

**NOTICE OF PUBLIC HEARING ON PLANS, SPECIFICATIONS, FORM  
OF CONTRACT AND ESTIMATED COST FOR THE CARTER LAKE  
COMMUNITY CENTER PROJECT**

**City of Carter Lake, Iowa**

Public notice is hereby given that the Carter Lake City Council will conduct a public hearing on the plans, specifications, form of contract and estimated total cost of construction of the Carter Lake Community Center Project, at its meeting at **7:00 P.M. on the 19<sup>th</sup> day of July, 2021**, in the City Council Chambers, 950 East Locust Street, Carter Lake, Iowa.

The project consists of the construction of a new 13,500 SF facility that is an addition to the current public library and includes the following amenities within the facility: Full size gym with bleachers, fitness room, restrooms, multi-purpose room and warming kitchen. There will also be a minor renovation consisting primarily of finish upgrades to the existing library space. The project is located at 1120 Willow Dr., Carter Lake, Iowa 51510.

Plans, specifications, form of contract and the estimated total cost of construction are now on file in the Office of the City Clerk, 950 East Locust Street, Carter Lake, Iowa, and may be inspected by any interested persons.

This notice is given by order of the Carter Lake City Council.

**AGENDA**  
**CITY OF CARTER LAKE**  
**REGULAR CITY COUNCIL MEETING**  
**CITY HALL – 950 LOCUST ST.**  
**MONDAY, JULY 19, 2021 AT 7:00 P.M.**

PUBLIC HEARING – Community Center

- I. Pledge of allegiance
  - II. Roll Call
  - III. Approval of the agenda
    - A. Additions or deletions
  - IV. Consent agenda
  - V. New business
    - A. Communications from public
      - 1. NONE
    - B. Communications from:
      - 1. Department Supervisors
        - a. Fire Department
      - 2. Mayor Ronald Cumberledge
        - a. Appointment to Board of Adjustments
      - 3. Jason Gundersen
        - a. UTV Ordinance
      - 4. Keebie Kessler
        - a. Street Closure July 30-31 for Festival (17<sup>th</sup> St. Ave Q - Stella)
        - b. Mosquito Spraying
      - 5. Jackie Wahl
        - a. Logo Contest
      - 6. Planning Board update
        - a. Recommendation for rezoning and set hearing
  - VI. ORDINANCES AND RESOLUTIONS:
    - A. Second reading to approve amendment to matrix and definition for the C-1 zoning district
    - B. Resolution ratifying, confirming, and approving change in deadline for submission of bids and posting of revised Notice to Bidders
    - C. Resolution adopting plans, specifications, form of contract and estimate of costs for the Carter Lake Community Center
    - A. Resolution to set wages
  - VII. Comments from the mayor, city council members and citizens (3 minutes each)
- Adjourn

### Consent agenda

1. City council minutes – JUNE
2. Planning board minutes – JUNE
3. Board of adjustments - none
4. Abstract of claims for approval – JUNE
5. Receipts for approval – JUNE
6. Overtime and comp time reports – JUNE
7. Financial reports as submitted to the council – JUNE
8. Department head reports – JUNE

TITLE II - COMMUNITY PROTECTION

DIVISION 1 - ADMINISTRATION

**CHAPTER 30**

**FIRE DEPARTMENT**

30.01 Establishment and Purpose  
30.02 Origination  
30.03 Approved by Council  
30.04 Training  
30.05 Election and Hiring  
30.06 Official Duties  
30.07 Obedience  
30.08 Constitution

30.09 Accidental Injury Insurance  
30.10 Liability Insurance  
30.11 Calls Outside City  
30.12 Mutual Aid  
30.13 Authority to Cite Violations  
30.14 Emergency Ambulance Service  
30.15 Billing for Fire, Hazardous Spills, Rescue Services, and  
False Fire Alarms

**30.01 ESTABLISHMENT AND PURPOSE.** A municipal combination fire department is hereby established to prevent and extinguish fires and to protect lives and property against fires, to promote fire prevention and fire safety and to answer all emergency calls for which there is no other established agency.

*(Code of Iowa, Sec. 364.16)*

**30.02 ORGANIZATION.** The fire department consists of the Fire Chief, Officers, Fire Coordinator and other personnel as may be authorized by the City Council.

*(Code of Iowa, Sec. 372.13[4])*

**30.03 APPROVED BY COUNCIL.** No person having otherwise qualified shall be appointed or hired to the fire department until any such position is submitted to and approved by a majority of the City Council members.

**30.04 TRAINING.** All members of the department shall meet the minimum training standards established by the State of Iowa or department SOG's and attend and actively participate in meetings, events and training drills.

*(Code of Iowa, Sec. J00B.2[41])*

**30.05 ELECTION and HIRING.** The department may elect a Fire Chief and such other officers and vote on new members as its constitution and bylaws state, but all positions shall be subject to the approval of the City Council. Hired fire department positions need approval of the City Council. In the absence of the Fire Chief or as designated, the officer next in rank or Fire Coordinator shall be in charge and exercise all these powers.

**30.06 DUTIES.** The Fire Chief, Department Officers and Fire Coordinator shall perform all duties required by SOGs, job descriptions, laws or ordinances, including but not limited to the following below.

*(Code of Iowa, Sec. 372.13[4])*

1. Enforce Laws. Enforce ordinances, codes and laws regulating fire prevention and the investigation of the cause, origin, circumstances and determination of all fires.

2. Technical Assistance. Upon request, give advice concerning private fire alarm systems, fire extinguishing equipment,

3. Authority at Fires. When in charge of a fire or emergency scenes, direct an operation as necessary to extinguish or control a fire, perform a rescue operation, investigate the existence of a suspected or reported fire, gas leak, emergency medical call or any other hazardous condition, or take any other action deemed necessary in the reasonable performance of the department's duties.

*(Code of Iowa, Sec. 102.2)*

4. Control of Scenes. Prohibit an individual, vehicle or vessel from approaching any fire or emergency scene and remove from the scene any object, vehicle, vessel or individual that may impede or interfere with the operation of the fire department.

*(Code of Iowa, Sec. 102.2)*

5. Authority to Barricade. When in charge of a fire or emergency scene, place or erect ropes, guards, barricades or other obstructions across a street, alley, right-of-way, or private property near the location of the fire or emergency so as to prevent accidents or interference with the firefighting efforts of the fire department, to control the scene until any required investigation is complete, or to preserve evidence related to the fire or other emergency.

*(Code of Iowa, Sec. 102.3)*

6. Command. Be charged with the duty of maintaining the efficiency, discipline and control of the fire department. The members of the fire department shall, at all times, be subject to the direction of the Fire Chief, Officers or Coordinator.

7. Property. Exercise and have full control over the disposition of all fire apparatus, tools, equipment and other property used by or belonging to the City or fire department.

8. Notification. Whenever death, serious bodily injury, or property damage as a result of a fire, or if arson is suspected, notify the State Fire Marshal's Division immediately for consultation. For all other fires causing any damage with response from the Fire Department, the person in charge of the call must file an internal report. The report shall indicate all fire investigation findings and state the name of the owners and occupants of the property at the time of the fire, the value of the property, the estimated total loss to the property, origin of the fire as determined by investigation, and other facts, statistics, and circumstances concerning the fire incidents.

*(Code of Iowa, Sec. 100.2 & 100.3)*

9. Right of Entry. Have the right, during reasonable hours, to enter any building or premises within The City of Carter Lake, Iowa Fire Departments jurisdiction for the purpose of making such investigation or inspection which under law or ordinance may be necessary to be made and is reasonably necessary to protect the public health, safety and welfare.

*(Code of Iowa, Sec. 100.12)*

10. Recommendation. Make such recommendations to owners, occupants, caretakers or managers of buildings necessary to eliminate fire or other hazards.

*(Code of Iowa, Sec. 100.13)*

11. Assist State Fire Marshal. At the request of the State Fire Marshal, and as provided by law, aid the marshal in the performance of duties by investigating, preventing and reporting data pertaining to fires or other investigated scenes.

*(Code of Iowa, Sec. 100.4)*

12. Records. Cause to be kept records of the fire department personnel, firefighting equipment, depreciation of all equipment and apparatus, the number of responses to alarms, their cause and location, and an analysis of losses by value, type and location of buildings.

13. Reports. Compile and submit to the Mayor and City Council status, reports and activities of the department as requested.

**30.07 OBEDIENCE.** No person shall willfully fail or refuse to comply with any lawful order or direction of the Fire Chief, department Officers or Coordinator.

**30.08 CONSTITUTION.** The department may adopt a constitution and bylaws as they deem calculated to accomplish the object contemplated, and such constitution and bylaws and any change or amendment to such constitution and bylaws before being effective, must be approved by the City Council.

**30.09 ACCIDENTAL INJURY INSURANCE.** The Council shall contract to insure the City against liability for worker's compensation and against statutory liability for the costs of hospitalization, nursing, and medical attention for all fire department members injured in the performance of their duties as: fire department members whether within or outside the corporate limits of the city. All fire department members shall be covered by the contract.

*(Code of Iowa, Sec. 85.2, 85.61 and Sec. 410.18)*

**30.10 LIABILITY INSURANCE.** The Council shall contract to insure against liability of the City or members of the fire department for injuries, death or property damage arising out of and resulting from the performance of departmental duties within or outside the corporate limits of the City.

*(Code of Iowa, Sec. 670.2 & 517A.1)*

**30.11 CALLS OUTSIDE CITY.** The department shall answer calls to fires and other emergencies outside the City limits if the Fire Chief, an Officer or the Coordinator determines that such emergency exists and that such action will not endanger persons and property within the City limits.

*(Code of Iowa, Sec. 364.4 [2 & 31])*

**30.12 MUTUAL AID.** Subject to approval by resolution of the City Council, the fire department may enter into mutual aid agreements with other legally constituted fire departments. Copies of any such agreements shall be filed with the Clerk and copies kept at the fire department.

*(Code of Iowa, Sec. 364.4 [2 & 31])*

**30.13 AUTHORITY TO CITE VIOLATIONS.** Fire officials acting under the authority of Chapter 100 of the *Code of Iowa* may issue citations in accordance to Chapter 805 of the *Code of Iowa*, for violations of state and/or local fire safety regulations.

*(Code of Iowa, Sec. 100.41)*

**30.14 EMERGENCY AMBULANCE SERVICE.** The department is authorized to provide emergency ambulance or rescue services, and the accidental injury and liability insurance provided for herein shall include such operation.

**30.15 BILLING FOR FIRE CALLS, EMS SERVICES, AND FALSE FIRE ALARMS.**

1. The Mayor or Council, on behalf of the Fire Department, may enter into contracts/agreements with others to do the billing for fires, fire alarms, hazardous spills and EMS (rescue) services.
2. No individual taxpayer living within the City shall be billed any amount in excess of what their insurance policy may pay.
3. Rates that may be charged by the Fire Department shall be established by resolution of the Council, reviewed periodically, and may be adjusted by resolution of the Council.
4. All income from billings shall be deposited into the general fund (CIP) of the City to be used for the Fire Department for the replacement of apparatus, equipment, supplies or other operational costs.
5. For Hazardous Material calls, the "responsible person" shall be held liable for all response and cleanup costs or fees incurred for that said incident. Reference the Hazard Material Ordinance.
6. Any individual or entity making a false fire alarm within the City shall be subject to the following service fees:

One per calendar year.....no charge

Two per calendar year ..... \$100.00

Three or more per calendar year ..... \$250.00

For purposes of this subsection, a false fire alarm shall include any alarm that results in a service call by the Carter Lake Fire Department in situations that would not otherwise have required the Fire Department to respond. A violation of this section shall be punishable as a municipal infraction subject to the procedures and penalties set forth in Chapter 8 of this Code of Ordinances.

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## **TITLE II- COMMUNITY PROTECTION**

### **DIVISION 1 – ADMINISTRATION**

#### **CHAPTER 31**

#### **FIRE CODE**

##### **31.01 Code Adopted**

##### **31.02 Administer. Fire Chief, Fire Coordinator and Department Officers**

**31.01 CODE ADOPTED.** The 2009 edition of the International Fire Code, as published by the International Code Council, and on file in the office of the city clerk of the city of Carter Lake, Iowa, be and same is hereby adopted as the fire code of the city of Carter Lake, for regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises in the city of Carter Lake, and providing for the issuance of permits for hazardous uses or operations. Each and all of the regulations, provisions, conditions and terms of the International Fire Code, 2009 edition, are hereby referred to, adopted and made apart hereof as if fully set out in this chapter.

**31.02 ADMINISTER.** The Chief of the Fire Department, Fire Coordinator and Department Officers of the City fire department shall be the administrator of the Fire Code and enforce its regulations within the City.

CODE OF ORDINANCES, CARTER LAKE, IOWA

# **CARTER LAKE, IOWA**

## **HAZARD MATERIAL ORDINANCE**

### **Purpose.**

This Policy was created and adopted to protect and reduce the danger to public health, city and private properties, city response, safety and welfare of its citizens from the spills of hazardous substances. This Policy was created, adopted and will be legally enforced. This Policy also establishes the Cities response and responsibility for the removal and cleanup of spills within the City of Carter Lake, Iowa city limits.

### **Definitions.**

For the purpose of this Policy, these words have the following meanings:

- (1) "Cleanup" means action necessary to contain, collect, control, identify, analyze, clean up, treat, disperse, remove, or dispose of a hazardous substance or hazardous waste.
- (2) "Hazardous condition" means any situation involving the actual, imminent or probable spillage, leakage, or release of a hazardous substance or hazardous waste onto the land, into the water, or into the atmosphere which creates an immediate or potential danger to the public health or safety.
- (3) "Hazardous substance" means any substance or mixture of substances that presents a danger to the public health or safety and includes, but is not limited to, a substance that is toxic, corrosive, or flammable, or that is an irritant or that generates pressure through decomposition, heat, or other means. "Hazardous substance" may include any hazardous waste identified or listed by the administrator of the United States Environmental Protection Agency under the Solid Waste Disposal Act as amended by the Resource Conservation and Recovery Act of 1976, or any toxic pollutant listed under Section 307 of the Federal Water Pollution Control Act as amended to January 1, 1977, or any hazardous substance designated under Section 311 of the Federal Water Pollution Control Act as amended to January 1, 1977, or any hazardous material designed by the secretary of transportation under the Hazardous Materials Transportation Act.
- (4) "Hazardous waste" means a waste or combination of wastes that, because of its quantity, concentration, biological degradation, leaching from precipitation, or physical, chemical, or infectious characteristics, has either of the following effects:
  - (a) Causes or significantly contributes to an increase in mortality or an increase in serious irreversible, or incapacitating reversible illness; or
  - (b) Poses a substantial danger to human health or the environment. "Hazardous waste" may include, but is not limited to, wastes that are toxic, corrosive, or flammable or irritants, strong sensitizers or explosives.

- (5) "Hazardous waste" may also include:
  - (a) Agricultural wastes, including manures and crop residues that are returned to the soil as fertilizers or soil conditioners;
  - (b) Source, special nuclear, or by-product material as defined in the Atomic Energy Act of 1954, as amended to January 1, 1979.
- (6) "Person" means individual, corporation, firm, involved employer, government or governmental subdivision or agency, business trust, estate, trust, partnership or association, or any other legal entity.
- (7) "Responsible person" means a person who at any time produces, handles, stores, uses, transports, refines, or disposes of a hazardous substance or hazardous waste, the release of which creates a hazardous condition, including bailees, carriers, and any other person in control of a hazardous substance or hazardous waste when a hazardous condition occurs, whether the person owns the hazardous substance or waste or is operating under a lease, contract, or other agreement with the legal owner of the hazardous substance or waste.

#### **Cleanup required.**

- (a) Whenever a hazardous condition is created so that a hazardous substance may enter the environment or be emitted into the air or discharged into any waters, including ground waters, the responsible person shall cause the condition to be remedied by a cleanup as rapidly as feasible to an acceptable safe condition, and restore the affected area to its state prior to the hazardous condition as far as practicable. The cost of cleanup shall be borne by the responsible person.
- (b) If the responsible person does not cause the cleanup to begin in a reasonable time in relation to the hazard and circumstances of the incident, the city may, by authorization of the mayor or his/her designee, give reasonable notice based on the character of the hazardous condition, setting a deadline for commencing and accomplishing the cleanup, or the city may proceed to procure cleanup services. If the cost of the cleanup is beyond the capacity of the city to finance, the mayor or his/her designee may report to the city council and immediately seek any state or federal funds available for such cleanup.

#### **Liability for cleanup costs.**

The responsible person will be strictly liable to the city for all of the following:

- (1) The reasonable costs incurred by the city in containing and/or controlling a hazardous condition;
- (2) The reasonable cleanup costs incurred by the city as a result of the failure of the person to clean up a hazardous substance or waste involved in a hazardous condition caused by that person;

- (3) The reasonable costs incurred by the city to evacuate people from the area threatened by a hazardous condition caused by the person;
- (4) The reasonable damages to the city for the injury to, destruction of, or loss of city property, including parks and roads, resulting from a hazardous condition caused by that person, including the costs of assessing the injury, destruction, or loss.
- (5) The costs referenced above shall be as determined by the City Clerk and Fire Chief for: manpower, apparatus, ambulance/rescue squad, command vehicle or utility truck, supplies and outside services, mileage, and decontamination, repairs, replacement, maintenance of equipment, apparatus, gear or supplies, plus a reasonable administrative fee. It is unlawful for any responsible person to fail to pay a billing for such services within thirty (30) days of receipt therefore.

#### **Notifications.**

- (a) A person manufacturing, storing, handling, transporting, or disposing of a hazardous substance or waste shall notify the Carter Lake fire chief and 911 of the occurrences of a hazardous condition as soon as possible, but no later than 5 minutes after the onset of the hazardous condition or discovery of the hazardous condition. The fire chief shall notify the proper Mutual Aid, local, state or federal offices in the manner established by the state or SOGs.
- (b) Any city employee who discovers a hazardous condition shall call 911 or notify the fire department, which shall notify the proper Mutual Aid, local, state or federal offices in the manner established by the state or SOGs.

#### **Police and Fire authority.**

If the circumstances reasonably so require, the Carter Lake fire chief and/or police chief, or their department representative(s), may:

- (1) Evacuate persons, even from their homes, to areas away from the site of a hazardous condition; and
- (2) Establish perimeters or other boundaries at or near the site of a hazardous condition and limit access to cleanup personnel.

No person shall disobey an order of the police chief or fire chief or any other authorized fire personnel, deputy or peace officer/law enforcement officer issued under this section.

#### **Response.**

Dispatched City services have a duty to respond to all calls requested for hazardous material incidents. Dispatched City services also have a duty to use or notify all additional resources when needed including but not limited to mutual aid, local, city, county, state or federal assistance when required.

**City liability.**

The city of Carter Lake shall not be liable to any person for claims of damages, injuries, or losses resulting from any hazardous condition. Except, if the city is the responsible person.

**Penalty.**

Any person found guilty of a violation of the provisions of this policy shall, upon conviction, may be subject to the penalty under Local, City, State or Federal laws. Each day that a violation is allowed to continue shall constitute a separate and distinct violation. At the discretion of the city attorney, any violation of the provisions of this ordinance may be pursued as a municipal infraction in lieu of criminal prosecution.

# ***City of Carter Lake, Iowa Safety Manual***

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## ***City of Carter Lake***

### **Management Statement of Safety Policy**

The success of the ***City of Carter Lake*** depends upon our efficient use of resources to produce a high-quality product for the citizens of our community. Our most important resource is our employees. To protect this resource, we are committed to providing a safe and healthful workplace for all employees by establishing and maintaining an effective safety and health program. We consider safety to be a core value of our organization's operations.

The occupational safety program of ***City of Carter Lake*** is organized to give each department responsibility for the accident prevention program. All employees at all levels of our workforce are directed to make safety a matter of continuing concern, equal in importance to all other operational considerations. We are all expected to cooperate in implementing safety practices and to adopt the concept that the safe way to perform a task is the most efficient, and the only acceptable way to perform it.

## **Safety Responsibilities**

### ***Safety Coordinator Responsibilities:***

The Safety Coordinator is responsible for managing the loss control process by:

1. Establishing and implementing supervisor and employee training, written policies and procedures that help ensure a safe workplace and compliance with applicable OSHA standards.
2. Maintaining record keeping as required by OSHA.
3. Participating on the City of Carter Lake Safety Committee.
4. Acting as a liaison between management, the safety committee, and outside safety resources.
5. Assessing workplace hazards to identify needed controls.
6. Review losses for potential trends on a regular basis.

### ***Department Manager Responsibilities:***

Management is responsible for providing a place of employment that is free from recognized hazards that could result in injuries or accidents. Other safety responsibilities for managers include:

1. Provide leadership and direction concerning safety activities. Familiarize yourself with and enforce the safety rules and regulations that have been established by applicable local, state and federal organizations. These regulations are intended to set minimum standards for safety and the contents of the regulations should be enforced as minimum safety requirements for all activities on City of Carter Lake's worksites and facilities.
2. Correct all reported hazards. Operating under known hazardous conditions will not be tolerated.
3. Participate in completing the New Employee Safety Orientation Process for all new employees in their department.
4. Do not permit new or inexperienced employees under your supervision to work with power tools, machinery or complex equipment without proper instruction and training.
5. Give adequate instructions. Do not assume that an employee knows how to do a job unless you personally have knowledge that the person can perform the task correctly.
6. Ensure tools, equipment and machinery being used in the workplace is in proper working condition. Do not allow the use of unsafe tools or equipment under any circumstances.
7. Ensure that proper personal protective equipment is available and used by employees when necessary or required.
8. Always set a good example in safety, such as wearing the proper safety equipment (safety glasses, hard hats, etc.), following policies/procedures, using seat belts, etc.



9. Consistently enforce the requirements of the organization's safety program and any associated rules or policies.
10. Encourage safety suggestions from employees under your supervision.
11. Obtain prompt first aid for injured employees.
12. Participate in accident or incident investigations involving your employees.
13. Conduct audits of all work areas and facilities on a regular basis in an effort to improve housekeeping, eliminate unsafe conditions and encourage safe work practices.

### ***Employee Safety Responsibilities:***

All employees carry a certain amount of responsibility in any safety program. You must be aware that your actions, mental state, physical condition, and attitude directly affect the safety of yourself and your fellow employees. All employees are expected to:

1. Know your job, follow instructions, and think before you act.
2. Use protective equipment (eye protection, hard hats, gloves, etc.), as the job requires.
3. Work according to good safety practices as posted, instructed, and/or discussed.
4. Refrain from any unsafe act that might endanger yourself or your fellow workers.
5. Use all safety devices provided for your protection.
6. Report any unsafe situation or act to your supervisor immediately.
7. Assume responsibility for thoughtless or deliberate acts that may cause injury to yourself or your fellow workers.
8. Abide by all policies, procedures, rules, etc. associated with the **City of Carter Lake's** Safety Program.
9. Never operate equipment that you are unfamiliar with or not trained to use. Also, equipment that is defective or in need of repair shall not be used and must be reported to your supervisor.
10. Report all accidents/incidents to your supervisor as soon as they occur. Failure to report any injury or incident may be cause for disciplinary action including termination.

***Safety Committee:***

The Safety Committee will consist of 3-4 personnel from various departments including the Safety Coordinator. Members will be chosen as needed to fill positions. Successors will be appointed by the Safety Coordinator. Members of the committee should be chosen from those employees recognized for their good work, are safety conscious and have familiarity with the overall work area and equipment.

The purpose of the Safety Committee is to identify opportunities for eliminating or controlling actual and potential causes of work-related accidents, focusing on achieving a goal of zero-related accidents, focusing on achieving a goal of zero-accidents.

The committee will have the following responsibilities:

1. The committee will meet monthly (the first Wednesday of each month at 1:00 PM) with minutes of each meeting recorded.
2. Review accident/injury investigation reports from all departments to see if corrective measures need to be implemented.
3. Ensure that quarterly inspections are conducted in each department's work areas, tools and equipment to identify safety hazards and recommend ways to correct hazards.
4. Coordinate the development of safety rules and safe work methods.
5. Identify safety training needs for supervisors and employees and facilitate completing of such training.
6. Minutes of the Safety Committee meetings will be recorded and distributed to the Mayor, Council members, department managers, committee members, and all other employees. Copies also will be available in each department.

## **Medical Emergency Procedures**

The following actions should be taken in the event of a medical emergency:

1. Call **911**.
2. Make sure site is safe before providing assistance.  
***Do not attempt rescue alone!***
3. Provide assistance to injured person.
4. Contact your supervisor.

## **Medical Services**

### ***Designated Physician Policy***

The City of Carter Lake has designated Alegent Occupational Health as its workers' compensation authorized treating physician/clinic. Employees with a work-related illness or injury will be required to have their initial evaluation with this physician/clinic if applicable. If appropriate, and with prior approval from IMWCA, the physician/clinic may make referrals to other specialists. 5-year physicals may be performed by an IMWCA approved medical service.

If an employee decides to go to another provider without the referral from the authorized treating physician/clinic, the employee will be responsible for all expenses related to those visits. No workers' compensation benefits may be claimed unless seen by the authorized treating physician/clinic.

### ***Company Nurse Injury Hotline***

If you are injured and it is not an emergency, Contact your Department Head or Safety Coordinator immediately. Then you are to call the Company Nurse at 1-888-770-0928. Our costumer number is IA 073. The Company Nurse will instruct you on how to proceed to get care for your injury. This applies to small events where you do not think you need to seek medical attention. Company Nurse will confirm whether you seek medical attention or not.

Supervisors/Coordinator and the employee involved will need to complete an incident report, sign it and turn it into City Hall.

All employees are being provided a card with the information you will need when calling Company Nurse. Each work place will post Company Nurse posters where employees have access to the information. Phone decals will be placed on the phones that are used regularly by the employees.

## **FIRST AID & CPR/AED**

Any injury shall be treated by the Department Manager or other available personnel in accordance with their individual abilities and the severity of the injury. Employees will be offered the above trainings as required by law.

At least one first aid kit/cabinet shall be maintained in each occupied building. It is recommended that kits be inspected on a regular basis, replacing used, missing, soiled, damaged or outdated items. Make sure all employees are advised of the location of the first aid kits. Oral medications such as aspirin, antacids, or salt tablets are not to be provided in these kits.

An eye wash station suitable for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate use if employees are exposed to harmful materials.

Medical treatment is mandatory for any of the following:

- Severe chest pains
- Traumatic injuries (head injury or severe cut)
- Loss of consciousness or severe dizziness

## **Injury and Incident Reporting and Investigation**

Many incidents and injuries occurring in the workplace or that involve equipment and property are preventable. In order to prevent future incidents and injuries, it is necessary to immediately review the circumstances surrounding each incident. Once the primary cause for the incident has been established, action shall be taken to prevent recurrence. An Accident/Injury Investigation Form has been developed to facilitate the investigation (see **Attachment 1**). The Department Manager shall complete this form and a copy will be forwarded to the Mayor, Safety Coordinator and Safety Committee as applicable for the following incidences:

1. Any work-related accident resulting in an employee needing medical attention.
2. Any work-related accident resulting in damage to property or equipment.
3. Any accident involving a member of the public that could result in a claim being filed against the City of Carter Lake whether it is a personal injury or property damage.

Anytime an employee is involved in an accident with a city vehicle which involves private property, whether there is damage or not, the Police Department should be called immediately. If the Police Department is called on an incident, the police report shall accompany a detailed written report of the incident by the employee involved. These reports do not replace the Incident Review Report *Form*, which still must be completed for an employee who incurs a work-related injury.

If the investigation determines an employee has contributed to the cause of an incident by failure to obey laws, department or safety rules and regulations, disciplinary action may result.

The Department Manager shall provide a written response to any recommendations by the Safety Committee or the Safety Coordinator that outlines corrective actions taken by the department.

Copies of all incident reports and corrective actions shall be kept on file with a copy of the OSHA 300 log for the year that the incident occurred in.

## **Training and Orientation**

The Safety Coordinator, Department Manager or their designee will provide ongoing safety training in the following areas as the need arises:

- New equipment purchases.
- New/changes in operations.
- Identified areas of increased accidents.
- Newly identified areas of exposure.
- Annual refresher training required programs.
- Change in employees' job description or area of work assignment.

### ***Documentation of Safety Training:***

Documentation from any training courses attended by employees, supervisors or managers will be kept for recordkeeping purposes. Documentation associated with safety meetings and training will be kept on paper or electronically or in each applicable department. Employees who do not attend regularly scheduled safety meetings or training activities will be identified and scheduled to attend make-up training. Documentation will be noted for employees that attend make-up training.

### ***New and Seasonal Employee Safety Orientation:***

The Safety Coordinator, Department Manager or their designee will provide an orientation to all new and seasonal employees to address their specific job descriptions and the hazards of their position. Safety orientation must be completed during the first (30) days of employment. This will include a review of all safety rules, policies/procedures, equipment, etc., that are applicable to the new or seasonal employee's job description and area of assignment. The employees will be given an opportunity to ask any relevant questions that may pertain to their assigned duties. The safety orientation checklist (attachment 2) must be completely filled out and signed by the employee, Department Manager and Safety Coordinator. Documentation of the safety orientation training for each new or seasonal employee will be maintained in the City Clerk's office.

## **Hiring Practices**

Safety starts with the proper hiring practices to ensure that the person being hired for a position is physically and technically capable of safely performing the task(s).

It is the policy of the City of Carter Lake that every new employee undergoes a pre-placement physical. The employee will be directed to the City of Carter Lake's designated physician/clinic. The physician performing the physical shall present an opinion as to the employee's ability to perform the task. The costs of the physical shall be paid by the city.

### ***Job Descriptions***

It shall be the responsibility of the City of Carter Lake to provide a copy of the applicable job description to the physician conducting a pre-placement physical for each new employee. Each Department Manager shall be responsible for periodically updating all job descriptions within their department to ensure they adequately reflect the requirements of the job.

## **Carter Lake, Iowa Return-To-Work Policy Temporary Modified Assignment**

It is the policy of the City of Carter Lake, Iowa to provide temporary modified work, if available at the earliest possible date following an injury or illness, for employees who are unable to return to their regular job classifications. This policy is to complement the procedures applicable to employees eligible for reasonable accommodation or covered under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA).

Inquiries about the ADA or FMLA should be directed to the Human Resources Department or Human Resources Designee.

### **Eligibility:**

Whenever an employee becomes unable to temporarily perform his/her regular job classification the City of Carter Lake, Iowa may offer temporary modified work. Whether Carter Lake Iowa offers temporary modified work is always dependent upon the individual circumstances.

### **Definitions:**

#### **Modified Duty:**

Temporary work assignments within the worker's physical abilities, knowledge and skill (also known as light duty and transitional duty). Modified Duty assignments must be accompanied with a Work Status Report or medical provider's certification.

### **Objectives:**

- Provide procedures for administering temporary modified return-to-work assignments;
- When possible, temporary modified assignments will be made available to injured workers to minimize or eliminate lost time from work. The City of Carter Lake, Iowa cannot guarantee temporary modified assignments and is under no obligation to offer, create or burden any specific position for the purpose of offering placement to such a position.
- Promote speedy recovery and rehabilitate employee back to work as effectively and as quickly as possible while keeping the employee's work patterns and income consistent.
- Complete the essential tasks of the employee's job function.
- Maintain communication among all parties to ensure quality medical care and to manage claim costs.

## **Procedures:**

### **City of Carter Lake, Iowa Human Resource Department or Designee**

- Provides the employee with a job description that reflects the essential functions and physical demands of the position and a Work Status Report for the designated medical provider to complete
- Reviews the completed Work Status Report or medical certification in conjunction with the job description to determine if a temporary modified work is available in any department within the City of Carter Lake, Iowa. Consults with the Designated Medical Provider if necessary
- Fills out the RTW Agreement and meets with the employee to review
- Monitors on-going medical and work adjustment, meets with employee as needed to review status
- Determines from Medical Provider whether restrictions apply both at home and at work or other non-work location.

