Hendy sent all full-time employees an email reminder with a calculation of the medical insurance premium cost to assist with their enrollment selection.
- Prepared Ambulance Facility Replacement (C-24) Information materials, updated website, and continued outreach efforts.
- The first week of August recruitment for the Office Manager position began. Twelve resumes were received, resulting in a new hire with a start date of September 3, 2024. New Office Manager Harley received two weeks of training from our retiring Office Manager Rathbun.

Cambria Community Healthcare District
Summary of Revenues and Expenses
AUGUST 2024, and Year-To-Date JULY-AUGUST 2024/2025

	August	August		July - August	July - August	
	Actual	Budget	Variance	YTD Actual	YTD Budget	Variance
Ambulance Revenue						
Ambulance Billings	368,423	325,000	43,423	764,210	700,000	64,210
Prior Year Income	-	-	-	-	-	-
Total Ambulance Income	368,423	325,000	43,423	764,210	700,000	64,210
Insurance Adjustments/Contra	(273,554)	(245,001)	(28,553)	(567,426)	(515,751)	(51,675)
Sent to Collections	-	-	-	-	-	-
Bad Debt	-	-	-	-	-	-
Ambulance Income	94,868	79,999	14,869	196,785	184,249	12,536
Tax Income						
General Tax	-	-	-	-	-	-
Special Assessment Tax	-	-	-	-	-	-
Total Tax Income	-	-	-	-	-	-
Other Income						
Monterey Contract	2,000	2,000	-	4,000	6,000	(2,000)
Rental Income	-	-	-	-	-	-
Misc. Income	65	100	(35)	65	200	(135)
Bad Debt Recovery	144	200	(56)	144	850	(706)
Grant Income	-	-	-	-	-	-
Interest Income	6	25	(19)	691	625	66
Donations	-	-	-	-	-	-
Donations -Amb. Procurement	-	-	-	-	-	-
Total Other Income	2,215	2,325	(110)	4,900	7,675	(2,775)
Total Income	97,083	82,324	14,759	201,685	191,924	9,761
Payroll Expenses						
Administration	15,382	15,420	38	30,858	30,840	(18)
Full Time Employees	65,036	75,500	10,464	151,371	160,500	9,129
Part Time Employees	18,606	14,000	(4,606)	41,045	28,000	(13,045)
Payroll Tax Expense	4,855	5,400	545	10,781	10,800	19
Employee Medical/Dental	18,510	17,500	(1,010)	35,448	35,000	(448)
PERS Pension Expense	8,147	8,200	53	15,564	16,400	836
PERS - Unfunded Liability	17,978	15,000	(2,978)	35,955	30,000	(5,955)
Uniforms	250	750	500	310	1,500	1,190
Workers Comp. Insurance	8,500	8,500	-	17,000	17,000	-
Retiree Health	8,864	8,750	(114)	17,384	17,500	116
Total Payroll Expense	166,127	169,020	2,893	355,716	347,540	(8,176)
Operating Expenses						
Contacted Services	-	-	-	-	-	-
Audit Fees	-	-	-	-	-	-
Billing Services	599	700	101	1,219	1,400	181
Other	-	360	360	-	720	720
Payroll Services	360	525	165	740	1,050	310
Total Contracted Services	959	1,585	626	1,959	3,170	1,211
Dues and Subscriptions	7,351	6,820	(531)	7,600	7,320	(280)
Education/Travel/Mileage	516	350	(166)	539	700	161
Facility Maintenance	1,158	1,000	(158)	1,388	2,000	612
Legal	125	1,000	875	125	2,000	1,875
Liability Insurance	6,500	6,500	-	11,500	13,000	1,500
License/Permits	126	500	374	608	1,000	392
Office and Computer Supplies	1,838	1,625	(213)	3,808	3,250	(558)
Storage	-	-	-	240	240	-
Training	431	450	19	431	900	469
Utilities	2,097	2,400	303	4,783	4,800	17
Total Operating Expenses	21,101	22,230	1,129	32,982	38,380	5,398

Cambria Community Healthcare District
Summary of Revenues and Expenses
AUGUST 2024, and Year-To-Date JULY-AUGUST 2024/2025

	August Actual	August Budget	Variance	July - August YTD Actual	July - August YTD Budget	Variance
Fleet Expenses:						
Communication Equipment	-	-	-	-	-	-
Fuel	2,688	3,000	312	5,360	6,000	640
Unit - 18	983	650	(333)	2,378	1,500	(878)
Unit - 20	-	500	500	376	500	124
Unit - 21	-	250	250	-	500	500
Unit - 22	-	450	450	1,539	1,450	(89)
Interest Expense	-	435	435	-	435	435
Medical Supplies/Equipment	-	5,000	5,000	6,918	10,000	3,082
Total Fleet Expenses	3,671	10,285	6,614	16,571	20,385	3,814
Total Operating Expenses	24,771	32,515	7,744	49,553	58,765	9,212
Other Expenses						
Bank and Credit Card Charges	170	300	130	643	600	(43)
Bond Expense	-	-	-	535	5,000	4,465
Contingency/Outreach/Public Ed.	334	500	166	521	1,000	479
Equipment	-	-	-	-	-	-
Miscellaneous	-	300	300	-	600	600
PP-GEMT Fee	-	-	-	9,121	12,000	2,879
Sales Tax	107	115	8	214	230	16
Total Other Expenses	612	1,215	603	11,035	19,430	8,395
Total Expenses	191,511	202,750	11,239	416,303	425,735	9,432
Net Operating Income	(94,428)	(120,426)	25,998	(214,618)	(233,811)	19,193
Other Income/Expense						
Grant /Equipment Procurement	-	-	-	-	-	-
Covid Relief	-	-	-	-	-	-
Total Other Income	-	-	-	-	-	-
Net Income	(94,428)	(120,426)	25,998	(214,618)	(233,811)	19,193

Asset Payments - Cash Flow 2024-2025

Asset Monthly Payments	August Actual	July - August
Zoll Monitors	(2,100)	(4,200)
Ambulance Unit 22	(3,625)	(7,250)
Net Income less Asset Expense	(100,153)	(226,068)

Cambria Community Healthcare District Monthly Banking Financial Report

AUGUST 2024

Pacific Premier Bank Operating Account

Beginning Balance	\$	124,741.58
Income		130,782.51
Tax Income		
Less Checking Expenses		(179,179.97)
Bank Fee(s)		(2.00)
Ending Balance		<u>\$ 76,342.12</u>

Pacific Premier Bank Money Market Account

Reserve Account		
Beginning Balance	\$	170,179.47
Transfer to Operating Account		(50,000.00)
Interest		6.05
Ending Balance		<u>\$ 120,185.52</u>

Local Agency Investment Fund Account

Operating Reserves		
Beginning Balance	\$	59,845.92
Transfer from Operating Account		-
Interest		-
Ending Balance		<u>\$ 59,845.92</u>

