



## **Butte County Mosquito and Vector Control District**

5117 Larkin Road • Oroville, CA 95965-9250  
Phone: 530-533-6038 • Fax: 530-534-9916  
[www.BCMVCD.com](http://www.BCMVCD.com)

**Matthew C. Ball**  
Manager

### **AGENDA**

#### ***Regular Meeting of the Board of Trustees of the Butte County Mosquito and Vector Control District***

(BCMVCD) Board Room, 444 Otterson Drive, Chico, CA 95928. The Board of Trustees is committed to making its proceedings accessible to all citizens. Individuals with special needs should call District staff at 530-533-6038 or 530-342-7350, Monday through Thursday, 6:00 a.m. to 4:30 p.m. to request disability-related modifications/accommodations or to request materials in alternate formats. All requests for special accommodation and/or alternative format documents must be made 48 hours prior to the meeting.

1. **Regular Board of Trustees Meeting Time:** 4:00 PM **Date:** January 8, 2025
2. **Call to Order** – 4:00 PM Roll Call
3. **Persons Wishing to Address the Board on Items Not on the Agenda (limit to 5 minutes):**
4. **Approval of Minutes of the Meeting of:** December 11, 2024
5. **Persons Wishing to Address the Board Pertaining to Closed Session Matters:**
6. **Closed Session Announcement (District Legal Counsel Present):** N/A
7. **Introduction of Butte County Mosquito and Vector Control Board of Trustees**
8. **Election of Officers**
9. **Reports: (9.1 - 9.2)**
  - 9.1 **District Manager's Report**

The District Manager will provide a brief report on current District business and activities. The District Manager will also report on District employees, meetings attended, and current projects.

#### **9.2 Review the 2024/2025 2nd Quarter Fiscal Budget Reports**

By the time of the Board Meeting, staff will have the 2nd quarter fiscal report prepared and available for review. The Administrative Manager will discuss and explain the report and will be available for questions regarding the report.

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**10. Policy Matters: (10.1 – 10.2)**

**10.1 Consider Approving a Capital Expenditure for a Pilot Helmet**

The Board will be asked to consider a capital expenditure for Merit LH250 Pilot Helmet in the amount of \$4,918.00 plus applicable fees and taxes from Merit Apparel Company Inc.

**10.2 Consider Approval and Adoption of the District's Amended Heat Illness Prevention Program**

The Board will be asked to consider approving and adopting the District's amended Heat Illness Prevention Program. This program now includes indoor heat illness and awareness and the program is pursuant with the law.

**11. Topic of the Month:**

The Board will watch a presentation on the biology of tick-borne diseases.

**12. Approve Payment of The Bills:**

The Board will be asked to review the demands made upon the District for the past month and consider approving the payment of the bills.

**13. Personnel:**

On January 6, 2025, Preston Parcell commenced his employment with the District as Pilot I. On December 17, 2024, Aaron Goff was promoted from a Mosquito and Vector Control Specialist (MVCS) II, to a MVCS III.

**14. Correspondence:**

The Board will review a letter from the Board of Supervisors.

**15. Other Business: N/A**

**16. Persons Wishing to Address the Board Pertaining to Closed Session Matters:**

**17. Closed Session Matters (District Legal Counsel Not Present): N/A**

**18. Adjournment: (Next Regular Meeting of the BCMVCD Board of Trustees is February 12, 2025)**

***Regular Minutes of the Board of Trustees of the Butte County Mosquito and Vector Control District Meeting held December 11, 2024***

**Members Present:** Bruce Johnson, Andy Haymond, Dr. Larry Kirk, Philip LaRocca, Steve Ostling, Secretary Melissa Schuster, Eric Smith, Carl Starkey, and President Bo Sheppard.

**Members Excused:** Darlene Fredericks.

**Members Absent:** None.

**Also Present:** District Manager Matt Ball, Assistant Manager Aaron Lumsden, Office Assistant Sara MacKenzie, and Entomologist Amanda Bradford.