### **Employee**

- Takes required paperwork to designated medical provider appointments (job description, Work Status Report)
- Reviews and signs RTW Agreement
- Follows work restrictions as prescribed by designated medical provider
- Adheres to the temporary restrictions and accommodations, does not perform any activities that exceed work restrictions. Adheres to restrictions both at work and elsewhere as determined by Medical Provider.
- Reports immediately to supervisor any work duties or activities that exceed work restrictions
- Reports immediately to supervisor if any work restriction(s)/accommodation(s) cause discomfort or make medical condition worse
- Informs supervisor in advance of medical appointments, schedule any medical appointments during non-work time, if possible
- Updates supervisor with current Work Status Report or updated certification from designated medical provider after every appointment

In the event an employee refuses a temporary modified assignment, which is within the restrictions identified by the designated medical provider, workers compensation benefits could be affected. In such cases, the City of Carter Lake, Iowa will notify the insurance carrier of the employee's refusal of the temporary modified assignment. For an employee covered by the FMLA, an employee may refuse a light duty or modified work assignment, but it may have an adverse effect on the employee's workers' compensation benefits.

If, at the end of the temporary modified duty assignment, the employee is able to perform his/her regular job duties with or without reasonable accommodations, then the employee may return to his/her regular position. If, at the end of the temporary modified duty assignment, the employee is not able to perform his/her regular job duties with or without reasonable accommodations, the City of Carter Lake, Iowa will review the employee's medical condition and determine whether the individual is a qualified individual with a disability and whether the employee's work restriction can be reasonably accommodated to allow the employee to return to work in some capacity. If no reasonable accommodation is available to return the employee to the previous or different position, the City of Carter Lake, Iowa will then consider placing the employee on a time limited unpaid leave of absence or ending the employment.

# Carter Lake, Iowa Return-To-Work Agreement

Date: \_\_\_\_\_

Name of temporarily restricted worker: \_\_\_\_\_

I understand a temporary modified assignment that complies with my temporary work restrictions as identified by my designated medical professional is being offered to me.

I understand that if I am eligible for leave under the Family Medical Leave Act (FMLA), I cannot be forced to return to work. I also understand that I may lose my eligibility for certain worker's compensation benefits for rejection of the modified assignment.

I understand this offer is for a temporary period of time.

I agree to follow the work restrictions as prescribed by the designated medical provider and understand that I need to adhere to the agreed upon temporary restrictions and accommodations. Pursuant to the healthcare provider, these restrictions may apply both at work and at non-work locations. I also understand that if I am asked to perform any work assignments or activities that exceed my work restrictions, I will immediately report the situation to my direct supervisor and that I will not perform these activities. Furthermore, I will immediately report to my direct supervisor if any of the work restriction(s)/accommodation(s) cause me discomfort or make my medical condition worse.

I understand that I should try to schedule any medical appointments during non-work time. If I am unable to do so, I understand that I need to inform my supervisor in advance of the appointment date. I understand that these appointments may fall under Family Medical Leave Act (FMLA) and it is my responsibility to apply for FMLA leave according to my employer's policy if I cannot schedule appointments outside my work time. I understand that the time off for the appointment will be unpaid, unless otherwise covered by a paid leave policy.

I also understand that it is my responsibility to provide my supervisor with current work status reports from my physician.

I understand that a temporary modified/alternate duty assignment will be periodically reviewed and will not normally exceed 90 calendar days. This does not imply entitlement to a permanently modified position.

The City of Carter Lake, Iowa follows the provisions of the Americans with Disabilities Act (ADA) and the Iowa Civil Rights Act. If the employee believes he or she is disabled within the meaning of ADA or ICRA, then he or she should discuss that belief with the Human Resources Designee. The City of Carter Lake, Iowa will engage in an interactive process with the employee to determine whether the City of Carter Lake, Iowa can reasonably accommodate the employee. If the City of Carter Lake, Iowa agrees that the law applies, it will, when appropriate, consider reasonable accommodations to the employee's regular job. If such accommodations are not reasonable or constitute an undue hardship, then other reasonable accommodations such as placement in vacant jobs where the employee is qualified or an appropriate leave of absence may be considered.

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Employee Signature

Date

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Supervisor Signature

Date



## Outside Contractors

In hiring short term contractors, the City of Carter Lake may require the contractors to submit proof of their safety program, state licensing and liability insurance before a contractor commences work in a City of Carter Lake workplace. The project coordinator or City Supervisor who controls the work area will be responsible for informing all outside contractors of the elements of all safety programs of the city that affect the project.

Contractors who fail to follow safety program requirements will be asked to leave the premises. Contractors with insufficient reports or paperwork listed above will not be allowed to begin work until they meet or exceed the requirements of this program.

## Disciplinary Policy

Each employee is required to comprehend and abide by the contents of the City of Carter Lake's Safety Program.

### **Safety reprimands:**

Should employees be observed not following documented safety rules/procedures, the attached *Employee Warning Form* (Attachment 3) will be used. Supervisors should make every effort to ensure employees are following safe work practices.

The City of Carter Lake has developed a progressive disciplinary policy that applies to the safety and health program of this organization. The disciplinary policy is a tool to ensure enforcement of the rules and procedures for a safe and healthful working environment. The disciplinary policy applies to all employees of the City of Carter Lake.

### **Verbal warnings:**

Department Managers may issue verbal warnings to employees that commit minor infractions or violations of the safety rules or safe work practices. Continued violations or verbal warnings will lead to more stringent action.

### **Written warnings:**

Department Managers may issue written warnings for the following:

- Repeated minor violations of safety rules or procedures.
- Single serious violations of a rule or procedure that could have potentially resulted in injury to themselves or another employee or could have caused property damage.
- Activities that could potentially result in injury or property damage.

### **Disciplinary leave:**

Department Managers may institute disciplinary leave for the above reasons and the following:

- A single serious violation of a rule or procedure that results in an injury to themselves, another employee or causes property damage.
- Repeated violations or non-conformance to safety rules/procedures.

**Termination:**

The City of Carter Lake may terminate any employee for repeated serious violations of the above circumstances.

**Documentation:**

The City Clerk's office will maintain records of disciplinary action. Violations of City of Carter Lake's rules, regulations or procedures will be documented by filling out an *Employee Warning Form* (Attachment 3) on the employee. The report will state the type of violation and corrective action(s) taken. The employee must read and sign the report acknowledging that they understand the seriousness of the violation.

## **Safety Audits and Inspections**

***Safety Audits***

Since the success of any safety program depends on identifying hazards and taking immediate corrective action, separate department self-inspections and employee working site inspections are required. Safety Audits both on a regular and random basis need to be completed by the Safety Coordinator and/or members of the Safety Committee.

The Audit, follow ups, corrections & all notes will be documented in the monthly safety meeting minutes will be reviewed at the next scheduled Safety Committee meeting. The Safety Coordinator or Department Head will correct the Safety items needing attention immediately, or which can easily be corrected. The Safety Coordinator and Committee must monitor "open items" until all have been satisfactorily corrected.

***Monthly Inspection Checklists***

Each department shall complete a monthly safety audit checklist to assist in the audits. The Department Head or designee are responsible to make sure this are completed. The completed checklist should be kept in the binders or a file in each department. The safety coordinator will do periodic audit checks on these.

***Reporting Unsafe Acts/Unsafe Conditions***

All employees are required to immediately report any unsafe acts or unsafe conditions.

1. Stop work immediately and secure the location or lockout unsafe equipment.
2. Inform immediate supervisor or Safety Coordinator of the safety problem.

## **Basic Safety Rules**

### ***General Safety Rules***

1. Each employee will be required to comprehend and abide by the contents of this safety program.
2. All accidents, no matter how minor, shall be reported immediately to the supervisor.
3. All hazardous conditions, actions and/or practices shall be reported to the supervisor.
4. Work areas, including the inside and outside of vehicles and buildings, shall be kept clean and orderly at all times.
5. Employees are only to operate equipment/tools that they are trained and authorized to operate.
6. Smoking is prohibited in areas where there is a danger to equipment, materials, coworkers or buildings, or where "No Smoking" signs are posted.
7. Employees must use all safety devices and personal protective equipment provided for their protection.
8. Employees shall wear clothing and shoes suitable for the particular work they are doing.
9. Employees must use assisted lifting devices or obtain assistance from a coworker when lifting heavy objects.
10. Guards are never to be removed except when authorized to make repairs or adjustments. Replace guard immediately upon completion of work.
11. The use of drugs and alcohol during working hours is prohibited. Any employee reporting for work under the influence of alcohol or controlled substances is subject to disciplinary action.
12. Any employee taking prescription drugs or over-the-counter drugs that could impair assigned work shall report this fact to the supervisor as required by the Alcohol and Controlled Substances Policy.
13. Employees shall not engage in practical jokes or horseplay that could result in injury to themselves, others or cause property damage.

## Attachment 1

### Incident Investigation Procedure

1. Employee notifies supervisor of incident immediately. Supervisor / Injured Employee will immediately call Company Nurse injury hotline. In case of a medical emergency call 9-1-1.
2. If the incident involves damage to equipment or if an employee requires medical treatment, the supervisor is required to investigate and complete an *Incident Investigation Report* form.
3. The supervisor or coordinator **must** complete the *Incident Investigation Report* form with the employee and both must sign the form. Safety Coordinator must be notified.
4. The completed and signed forms **must** be submitted to the Coordinator or City Hall within 24 **hours** of the incident.
5. In the event of severe injuries including fatalities, amputations, major fractures and other life-threatening conditions, the Safety Coordinator will be notified by the supervisor immediately.
6. If the on-duty incident involves an employee fatality, OSHA must be called within 8 hours of the fatality. If an employee requires hospitalization, has an amputation or loss of an eye OSHA must be notified within 24 hours. Occupational Safety and Health Administrations (OSHA) 24 hotline number is 1-800-321-6742.  
  
Iowa Municipalities Workers Compensation Association (IMWCA) shall be called within 12 **hours** of the incident and a first report of injury will be completed and sent to both parties.
7. If an incident does not involve damage to equipment or if no medical care is necessary, the supervisor is not required to fill out an *Incident Investigation Report* form, but departments are required to keep an internal incident log of all minor incidents.

## Carter Lake Incident Review Report

Employee name: \_\_\_\_\_ Date of incident: \_\_\_\_\_

Non-Employee name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Persons Address: \_\_\_\_\_

Location of incident: \_\_\_\_\_ Time of incident: \_\_\_\_\_

### Detailed description of the incident?

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**Is there a procedure for this task?**                      **Circle one:**    Yes    No    N/A

If yes, answer the following:

Was employee following procedure?                      Yes    No

If the answer is no, why not?

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**Were proper tools or equipment being used?**                      Yes    No    N/A

If the answer is no, why not?

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**Were tools or equipment in good working condition?**                      Yes    No    N/A

If the answer is no, why not?

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**Was the correct personal protective equipment (PPE) being used?**    Yes    No    N/A

If the answer is no, why not?

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If the answer is yes, what type of PPE was used?

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**Was there housekeeping, environmental, or other contributing factors present.**

Yes    No    N/A

If the answer is yes, what?

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**Were immediate corrective steps taken to address causes of the incident?**

Yes    No    N/A

If yes, what?    If no, what?

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Any recommendations for long term corrections?

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**Reviewed, Comments or Actions by Safety Coordinator or Safety Committee?**

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Safety Representative / Date: \_\_\_\_\_

Signature of Immediate Supervisor / Date: \_\_\_\_\_

Signature of Employee / Date: \_\_\_\_\_

## Attachment 2 City of Carter Lake Safety Orientation

Employee name: \_\_\_\_\_

Position / Department \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date hired: \_\_\_\_\_

	Initials (trainer)	Initials (worker)	Date Completed
<b>Issue safety manual</b> Sign Acknowledgement of Receipt and Understanding			
<b>Employee Rights and Responsibilities</b> a. Responsibility to follow safety regulations b. Right to refuse unsafe work c. Responsibility to report unsafe conditions/acts			
<b>Discipline Procedures for Safety Rule Infractions</b>			
<b>First aid / Company Nurse Hotline</b> a. Location of First Aid kits at various work sites b. Company Nurse injury hotline procedures			
<b>Fire Extinguishers</b> Location at various work sites/Practice with trainers			
<b>Hazardous Communications</b> (Maintenance, Parks and Fire Departments)			
<b>Lockout/Tagout Program</b> (Maintenance, Parks and Fire Departments)			
<b>Emergency Action Plan</b> Review emergency plans for fires, severe weather, etc			
<b>Confined Spaces Entry Program</b> (Fire Department and Maintenance)			
<b>Respiratory Protection Program</b> Review manual, FIT testing required (Fire Dept Only)			
<b>Personal Protective Equipment</b> a. Review employee's required PPE			
<b>Hearing Conservation Program</b> (Maintenance, Parks and Fire Departments)			
<b>Blood-borne Exposure Control Plan</b> (Fire Dept Only)			
<b>Cutting, Welding and Other Hot Work Program</b> (Maintenance Department)			

### Personal Protective Equipment Checklist

PPE Type	Type Provided / Required	Initials
Eye protection	Safety glasses for general duties	
Boots	Safety-toed boots-employee provides	
Hearing Protection	Foam ear plugs for mowing	
Gloves	Leather for general work Rubber for use with chemicals	
Head/Face	Hardhat-general duties Hardhat with face/muffs for chainsaw work available	
Safety Vest		
High Visibility Clothing	Employee Safety clothing allowance	
Firefighting gear	Supplied	
Respirators	Supplied	
Body Armor	Supplied for Officers	

**Supervisor and employee should initial each box upon completion**

### Training Acknowledgement

I acknowledge that I have received the orientation training as outlined in this program and that I fully understand the contents and agree to abide by the rules and procedures of the City of Carter Lake.

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Safety Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date



## Attachment 3



### City of Carter Lake Employee Warning Notice

#### Employee Information

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee ID: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Manager: \_\_\_\_\_ Department: \_\_\_\_\_

#### Type of Warning

☐ First Warning ☐ Second Warning ☐ Final Warning

#### Type of Offense

☐ Tardiness/Leaving Early ☐ Absenteeism ☐ Violation of Company Policies  
☐ Substandard Work ☐ Violation of Safety Rules ☐ Rudeness to Customers/Coworkers  
☐ Other: \_\_\_\_\_

#### Details

Description of Infraction: \_\_\_\_\_

Plan for Improvement: \_\_\_\_\_

Consequences of Further Infractions: \_\_\_\_\_

#### Acknowledgement of Receipt of Warning

*By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.*

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Manager Signature Date

\_\_\_\_\_  
Witness Signature (if employee understands warning but refuses to sign) Date

## Attachment 4 Program Evaluation

Program Name:

Evaluation Date:

Evaluation Team:

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List injuries, exposures or near misses attributable to failure of program or failure to follow program:

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Recommendations for additions to procedures or policies with explanation for each:

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Recommendations for deletions of procedures or policies with explanation for each:

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Recommendations for modifications to procedures or policies with explanation for each:

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Description and date of actual modifications made:

---

---

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## Attachment 5 Employee Training Form

Training Name:

Instructor's Name:

Date:

Location:

Qualifications:

Course Outline:

### List of employees receiving training

*Employee Name*

*Signature*

<i>Employee Name</i>	<i>Signature</i>

Instructor's Signature:

# Hazardous Communications Policy & Right to Know

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## Purpose

This policy was created to protect our employees that may handle hazardous chemicals while they are at work. This policy covers what occupational exposures employees may have to hazardous chemicals and how employees will be protected from the exposures while at work.

Copies of this policy will be accessible to employees in each department. Each employee exposed to hazardous chemicals as part of their job duties will be trained on this policy.

## Leadership and Accountability

Safety Committee will be responsible for reviews of the policy. Department Heads or designee will update the SDS sheets or book when new chemicals arrive. Department Heads or designee will review employee hazardous communications training, purchase of equipment and incident review of injuries or illness involving chemical exposures. Chemical inventory list (SDS book) should be updated as chemicals change.

Employees are accountable for the proper care, maintenance, and proper use of the personal protection equipment. Employees must know where the SDS sheets/book is kept and how to read them.

Employees should refer questions or comments about this policy to their Department Head.

## Container Labeling

All chemicals purchased for use by the City of Carter Lake must be clearly labeled by manufacturer. **Do not use a chemical if the container does not meet these standards. Report the issue to the Department Head.**

When a secondary container such as sprayers, gas cans and buckets are used to disperse, mix or carry a chemical, it must be labeled. Labels should include name of the chemical and appropriate hazard warnings. Containers missing original labels should also be re-labeled.

## Chemical Inventory List and Safety Data Sheets

Each department will maintain an updated chemical inventory for that department.

Each chemical in the inventory shall have a corresponding SDS. The sheets shall be organized in a manner that the SDS for a chemical appears in the same order as it appears on the inventory list. The person designated to maintain the inventory shall also maintain the SDS.

When a chemical is removed from use and from the chemical inventory, the SDS must also be removed. Retired SDS must be retained and stored for **30 years** from the date of removal from service. Date of removal must be noted on the upper right-hand corner of the SDS.

## Unlabeled Pipes

Employees may be required to work in areas where chemicals are contained in unlabeled pipes. When labeling is not feasible, employees shall be informed of the contents of the pipes (e.g., Chlorine). Employees should also be instructed on the proper measures to reduce or eliminate exposures.

## **Employee Information and Training**

The employer shall provide training so that all employees acquire the understanding, knowledge, and skills necessary for the safe performance of their duties. This includes reading and interpreting safety data sheets

- See IMWCA Online training for Hazardous Communication and Globally Harmonized Systems

## **Outside Contractors**

A firm or individual contracted by the City of Carter Lake is responsible for meeting all contractual agreements and for providing a safe and healthy workplace for its employees in compliance with applicable OSHA standards.

Contractors must make copies of their hazardous communications policy and all SDS for chemicals brought on site available to the Department Head of that said Department. Contractors who fail to follow the policy requirements will be asked to leave the premises. Contractors with an insufficient policy will not be allowed to begin work until their policy meets or exceeds the requirements of the applicable OSHA standard.

**Location:**

**Last updated:**

**Updated by:**

# Lockout/Tagout Program

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## **Purpose**

This policy was created to protect our employees from amputations and electrical burns while they service and repair equipment. This policy covers the control of hazardous energy sources and the procedures to protect our employees from the exposures while at work.

Copies of this policy will be accessible to employees at each applicable department. Each employee repairing or servicing equipment will be trained on this policy.

## **Leadership and Accountability**

Safety Committee will be responsible for evaluating the lockout/tagout policy effectiveness and selecting appropriate equipment.

Employees are accountable to know and follow these policies. Employees are also accountable for the proper care, maintenance, and correct use of equipment provided for the job.

Employees should refer questions or comments about this policy to their Department Head.

## **Key Definitions**

**Affected employee.** An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

**Authorized employee.** A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this section.

**Energy source.** Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

**Lockout.** The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

**Tagout.** The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

## **Equipment and Machinery Evaluations**

All equipment and machinery operated or serviced by employees will be individually evaluated for an equipment or machine specific lockout procedure prior to the repair work starting. Form below may be used during this process.

*See Sample Reference Equipment and Machinery Evaluations form*

## **Cord and Plug equipment**

Equipment that can be unplugged from an outlet and has no other hazardous energy sources does not fall under the requirements of this program as long as the plug is under the exclusive control of the employee performing service or maintenance. If the employee is unable to maintain exclusive control of the plug, then a plug lock or other suitable energy isolation device must be used in accordance with this policy.

## **Lockout/Tagout Procedures**

- (1) Prior to initiating the lockout/tagout procedure, all employees servicing or providing maintenance on machinery or equipment shall review the *Equipment and Machinery Evaluation* form to identify which energy sources need shut down.
- (2) Notify all affected employees that the equipment or machinery will be locked out or tagged out for servicing or repair. Either through a team meeting atmosphere or an announcement of some kind.
- (3) If equipment is operating, shut down by normal means.
- (4) Operate switch, valves, or other energy isolation devices so that equipment is effectively isolated from all energy sources. All stored energy must be dissipated, bled, or blocked to prevent accidental release.
- (5) Apply appropriate isolation devices with assigned locks or tags. Tags may only be used if a machine cannot be locked. A tag will be attached to each lock to identify the installer, date, time and authorization of the lockout. If machinery or equipment cannot be locked out, a tag will be used by itself. If machinery or equipment can be locked out, then a lock must be used.

Tags must be of durable construction and labeled in a manner that will remain legible in wet or corrosive environments. Tags will be attached by self-locking nylon cable when possible.

- (6) Test all switches and operating controls to confirm that all energy sources are isolated. After test, return switches and other controls to "off" or "neutral."
- (7) Begin service or maintenance work.

## **Restoring Power**

- (1) After service or maintenance work is complete, inspect area to ensure tools are removed, re-install guards and verify that employees are clear of the machinery or equipment.
- (2) Notify employees that lockout/tagout has concluded and the machine will be restarted.
- (3) Have the same employees that originally placed the locking devices remove locks or tags.
- (4) Commence start up.

### **Group lockout/tagout**

If more than one person is required to lockout/tagout equipment or machinery, **each person must place their personal lockout device or tag on the energy isolation device.** If the equipment or machine will not accept multiple locks, a hasp may be used.

### **Shift Change**

The policy leader or the employee originating the lockout/tagout procedure for the specific job must be responsible for the transfer of lockout/tagout devices between shift personnel. All personnel **MUST** be informed of what is locked out and when it will be repaired

### **Isolation Devices**

An inventory of isolation devices and where they are located is included in the Lockout/tagout assignment form. Employee lock assignments are also included in this form. Locks issued for lockout may only be used for lockout procedures and cannot be used for any other use.

### **Emergency Lock/Tag Removal**

Locks or tags will only be removed in cases where the authorized employee who applied the lock or tag is unavailable. All emergency removal shall be done by a supervisor.

### **Employee Information and Training**

The employer shall provide training so that all employees acquire the understanding, knowledge, and skills necessary for the safe performance of their duties. All training must be documented and kept in training log, binder or electronic device.

### **Outside Contractors**

Whenever outside servicing personnel are to be engaged in activities covered by the scope and application of this standard, the on-site employee or supervisor and the outside employer shall inform each other of their respective lockout or tagout procedures.

## Equipment and Machinery Evaluation

**Equipment:**

**Number/Description:**

**Location:**

Check all that apply:

Electrical

☐

Hydraulic

☐

Pneumatic

☐

Gravity

☐

Spring

☐

Other:

**Procedures to isolate energy sources:**

# Lockout/Tagout Equipment Assignments

Each department will have an assigned color for the locks used in their departments. Lockout devices will bear a tag with the employee's name and other pertinent information in legible print. No employee can use another employee's equipment. Each employee is responsible for the keys to his or her assigned locks. Locks shall only be used for lockout/tagout procedures

Color or name tag	Assigned to Employee	Department
Blue or name tag		
Green or name tag		
Red or name tag		
Yellow or name tag		
Orange or name tag		

Other lockout devices available include:

- Hasps
- Plug locks
- Valve locks
- Valve lock bars
- Chains
- Tags/ nylon straps
- Blanks
- Breaker locks
- Blocks and bars

This equipment shall be located in each applicable department.

If the equipment is broken, lost or fails, contact your supervisor immediately for replacement.

**City of Carter Lake**

**EMERGENCY ACTION PLAN**

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## **Purpose**

This Emergency Action Plan is established in accordance with OSHA 1910.38 in order to protect employees of the City of Carter Lake during emergency situations that may affect our facilities.

The anticipated emergencies that might affect the City of Carter Lake include: severe thunderstorm, tornado, fire, and bomb threat.

Real emergencies, however, may not be limited to these and therefore it is the responsibility of all employees to know and to follow the Emergency Action Plan to successfully meet these situations as well.

## **Scope**

The Emergency Action Plan will outline:

1. Emergency escape procedures and routes.
2. Procedures to be followed by employees who remain to operate critical operations before they evacuate.
3. Procedures to account for employees following an evacuation.
4. The means for reporting emergencies and for notifying employees that an emergency situation exists.
5. The names or titles of persons responsible for the plan.
6. Training required for employees and Emergency Action Team members.

## **Emergency Action Plan Coordinator**

The Mayor or designee is the coordinator of our Emergency Action Plan. In his/her absence, the Mayor Pro-term or designee will serve as the assistant coordinator.

The minimum responsibilities of the Emergency Action Plan Coordinator and Assistant Coordinator will be to:

1. Assess the emergency situation and to order an evacuation if the situation warrants.
2. Notify outside emergency agencies of the location, nature, and scope of the emergency.
3. Implement and direct the Emergency Action Plan; including making certain employees receive required training.
4. Direct building shutdown if necessary.

## **Emergency Plan Team (Department Heads)**

The support the Emergency Action Plan, an Emergency Action Team has been established. The Emergency Action Team has been organized for each shift and is made up of the department heads:

The principal purpose of this team is to assist employees in evacuating from their work area and to account for these employees following an evacuation.

***IT IS NOT THE RESPONSIBILITY OF THE EMERGENCY ACTION TEAM TO ATTEMPT TO FIGHT ACTUAL FIRES.***

## **Fire Emergencies**

### ***WHEN IN DOUBT, CONTACT THE AUTHORITIES BY TELEPHONING 911.***

Employees who detect smoke and/or fire must immediately notify 911.

Details of the emergency situation, including the name and address of the emergency, along with the nature, location, and scope of the emergency must be reported to the authorities.

Emergency telephone numbers, the names of Department Heads, and the names of the Mayor and Mayor Pro-tem coordinator are posted at each telephone.

If conditions warrant that an evacuation is ordered, then employees will be notified verbally or via the telephone paging system of the need to calmly evacuate their work area and to report to their pre-designated assembly point.

Emergency Action Team members will direct and assist employees to evacuate their work areas.

Following an evacuation, employees must go directly to their pre-assigned assembly point. These assembly points, by department, are as follows:

<u>Department</u>	<u>Assembly Point</u>
Fire Department	Parking lot south of Fire Station
Library	Parking lot west of Library
Maintenance	Parking lot south of Fire Station
Police Dept./City Hall	Parking lot of the Methodist Church
Senior Center	Budget Auto on the south side of Locust
Ball fields	Parking lot at Lakeview Bible Church

For all employees out in the field – go to the nearest City owned building and report to the designated department head as soon as it is reasonably safe.

Employees must know and follow the evacuation routes for their work area.

Each Emergency Action Team member must account for & assist their assigned employees and visiting Citizens before evacuating themselves unless their safety is compromised. Responders must be notified upon arrival of all accountability issues.

Employees should not return to their work area until an "ALL CLEAR" signal has been given.

After 911 has been contacted, and the emergency scene has been secured, the Mayor and the Department Head shall be contacted.

In the event that neither the Mayor nor the Department Head are available, then you must contact the Safety Coordinator.



## Severe Weather

All department heads will monitor the weather scanner or phone applications for reports of severe thunderstorm or tornado warnings. A weather scanner is located in each City owned building.

### ***IMMEDIATELY NOTIFY THE EMERGENCY ACTION PLAN COORDINATOR OR ASSISTANT COORDINATOR OF ANY REPORTED SEVERE WEATHER WARNINGS.***

EMERGENCY ACTION PLAN COORDINATOR: Mayor

ASSISTANT COORDINATOR: Mayor Pro-Tem or designee

In the event that neither the Emergency Action Plan Coordinator nor Assistant Coordinator are available, then you must contact your shift department head.

The Emergency Action Plan Coordinator, Assistant Coordinator, or shift Emergency Action Team representative will announce over the telephone paging system for all employees to **immediately seek refuge in their designated severe thunderstorm/tornado shelter.**

<u>Department</u>	<u>Designated Tornado/Severe Thunderstorm Shelter</u>
Library	Bathrooms/storage room in multi-purpose room
Maintenance	Hallway between City Hall and Maintenance Shop
Police/City Hall	Back hallway
Senior Center	Office in N E corner of building
Fire	Interior office area/rest rooms
Ball fields	Field 1 – concession stand/restrooms
	Field 2 – restroom
Outdoor work areas	Closest building

Department Heads will assist and direct employees and visiting Citizens to evacuate the work areas and to go directly to their designated shelter.

Each Department Head must account for & assist out their assigned employees and visiting Citizens before evacuating themselves unless their safety is compromised. Responders must be notified upon arrival of all accountability issues.

Employees should not return to their work area until an "ALL CLEAR" signal has been given.

## Definitions

<b>Severe Thunderstorm</b>	Indicates the possibility of frequent lightening and/or damaging winds in excess of 50 mph, hail 3/4-inch in diameter, and heavy rain. Tornadoes may also be spawned by severe thunderstorms.
<b>Tornado Watch</b>	Means that conditions may produce tornadoes.
<b>Tornado Warning</b>	Means that a tornado has been sighted in our area or is indicated by radar and shelter should be sought immediately.

## **Bomb Threats**

### Initial Notification:

The recipient of a bomb threat should:

1. Listen very carefully
2. Not interrupt the caller except to ask:
  - a. When is the bomb going to explode?
  - b. Where is the bomb located now?
  - c. What does the bomb look like?
  - d. How much damage will the bomb do?
  - e. Why did you place the bomb?
  - f. Who are you?
3. Write down the entire content of the bomb threat message.
4. Note the caller's sex (male/female).
5. Note any background noises.
6. Note the apparent condition of the caller: calm, emotional, incoherent, intoxicated, familiar with our facility, etc.

Immediately following receipt of a bomb threat, call law enforcement authorities at 911.

## **Emergency Notification**

### Emergency Response:

The person who received the initial call has the authority to evacuate the premises and then notify 911 and the department heads.

If an evacuation is ordered, employees and citizens/patrons will be notified via the telephone paging system.

When directed to do so, employees should calmly exit the building using the nearest available exit.

Evacuation procedures to be followed are the same as outlined under fire emergencies.

## **Training**

At a minimum training required will include:

1. Members of the Emergency Action Team and Department Heads will be trained to assist employees in the safe evacuation from their work areas.
2. All employees, including members of the Emergency Action Team will be informed of the details of this plan before it is implemented, whenever the plan has been changed, or whenever the employee's responsibilities under this plan have changed.
3. Prior to implementation of the plan, all employees will be given a copy of the Emergency Action Plan.
4. A copy of this plan will be given and reviewed with all new employees/volunteers upon their hiring by the payroll clerk.

# Confined Spaces Entry Program

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**Purpose**

This program was created to ensure the safety and health of our employees while performing tasks that require entry into areas defined as confined spaces.

Copies of this program will be located and accessible at each work site. Employees that work in or near a confined space are will be trained.

**Violation of permit required confined spaces program**

Employees who violate the permit required confined spaces procedures maybe disciplined according to the personnel policy. Employees will also be required to attend retraining on the procedures or policies that were violated.

**Leadership and accountability**

The Safety Committee shall be responsible for the reviewing of this program. Department heads are responsible for program change recommendations, coordination of employee confined spaces training, purchase of equipment and incident review of injuries or illnesses involving confined spaces entry.

Employees will refer their questions or comments to their department head.

Employees will know and follow this policy and the proper usage and care of their equipment.

**Confined spaces evaluations and inventory**

Each department shall inspect and inventory all work locations to determine if confined spaces as defined by Section 1910. 146 exist. A written entry procedure shall be provided for each confined space and updated as needed.

See Sample Confined Spaces Evaluations and Inventory form -pages 41, 42 & 43

**Key Definitions**

"Confined space" means a space that:

- (1) Is large enough and so configured that an employee can bodily enter and perform assigned work.
- (2) Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry.)
- (3) Is not designed for continuous employee occupancy.

