



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

Board Meeting Agenda
August 9, 2021 ~ 6:00PM
Location ~ Fire Station #1
5980 Cazadero Hwy, Cazadero Ca 95421

******GOVERNOR'S EXECUTIVE ORDER N-25-20******

******GOVERNOR'S EXECUTIVE ORDER N-29-20******

****RE CORONAVIRUS COVID-19****

DUE TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29- 20 WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE BROWN ACT, AND THE ORDER OF THE HEALTH OFFICER OF THE COUNTY OF SONOMA TO SHELTER IN PLACE TO MINIMIZE THE SPREAD OF COVID-19, MEMBERS OF THE BOARD OF DIRECTORS WILL BE PARTICIPATING BY TELECONFERENCE INTO THE BOARD OF DIRECTORS MEETING FOR AUGUST 9, 2021.

Members of the public who wish to participate in the Board of Director's meeting may do so by either logging on to the Zoom link or dialing the teleconference call-in number and inputting the meeting ID and passcode when prompted:

<https://us02web.zoom.us/j/87983752457?pwd=U3FtRmh4UTJ5S2FGNGdRc01rZUNzUT09>

Telephone number: 1 (669) 900-6833, Meeting ID 879 8375 2457, Passcode 315474#

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

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

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

President P. Barry

Director M. Berry

Director H. Canelis

Director D. DeBeaune

OPEN TIME FOR PUBLIC EXPRESSION

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

AGENDA ADJUSTMENTS

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

DIRECTOR REPORTS

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

STAFF REPORTS

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

CONSENT CALENDAR ITEMS

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

1. Approval of Meeting Minutes – July 12, 2021
2. Approval of Financials – Month of June 2021

ACTION ITEMS

1. **Board Vacancy / Swearing In of Newly Appointed Board Member** – Discussion/Action –
2. **Board Meetings** – Discussion/Action – Discuss and consider resuming in-person Board meetings.

DISCUSSION ITEMS

COMMITTEE REPORTS

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

FINANCIAL REPORTS

COMMUNICATIONS

1. Email from Office of Grants and Local Services, re: Outdoor Equity Grants Program
2. Letter from Zero Waste Sonoma, re: Polystyrene Foam and Disposable Food Service Ware Model Ordinance
3. Email from Fire Agencies Self Insurance System (FASIS), re: August FASIS E-Brief
4. Email from Lee Sorenson, Sedgwick, re: Sedgwick – FASIS Safety Communication – Wildfire Smoke

ADJOURNMENT

STAFF REPORTS

Administrative Assistant

The financials for July are not completed as I am waiting on a credit card receipt.

Worked 29.75 hours in July – In addition to regular monthly duties of bookkeeping, meeting minutes, and agenda and Board packet preparation for the regular monthly Board meeting I worked on the FY2021-2022 budget with Chief Krausmann and Directors P. Barry and DeBeaune; researched procedures for Board vacancies, created vacancy notice and posted it at Station 1 and Cazadero General Store (had Director P. Barry post it at Cazadero Post Office); removed outdated items from District website; and researched strike team payments for FY2017-18, FY2018-19, and FY2019-20.

Strike Team Payments for FY2017-18, FY2018-19, and FY2019-20:

	Apparatus	Personnel	Total
FY2017-18	18,615.00	27,097.92	45,712.92
FY2018-19	48,671.63	83,590.72	132,262.35
FY2019-20	85,261.00	65,148.95	150,409.95
Totals	152,547.63	175,837.59	328,385.22

The new light in the women’s restroom is awesome!

Fire Department

Operations:

- New water tender is back in the shop warranty repairs.
- Stipend employee shift coverage has slowed down. Chief is working on recruiting more firefighters to cover shifts.
- 5260 is back from loan to Fort Ross.
- Sonoma County Fire contacted Chief Krausmann to discuss staffing and the new tax measure.

August 2021 Calls

Nature of Call	Number of Calls
Medical Aid	7
Traffic Accident	3
Hazardous Condition	2

Administration

- FEMA GO 545 Quarterly financial report completed and submitted.
- SAM's renewal completed.

Training

- Medical Training with Chris Ottolini for August covered Trauma Assessment and Medical Assessment for Cannabis.
- Wildland Training and review continues with Cal Fire in preparation for an earlier start to fire season.

Firefighters Association

No Report for August

Facilities

I did the usual things like mopping the floors, cleaning the stove and refrigerator, the counters, and the microwave. I cleaned the bathroom and put new towels and toilet tissue in the containers, swept the front of the fire hall and the back by the barbecue. I put the trash out and washed the windows in the entry. My hand is getting better and I have been back to cleaning by myself now and don't need my husband's help. I was happy to see the light in the ladies' room is fixed now. Nancy Caplan

CONSENT ITEMS



*Cazadero Community Services District
Meeting Minutes – July 12, 2021*

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

1. Call to Order and Roll Call

The regular meeting of the Cazadero CSD Board was called to order at 6:00PM on July 12, 2021. Director P. Barry led the Pledge of Allegiance. The following Directors were present: P. Barry, M. Berry, H. Canelis, and D. DeBeaune. Chief Krausmann and AA Kulczewski were also present.

2. Public Comment

None.

3. Agenda Adjustments

None

4. Director Reports

None

5. Staff Reports

AA Kulczewski asked to whom to deliver checks, etc., for signatures with Director P. Barry out of town, was told to deliver to Director DeBeaune.

The new generator has an August delivery date, Chief Krausmann will move one light tower behind station 1 just in case it’s needed before generator is delivered, and second light tower will be moved to CalFire station where it can be kept out of the weather; new water tender is here, tank gauges to be fixed here in Cazadero; rescue squad has been repaired and is back in service. Chief Krausmann also reported one person per day is budgeted for the stipend program, he’s trying to get all shifts filled; will be looking at bathroom project Thursday night; telephone service (including 911) is out on the south end of the canyon, been out since Saturday, trying to get Frontier to repair, suggests a letter to the PUC letting them know the quality of service we get from Frontier.

The Call Report for June:

Nature of Call	Number of Calls
Medical Aid	7
Vehicle Fire	1
Structure Fire	1
Fire Investigation	1
Vegetation Fire	1

6. Consent Calendar Items

On a motion by Director DeBeaune, Seconded by Director Canelis, the Board moved to approve the June regular and special meetings minutes and the financials for the months of April and May. VOTE: 5-0-0 by roll call:

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

7. Action Items

- a. **Consider Approval of Resolution 21/22-01 Approving the Grant of Funds from the State Coastal Conservancy for “Ready for Wildfire/Cazadero” Project** – Director P. Barry reported on the importance and cost of vegetation management and the grant he applied for from the State Coastal Conservancy. During the Bei Road brush removal, a chipper was rented costing \$450 per day. The State Coastal Conservancy awarded the District a grant of up to \$115,000 for vegetation management, including the purchase of a brush chipper, skid steer bucket loader, and supplies for use in vegetation management activities. After Board discussion, on a motion by Director Canelis, Seconded by Director M. Berry, the Board moved to approve Resolution 21/22-01 approving the grant of funds from the State Coastal Conservancy for “Ready for Wildfire/Cazadero” Project. VOTE: 4-0-0 by roll call:

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

- b. **Proposed Budget Adjustments and Consider Approval of Resolution 21/22-02 Approving the 2021-22 Fiscal Year Preliminary Budget** – After Board discussion, on a motion by Director Canelis, Seconded by Director M. Berry, the Board moved to approve Resolution 21/22-02 approving the 2021-22 fiscal year preliminary budget. VOTE: 4-0-0 by roll call:

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

- c. **Board Meetings** – Item was tabled to August meeting.

8. Discussion Items

- a. **Board Vacancy** – Director P. Barry suggested each Director come up with at least one name of a prospective director. Anyone interested must submit a letter of intent by July 21. The new director will be appointed at the August meeting.

9. Committee Reports

- a. **Consolidation 2020 Ad Hoc** – Director P. Barry said there is nothing to report at this time.
- b. **Park 2020 Ad Hoc** – Director Canelis reported that the concrete slab is ready, they are in the process of disassembling the depot items in preparation of moving them to the new site. The railroad tracks and depot deck have been disassembled, they have a little more to do on the rest of the items, then the buildings will need to be loaded on a trailer, moved to the park, and all installed/re-assembled.

10. Correspondence

Correspondence referenced in the Board packet were reviewed.

11. Financial Reports

Bills totaling \$78,810.57 were presented for payment. A deposit of \$142,679.33, consisting of checks from the State of California Department of Forestry for 2020 strike team invoices, was made.