ALL ACCOUNTS TOTAL \$ 256,373.56

PPB Trust Account

Beginning Balance	\$	51,679.35
Deposit		2,600.00
Less Checking Expense		2.22
Bank fee (paper statement)		(2.00)
Withdrawal payables(Qgiv)		-
Ending Balance		<u>\$ 54,279.57</u>

Accounts Prior Year Total Comparison (Not including Trust Account)

AUGUST	2024	\$	256,373.56
AUGUST	2023	\$	<u>289,130.65</u>
Difference		\$	(32,757.09)



CAMBRIA COMMUNITY HEALTHCARE DISTRICT
BOARD AGENDA STAFF REPORT – 01

TO: Board of Directors

FROM: Linda Hendy, Administrator/Finance

DATE: September 24, 2024

AGENDA DESCRIPTION: Biennial Renewal of Conflict-of-Interest Code

RECOMMENDATION: Staff recommends updating Designated Position titles in Policy 1035 - Conflict of Interest and approval of Resolution 48-24.

FISCAL IMPACT: None

DISCUSSION: The Political Reform Act mandates every local government agency to review its Conflict of Interest (COI) code biennially. This code instructs public officials, governmental employees, and consultants on the financial interests they must disclose on their Statement of Economic Interests (Form 700). In addition, it helps provide transparency in local government as required under the Political Reform Act.

Cambria Community Healthcare District is required to file a biennial notice with the Clerk of San Luis Obispo County Board Supervisors, serving as the agency's code reviewing body. The CCHD 2024 Local Agency Biennial Notice has been updated with title changes for two designated positions:

1. Administrator/Finance
2. Operations Manager

Policy 1035 Conflict of Interest was reviewed by the District legal counsel, and no additional updates or corrections were mandated.

ATTACHMENTS:

1. Resolution 48-24
2. Policy 1035 Conflict of Interest

BOARD ACTION: September 24, 2024, Approve Resolution 48-24

UNANIMOUS: __

MONTALVO __ MUMPER __ FEDOROFF __ KULESA __ MILEUR __



Policy Manual SECTION 1000 - General

POLICY TITLE: Conflict of Interest
POLICY NUMBER: 1035

1035.1 The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission ("FPPC") has adopted a regulation (2 Cal. Code of Regs. §18730) that contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the FPPC after public notice and hearings to conform to amendments in the Political Reform Act. The Board approves and adopts the FPPC's standard conflict of interest. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference and, along with the attached Appendix, in which members of the Board of Directors, employees, and certain contractors are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Cambria Community Healthcare District.

1035.2 Designated employees shall file statements of economic interests with the Clerk of the San Luis Obispo County Board of Supervisors.



Policy Manual
APPENDIX TO POLICY NO. 1035

DISCLOSURE CATEGORIES

Category Number:

Category 1: All persons in this disclosure category shall disclose all interests in real property located within, or not more than two miles outside, the District's boundaries. This disclosure is not applicable to the person's principal residence or real property interests with a fair market value of less than \$2,000.

Category 2: All persons in this disclosure category shall disclose all investments in, income from, and business positions in business entities that have an interest in real property in the District, or that have done business with the District during the two years prior to the date of the person's disclosure statement, or that are likely to do business with District during the next one-year period subsequent to the date of the person's disclosure statement. This disclosure category is not applicable to investments with a fair market value of less than \$2,000.

Category 3: All persons in this disclosure category shall disclose all investments in, and business positions in, and sources of personal and business entity income from entities that provide services, materials, equipment, or supplies of the type utilized by the District and that are located within the District, including gifts, loans and travel payments. This disclosure category is not applicable to income received from the District

For purposes of all categories listed above, investment or interest means any investment or interest owned by the spouse, registered partner, or dependent child of a public official, by an agent on behalf of a public official, or by a business entity or trust in which the official, the official's agents, spouse, registered partner, and dependent children own directly, indirectly, or beneficially a 10-percent interest or greater.

RESOLUTION NO. 48-24

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAMBRIA COMMUNITY HEALTHCARE DISTRICT AMENDING AND RESTATING ITS CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act, Government Code section 81000, et seq., requires that state and local public agencies adopt and promulgate conflict of interest codes; and

WHEREAS, the Fair Political Practices Commission ("FPPC") has adopted a model conflict of interest code for consideration by local governments, set forth in Title 2 California Code of Regulations section 18730, and to which future amendments may be adopted, after public notice and hearing, by the FPPC; and

WHEREAS, the Cambria Community Healthcare District ("CCHD") Board of Directors adopted and incorporated by reference the terms of California Code of Regulations, Title 2, Section 18730, and any amendments to it duly adopted by the FPPC, by Resolution 28-22 on September 27, 2022; and

WHEREAS, pursuant to Government Code section 87306.5, the District is required to review its Conflict of Interest Code each even-numbered year and if a change to its code is necessary, the agency must submit an amended conflict of interest code to the reviewing body; and

WHEREAS, the CCHD Board of Directors wishes to submit an amended and restated Conflict of Interest Code to the County Board of Supervisors, pursuant to Government Code section 87303; and

WHEREAS, the CCHD Board of Directors wishes to adopt the revised Conflict of Interest Code attached hereto, which supersedes the Conflict of Interest Code last amended by Resolution 28-22 on September 27, 2022.

NOW, THEREFORE, BE IT RESOLVED by the Cambria Community Healthcare District as follows:

1. All previously adopted resolutions and policies regarding the creation of a CCHD Conflict of Interest Code are hereby superseded.
2. The terms of the California Code of Regulations, Title 2, Section 18730, and any amendments to it duly adopted by the FPPC, are hereby adopted and incorporated by reference by and for the use of the CCHD and shall constitute the CCHD's Conflict

Interest Code for the designated positions described, and disclosure categories set forth, on Exhibit "A".

3. The list designating CCHD positions and establishing disclosure categories attached as Exhibit "A" is hereby adopted as the appendix of designated positions and disclosure categories to accompany section 18730, the CCHD's Conflict of Interest Code.
4. Individuals holding designated positions shall file statements of economic interest (FPPC Form 700) with the County Clerk-Recorder who will make the statements available for public inspection and copying. All statements will be retained by the County Clerk-Recorder.
5. This Conflict of Interest Code shall not take effect until the San Luis Obispo County Board of Supervisors approves it in its capacity as a code-reviewing body under the Political Reform Act. The CCHD Administrator/Finance, Manager of Operations, or designee, is hereby authorized and directed to submit a certified copy of this resolution with the appendix to the Board of Supervisors and request approval of the Conflict of Interest Code.

PASSED and ADOPTED by the Board of Directors of the Cambria Community Healthcare District this 24th day of September 2024, upon the motion of _____ seconded by _____ by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Cecilia Montalvo, President

ATTEST:

Igor Fedoroff, Secretary

of Interest Code for the designated positions described, and disclosure categories set forth, on Exhibit "A".