"Entry" means the action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

"Entry permit (permit)" means the written or printed document that is provided by the employer to allow and control entry into a permit space. Sample Attached.

"Entry supervisor" means the person (such as the employer, foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this section.

"Permit-required confined space (permit space)" means a confined space that has one or more of the following characteristics:

- (1) Contains or has a potential to contain a hazardous atmosphere.
- (2) Contains a material that has the potential for engulfing an entrant.

- (3) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section.
- (4) Contains any other recognized serious safety or health hazard.

"Permit system" means the employer's written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.

"Rescue service" means the personnel designated to rescue employees from permit spaces.

### **Completion and Retention of Entry Permits**

Before entry into a permit required confined space, a permit shall be completed by an entry supervisor after a review of the worksite and after determining that entry conditions are acceptable. The entry supervisor will authorize the beginning entry time and the cancellation time for the permit.

Cancelled permits shall be kept on file for one year from cancellation date.

### **Lockout/tagout procedures**

If the hazard evaluation determines that lockout or tagout procedures are required to safely perform a task in a permit required space, employees shall refer to the entity's lockout /tagout policy for proper procedures.

### **Hazardous communications**

If hazardous substances are present in the confined space during entry (i.e. cleaning chemicals), a copy of the applicable material safety data sheets/global harmonization system sheets for the substances must be available at the entry site.

### **Employee Information and Training**

The employer shall provide training so that all employees acquire the understanding, knowledge, and skills necessary for the safe performance of their duties. (Document all trainings)

### **Rescue Services**

Before a permit required confined space entry, the Safety Coordinator team must be notified. The emergency rescue team is the Carter Lake Fire Department and/or Omaha Fire.

The rescue teams shall incorporate confined space training into their schedules by means of simulated rescue operations. Training spaces shall, with respect to opening size, configuration and accessibility, simulate the types of spaces from which rescue is to be performed.

### **Outside contractors**

Prior to work starting, the program administrator or designee shall meet with outside contractors to cover the following elements below. Pre-qualification should be done prior to work being started.

[http://osha.gov/pls/oshaweb/owalink.query\\_links?src\\_doc\\_type=STANDARDS&src\\_unique\\_file=1910\\_0146&src\\_anchor\\_name=1910.146\(c\)\(8\)](http://osha.gov/pls/oshaweb/owalink.query_links?src_doc_type=STANDARDS&src_unique_file=1910_0146&src_anchor_name=1910.146(c)(8))

## **Appendix A**

To view and download the Section 1910.146 Confined Space Entry regulations from the OSHA web site, click on the following link:

<http://www.osha.gov>

The standard and mandatory appendices will be reviewed and applied with this program.

## Confined Spaces Inventory for *City of Carter Lake*

Date: \_\_\_\_\_ Department: \_\_\_\_\_

[illegible]

**Hazard Key:** CO=Carbon Monoxide H<sub>2</sub>S=Hydrogen Sulfide OD=Oxygen Deficiency Engulf=Engulfment Chem.=Hazardous Chemicals Mech=Mechanical

## Confined Space Entry Permit

Date and Time Issued: \_\_\_\_\_ Date and Time Expires: \_\_\_\_\_

Job site/Space I.D.: \_\_\_\_\_ Job Supervisor: \_\_\_\_\_

Equipment to be worked on: \_\_\_\_\_ Work to be performed: \_\_\_\_\_

Stand-by personnel: \_\_\_\_\_

1. Atmospheric Checks: Time \_\_\_\_\_ Testing Device: \_\_\_\_\_

Oxygen \_\_\_\_\_ %

Explosive \_\_\_\_\_ % L.F.L. (Lower Flammable Limit)

Toxic \_\_\_\_\_ PPM

2. Tester's signature: \_\_\_\_\_

3. Source isolation (No Entry): N/A Yes No

Pumps or lines blinded, N/A Yes No

Disconnected, or blocked N/A Yes No

4. Ventilation Modification: N/A Yes No

Mechanical N/A Yes No

Natural Ventilation only N/A Yes No

5. Atmospheric check after isolation and Ventilation:

Oxygen \_\_\_\_\_ % > 19.5 %

Explosive \_\_\_\_\_ % L.F.L. < 10 %

Toxic \_\_\_\_\_ PPM < 10 PPM H(2)S (Hydrogen Sulfide)

Time \_\_\_\_\_

Tester's signature: \_\_\_\_\_

6. Communication procedures:

7. Rescue procedures:

8. Entry, standby, and back up persons: Yes No

Successfully completed required training? Yes No

Is it current? Yes No

9. Equipment:

Direct reading gas monitor - tested:	N/A	Yes	No
Safety harnesses and lifelines for entry and standby persons:	N/A	Yes	No
Hoisting equipment:	N/A	Yes	No
Powered communications:	N/A	Yes	No
SCBA's for entry and standby persons:	N/A	Yes	No
Protective Clothing:	N/A	Yes	No
All electric equipment listed Class I, Division I, Group D and Non-sparking tools:	N/A	Yes	No

10. Periodic atmospheric tests:

Oxygen	____%	Time	____	Oxygen	____%	Time	____
Oxygen	____%	Time	____	Oxygen	____%	Time	____
Explosive	____%	Time	____	Explosive	____%	Time	____
Explosive	____%	Time	____	Explosive	____%	Time	____
Toxic	____%	Time	____	Toxic	____%	Time	____
Toxic	____%	Time	____	Toxic	____%	Time	____

We have reviewed the work authorized by this permit and the information contained here-in. Written instructions and safety procedures have been received and are understood. Entry cannot be approved if any squares are marked in the "No" column. This permit is not valid unless all appropriate items are completed.

Permit Prepared By: (Supervisor) \_\_\_\_\_

Approved By: (Unit Supervisor) \_\_\_\_\_

Reviewed By (Confined Space Operations Personnel):

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

This permit to be kept at job site and then in designated site of department using permit.

Return copy to Safety Coordinator following job completion.

**Emergency Response Call 911**  
**Stand-by Personnel Never Attempt Unassisted Rescue**



# **Respiratory Protection**

## **Standard Operating Procedure**

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## Purpose

This policy was created to protect our employees while performing tasks that require them to wear respirators to ensure they are medically cleared and properly fit-tested in ensure a proper seal from hazardous environment. This program also serves to help the City of Carter Lake and its employees comply with Occupational Safety and Health Administration Respiratory Protection Section 1910.134.

Copies of this policy will be accessible to employees at each department. Each employee potentially exposed to blood borne pathogens will be trained on this policy.

## Leadership and Accountability

Safety Committee will be responsible for annually evaluating the Respiratory Protection policy effectiveness and selecting appropriate personal protection equipment and fitting procedures. The policy leader will participate in any incident review involving respirator use.

Employees are accountable to know and follow these policies. Employees are also accountable for the proper care, maintenance, and correct use of equipment provided for the job.

Employees should refer questions or comments about this policy to their department supervisors.

## Key definitions

**Air-purifying respirator** means a respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.

**Fit test** means the use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual. (See also Qualitative fit test QLFT and Quantitative fit test QNFT.) **Annual testing.**

**Filtering facepiece (dust mask)** means a negative pressure particulate respirator with a filter as an integral part of the facepiece or with the entire facepiece composed of the filtering medium.

**Immediately dangerous to life or health (IDLH)** means an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

**Self-contained breathing apparatus (SCBA)** means an atmosphere-supplying respirator for which the breathing air source is designed to be carried by the user.

## Employees Qualified to Wear Respirators

Employee Name	Respirator type/ Model	Exposure type

## **Medical evaluation**

- The employer shall provide a medical evaluation to determine the employee's ability to use a respirator.
- All employees must be medically evaluated prior to the fit testing procedure
- All employees must be fit tested prior to using a respirator in the workplace.
- The employer may discontinue an employee's medical evaluations when the employee is no longer required to use a respirator.
- Employees will be provided with the medical questionnaire along with a self-addressed envelope to a selected PLHCP. The employee will complete the questionnaire and send it to the PLCHP as soon as possible. OSHA's recommended questionnaire is available at:  
[www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=9783](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9783)

## **Facial hair**

Employees covered under this program that wear respirators as part of their job will be required to remove all facial hair such as beards, sideburns and mustaches that could interfere with the proper seal of the respirator.

## **Fit testing**

Annual fit testing is required. Fit Testing is also required whenever a different facepiece respirator is used or when the employee's physical condition changes.

Follow the link for details on fit testing procedures:

[www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=9780](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9780)

## **Selection of respirators**

Complete an exposure assessment for each hazardous exposure.

The following link is an OSHA *eTool* that can assist employers select the proper respirator:

[http://osha.gov/SLTC/etools/respiratory/respirator\\_selection.html](http://osha.gov/SLTC/etools/respiratory/respirator_selection.html)

## **Inspection of respirators**

- Inspected routinely including prior to non-emergency use.
- SCBA shall be inspected monthly.

## **Maintenance and care of respirators**

Employees must clean and disinfect respirators using the procedures recommended by the manufacturer at the following intervals:

- As often as necessary to maintain sanitary condition for exclusive use.
- Before being worn by different individuals when issued to more than one employee.
- After each use for emergency use respirators *and those used in fit testing and training*.
- Monthly for emergency use respirators located near chlorine rooms.

#### **Identification of filters, cartridges and canisters**

- All filters, cartridges and canisters used in the workplace must be labeled and color-coded with the NIOSH approved label.
- The label must not be removed and must remain legible.
- Filters, cartridges and canisters not meeting the label requirements will be immediately removed from the workplace.

#### **Breathing air quality and use**

Compressed breathing air shall meet at least the requirements for Grade D breathing air described in ANSI/Compressed Gas Association Commodity Specification for Air, G-7.1-1989.

Cylinders shall be refilled at the Carter Lake fire station.

#### **Training and information**

Employers are required to provide effective training to employees who are required to use respirators. The training must be comprehensive, understandable, and recur annually and more often if necessary.

Employers are also required to provide the basic information on respirators in Appendix D of this section to employees who wear respirators when not required by this section or by the employer to do so.

## Fit Testing Results

Name of Employee: \_\_\_\_\_

Date of Fit Test: \_\_\_\_\_

Name of Person administering Fit Test: \_\_\_\_\_

Has person being tested been given a medical evaluation: Yes / No

Respirator type: \_\_\_\_\_

**Check the test type used and record results in the area provided:**

### Qualitative

Isoamyl Acetate Test ☐

Results: \_\_\_\_\_

Saccharin Solution Test ☐

Results: \_\_\_\_\_

Bitrex Solution Test ☐

Results: \_\_\_\_\_

Irritant Smoke Test ☐

Results: \_\_\_\_\_

### Quantitative

Generated Aerosol Test ☐

Results: \_\_\_\_\_

Ambient Aerosol Condensation Nuclei Test ☐

Results: \_\_\_\_\_

Controlled Negative Pressure Test (CNP) ☐

Results: \_\_\_\_\_

# Sample Respirator Use Procedure

**Task** - Change chlorine cylinders

**Allowable Respirators** – Gas & Vapor with chlorine rated filter or Self-contained breathing apparatus

## **Prior to use**

- Inspect respirator
- Don respirator and conduct fit-test using the following procedures:

## Facepiece Positive and/or Negative Pressure Checks

A. Positive pressure check. Close off the exhalation valve and exhale gently into the facepiece. The face fit is considered satisfactory if a slight positive pressure can be built up inside the facepiece without any evidence of outward leakage of air at the seal. For most respirators this method of leak testing requires the wearer to first remove the exhalation valve cover before closing off the exhalation valve and then carefully replacing it after the test.

B. Negative pressure check. Close off the inlet opening of the canister or cartridge(s) by covering with the palm of the hand(s) or by replacing the filter seal(s), inhale gently so that the facepiece collapses slightly, and hold the breath for ten seconds. The design of the inlet opening of some cartridges cannot be effectively covered with the palm of the hand. The test can be performed by covering the inlet opening of the cartridge with a thin latex or nitrile glove. If the facepiece remains in its slightly collapsed condition and no inward leakage of air is detected, the tightness of the respirator is considered satisfactory.

## **Post use**

- Sanitize respirator and inspect

## Procedures for Cleaning Respirators

A. Remove filters, cartridges, or canisters. Disassemble facepieces by removing speaking diaphragms, demand and pressure- demand valve assemblies, hoses, or any components recommended by the manufacturer. Discard or repair any defective parts.

B. Wash components in warm [110 deg. F] maximum water with a mild detergent with disinfecting agent or with a cleaner recommended by the manufacturer. A stiff bristle (not wire) brush may be used to facilitate the removal of dirt.

C. Rinse components thoroughly in clean, warm [110 deg. F] maximum, preferably running water. Drain.

D. Rinse components thoroughly in clean, warm [110 deg. F] maximum, preferably running water. Drain. The importance of thorough rinsing cannot be overemphasized. Detergents or disinfectants that dry on facepieces may result in dermatitis. In addition, some disinfectants may cause deterioration of rubber or corrosion of metal parts if not completely removed.

E. Components should be hand-dried with a clean lint-free cloth or air-dried.

F. Reassemble facepiece, replacing filters, cartridges, and canisters where necessary.

G. Test the respirator to ensure that all components work properly.

- Place in proper storage

# Personal Protective Equipment (PPE)

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**Purpose**

This program was created to ensure the safety and health of our employees when using personal protective equipment (PPE). Personal protective equipment is designed to protect employees from potential workplace hazards. This program will cause the entity to be in compliance with OSHA regulation Section 1910.132 through 1910.139 regarding PPE.

Copies of this program will be available to all employees in the workplace.

**Program Administrator**

The program administrator is responsible for hazard assessment required for this program. Upon completion of the assessment, the program administrator will select and purchase the needed equipment. The administrator will then ensure employees are trained on the proper fit, usage and maintenance of the required PPE. The program administrator is also charged with the annual review of this program.

Employees should refer their questions or comments about this program to the administrator. The

program administrator is the Safety Coordinator

**Annual Review**

The program shall be evaluated each year to determine the effectiveness of this program.

**Employer/Employee Responsibilities**

Employees shall be trained in PPE usage guidelines, including:

- what PPE is necessary for each situation encountered in the workplace,
- how to properly adjust, put on, wear and remove PPE,
- the limitations of the specific PPE provided by the employer, and
- the proper maintenance, useful life and disposal of PPE.

The employer shall verify that each affected employee has received and understood the required training through a written test, competency test or combination of both that includes the name of each employee trained and the date and subject of the training received.

The employer must retrain if previous training becomes obsolete, there are substantial workplace changes, or if new PPE is introduced.

The employee is responsible for maintenance and storage of PPE as required by specific training.

The selection of the proper PPE shall be made by the employer after a hazard assessment of the job is made. Non-mandatory Compliance Guidelines for Hazard Assessment and Personal Protective Equipment Selection may be found at:

[https://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=10120](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10120)

**Required Programs – Based on Employer Assessment of Workplace Hazards****OSHA regulation Section 1910.133 – Eye and face protection**

Suitable eye protectors (safety glasses, goggles, face shields, wire mesh masks, etc.) must be provided where there is potential for injury to the eyes or face from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, body fluids, potentially injurious light radiation or a combination of these.

#### OSHA regulation Section 1910.134 – **Respiratory Protection**

Devices such as dust masks, canister respirators, self-contained breathing apparatus or other such apparatus must be provided to employees that are exposed to harmful dust, fogs, fumes, mists, gases, smoke, sprays, or vapors. Persons working in oxygen deficient or oxygen enhanced atmospheres must also be protected. Persons using the devices must be fit-tested to the device, tested to see if they are physically able to use the devices, and trained in the use and care of the devices.

#### OSHA regulation Section 1910.135 – **Head Protection**

Employees working in a location where there is danger of being struck in the head by falling objects or other dangers from above such as electrical hazards must wear head protection. The head protection must meet the requirements of American National Standards Institute (ANSI) Z89.1-1986.

#### OSHA regulation Section 1910.136 – **Foot Protection**

Persons must have foot and leg protection if their feet are subject to crushing foot injury. The feet must also be protected from puncture by sharp objects, molten metal, hot surfaces, wet and slippery surfaces. This also requires leg protection for persons using chainsaws and other devices that could cause injury to legs.

#### OSHA regulation Section 1910.137 – **Electrical Protective Equipment**

Persons involved in power generating or power distribution construction and maintenance must be protected from shock, electrocution and burn hazards.

#### OSHA regulation Section 1910.138 – **Hand Protection**

Workers hands and arms must be protected from cuts, burns, chemicals, bodily fluids and other recognized hazards. Proper hand wear must be selected for the task. Material safety data sheets specify the type of hand wear needed for handling various chemicals.

#### OSHA regulation Section 1910.95 – **Occupational Noise Exposure – Hearing Conservation**

Hearing protection must be provided for persons exposed to noise levels exceeding limits set forth in 1910.95. The noise level of the workplace must be measured to determine if hearing protection is required. Employees must be tested for hearing capacity to establish a base line for use when succeeding tests are made. The employer must furnish ear protection that will diminish the noise to acceptable levels. Foam earplugs, ear “muffs”, or other suitable method may be used to reduce noise exposure when no other way to reduce the noise level is possible.

## **Uniforms and Other related Issues**

### **Water hazards**

A U.S. Coast Guard approved life jacket or buoyant work vest is required when there is danger of falling into water at the work site. For emergency rescue operations, boats and ring buoys with at least 90 feet of line are required when working over or on water.

### **Visibility issues**

Day workers should use safety yellow or safety green wear when working in the road right-of-way and exposed to traffic hazards.

Employees working areas where there is danger of moving vehicle traffic at night or in low light conditions must wear safety vests or clothing with reflective material designed for high nighttime visibility.

## **Seatbelts**

Seatbelt use is mandatory in the state of Iowa when driving a motor vehicle. It is the policy of City of Carter Lake that all employees operating official vehicles, equipment, personal and rental cars on official business and other occupants use seat belts and shoulder restraints. Employees must use seatbelts when machines or equipment are factory equipped with the devices.

Employees operating equipment with a Rollover Protective Structure (ROPS) shall use seat belts when operating the equipment. Employees are also prohibited from riding in or on parts of a vehicle not designed for human occupancy. This includes but is not limited to pick up and truck boxes, fenders, steps, trailers and bumpers.

Failure to comply with these rules is a violation of the City of Carter Lake's safety policies, which is cause for disciplinary action.

## **Personal wear items**

The employer must furnish all PPE, except personal wear items. Personal wear items worn frequently or daily, such as steel toed footwear or prescription safety glasses are usually purchased by the employee, though the employer may choose to share the cost. Specialized footwear such as steel toed hip boots or other items used infrequently should be furnished by the employer.

Personal wear items should be replaced on a timely basis, e.g., yearly, every second year or whenever the item is damaged as a result of work activity. For example, an employee inspecting on an asphalt-paving project has steel toe shoes ruined by the tack oil and hot mix. This would be abnormal wear and the cost should be paid by the employer. These situations should be judged on a case-by-case basis.

## **Uniforms**

The employer must furnish all uniforms (high visibility) that are required by uniform code according to local, state, ANSI, OSHA and NFPA standards. High visibility colors of fluorescent yellow or green must be used. Employees are given a uniform allowance each year to cover uniform (upper torso high visibility) costs. Specific gear like fire department gear and PPE (vests) will budgeted through each of the Cities departments to cover those costs.

Due to the increased risk of the employee's workplace sites and visibility issues, employees of the following departments must meet the following high visibility requirements below. High visibility wear must cover a minimum of the employee's upper torso area during all seasons of the year.

Mandatory upper torso wear required are shirts, sweat shirts and/or coats. Vests may only be used as a supplement for more reflective visibility in or around roadways or at nights. Upper torso wear must be worn and be visible at all times and may not be covered by non-high visibility wear.

1. Police Officers: When working in or around traffic scenes.
2. Fire & EMS employees: When working specific emergency scenes, the appropriate high visibility gear must be worn.
3. Maintenance & Parks employees: High visibility uniforms (upper torso) must be worn at ALL times.

Maintenance and Parks employees are working in and around high-risk work sites, equipment and areas throughout their entire shifts. Therefore, upper torso high visibility must be worn as part of their daily work uniform. Employees arriving at work with non-high visibility (upper torso) shirts, sweatshirts or coats will be sent home to change. Employees are responsible for the cleaning of their uniforms to maintain the high visibility standard. Employees are responsible to replace these items as needed using their clothing allowance.

## **Appendix A**

To view and download the Section 1910.132 – 139 Personal Protective Equipment Standards from the OSHA web site, click on the following link: <http://www.osha.gov>

# Personal Protective Equipment Needs Assessment

Department/Division:

Check each of the types of personal protective equipment that would be required for the listed task.

Tasks or work functions that are performed by employees of the department or division:	Safety Glasses	Hard Hat	Traffic Safety Vest	Hearing Protection	• Muffs	• Plugs	Gloves	• Leather	• Chemical Resistant	• Latex	Face Shield	Chemical Apron	Welding Goggles	Welding Face cover	Welding Gloves	Flame resistant clothes	Safety toed shoes	Di-electric safety shoes	Chainsaw Chaps	Chemical Goggles	Respiratory Protection	• Self-Contained	• Air Purifying
Brush cutting		X	X		X			X			X						X		X	X			
Changing chlorine cylinders									X		X	X										X	

# Hearing Conservation Program

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## **Purpose**

This policy was created to protect the hearing of our employees while they are at work. This policy covers what occupational exposures employees may have to loud sounds and how employees will be protected from the exposures while at work.

Copies of this policy will be accessible to employees at each department. Each employee exposed to noise above the threshold will be trained on this policy.

## **Leadership and Accountability**

The Safety Committee will be responsible for annually evaluating the hearing conservation policy effectiveness, monitoring noise levels within the facilities and selecting appropriate hearing protection.

Employees are accountable for the proper care, maintenance, and proper use of the hearing protection.

Employees should refer questions or comments about this policy to their department head.

## **Noise Audits**

Audits may be conducted by using either a phone Apps or a decimeter to determine if a location is at or near 85 decibels.

All locations and equipment will be audited to determine if it exceeds 85 decibels.

All locations and equipment that exceed the 85-db limit shall be conspicuously marked to notify employees of the risk.

## **Audiometric Testing**

1. Audiometric testing will be performed on all employees whose exposures equal or exceed an 8-hour time-weighted average TWA of 85 decibels (Action level).
2. Audiometric testing will be provided at no cost to employees.
3. Audiograms will be conducted at least **annually** after obtaining the baseline audiogram for each employee exposed at or above an 8-hour time-weighted average of 85 decibels.
4. The City Clerk Assistant will maintain a record of all employee audiometric test records.
  1. Name and job classification of the employee and all recent noise assessments.
  2. Date of the audiogram.
  3. The examiner's name and noise method used.

## Hearing Protectors

The supervisory staff shall ensure the hearing protectors are worn:

1. By any employee who is subjected to sound levels equal to or exceeding an 8-hour TWA of 85 decibels.
2. By any employee who has experienced a persistent Standard Threshold Shift and who is exposed to 8-hour TWA of 85 decibels or greater.
3. By any employee who has not had an initial baseline audiogram and who is exposed to 8-hour TWA of 85 decibels or greater.

Employees will be given the opportunity to select their hearing protectors from a variety of suitable hearing protectors at no cost to them.

Employees will be held accountable for properly using and maintaining the equipment furnished.

## Employee Information and Training

Training will be provided to all employees so they acquire the understanding, knowledge, and skills necessary for the safe performance of their duties. Training will be documented and the records stored at each department.

## Record Keeping

- Noise exposure records will be retained for **two years**.
- Audiometric tests records will be retained for the duration of the affected workers' employment and available to employee upon request.

## ***RADIO HEADSETS ARE ALLOWED IN THE WORK PLACE***

The use of radio headsets will be allowed in the work place at the Safety Committees or Safety Coordinators discretion and dependent upon the work place conditions.

## Violation of Hearing Conservation Program

Employees who violate the hearing conservation program procedures will be disciplined according to the City Employee Manual. Employees will also be required to attend retraining on the procedures or policies that were violated.

To view and download the Section 1910.95 Hearing Conservation Regulations from the OSHA web site, go to: <http://www.osha.gov>

## Noise Audit Worksheet

**Location:**

--

**Last updated:**

--

**Updated by:**

--

[illegible]

Page: \_\_\_\_\_ of \_\_\_\_\_



## **AUDIOMETRIC EXAMS**

**(Hearing Tests)**

- Hearing tests will be given to any full-time permanent employees working in the Maintenance, Parks, Police, Fire or other high exposure departments.
- All hearing tests are conducted within the first year of employment to establish a baseline.
- Hearing tests may be administered every two (2) years.

### **EMPLOYEE INFORMATION**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Work Area: \_\_\_\_\_

Employee ID: \_\_\_\_\_

City, State: \_\_\_\_\_

Dealer Location: \_\_\_\_\_

#### HEARING TESTS CONDUCTED BY:

Medical Clinic Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Accredited Tester Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

- **\*\*PRE-TESTING PROCEDURES-** Employees notified they need to avoid “high” noise exposures for at least 14 hours immediately before the hearing test.
- The person doing the hearing tests will notify the employer that an employee has experienced a hearing loss of 10 decibels or more.
- Any employee who has experienced a hearing loss will receive a retest within 30 days of the first exam.
- A letter is sent to the employee within 21 days of notification of a confirmed hearing loss. [21 DAY WRITTEN NOTIFICATION]
- Hearing tests result placed in employee file for as long as employed.

#### EMPLOYEES WITH A VERIFIED HEARING LOSS:

- When hearing loss is verified the employee will be required to wear hearing protection.
- If there is another reason, other than occupational noise, which may explain an employee's hearing loss, the employee will be referred to a physician for further follow-up.

# **Blood-borne Pathogens**

## **Exposure Control Plan and Procedures**

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## **Purpose**

This policy was created to protect our employees from bloodborne pathogens while they are at work. This policy covers what occupational exposures employees may have to bloodborne pathogens and how employees will be protected from the exposures while at work. This program also serves to help the City of Carter Lake and its employees comply with Occupational Safety and Health Administration (OSHA) respiratory protection requirements as found in 29 CFR 1910.1030.

Copies of this policy will be accessible to employees at each department. Each employee potentially exposed to bloodborne pathogens will be trained on this policy.

## **Leadership and Accountability**

The Safety Committee will be responsible for annually evaluating the bloodborne pathogens policy effectiveness and selecting appropriate personal protection equipment.

Employees are accountable for the proper care, maintenance, and proper use of the personal protection equipment.

Employees should refer questions or comments about this policy to their department heads.

## **Key Definitions**

***Contaminated*** means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

***Exposure Incident*** means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties.

***Occupational Exposure*** means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

***Universal Precautions*** is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

***Work Practice Controls*** means controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

## **Employees covered**

Employees that perform tasks that meet one of the following descriptions shall be covered under this policy:

- a. Tasks that involve actual or potential for mucous membrane or skin contact with blood, body fluids or tissues.
- b. Tasks that involve no exposure to blood, bodily fluid or tissues, but employment may require exposure in an emergency.

A list of job classifications of covered employees is maintained as an appendix to this policy. The tasks that may result in occupational exposure will be included for each classification as well as the personal protective equipment that is provided to the employees.

### **Personal protective equipment**

Contaminated equipment and clothing shall be cleaned, laundered or disposed of by each department. Boots or footwear need to be thoroughly cleaned or disposed of. Employees **shall not be allowed** to take contaminated clothing home to launder.

### **Contaminated clothing and sheets shall be laundered at: Carter Lake Fire Department**

Follow the policy on cleaning and or disposing of contaminated equipment.

### **Universal precautions**

Employees will obey with the following precautions if exposed to blood or blood products:

- a. Wash hands after any potential exposures as soon as practical. Bottles of waterless hand soap or Clorox wipes may be issued to all employees working at locations without water sources.
- b. Use necessary PPE with limited exception.
- c. Use cut resistant gloves when handling contaminated sharps, glass or needles must be disposed in a puncture resistant and leak proof container with proper warning labels.
- d. Disinfect respirators after each use. **Follow manufacturers' directions on disinfecting procedures on respirators.**
- e. Employees with cuts or scrapes on their hands while preparing food must use food preparation gloves.
- f. Eating, drinking, smoking, applying makeup or handling contact lenses is prohibited in work areas where there is a reasonable likelihood of exposure.

### **Employee Information and Training**

Training will be provided to all employees so they acquire the understanding, knowledge, and skills necessary for the safe performance of their duties. Training will be documented and the records stored at each department. See IMWCA Online training Course BP09

### **Housekeeping**

All work-sites and vehicles will be maintained in a clean and sanitary condition. Each department must determine and implement an appropriate written schedule for cleaning and method of decontamination based upon the location, type of surface to be cleaned, type of soil present and tasks or procedures being performed in the area.

All contaminated equipment or locations shall be cleaned up as soon as feasible using the universal precautions. All bins, pails, cans and similar receptacles intended for reuse that have a reasonable likelihood for becoming contaminated with blood or other potentially infectious materials should be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated

immediately or as soon as possible upon visible contamination per policy and those trained in clean up procedures. Biohazard bags and containers will be provided for contaminated material disposal.

#### **Hepatitis B vaccination and post-exposure evaluation and follow-up**

Hepatitis B vaccine and vaccination series will be provided **free of charge** to all employees who have occupational exposure, including post-exposure evaluations and follow-ups for all employees who have had an exposure incident. Medical evaluations and procedures, including the Hepatitis B vaccine and vaccination series, and post-exposure evaluation and follow-up, including prophylaxis, will be performed by or under supervision of the designated physician.

Employees seeking Hepatitis B vaccinations, post-exposure review or other medical procedures under this policy shall use the following doctors or clinics:

Name of Physician	Clinic	Telephone number

Employees accepting Hepatitis B vaccinations shall complete the consent form (see page 7)

Employees declining the Hepatitis B vaccinations shall complete the declination form (see page 8)

The forms and other medical records shall be maintained in the employees' confidential medical file.

#### **Post-exposure procedures**

Employees subjected to an exposure incident **must**:

- Immediately report exposure incident to the Safety Coordinator & then the Company Nurse.
- Complete employee's incident report within 12 hours of exposure, and
- Report to the Cities designated health care provider for post exposure evaluation, care and counseling.

#### **Outside contractors**

**If Applicable, The Department Head** shall inform all contractors of the elements of this policy. Contractors must also make a copy of their bloodborne pathogens policy and their exposure control plan available to the Department Head immediately upon performing tasks for agency.

To view and download the Section 1910.1030 Blood-borne Pathogens Regulations from the OSHA web site, go to: <http://www.osha.gov>

## Bloodborne Pathogens Exposure Determination

CITY OF CARTER LAKE, IOWA

Employees under these classifications have been identified as having potential occupational exposure risks:

### **Police Department**

- Covered employees: all patrol officers, command officers, jailers, trainees and custodial staff
- Tasks: restraint of suspects, first aid/CPR, accident/crime scene investigations, housekeeping duties
- PPE: gloves (Cut resistant preferred), resuscitation masks

### **Fire Department**

- Covered employees: all firefighters, fire inspectors and command officers
- Tasks: first aid/CPR
- PPE: glove (Cut resistant preferred), resuscitation masks, resuscitation pads, Hazmat Suit, Bio Suit if needed.

### **Parks and Recreation**

- Covered employees: life guards, pool manager, policy instructors, laborers, parks supervisors, park ranger and custodial staff
- Tasks: first aid/CPR, garbage collection, housekeeping duties
- PPE: gloves (Cut resistant preferred), resuscitation masks

### **Wastewater and Water Treatment Plant**

- Covered employees: lab techs, supervisors and wastewater operators I and II
- Tasks: first aid/CPR, sewer line repair, sample collection, pump maintenance, housekeeping duties
- PPE: gloves, resuscitation masks, protective eyewear. Bio Suit and face shield depending on job duties.