12. Adjournment

On a motion by Director DeBeaune, Seconded by Director Canelis, the Board moved to adjourn the meeting at 7:42 PM. VOTE: 4-0-0 by roll call:

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

Paul Barry

Maureen Barry

Homer Canelis

Daina DeBeaune

Date: _____

**Cazadero Community Services District
Profit & Loss Budget Performance**

8:33 PM

08/03/2021

June 2021

Accrual Basis

	Jun 21	Jul '20 - Jun 21	\$ Over Budget	% of Budget	Annual Budget
Ordinary Income/Expense					
Income					
10 · Tax Revenue					
1000 · Property Taxes-CY Secured	0.00	287,143.02	3,193.02	101.13%	283,950.00
1011 · SB 2557 Prop Tax Admin	0.00	-3,142.17	182.83	94.5%	-3,325.00
1020 · Prop Tax-CY Supplemental	0.00	5,264.62	-435.38	92.36%	5,700.00
1040 · Prop Tax-CY Unsecured	0.00	8,797.25	1,297.25	117.3%	7,500.00
1042 · Cost Reim-Coil DEL CY UNS	0.00	0.00	80.00	0.0%	-80.00
1060 · Prop Tax-PY Secured	0.00	-4.50	55.50	7.5%	-60.00
1080 · Supplemental Prop Tax-PY	0.00	-4.98	25.02	16.6%	-30.00
1100 · Prop Taxes-PY Unsecured	0.00	143.49	-6.51	95.66%	150.00
Total 10 · Tax Revenue	0.00	298,196.73	4,391.73	101.5%	293,805.00
17 · Use of Money/Property					
1700 · Interest on Pooled Cash	0.00	586.74	56.74	110.71%	530.00
1702 · WestAmerica Bank	0.00	6.68	-63.32	9.54%	70.00
1703 · LAIF Interest	0.00	1,896.52	-1,303.48	59.27%	3,200.00
1704 · Comm First CU - Savings	0.82	10.00	10.00	100.0%	0.00
1801 · Hall Use	0.00	0.00	0.00	0.0%	0.00
Total 17 · Use of Money/Property	0.82	2,499.94	-1,300.06	65.79%	3,800.00
20 · Intergovernmental Revenues					
2080 · Fish & Game in lieu of Prop T	0.00	6.21			
2440 · ST-HOPTR	0.00	1,677.60	-72.40	95.86%	1,750.00
2500 · State-Other Funding (ST)	8,819.67	8,819.67	8,819.67	100.0%	0.00
Total 20 · Intergovernmental Revenues	8,819.67	10,503.48	8,753.48	600.2%	1,750.00
40 · Miscellaneous Revenues					
4040 · Misc. Income					
4040 A · Recruitment/Retention-Region 5	0.00	0.00	0.00	0.0%	0.00
4040 · Misc. Income - Other	0.00	0.00	0.00	0.0%	0.00
Total 4040 · Misc. Income	0.00	0.00	0.00	0.0%	0.00
4050 · State & Local Grants	0.00	32,613.00	32,613.00	100.0%	0.00
4051 · Federal Grants	0.00	272,715.04	272,715.04	100.0%	0.00
4102 · Donations	0.00	0.00			
4128 · Dispatch Fee Reimbursement	0.00	0.00	0.00	0.0%	0.00
4200 · Equip Rental-State of CA	75,671.00	75,671.00			
4201 · Strike Team-State of CA	58,188.66	58,188.66			
4210 · State of CA EDD Refund	0.00	0.00	0.00	0.0%	0.00
Total 40 · Miscellaneous Revenues	133,859.66	439,187.70	439,187.70	100.0%	0.00
Total Income	142,680.15	750,387.85	451,032.85	250.67%	299,355.00
Gross Profit	142,680.15	750,387.85	451,032.85	250.67%	299,355.00
Expense					
50 · Salaries/Employment Benefits					
51 · Fire Department-Salaries/Empl B					
5915 · Fire Department Payroll Expense	0.00	1,625.76			
5911 · Firefighter C & D Reimbursement					
Calls	0.00	4,280.00			

			Jun 21	Jul '20 - Jun 21	\$ Over Budget	% of Budget	Annual Budget
	Drills		0.00	3,020.00			
	Stipend		4,524.00	16,200.00			
	Strike Team		0.00	61,220.04			
	5911 · Firefighter C & D Reimbursement - Other		0.00	0.00	-33,000.00	0.0%	33,000.00
	Total 5911 · Firefighter C & D Reimbursement		4,524.00	84,720.04	51,720.04	256.73%	33,000.00
	Total 51 · Fire Department-Salaries/Empl B		4,524.00	86,345.80	53,345.80	261.65%	33,000.00
	52 · Park & Rec-Salaries/Employ Bene						
	5912 · Park & Rec Payroll Expenses		180.00	720.00			
	Total 52 · Park & Rec-Salaries/Employ Bene		180.00	720.00			
	54 · Admin-Salaries/Employ Benefits						
	5914 · Admin Payroll Expenses		652.50	12,037.50			
	Total 54 · Admin-Salaries/Employ Benefits		652.50	12,037.50			
	5910 · Payroll Expenses		2,391.93	33,270.21	-6,715.79	83.21%	39,986.00
	5940 · Wrkmn Comp		0.00	21,664.00	11,664.00	216.64%	10,000.00
	Total 50 · Salaries/Employment Benefits		7,748.43	154,037.51	71,051.51	185.62%	82,986.00
	60 · Services/Supplies						
	61 · Fire Department-Services/Suppli						
	6021 · Clothing, Uniform, Personal		0.00	0.00	-1,300.00	0.0%	1,300.00
	6022 · Safety Clothing		8,955.45	13,831.10	1,831.10	115.26%	12,000.00
	6040 · Communications						
	Station 1 Emergency Phones		243.63	2,681.10	1,661.10	262.85%	1,020.00
	Stn 1 Internet		192.20	2,163.28	276.28	114.64%	1,887.00
	Stn 1 Telephone		235.43	2,794.73	193.73	107.45%	2,601.00
	Stn 2 Internet		151.57	1,596.67	346.67	127.73%	1,250.00
	Stn 2 Telephone		64.41	769.13	-209.87	78.56%	979.00
	6040 · Communications - Other		0.00	0.00	0.00	0.0%	0.00
	Total 6040 · Communications		887.24	10,004.91	2,267.91	129.31%	7,737.00
	6060 · Food		217.28	302.59	-197.41	60.52%	500.00
	6149 · Maintenance-Radio/Pagers		0.00	17,873.34	6,273.34	154.08%	11,600.00
	6181 · Maintenance - Fire Department						
	Gen Bi-Annual Load Test		0.00	0.00	-1,000.00	0.0%	1,000.00
	Generator Maintenance		0.00	548.15			
	Main Siren Maintenance		1,856.45	3,844.80			
	Station 2 Mntce (Include Siren)		0.00	178.32	-321.68	35.66%	500.00
	Stn 2 Well Maintenance		0.00	0.00	-408.00	0.0%	408.00
	Station 1 Mntce		9.76	2,345.92	-4,154.08	36.09%	6,500.00
	6181 · Maintenance - Fire Department - Other		1,023.29	1,023.29			
	Total 6181 · Maintenance - Fire Department		2,889.50	7,940.48	-467.52	94.44%	8,408.00
	6261 · Medical Equip		639.61	3,564.12	564.12	118.8%	3,000.00
	6457 · Computer Chrgs-Firehouse Softwa		0.00	99.98	-3,400.02	2.86%	3,500.00
	6461 · Misc Supplies/Expenses		0.00	96.00	96.00	100.0%	0.00
	6510 · Recruitment/Retention		0.00	0.00	-1,000.00	0.0%	1,000.00
	6526 · REDCOM		0.00	0.00	0.00	0.0%	0.00
	6654 · Medical Exam		0.00	0.00	-3,000.00	0.0%	3,000.00
	6820 · Rents and Leases - Equipment		0.00	0.00	0.00	0.0%	0.00
	6880 · Minor Equipment/Sm Tools		431.08	2,489.83	-510.17	82.99%	3,000.00
	6881 · Safety Equip		3,038.00	6,556.13	-943.87	87.42%	7,500.00
	6883 · Fire Equip		215.02	3,544.07	-455.93	88.6%	4,000.00
	7053 · Permits/License/Fees		0.00	129.00	-571.00	18.43%	700.00

	Jun 21	Jul '20 - Jun 21	\$ Over Budget	% of Budget	Annual Budget
6180 · Maintenance-Bldg & Imp.					
Parks Maintenance-Playground	59.25	801.45	-1,698.55	32.06%	2,500.00
Brush Removal	0.00	0.00	0.00	0.0%	0.00
6180 · Maintenance-Bldg & Imp. - Other	0.00	0.00	0.00	0.0%	0.00
Total 6180 · Maintenance-Bldg & Imp.	59.25	801.45	-1,698.55	32.06%	2,500.00
6462 · COVID-19 Expenses	125.03	1,966.30	1,966.30	100.0%	0.00
7120 · Training	375.00	6,773.20	-2,726.80	71.3%	9,500.00
7320 · Utilities	0.00	0.00	0.00	0.0%	0.00
7335 · Park Development	13,712.31	21,614.69	11,614.69	216.15%	10,000.00
7910 · Principal Payment	32,288.68	32,288.68	796.68	102.53%	31,492.00
7920 · Interest Paid	0.00	0.00	0.00	0.0%	0.00
7950 · E5266 Strike Team	0.00	0.00	0.00	0.0%	0.00
Total 60 · Services/Supplies	74,444.32	180,196.27	-24,105.73	88.2%	204,302.00
85 · Capital-Fixed Asset Expense					
8560 · Equipment (F/A)	0.00	0.00	-8,000.00	0.0%	8,000.00
8570 · Structure	0.00	0.00	0.00	0.0%	0.00
Total 85 · Capital-Fixed Asset Expense	0.00	0.00	-8,000.00	0.0%	8,000.00
Total Expense	82,192.75	334,233.78	38,945.78	113.19%	295,288.00
Net Ordinary Income	60,487.40	416,154.07	412,087.07	10,232.46%	4,067.00
Net Income	60,487.40	416,154.07	412,087.07	10,232.46%	4,067.00

Cazadero Community Services District
Reconciliation Summary
1-Community First CU -Checking, Period Ending 06/30/2021