3. The list designating CCHD positions and establishing disclosure categories attached as Exhibit "A" is hereby adopted as the appendix of designated positions and disclosure categories to accompany section 18730, the CCHD's Conflict of Interest Code.
4. Individuals holding designated positions shall file statements of economic interest (FPPC Form 700) with the County Clerk-Recorder who will make the statements available for public inspection and copying. All statements will be retained by the County Clerk-Recorder.
5. This Conflict of Interest Code shall not take effect until the San Luis Obispo County Board of Supervisors approves it in its capacity as a code-reviewing body under the Political Reform Act. The CCHD Administrator/Finance, Operations Manager, or designee, is hereby authorized and directed to submit a certified copy of this resolution with the appendix to the Board of Supervisors and request approval of the Conflict of Interest Code.

PASSED and ADOPTED by the Board of Directors of the Cambria Community Healthcare District this 24th day of September 2024, upon the motion of _____ seconded by _____ and by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Cecilia Montalvo, President

ATTEST:

Igor Fedoroff, Secretary



CAMBRIA COMMUNITY HEALTHCARE DISTRICT
BOARD AGENDA STAFF REPORT – 02

TO: Board of Directors

FROM: Linda Hendy, Administrator/Finance

DATE: September 24, 2024

AGENDA DESCRIPTION: Local Agency Investment Fund (LAIF) Account Update

RECOMMENDATION: Recommendation to update the LAIF account representative to remove Simone Rathbun as Office Manager and update the account to include Jennifer Harley, as Office Manager.

FISCAL IMPACT: None at this time

DISCUSSION: The District reserve funding account is held with the Local Agency Investment Fund (LAIF). LAIF is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer.

CCHD account representatives are authorized to execute and deliver any and all Board-approved documents necessary or advisable to deposit or transfer monies to/from LAIF to District-operating bank accounts.

ATTACHMENTS:

Attachment 1 – Resolution 49-24

Attachment 2 Authorization for Transfer of Funds Form

BOARD ACTION: Motion to approve Resolution 49-24 updating LAIF Account.

Date of Vote: September 24, 2024, UNANIMOUS: ___

MONTALVO___MILEUR___FEDOROFF___MUMPER___KULESA___



California State Treasurer's Office
Local Agency Investment Fund (LAIF)

Authorization for Transfer of Funds

Effective Date
9-25-2024

Agency Name
Cambria Community Healthcare District

LAIF Account #
20-40-001

Agency's LAIF Resolution # 49-24 or Resolution Date 9-24-2024

ONLY the following individuals whose names appear in the table below are hereby authorized to order the deposit or withdrawal of funds in LAIF. ***This authorization REPLACES AND SUPERSEDES all prior authorizations on file with LAIF for the transfer of funds.***

Name	Title
Linda Hendy	Administrator
Jennifer Harley	Office Manager

Two authorized signatures required. Each of the undersigned certifies that he/she is authorized to execute this form under the agency's resolution, and that the information contained herein is true and correct.

Signature
Linda Hendy

Print Name
Administrator

Title
805-423-3807

Phone Number

Signature
Jennifer Harley

Print Name
Office Manager

Title
805-927-8304

Phone Number

Please provide email address to receive LAIF notifications.

Name	Email
Linda Hendy	Lhendy@cambria-healthcare.org
Jennifer Harley	Jharley@cambria-healthcare.org

Please email the completed form for review to laif@treasurer.ca.gov and allow 2 days for a response. **DO NOT** mail the original form until you receive approval.

Mail the approved form to: CA State Treasurer's Office
Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001

CAMBRIA COMMUNITY HEALTHCARE DISTRICT
AUTHORIZING INVESTMENT OF MONIES IN
THE LOCAL AGENCY INVESTMENT FUND

WHEREAS, The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the CCHD Board of Directors hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of the District;

NOW THEREFORE, BE IT RESOLVED, that the CCHD Board of Directors hereby authorizes the deposit and withdrawal of District monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein.

BE IT FURTHER RESOLVED, as follows:

Section 1. The following District officers holding the title(s) specified hereinbelow **or their successors in office** are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Linda Hendy
Administrator

Jennifer Harley
Office Manager

Signature

Signature

Section 2. This resolution shall remain in full force and effect until rescinded by City Council/Board of Directors by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

PASSED AND ADOPTED, by the CCHD Board of Directors of San Luis Obispo County of State of California on September 24, 2024.

Cecilia Montalvo, CCHD Board President

ATTEST:

Igor Fedoroff, CCHD Board Secretary



CAMBRIA COMMUNITY HEALTHCARE DISTRICT

BOARD AGENDA STAFF REPORT – 03

TO: Board of Directors

FROM: Tim Nurge, Manager of Operations

DATE: September 24, 2024

AGENDA DESCRIPTION: District Policy Manual Updates – Section 3000

RECOMMENDATION: Recommendation to update District policies identified in Section 3000.

FISCAL IMPACT: None at this time

DISCUSSION: The Board Policy Manual is a comprehensive document that outlines the Cambria Community Healthcare District’s policies, procedures, and guidelines. The board reviews policies to determine if changes are needed. Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors.

Updates to the District management structure and the employee memorandum of understanding (MOU) previously approved by the Board of Directors are included in the proposed revisions to section 3000 and are presented for board consideration.

The District Standard Operating Procedures (SOPs) will incorporate revised or new policies and include step-by-step instructions to help employees perform tasks consistently and efficiently, ensuring safety, and maintaining high performance.

Policy Number	Title	Title Change/Update	Board Attachment
3102	Demotion/Non-Disciplinary	Promotion/Demotion	1
3106	Driver Training and Record Review	Update	2
3108	Drug and Alcohol Testing	Update	3
3116	Employee Status	Update	4
3122	Hours of Work (Non-Exempt)	Update	5

Continued

Policy Number	Title	Title Change/Update	Board Attachment
3205	Housekeeping	Shift Guidelines	6
3480	Unauthorized Voluntary Absence	Update	7
3530	COVID-19 Vaccination Policy	Update	8
3112	Employee Promotion	Delete Policy	9
3535	Training	New Policy	10

ATTACHMENTS: See Chart for Policy Attachments.

BOARD ACTION: Motion to approve District policy updates.

Date of Vote: September 24, 2024, UNANIMOUS: __

MONTALVO __ MILEUR __ FEDOROFF __ MUMPER __ KULESA __



Policy Manual
SECTION 3100 – Employment Practices

POLICY TITLE: ~~Demotion–Non-disciplinary Promotion/Demotion~~
~~(Remove Policy 3112)~~

POLICY NUMBER: 3102

~~This Section does not apply to employees covered by the separate MOU – SEIU labor agreement.~~

3102.1 The Administrator may demote an employee, with the written consent of the employee, to a vacant position in place of layoff, provided the employee possesses the desired qualifications for the position to which he/she is assigned.