### **Garbage**

- Covered employees: all route supervisors and collectors
- Task: first aid/CPR, garbage collection
- PPE: gloves (Cut resistant preferred), resuscitation masks, protective eyewear

### **Other: library, courthouses, maintenance shops**

- Covered employees: housekeeping
- Task: first aid/CPR
- PPE: gloves, protective eyewear

## Employee Consent Form

This is to certify that I, \_\_\_\_\_ have been informed of my need to take the Hepatitis B vaccination due to the exposure created by my employment.

I have read the prescribed information for the Hepatitis B vaccine and understand the usage, contraindications, precautions, adverse reactions, dosage and administration related to the vaccine.

I understand that I must have three (3) doses of the vaccine to confer immunity and that the cost of the Hepatitis B vaccine will be assumed by the employer.

I also understand that there is no guarantee that I will become immune or that I will not experience any adverse side effects from the vaccine.

**I have read this form and understand its contents; therefore, I request that the Hepatitis B vaccine be given to me.**

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Person Administering Vaccine**

\_\_\_\_\_  
**Date**

Vaccination Date	Lot Number	Site Given	By Whom	Manufacturer

## Hepatitis B Vaccination Declination form

I understand that due to my occupational exposure to blood or other potentially infectious materials that **I may be at risk** of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine at **no charge**. However, **I decline** the Hepatitis B vaccination at this time. I understand that by declining vaccination, I continue to be at risk of acquiring Hepatitis B virus infection.

If in the future, if I continue to have occupational exposure to blood or other potentially infectious materials and I want the Hepatitis B vaccination, **I can receive the series at no charge to me.**

I have read this form and understand its contents. **Employee's initials:** \_\_\_\_\_

**Employee's Name:** \_\_\_\_\_

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness Signature**

\_\_\_\_\_  
**Date**



# **Cutting, Welding and Other Hot Work Operations Program**

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**Purpose**

This program was created to ensure the safety and health of our employees while performing tasks that require the use of cutting torches and welding equipment. All procedures and policies were prepared in accordance with OSHA regulation Section 1910.251 through 255 Welding, Cutting and Brazing.

Copies of this program will be located at each work site where hot work is performed.

**Program Administrator**

The program administrator (safety committee) shall be responsible for annual review of the program. The department heads are responsible for employee training, purchase of equipment and incident reviews of injuries or illnesses involving welding, cutting or other hot work.

Employees should refer their questions about this program to their department head.

The program administrator is the Safety Committee.

**Annual review**

The program shall be evaluated each year to determine its effectiveness. *See evaluation form-page 21*

**Qualified operators**

Only qualified operators will be allowed to operate cutting and welding equipment.

**Designated Cutting and welding area**

- All cutting and welding operations will be conducted in the designated area when possible.
- Welding screens shall be provided to protect personnel from welding flash, sparks or flying slag.
- The ventilation system must be on when welding.
- Prior to beginning cutting or welding operations, the operator must conduct an inspection to ensure the following:
  - There are no flammables or combustibles are within the clear zone
  - Cutting and welding equipment is in good condition
  - A fire extinguisher is available and ready

**Cutting and welding outside of designated area**

If cutting and welding operations are necessary outside of the designated area, the following procedure must be followed:

- A supervisor must complete a pre-work inspection to ensure the following:
  - There are no flammables or combustibles are within the work zone
  - Cutting and welding equipment is in good condition
  - A fire extinguisher is available and ready
  - Floor and wall openings are covered to prevent sparks or slag from escaping
  - There is sufficient ventilation in work area
  - Screens and barriers are used to protect other workers in adjacent areas
  - A fire watch has been designated

### **Fire watch**

Fire watchers shall be required whenever welding or cutting is performed in locations where a fire might develop, or any of the following conditions exist:

- There is appreciable combustible material, in building construction or contents, closer than 35 feet to the point of operation.
- Appreciable combustibles are more than 35 feet away but are easily ignited by sparks.
- Wall or floor openings within a 35-foot radius expose combustible material in adjacent areas including concealed spaces in walls or floors.
- Combustible materials are adjacent to the opposite side of metal partitions, walls, ceilings, or roofs and are likely to be ignited by conduction or radiation.

Fire watchers shall have fire extinguishing equipment readily available and be trained in its use. They shall be familiar with facilities for sounding an alarm in the event of a fire. They shall watch for fires in all exposed areas, try to extinguish them only when obviously within the capacity of the equipment available, or otherwise sound the alarm. A fire watch shall be maintained for at least a half hour after completion of welding or cutting operations to detect and extinguish possible smoldering fires.

### **Personal protective equipment**

In accordance with Section 1910.252(b) (2), all employees involved with hot work shall be issued and required to wear appropriate personal protective equipment.

Personal protective equipment shall be inspected on a frequent basis and maintained according to the manufacturer's recommendations.

### **Lockout/tagout procedures**

If the hazard evaluation determines that lockout or tagout procedures are required to safely perform a task in a permit required space, employees shall refer to the *entity's* lockout /tagout policy for proper procedures.

### **Hazardous communications**

Material Safety Data Sheets (MSDS) shall be available for welding rods as well as for oxygen and acetylene.

### **General safety requirements**

- Welding cables and hoses are to be kept clear of passageways, ladders and stairways.
- When welding or cutting containers such as barrels or tanks, the containers are thoroughly cleaned to remove materials that, when heated, may cause fire, explosion, or release of toxic materials.
- Mechanical ventilation is provided when there is less than 10,000 cubic feet of space per welder or when the ceiling height is less than 16 feet.
- Welders are forbidden to coil or loop welding electrode cable around their body.
- Electrodes must be removed from the holders when not in use and power to welder disconnected.

### **Employee information and training**

Any employee authorized for welding and cutting operations shall receive training as required by Section 1910 Subpart Q - Welding, Cutting, and Brazing. Training will include:

- An overview of Section 1910.252- 255,
- the details of this program,
- general hazards associated with hot work in the workplace,
- the selection and use of proper personal protective equipment,
- explanation of hot work permit system,
- duties of fire watch,
- recognizing hazards
- and emergency response procedures.

The employer shall provide training so that all employees acquire the understanding, knowledge, and skills necessary for the safe performance of their duties.

### **Outside contractors**

The program administrator shall inform all contractors of the elements of this program. Contractors must also make a copy of their *Cutting, Welding and Other Hot Work Operations* program available to the program administrator. Those who fail to follow the program requirements will be asked to leave the premises. Contractors with an insufficient program will not be allowed to begin work until their program meets or exceeds the requirements of this program.

### **Violation of cutting, welding and other hot work operation program**

Employees who violate the permit required confined spaces procedures will be disciplined according to the Safety Manual. Employees will also be required to attend retraining on the procedures or policies that were violated.

## **Appendix A**

To view and download the Section 1910 Subpart Q - Welding, Cutting, and Brazing from the OSHA web site, click on the following link:

<http://www.osha.gov>

The standard and mandatory appendices will be reviewed and applied with this program.

## Sample Hot Work Permit

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Location: \_\_\_\_\_

Nature of Job: \_\_\_\_\_

The above location has been examined; the precautions checked below have been taken to prevent fire.

The supervisor must inspect the proposed work area and check precautions to prevent fire.

### General precautions

- ☐ Sprinklers and/or fire host in service
- ☐ Cutting and welding equipment in good repair
- ☐ Area supervisor notified

### Precautions within 35 feet of work

- ☐ Floors swept clean of combustibles
- ☐ Combustible floors wet down, covered with damp sand, metal, or fireproof sheets
- ☐ No combustible materials or flammable liquids
- ☐ Combustibles and flammable liquids protected with fire-proof tarpaulins or metal shields
- ☐ All wall and floor openings covered
- ☐ Fireproof tarpaulins suspended beneath work to collect sparks and protect pedestrians

### Work on walls or ceilings

- ☐ Construction is noncombustible and without combustible covering or insulation
- ☐ Combustibles are moved away from hot zone

### Work on enclosed equipment

- ☐ Equipment cleaned of all combustibles
- ☐ Containers purged of flammable vapors
- ☐ Adequate air flow through enclosed equipment to be provided while cutting and welding is done

### Fire watch

- ☐ To be provided during and for 30 minutes after operation
- ☐ Supplied with extinguishers or small hose
- ☐ Trained in use of equipment and in sounding alarms

I have personally examined the above and certify that the checked precautions have been taken.

Signed: \_\_\_\_\_ (Supervisor Performing Work)

Permit Expires on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ at \_\_\_\_: \_\_\_\_ AM/PM

### Final Check-Up

Work area and all adjacent areas to which sparks and heat might have spread (such as floors above and below and on opposite sides of walls) were inspected for at least 30 minutes after the work was completed and were found fire safe.

# Carter Lake Chain Saw Policy

## OBJECTIVE

The objective of this policy is to reduce the risk of injury or fatality from use of chain saws for felling, cutting or trimming trees or wood by City employees.

## POLICY

This policy sets forth the requirements for work with chain saws by City of Carter Lake, Iowa personnel.

## RESPONSIBILITIES

The Safety Coordinator, Department Supervisor or their designee has the primary responsibility for the development and administration of the Chain Saw Safety Program.

## CITY DEPARTMENTS

Departments have the primary responsibility for purchasing work equipment, tools and personal protective equipment that meets current recognized standards.

## DEPARTMENT SUPERVISORS or DESIGNEE

Have the primary responsibility for ensuring safe use of chain saws, tree trimming and tree removal operations including:

Conducting visual safety & hazard assessments on the operation site and relaying information to employee performing the duties.

Supplying the necessary safety equipment that is maintained and meets current standards.

Ensuring the employees are trained on this policy and procedures included in this section.

Assuring that safe work practices are utilized and prohibit the use of poor and forbidden practices by all employees.

## EMPLOYEES

Employees have the primary responsibility for following supervisory direction, abiding by prescribed work practices & this Policy, wearing appropriate personal protective equipment described in this Policy, inspecting all safety equipment and tools before and after use & reporting any scene safety, tool/equipment issues to their supervisor before or after use.

## PROCEDURES

Chain saws are among the most hazardous power tools used. The unguarded blade, difficult terrain upon which one must often work and stresses applied to the materials to be cut creates high potential hazard. The use of proper operating procedures, personal protective equipment, safeguards on saws and proper work planning and execution can greatly reduce these potential hazards. Note: safe use of a chain saw requires an alert operator. Do not operate a chain saw if feeling fatigued or are taking prescription medication or non-prescription drugs that cause drowsiness or may otherwise impair the ability to function.



### Required Saw Components

- All chains saws used by City employees or must be equipped with the following safety components:
- **Chain catcher/guard:** to prevent a broken or dislodged chain from striking the operator
- **Muffler:** to reduce engine noise
- **Hand guard:** minimizes chain saw kickback for saws placed into service before February 9, 1995  
OR
- **Chain brake:** lever to stop the chain if disengaged, for saws placed into service after February 9, 1995

**An Anti-vibration handle system** is recommended to limit ergonomic stress to the operator's hands and fingers.

### Required Personal Protective Equipment

*Minimum Personal Protective Equipment for Chainsaw Operators and Assistants on all scenes.*

**Head Protection:** Hardhats must be worn by ALL employees on scene and when operating a saw. Chain saw operators will wear hardhats during all trimming and felling operations. The hard hats must comply with ANSI standards.



**Eye and Face Protection:** Logger-type mesh screens provide adequate protection for chain-saw operation. Polycarbonate face shields & Goggles/safety glasses also provide adequate protection but have the disadvantage of fogging and becoming scratched.

**Leg Protection:** Employee who operates a chain saw must wear leg protection made of cut-resistant material (e.g. ballistic nylon, polyester, Kevlar, etc.) The leg protection must extend from the upper thigh down to the boot top and adequately cover the leg (e.g. chaps, logger or fire gear pants). NFPA or Underwriters Laboratories (UL) labels leg protection which meets cut resistance requirements. (ASTM F1414-92a)

**Foot Protection:** Employee involved in chain saw operations as an operator or a helper must wear heavy-duty steel-toe boots (ANSI Z 41-1991). Foot protection should be heavy enough to meet cut resistance requirements to allow time for operator reaction or shutoff of equipment.

**Hand Protection:** Heavy duty, nylon or Leather gloves must be used at all time operating a chain saw.

**Hearing Protection:** All employees must wear muff or plugs style ear protection that meets minimum ANSI standards for the decibels given off by the saw used. See our Hearing Protection Policy that gives our standards to follow.

## Saw Maintenance

Proper saw maintenance increases safety and productivity. Check controls, chain tension, and all bolts and handles to ensure they are functioning properly and adjusted according to the manufacturer's instructions.

Properly sharpened teeth will cut quickly, smoothly and more safely. Wear leather gloves when sharpening the saw teeth. The saw teeth can easily inflict injury. File or grind according to instructions for best performance.

Check the chain tension and lubrication system for proper function. Proper chain tension helps to ensure long chain life and safer cutting. A chain that is too loose may derail and whip dangerously. A chain that is too tight will bind and wear prematurely. All chains stretch with use and frequently need checking and readjusting. Good lubrication helps prolong chain life and maintain tension adjustment. Check the oil often and refill according to instructions. Use the bar oil recommended by the manufacturer.

Follow the manufacturer's instructions in the operator's manual when making adjustments to the chain or engine.

## Operating Procedures

**Never work alone with a chainsaw. These scenes can be dangerous.**

**Fueling:** Fuel saw outdoors. Always shut off engine and allow it to cool before fueling. Fuel the saw at least 10 feet from sources of ignition on bare earth if possible. Wipe up any spilled fuel and check for leaks especially around the cap. The chain saw must be started at least 10 feet from the fueling area. Chainsaw fuel must be stored in a 3 gallon or smaller approved (FM or UL) safety can and stored in a designated truck cabinet or safety cabinet if stored inside.

**Transporting Saw:** The chain saw should be transported in a level position with the gas cap up, the bar behind you and the muffler on the side away from you. Carrying the saw with the engine running is dangerous and should be avoided. The saw should never be carried more than 20 feet with the engine running unless the chain brake is engaged. Shut off or engage the chain brake whenever the saw is carried. Always turn off the saw before putting it down. Do not carry the saw in the passenger area of a vehicle. The saw should be transported in a case but if one is not available then keep the bar/chain in a guard.

### **Starting Saw:**

**Never “Drop Start” a Chain Saw:** This is a dangerous practice and specifically prohibited by OSHA. Always start it on the ground or on a stable surface. This is the only acceptable method for starting a chain saw.

**Ground Start:** Engage/lock the chain brake. Place the saw on the ground where good balance and secure footing can be maintained. Make sure the chain is off the ground and not touching anything. Grip the front handlebar firmly and press down. If the saw has a rear handle that is level with the ground, place toe of foot into the handle and place weight on foot. Turn the ignition on. Pull out the starter rope until resistance is felt then give a brisk, strong pull.

## Felling Trees & Cutting Materials

There are many things to do and consider before starting to cut a tree or other materials.

**Determine the fall direction.** Consider the area surroundings of all operations prior to cutting anything.

- rot or defect in the tree, material or attached objects
- leaning, strength and angles of objects and materials
- wind – will it have an effect on how and where the object will fall?
- shape and weight of limb/material
- surrounding terrain and stability of area and materials
- other trees or objects – a very dangerous hazard is made when the cut object entangles with another and does not fall completely or collapses other trees or materials
- life safety, Other workers, victims and other structures

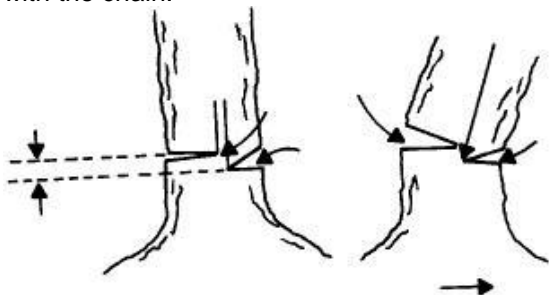
**Emergency Personal at Emergency Scenes:** All proper PPE must be worn at all times during ANY saw operations. All emergency personnel will follow this policy along with our Fire Department, County, State, Federal or NFPA training standards and procedures for saw operations and emergency scene operations.

**Identify all electrical lines in area.** If an electric power line is in the vicinity of the object, don't attempt to cut/work on the object unless you are absolutely certain that it will not interfere with the electric line. If the object must be removed and you suspect there will be a problem, call the power supplier, they have the expertise to do it safely.

**Clear the area of people and vehicles.** Keep non employees out of the work/danger zone. Generally, employees must not approach any closer than 2 tree-lengths of the trees being cut. Trees must be trimmed and felled in a manner that does not create a hazard to employees.

**Plan a safe, unobstructed path of retreat before making a cut.** The path should be at approximately a 45-90 degree angle away from the line of fall. Remove branches and debris that might be trip or fall hazards when retreating from a falling object.

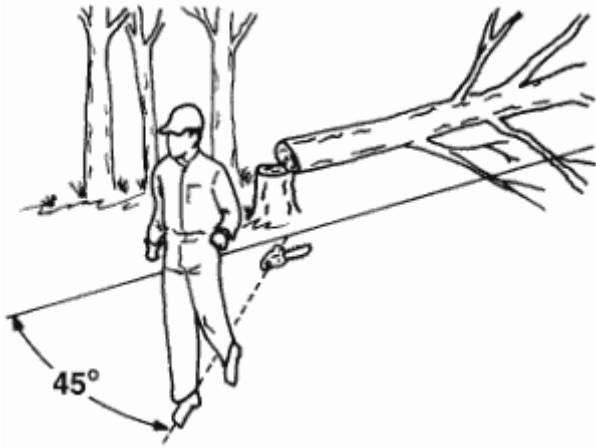
**Plan and make the cuts carefully.** Cutting must be done uphill from or on the same level as previously felled trees. Always keep in mind where the chain will go if it breaks; never position yourself or other people in line with the chain.



Smaller trees (up to a 5-inch diameter) may be cut clear through with one pass. Larger trees may require a series of cuts. Start with a 45-degree notch on the side that the tree will fall towards. Cut the bottom of the notch first, about one third of the way through the diameter. The second cut is made at a 45-degree angle that will meet the depth of the first cut. The felling cut should be made from the opposite side, about 2 inches higher than the floor of the notch. Do not cut all the way through but leave a hinge that will keep the tree from kicking back and upward as it falls. The hinge will be about 1/8 to 1/6 of the diameter where you are cutting.

**Retreat when the tree starts to fall.** Shut off the chain saw, set it down safely (don't throw it), and leave by the planned escape route. Do not return to the site until the tree is down and no longer moving. If the tree should roll, let it; one person cannot stop or control a moving tree.

If a tree happens to be so well balanced that it does not fall after a felling cut has been made, two wedges can be used to start the fall and influence its direction. Always use two wedges and a sledge that has a face 1/3 larger than the face of the wedge.



Plastic or wood wedges are safer than metal since they will not damage the saw teeth or chain. Always remove the chain saw when wedges are being driven into the cut. Strike the wedge carefully since a careless blow may cause the wedge to pop out of the cut and allow the tree to fall backward. Never use an axe as the wedge or driver. If cutting must be continued, insert the chain saw into the cut very carefully since the conditions are extremely dangerous.

Special precautions must be taken with “danger trees”. These include spring poles and hung-up trees or when any loose overhead debris is present such as limbs or tree tops that may fall at any time. Overhead debris is extremely dangerous.

Each danger tree must be felled or removed using mechanical or other techniques to minimize employee exposure before work is begun in the area of the danger tree. If the danger tree cannot be felled or removed, it must be marked and there shall be no work allowed within 2 tree-lengths of it, unless the supervisor demonstrates that a shorter distance will not create a hazard for an employee.

When cutting trees under stress, no employee other than the feller must be within 2 tree-lengths of the tree when the stress is released.

## Trimming & Cutting of Trees and Other Materials

Cutting wood, limbs, trees or other materials is very dangerous. Use two hands on the saw at all times. Never force a chain saw through a cut, if it is properly sharpened and adjusted it will cut, almost by itself. Keep in mind that the hardness of the wood or material will have a major effect on how quickly it cuts.



**Be sure that the tree or material is stable and will not move as you work.**

Examine the scene & situation at every site. Be certain that it will not bind. Cut on the opposite side of the tree trunk whenever possible, this keeps the trunk between you and the saw. Never make cuts with the saw between your legs. Don't stand on a log and saw between your feet. Emergency scenes and first responder need to use your training standard according to local, state, federal and NFPA procedures and guidelines.

**Never cut above shoulder height.**

Never stand on the downhill side when removing limbs. Always keep in mind that the tree trunk may roll as limbs are removed. Watch for limbs that may spring out when they are cut due to the released tension. These limbs can cause injury.

**Whenever possible, keep the tree limb or similar barrier between yourself and the saw blade.**

Always stand to one side of the limb you are to cut, never straddle it.

Larger limbs may require more than one cut to be removed safely. Plan the cuts so that there will be no binding. Remember that stored energy can cause a cut to pinch the blade and immobilize your saw. Wedges can be used as previously mentioned. Always plan an escape route when removing large limbs since they may roll when they become free of the tree trunk.

When cutting large limbs and the trunk of the tree into convenient lengths be sure the trunk is supported along its entire length and will not roll. Block or wedge the trunk in place, if needed. Cut downward from the top of the trunk about one-third of the diameter and then roll it over to make final cuts.

Wedges can be used to keep the cut open if the log cannot be rolled over. They must be driven with care so they will not come into contact with the chain saw. Even though this should prevent pinching, always be alert to the situation.

**Stand on uphill side when cutting because objects may roll or shift.**

If the limb, tree, or other material is inclined or supported by both ends cut downward one-third of the way and then finish by cutting upward from the underside to meet the first cut. Be careful to keep the saw out of the dirt, the teeth will throw debris and be dulled, and wear on the chain will be increased.

## Prevent Kick Back

Saw kick back is one of the primary hazards of chainsaw work. Kickback of a chainsaw is when the teeth on the chain catch on something as they rotate around the tip of the blade. The teeth may have enough force to cause the blade to kick back violently toward you, hence the term “kickback.” There are three primary situations that can cause kickback:

- When the nose of the blade strikes another object.
- Starting a bore cut improperly.
- When the blade nose or tip catches the bottom or side of a saw cut during reinsertion.



The best defense against kickback is to keep the tip guard on the chain saw. However, this does limit what you can do with the tool.

Some kickback control can be maintained by keeping a firm hold on the saw and using a saw which has a chain-brake or kickback guard.

Be alert for blade-pinching situations.

Cut branches at the base of the blade; don't saw with the tip of the blade. Use a high chain speed when reinserting the blade in a cut or removing it from a cut. Keep the saw teeth sharp so they will cut; dull teeth are more likely to cause a kickback.

**Always cut below shoulder height, otherwise the saw is difficult to control and is too close to your face.**

Helpers should never work so close to the chainsaw operator that they may be struck by the saw if it kicks back, or by an object being cut, which may spring due to stress.

# Training

Training must be provided to all personnel assigned to use or work on a crew that uses chain or other types of saws.

The training shall include:

- Safe performance of work tasks
- Safe use, operation and maintenance of chain saws and other tools used
- Review of the manufacturer's operating and maintenance instructions, warnings and precautions
- Recognition, prevention and control of other safety and health hazards that may be encountered during typical work tasks
- Reporting of irregular events, incidents, accidents, injuries or other issues with the work scene, other employees or equipment
- Reviewing this policy

Each new employee and each current employee who is required to be trained shall work under the close supervision of a designated trained & experienced person until that employee demonstrates the ability to safely perform their saw operation duties independently.

All training must be documented in writing or with individual attendance recorded. Online classes may also be used.

# **Carter Lake Fitness Center Policy and Procedures**

## **Policy Statement**

It is the policy of the City of Carter Lake to promote health and wellness while encouraging employees and their invited guests to engage in safe conduct while participating in Wellness activities and events and while utilizing our recreational/fitness facilities. Accordingly, in addition to encouraging employees and their invited guests to use good judgment, the City of Carter Lake has adopted this policy to approve rules designed to encourage safe behavior on the part of current employees and their invited guests of the Fitness Center.

## **Application of Policy**

This policy applies to all City of Carter Lake employees including the employees invited guests who utilize the recreational/fitness facility.

## **General Procedures and Responsibilities**

The City of Carter Lake will not provide professional or personnel trainers. Children under the age of 15 are not permitted to utilize fitness center. Minor children must be the biological child of the Employee bringing them. Smoking, use of tobacco products, or alcoholic beverages are not allowed in any recreational/fitness facility. Food or drinks, except water bottles, are not allowed in fitness center. Proper clothing and footwear are required at all times. No animals other than those assisting the disabled are allowed in any recreational facility.

## **Facility Usage**

All current City of Carter Lake employees and their invited guests are eligible to use the facilities per this policy.

All guests must be invited by an employee. The employee must present his/her guest at all times.

Guests of an Employee may use the recreational/fitness facilities only after reviewing and performing the following rules below.

1. Invited guests 18 years of age or older must read this policy and then sign the Cities "general release of liability" which holds the City legally harmless of any injuries, sickness or death including the City's own negligence that occurred to the guest while using this facility.
2. If the Biological invited guest is 15,16 or 17 years of age, the City employee must sign the waiver for them under employee signature accepting full and legal responsibility their biological minor guest. The invited biological guest will sign it under guests' signature. By signing, both parties understand, acknowledge and accept the signed waiver and risks involved in using these facilities.



***Participation in our Fitness Center facilities is a privilege. All members and guests who use our Fitness Center Facilities are expected to:***

- Treat the fitness center, employees and facilities with respect and respond appropriately to all reasonable employee requests.
- Act with character and courtesy while respecting the rights, welfare and dignity of all others in the Fitness Center.
- Abide by all posted rules and this policy.
- Act in a safe, courtesy and responsible manner in regards to themselves and others in the Fitness Center.
- Employee must be in the workout room at all time with all guests. If employee must leave room for any reason (like restroom break) ALL guests must stop his/her workout till the Employee returns.

The City of Carter Lake has the authority to remove or revoke anyone's facility usage for violating these standards of conduct or Fitness Center facility rules. Employees may also be subject to disciplinary action from the City.

Members or their invited guests may be subject to temporary or permanent loss of facility usage privileges for the following (but not limited to) misconduct:

1. Physical or verbal abuse, threats, intimidation, harassment, hazing, coercion and/or other conduct which threatens or endangers the health or safety of any person.
2. Unauthorized use or granting unauthorized use to another non-City employee.
3. Unauthorized Entry of non-employee without the said employee being present.
4. Disorderly or lewd conduct or behavior including disorder associated with alcohol or controlled substances.
5. Recording images either by photograph, video or digitally without knowledge of the individual being recorded.
6. Unauthorized Commercial Activity or use of the facility for personal or monetary gain, including posting, advertising, instructing by private sessions, or soliciting individuals in the Fitness Center for personal services, businesses, or agencies.
7. Use of illegal drugs or alcoholic beverages. Members demonstrating signs of any impairment will be denied access to the Fitness Center or asked to leave immediately.
8. Failure to abide by a reasonable request of City employee or Official.
9. Vandalism: Damage to or destruction of any City property or equipment.

10. Possession of firearms, explosive device, or another deadly weapon when on City premises. 911 will be called immediately and police report will be made.
11. Improper or unsafe usage of workout equipment.
12. Failure of employee or their guest to immediately report to City Staff (City Hall) or their (Department Supervisor) of any above issues or injuries to anyone using this facility.
13. Employees and guests have an obligation to assure that they are healthy enough and have the mental and physical capacity to assume the liabilities and risks of a physical working out and have had proper training for usage of general workout equipment prior to working out. It is recommended that all employees or guests consult with a doctor concerning their health and exercise needs prior to using the Cities facility.

## ***CITY OF CARTER LAKE* Fitness and Exercise Room Waiver**

### **Release of All Liability & All Claims:**

In consideration for being allowed by the City of Carter Lake, Iowa ("City"), to use its fitness equipment and exercise room I, \_\_\_\_\_, being 18 years of age or older, do hereby release, forever discharge and agree to hold harmless the City and the officers and employees thereof from any and all liability, including the City's own negligence, for claims or demands of any kind or nature for personal injury, sickness, or death, as well as property damage and expenses, which may be incurred by me while participating in the use of the equipment facilities at City Hall.

Furthermore, I hereby assume all risk of personal injury, sickness, death, damage and expense as a result of participation in the use of equipment and facilities. I understand that there are risks associated with it, both known and unknown, and I freely accept those risks. Carter Lake is not advising me on the use of said equipment and facilities and I know I should consult with a doctor concerning my health and exercise needs prior to working out at this facility.

I further hereby agree to hold harmless the City of Carter Lake, Iowa, its officers, officials, employees and agents, for any liability of above conditions sustained by said City as the result of any acts or omissions of mine, whether negligent, willful or intentional, including expenses incurred attendant thereto.

Employees signing for themselves and any of their invited guests and minor (Biological Children) on the employee signature line assumes and accepts all of the above risks, liability and conditions for their guests and minor children.

Guests (over 18 years of age) signing for themselves on the guest signature line assumes and accepts all of the above risks, liability and conditions above.

Minor guests, by signing below the minor guest acknowledges they have read this waiver and understand it and all the risks involved in using this facility.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guest or Minors Signature

\_\_\_\_\_  
Date

CITY OF CARTER LAKE, IOWA

# DRIVER & OPERATOR POLICY

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#### Purpose:

This policy was developed to assist the City of Carter Lake, Iowa with the development, training, benefit and enforcement of employees and elected officials to have a valid driving license, to not drive distracted and to get annual MVR checks.

This policy also gives facts and guidance for safe driving and safe operation rules. This policy also provides direction to employees and elected officials on ways to improve everyone's safety while driving or operating city and privately owned, rented or leased vehicles and equipment that are being used for City business purposes.

Employees and elected officials have a responsibility to follow all vehicle and equipment manufactures safety and operation recommendations, all laws and this City policy.

It is the responsibility of the City of Carter Lake to hold employees and elected officials accountable for failure to follow all vehicle and equipment manufacturers safety and operation recommendations, all laws and this policy.

## SEAT BELT Q&A and FACTS

Q: Why should my city/county or agency have a seatbelt policy?

A: Employees are the most valuable resource that any organization has. While vehicles and off-road equipment is getting more sophisticated, we still need employees to operate them. In the course of their jobs, many employees are exposed to traffic hazards that can kill or seriously injure them.

Using a seatbelt is the quickest and simplest way to protect your employees. A seatbelt policy makes it clear to an employee when they will wear seatbelts and the potential ramifications for not following the policy.

Q: We follow the state law regarding seatbelt usage.

Why do I need policy for my organization?

A: State law is a start, but it doesn't cover off-road equipment. This City believes it is a workplace safety matter so belts are to be worn at all times. State law only requires adults in front seats of on-road vehicles to be belted.

Q: Aren't municipal employees exempt from state law of seatbelt usage?

A: No, there is no exemption in Code of Iowa Sec.

321.445 in the state law for municipal employees.

Q: We stop and start a lot. Aren't we exempt from using seatbelts then?

A: No. Code of Iowa Section 321.445 states that only drivers and occupants on set routes (garbage routes, delivery and meter reading routes) which require the employees to frequently get in and out of vehicles are not required to wear seatbelts while on the route and moving less than 25 miles per hour.

Q: We drive the speed limit in town. Do we have to wear the seatbelt and why?

A: Yes. You might be going the speed limit, but the person that hits you might not. Even if both vehicles were going the speed limit, the combined force can still cause serious injury when you are thrown about the cab.

Q: I operate a slower-moving on or off-road machine.

Do I have to wear the seatbelt?

A: Yes. If the manufacturer designed the machinery with a seatbelt and roll-over system, then the designer envisioned use. We have had fatalities in this type of equipment, because the employee was thrown from the equipment and crushed or suffered serious injury by being tossed violently in the cab.