	<u>Jun 30, 21</u>
Beginning Balance	268,045.92
Cleared Transactions	
Checks and Payments - 29 items	-57,743.29
Deposits and Credits - 1 item	142,679.33
Total Cleared Transactions	<u>84,936.04</u>
Cleared Balance	<u><u>352,981.96</u></u>
Uncleared Transactions	
Checks and Payments - 8 items	<u>-3,518.75</u>
Total Uncleared Transactions	<u>-3,518.75</u>
Register Balance as of 06/30/2021	<u><u>349,463.21</u></u>
Ending Balance	349,463.21

Cazadero Community Services District Reconciliation Detail

1-Community First CU -Checking, Period Ending 06/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						268,045.92
Cleared Transactions						
Checks and Payments - 29 items						
Paycheck	04/01/2021	9744	Kaasch, Karlie	X	-144.07	-144.07
Paycheck	05/01/2021	9770	Kulczewski, Sharon	X	-780.08	-924.15
Paycheck	05/01/2021	9768	Flores, Matt	X	-432.21	-1,356.36
Bill Pmt -Check	05/28/2021	EFT	Comcast	X	-151.57	-1,507.93
Paycheck	06/01/2021	9781	Barrio, Gabriel	X	-1,058.52	-2,566.45
Paycheck	06/01/2021	9783	Dewart, Alan	X	-916.10	-3,482.55
Paycheck	06/01/2021	9787	Krausmann, Steven M	X	-606.80	-4,089.35
Paycheck	06/01/2021	9788	Kulczewski, Sharon	X	-570.58	-4,659.93
Paycheck	06/01/2021	9782	Caplan, Nancy K.	X	-415.58	-5,075.51
Bill Pmt -Check	06/03/2021	EFT	P. G. & E.	X	-362.11	-5,437.62
Bill Pmt -Check	06/03/2021	EFT	P. G. & E.	X	-107.06	-5,544.68
Bill Pmt -Check	06/07/2021	EFT	P. G. & E.	X	-398.24	-5,942.92
Bill Pmt -Check	06/09/2021	EFT	Frontier Communica...	X	-243.63	-6,186.55
Bill Pmt -Check	06/09/2021	EFT	Frontier Communica...	X	-238.20	-6,424.75
Bill Pmt -Check	06/09/2021	EFT	Frontier Communica...	X	-64.71	-6,489.46
Liability Check	06/11/2021	E-pay	EFTPS	X	-1,393.28	-7,882.74
Bill Pmt -Check	06/14/2021	9790	Bank of America Bu...	X	-6,469.35	-14,352.09
Bill Pmt -Check	06/14/2021	9792	Blomberg & Griffin A...	X	-4,950.00	-19,302.09
Bill Pmt -Check	06/14/2021	9796	Fire Safety U. S. A.	X	-998.00	-20,300.09
Bill Pmt -Check	06/14/2021	9798	Life-Assist, Inc	X	-774.64	-21,074.73
Bill Pmt -Check	06/14/2021	9797	Law Offices of Willia...	X	-500.00	-21,574.73
Bill Pmt -Check	06/14/2021	9794	Christian Ottolini	X	-375.00	-21,949.73
Bill Pmt -Check	06/14/2021	9791	Berry's Saw Mill	X	-247.58	-22,197.31
Bill Pmt -Check	06/14/2021	9802	USPS	X	-150.00	-22,347.31
Bill Pmt -Check	06/14/2021	9795	Complete Welders S...	X	-72.98	-22,420.29
Bill Pmt -Check	06/14/2021	9800	Sonoma County Fire...	X	-50.00	-22,470.29
Bill Pmt -Check	06/15/2021	9803	WestAmerica Bank	X	-35,033.85	-57,504.14
Bill Pmt -Check	06/16/2021	EFT	Comcast	X	-192.20	-57,696.34
Bill Pmt -Check	06/16/2021	EFT	Recology Sonoma ...	X	-46.95	-57,743.29
Total Checks and Payments					-57,743.29	-57,743.29
Deposits and Credits - 1 item						
Deposit	06/08/2021			X	142,679.33	142,679.33
Total Deposits and Credits					142,679.33	142,679.33
Total Cleared Transactions					84,936.04	84,936.04
Cleared Balance					84,936.04	352,981.96
Uncleared Transactions						
Checks and Payments - 8 items						
Paycheck	05/01/2021	9772	Dewart, Alan		-166.23	-166.23
Paycheck	06/01/2021	9784	Endsley, Stephanie R		-1,260.59	-1,426.82
Paycheck	06/01/2021	9785	Flores, Matt		-576.26	-2,003.08
Paycheck	06/01/2021	9789	Shane, Stephen		-576.26	-2,579.34
Paycheck	06/01/2021	9786	Kaasch, Karlie		-288.12	-2,867.46
Bill Pmt -Check	06/14/2021	9799	PRMD.		-436.00	-3,303.46
Bill Pmt -Check	06/14/2021	9793	Cazadero Supply		-170.78	-3,474.24
Bill Pmt -Check	06/14/2021	9801	Stephanie Endsley		-44.51	-3,518.75
Total Checks and Payments					-3,518.75	-3,518.75
Total Uncleared Transactions					-3,518.75	-3,518.75
Register Balance as of 06/30/2021					81,417.29	349,463.21
Ending Balance					81,417.29	349,463.21

Cazadero Community Services District
Reconciliation Summary
2-Community First CU -Savings, Period Ending 06/30/2021

	<u>Jun 30, 21</u>
Beginning Balance	10,016.93
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.82</u>
Total Cleared Transactions	<u>0.82</u>
Cleared Balance	<u><u>10,017.75</u></u>
Register Balance as of 06/30/2021	10,017.75
Ending Balance	10,017.75

**Cazadero Community Services District
Reconciliation Detail
2-Community First CU -Savings, Period Ending 06/30/2021**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						10,016.93
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	06/30/2021			X	0.82	0.82
Total Deposits and Credits					0.82	0.82
Total Cleared Transactions					0.82	0.82
Cleared Balance					0.82	10,017.75
Register Balance as of 06/30/2021					0.82	10,017.75
Ending Balance					0.82	10,017.75

Cazadero Community Services District
Reconciliation Summary
L. A. I. F., Period Ending 06/30/2021

	<u>Jun 30, 21</u>
Beginning Balance	225,784.77
Cleared Balance	225,784.77
Register Balance as of 06/30/2021	225,784.77
Ending Balance	225,784.77

Cazadero Community Services District
Reconciliation Detail
L. A. I. F., Period Ending 06/30/2021

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						225,784.77
Cleared Balance						225,784.77
Register Balance as of 06/30/2021						225,784.77
Ending Balance						225,784.77

Cazadero Community Services District
Reconciliation Summary
Bank of America Credit Card, Period Ending 06/27/2021

	<u>Jun 27, 21</u>
Beginning Balance	6,469.35
Cleared Transactions	
Charges and Cash Advances - 9 items	-2,679.23
Payments and Credits - 1 item	6,469.35
Total Cleared Transactions	<u>3,790.12</u>
Cleared Balance	<u><u>2,679.23</u></u>
Uncleared Transactions	
Payments and Credits - 1 item	193.25
Total Uncleared Transactions	<u>193.25</u>
Register Balance as of 06/27/2021	<u><u>2,485.98</u></u>
New Transactions	
Charges and Cash Advances - 6 items	-5,592.80
Total New Transactions	<u>-5,592.80</u>
Ending Balance	<u><u>8,078.78</u></u>

Cazadero Community Services District
Reconciliation Detail
Bank of America Credit Card, Period Ending 06/27/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						6,469.35
Cleared Transactions						
Charges and Cash Advances - 9 items						
Credit Card Charge	06/01/2021	a3fec3...	Streamline	X	-100.00	-100.00
Credit Card Charge	06/06/2021	INV90...	Zoom Video Commu...	X	-14.99	-114.99
Credit Card Charge	06/11/2021	03688	Home Depot	X	-547.75	-662.74
Credit Card Charge	06/11/2021	05521...	Honey Bucket North ...	X	-318.28	-981.02
Credit Card Charge	06/11/2021	20810	Bank of America Bu...	X	-208.75	-1,189.77
Credit Card Charge	06/14/2021	IntlTra...	Bank of America Bu...	X	-6.27	-1,196.04
Credit Card Charge	06/18/2021	FIREH...	Bank of America Bu...	X	-835.52	-2,031.56
Credit Card Charge	06/21/2021	40723...	eBay	X	-187.77	-2,219.33
Credit Card Charge	06/23/2021	DB3355	Bank of America Bu...	X	-459.90	-2,679.23
Total Charges and Cash Advances					-2,679.23	-2,679.23
Payments and Credits - 1 item						
Bill	05/27/2021	4/28-5...	Bank of America Bu...	X	6,469.35	6,469.35
Total Cleared Transactions					3,790.12	3,790.12
Cleared Balance					-3,790.12	2,679.23
Uncleared Transactions						
Payments and Credits - 1 item						
Credit Card Credit	06/21/2021	05521...	Honey Bucket North ...		193.25	193.25
Total Uncleared Transactions					193.25	193.25
Register Balance as of 06/27/2021					-3,983.37	2,485.98
New Transactions						
Charges and Cash Advances - 6 items						
Credit Card Charge	06/28/2021	146149	Zumwalt Ford & Mer...		-3,388.01	-3,388.01
Credit Card Charge	06/30/2021	44556	Home Depot		-661.45	-4,049.46
Credit Card Charge	06/30/2021	44549	Home Depot		-217.28	-4,266.74
Credit Card Charge	07/01/2021	A3FE...	Streamline		-100.00	-4,366.74
Credit Card Charge	07/02/2021	59716	Home Depot		-1,126.68	-5,493.42
Credit Card Charge	07/02/2021	715671	Reliable Hardware		-99.38	-5,592.80
Total Charges and Cash Advances					-5,592.80	-5,592.80
Total New Transactions					-5,592.80	-5,592.80
Ending Balance					1,609.43	8,078.78

ACTION ITEMS

DISCUSSION ITEMS

COMMITTEE REPORTS

Park Ad Hoc

Aug 3, 2021

Director Barry and Kirk Andre, Safety Analyst from California Association for Park and Recreation Indemnity met at the Community Park property for safety inspection. The meeting lasted one hour, the tennis court, basketball court, bathrooms, and playground were all reviewed. Official Report from Kirk Andre will be sent to the District in the coming weeks.