3102.2 At least five working days before a non-disciplinary demotion becomes effective, written notice of the action shall be provided to the employee and the payroll department.

3102.3 The Administrator shall provide the employee with written job duties within five working days of starting the new position and a written performance review within six months. The employee shall be subject to a probationary period, generally six months. If the employee does not perform satisfactorily within the probationary period, the Administrator shall have the discretion of extending the employee’s probationary period or terminating the employee.

~~3102.4 Any person appointed to a Full-time or Part-time position shall be required to satisfactorily serve a period of probation before achieving permanent status in District employment. Successful completion of the probationary period as part of the initial hire does not guarantee future employment with the District.~~

~~3102.5 Any person who is promoted to a higher classified position shall be required to satisfactorily serve a period of probation of 180 days in the new position before achieving permanent status at the level to which they were promoted. Successful completion of the probationary period as part of a promotional upgrade does not guarantee future employment with the District. Examples of promotions include:~~

~~Promotion from Part Time Reserve to Full Time status~~

~~Promotion to a stipend position~~

~~Promotion from EMT to Paramedic~~

~~3102.6 – For New Employees - The probationary period shall be for one year. The first three months shall be considered a training period. The remaining nine months shall be reviewed as a performance probationary period.~~

3102.7 - A probationary employee may be rejected at the District's sole and exclusive discretion and without a statement of cause. Such rejection shall not be subject to appeal. Notice of such rejection must be served before midnight of the last day of the probationary period.

- a) A new employee who fails to satisfactorily meet the requirements of his/her position, shall be rejected and terminated from employment.
- b) An employee who is serving a probationary period in a promotional appointment and fails to satisfactorily meet the requirements of his/her position, shall be rejected and permitted to return to any lower-level position and pay scale to which non-probationary status was achieved.

3102.8 - Probationary Review

Review of a probationary employee shall be conducted by the next higher-level position (when occupied by a permanent-status employee).

- a) Full-time and Part-time Field Personnel - Shall be ultimately monitored by the Manager of Operations with assistance from Operations Supervisors.
- b) Manager of Operations - Shall be monitored by the Board of Directors.
- c) Operations Supervisor- Shall be monitored by the Manager of Operations
- d) Office Manager - Shall be monitored by the Administrator.
- e) Administrator - Shall be monitored by the Board of Directors.

3102.9 - Any employee who is reinstated or demoted is not required to serve a probationary period as a result of such an action.



Policy Manual SECTION 3100 – Employment Practices

POLICY TITLE: Driver Training and Record Review
POLICY NUMBER: 3106

3106.1 Purpose. The purpose of this policy is to reduce the frequency and severity of vehicle-related accidents and losses by (a) applying uniform criteria in evaluating the acceptability of driver-record information of individuals driving District vehicles or while on District business; (b) establishing disciplinary procedures for different types of driving violations.

3106.2 Scope. This policy applies to all regular, part-time, and temporary District employees and volunteers who drive on behalf of the District. Directors are encouraged to provide their license information, but cannot be required to do so in accordance with State law.

3106.3 Implementation. CCHD shall participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program (a.k.a.: "Pull Program"). Records for anyone operating vehicles on District business shall be requested from DMV: (a) every six months; and, (b) immediately in the event of new activity (e.g., moving violation, accident, address change, etc.). Employees who have terminated employment will be deleted from the program.

3106.4 Review Criteria. Information that will be generated during the record review will include: (a) type of license; (b) expiration date; (c) endorsements; (d) DMV action suspensions, revocations, and penal code violations; and, (d) Vehicle Code violations.

3106.5 Disciplinary Procedures:

- a) A driver will immediately attend a qualified defensive driver training course (State of California Defensive Driver Training, National Safety Council Defensive Driver Training, etc.) if:
 - 1) They earn two points within 36 months of report date; or,
 - 2) They receive any moving violation in a District vehicle within 36 months of report date; or,
 - 3) They are involved in an accident within 36 months of the report date.
- b) A driver will be placed on a 12-month driving probation if they earn three to five points within 36 months of the report date. Additional point violations within this probation period will affect a 120-day suspension of District driving privileges. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, they will be terminated from employment.
- c) A driver will be **suspended from District driving-privileges for 120 days or terminated from the District** if:
 - 1) They earn four or more points within 24 months of the report date; or,
 - 2) They earn six or more points within 36 months of the report date; or,
 - 3) They receive a citation for DUI, reckless driving, or speed contest on personal time within 36 months of the report date; or,
- d) If they are involved in two chargeable (resulting in a point violation) accidents within 24 months of the report date. ~~If their job routinely involves driving a vehicle and if having~~



Policy Manual
SECTION 3100 – Employment Practices

~~driving privileges suspended would impose a hardship on normal District operations,~~ they will be terminated from employment.

- e) A driver will be ~~permanently suspended of District driving privileges terminated from the District~~ if:
- 1) They receive a citation for DUI, reckless driving, or speed contest during District business within 36 months of the report date; or, they receive one citation for DUI, two citations for reckless driving, or two citations for speed contest on personal time within 12 months of the report date. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, permanent suspension of driving privileges will result in termination of employment.
 - 2) Occasionally, it may be brought to the District's attention that an employee is exposing it to undue liability through poor driving techniques and habits. All such complaints will be investigated and acted upon accordingly.

3106.6 Defensive Driver Training. All drivers shall attend an approved defensive driver-training course at least once every four years or more often as specified in the Disciplinary Procedures, above. Directors are encouraged to attend courses, but cannot be required to do so in accordance with State law.



Policy Manual
SECTION 3100 – Employment Practices

POLICY TITLE: Drug and Alcohol Testing

POLICY NUMBER: 3108

3108.1 Pre-Employment Drug Testing. As a part of the District's employment screening process, all applicants to whom a conditional offer of employment is made must successfully test negative for controlled substances, per the procedures described below. The offer of employment is conditioned on a negative drug test result. Applicants will be informed of the District's drug testing policy in the employment application and process.

3108.2 Testing of Employees in Designated Safety-Sensitive Position. Employees in health and safety-sensitive positions, including, but not limited to, the following management and non-management positions: vehicle and heavy machinery drivers with commercial licenses/operators (who are subject to random drug testing under the Department of Motor Vehicles), ambulance operators, will be required to submit to random drug testing under the procedures described below. ~~This testing shall occur at random by an independent, third-party drug testing company performing such testing.~~ If an employee refuses to cooperate with the administration of the drug test, the refusal will be handled in the same manner as a positive test result.