Q: Does the Occupational Safety and Health Administration (OSHA) cover seatbelts?

A: Possibly under the general duty clause or injury and death events.

Q: Our vehicles are equipped with air bags. Don't they take the place of seatbelts?

A: No, airbags are a supplemental safety feature.

They are designed to be effective only when occupants are wearing seatbelts. In reality, not wearing a seatbelt when an air bag is deployed can cause a person to be shoved around the cabin of the vehicle. This can cause significant injuries or even death.

Facts: Since 1987, IMWCA has incurred 8 fatal vehicle events. In every case the deceased employee was not wearing a seatbelt. The average cost of each claim was \$ 537,500.00. However, the biggest cost is unquantifiable in terms of the spouse, children and loved ones left behind. In the same time since 1987, there has never been a fatal vehicle accident when the employee was wearing a seatbelt.

## **DISTRACTED DRIVER/OPERATOR Q&A and FACTS**

Q: What Is distracted driving?

A: Distracted driving is any activity that diverts attention from driving, including talking or texting on your phone, eating and drinking, talking to people in your vehicle, fiddling with the stereo, entertainment or navigation system – anything that takes your attention away from the task of safe driving.

Texting is the most alarming distraction.

Sending or reading a text takes your eyes off the road for five seconds. At 55 mph, that's like driving the length of an entire football field with your eyes closed. You cannot drive safely unless the task of driving has your full attention. Any non-driving activity you engage in is a potential distraction and increases your risk of crashing.

Q: Why is distracted driving a big deal for city and county drivers?

A: Vehicle accidents are some of the most serious claims for IMWCA and its members. Distracted driving is the number one contributing factor for both on-road and off-road vehicle-related injuries including a number of fatalities.

Q: What are the most common causes of distracted driving for local government employees?

A: Generally, cell phone usage is the most common, but in Emergency Services reading computer screens is the most common distraction. Other distracting activities include eating, looking at reports, and reaching for objects on the floor or back seat and talking on the dispatch radio.

Q: Does the Occupational Safety and Health Administration (OSHA) cover incidents involving distracted driving?

A: Possibly under the general duty clause or injury and death events.

Q: Do we need a distracted driver policy if we follow state law?

A: Yes, *Code of Iowa Section 321.276* (2017) is a start. However, it doesn't cover all off-road equipment and other forms of distraction besides texting. The City however believes any distraction while driving or operating vehicles or equipment is actually a workplace safety matter therefore the City has put this policy in place to protect itself and our employees.

# **MOTOR VEHICLE RECORD CHECKS POLICY**

## **Purpose**

This policy was created to protect the City, our employees and elected officials so they can operate city, personal, rental and leased vehicles and equipment used for city business. This policy is also to assure that employees and elected officials operating these vehicles or equipment have a current and valid license and acceptable driving record. Copies of this policy and procedures will be accessible to all employees.

## **Leadership and Accountability**

The City of Carter Lake, Iowa (City Hall Administration or designee (Police Department) will be responsible for performing annual license and driving records checks on all employees and elected officials.

The Safety Committee or Safety Coordinator will be responsible for unscheduled spot checks and for the annual evaluation of this policy.

Employees and elected officials understand that failure to maintain a current and valid driver license or have an unacceptable driving record may affect their employment, duties, status or ability to drive and operate city or private owned, rented or leased vehicle or equipment used for city business. Employee form (attachment 3) will be used for disciplinary actions.

## **Policy**

It is the policy of the City of Carter Lake, Iowa that all employees and elected officials operating city or private owned, rented or leased vehicles or equipment used for city business will have annual license and record checks.



# SEATBELT, RESTRAINT and OPERATION POLICY

## **Purpose**

This policy was created to protect the safety of our employees and elected officials and their passengers while operating city or personal owned, leased or rental vehicles or equipment used for official city business. Copies of this policy and procedures will be accessible to all employees.

## **Leadership and Accountability**

The City of Carter Lake City or their designee (Mayor or Department Head) will be responsible for enforcing this policy and for employee discipline. Employee form (attachment 3) will be used for disciplinary actions. The Safety Committee and Safety Coordinator will be responsible for unscheduled spot checks and for annually evaluating this seatbelt, restraint and operation policy. Employees and elected officials are accountable for following this policy and ensuring that other occupants of the vehicles or equipment they operate abide by this policy. Employees and elected officials will also notify the department head or safety coordinator about others that are failing to follow this policy.

## **Policy**

It is the policy of the City of Carter Lake, Iowa that all employees or elected officials operating city or private owned, leased or rental vehicles and equipment for official city business will use seat belts, restraints and all applicable safety devices. This is required by this policy, state laws and manufactures seat belt, restraint and safety recommendations.

It is the responsibility of the driver or operator of the vehicle to ensure that all passengers follow this policy.

Employees driving or operating on and off-road equipment with a Rollover Protective Structure (ROPS) shall use the (ROPS) system, seat- belts, and restraints systems when operating the equipment.

Passengers, prisoners or patients under the care or custody or supervision of City departments employees must be secured at all times. If transporting in other devices but not limited to (wheel chair, child seat or ems stretcher), this said equipment must also be secured as well using state, federal, local, NFPA or manufactures recommendations prior to transport.

Police Officer exceptions: Officers operating in an undercover capacity only may be exempt only if the Officer believes that the seat belt will compromise their identity or ability to act. When arriving on emergency scenes or traffic stops, Police Officers may remove the safety device just prior to stopping for quick exit. Caution should be used to assure the violator is in fact slowing down or going to stop. This prevents becoming involved in a pursuit without the use of a seatbelt.

Employees are also prohibited from riding in or on parts of a vehicle not designed for human occupancy. This includes but is not limited to pick-up and truck boxes, fenders, steps and bumpers. This also applies to trailers, dump boxes, fork lifts or buckets.

No person shall operate or drive any vehicle or equipment in which the safety belt, restraint system or ROPS system is inoperable. The person finding the broken vehicle or equipment will report it to the applicable department head immediately and it will be placed out of service till repairs are made.

No person will modify, deactivate or otherwise tamper with any vehicle, safety equipment, seat belting, restraint, or safety systems or make repairs if not qualified to do so.

Employees or elected officials should have training on proper operation on any city owned, used, new or leased vehicle or equipment prior to using it if applicable.

Vehicles or equipment shall be operated in a manner that is not negligent, reckless or jeopardizes their own, the public, passengers or coworker's safety in accordance with all laws, city policies or manufactures recommendations.

Monthly checkoff lists for each departments vehicles and equipment must be done to assure everything is in proper and working order.

Safeguarding of vehicles and all equipment must be taken when unattended by removing ignition keys and keeping them locked.

The operator is responsible to ensure that all warning flashers, adjuncts (cones), amber and emergency vehicle lights are in working order and being used when stopped in all traveled portions of a roadway, all work zones and all emergency scenes.

Failure to comply with these rules is a violation of this City of Carter Lake safety policy, which is cause for disciplinary action up to termination.

### **Employee Information and Training**

Employees should refer questions or comments about this policy to department head or safety coordinator.

All employees will be trained on the policy. Training will be documented and stored in their training files.

# DISTRACTED DRIVING POLICY

## **Purpose:**

The purpose of this policy is to ensure the safety of employees, elected officials, passengers and individuals who drive, operate or ride in city or privately owned, rental or leased vehicles or equipment used for city business. Distracted driving is a serious safety risk, not only to the driver or operator but to other passengers, coworkers and the general public.

The City of Carter Lake requires all employees and elected officials to drive or operate all motorized vehicles and equipment in a safe and responsible manner during their city business scope of duties. In order to increase safety and eliminate unnecessary risks, the City of Carter Lake has enacted and adopted the following Distracted Driving Policy.

## **Policy:**

- Driving and Operating vehicles or equipment on City of Carter Lake business under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment.
- No person shall drive or operate vehicles or equipment for city business when their ability to do so safely has been impaired by illness, fatigue, injury, prescription or over-the-counter medication.
- Drivers and operators are prohibited from holding, dialing or reaching for a hand-held cellular radio or phone while operating a vehicle or equipment while the vehicle is in motion. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, utilizing smartphone applications, and reading or responding to emails, texts or instant messages, GPS and computer devices.
- A driver or operator is allowed to initiate, answer, or terminate a call by touching a single button on a mobile phone or headset provided it can be done while seated in a normal manner and seat-belted as required by law. Any such movement must be accomplished without removing the driver's eyes from the roadway. Hands-free technology is permissible, provided the use does not cause any distraction.
- All drivers and operators must minimize other distractions which take away from concentrating on driving, driving while distracted constitutes a hazard, and could lead to a traffic infraction. Distractions include, but are not limited to, eating, reading, talking to passengers, and performing other activities which tend to cause the driver to remove their eyes from the road or divert their attention from the task of driving or operating.
- If drivers or operators need to manually use their phones, they must stop their current activity or if driving, pull over safely and stop on the side of the road or another safe location.
- Drivers and operators of emergency services vehicles or equipment should make every attempt to only use radio communication devices when stopped or only when absolutely needed if operating or driving.

The City of Carter Lake believes this is so important that violations of this policy will be considered serious and may result in disciplinary action up to and including termination.

## DRIVER & OPERATOR POLICY ACKNOWLEDGEMENT FORM

1. I recognize and understand that safe driving and operations of all vehicles or equipment used for city business is an essential part of my duties.
2. I am committed to being a safe and defensive driver or operator at all times and will maintain a valid driver's license.
3. I will use all safety belts, restraints and ROP systems at all times
4. I will not drive or operate under the influence of OTC drugs, illegal drugs or alcohol.
5. I will not drive or operate reckless, negligently or while being distracted.
6. I have read and understand this entire policy.
7. I have read and understand the seat belt and distracted driving questions, answers and facts sheets.
8. I have read and understand the Motor Vehicle Records Check Policy.
9. I have read the Seat Belt, Restraint and Operation Policy.
10. I have read and understand the Distracted Driving Policy.
11. I am aware that failure to comply with any part this policy could lead to disciplinary action up to and including verbal, written actions, termination or transfer to a non-driving position.

**My signature below indicates that I have read, understand and will abide by this City of Carter Lakes Driver & Operators Policy. I also agree to accept the consequences of failing to follow this policy.**

---

Employee Signature

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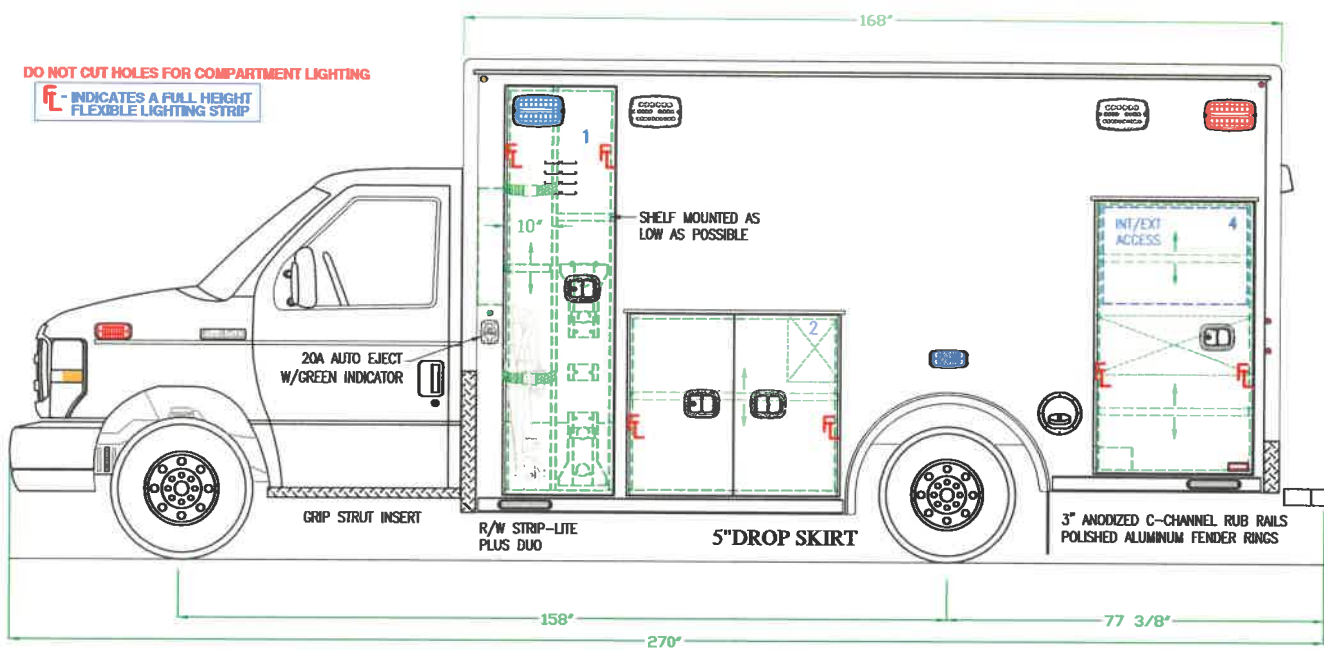
Employee Printed Name

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Date



# CARTER LAKE FIRE DEPARTMENT E-450 ULTRAMEDIC // WALK-THROUGH



DOOR NO.	INTERIOR DIMENSIONS			NOTES	NOTES:	PROPRIETARY AND CONFIDENTIAL THIS INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF ROAD RESCUE ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF ROAD RESCUE IS PROHIBITED
	HEIGHT	WIDTH	DEPTH			
1	83.00"	23.37"	22.12" TOP, 21.31" BOTTOM	FIXED DIVIDER & SHELF, O2 STORAGE	DETAILS ARE CONCEPTUAL ONLY. LAYOUT AND ALL DIMENSIONS ARE APPROXIMATE AND SUBJECT TO MODIFICATION BY DESIGN ENGINEERING.	
2	36.37"	43.87"	19.25"	(1) ADJ. SHELF		
4	55.50"	33.00"	19.25"	(2) ADJ. SHELVES, INT/EXT ACCESS		

**Road Rescue, Inc.** 2737 N. Forsyth Rd.  
Winterpark, FL 32892  
www.roadrescue.com PHONE 800-932-7077 FAX 800-513-2688

## STREETSIDE EXTERIOR DETAIL

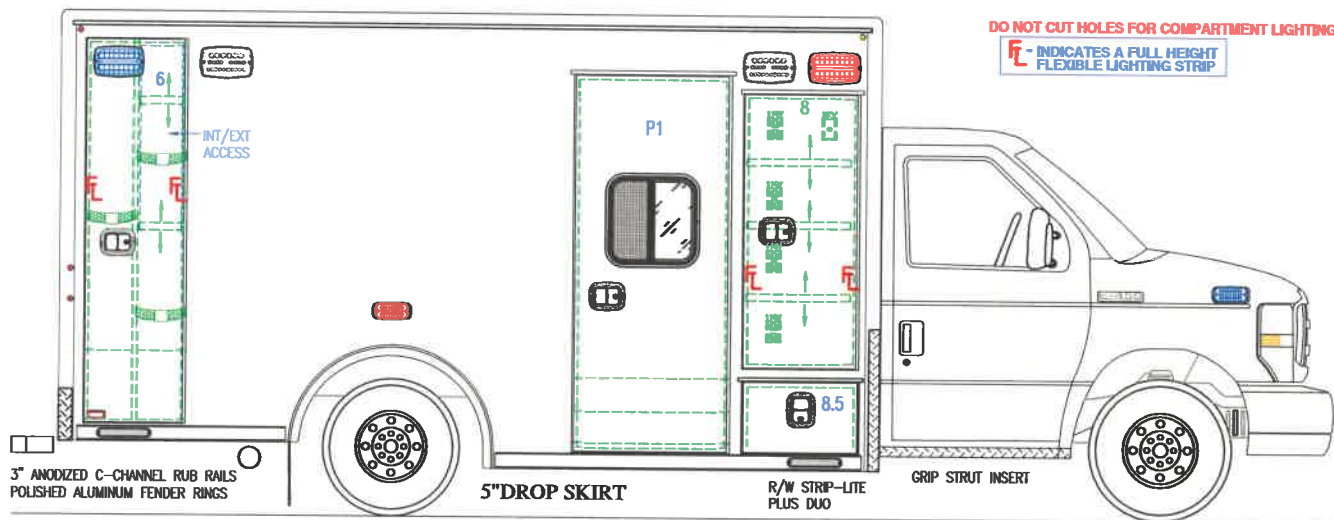
BID NUMBER

DRAWN BY RRS	DATE 02/11/2021	REVISION 1 02/23/2021	REVISION 2 06/16/2021	REVISION 3	SCALE	SHEET 1 OF 9	18649
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# CARTER LAKE FIRE DEPARTMENT E-450 ULTRAMEDIC // WALK-THROUGH



DO NOT CUT HOLES FOR COMPARTMENT LIGHTING  
FL - INDICATES A FULL HEIGHT FLEXIBLE LIGHTING STRIP

DOOR NO.	INTERIOR DIMENSIONS			NOTES	DOOR NO.	DOOR DIMENSIONS		MISC. NOTES	PROPRIETARY AND CONFIDENTIAL THIS INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF ROAD RESCUE ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF ROAD RESCUE IS PROHIBITED.
	HEIGHT	WIDTH	DEPTH			HEIGHT	WIDTH		
6	78.00"	20.75"	19.87" TOP, 19.18" BOTTOM	FIXED DIVIDER, (2) ADJ. SHELVES	8	56.31"	23.50"	RIGHT STACK/ALS ACCESS	
					P1	77.00"	30.06"	18"x18" SLIDING TINTED WINDOW	
8.5	13.75"	24.37"	20.87"	BATTERY DRAWER FOR (3) BATTERIES	DETAILS ARE CONCEPTUAL ONLY. LAYOUT AND ALL DIMENSIONS ARE APPROXIMATE AND SUBJECT TO MODIFICATION BY DESIGN ENGINEERING.				

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## CURBSIDE EXTERIOR DETAIL

BID NUMBER

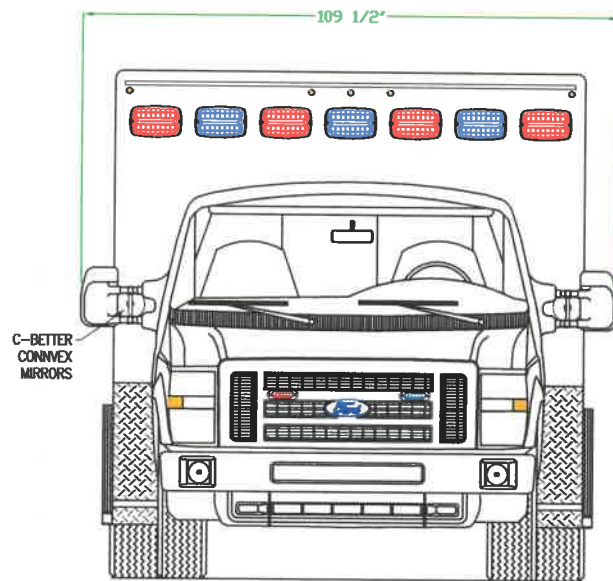
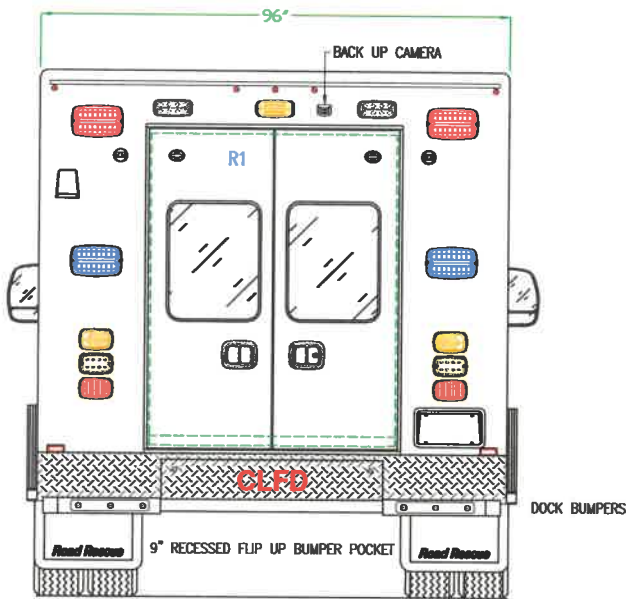
DRAWN BY RRS	DATE 02/11/2021	REVISION 1 02/23/2021	REVISION 2 06/16/2021	REVISION 3	SCALE	SHEET 2 OF 9	18649
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# CARTER LAKE FIRE DEPARTMENT E-450 ULTRAMEDIC // WALK-THROUGH



DOOR NO.	DOOR JAM OPENING		NOTES
	HEIGHT	WIDTH	
R1	61.44"	50.25"	FIXED TINTED WINDOWS 18" X 24"
NOTES:			
NOTES: DETAILS ARE CONCEPTUAL ONLY. LAYOUT AND ALL DIMENSIONS ARE APPROXIMATE AND SUBJECT TO MODIFICATION BY DESIGN ENGINEERING.			
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## FRONT & REAR EXTERIOR DETAIL

BID NUMBER

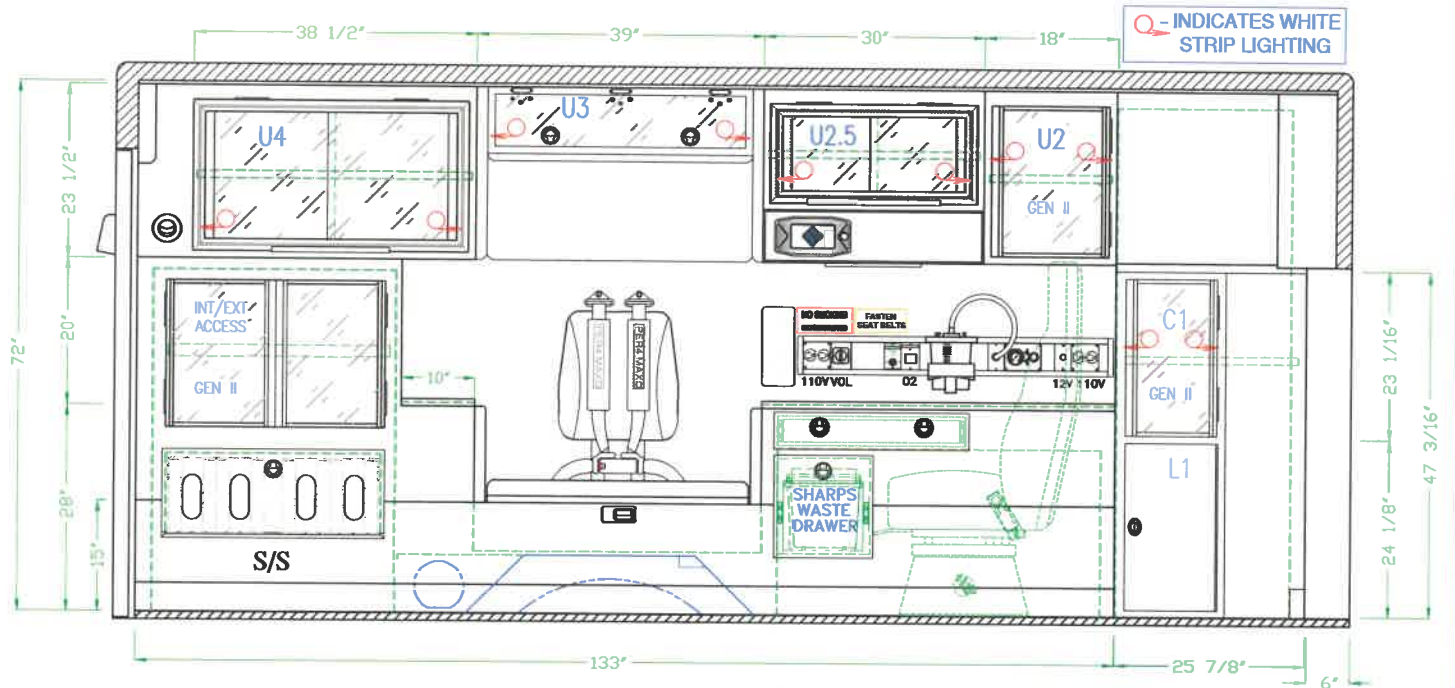
DRAWN BY	DATE	REVISION 1	REVISION 2	REVISION 3	SCALE	SHEET 3 OF 9
RRS	02/11/2021	02/23/2021	06/16/2021			

**18649**

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# CARTER LAKE FIRE DEPARTMENT E-450 ULTRAMEDIC // WALK-THROUGH



DOOR NO.	INTERIOR DIMENSIONS			NOTES	DOOR NO.	EXTERIOR DIMENSIONS			NOTES	PROPRIETARY AND CONFIDENTIAL THIS INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF ROAD RESCUE ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF ROAD RESCUE IS PROHIBITED.	
	HEIGHT	WIDTH	DEPTH			HEIGHT	WIDTH	DEPTH			
C1	21.37	25.49	15.50	GEN II OHO DOOR, (1) ADJ. SHELF	U3	9.00	39.00	12.75	FLIP UP POLY DOOR, RESTOCKING		
L1	25.05	25.49	15.50	SINGLE ALUM. DOOR	U4	23.25	38.50	15.00	SLIDING POLY DOORS, (1) ADJ. SHELF, RESTOCKING		
U2	23.25	17.75	15.00	GEN II OHO DOOR, (1) ADJ. SHELF	DETAILS ARE CONCEPTUAL ONLY. LAYOUT AND DIMENSIONS ARE APPROXIMATE AND SUBJECT TO MODIFICATION BY DESIGN ENGINEERING						
U2.5	16.00	29.75	15.00	SLIDING POLY DOORS, (1) ADJ. SHELF, RESTOCKING							

**Road Rescue, Inc.** 2337 N. Forsyth Rd.  
Winterpark, FL 32802  
www.roadrescue.com PHONE 800-932-7077 FAX 800-513-2688

## STREETSIDE INTERIOR DETAIL

BID NUMBER

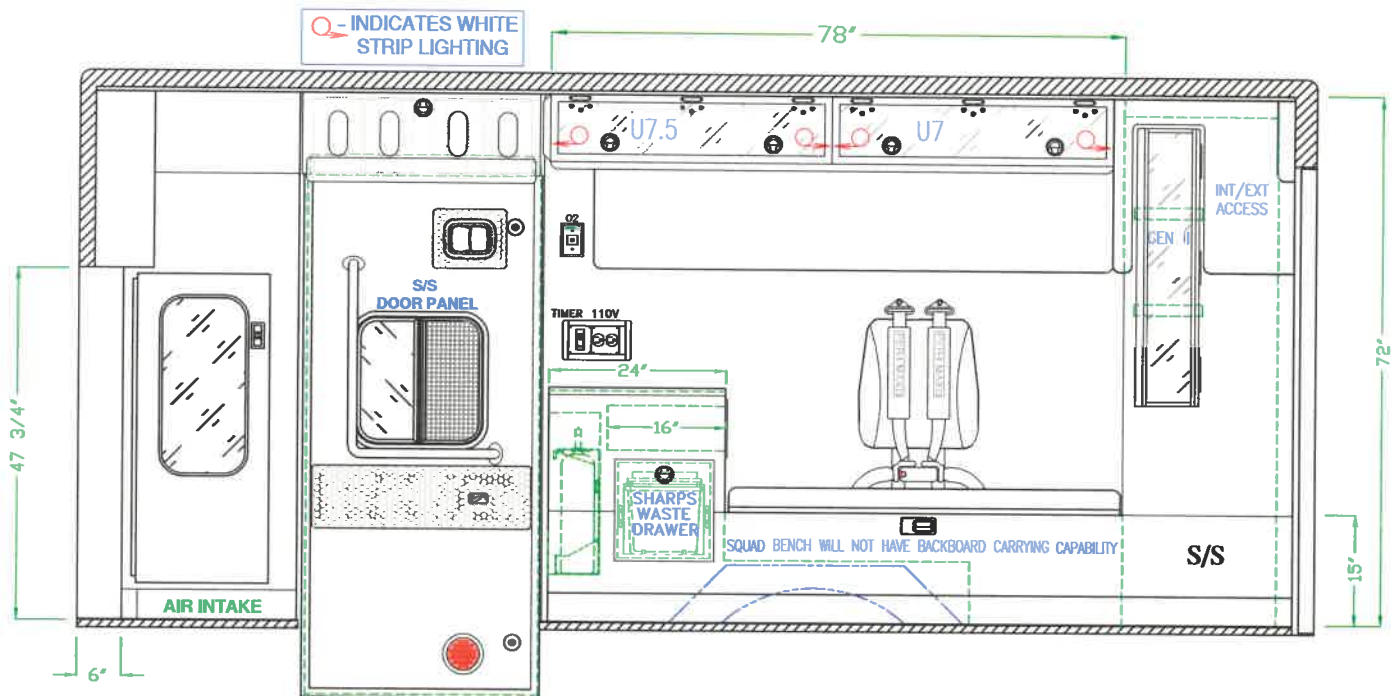
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# CARTER LAKE FIRE DEPARTMENT E-450 ULTRAMEDIC // WALK-THROUGH



DOOR NO.	INTERIOR DIMENSIONS			NOTES
	HEIGHT	WIDTH	DEPTH	
U7	9.00"	40.00"	8.50"	LIFT UP POLY DOOR, RESTOCKING
U7.5	9.00"	38.00"	8.50"	LIFT UP POLY DOOR, RESTOCKING

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DRAWN BY RRS DATE 02/11/2021 REVISION 1 02/23/2021 REVISION 2 06/16/2021 REVISION 3

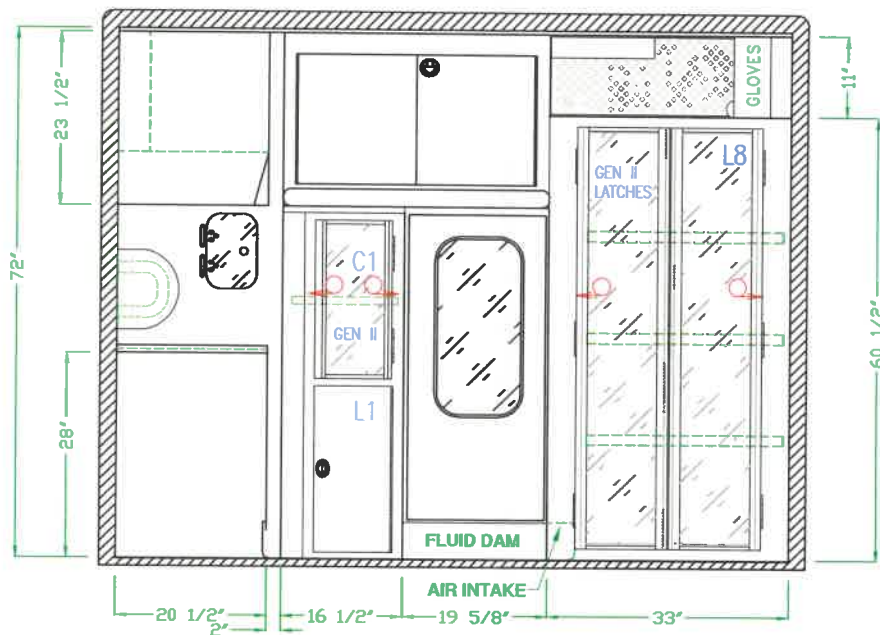
## CURBSIDE INTERIOR DETAIL

BID NUMBER  
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# CARTER LAKE FIRE DEPARTMENT E-450 ULTRAMEDIC // WALK-THROUGH



DOOR NO.	CABINET DIMENSIONS			MISC. NOTES
	HEIGHT	WIDTH	DEPTH	
L8	60.00"	28.00"	24.00"	GEN II OHD DOORS, (3) ADJ. SHELVES