FINANCIALS

Cazadero Community Services District
Deposit Detail
July 13 through August 9, 2021

Type	Date	Name	Account	Amount
Deposit	07/14/2021		L. A. I. F.	184.35
			1703 · LAIF Interest	-184.35
TOTAL				-184.35
Deposit	07/21/2021		1-Community First CU -Checking	16,548.10
		County of Sonoma Treasurer	1000 · Property Taxes-CY Secured	-8,099.70
		County of Sonoma Treasurer	1000 · Property Taxes-CY Secured	-120.17
		County of Sonoma Treasurer	1000 · Property Taxes-CY Secured	-2,700.10
		County of Sonoma Treasurer	1000 · Property Taxes-CY Secured	-2,776.71
		County of Sonoma Treasurer	1000 · Property Taxes-CY Secured	0.01
		County of Sonoma Treasurer	1040 · Prop Tax-CY Unsecured	-224.60
		County of Sonoma Treasurer	1020 · Prop Tax-CY Supplemental	-408.30
		County of Sonoma Treasurer	1020 · Prop Tax-CY Supplemental	-320.86
		County of Sonoma Treasurer	1020 · Prop Tax-CY Supplemental	-508.32
		County of Sonoma Treasurer	1020 · Prop Tax-CY Supplemental	-289.60
		County of Sonoma Treasurer	1020 · Prop Tax-CY Supplemental	0.04
		County of Sonoma Treasurer	1060 · Prop Tax-PY Secured	0.05
		County of Sonoma Treasurer	1060 · Prop Tax-PY Secured	9.00
		County of Sonoma Treasurer	1100 · Prop Taxes-PY Unsecured	0.02
		County of Sonoma Treasurer	1100 · Prop Taxes-PY Unsecured	-153.01
		County of Sonoma Treasurer	1080 · Supplemental Prop Tax-PY	0.03
		County of Sonoma Treasurer	1080 · Supplemental Prop Tax-PY	3.81
		County of Sonoma Treasurer	2440 · ST-HOPTR	-568.31
		County of Sonoma Treasurer	2440 · ST-HOPTR	-7.51
		County of Sonoma Treasurer	2440 · ST-HOPTR	-3.23
		County of Sonoma Treasurer	2440 · ST-HOPTR	-243.56
		County of Sonoma Treasurer	1700 · Interest on Pooled Cash	-14.64
		County of Sonoma Treasurer	1700 · Interest on Pooled Cash	-122.44
TOTAL				-16,548.10
Deposit	07/31/2021		2-Community First CU -Savings	0.85
			1704 · Comm First CU - Savings	-0.85
TOTAL				-0.85

Cazadero Community Services District
Bills Presented for Payment
July 13 through August 9, 2021

Date	Num	Name	Amount
Jul 13 - Aug 9, 21			
07/27/2021	ACH	McPhail Fuel Co.	-443.12
07/16/2021	EFT	Comcast	-192.20
07/15/2021	EFT	Recology Sonoma Marin	-46.95
07/15/2021	EFT	Recology Sonoma Marin	-375.18
07/28/2021	EFT	Comcast	-151.57
08/09/2021	EFT	Frontier Communications	-240.35
08/09/2021	EFT	Frontier Communications	-64.73
08/09/2021	EFT	Frontier Communications	-237.31
08/02/2021	EFT	P. G. & E.	-404.10
08/02/2021	EFT	P. G. & E.	-127.10
08/09/2021	EFT	P. G. & E.	-397.93
08/05/2021	E-pay	EFTPS	-1,218.34
07/24/2021	9824	Joseph Tamagni	-1,800.00
08/01/2021	9825	Caplan, Nancy K.	-415.58
08/01/2021	9826	Dewart, Alan	-461.75
08/01/2021	9827	Krausmann, Steven M	-606.80
08/01/2021	9828	Kulczewski, Sharon	-1,118.51
08/01/2021	9829	Dewart, Alan	-288.14
08/01/2021	9830	Endsley, Stephanie R	-576.26
08/01/2021	9831	Flores, Matt	-144.07
08/01/2021	9832	Norton, Sean R.	-576.26
08/09/2021	9833	Al Dewart	-48.79
08/09/2021	9834	Bank of America Business Mastercard	-7,510.78
08/09/2021	9835	Bauer Compressors	-1,700.00
08/09/2021	9836	CAPRI	-1,715.50
08/09/2021	9837	CARPD	-400.00
08/09/2021	9838	Cazadero Supply	-97.33
08/09/2021	9839	Cazadero Water Company	-6.52
08/09/2021	9840	Christian Ottolini	-375.00
08/09/2021	9841	Complete Welders Supply	-72.98
08/09/2021	9842	L. N. Curtis & Sons	-1,386.09
08/09/2021	9843	Risk Strategies	-13,036.32
08/09/2021	9844	Symmonds & Associates LLC DBA Symfab	-1,200.00
08/09/2021	9845	Law Offices of William D. Ross	-500.00
08/09/2021	9846	Sherry Kulczewski	-197.72
08/09/2021	9848	Steve Ginesi	-1,195.00
Jul 13 - Aug 9, 21			-39,328.28

Cazadero Community Services District
Check Detail
 July 13 through August 9, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	ACH	07/27/2021	McPhail Fuel Co.	1-Community First C...		-443.12
Bill	U1086331	06/21/2021		Stn 1 Propane	-443.12	443.12
TOTAL					-443.12	443.12
Bill Pmt -Check	EFT	07/15/2021	Recology Sonoma ...	1-Community First C...		-46.95
Bill	22811251	06/30/2021		Stn 2 Garbage	-46.95	46.95
TOTAL					-46.95	46.95
Bill Pmt -Check	EFT	07/15/2021	Recology Sonoma ...	1-Community First C...		-375.18
Bill	23514821	06/30/2021		Stn 1 Garbage Park Garbage	-187.59 -187.59	187.59 187.59
TOTAL					-375.18	375.18
Bill Pmt -Check	EFT	07/16/2021	Comcast	1-Community First C...		-192.20
Bill	7647-7/1-31/21	06/21/2021		Stn 1 Internet	-192.20	192.20
TOTAL					-192.20	192.20
Bill Pmt -Check	EFT	07/28/2021	Comcast	1-Community First C...		-151.57
Bill	4727-7/7-8/6/21	07/03/2021		Stn 2 Internet	-151.57	151.57
TOTAL					-151.57	151.57
Bill Pmt -Check	EFT	08/02/2021	P. G. & E.	1-Community First C...		-404.10
Bill	1483-6/10-7/11/21	07/16/2021		Stn 1 Electricity Electricity Outdoor Siren Electricity	-318.26 -58.75 -27.09	318.26 58.75 27.09
TOTAL					-404.10	404.10
Bill Pmt -Check	EFT	08/02/2021	P. G. & E.	1-Community First C...		-127.10
Bill	5192-6/10-7/11/21	07/16/2021		Stn 2 Electricity	-127.10	127.10
TOTAL					-127.10	127.10
Bill Pmt -Check	EFT	08/09/2021	Frontier Communica...	1-Community First C...		-240.35
Bill	5185-7/16-8/15/21	07/16/2021		Station 1 Emergency ...	-240.35	240.35
TOTAL					-240.35	240.35
Bill Pmt -Check	EFT	08/09/2021	Frontier Communica...	1-Community First C...		-64.73
Bill	1825-7/16-8/15/21	07/16/2021		Stn 2 Telephone	-64.73	64.73
TOTAL					-64.73	64.73