3108.3 Reasonable Suspicion Testing. If an employee's supervisor or manager has a verifiable and confirmed reasonable suspicion by at least two (2) people, including any Board Members, who are qualified by having reasonable suspicion training, that the employee is working in an impaired condition or otherwise engaging in conduct that violates these Guidelines, then the employee will be asked about any observed behavior or impaired condition and offered an opportunity to give a reasonable explanation. If the employee is unable to explain the behavior, he or she will be requested to take a drug and/or alcohol test in accordance with the procedures described herein. If the employee refuses to cooperate with the administration of the drug and/or alcohol test, the refusal will be handled in the same manner as a positive test result, which results in discipline, up to and including termination.

3108.4 On-the-Job Injury. Should an injury occur while working, a drug and/or alcohol test may be administered if the injured employee's supervisor has a reasonable suspicion that an employee was injured due to drug or alcohol use.

3108.5 Procedures for Drug Testing. If an employee is a member of a District-recognized collective bargaining unit and is subject to an alcohol and/or drug test based on reasonable suspicion, ~~the District will meet and confer with the respective collective bargaining group representative before testing.~~

The District will ~~perform on-site drug testing with using an FDA-approved CLIA-waived test kit.~~ ~~Should the employee test positive for any substance, the On Duty Supervisor will refer the applicant or employee to an independent, National Institute on Drug Abuse ("NIDA"), certified medical clinic or laboratory, which will administer the test.~~ The District shall require drug



Policy Manual SECTION 3100 – Employment Practices

testing for A) pre-employment testing, B) random testing, and C) reasonable suspicion testing. The District will pay the cost of the test. If the employee is determined by verifiable and confirmed reasonable suspicion observation as unable to drive or impaired for driving, then a District supervisor or Administrator will transport the individual to a medical facility for immediate testing or treatment.

The employee will have the opportunity to alert the clinic or laboratory personnel to any prescription or non-prescription drugs that he or she has taken that may affect the outcome of the test. The clinic or laboratory will handle the required testing. The District will have no control over the clinic or laboratory's testing methods. The clinic or laboratory will inform the District as to whether or not the applicant passed or failed the drug test. If an employee fails the test, he or she will be considered to be in violation of these Guidelines and will be subject to discipline, up to and including termination.

3108.6 Acknowledgment and Consent. Any employee subject to testing under this policy will be directed to sign a form acknowledging the procedures governing testing and authorizing (1) the collection of a **urine** sample for the purpose of determining the presence of alcohol and/or drugs, and (2) the release to the District of medical information regarding the test results. Refusal to sign the authorization form or to submit to the drug and/or test will result in the revocation of an applicant's job offer or will be considered the same as a positive test leading to termination.

3108.7 Confidentiality. All alcohol and drug testing records will be treated as confidential.



Policy Manual SECTION 3100 – Employment Practices

POLICY TITLE: Employee Status
POLICY NUMBER: 3116

3116.1 A "Regular Full-Time" employee is one who has been hired to fill a regular position in any job classification. Regular full-time employees are regularly scheduled to work at least forty (40) hours per week, are not temporary employees, and have successfully completed the probationary period.

3116.2 A "Probationary" employee is one who has been hired to fill a regular position in any job classification and has less than twelve (12) continuous months of service with the District. Upon completion of twelve (12) months of continuous service with the District in said classification, and upon the Operations Manager's decision to retain said employee, said employee shall be granted regular employee status.

- a) A probationary employee will receive not less than the minimum rate for the job and will be eligible for sick leave pay, holiday pay, vacation pay, insurance coverage, or items of a similar nature, as he or she becomes eligible.
- b) The Administrator, in conjunction with the Operations Manager, may elect to extend the probationary period for any employee up to an additional three (3) months.

3116.3 A "Temporary" employee is one who is hired to work within any job classification, but whose position is not regular in nature. A temporary employee shall not work more than one thousand (1,000) hours in a fiscal year.

- a) Employees hired to replace a regular employee who is on a leave of absence shall be hired as temporary employees unless said leave of absence is in excess of one hundred eighty (180) days.
- b) A temporary employee will receive not less than the minimum rate for the job, but will not be eligible for sick leave pay, holiday pay, vacation pay, insurance coverage, or items of a similar nature, nor will he or she accrue seniority or leave of absence rights. A temporary employee may take time off without pay with the approval of his or her supervisor or the Administrator.
- c) If a temporary employee is reclassified to probationary or regular status, he or she will be credited with all continuous service in determining eligibility for such benefits that may accrue to him or her in his or her new status.

3116.4 A "Part-Time" employee is one who is hired to work within any job classification but whose position is not regular in nature and generally less than forty (40) hours per week.

- a) Part-time field employees who are employed in a part time capacity in a similar role to their CCHD position (EMT or Paramedic) are required to work a minimum of 1 shift (12 or 24 hours) within a 90-day period. This policy is to maintain compliance with EMSA Policy #342 for paramedics and create a similar standard for EMTs.



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- b) Part-time field employees who are employed Full-Time in a similar role to their CCHD position (EMT or Paramedic) with another agency in San Luis Obispo County are required to work a minimum of 1 shift (12 or 24 hours) within 180 days.
- c) Part-time field employees who have no other employment in a similar role to their CCHD position (EMT or Paramedic) will be required to work 1 shift per month.

3116.5 An “Exempt” employee is an employee who is exempt from the minimum wage and overtime requirements of the Federal Fair Labor and Standard Act (“FLSA”). To be considered “exempt”, an employee must work in a bona fide executive, administrative, or professional capacity and be paid on a salary basis as required by the FLSA. These positions shall be so designated in the classification plan.

3116.6 A “Non-Exempt” employee is an employee who is not a bona fide executive, administrative, or professional employee as defined by the FLSA. At the option of the District, non-exempt employees will receive either overtime pay or compensatory time off for work performed in excess of forty (40) hours per week in compliance (Moved from Policy 3116.1) A “Regular Full-Time” employee is one who has been hired to fill a regular position in any job classification. Regular full-time employees are regularly scheduled to work at least forty (40) hours per week, are not temporary employees, and have successfully completed the probationary period.

3116.2 A “Probationary” employee is one who has been hired to fill a regular position in any job classification ~~and has less than twelve (12) continuous months of service with the District.~~ Upon completion of ~~twelve (12) months of continuous service-a probationary period-~~with the District in said classification, and upon the Operations Manager’s decision to retain said employee, said employee shall be granted regular employee status.

- c) A probationary employee will receive not less than the minimum rate for the job and will be eligible for sick leave pay, holiday pay, vacation pay, insurance coverage, or items of a similar nature, as he or she becomes eligible.
- d) The Administrator, in conjunction with the Operations Manager, may elect to extend the probationary period for any employee up to an additional three (3) months.

3116.3 A “Temporary” employee is one who is hired to work within any job classification, but whose position is not regular in nature. A temporary employee shall not work more than one thousand (1,000) hours in a fiscal year.