NOTES:

NOTES:

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## FRONT INTERIOR DETAIL

BID NUMBER

DRAWN BY RRS DATE 02/11/2021 REVISION 1 02/23/2021 REVISION 2 06/16/2021 REVISION 3 SCALE

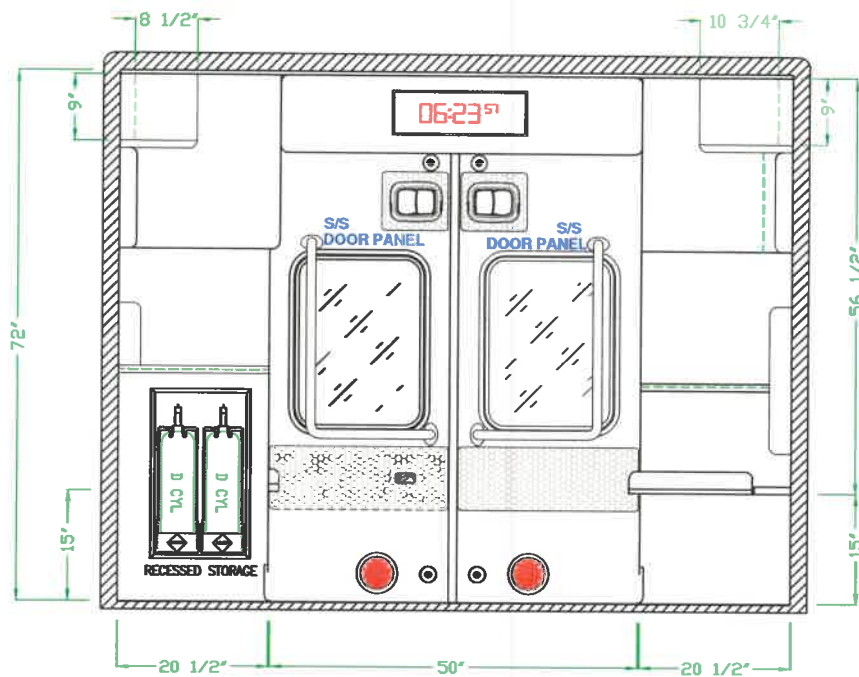
SHEET 6 OF 9

18649

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# CARTER LAKE FIRE DEPARTMENT E-450 ULTRAMEDIC // WALK-THROUGH



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Winterpark, FL 32882  
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## REAR INTERIOR DETAIL

BID NUMBER

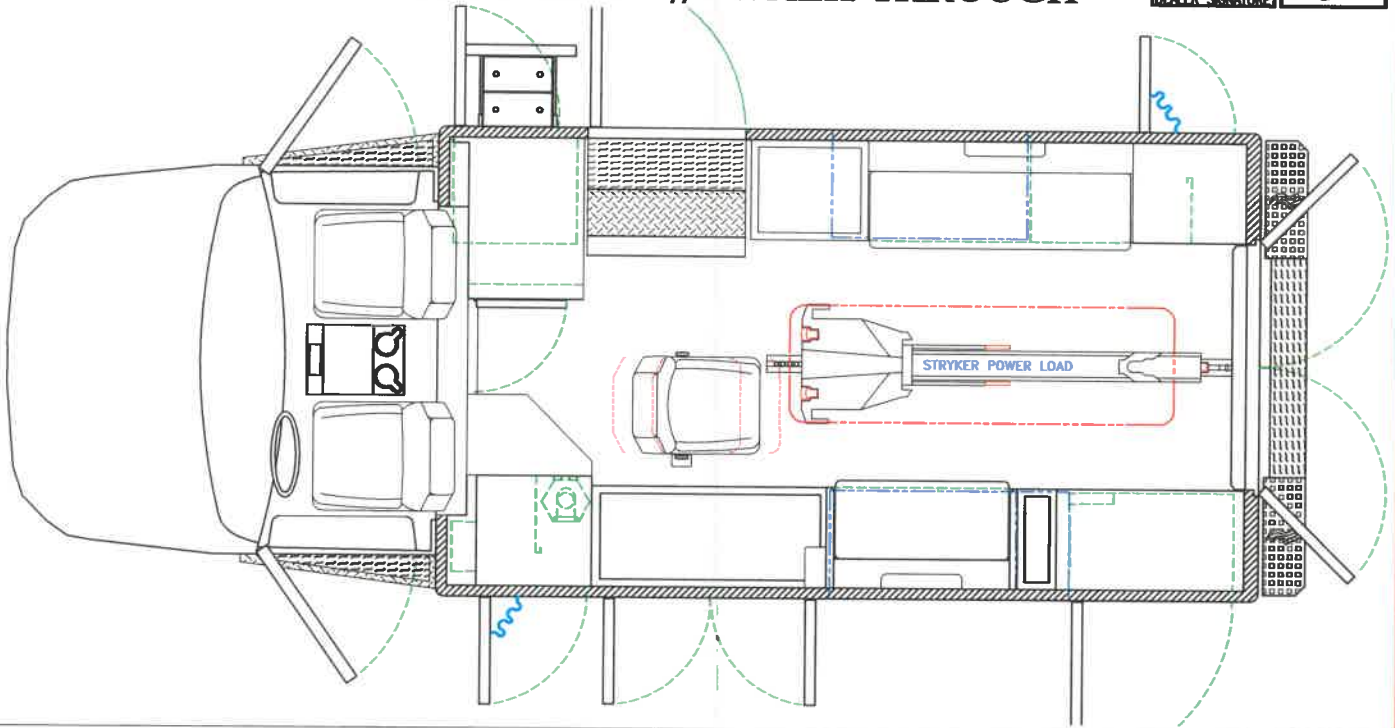
DRAWN BY RRS	DATE 02/11/2021	REVISION 1 02/23/2021	REVISION 2 06/16/2021	REVISION 3	SCALE	SHEET 7 OF 9
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18649

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# CARTER LAKE FIRE DEPARTMENT E-450 ULTRAMEDIC // WALK-THROUGH



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Winterpark, FL 32882  
www.roadrescue.com PHONE 800-932-7077 FAX 800-513-2688

## OVERHEAD FLOOR DETAIL

BID NUMBER

DRAWN BY RRS DATE 02/11/2021 REVISION 1 02/23/2021 REVISION 2 06/16/2021 REVISION 3 SCALE

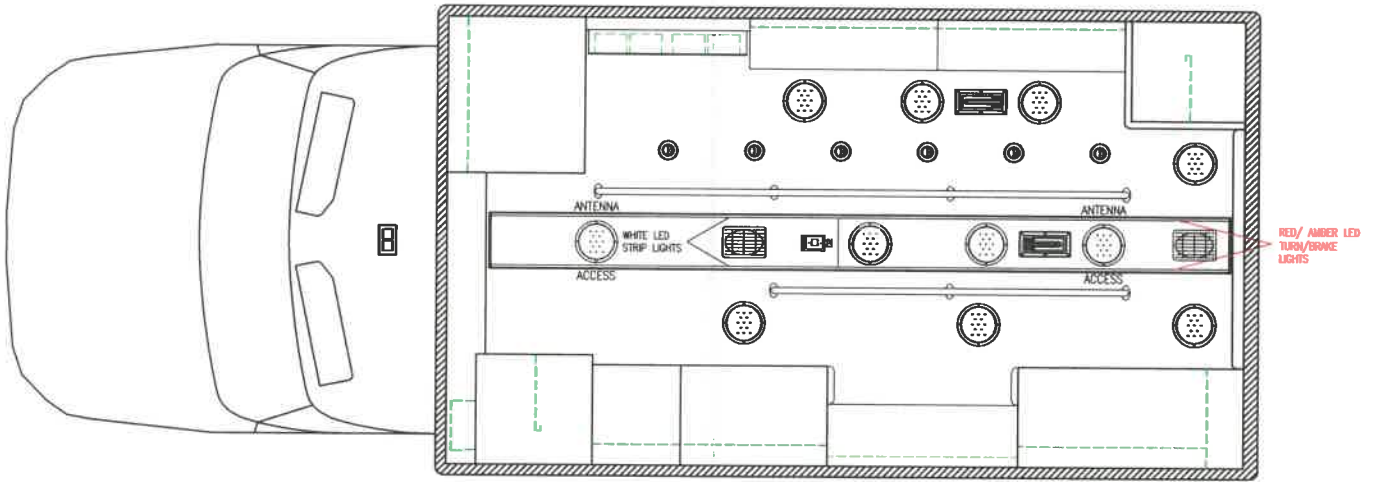
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## OVERHEAD CEILING DETAIL

BID NUMBER

DRAWN BY RRS DATE 02/11/2021 REVISION 1 02/23/2021 REVISION 2 06/16/2021 REVISION 3

SCALE

SHEET 9 OF 9

18649

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PART NO	S	DESCRIPTION	QTY
15-02-3001		RR, Pinstripe, None, Fine Line Paint Edge	1
		<b>GRAPHICS AND LETTERING</b>	1
15-03-3900		RR, Badge Logos	1
15-03-4000		RR, Logos and Model Name	1
15-03-4001		RR, Ultramedic - Black Logos	1
15-04-1010		RR, Nomenclature Plaques. UNLEADED.	1
16-01-0200		RR, Owner's Manual	1
74-09-0099	<	Indemnification Statement	1
		The purchaser agrees to defend, indemnify and hold Rev Ambulance Group harmless from any claims, costs (including actual attorneys' fees), damages and liabilities caused in whole or in part by any alteration or modification of, or changes or additions to the purchased products OR use of product for purposes it was not designed or intended for.	
		<b>== Factory Ship Loose - EMS Equipment - 1.007 05/27/21 ==</b>	1
		<b>Subtotal</b>	<b>213,300.00</b>
		Delivery	2,000.00
		Ford GPC Discount (Must have an "Active" FIN #)	-5,800.00
		Graphics Stated as an 'Allowance'	4,500.00
		<b>Total</b>	<b>214,000.00</b>

Road Rescue Ambulance



CPQ quote: QUO0000002437 Rev: 7

Date & revision: 2021-06-23 rev.5

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Curbside exterior .....	page 4
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Ceiling view .....	page 12
Front console .....	page 13
Rear consoles .....	page 14
Floor console details .....	page 15

## DISCLAIMERS

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Should there be any discrepancies between the CPQ configurator, the CPQ quote or sale sheet and these drawings; the CPQ configurator, the CPQ quote or sale sheet will take precedence. These drawings are subject to change by engineering during the construction process of the vehicle. Dimensional data for information only. The copyright of all content in these drawings is owned by Demers and/or the various manufacturers of our equipment. These drawings in part or whole cannot be changed, reproduced, stored in or transmitted onto any website or social media without the prior written consent from Demers.

## MX170E - Ford E450 Carter Lake, IA



*The Harder You Look  
The Better We Look...*



# General exterior with custom paint

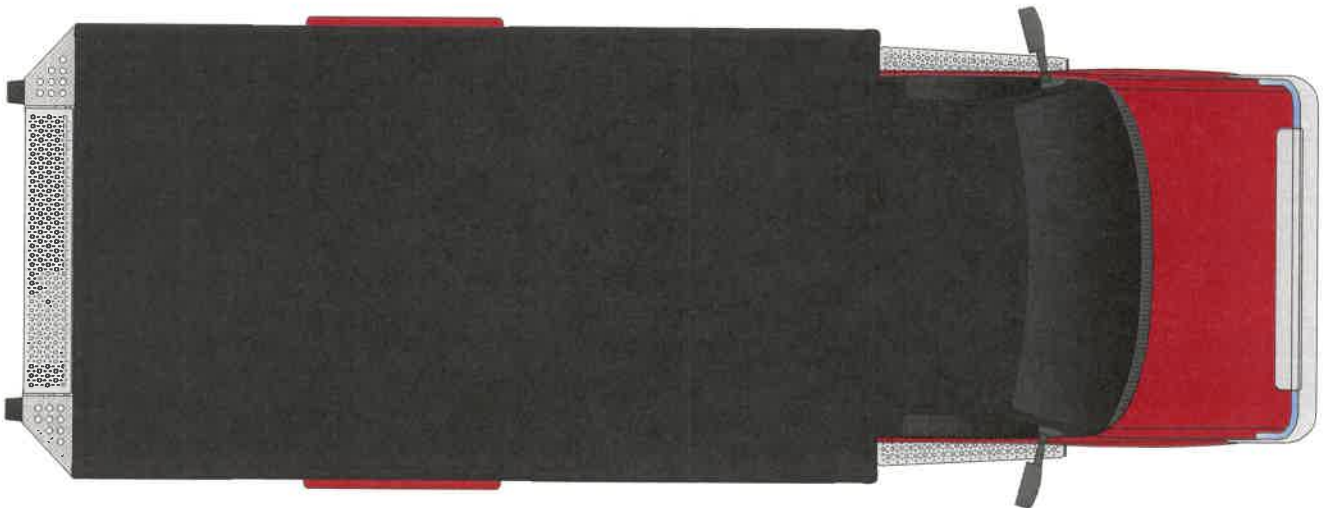
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Draftman: TT





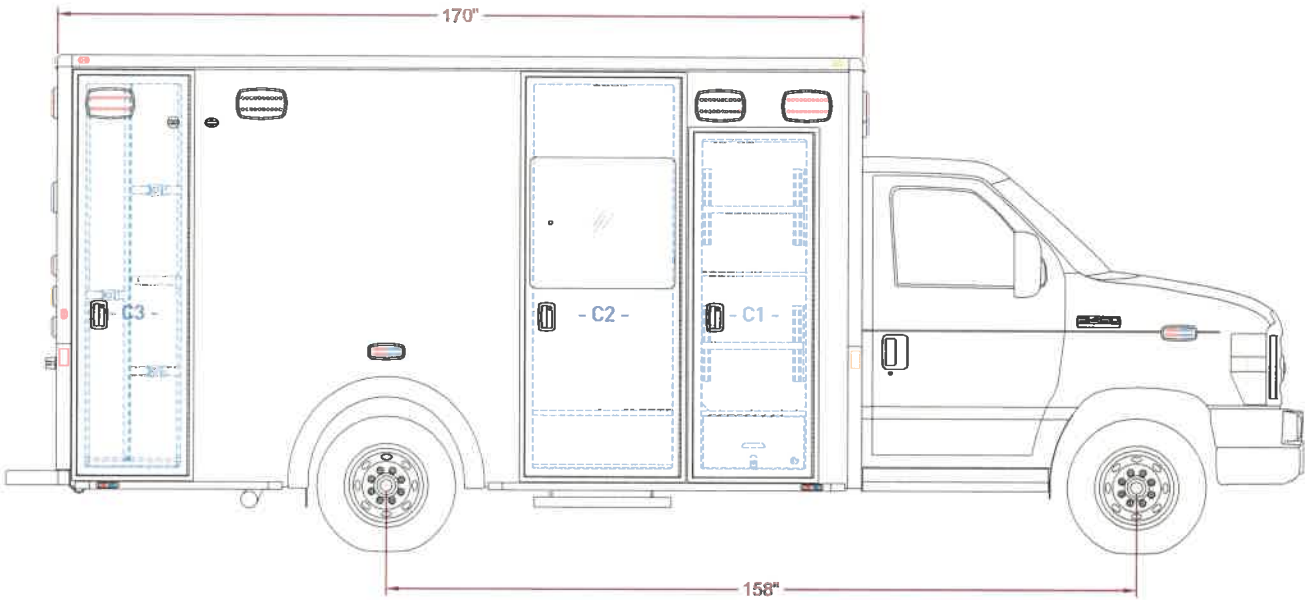
## Top exterior with custom paint

Date: 2021-06-23 revs  
Scale: 1:30  
Draftsman: JT



# Curbside exterior

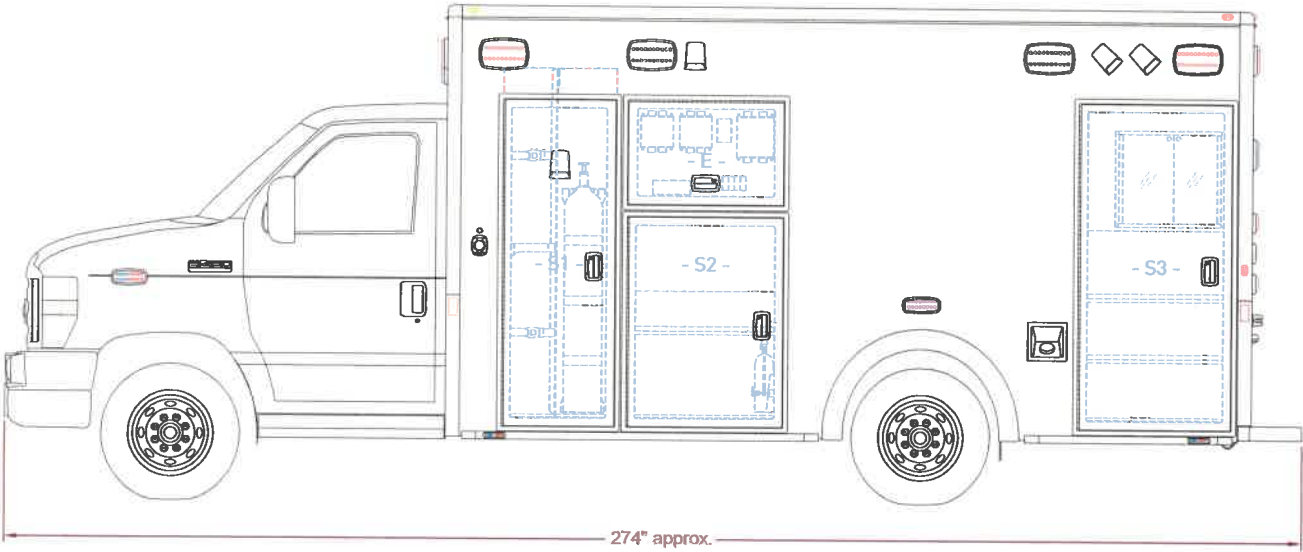
Date: 2021-06-28 rev 5  
Scale: 1:30  
Draftman: JT



Compartment	Opening L x H	Interior dimensions L x H x D
C1	21.75" x 69.50"	23.25" x 54.50" x 31.25"
C2	29.25" x 80.75"	-
C3	20.00" x 80.75"	22.75" x 80.25" x 18.75"

# Streetside exterior

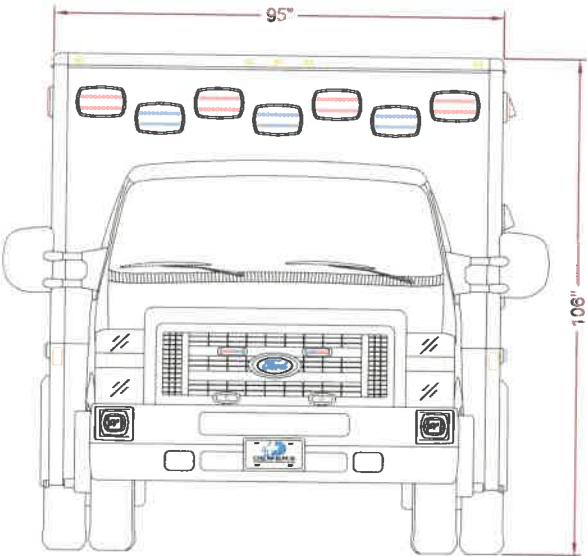
Date: 2021-06-23  
Scale: 1/30  
Draftman: TT



Compartment	Opening L x H	Interior dimensions L x H x D
S1	19.50" x 65.50"	23.50" x 74.50" x 18.50"
S2	28.75" x 41.00"	32.00" x 41.50" x 13.75"
S3	28.00" x 65.50"	31.25" x 40.25" x 16.00"
E	28.75" x 18.50"	-

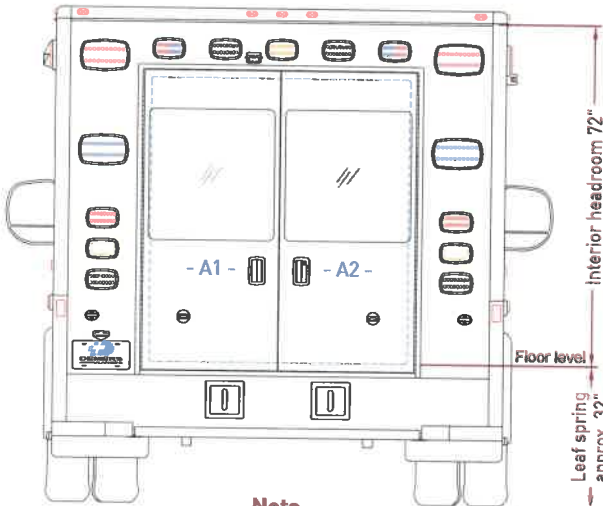
# Front & rear exterior

Date: 2021-06-23 / rev 5  
Scale: 1:30  
Draftman: TT



**Note**

The total height of the vehicle can be different according to chassis and suspensions



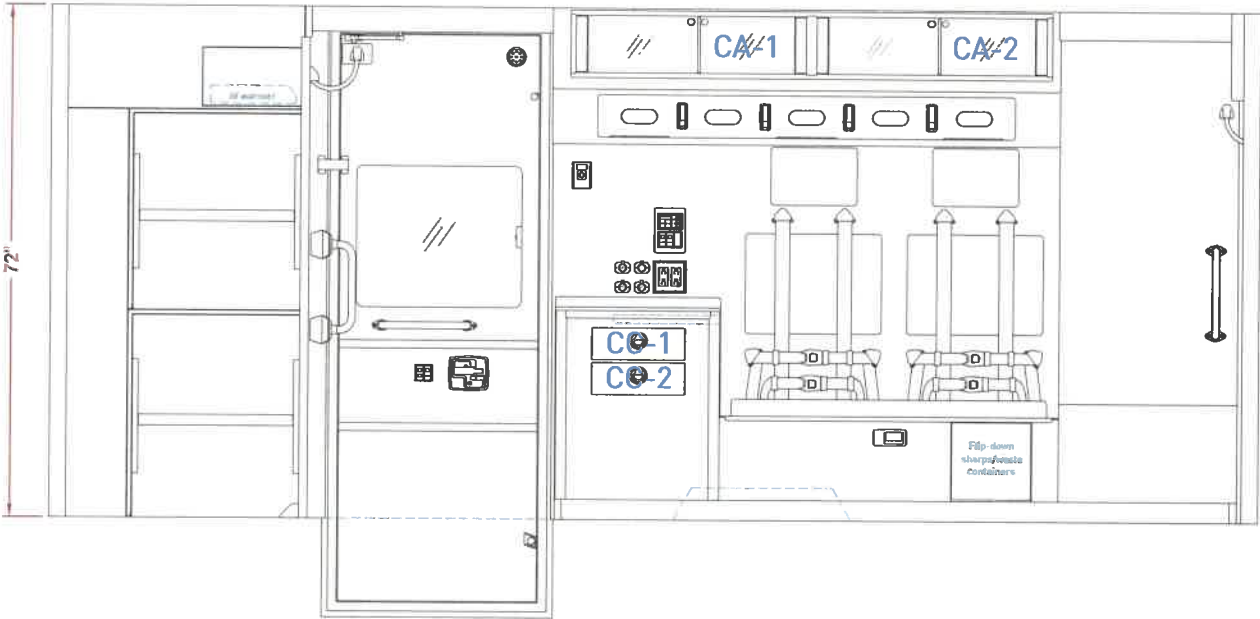
**Note**

The rear loading height of the vehicle can be different according to chassis and suspensions

Compartment	Opening L x H	Interior dimensions L x H x D
A1 & A2	54.50" x 59.75"	-

# Curbside interior wall

Date: 2021-06-23-NovE  
Scale: 1:20  
Draftman: TT



Compartment	Opening L x H	Interior dimensions L x H x D
Storage cabinet -CA-	32.25" x 8.00"	33.50" x 9.50" x 8.50"
Storage drawer -CC-	-	12.00" x 2.50" x 18.00"

# Streetside interior wall

Date: 2021-03-09 rev:1  
Scale: 1/20  
Draftman: TT



Compartment	Opening L x H	Interior dimensions L x H x D
Storage cabinet -SA-	41.50" x 16.00"	42.50" x 16.75" x 16.00"
Storage cabinet -SB-	41.50" x 16.00"	41.75" x 16.25" x 11.00"
Storage cabinet -SC-	49.00" x 19.25"	50.00" x 20.25" x 16.00"
Storage drawer -SD-	-	20.00" x 4.50" x 12.50"
Storage cabinet -SE-	16.50" x 54.25"	*25.50" x 57.25" x *15.75"

\* This dimension is the maximum

# Front interior wall

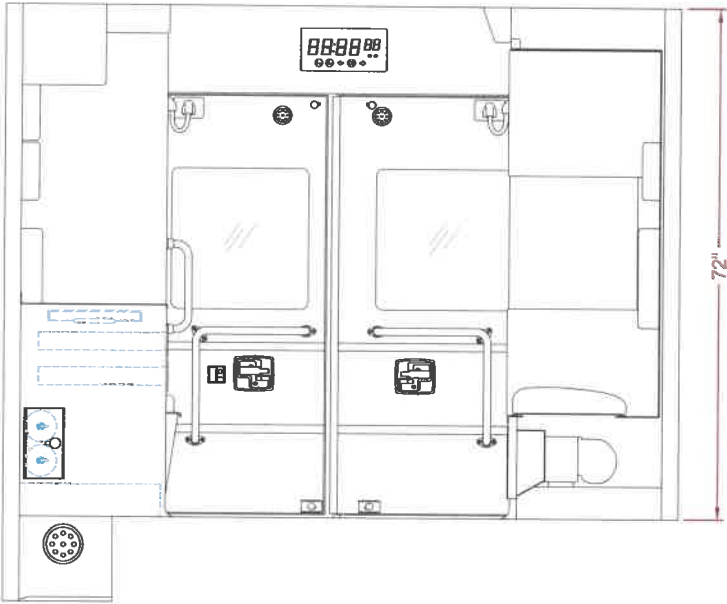
Date: 2021-06-23 rev.5  
Scale: 1/2"  
Draftman: TT



Compartment	Opening L x H	Interior dimensions L x H x D
Lodable comp. -FA-	26.00" x 8.00"	26.00" x 8.00" x 13.75"
High ALS comp. -FE-	26.00" x 26.75"	32.00" x 27.25" x 23.50"
Low ALS comp. -FF-	26.00" x 26.75"	32.00" x 28.50" x 23.50"

# Rear interior wall

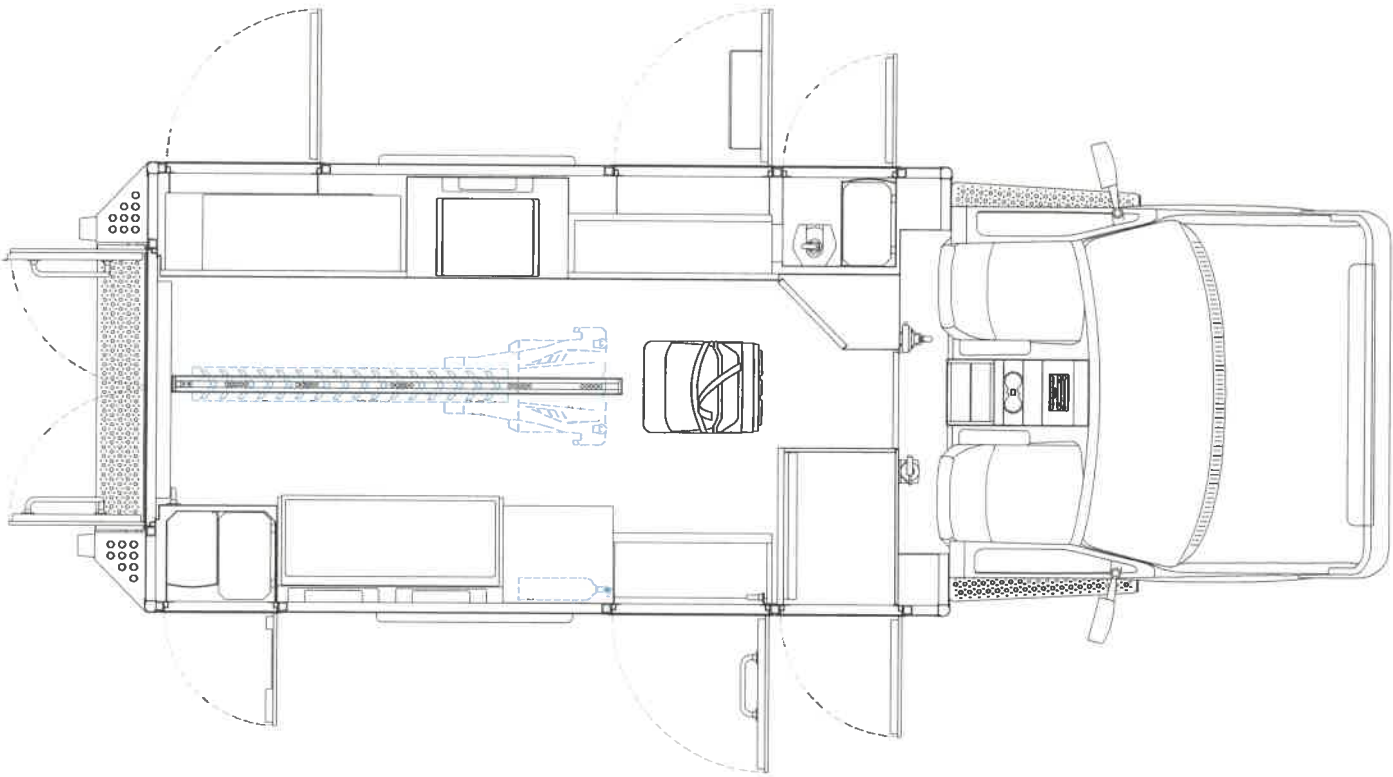
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Scale: 1/2"=1'-0"  
Draftman: JT