Cazadero Community Services District Check Detail July 13 through August 9, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	EFT	08/09/2021	Frontier Communica...	1-Community First C...		-237.31
Bill	1755-7/16-8/15/21	07/16/2021		Stn 1 Telephone	-237.31	237.31
TOTAL					-237.31	237.31
Bill Pmt -Check	EFT	08/09/2021	P. G. & E.	1-Community First C...		-397.93
Bill	4044-6/17-7/16/21	07/22/2021		Street Lights Electricity	-397.93	397.93
TOTAL					-397.93	397.93
Liability Check	E-pay	08/05/2021	EFTPS	1-Community First C...		-1,218.34
				2100 · Payroll Liabilities	-258.00	258.00
				2100 · Payroll Liabilities	-389.16	389.16
				2100 · Payroll Liabilities	-389.16	389.16
				2100 · Payroll Liabilities	-91.01	91.01
				2100 · Payroll Liabilities	-91.01	91.01
TOTAL					-1,218.34	1,218.34
Bill Pmt -Check	9824	07/24/2021	Joseph Tamagni	1-Community First C...		-1,800.00
Bill	062821	06/28/2021		6140 · Apparatus Mai...	-1,800.00	1,800.00
TOTAL					-1,800.00	1,800.00
Paycheck	9825	08/01/2021	Caplan, Nancy K.	1-Community First C...		-415.58
				5910 · Payroll Expenses	-450.00	450.00
				5910 · Payroll Expenses	-0.45	0.45
				2100 · Payroll Liabilities	0.45	-0.45
				5910 · Payroll Expenses	-27.90	27.90
				2100 · Payroll Liabilities	27.90	-27.90
				2100 · Payroll Liabilities	27.90	-27.90
				5910 · Payroll Expenses	-6.52	6.52
				2100 · Payroll Liabilities	6.52	-6.52
				2100 · Payroll Liabilities	6.52	-6.52
				5910 · Payroll Expenses	-9.90	9.90
				2100 · Payroll Liabilities	9.90	-9.90
TOTAL					-415.58	415.58
Paycheck	9826	08/01/2021	Dewart, Alan	1-Community First C...		-461.75
				5910 · Payroll Expenses	-500.00	500.00
				5910 · Payroll Expenses	-31.00	31.00
				2100 · Payroll Liabilities	31.00	-31.00
				2100 · Payroll Liabilities	31.00	-31.00
				5910 · Payroll Expenses	-7.25	7.25
				2100 · Payroll Liabilities	7.25	-7.25
				2100 · Payroll Liabilities	7.25	-7.25
TOTAL					-461.75	461.75

**Cazadero Community Services District
Check Detail
July 13 through August 9, 2021**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Paycheck	9827	08/01/2021	Krausmann, Steven M	1-Community First C...		-606.80
				5910 · Payroll Expenses	-800.00	800.00
				5910 · Payroll Expenses	-0.62	0.62
				2100 · Payroll Liabilities	0.62	-0.62
				2100 · Payroll Liabilities	97.00	-97.00
				5910 · Payroll Expenses	-49.60	49.60
				2100 · Payroll Liabilities	49.60	-49.60
				2100 · Payroll Liabilities	49.60	-49.60
				5910 · Payroll Expenses	-11.60	11.60
				2100 · Payroll Liabilities	11.60	-11.60
				2100 · Payroll Liabilities	11.60	-11.60
				2100 · Payroll Liabilities	35.00	-35.00
				5910 · Payroll Expenses	-13.64	13.64
				2100 · Payroll Liabilities	13.64	-13.64
TOTAL					-606.80	606.80
Paycheck	9828	08/01/2021	Kulczewski, Sharon	1-Community First C...		-1,118.51
				5914 · Admin Payroll ...	-1,338.75	1,338.75
				2100 · Payroll Liabilities	105.00	-105.00
				5910 · Payroll Expenses	-83.00	83.00
				2100 · Payroll Liabilities	83.00	-83.00
				2100 · Payroll Liabilities	83.00	-83.00
				5910 · Payroll Expenses	-19.41	19.41
				2100 · Payroll Liabilities	19.41	-19.41
				2100 · Payroll Liabilities	19.41	-19.41
				2100 · Payroll Liabilities	12.83	-12.83
TOTAL					-1,118.51	1,118.51
Paycheck	9829	08/01/2021	Dewart, Alan	1-Community First C...		-288.14
				Stipend	-312.00	312.00
				5910 · Payroll Expenses	-19.34	19.34
				2100 · Payroll Liabilities	19.34	-19.34
				2100 · Payroll Liabilities	19.34	-19.34
				5910 · Payroll Expenses	-4.52	4.52
				2100 · Payroll Liabilities	4.52	-4.52
				2100 · Payroll Liabilities	4.52	-4.52
TOTAL					-288.14	288.14
Paycheck	9830	08/01/2021	Endsley, Stephanie R	1-Community First C...		-576.26
				Stipend	-624.00	624.00
				5910 · Payroll Expenses	-0.63	0.63
				2100 · Payroll Liabilities	0.63	-0.63
				5910 · Payroll Expenses	-38.69	38.69
				2100 · Payroll Liabilities	38.69	-38.69
				2100 · Payroll Liabilities	38.69	-38.69
				5910 · Payroll Expenses	-9.05	9.05
				2100 · Payroll Liabilities	9.05	-9.05
				2100 · Payroll Liabilities	9.05	-9.05
TOTAL					-576.26	576.26

Cazadero Community Services District
Check Detail
July 13 through August 9, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Paycheck	9831	08/01/2021	Flores, Matt	1-Community First C...		-144.07
				Stipend	-156.00	156.00
				5910 · Payroll Expenses	-0.15	0.15
				2100 · Payroll Liabilities	0.15	-0.15
				5910 · Payroll Expenses	-9.67	9.67
				2100 · Payroll Liabilities	9.67	-9.67
				2100 · Payroll Liabilities	9.67	-9.67
				5910 · Payroll Expenses	-2.26	2.26
				2100 · Payroll Liabilities	2.26	-2.26
				2100 · Payroll Liabilities	2.26	-2.26
TOTAL					-144.07	144.07
Paycheck	9832	08/01/2021	Norton, Sean R.	1-Community First C...		-576.26
				Stipend	-624.00	624.00
				5910 · Payroll Expenses	-0.62	0.62
				2100 · Payroll Liabilities	0.62	-0.62
				5910 · Payroll Expenses	-38.69	38.69
				2100 · Payroll Liabilities	38.69	-38.69
				2100 · Payroll Liabilities	38.69	-38.69
				5910 · Payroll Expenses	-9.05	9.05
				2100 · Payroll Liabilities	9.05	-9.05
				2100 · Payroll Liabilities	9.05	-9.05
TOTAL					-576.26	576.26
Bill Pmt -Check	9833	08/09/2021	Al Dewart	1-Community First C...		-48.79
Bill	HOMEDEPOT-07...	07/19/2021		Station 1 Mntce	-48.79	48.79
TOTAL					-48.79	48.79
Bill Pmt -Check	9834	08/09/2021	Bank of America Bu...	1-Community First C...		-7,510.78
Bill	6/28-7/27/21	07/27/2021		Bank of America Credi...	-7,510.78	7,510.78
TOTAL					-7,510.78	7,510.78
Bill Pmt -Check	9835	08/09/2021	Bauer Compressors	1-Community First C...		-1,700.00
Bill	282372	07/30/2021		SCBA Testing	-1,700.00	1,700.00
TOTAL					-1,700.00	1,700.00
Bill Pmt -Check	9836	08/09/2021	CAPRI	1-Community First C...		-1,715.50
Bill	5234	07/12/2021		6100 · Insurance	-1,715.50	1,715.50
TOTAL					-1,715.50	1,715.50
Bill Pmt -Check	9837	08/09/2021	CARPD	1-Community First C...		-400.00
Bill	1522	07/06/2021		6280 · Memberships/...	-400.00	400.00
TOTAL					-400.00	400.00

Cazadero Community Services District
Check Detail
July 13 through August 9, 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	9838	08/09/2021	Cazadero Supply	1-Community First C...		-97.33
Bill	110534	06/14/2021		6140 · Apparatus Mai...	-28.32	28.32
				Station 1 Mntce	-9.76	9.76
				Parks Maintenance-Pl...	-59.25	59.25
TOTAL					-97.33	97.33
Bill Pmt -Check	9839	08/09/2021	Cazadero Water Co...	1-Community First C...		-6.52
Bill	4/2-7/23/2021	07/23/2021		Stn 1 Water	-6.43	6.43
				Stn 1 Water	-0.09	0.09
TOTAL					-6.52	6.52
Bill Pmt -Check	9840	08/09/2021	Christian Ottolini	1-Community First C...		-375.00
Bill	08152021	08/01/2021		7120 · Training	-375.00	375.00
TOTAL					-375.00	375.00
Bill Pmt -Check	9841	08/09/2021	Complete Welders S...	1-Community First C...		-72.98
Bill	02227382	07/31/2021		6261 · Medical Equip	-72.98	72.98
TOTAL					-72.98	72.98
Bill Pmt -Check	9842	08/09/2021	L. N. Curtis & Sons	1-Community First C...		-1,386.09
Bill	INV505615	07/07/2021		6022 · Safety Clothing	-247.76	247.76
Bill	INV508209	07/15/2021		6022 · Safety Clothing	-1,138.33	1,138.33
TOTAL					-1,386.09	1,386.09
Bill Pmt -Check	9843	08/09/2021	Risk Strategies	1-Community First C...		-13,036.32
Bill	071521(see memo)	07/15/2021		6100 · Insurance	-8,518.00	8,518.00
				6100 · Insurance	-1,009.00	1,009.00
				6101 · Insurance - Fir...	-3,509.32	3,509.32
TOTAL					-13,036.32	13,036.32
Bill Pmt -Check	9844	08/09/2021	Symmonds & Assoc...	1-Community First C...		-1,200.00
Bill	000207	07/02/2021		6140 · Apparatus Mai...	-1,200.00	1,200.00
TOTAL					-1,200.00	1,200.00
Bill Pmt -Check	9845	08/09/2021	Law Offices of Willia...	1-Community First C...		-500.00
Bill	9920	08/04/2021		6610 · Legal	-500.00	500.00
TOTAL					-500.00	500.00
Bill Pmt -Check	9846	08/09/2021	Sherry Kulczewski	1-Community First C...		-197.72
Bill	Costco 080421	08/04/2021		6400 · Office expense	-197.72	197.72
TOTAL					-197.72	197.72

8:03 PM

08/04/21

Cazadero Community Services District
Check Detail
July 13 through August 9, 2021

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amount</u>
Bill Pmt -Check	9848	08/09/2021	Steve Ginesi	1-Community First C...		-1,195.00
Bill	283879	06/30/2021		Main Siren Maintenance	-1,195.00	1,195.00
TOTAL					-1,195.00	1,195.00

CORRESPONDENCE

Office of Grants and Local Services <localservices@parks.ca.gov>

7/20/2021 3:30 PM

Outdoor Equity Grants Program - \$57 Million Available!