- d) Employees hired to replace a regular employee who is on a leave of absence shall be hired as temporary employees unless said leave of absence is in excess of one hundred eighty (180) days.
- e) A temporary employee will receive not less than the minimum rate for the job, but will not be eligible for sick leave pay, holiday pay, vacation pay, insurance coverage or items of a similar nature, nor will he or she accrue seniority or leave of absence rights. A



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temporary employee may take time off without pay with the approval of his or her supervisor or the Administrator.

- f) If a temporary employee is reclassified to probationary or regular status, he or she will be credited with all continuous service in determining eligibility for such benefits that may accrue to him or her in his or her new status.

3116.4 A "Part-Time" employee is one who is hired to work within any job classification but whose position is not regular in nature and generally less than forty (40) hours per week.

3116.5 An "Exempt" employee is an employee who is exempt from the minimum wage and overtime requirements of the Federal Fair Labor and Standard Act ("FLSA"). To be considered "exempt", an employee must work in a bona fide executive, administrative, or professional capacity and be paid on a salary basis as required by the FLSA. These positions shall be so designated in the classification plan.

3116.6 A "Non-Exempt" employee is an employee who is not a bona fide executive, administrative, or professional employee as defined by the FLSA. At the option of the District, non-exempt employees will receive either overtime pay or compensatory time off for work performed in excess of forty (40) hours per week in compliance with the FLSA. with the FLSA.

3116.7 A Part-Time field employee may request to move to "inactive status" if they will not be able to meet their shift requirements but still wish to remain employed with the district. Approval is at the discretion of the Manager of Operation. This policy is designed so that good employees who are still practicing in their role at another organization can easily transition back to the district if they wish. An inactive employee must still maintain employment in their role (EMT or Paramedic) at another agency. An inactive employee will not be contacted for shifts, promotions, or training. The district will not pay for any of the employee's required certifications and the employee will be responsible for maintaining their accreditation, licensing, and certification. An inactive employee is still an "at will" employee and may be terminated for any reason based on California Labor Law.

If an employee wishes to return to active status, they must submit all required certifications and documentation as well as complete all of their required safety training before picking up a shift.



Policy Manual
SECTION 3100 – Employment Practices

POLICY TITLE: Hours of Work and Overtime
POLICY NUMBER: 3122

3122.1 This policy shall apply to all non-exempt employees.

3122.2 The regular hours of work each day shall be consecutive except for interruptions for meal periods and breaks, or as otherwise approved by the Administrator in writing.

3122.3 A work week is defined to consist of seven (7) consecutive calendar days, Sunday through Saturday, and, except as otherwise provided herein, a basic work week is defined to consist of five (5) consecutive work days of eight (8) hours each, Monday through Friday. The regular work hours shall be 8:00 a.m. to 5:00 p.m. with one (1) hour off for lunch. An employee may request a change of regular work hours with the written consent of the Administrator, so that the regular work hours may be revised to accommodate the needs of the public, such as 7:00 a.m. to 4:00 p.m. with one (1) hour off for lunch.

Regular work hours may be modified as outlined in an applicable Memorandum of Understanding between the District and a District-recognized bargaining unit.

3122.4 Overtime is defined as Time worked in excess of forty (40) hours in a work week.

3122.5 It is the general policy of the District to avoid the necessity for overtime work whenever possible. Overtime shall be held to a minimum consistent with efficient operation and shall only be used to cover emergencies or where working employees overtime is more economical. All overtime work shall be authorized in advance by the employee's supervisor, the Administrator, or his or her designee. Employees working overtime without prior approval by the appropriate individual may be subject to discipline.

Non-exempt employees shall be paid overtime at one-and-one-half (1½) times the employee's regular rate of pay. Holidays, administrative leave, vacation, authorized compensatory time off, and sick leave do not count toward an employee's overtime calculation.

3122.6 A work schedule is maintained by the Operations Manager and approved by the Administrator whereby operations employees and emergency services employees may be assigned on a rotational basis to be "on-call" on weekends, holidays, and other times not considered regular hours of work for the District employees or assigned to work alternative workweeks. "On-call duty" is an assigned duty outside the normal workweek assignment during which an employee must remain where he or she can be contacted by telephone and he or she is ready for an immediate call back to his or her department to perform an essential service.

3122.6.1 When an employee is assigned to on-call duty, he or she shall be free to utilize his



Policy Manual
SECTION 3100 – Employment Practices

or her time as desired but must be able to respond within one hour to the District facilities. This will enable the on-call employee time to return to work in the event of an emergency call. On-call employees need to remain unimpaired (e.g., refraining from drinking alcoholic beverages or marijuana usage) and able to perform all duties when on-call.

3122.6.4 If an employee is ~~not "on-call" and he or she~~ is called back to work, the employee will receive two (2) hours of call-back pay regardless of whether the employee works less than two (2) hours. The Employee shall also receive hourly call-back pay for every hour worked beyond two (2) hours.



Policy Manual
SECTION 3200 – Standards of Conduct

POLICY TITLE: **Housekeeping Shift Guidelines**
POLICY NUMBER: 3205

3205.1 All employees are to be at Station 81 in full uniform at 0800 hrs. at the beginning of their shift ready to respond to ambulance calls unless arrangements are made in advance with the personnel going off duty. All employees are expected to arrive for their shift as follows:

- a) Enough food for the entire shift should be brought at the beginning of the shift. Eating at local restaurants within the primary response zone is permitted.
- b) Going to the grocery store for food while on duty is acceptable.
- c) All uniforms, toiletries, and other personal items should also be brought at the beginning of the shift.
- d) All employees will report to work showered and fully rested ready to participate in activities for that shift. It is not acceptable to use the ambulance shift as a time to recuperate from personal activities of the previous day or night.
- e) Sleeping past 0800 hours is permitted if the personnel were on ambulance calls or standby between the hours of 2300 to 0700. Otherwise, all personnel will be awake and preparing themselves for the daily activities by 0800 hrs. Personnel may deduct the number of hours from the daily work period as were spent on night calls. A minimum of two hours of work during the work period is expected if the personnel are on calls during the entire sleep period. Exceptions are at the discretion of the on-duty supervisor to accommodate fatigue remediation.
- f) Personal activities such as reading, watching television, working on personal projects, etc., will be permitted. Only after all daily, and weekly checkouts are completed, any required training is complete, any special projects are completed, and the units and station are clean and in order.

3205.2 All employees are expected to keep their work areas clean and organized and also assist in maintaining an overall clean work environment. **This includes ambulances and other auxiliary facilities that the CCHD may be using.** Employees using common areas such as lunch rooms and restrooms or equipment are expected to keep them clean and sanitary. Employees are requested to clean up after meals and dispose of trash properly. **The Manager of Operations or designee may design procedures that ensure this policy is upheld by all staff.**

Equipment - Under no circumstances will District property be removed from the premises without prior approval, including but not limited to medical supplies/equipment, tools, gardening implements, furniture, office supplies, and equipment. If property is removed for District-related business, it shall be returned as soon as possible after approved use.