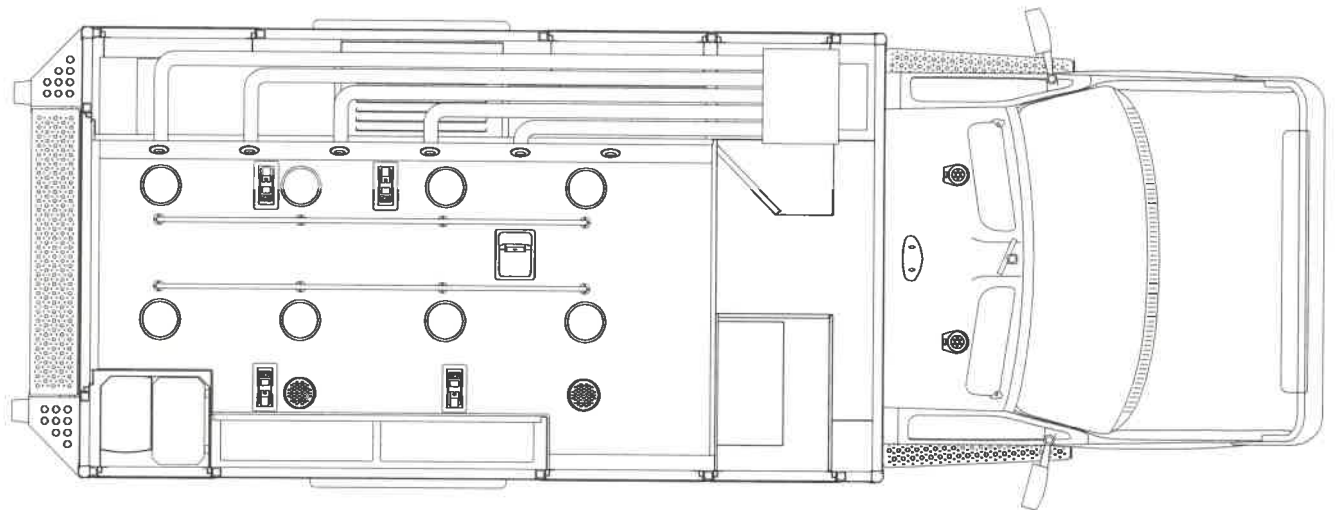
# Floor view

Date: 2021-06-23 rev 3  
Scale: 1:30  
Draftman: TT



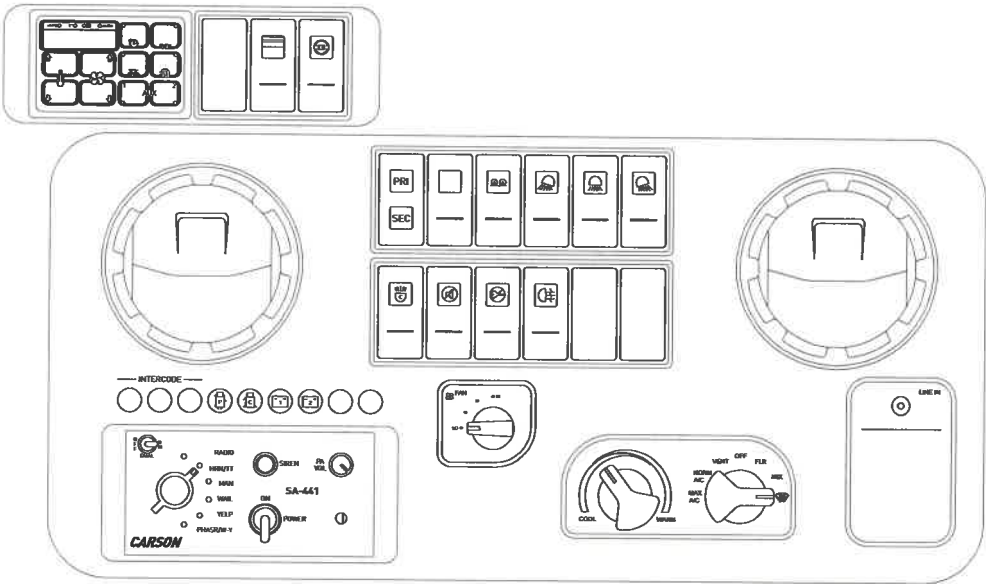
# Ceiling view

Date: 2021-06-23 rev3  
Series: /322  
Draftman: YT



# Front console

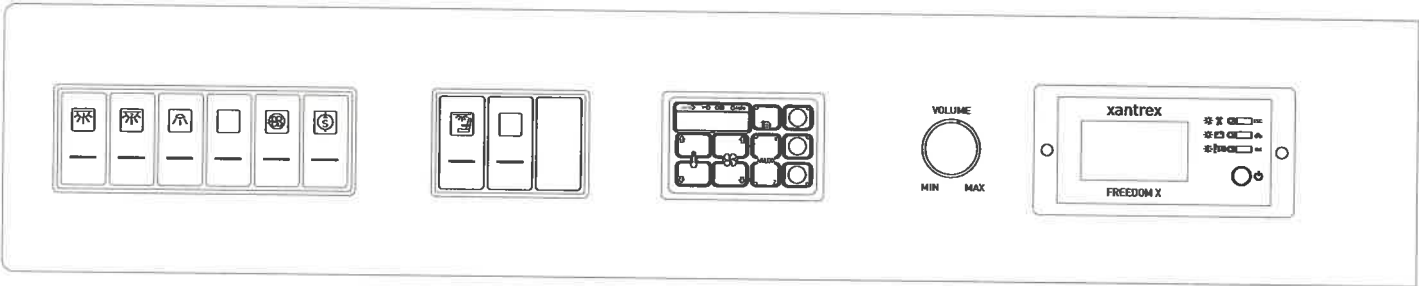
Date: 2021-06-23  
Scale: 1:3  
Draftman: TT



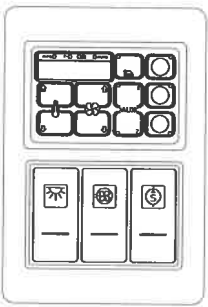
# Rear consoles

Date: 2021-06-23 HWG  
Scale: 1:3  
Draftman: TT

Streetside console



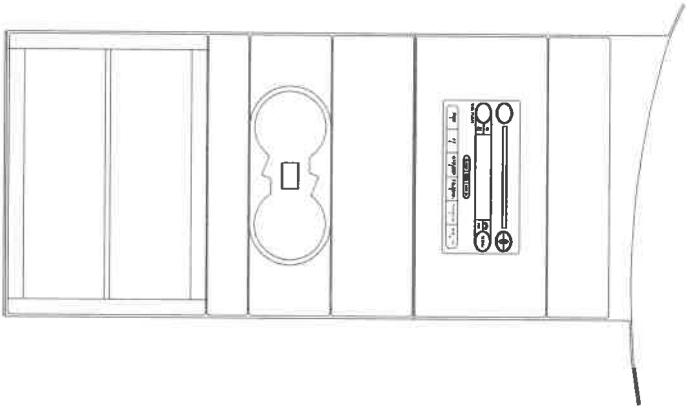
Curbside console



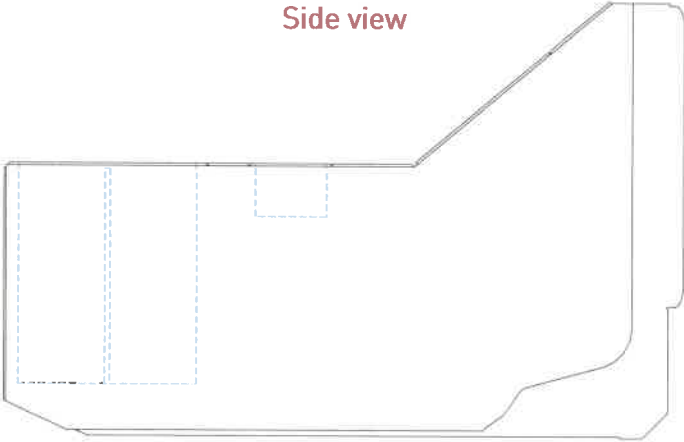
# Floor console details

Date: 2021-06-23 rev: 5  
Scale: 1/8"  
Draftman: TT

Top view



Side view





302 East 4<sup>TH</sup> Street • PO Box 218 • Snyder, NE 68664 -0218  
(402) 568-2200 • Fax (877) 568-2443 • [trucksales@danko.net](mailto:trucksales@danko.net)

## 07/19/2021

**Dear Sirs:**

One (1) Demers Type III - MX170 Ambulance installed on a Ford E-450 Regular	\$214,409.00
Cab Chassis, as per Demers specifications	
TOTAL	\$214,409.00

Two hundred fourteen thousand four hundred nine dollars and no/100-

**Terms:** To be paid in full at time of delivery in Snyder, NE.

The amount named in this proposal shall remain firm for a period of 30 days from the date of same.

**We agree to accept the above proposal**

Date:

**ORDINANCE NO. 6446**

**AN ORDINANCE TO AMEND TITLE 9 TRAFFIC OF THE 2020 MUNICIPAL CODE OF COUNCIL BLUFFS, IOWA, BY AMENDING CHAPTER 9.15 “ALL TERRAIN VEHICLES”.**

**BE IT ORDAINED  
BY THE CITY COUNCIL  
OF THE  
CITY OF COUNCIL BLUFFS, IOWA**

**SECTION 1.** That Title 9 Traffic of the of the 2020 Municipal Code of Council Bluffs, Iowa, is hereby amended by amending Chapter 9.15 “All Terrain Vehicles” as follows:

**Chapter 9.15 - ALL-TERRAIN VEHICLES**

9.15.010 Purpose Of Chapter

9.15.020 Definitions - All-Terrain Vehicles

9.15.030 Minimum Equipment Standards for Operation

9.15.040 Operating Provisions

9.15.050 Prohibited Streets/Highways; Crossing

9.15.060 Exemptions

9.15.070 Leaving Motor Running Or Keys In Ignition

9.15.080 Violation Of A "Stop" Signal

9.15.090 Penalty For Violation

**9.15.010 Purpose Of Chapter**

The purpose of this chapter is to provide reasonable rules and regulations for the maintenance and operation of all-terrain vehicles and/or off-road utility vehicles on approved roadways within the city of Council Bluffs, Iowa.

**9.15.020 Definitions - All-Terrain Vehicles**

For use within this chapter, the following words, terms and phrases are defined as follows:

All-terrain vehicle: A motorized vehicle with not less than four and not more than six Department of Transportation rated tires that is limited in engine displacement to less than one thousand cubic centimeters and in total dry weight to less than one thousand two hundred pounds and that has a seat or saddle designed to be straddled by the operator and handlebars for steering control.

Off-road utility vehicle: A motorized vehicle with not less than four and not more than eight Department of Transportation rated tires or rubberized tracks that has a seat that is of bucket or bench design, not intended to be straddled by the operator, and a steering wheel or control levers for control.

“Off-road utility vehicle” includes the following vehicles:

- A. Type 1 is defined as an off-road utility vehicle with a total dry weight of 1,250 pounds or less and a width of 50 inches or less.
- B. Type 2 is defined as an off-road utility vehicle (other than a Type 1 off-road utility vehicle), with a total dry weight of 2,000 or less and a width of 65 inches or less.
- C. Type 3 is defined as an off-road utility vehicle with a total dry weight of more than 2,000 pounds or a width of more than 65 inches, or both.

Operate: To ride in or on, other than as a passenger, use, or control the operation of an all-terrain vehicle in any manner, whether or not the all-terrain vehicle or off-road utility vehicle is moving.

Operator: A person who operates or is in actual physical control of an all-terrain vehicle or off-road utility vehicle.

Person: An individual, partnership, firm, corporation, association, any body of persons, whether incorporated or not, and the state, its agencies, and political subdivisions.

Street or highway: The entire width between property lines of every way or place of whatever nature when any part thereof is open to the use of the public, as a matter of right, for purposes of vehicular travel, except in public areas in which the boundary shall be thirty-three (33) feet each side of the center line of the roadway.

#### **9.15.030 Minimum Equipment Standards for Operation**

Each All-terrain vehicle and off-road utility vehicle shall comply with the following standards for operation:

- A. Vehicles more than 40 inches wide shall be equipped with turn signal lamps and have a manually operated switched controlled by the driver.
- B. Vehicle shall be equipped with a properly operating speedometer and odometer calibrated in miles per hour and miles respectively and shall be fully illuminated when the headlamp(s) are activated.
- C. Vehicles shall be equipped with an electrically actuated horn, and emit a sound clearly audible from a distance of 200 feet. The horn shall be actuated with a switch easily accessible to the driver when operating the vehicle.
- D. Vehicles shall be equipped with a headlamp that shall be in a plane that is perpendicular to a vertical plane through the longitudinal centerline of the vehicle. The headlamps shall be mounted not less than 24 inches, nor more than 54 inches, above the road surface when measured to the headlamp center.
- E. Vehicles shall be equipped with tail lamp or lamps mounted on the rear of the vehicle, exhibiting a red light plainly visible from a distance of 500 feet to the rear. The tail lamps shall be mounted not less than 15 inches, nor more than 72 inches, above the roadway.
- F. Vehicles shall be equipped with a stop lamp that is actuated by the brake switch to indicate braking of the vehicle.
- G. Vehicles shall be equipped with Department of Transportation rated tires which shall display the proper markings on the sidewall of the tire.
- H. Vehicles shall be equipped with a rear facing mirror and shall provide the operator with a clear view of the rear.
- I. Every all-terrain vehicle operated within city limits shall be equipped with a muffler. The muffler shall limit engine noise to not more than 86 decibels, as measured on the "A" scale of the American National Standards Institute (ANSI), incorporated, publications S1.4-1961, general purpose sound level meters, at a distance of 50 feet.

#### **9.15.040 Operating Provisions**

All operation of all-terrain vehicles and off-road utility vehicles on city streets or highways must adhere to all city, county and state regulations relating to the use of such vehicles. In addition to the provisions of Iowa Code Chapter 321 and Section 321(I), the following provisions shall apply:

- A. Every all-terrain or off-road utility vehicle operated upon streets or highways of the City of Council Bluffs shall be registered annually with the Pottawattamie County Recorder and shall be required to pay a registration fee in such amount established by the Pottawattamie County Board of Supervisors.



- B. The operator of each all-terrain or off-road utility vehicle shall be required to provide, upon request by any peace officer, proof of ownership including but not limited to bill of sale or registration. This requirement shall be satisfied if an all-terrain or off-road utility vehicle is in compliance with the registration requirements of any state within the United States of America.
- C. A person shall not operate an all-terrain or off-road utility vehicle unless the operator has a valid driver's license issued by any state within the United States of America.
- D. A person shall not operate an all-terrain or off-road utility vehicle unless the operator has proof of insurance complying with that required of an operator of a motor vehicle pursuant to applicable provisions of the Iowa Code, Rules and Regulations, including but not limited to Iowa Code Sections 321.20B and 321A.21.
- E. The operator and passengers shall wear the seatbelt or harness as so equipped by the manufacturer.
- F. A person shall not drive or operate an all-terrain or off-road utility vehicle:
  - 1. At a rate of speed greater than the posted speed limit.
  - 2. In a careless, reckless, or negligent manner so as to:
    - a. Endanger any person.
    - b. Cause injury or damage to person or property.
    - c. Create unnecessary skidding or sliding or cause any wheel or wheels to unnecessarily lose contact with the ground.
  - 3. While under the influence of intoxicating liquor or narcotics or habit-forming drugs as prescribed under Iowa Code Section 321J.
  - 4. In any City park, wildlife area, reserve, refuge, game management area, or any portion of a meandered stream, which has been identified as a navigable stream or river by rule adopted by the department and which is covered by water, except on designated riding areas and designated trails.
  - 5. Upon operating railroad right-of-way, an all-terrain or off-road utility vehicle may be driven directly across railroad right-of-way only at an established crossing and, notwithstanding any other provisions of law, may, if necessary, use the improved portion of the established crossing after yielding to all oncoming traffic. This paragraph does not apply to a law enforcement officer or railroad employee of a utility authority to enter upon the railroad right-of-way in the lawful performance of the employee's duty.
  - 6. With more persons on the vehicle than designed to be carried or seated.
  - 7. On any road, street, highway or interstate prohibited by the State of Iowa.

#### **9.15.050 Prohibited Streets/Highways; Crossing**

- A. In addition to all roads prohibited under state law, operation of all-terrain vehicles and off-road utility vehicles shall be prohibited on the following streets and/or highways:
  - 1. West Broadway, from the western city limits to 8<sup>th</sup> Street.
  - 2. E. Kaneshville Boulevard, from 8<sup>th</sup> Street to the eastern city limits.
  - 3. Highway 275.
  - 4. Highway 92.
- B. An all-terrain vehicle or off-road utility vehicles may make a direct crossing of a street or highway listed in this section, but no person shall make a direct crossing of any such street or highway with an all-terrain vehicle or off-road utility vehicles, unless:
  - 1. The crossing is made at an angle of approximately ninety (90) degrees to the direction of the highway, and at a place where no obstruction prevents a quick and safe crossing;

2. The all-terrain vehicle or off-road utility vehicle is brought to a complete stop before crossing the shoulder or main traveled way of the highway;
3. The operator of the all-terrain vehicle or off-road utility vehicle yields the right of way to all oncoming traffic which constitutes an immediate hazard; and
4. In crossing a divided highway, the crossing is made only at an intersection of such highway with another public street or highway.

#### **9.15.060 Exemptions**

The following all-terrain vehicles and off-road utility vehicles shall be exempt from registration pursuant to Iowa Code, Section 321I.9 and the requirements of this Ordinance:

- A. All-terrain or off-road utility vehicles owned by the United States, this state, or another state, or by a governmental subdivision thereof, and used for enforcement, search and rescue, or official research and studies, but not for recreational or commercial purposes.
- B. All-terrain or off-road utility vehicles used exclusively to conduct agricultural purposes and in accordance with Iowa Code Section 321.234A(1)(a).

#### **9.15.070 Leaving Motor Running Or Keys In Ignition**

It is unlawful for the owner or operator of an all-terrain vehicle to leave or allow an all-terrain vehicle or off-road utility vehicle to remain unattended on public property while the motor is running or while the keys for starting the vehicle are left in the ignition.

#### **9.15.080 Violation Of A "Stop" Signal**

A person, after having received a visual or audible signal from a peace officer to come to a stop, shall not operate an all-terrain vehicle or off-road utility vehicle in willful or wanton disregard of the signal or interfere with or endanger the officer or any other person or vehicle, or increase speed or attempt to flee or elude the officer.

#### **9.15.090 Penalty For Violation**

Any person found guilty of a violation of any of the provisions of this chapter shall, upon conviction, be subject to the penalty provisions set forth in CBMC 8.02.020. Each day that a violation is allowed to continue shall constitute a separate and distinct violation. At the discretion of the city attorney, any violation of the provisions of this chapter may be pursued as a municipal infraction according to the terms of CBMC 1.95, in lieu of criminal prosecution.

**SECTION 2. REPEALER.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**SECTION 3. SEVERABILITY CLAUSE.** If any of the provisions of this ordinance are for any reason declared illegal or void, then the lawful provisions of this ordinance which are severable from said unlawful provisions shall be and remain in full force and effect, the same as if the ordinance contained no illegal or void provisions.

**SECTION 4. EFFECTIVE DATE.** This ordinance shall be in full force and effect from and after its final passage and publication, as by law provided.

PASSED  
AND  
APPROVED

March 8, 2021.

---

MATTHEW J. WALSH

Mayor

Attest:

---

JODI QUAKENBUSH

City Clerk

First Consideration: 2-22-21  
Second Consideration: 3-8-21  
Public Hearing: 3-8-21  
Third Consideration: Waived



# CITY OF COUNCIL BLUFFS

## ATV ORDINANCE INFO

*In March of 2021, City Council passed ordinance number 6446 which authorizes all-terrain vehicles to be operated on the streets of Council Bluffs with the following exceptions and requirements.*

### All-Terrain Vehicle Requirements:

- The vehicle must have not less than 4 wheels.
- Must be equipped with DOT-approved tires. Off-road-only tires are illegal.
- Must have less than 1000 CC engine displacement.
- Type A: Dry weight must be below 1250 pounds or less width of 50 inches or less. Type B: Dry weight 2000 pounds or less and a width of 65 inches or less. Type 3: Dry weight more than 2000 pounds or a width of more than 65 inches or both.
- Must have a seat or a saddle.
- Rubberized tracks are legal.
- If the vehicle is more than 40 inches wide it must have turn signals.
- Must have a functional speedometer that will illuminate when lights are activated.
- Must have a horn that can be heard 200 feet away.
- Must have a working headlight, not less than 24 inches from the ground and not more than 54 inches from the ground.
- Must have tail lamps on the rear of the vehicle and be plainly visible at a distance of 500 feet to the rear. Must be mounted no less than 15 inches and no more than 72 inches from the ground.
- Stop lamps that are activated when the brakes are applied.
- Must have a rear-facing mirror.
- Must have a muffler that keeps the engine noise below 86 decibels at 50 feet.

### ATV Operator Requirements:

- ATV must be registered with the Pottawattamie County Recorder annually and pay a registration fee
- Any operator must be able to provide proof of ownership to any law enforcement officer
- The operator must have insurance and be able to provide proof of insurance to any law enforcement officer
- If the ATV is equipped with seatbelts or a harness it must be worn
- The ATV must comply with all traffic laws

### ATV Prohibited Streets and Areas:

- City parks, bike trails, wildlife areas, streams, or waterways except on designated riding areas
- Levee system
- All Interstate systems
- West Broadway from the city limits to 8th St
- East Kanesville from 8th St. to the eastern city limits
- Highway 275 (Veteran's Memorial Highway)
- Highway 92
- ATVs may cross these streets but must be done at approximately 90 degrees where there are no obstructions



# Carter Lake City Tagline and Logo Contest

Since several citizens have expressed a desire for a tagline and new logo that represents and promotes our City, we are sponsoring a contest. The logo winner will be recognized and awarded \$100, and \$25 will go to the winner of the tagline.

## Guidelines:

- Logo must include words "City of Carter Lake."
- Logo must be the original work of the submitter that has not been previously published.
- Logo may include 2-3 colors, but should be simple, not overly detailed, and all elements must be discernible when reproduced in smaller sizes.

## Rules and Submission Requirements:

1. The contest is open to all individuals. Minors (under the age of 18) will need parental consent to enter the contest.
2. A contestant may submit up to three entries.
3. **DEADLINE: Entries must be received by 5:00 P.M., Wednesday, July 38, 2021.**
4. Each design must reproduce well in different sizes and when printed in black and white.
5. Contestants agree that the City of Carter Lake may use their submissions and names for advertising campaigns and/or marketing materials in the future.
6. Contestants agree to assign all ownership rights, including all intellectual property rights to the City of Carter Lake, IA should their design or tagline be chosen as a winner.
7. A committee will choose a winner, but the Council may choose to keep the current logo.
8. For more information, please contact Jackie Wahl at [jacleen4849@gmail.com](mailto:jacleen4849@gmail.com) or 402-679-2116.

\*\*\*\*\*

## Submit your entry by email in jpg or tiff format, though mail, or in person at City Hall:

Jackie Carl, City Clerk  
950 E. Locust St.  
Carter Lake, IA 51510  
[Jackie.Carl@carterlake-ia.gov](mailto:Jackie.Carl@carterlake-ia.gov)

Contestant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Signature: \_\_\_\_\_

Parent/Guardian Name (if under 18): \_\_\_\_\_

Parent/Guardian Signature (if under 18): \_\_\_\_\_

Date of Submission: \_\_\_\_\_

Tagline #1: \_\_\_\_\_

Tagline #2: \_\_\_\_\_

Tagline #3: \_\_\_\_\_



PLANNING BOARD MEETING  
Monday, July 12, 2021 7:00 P.M.

Board Chair Ed Palandri opened public hearing at which time the board was accepting comments concerning proposed text amendment to the land use development ordinances for the city of Carter Lake, Iowa to the Land Use Development Ordinances adopted by the City of Carter Lake, Iowa on August 28, 2006, to rezone a portion of the C/L district and C/A district. Gundersen moved to close the hearing and Podraza seconded, approved unanimously.

Roll Call: Present: Kathy Dueling, Tim Podraza, Jay Gundersen, Ed Palandri and Drew Evers; Absent: Ray Pauly, Bill Owen. Podaraz moved to approve of the agenda, seconded by Dueling; unanimous approval; Gundersen moved to approve the consent agenda with the planning board minutes for June along with the building permit report, seconded by Evers; approved unanimously.

New Business: Ed welcomed Drew Evers Bob Horan to the Planning Board, thanked them for agreeing to be part of the board.

Board reviewed the published notice to rezone a portion of the C/L district and C/A district and moved to added additional details to paragraph #1 and #7. Gundersen moved to approve the proposed recommend to the City Council, (full text included below), seconded by Podraza; Roll Call: Yes-Evers, Gundersen, Dueling, Palandri, Podraza.

The Land Use Development Ordinances adopted by the City of Carter Lake, Iowa on August 28, 2006, shall be amended as follows:

REZONE A PORTION OF THE C/L DISTRICT AND C/A DISTRICT as described below: Beginning at the Southeastern corner of the intersection at 9th Street and Locust in Carter Lake, Iowa, continuing East to the State boundary line with Nebraska, thence in a southwesterly direction along the State boundary line with Nebraska to Avenue J in Carter Lake, Iowa, thence West to 13th Street in Carter Lake, Iowa, thence North to Wood Avenue in Carter Lake, Iowa, thence West to 9th Street in Carter Lake, Iowa, thence north to the point of beginning, known as the Southeastern corner of the intersection at 9th Street and Locust in Carter Lake, Iowa; To now be included in the C-1 Zoning District in the City of Carter Lake.

AND

Amend the approved use of C-1 District to now include warehousing (enclosed) as a Conditional Use in the C-1 Zoning District of the Unified Land Use Development Ordinances to read as follows: Warehousing (Enclosed) shall be defined as set forth on page 36, paragraph "I" of said Ordinance as applied to this use.

Minimum Terms for Conditional Use Permit:

1. As a part of the eligibility to obtain a Conditional Use Permit, at least 10% of the enclosed warehouse building space shall be exclusively designated for retail space only, as defined on page 32, paragraph "z" OF THE Unified Land Use Development Ordinances and for no other use. Said retail shall be open to and face the main public street adjacent to the front of the

building or maybe open to and face the end side of the building should a drive through lane be in use.

2. The site plan, structure, landscaping, and screening of loading docks, loading doors and other service area, shall meet all other requirements of the City of Carter Lake Zoning ordinances and the Unified Land Use Development Ordinances.

3. Compliance with the Uniform Land Development Ordinance's Section 23 Supplemental Use Regulations pertaining to Subsection 2307 "Performance Standards in Industrial Districts." The most restrictive performance standard for the both the M-1 Limited Industrial District and M-2 General Industrial District shall apply.

4. Landscaping/fencing and other means of screening of traffic circulation areas or truck and/or trailer parking areas (as defined here) will be required as is to be properly maintained to meet the screening standards of the Uniform Land Development Ordinance.

5. Landscaping/fencing and other means of screening of loading docks, loading doors and other service areas (as defined here) will be required and is to be properly maintained to meet the screening standards of the Uniform Land Development Ordinance.

6. Avenue H is designated as a Truck Route. Access to Ave H via 5th Street. Locust Street is not designated as a Truck Route. The Applicant shall consult the Chief of Police for options of truck routes.

7. The parking and storage of trucks and trailers which are not currently capable of being operated on public roadways are not allowed to be parked along or facing Locust Street.

AND

that the TABLE 4-1 "Use Matrix for C-1 type in the Code shall be amended as an approved use for "Warehousing" (enclosed) allowed through a Conditional Use permit (C) in the C-1 Zoning District.

Gundersen moved to adjourn at 7:30 p.m. seconded by Podraza; unanimous approval.

**ORDINANCE NO. 681**

**AN ORDINANCE AMENDING THE LAND USE DEVELOPMENT ORDINANCES  
ADOPTED BY THE CITY OF CARTER LAKE, IOWA ON AUGUST 28, 2006,**

**SHALL BE ENACTED BY the City Council of the City of Carter Lake, Iowa:**

Approved use in C-1 Limited Commercial District shall now include Amend the definition of 307 (a) Agricultural Sales and Services to read as follows:

Establishments or places of business engaged in sale from the premises of feed, feed supplements, grain, fertilizers, farm equipment, pesticides and similar goods or in the provision of agriculturally related services with incidental storage on lots other than where the service is rendered. Or enclosed warehousing including the storage, distribution and handling of feed and feed supplements. Typical uses include nurseries, hay, farm implement dealerships, feed and grain stores, and tree service firms.

And that the TABLE 4-1 "Use Matrix for "Ag Sales/Services" type in the Code shall be amended as an approved use that requires a Conditional Use permit (C) in the C-1 Zoning District.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Ronald Cumberledge, Mayor

ATTEST:

\_\_\_\_\_  
Jackie Carl, City Clerk



FIRST CONSIDERATION: \_\_\_\_\_

SECOND CONSIDERATION: \_\_\_\_\_

THIRD CONSIDERATION: \_\_\_\_\_

The undersigned as City Clerk of Carter Lake, Iowa does hereby certify that on \_\_\_\_\_, 2021, I posted true and exact copies of the foregoing ordinance public places to wit: City Hall, Carter Lake Senior Citizens' Center, and Owen Memorial Library all within the limits of the City of Carter Lake, Iowa.

\_\_\_\_\_  
Jackie Carl, City Clerk



**Ahlers & Cooney, P.C.**  
*Attorneys at Law*

100 Court Avenue, Suite 600  
Des Moines, Iowa 50309-2231

**Phone:** 515-243-7611

**Fax:** 515-243-2149

**[www.ahlerslaw.com](http://www.ahlerslaw.com)**

Kristine Stone

515.246.0314

[kstone@ahlerslaw.com](mailto:kstone@ahlerslaw.com)

July 14, 2021

VIA EMAIL AND U.S. MAIL

Ms. Jackie Carl  
City Clerk  
City of Carter Lake  
950 Locust Street  
Carter Lake, Iowa 51510

RE: Carter Lake Community Center Project  
**Proceedings for Hearing on Plans, Specifications, Form of Contract, Etc.**

Dear Jackie:

The proceedings to be used on the date fixed for the hearing on the proposed plans, specifications, contract, and estimated total cost of the above referenced public improvement, as well as on the date for receipt of bids and thereafter, through the final approval of the execution of the contract and contractor's bond(s), are enclosed.

It is my understanding that the City will hold the public hearing on the plans, specifications, contract, and estimated total cost of the project on July 19, 2021, but that the consideration of bids and potential award of contract has been pushed back to August 16. We have enclosed the proceedings to be used for both meetings.

Before bids are awarded, the Council must hold a hearing on the proposed plans, specifications, form of contract, and estimated total cost of the above referenced public improvement. Iowa Code § 26.12 provides that any interested person may appear and file objections to the proposed plans, specifications, contract or estimated cost of the public improvement at the public hearing. After hearing all objections the governing body must, by resolution, enter its decision on the plans, specifications, contract, and estimated cost. The enclosed proceedings have been prepared on the basis that the hearing will be held and the decision made before bids are awarded.

The enclosed proceedings have also been prepared based on the assumption that no written objections will be filed and/or that no oral objections will be made by any interested person. If, however, written objections are received and/or oral objections heard, then after considering all objections filed and/or made, if the Council decides such objections are without merit, the Council should proceed to pass the resolution adopting the plans, specifications, form

July 14, 2021

Page 2

of contract, and estimate of costs. The meeting minutes should be changed by inserting a summary of the written or oral objections made at the hearing.

If any questions arise concerning the sufficiency of the bids or the action to be taken in respect to them, the Council can adjourn the consideration of the bids within the period specified in the specifications and meet at a later date to make the award. The contract must be awarded to the lowest responsive, responsible bidder, or all bids must be rejected and a date set for a new letting.

An extra copy of the procedure is enclosed to be completed as the original and certified back to this office.

If you have any questions concerning the above procedure or any matters which may arise in connection with the hearing or bids, please contact me.

Sincerely,

AHLERS & COONEY, P.C.

By */s/ Kristine Stone*

Kristine Stone

KS:aes

Enclosures

01913561-1\16086-063

## **ITEMS TO INCLUDE ON AGENDA**

### **CITY OF CARTER LAKE, IOWA**

Construction of the Carter Lake Community Center Project.

- Resolution ratifying, confirming, and approving change in deadline for submission of bids and posting of revised Notice to Bidders
- Public hearing on the matter of the adoption of plans, specifications, form of contract and estimate of cost for the
- Resolution adopting plans, specifications, form of contract and estimate of costs.

NOTICE MUST BE GIVEN PURSUANT TO CHAPTER 21,  
CODE OF IOWA, AND THE LOCAL RULES OF THE CITY.