To cazaderocsd@comcast.net



Office of Grants and Local Services

The California Department of Parks and Recreation's Office of Grants and Local Services (OGALS) is pleased to inform you of a few exciting updates regarding the Outdoor Equity Program (OEP). OEP will fund program operations.

Funding Update

\$57 million is now available for the October 8, 2021 application cycle. *All applications received by or before October 8, 2021, will compete for the \$57 million.*

Grant Performance Period

Applicants can now plan for 3-year or 4-year grant-funded programs. The available \$57 million includes \$19 million and \$38 million from different state fiscal years, so the start of the grant performance periods have a 1-year difference. Please see parks.ca.gov/oep for more information.

Application Workshop Recordings Are Now Available on the Website

Visit the [OEP webpage](#) to view the Application Workshop Recordings. Over 500 people participated statewide.

Note: June 30th and July 1st workshops were presented before the state budget increase and extended grant performance period.

Planning Tools

1. Use the [Competitive Chart](#) as a summary and planning tool with the Application Guide.
2. Access the Outdoor Equity Program [Community FactFinder](#) Tool for Criterion #1 (page 14 of the Application Guide). A [video tutorial](#) for the Community FactFinder Tool is now available.

Staff Contacts

For additional technical assistance and guidance, applicants are encouraged to send questions to the Competitive Grant Application/Pre-Award [Project](#)



Subject: Polystyrene Foam and Disposable Food Service Ware Ordinance

Dear Sonoma County Business Owner & Management:

On August 24, 2021, the County Board of Supervisors will consider adopting the Zero Waste Sonoma Polystyrene Foam and Disposable Food Service Ware Model Ordinance. The Ordinance is intended to reduce the prevalence of polystyrene foam debris littering our parks and public places, streets and roads, waterways, and storm drains, and minimize the amount of single-use disposable food service items being sent to the landfill.

At a glance, the ordinance includes the following provisions:

- Prohibits polystyrene foam food service ware and specified polystyrene foam products sold by retail vendors.
- Prohibits polystyrene foam food service ware distributed by food and beverage providers
- Requires food/beverage providers and special events to use unlined, fiber only compostable products or recyclable food service ware
- Requires food/beverage providers to provide accessories such as single-use straws, lids, napkins, cutlery and to-go condiment packages only upon request
- Requires food/beverage providers to provide service ware products free of added fluorinated chemicals (PFAS)
- Encourages use of reusables through optional fee for single-use or credit for customer-provided containers

Food and beverage entities that provide disposable food service ware, including but not limited to restaurants, bars, special events, food trucks, wineries, grocery and convenience stores, schools, faith-based organizations, and County facilities (including lessees), will be required to discontinue the use and distribution of polystyrene foam food service ware. In addition, these entities must utilize reusable, fiber-only PFAS free compostable, or locally recyclable food service options, and provide single-use accessory items to customers on request only.

For retail establishments, this means a prohibition on the sale and distribution of polystyrene foam products including disposable food service ware which is composed in whole or in part of polystyrene foam, coolers, ice chests (unless wholly encased within a more durable material so as to be reusable), pool or beach toys (not including personal floatation devices such as life jackets), and packing peanuts or other packaging materials.


In January 2021, the Zero Waste Sonoma Board of Directors adopted an amendment to the ordinance preventing food and beverage providers from using service ware products containing per- and poly-fluoroalkyl substances. These chemicals, also known as PFAS, are commonly used in paper/fiber single-use food service ware products to repel water and grease, but are extremely persistent in the environment, leach into water, and can be transferred from containers into food. Prohibiting added PFAS in food service ware is a way to protect human health as well as limit a source of toxic substances from entering the environment and waterways.

On August 3, 2021 from 12:00 to 1:00 pm, Zero Waste Sonoma staff will be hosting a webinar on the topic of this ordinance. If you would like to tune in, please use the following link:

<https://sonomacounty.zoom.us/j/93423609214?pwd=WG9QM3Q1N25TaTdwVFRFdURLYUyZz09>
Passcode: 662888

More information regarding the ordinance, downloadable materials, PFAS, the webinar link shown above, and link to the webinar recording when available, can be found at www.zerowastesonoma.gov/disposable. If you have any questions regarding the disposable food service ware and polystyrene foam ordinance, please contact zws-foodware@sonoma-county.org or call 707-565-3375.

Sincerely,



J. Glenn Morelli
*Integrated Waste Operations Division Manager,
County of Sonoma*



Leslie Lukacs
Executive Director, Zero Waste Sonoma



E-Brief • August, 2021

This E-Brief is a summary of activities for the Fire Agencies Self Insurance System (FASIS). Updates from the Board of Directors meetings, as well as other pertinent information, will be communicated to our members electronically and posted on our [website](#) for future reference. Please contact us at (800) 541-4591 if you have questions regarding the contents of this bulletin.

Program Updates

****FDAC EBA & FASIS BOARDS APPROVE MEMORANDUM OF UNDERSTANDING ****

The Boards of the FDAC EBA and FASIS have entered into a Memorandum of Understanding (MOU) and Letter of Intent to continue their direction towards a merger/consolidation of the programs with a targeted effective date of January 1, 2022.

An Advisory Committee comprised of members of the FDAC EBA and FASIS Board of Directors will work with staff to identify, develop, and implement a merger/consolidation plan of action.

****ACCESS PROGRAM GOVERNING, COVERAGE, AND FINANCIAL DOCUMENTS ****

The Board of Directors approved the 2021/22 program year governing, coverage, and financial documents at the June 24, 2021, meeting. These documents may be accessed on the FASIS [website](#). If you need assistance accessing documents, please contact Stacey Brock at stacey.brock@sedgwick.com.

Staff Updates

Vicky Quintrall retired as Senior Accountant in May—we wish her great enjoyment in her retirement! Ashten Bennett succeeds Vicky as Senior Accountant with the continued support of Liz Kokhanets assisting members with invoices and various other accounting services.

Important Risk Control News

AB 2146 – Personal Protective Clothing and Equipment for Fire Fighters

For the past six years Cal/OSHA has been working to update **Article 10.1, Personal Protective Clothing and Equipment (PPE) for Firefighters**. The following is background and overview of the proposed standard.

On September 29, 2014, Governor Brown signed AB 2146: *Occupational Safety: Fire Fighters: Personal Protective Equipment*. Advisory committee meetings were convened by the OSHA Board to compare California's existing safety orders to National Fire Protection Association (NFPA) standards. The Committee determined an update to the standard was necessary due to the following: (1) The description of PPE as written in Article 10.1 is outdated; and (2) PPE technology has advanced in response to the changing fire environment, but the California safety orders have not. The proposed changes provide firefighters with more advanced PPE designed to meet the demands of modern firefighting and the changing climate. The PPE prescribed in the proposal requires compliance with NFPA standards, which provide a baseline or a minimum level of safety for all firefighters. The proposal also creates a new requirement to purchase quality standards for structural and proximity firefighting to ensure that employers purchase PPE that is of a certain quality to meet the demands of today's structural and proximity firefighting needs.

The last day for public comment was March 18, 2021, and the proposal is now awaiting a vote by the Standards Board. Once adopted by the Board, the regulation will be sent to the Office of Administrative Law for approval and submittal to the Secretary of State. Staff will continue to monitor the proposal process and will keep members updated.

Important Contacts

Jennifer Jobe
Administrator
(916) 244-1141
jennifer.jobe@sedgwick.com

VACANT
Asst. Administrator/Analyst

Stacey Brock
Administrative Assistant
(916) 290-4621
stacey.brock@sedgwick.com

Sarah Centeno
Workers' Compensation
Manager
(916) 244-1142
sarah.centeno@sedgwick.com

Lee Sorenson
Risk Control Manager
(916) 244-1168
lee.sorenson@sedgwick.com

Nancy Broadhurst
Interim Finance Manager
(916) 244-1120
nancy.broadhurst@sedgwick.com

Ashten Bennett
Senior Accountant
(916) 244-1133
ashten.bennett@sedgwick.com

Liz Kokhanets
Staff Accountant
(916) 290-4623
liz.kokhanets@sedgwick.com

Athens Administrators
Andrew Morehead
(866) 482-3535 x1139
amorehead@athensadmin.com

Occu-Med
Cristal Meza
(559) 435-2800
cmeza@occu-med.com

Workers' Compensation News

Athens Claim Portal and Application

Effective April 16, 2021, Athens Administrators launched the Claim Portal and Application (App). Member districts can access the portal to view claim information, report new claims, and contact their district's assigned claims examiner.

If you would like to request employer portal access, please do so by completing an [online application](#). Upon approval of registration, members may access the portal [here](#).

Once a member district has access to the Athens Portal, they will also have access to the Athens App. The app may be downloaded from your cellular phone's app store. Member districts will have access to their account via secured digital login from anywhere, at any time. The app features quick links to examiner contact information and general, limited claim information.

Claimants will also have individualized access to the Athens App via secure digital login. Claimants may review their claim information, access history of payments, and message their assigned claims examiner. Claimants will receive notice of access to the Athens App via a flyer that will be included with initial claim correspondence.