Policy Manual SECTION 3200 – Standards of Conduct

Usage - Use of District equipment for personal business should never interfere with District-related operations. Employees are responsible for the repair of said equipment if breakage occurs from personal use.

3205.3 - Pets/Service Animals District employees shall not allow a pet into the crew quarters/offices or any District vehicle. Registered Service Animals are exempted, at the discretion of the Administrator with reasonable accommodation according to the Americans with Disabilities Act.

3205.4 Station Visitation. Visits to the crew quarters/District office by family members and friends are allowed with restriction so long as they do not interfere with ongoing personnel activities or restrict EMS performance. Visitors may also include current or past employees who are not visiting for District business

- a) Visits during daily work hours (0800 - 1700) shall not be longer than 60 minutes unless approved by management.
- b) Station visitation shall not extend past 1700 hours unless agreeable to all on-duty crew members.
- c) Under no circumstances shall station visitation extend past 2100 hours.
- d) The premise shall be maintained that the station serves as a temporary home for all on-duty crew members and respect for privacy shall be adhered to as much as possible. If there is an issue between an on-duty crew member and a visitor, the visitor will be required to leave the premises, and the on-duty supervisor should be informed.

3205.5 It shall be encouraged that all employees strive to maintain a good level of health and fitness to ensure adequate physical performance during an emergency call. Accordingly, the on-duty crews shall designate the time during the work period hours to allow for physical fitness training if so requested. If desired, such training may include the following activities, so long as the crew maintains an immediate response availability (1-minute time elapse from notification to in-service) and is located within the primary response zone:

- a) Weight training
- b) Calisthenics
- c) Tennis/Pickleball
- d) Stationary bicycling
- e) Running (within immediate access to the unit)



Policy Manual SECTION 3200 – Standards of Conduct

3205.6 The following is a list of minimum duties required of all employees while on-duty:

- f) All on-coming shift personnel shall be briefed regarding the operational status of the units and station. All on-coming shift personnel should also be briefed events or tasks for the day and other pertinent information. (Ex: Standby's, outreach, expired meds)
- g) At the beginning of each shift the primary units shall be checked to ensure that all operating systems are functional, all fluid levels are within the normal operating range, all equipment is accounted for and that all supply levels are adequate (per unit check out form).
- h) The vehicles shall be started and warmed up.
- i) The vehicles shall be washed inside and outside as needed (water conservation measures shall be adhered to at all times, as prescribed by local ordinances).
- j) All equipment shall be cleaned as needed to maintain said equipment in a usable condition.
- k) The ambulance station shall be kept in a clean and orderly manner.
- l) Training of Part-time personnel or studying EMS related material during the work period is permissible as long as items (a) thru (f) above have been completed.
- m) On-duty Paramedics shall inventory and sign ALS checklist.
- n) On-duty Paramedics will do a face-to-face exchange of Narcotics.

Going off-duty Personnel:

- o) Wash all dishes, pick up around station, empty trash.
- p) Sweep, mop, and vacuum as needed.
- q) Remove towels, personal items from bathroom.
- r) Unmake beds, place sheets into laundry bin.
- s) Remove personal food items from kitchen/refrigerator.
- t) Ensure Unit is fully stocked and any discrepancies are noted and communicated to either on-coming crews or on-duty supervisor.
- u) Complete all paper work from the shift.

Evening Routine:

- v) Place portable radios into appropriate chargers
- w) Make sure the ambulance is connected to the shoreline.
- x) Place cell phone and ePCR tablet on charger.
- y) Remove keys and lock all District vehicles.
- z) Lock outside doors to Station.



Policy Manual SECTION 3200 – Standards of Conduct

Additional duties as referenced under job descriptions and as assigned by the Manager of Operations.



Policy Manual SECTION 3400 – Compensation & Benefits

POLICY TITLE: Unauthorized Voluntary Absence

POLICY NUMBER: 3480

3480.1 Voluntary absence from work without permission for three (3) consecutive working days shall be considered an automatic resignation.

3480.1.1 After two consecutive days of voluntary absence from work without permission, the employee shall be notified in writing that the absence will be considered a resignation if it continues consecutively through the third working day. Said notice shall provide factual evidence that the employee's absence is voluntary and unauthorized and an invitation to the employee to present his/her version of the "facts" at a meeting with the Administrator.

3480.1.1.1 Constructive resignation shall not be determined to have occurred until after the employee has an opportunity to present his/her version of the "facts" at the meeting with the Administrator.

3480.1.1.2 The fact-finding hearing shall be held within ten (10) days after the end of the three (3) consecutive days of unauthorized voluntary absence.

3480.2 The Administrator may, prior to the informal fact-finding hearing, reinstate the employee who has been voluntarily absent if the employee provides a satisfactory explanation **and documentation if necessary**. If the employee is reinstated after providing a satisfactory explanation, back pay for the period of absence may be disallowed, including the employee's use of vacation or "comp" time to cover the period of absence.

3480.3 If the Administrator determines, as a result of the evidence presented at the fact-finding hearing, that the employee was voluntarily absent without leave and did not have a satisfactory explanation, the employee shall not be entitled to a post-severance evidentiary hearing and the employee's resignation shall be considered to be effective at the end of the third consecutive day of his/ her unauthorized voluntary absence.

3480.4 Premature Departure from The Workplace (Field Employee) Any employee who terminates the scheduled or arranged shift prior to the designated conclusion time without due cause and without sufficient time to allow for the acquisition of replacement shall be subject to the CCHD Disciplinary Action Policy. This section shall also apply to scheduled/unscheduled standbys or other designated staffing of an ambulance available for authorized response (emergency or non-emergency).

3480.5 – Field Employee Reporting to Work. Employees are expected to report for duty at the designated station inappropriate work attire for their duties.



Policy Manual SECTION 3400 – Compensation & Benefits

Notification - Full-time and Part-time employees must report to the Manager of Operations, Administrator/Finance, or designee, as soon as possible that they are unable to report to duty at the proper time.

Failure to report - Any employee subject to the following items may apply to the procedures and possible disciplinary action as described in Article 6.