July 19, 2021

The City Council of the City of Carter Lake, State of Iowa, met in \_\_\_\_\_ session, in the Council Chambers, City Hall, 950 Locust Street, Carter Lake, Iowa, at 7:00 P.M., on the above date. There were present Mayor \_\_\_\_\_, in the chair, and the following named Council Members:

\_\_\_\_\_

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

Vacant: \_\_\_\_\_

\* \* \* \* \*

Council Member \_\_\_\_\_ introduced the following Resolution entitled "RESOLUTION RATIFYING, CONFIRMING, AND APPROVING THE CHANGE IN DEADLINE FOR SUBMISSION OF BIDS AND POSTING OF REVISED NOTICE TO BIDDERS FOR THE CARTER LAKE COMMUNITY CENTER PROJECT" and moved that the same be adopted. Council Member \_\_\_\_\_ seconded the motion to adopt. The roll was called and the vote was,

AYES: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

Whereupon, the Mayor declared the following Resolution duly adopted:

RESOLUTION RATIFYING, CONFIRMING, AND APPROVING THE  
CHANGE IN DEADLINE FOR SUBMISSION OF BIDS AND POSTING OF  
REVISED NOTICE TO BIDDERS FOR THE CARTER LAKE COMMUNITY  
CENTER PROJECT

WHEREAS, on June 21, 2021, the Council adopted a Resolution ordering construction of the Carter Lake Community Center Project; and

WHEREAS, pursuant to said Resolution, the City Clerk was directed to post a notice to bidders not less than thirteen clear days nor more than forty-five days prior to July 12, 2021, the date fixed for receiving bids; and

WHEREAS, the Notice to Bidders was not timely posted by the Project Engineer in a relevant contractor plan room service with statewide circulation, and the date fixed for receipt of bids was therefore delayed to July 26, 2021 so that appropriate notice could be given; and

WHEREAS, the revised Notice to Bidders for the Carter Lake Community Center Project indicating the new deadline for submission of bids was posted on July 8 and 9, 2021 in a relevant contractor plan room service with statewide circulation, in a relevant construction lead generating service with statewide circulation, and on an internet site sponsored by either the City or a statewide association that represents the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CARTER LAKE, IOWA:

Section 1. That the change in the deadline for submission of bids from July 12, 2021 to July 26, 2021 is hereby ratified, confirmed and approved.

Section 2. That the actions of the Project Engineer in changing the time and date for the receipt of bids to before 4:00 P.M. on July 26, 2021 is hereby ratified, confirmed, and approved.

Section 3. That the actions of the City Clerk in posting the revised Notice to Bidders in a relevant contractor plan room service with statewide circulation, in a relevant construction lead generating service with statewide circulation and on an internet site sponsored by either the City or a statewide association that represents the City on July 8 and 9, 2021 is hereby ratified, confirmed, and approved.

Section 4. That the form of the revised Notice to Bidders for the Carter Lake Community Center Project, and posting thereof is hereby ratified, confirmed and approved.

PASSED AND APPROVED this 19th day of July, 2021.

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Mayor

ATTEST:

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City Clerk

This being the time and place fixed for a public hearing on the matter of the adoption of plans, specifications, form of contract and estimate of cost for the construction of certain public improvements described in general as the Carter Lake Community Center Project, the Mayor called for any oral objections to the adoption of the plans, specifications, form of contract and estimate of cost. No oral objections were offered, and the Clerk reported that no written objections thereto had been filed.



Council Member \_\_\_\_\_ introduced the following Resolution entitled "RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COST FOR THE CARTER LAKE COMMUNITY CENTER PROJECT", and moved that the same be adopted. Council Member \_\_\_\_\_ seconded the motion to adopt. The roll was called, and the vote was:

AYES: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

Whereupon, the Mayor declared the following Resolution duly adopted:

RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM  
OF CONTRACT AND ESTIMATE OF COST FOR THE CARTER  
LAKE COMMUNITY CENTER PROJECT

WHEREAS, on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, plans, specifications, form of contract and estimate of cost were filed with the Clerk for the construction of certain public improvements described in general as the Carter Lake Community Center Project; and

WHEREAS, notice of hearing on plans, specifications, form of contract and estimate of cost for the public improvements was published as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CARTER LAKE, STATE OF IOWA:

Section 1. That the plans, specifications, form of contract and estimate of cost are hereby approved as the plans, specifications, form of contract and estimate of cost for the public improvements, as described in the preamble of this Resolution.

PASSED AND APPROVED this 19th day of July, 2021.

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Mayor

ATTEST:

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City Clerk

# CERTIFICATE

STATE OF IOWA )  
 ) SS  
COUNTY OF POTTAWATTAMIE )

I, the undersigned City Clerk of the City of Carter Lake, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the records of the City showing proceedings of the Council, and the same is a true and complete copy of the action taken by the Council with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and tentative agenda, a copy of which was timely served on each member of the Council and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Council pursuant to the local rules of the Council and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective City offices as indicated therein, that no Council vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the City or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand and the seal of the City hereto affixed this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

City Clerk, City of Carter Lake, State of Iowa

(SEAL)

CARTER LAKE CITY COUNCIL MEETING  
MONDAY, JUNE 21, 2021

Mayor Cumberledge opened the meeting with the public hearing on the authorization of a Loan Agreement and the issuance of Notes to evidence the obligation of the City thereunder. (Not to exceed \$2,300,000 Sewer Revenue Capital Loan Notes). After receiving no comments Gundersen moved to close hearing, seconded by Kessler; unanimously approved.

Mayor Ron Cumberledge called the meeting to order at 7:00 p.m. Roll of the council, present: Jackie Wahl, Pat Paterson, Keebie Kessler, Denise Teeple and Jason Gundersen; and city clerk Jackie Carl and city attorney Mike O'Bradovich were present.

The agenda was reviewed, upon motion duly made by Kessler, and seconded by Teeple, the agenda was approved; unanimously approved. Upon motion of Kessler seconded by Paterson, the consent agenda was approve that included claims, receipts and financial reports for May; unanimously approved.

New business: Communications from public

Paterson moved to approve request from Risa Putnam for street closure for July 4<sup>th</sup> seconded by Gundersen; unanimously approved. Teeple moved to approve request from Tiffany Peck for street closure for July 3<sup>rd</sup> 2-10 p.m., seconded by Wahl; unanimously approved. Jessica Lode appeared before the council requesting to legalize side by sides (UTVs), provided photos. The council is willing to review options and discuss at the next meeting.

Gundersen moved to approve tobacco permits, seconded by Kessler; unanimously approved. Kessler moved to approve liquor license for Jonesy's, seconded by Gundersen; unanimously approved. Gundersen moved to approve liquor license for JumpStart, seconded by Kessler; unanimously approved. Gundersen moved to approve ICAP (Iowa Community Assurance Pool) policy renewal in amount of \$95,839.00, seconded by Kessler; unanimously approved.

Mayor Ronald Cumberledge requested support from the council to appoint the following: Bill Dahlheimer to Board of Adjustments, Gundersen moved to approve, motion seconded by Kessler; unanimously approved. Appoint Drew Evers to the Planning Board, Gundersen moved, motion seconded by Kessler; Gundersen abstained from voting ; unanimously approved by the rest of the council. Kessler moved to approve Bob Rohan to Planning Board, Gundersen seconded the motion; unanimously approved. Teeple and Wahl would like to have these appointments sent to the council prior to the meeting to allow them time to review the nominations prior to voting. Gundersen moved to approve appointment to the library board are Patricia Midkiff and Delbert Settles, seconded by Kessler; unanimously approved. Gundersen moved to approve appointment to Parks and Rec Board: Keebie Kessler thru February 2022; Bob Wahl thru February 2023; Barb Hawkins thru February 2024; seconded by Wahl; unanimously approved.

Planning Board minutes were reviewed concerning recommendations for rezoning and their

hearing is set for July 12, 2021; they will have a recommendation at the July meeting.

Gundersen moved to approve resolution instituting proceedings to take additional action for the authorization of a loan agreement and the issuance of not to exceed \$2,300,000 sewer revenue capital loan notes, seconded by Kessler; unanimously approved. Kessler moved to approve resolution to approve contract and bond documents for SJ LOUIS CONSTRUCTION, INC., seconded by Gundersen; unanimously approved. Gundersen moved to approve contract with Council Bluffs schools regarding well field under community center, seconded by Kessler; unanimously approved. Gundersen moved to approve engagement agreement with Ahlers & Cooney for community center legal proceedings for \$1,800, seconded by Paterson; unanimously approved. Gundersen moved to approve resolution ordering construction of the Carter Lake Community Center Project, and fixing a date for hearing thereon and taking of bids therefor, seconded by Kessler; unanimously approved. Kessler moved to approve three year contract for audit services by Schroer Associates, Paterson seconded the motion; unanimously approved.

Resolution to approve new job descriptions, Teeple explained that the new job descriptions were prepared after the Iowa DNR issued notice that the city should hire a water distribution operator After Peoples Service cancelled their existing contract with the City. The Maintenance Superintendent and Field Lead. After a long discussion Paterson moved to approve accepting Superintendent descriptions as written with the exception of changing to report to the Mayor and not the Council, seconded by Keebie: Roll Call yes: Kessler, Gundersen, Wahl, Paterson; No-Teeple. Kessler moved to approve Field Maintenance Lead description, seconded by Paterson

Kessler moved to approve hiring Kirk Kemper as a temporary water distribution operator by affidavit from July 1<sup>st</sup> to September 30<sup>th</sup>, seconded by Teeple; unanimously approved.

Gundersen moved to approve first reading of amendment to the CL Land Development matrix and definition for the C-1 zoning district; seconded by Kessler; unanimously approved. Kessler moved to approve by-laws and constitution for the Carter Lake Fire Department, seconded by Gundersen; unanimously approved.

Gundersen moved to set wage for Randy Smith at \$17.76 for longevity seconded by Kessler; unanimously approved. Gundersen moved to set wage for Isaiah Caldwell who works in Parks Concessions at \$9.27 seconded by Kessler; unanimously approved. Gundersen moved to set wage for Izaiah Warner who works in Parks at \$11.33 seconded by Paterson; unanimously approved. Kessler moved to set wage for Lexi Phillips who works in concession at \$9.27 seconded by Gundersen; unanimously approved. Kessler moved to set wage for Treveon Hansen who works in Parks Concessions at \$9.27 seconded by Gundersen; unanimously approved.

Kessler moved to approve wage resolution for all full time and part time employees for 2021-2022 budget, Gundersen moved to second; unanimously approved.

Gundersen moved to adjourn at 8:10 p.m. seconded by Paterson; motion was approve

unanimously.

Jackie Carl  
Carter Lake City Clerk

Ron Cumberledge  
Mayor

# OVERTIME AND COMPTIME REPORT

June 11, 2021

## MAINTENANCE OVERTIME

		<u>HOURS</u>	<u>AMOUNTS</u>
JORDAN ANDREESSEN			
06/09/21		1/4	\$ 6.00
BOB MCCLOUD			
06/08/21	Jet sewer - Cachelin	2	51.00
06/10/21	Pumps	2	51.00
		<u>4</u>	<u>\$ 102.00</u>
RANDY SMITH			
06/08/21	Jet sewer - Cachelin	2	52.92
06/10/21	Pumps	2	52.92
		<u>4</u>	<u>\$ 105.84</u>
<b>TOTAL MAINT OVERTIME:</b>		<b>8 1/4</b>	<b>\$ 213.84</b>

## POLICE OVERTIME

		<u>HOURS</u>	<u>AMOUNTS</u>
GARY CHAMBERS			
05/29/21	Search warrant	1 1/2	68.11
05/30/21	Late call	1	45.41
06/02/21	Training	1/4	11.35
06/05/21	Fishing Derby	2 1/2	113.51
		<u>5 1/4</u>	<u>\$ 238.38</u>
JOSH DRISCOLL			
06/01/21	STEP	6	\$ 286.02
RYAN GONSIOR			
05/31/21	Worked holiday	10	\$ 456.00
MATT OWENS			
05/31/21	Worked Holiday	10	424.35
06/01/21	Arrest	1/4	10.34
5/29 to 6/11	1/2 hr x 6 days / Dog Maintenance	3	124.11
		<u>13 1/4</u>	<u>\$ 558.80</u>
MATTHEW SEWING			
05/31/21	Worked Holiday	10	\$ 377.40
ADAM SWINARSKI			
05/29/21	STEP	8 1/4	325.83
05/31/21	Cover shift	10	405.15
06/03/21	STEP	2 1/4	88.86
		<u>20 1/2</u>	<u>\$ 819.85</u>
<b>TOTAL POLICE OVERTIME:</b>		<b>65</b>	<b>\$ 2,736.45</b>

## PARKS DEPT OVERTIME

		<u>HOURS</u>	<u>AMOUNTS</u>
CHARLES BENNETT			
05/30/21	Park cleanup	2	37.86
06/06/21	Park cleanup	2	37.86
		<u>4</u>	<u>\$ 75.72</u>
RONNIE FISHER			
05/30/21	Park cleanup	2	54.00
06/05/21	Park cleanup	2	54.00
06/06/21	Park cleanup	2	54.00
		<u>6</u>	<u>\$ 162.00</u>
MARK MURRAY			
05/30/21	Park cleanup	2	69.36
06/05/21	Park cleanup	2	69.36
06/06/21	Park cleanup	2	69.36
		<u>6</u>	<u>\$ 208.08</u>
IZAIAH WARNER			
06/06/21	Park cleanup	2	\$ 33.99
<b>TOTAL PARKS OVERTIME:</b>		<b>18</b>	<b>\$ 479.79</b>

<b>TOTAL ALL OVERTIME:</b>	<b>91 1/4</b>	<b>\$ 3,430.08</b>
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## COMPTIME EARNED:

		<u>OT HOURS</u>	<u>COMP HRS</u>
JOSH DRISCOLL			
05/31/21	Holiday Hours	8	8
06/02/21	Range	1/4	3/8
06/05/21	Fishing Derby	2 3/4	4 1/8
		<u>11</u>	<u>12 1/2</u>

**OVERTIME AND COMPTIME REPORT**

June 11, 2021

**COMPTIME EARNED CONT.:****OT HOURS****COMP HRS****NATE BENTZINGER**

05/31/21 Holiday hours  
 06/01/21 Drive to academy  
 06/02/21 Training  
 06/04/21 Drive home from academy  
 06/06/21 Fishing Derby  
 06/07/21 Drive to academy  
 06/11/21 Drive home from academy

8  
 2  
 4  
 2  
 2  
 2  
 2  
 22

8  
 3  
 6  
 3  
 3  
 3  
 3  
 29

**RYAN GONSIOR**

05/31/21 Holiday hours  
 05/29/21 Search warrant  
 06/03/21 Cover shift

8  
 1 3/4  
 5  
 14 3/4

8  
 2 3/4  
 7 1/2  
 18 1/4

**JACOB HUSCROFT**

05/31/21 Holiday Hours

8

8

**MATTHEW SEWING**

01/01/21 Holiday Hours  
 05/29/21 Search warrant  
 06/03/21 Cover shift  
 06/06/21

8  
 2  
 4  
 1/2  
 14 1/2

8  
 3  
 6  
 3/4  
 17 3/4

**ADAM SWINARSKI**

05/29/21 Search warrant  
 05/31/21 Holiday hours  
 05/31/21 Late call  
 06/03/21 Cover shift  
 06/04/21 Late call

1 3/4  
 8  
 1/2  
 5  
 1/4  
 15 1/2

2 5/8  
 8  
 3/4  
 7 1/2  
 3/8  
 19 1/4

**TOTAL COMPTIME EARNED:****85 3/4****104 3/4****COMPTIME USED:****HOURS****JOSH DRISCOLL**

06/09/21  
 06/11/21

2  
 6  
 8

**RYAN GONSIOR**

06/10/21

5

**JACOB HUSCROFT**

05/30/21

2

**MATTHEW SEWING**

06/04/21

1/2

**TOTAL COMPTIME USED:****15 1/2****COMPTIME BALANCES:****HOURS****NATE BENTZINGER**

41

**GARY CHAMBERS**

11

**NICK DARGY**

37

**JOSH DRISCOLL**

31 1/2

**RYAN GONSIOR**

48 1/2

**JACOB HUSCROFT**

71 1/2

**ROBERT MCCLOUD**

31 1/2

**MATT OWENS**

44 3/4

**MATTHEW SEWING**

29

**ADAM SWINARSKI**

20 3/4

**TOTAL COMP BALANCES:****366 1/2****ADMIN BALANCES:****HOURS****SHAWN KANNEDY**

80



**OVERTIME AND COMPTIME REPORT**

June 25, 2021

**MAINTENANCE OVERTIME****HOURS****AMOUNTS**

JORDAN ANDREESSEN

06/25/21	Tree branches	1/4	\$ 6.00
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BOB MCCLOUD

06/16/21	Water main break	5 1/2	140.25
06/20/21	9th & K storm water	2	51.00
06/21/21	Prep for concrete	1/4	6.38
06/22/21	Patch hole 13th & Q	1/2	12.75
06/23/21	Move dirt - Shoreline	1/4	6.38
06/24/21	Gas leak / Pumpstations	4	102.00
06/24/21	Tree branches	3/4	19.13
		<u>13 1/4</u>	<u>\$ 337.88</u>

RANDY SMITH

06/24/21	Water main break	2	\$ 53.28
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**TOTAL MAINT OVERTIME:****15 1/2****\$ 397.16****POLICE OVERTIME****HOURS****AMOUNTS**

NICK DARGY

06/13/21	Early call	1/4	\$ 9.16
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MATT OWENS

06/18/21	Late calls	1	41.37
6/12 to 6/25	1/2 hr x 6 days / Dog Maintenance	3	124.11
		<u>4</u>	<u>\$ 165.48</u>

**TOTAL POLICE OVERTIME:****4 1/4****\$ 630.64****PARKS DEPT OVERTIME****HOURS****AMOUNTS**

KENDRA HOLLENBACH

06/22/21	Tournament	3	67.50
06/23/21	Tournament	5 3/4	129.38
06/24/21	Tournament	1/2	11.25
06/25/21	Tournament	2	45.00
		<u>11 1/4</u>	<u>\$ 253.13</u>

CHARLES BENNETT

06/13/21	Park cleanup	2	37.86
06/18/21	Field prep	1 3/4	33.13
06/19/21	Park cleanup	2	37.86
06/20/21	Park cleanup	2	37.86
		<u>7 3/4</u>	<u>\$ 146.71</u>

RONNIE FISHER

06/12/21	Park cleanup	2	54.00
06/13/21	Park cleanup	2	54.00
06/18/21	Field Prep	1 3/4	47.25
06/19/21	Park cleanup	2	54.00
06/20/21	Park cleanup	2	54.00
		<u>9 3/4</u>	<u>\$ 263.25</u>

MARK MURRAY

06/12/21	Park cleanup	2	69.36
06/13/21	Park cleanup	2	69.36
06/18/21	Field prep	1 3/4	60.69
06/19/21	Park cleanup	2	69.36
		<u>7 3/4</u>	<u>\$ 268.77</u>

IZAIAH WARNER

06/12/21	Park cleanup	2	33.99
06/13/21	Park cleanup	2	33.99
06/18/21	Field prep	1 1/2	25.49
06/19/21	Park cleanup	2	33.99
06/20/21	Park cleanup	2	33.99
		<u>9 1/2</u>	<u>\$ 161.45</u>

**TOTAL PARKS OVERTIME:****46****\$ 840.18****TOTAL ALL OVERTIME:****65 3/4****\$ 1,867.98**

**OVERTIME AND COMPTIME REPORT**

June 25, 2021

**COMPTIME EARNED:****OT HOURS****COMP HRS**

NATE BENTZINGER

06/14/21 Drive to academy  
 06/18/21 Drive home from academy  
 06/21/21 Drive to academy  
 06/22/21 Training  
 06/25/21 Drive home from academy

2  
2  
2  
3 1/2  
2  

---

11 1/2

3  
3  
3  
5 1/4  
3  

---

17 1/4

MATTHEW SEWING

06/18/21

1 1/4

2

ADAM SWINARSKI

06/14/21 Late call  
 06/15/21  
 06/16/21 Late call  
 06/18/21 Assist with calls and reports

1  
1/4  
1/2  
2 1/2  

---

4 1/4

1 1/2  
1/2  
3/4  
3 3/4  

---

6 1/2

**TOTAL COMPTIME EARNED:****17****25 3/4****COMPTIME USED:****HOURS**

GARY CHAMBERS

06/21/21

3

NICK DARGY

06/16/21

1

JOSH DRISCOLL

06/16/21

2

06/22/21

1

---

3

RYAN GONSIOR

06/13/21

1

06/16/21

1 1/2

06/17/21

1

---

3 1/2

JACOB HUSCROFT

06/16/21

3/4

MATT OWENS

06/23/21

2

**TOTAL COMPTIME USED:****13 1/4****COMPTIME BALANCES:****HOURS**

NATE BENTZINGER

58 1/4

GARY CHAMBERS

8

NICK DARGY

36

JOSH DRISCOLL

28 1/2

RYAN GONSIOR

45

JACOB HUSCROFT

70 3/4

ROBERT MCCLOUD

31 1/2

MATT OWENS

42 3/4

MATTHEW SEWING

31

ADAM SWINARSKI

27 1/4

**TOTAL COMP BALANCES:****379****ADMIN BALANCES:****HOURS**

SHAWN KANNEDY

80

Library Board Meeting  
Brooks-Fennell Multi-Purpose Room  
Monday, June 28, 2021  
6:00 p.m.

Attendees: Patti Midkiff, Bonnie Freeman, Viki Hawkins, Donna Callender, Jo Chullino and Delbert Settles.  
Library Director Theresa Hawkins and Assistant Director Genevieve Hawkins. Absent: Bob Zagozda.  
Patti called the meeting to order.

Minutes: Bonnie made the motion to accept the minutes of the March 2021 meeting. Jo seconded. Motion passed.

Financial Report: Viki made the motion to approve the April and May city financial reports. Bonnie seconded. Motion passed.

Action on Bills: Board approved to pay Andre's Pro Cleaning invoice for \$1,500.00 which included window cleaning for \$300.00. Donna made the motion to pay Andre's Pro Cleaning quarterly. Jo seconded. Motion passed. Delbert and Donna approved submitted bills.

Librarian' Report: Viki made the motion to accept the report. Bonnie seconded. Motion passed.

April Circulation

Magazine/Newspaper Circulation	25
Reference Questions	32
WIFI Usage	117
Computer Usage	64
Tech Help	6
New Cards	Adult – 3 Juvenile - 1
Patron Count	535
Circulation	385
Fontenelle Forest Pass	1
Lauritzen Garden Pass	1
Coffee Club	3 meetings/29Adults
Grab & Go	19 (Pre-school Story time)
Makerspace	2
Multi-Purpose Meetings	3 meetings/33 Adults

May Circulation/Revenue Reports

Magazine/Newspaper Circulation	31
Reference Questions	23
WIFI Usage	95
Computer Usage	60
Tech Help	21
New Cards	Adult – 2 Juvenile - 1
Patron Count	571
Circulation	530
Fontenelle Forest Pass	3
Lauritzen Garden Pass	3
Coffee Club	3 meetings/31Adults
Grab & Go	13 (Pre-school Story time)
Multi-Purpose Meetings	2 meetings/6 Adults

There are 41 registered participants in the Summer Reading Program Grab & Go. As of June 23, 2021, there have been 337 books read, 92 worksheets and 30 crafts completed. Jeff Zdan remotely installed Office 365 Thursday morning. A yearly Microsoft fee will be included in the 22/23 library budget this fall.

The Pollinator Workshop on Saturday, June 12, 2021 had 33 adults and 12 children attending.

Unfinished Business: Library Open House – Postpone until Community Center grand opening.

Long Range Plan – Bonnie made the motion to adopt the 2021-2026 Long Range plan with discussed additions. Delbert seconded. Motion passed.

New Business: Community Center Update – Update for August meeting.

Transfer remaining library budget into CIP – Viki made the motion to transfer any remaining money in the library FY 20/21 budget into the library CIP fund for maintenance and upkeep of the library. Jo seconded. Motion passed.

There will be no July meeting – Next meeting will be August 30, 2021. Viki made the motion to adjourn. Bonnie seconded. Meeting adjourned 6:50 p.m.

Submitted

Viki Hawkins, Secretary

June 29, 2021

In the month of June for the recreational part of the department- baseball season came to a close for our blast ball, tball, and 8U teams. Between all 12 teams, we had over 70 games played. All of our older teams (8U+) had winning seasons. Our 12U baseball team went undefeated their entire season! Our 14U, 12U and 10U teams began training for an end of the year tournament hosted by Carter Lake- The American Classic Tournament.

The new football/cheer program turned in \$11,450 in registrations. The jerseys for the upcoming season were selected and submitted to Jackie for payment (\$5,432 for all tackle and flag jerseys). Sponsorship papers were made in hopes to help financially support the startup cost of the program. Two car washes were scheduled at the American National Bank to raise funds to help offset equipment cost as well. The carwashes will be held July 25<sup>th</sup> and August 7<sup>th</sup>.

Pickle ball courts were painted and net was set up for recreational play at Rosenbaugh Park. Several citizens reached out and said they loved the new addition.

The parks and rec board didn't meet in the month of June due to the business of baseball season. Their next meeting is set for July 21<sup>st</sup>

The Parade planning board met to go over plans for the parade and festival as well as brainstorm new ideas for the event. Payments were made for the festival activities as well as the stage/tent for the band.

## Kendra Hollenbach

Parks and Recreation Director

City of Carter Lake, IA

Work Office: 712-847-0536

Work Mobile: 402-659-4475



# Carter Lake Iowa Police Department

950 E Locust St, Carter Lake, IA 51510

Phone (712) 347-5920 Fax (712) 347-6486

## CFS Monthly Report

Printed on July 1, 2021

### Codes With Descriptions

### Totals

911 - 911 HANGUP CALL	3	3
ADMIN - ADMINISTRATIVE ASSIGNMENT	2	2
ALAA - AUDIBLE ALARM	1	1
ALAB - BUSINESS ALARM	8	8
ANIMAL - ANIMAL COMPLAINT	6	6
APANIC - HOLD UP, PANIC, DURESS, SILENT ALARM	1	1
ARES - RESIDENTIAL OR HOME ALARM	1	1
ARMED - ARMED SUBJECT	3	3
ARMED - ARMED SUBJECT; DIST - DISTURBANCE	1	1
ASLE - ASSIST LAW ENFORCEMENT	2	2
ASSA - ASSAULT	4	4
BDC - BROADCAST	4	4
BURG - BURGLARY	3	3
CLOC - CHECK LOCATION	36	36
CLOC - CHECK LOCATION; FASLE - ASSIST LAW ENFORCEMENT (FIRE)	1	1
COMPLAINT - COMPLAINT REPORT	9	9
CRIM - CRIMINAL MISCHIEF OR VANDALISM	2	2
CWEL - CHECK THE WELFARE	22	22
DISTBAR - DISTURBANCE AT A BAR	1	1
DIST - DISTURBANCE	24	24
DOWN - WIRES, CABLES, POLES, TREES DOWN	1	1
DUI - OWI OR IMPAIRED DRIVER	2	2
E10 - CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC); CLOC - CHECK LOCATION	1	1
E26 - SICK PERSON (SPECIFIC DIAGNOSIS); ASFD - ASSIST FIRE DEPARTMENT	2	2
E9 - CARDIAC OR RESPIRATORY ARREST/DEATH; ASFD - ASSIST FIRE DEPARTMENT	1	1
E9 - CARDIAC OR RESPIRATORY ARREST/DEATH; DEAD - DEAD BODY	1	1
EXPO - INDECENT EXPOSURE	4	4
FCWO - CARBON MONOXIDE WITHOUT SYMPTOMS; ASFD - ASSIST FIRE DEPARTMENT	1	1
FNGAS - NATURAL GAS LEAK; ASFD - ASSIST FIRE DEPARTMENT	1	1
FOLL - FOLLOW UP	16	16
FOUND - FOUND PROPERTY	1	1
FRES - RESIDENTIAL FIRE; ASFD - ASSIST FIRE DEPARTMENT	1	1
FSPEC - SPECIAL DUTY FIRE RESPONSE; ASFD - ASSIST FIRE DEPARTMENT	1	1
FSPEC - SPECIAL DUTY FIRE RESPONSE; CLOC - CHECK LOCATION	1	1
FWKS - FIREWORKS	12	12
HARR - HARASSMENT	2	2
INTO - INTOXICATED SUBJECT	4	4
JUV - JUVENILE PROBLEMS	2	2
MOTA - MOTORIST ASSIST	11	11

**Codes With Descriptions****Totals**

NEIG - NEIGHBORHOOD PROBLEMS	1	1
NOIS - NOISE COMPLAINTS	2	2
OPEN - OPEN DOOR	3	3
PARKING - PARKING PROBLEMS, CONTINUOUSLY PARKED VEHICLE	19	19
PD - PROPERTY DAMAGE ACCIDENT	1	1
PURSUIT - VEHICLE PURSUIT	1	1
SHOP - SHOPLIFTER	1	1
STNV - STOLEN VEHICLE	2	2
SUSP - SUSPICIOUS ACTIVITY	31	31
THEFT - THEFT	9	9
THREAT - THREATS	4	4
TRAFFIC - TRAFFIC STOP	195	195
TRAFP - TRAFFIC PROBLEM	1	1
TRESPASS - TRESPASSING	14	14
TRESPASS - TRESPASSING; E21 - HEMORRHAGE/LACERATIONS	1	1
TRESPASS - TRESPASSING; E2 - ALLERGIES (REACTIONS)/ENVENOMATIONS (STINGS, BITES)	1	1
VICE - DRUGS, PROSTITUTION, VICE ASSIGNMENT	1	1
WANTED - WANTED PERSON	1	1
	1	1
<b>Totals</b>	<b>488</b>	<b>488</b>



## Carter Lake Iowa Police Department

950 E Locust St, Carter Lake, IA 51510

Phone (712) 347-5920 Fax (712) 347-6486

### CLPD Monthly Arrest Report

Printed on July 1, 2021

Case Number	Charges	Arrest Date	Last, First Name	Address
CL21-000414	OPERATING WHILE	06/18/21	LINEAR, DIONNE	14TH STREET AND
CL21-000404	Possess Drug Paraphernalia	06/15/21	KRESS, ANNETTE	5TH AND WOOD AVE.,
CL21-000381	POSSESSION OF A CONTROLLED	06/04/21	REDDEN, WINONA	500 AVE. Q, CARTER
CL21-000368	Possess Drug Paraphernalia;	06/02/21	LAUBER, FAITH	500 AVE Q, CARTER
CL21-000367	Public Intoxication	06/01/21	LOPEZ, DIN	202 E. LOCUST
CL21-000427	FUGITIVE FROM JUSTICE - 1989	06/23/21	MCKERN-DOFNER,	500 AVE Q, CARTER
CL21-000369	Fraudulent Use of Registration;	06/02/21	LEMOS, JOSEPH	700 BLOCK OF
CL21-000392	Public Intoxication	06/09/21	MAGANA, ADRIAN	3510 N 9TH ST LOT
CL21-000380	HOLD FOR OTHER IOWA	06/04/21	TURLEY, KHALIL	500 E LOCUST ST,
CL21-000430	NO VALID DRIVERS LICENSE;	06/27/21	HOWELL, AMBER	1325 LINDWOOD DR,
CL21-000429		06/27/21	FOUTCH, TREYTON	
CL21-000400	Possession of Drug Paraphernalia	06/13/21	BECKEL, RON	1103 E LOCUST ST,
CL21-000403	Indecent Exposure -- Exposed Self	06/14/21	HENDERSON, RANDY	1650 LOCUST ST,
CL21-000421	FUGITIVE FROM JUSTICE - 1989	06/21/21	YBARRA, GINA	1000 ABBOTT DR,

Case Number	Charges	Arrest Date	Last, First Name	Address
CL21-000420	FUGITIVE FROM JUSTICE - 1989	06/20/21	MCGINLEY, TIMOTHY	2020 ABBOTT DR,
CL21-000416	Criminal Mischief 3rd -- Damage	06/19/21	DE JESUS, JUAN	1018 HIATT STREET,
CL21-000415	Interfere w/ Official Acts, \$0	06/19/21	HENDERSON, RANDY	3000 AIRPORT RD,

**Total Records: 17**