Reminder: COVID-19 Positive Case Reporting

Effective September 17, 2020, SB 1159 requires that any employer who knows or reasonably should know that an employee or covered volunteer has tested positive for COVID-19 shall report the positive test to their claims administrator in writing via electronic mail or facsimile within three business days. Employers are required to report all positive cases for individuals who have physically reported to the employer's worksites, regardless of the employee's intent to file for workers' compensation benefits.

Member districts may submit positive case data to Athens via the online portal or via email, as instructed within the FASIS COVID-19 Manual.

If you need any further information on the Athens Portal and Application or the COVID-19 Positive Case Reporting requirements please contact Sarah Centeno, Workers' Compensation Manager, at (916) 244-1142, or email sarah.centeno@sedgwick.com.

Firefighter Mental Health & Wellness

Employee Assistance Program

Participating Member Districts have access to an employee assistance program through Managed Health Network Services.

Firestrong

All Member Districts have access to an online resource offering anonymous mental, emotional, and physical support. Visit www.firestrong.org and select "FASIS" from the drop-down menu to access services.

Username: FASIS

Password: FASIS1750

Upcoming Important Dates

August 16, 2021

2nd Quarter Payroll
Reporting Deadline

October 28, 2021

FDAC EBA & FASIS
Combined Board of Directors Meeting

HEALTH & WELLNESS PROGRAM

We are excited to report the Board of Directors approved an expansion of the pre-placement and annual exams services available to member districts.

The Health & Wellness Program includes continued access to Occu-Med, Inc. and has been expanded to include two new service providers—Pinnacle Training Systems and 1582. As contracts are finalized, both service providers will begin marketing services to the member districts.

The long-term goal of this program is to not only expand the number of members participating, but provide member districts with service provider options.

Please contact Jennifer Jobe at jennifer.jobe@sedgwick.com or (916) 244-1141 with any questions.

Results of Board and Officers' Elections

Congratulations to the following Officers and Board Members on their recent election and appointments:

Officers:

President: Chief Howard Wood, Vacaville FPD
Vice President: Chief Steve Akre, Sonoma Valley FD
Treasurer: Gloriann Sasser, Moraga-Orinda FPD

Board Member Positions:

Gloriann Sasser, Moraga-Orinda FPD
Chief Jason Weber, Ross Valley FD
Chief Richard Pearce, Tiburon FPD
Chief Bill Tyler, Novato FPD

LAWCX Board Representatives:

Chief Howard Wood, Vacaville FPD
Thomas Perazzo, Southern Marin FPD (Alternate)



Lee Sorenson <lee.sorenson@sedgwick.com>

8/4/2021 10:56 AM

Sedgwick - FASIS Safety Communication - Wildfire Smoke

Copy Jennifer Jobe <jennifer.jobes@sedgwick.com> • Stacey Brock <stacey.brock@sedgwick.com> •
Ramona Linegar <ramona.linegar@sedgwick.com> • Jane Hayes <jane.hayes@sedgwick.com> •
Jacquelyn Miller <jacquelyn.miller@sedgwick.com>

Good Morning FASIS Members,

Cal/OSHA's wildfire regulation requires employers to protect workers from hazards associated with wildfire smoke. The attached Safety Communication will help your agency understand the scope of the regulation and the workplaces that are affected by the regulation as well as the workplaces that are exempt. It also includes:

- Assistance in determining air quality levels for your area
- Information on how to communicate to your affected employees
- Cal/OSHA suggested options on how to reduce exposure to employees, where feasible, and the voluntary use of respiratory protection.
- Cal/OSHA mandatory training requirements for affected employees (Appendix B of the regulation); we have attached the Appendix B training requirements in this email to assist with your training efforts
- A link to the California Public Utilities Commission fire map. The map is expandable and identifies high hazard fire areas and areas with an elevated risk of utility-associated fires

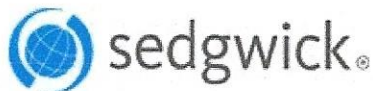
Please feel free to give me a call with any questions.

Best regards,

Lee Sorenson
FASIS Risk Control Manager

*Our link for COVID19 information - <https://pooling.sedgwick.com/covid-19-resources-page/>

Lee W. Sorenson - ARM-P, CEAS, AFO | Senior Risk Services Consultant
Sedgwick Claims Management Services, Inc.
Pooling Division
Sacramento, CA
DIRECT 916.244.1168 | FAX 916.244.1199
CELL 916.730.0918 | EMAIL lee.sorenson@sedgwick.com
www.sedgwick.com | Caring counts®



Confidentiality Notice: Information contained within or attached to this email is confidential and may be legally privileged. If you are not the intended recipient, please immediately notify me by email or telephone and destroy the original transmission and its attachments without reading or saving them.

Any personal data acquired, processed or shared by us will be lawfully processed in line with applicable data protection legislation. If you have any questions regarding how we process personal data refer to our Privacy Notice <https://www.sedgwick.com/global-privacy-policy>. Any communication including this email and files/attachments transmitted with it are confidential and are intended solely for the use of the individual or entity to whom they are addressed. If this message has been sent to you in error, you must not copy, distribute or disclose of the information it contains and you must notify us immediately (contact is within the privacy policy) and delete the message from your system.

- Wildfire Smoke Regulation 2021.pdf (604 KB)
- Appendix B - Information to be Provided to Employees 2021.pdf (215 KB)
- image001.jpg (7 KB)

Wildfire Smoke



Emergency Regulation



With fires stretching from the Oregon border to San Diego County, the 2021 fire season has already surpassed last years' fire season in the number of acres burned, producing smoke and particulate matter that can travel hundreds of miles and affect the health of people far from the fire's path.

Although there are many hazardous chemicals in wildfire smoke, the main harmful pollutant for people who are not very close to the fire is "particulate matter," the tiny particles suspended in the air. Particulate matter can irritate the lungs and cause persistent coughing, wheezing, or difficulty breathing. Particulate matter can also cause more serious problems, such as reduced lung function, bronchitis, worsening of asthma, and heart disease.

Cal/OSHA's wildfire smoke regulation is designed to protect employees exposed to smoke and particulate matter.

When does this apply?

This regulation, [Title 8, Section 5141.1](#), applies to workplaces where the current Air Quality Index (AQI) for airborne particulate matter (PM2.5) is 151 or greater and where employers should reasonably anticipate that employees could be exposed to wildfire smoke. Employers are required to check current AQI for worksites covered by Title 8, Section 5141.1 at the start of each shift and periodically thereafter. Although there are AQIs for several pollutants, the wildfire smoke regulation, Title 8 section 5141.1, only uses the AQI for PM2.5 because it is so small.

Exemptions

The following workplaces and operations are exempt from the regulation:

- Enclosed buildings or structures where the air is filtered by a mechanical ventilation system
- Enclosed vehicles where the air is filtered by a cabin air filter
- Your agency demonstrates the air does not reach the unhealthy levels of PM2.5 through measurements
- Employees are exposed to a current AQI for PM2.5 of 151 or greater for a total of one hour or less during a shift
- Firefighters engaged in wildland firefighting

How to find and determine the AQI

The easiest way to find the current and forecasted AQI for unhealthy levels of PM2.5 is to go to

<http://www.airnow.gov/> and enter the zip code of the location where workers will be.

The screenshot shows the AirNow website interface. At the top, there's a search bar and a dropdown menu for the state (California). Below that, a map displays the current AQI for Sacramento, CA, which is 57 (Moderate). To the right of the map, a table provides detailed information about the current conditions and the forecast.

Current Conditions	
Air Quality Index (AQI) observed at 11:00 PDT	57 Good
Health Message: None	
AQI - Pollutant Details	
Ozone	172 Good
Particles (PM10)	111 Good
Particles (PM2.5)	57 Good
Air Quality Forecast	
Today	Tomorrow
Air Quality Index (AQI)	Air Quality Index (AQI)
57 Moderate	58 Moderate
Health Message: Unusually sensitive people should consider reducing prolonged or heavy exertion outdoors.	Health Message: Unusually sensitive people should consider reducing prolonged or heavy exertion outdoors.
AQI - Pollutant Details	

Also, the EPA can transmit daily and forecasted AQIs by text or email for particular cities or zip codes. Go to www.enviroflash.info for more information.

— Wildfire Smoke



Emergency Regulation

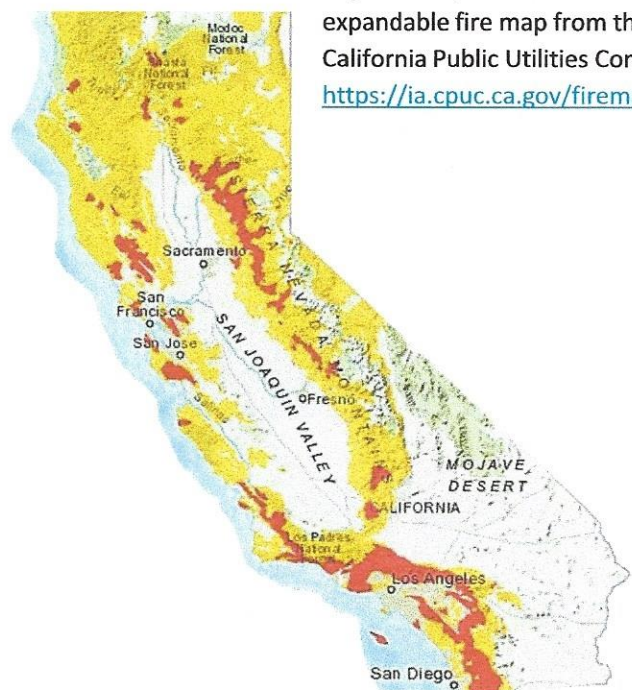
What do you need to do?