- a) Any Full-Time employee who fails to report to work within 15 minutes past the designated report time may be subject to a one-hour leave without pay. A part-time employee may lose one hour of pay.
- b) Any Full-time employee who fails to report to work within 30 minutes past the designated report time may be subject to an entire shift replacement with a 13-hour leave without a pay period. A Part-time employee will lose the entire shift availability.
- c) Any employee who fails to report to work on time shall be subject to the CCHD Disciplinary Policy.
- d) A Part-time employee failing to report to work on time twice within a 6-month period may not be scheduled for any shifts the following month.
- e) Any Full-time employee who fails to notify Management of their ability to return to work post illness or injury, when cleared and capable of returning to such work, shall be subject to CCHD Disciplinary Policy.
- f) Substance abuse - No employee will be allowed to work if found under the influence of alcohol and/or drugs, and the use of same during duty hours and/or prior to reporting to work (within 2 hours) shall be considered grounds for immediate termination.
- g) Incapable performance - If in the judgment of the on-duty crew supervisor that the reporting employee is incapable of safe and proper work performance due to fatigue, lack of sleep, illness, injury, bereavement, or other circumstances, then the crew supervisor shall excuse the employee from the shift after obtaining a qualified replacement.



Policy Manual SECTION 3500 – Health, Safety & Security

POLICY TITLE: ~~FLU and COVID-19 Vaccination Exposure Control Policy~~
POLICY NUMBER: 3530

~~3530.1 Purpose: The purpose of this District policy is to be consistent with CCHD's duty to provide and maintain a workplace that is free of recognized hazards. CCHD has adopted this policy to safeguard the health and well-being of employees and their families, visitors, others who spend time in our facilities and members of the community from infectious conditions that may be mitigated through an effective vaccination program. This policy is intended to comply with all federal, state and local laws. It is based upon guidance provided by the Centers for Disease Control and Prevention (CDC) and public health and licensing authorities, as applicable. This policy applies to all full-time and part-time employees and includes Directors, volunteers, temporary and provisional employees as well as contracted employees.~~

~~3530.2 Policy: In the wake of the COVID-19 pandemic, CCHD wants to assure its employees, and the community we serve, of its continued commitment to maintaining a safe and healthy workplace and that we are taking additional measures to protect our employees and their families from contracting and spreading COVID-19. With COVID-19 vaccines readily available to the general public, we are implementing a mandatory vaccination policy, effective September 30, 2021.~~

~~This policy does not apply to individuals for whom the COVID-19 vaccine has not been fully authorized by the CDC. Compliance with this policy is a condition of continued employment.~~

~~For details of implementation refer to the CCHD Employee Standard Operating Procedure Manual, Section 3.15.001, COVID-19 Mandatory Vaccination Policy.~~

3530.1 This policy is based on guidance from the Centers for Disease Control and Prevention (CDC) the Equal Employment Opportunity Commission, CAL-OSHA, and is designed to comply with all applicable federal, state, and local laws. The purpose of this policy is to be consistent with CCHD's duty to provide and maintain a workplace that is free of recognized hazards.

3530.2 Exposure Determination - The State of California (CAL-OSHA) requires employers to perform an exposure determination concerning which employees may incur occupational exposure to infectious pathogens or Other Potentially Infectious Materials (OPIM). The exposure determination is made without regard to the use of personal protective equipment (i.e., employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which employees may be expected to incur occupational exposure, regardless of frequency. At this agency the following job classifications are in this category:

- Emergency Medical Technician - Paramedic (EMT-P)
- Emergency Medical Technician (EMT)
- Administrative Staff



Policy Manual SECTION 3500 – Health, Safety & Security

COVID-19 and Flu Vaccine Policy

General

As of September 21, 2023, the following order was given by the SLO County Department of Public Health for Healthcare Workers:

“Pursuant to Health Officer authority (CA Health & Safety Code §120175), I hereby order all health care facilities/organizations to adopt and implement a policy to require that all HCWs receive the annual influenza vaccine and remain up-to-date on COVID-19 vaccination (receive at least one dose of an updated 2023-24 COVID-19 vaccine)

OR sign a written declination and wear a surgical mask or higher-level respirator (e.g., N95, KN95, KF94) with a good fit while on duty during respiratory illness season.

Duration of Order

Unless and until rescinded, this Order applies during each influenza season, defined as November 1 to April 30 of the following year. If surveillance data in a particular year demonstrate that the peak season is different from these dates, this time period may be amended by a further order.

I also recommend that healthcare administrators adopt an easy way to identify HCWs who have received their influenza and COVID-19 vaccines. One example of this type of identification is to place a sticker on the health care worker's badge following vaccination.”

3530.3 Proof of vaccination includes the date employees receive the dose(s) of the vaccine, and the type of vaccine received. Employees may get any of the COVID-19 vaccines that are approved in California at the time of vaccination.

Employees will be paid for the cost of the vaccine if it is not covered by Employee's insurance. Employees must work with their managers to schedule appropriate time to comply with this policy. Failure to comply with this policy may result in a Standard Work Corrective procedure.

Continued Applicability of Other Infection Control Policies and Protocols

The District expects full cooperation and compliance with this and other health and safety workplace policies to make them effective.

3530.4 Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 and COVID-19 vaccines are changing rapidly as new information becomes available, further research is conducted, and additional vaccines are approved and distributed. The District reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

3530.5 Evaluation and Review. The Manager of Operations is responsible for annually reviewing this program, and its effectiveness, and for updating this program as needed.



Policy Manual
SECTION 3100 – Employment Practices

POLICY TITLE: Employee Promotion
POLICY NUMBER: 3112

Propose delete 3112 - include in 3102

3112.1 An employee may be promoted only if the employee has the desirable qualifications for the higher-level position. Desirable qualifications shall be ascertained on the same application, examination, interview, criteria, and evaluation as those for an initial appointment in accordance with the most current Job Description.

3112.2 A promoted employee shall be required to successfully complete a six (6) month probation period, as outlined in Policy 2003.2. If a promoted employee is unable to perform the required duties of the new higher-level position and has not successfully completed the probation period, the employee may be restored to the position from which he or she was promoted, if the position is available, or be required to successfully complete an additional six (6) month probationary period.



Policy Manual SECTION 3500 – Health, Safety & Security

POLICY TITLE: TRAINING
POLICY NUMBER: 3535

3535.1 A District Training Manual will be distributed to all new field employees. This manual is updated by the Manager of Operations and should cover all aspects of an employee's position. The district training manual will include County Operations and Policies that are not decided by the District. The Training Manual should evaluate employees on both skills and practical knowledge of the field of Safety, Illness, and Injury prevention.

3535.2 All district employees are expected to go through ongoing training based on State, Federal, OSHA, and County requirements. Training courses should be assigned, and employees should be notified with a minimum of 1 month completion deadline. Employees who fail to complete the required training will be subject to the District Disciplinary Policy.

3535.3 All District employees must maintain all required certificates/licenses in a current/valid status. Any District employee who works a shift with a required certification that expires is subject to immediate disciplinary action up to and including termination.

All District employees are expected to turn in their required certifications three days prior to the expiration date. This allows time for coverage to be found if the employee would not be certified to perform their job duties. Failure to provide certification or notify a supervisor three days prior to pending expiration will be removed from the schedule and suspended without pay until the required certification is updated. The employee will also be subject to the CCHD Disciplinary Policy Procedure.