1. Identify harmful exposure to airborne particulate matter from wildfire smoke at the start of each shift and periodically thereafter by checking the AQI for PM2.5 in regions where workers are located.
2. Communicate in a form readily understandable by affected employees about wildfire smoke hazards, including effective procedures for:
 - Informing employees of the current AQI for PM2.5 and protective measures available to reduce their exposure
 - Encouraging employees to inform the agency of wildfire hazards at the worksite and worsening air quality without fear of reprisal and any adverse symptoms that may be the result of wildfire smoke exposure such as asthma attacks, difficulty breathing, or chest pain
3. Reduce harmful exposure to wildfire smoke if feasible, for example:
 - Locating work in enclosed structures or vehicles where the air is filtered
 - Changing procedures such as moving workers to a place with a lower current AQI for PM2.5
 - Reducing work time in areas with unfiltered air
 - Increasing rest time and frequency and providing a rest area with filtered air
 - Reducing the physical intensity of the work to help lower the breathing and heart rate
4. If the exposure to employees cannot be reduced so the AQI for PM2.5 is less than 151, employees must have respirators such as N95 masks available for voluntary use and be encouraged to wear them.

5. Provide training per the requirements in Appendix B of the regulation. This training must include:
 - The health effects of wildfire smoke
 - The right to obtain medical treatment without fear of reprisal
 - How employees can obtain the current AQI for PM2.5
 - The requirements in Title 8 section 5141.1 about wildfire smoke
 - The agency’s two-way communication system
 - The agency’s methods to protect employees from wildfire smoke
 - The importance, limitations, and benefits of using a respirator when exposed to wildfire smoke
 - How to properly put on, use, and maintain the respirators provided by the employer

The full text of Appendix B is included in the [regulation](#) and available on our website, <https://riskcontrol.Sedgwick.com> under Training Resources. We have also developed a Wildfire Smoke Policy that can be found on our website under Sample Programs and Policies.

For information on fire hazard zones in your area, take a look at this expandable fire map from the California Public Utilities Commission <https://ia.cpuc.ca.gov/firemap/>.



[RISKCONTROL.SEDGWICK.COM](https://riskcontrol.SEDGWICK.COM)

Additional resources can be found on the [Cal/OSHA Worker Safety and Health in Wildfire Regions](#) website:

- Video - Requirements to Protect Workers Exposed to Wildfire Smoke
- Fact Sheet – Protecting Workers Exposed to Wildfire Smoke (for employers) in English and Spanish
- Fact Sheet – Protecting Workers Exposed to Wildfire Smoke (for workers) in English and Spanish
- And more

Appendix B to Section 5141.1. Protection from Wildfire Smoke Information to Be Provided to Employees (Mandatory)

(a) The health effects of wildfire smoke.

Although there are many hazardous chemicals in wildfire smoke, the main harmful pollutant for people who are not very close to the fire is “particulate matter,” the tiny particles suspended in the air.

Particulate matter can irritate the lungs and cause persistent coughing, phlegm, wheezing, or difficulty breathing. Particulate matter can also cause more serious problems, such as reduced lung function, bronchitis, worsening of asthma, heart failure, and early death.

People over 65 and people who already have heart and lung problems are the most likely to suffer from serious health effects.

The smallest -and usually the most harmful -particulate matter is called PM2.5 because it has a diameter of 2.5 micrometers or smaller.

(b) The right to obtain medical treatment without fear of reprisal.

Employers shall allow employees who show signs of injury or illness due to wildfire smoke exposure to seek medical treatment, and may not punish affected employees for seeking such treatment. Employers shall also have effective provisions made in advance for prompt medical treatment of employees in the event of serious injury or illness caused by wildfire smoke exposure.

(c) How employees can obtain the current Air Quality Index (AQI) for PM2.5.

Various government agencies monitor the air at locations throughout California and report the current AQI for those places. The AQI is a measurement of how polluted the air is. An AQI over 100 is unhealthy for sensitive people and an AQI over 150 is unhealthy for everyone.

Although there are AQIs for several pollutants, Title 8, section 5141.1 only uses the AQI for PM2.5.

The easiest way to find the current and forecasted AQI for PM2.5 is to go to [AirNow.gov](https://www.airnow.gov) and enter the zip code, town, or city where you will be working. The current AQI is also available at [fire.AirNow.gov](https://www.fire.airnow.gov), an interactive map which also provides information about some fires and smoke plumes. You can also visit the website of your local air district. Employees who do not have access to the internet can contact their employer for the current AQI. The EPA website [enviroflash.info](https://www.enviroflash.info) can transmit daily and forecasted AQIs by text or email for particular cities or zip codes.

(d) The requirements of Title 8, section 5141.1.

If employees may be exposed to wildfire smoke, then the employer is required to find out the current AQI applicable to the worksite. If the current AQI for PM2.5 is 151 or more, the employer is required to:

- (1) Check the current AQI at the start of each shift and periodically thereafter.
- (2) Provide training to employees.
- (3) Lower employee exposures.
- (4) Provide respirators and encourage their use.

(e) The employer's two-way communication system.

Employers shall alert employees when the air quality is harmful and what protective measures are available to employees.

Employers shall encourage employees to inform their employers if they notice the air quality is getting worse, or if they are suffering from any symptoms due to the air quality, without fear of reprisal.

The employer's communication system is: _____

(f) The employer's methods to protect employees from wildfire smoke.

Employers shall take action to protect employees from PM2.5 when the current AQI for PM2.5 is 151 or greater. Examples of protective methods include:

- (1) Locating work in enclosed structures or vehicles where the air is filtered.
- (2) Changing procedures such as moving workers to a place with a lower current AQI for PM2.5.
- (3) Reducing work time in areas with unfiltered air.
- (4) Increasing rest time and frequency, and providing a rest area with filtered air.
- (5) Reducing the physical intensity of the work to help lower the breathing and heart rates.

The employer's control system at this worksite is: _____

(g) The importance, limitations, and benefits of using a respirator when exposed to wildfire smoke.

Respirators can be an effective way to protect employee health by reducing exposure to wildfire smoke, when they are properly selected and worn. Respirator use can be beneficial even when the AQI for PM2.5 is less than 151, to provide additional protection.

When the current AQI for PM2.5 is 151 or greater, employers shall provide their workers with proper respirators for voluntary use. If the current AQI is greater than 500, respirator use is required, except in emergencies.

A respirator should be used properly and kept clean.

The following precautions shall be taken:

- (1) Employers shall select respirators certified for protection against the specific air contaminants at the workplace. Respirators must be certified by NIOSH, the National Institute for Occupational Safety and Health of the U.S. Center for Disease Control and Prevention. A label or statement of certification should appear on the respirator or respirator packaging. It will list what the respirator is designed for (particulates, for example).

Surgical masks or items worn over the nose and mouth such as scarves, T-shirts, and bandannas will not provide protection against wildfire smoke. An N95 filtering facepiece respirator, shown in the image below, is the minimum level of protection for wildfire smoke.

- (2) Read and understand the manufacturer's instructions on the respirator's use, care, and replacement, along with any warnings regarding the respirator's limitations. If the respirator is reusable, read and understand the instructions for cleaning and maintenance. The manufacturer's instructions must be followed except for medical evaluations, fit testing, and shaving of facial hair, which are recommended but not required for voluntary use of filtering facepiece respirators.
- (3) Do not wear respirators in areas where the air contains contaminants for which the respirator is not designed. A respirator designed to filter particles will not protect employees against gases or vapors, and it will not supply oxygen.
- (4) Employees should keep track of their respirator so that they do not mistakenly use someone else's respirator.
- (5) Employees who have a heart or lung problem should ask their health care provider before using a respirator.

(h) How to properly put on and use the respirators provided by the employer.

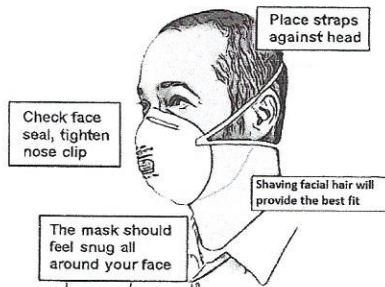
To get the most protection from a respirator, there must be a tight seal around the face. A respirator will provide much less protection if facial hair interferes with the seal. Loose-fitting powered air purifying respirators may be worn by people with facial hair since they do not have seals that are affected by facial hair.

The proper way to put on a respirator depends on the type and model of the respirator.

For those who use an N95 or other filtering facepiece respirator mask that is made of filter material:

- (1) Place the mask over the nose and under the chin, with one strap placed below the ears and one strap above.

(2) Pinch the metal part (if there is one) of the respirator over the top of the nose so it fits securely.



For a respirator that relies on a tight seal to the face, check how well it seals to the face by following the manufacturer's instructions for user seal checks. Adjust the respirator if air leaks between the seal and the face. The more air leaks under the seal, the less protection the user receives.

Respirator filters should be replaced if they get damaged, deformed, dirty, or difficult to breathe through. Filtering facepiece respirators are disposable respirators that cannot be cleaned or disinfected. A best practice is to replace filtering facepiece respirators at the beginning of each shift.

If you have symptoms such as difficulty breathing, dizziness, or nausea, get medical help immediately.