1. The Regular Meeting of the Board of Trustees of the Butte County Mosquito and Vector Control District was held on December 11, 2024, at 444 Otterson Drive, Chico, CA 95928.
2. The December 11, 2024, Butte County Mosquito and Vector Control District regular meeting of the Board of Trustees was called to order at 4:00 PM by President Sheppard.
3. Seeing and hearing no persons wishing to address the Board on items not on the agenda, President Sheppard proceeded to request approval of the minutes.
4. After review, it was then moved by Member Kirk, seconded by Member Johnson, and passed unanimously with a vote of 9 ayes and 0 nays to approve the minutes of the Board of Trustees meeting held November 13, 2024, as written.
5. No persons wishing to address the Board on closed session matters.
6. No closed session matters needing legal counsel.
7. Reports (7.1 – 7.2)
  - 7.1 Under item 7.1 of Reports, the Board heard a comprehensive summary and evaluation of the District's annual audit from Jonathan Abadesco of C.J. Brown & Company CPAs. The report highlighted that the District is in good financial standing, is well managed, and the audit revealed no major findings.
  - 7.2 Under item 7.2 of reports, District Manager's Report, the District Manager reported that on November 14, 2024, the District completed the monthly management meeting, staff meeting, and all vehicle inspections. The District Manager also hosted his 16<sup>th</sup> Annual Employee Appreciation Luncheon. Food is purchased, provided, and cooked by the District Manager at no District expense.

Commencing November 18, 2024, and continuing throughout the winter, District employees started attending continuing education webinars to gain continuing education hours and to learn different aspects of the industry.

On November 19, 2024, District management met and offered the position of Pilot II to Ed Parra who started work on December 9, 2024.

On November 20, 2024, District management attended a webinar to learn about ADA compliance with the District's website and things linked to the District's website.

On November 22, 2024, the District Manager attended the biweekly Legislative Regulatory Committee call. MVCAC lobbyists and committee members reviewed legislation and current regulatory issues throughout the state.

On December 3, 2024, District management and the District's Pilot interviewed a candidate for the open Pilot I position. The position was conditionally offered to a candidate of Pilot I. Also on this date, Butte Environmental Health conducted the District's annual UST inspections and it was reported that the District passed the inspection with no violations and/or work orders, but the District Manager reported that the down tube on the unleaded tank would need to be replaced at some point in the future.

The District Manager reported that the District was closed for the week of November 25<sup>th</sup> for Thanksgiving closure.

After this final item of reports, President Sheppard asked the District Manager to proceed to policy matters.

8. Policy matters (8.1 – 8.2)
- 8.1 Under item 8.1 of policy matters, the Board was asked to consider approving a transfer of \$750,000.00 from Accumulated Capital Outlay Reserve to Capital Outlay- Aircraft, a transfer of \$900,000.00 from Aircraft Engine Fund Reserve to Capital Outlay- Aircraft, and a transfer of \$400,000.00 from Appropriation for Contingencies to Capital Outlay-Aircraft to pay for the 2024 Thrus 510P2+ aircraft approved by the Board of Trustees during the November 13, 2024, Board Meeting and a deposit on the Grumman AG Cat also approved by the Board of Trustees, during the November 13,2024, Board Meeting. It was then moved by Member Smith, seconded by Member Schuster, and passed unanimously with a vote of 9 ayes and 0 nays to approve the transfer of \$750,000.00 from Accumulated Capital Outlay Reserve to Capital Outlay- Aircraft, a transfer of \$900,000.00 from Aircraft Engine Fund Reserve to Capital Outlay- Aircraft, and a transfer of \$400,000.00 from Appropriation for Contingencies to Capital Outlay-Aircraft to pay for the 2024 Thrus 510P2+ and the deposit on the AG Cat.
- 8.2 Under item 8.2 of policy matters, the Board was asked to consider approving a transfer of \$291,200.00 from Appropriation for Contingencies to Services and Supplies- Special Services for the contracted aerial larvicide and adulticide treatments during the 2024 mosquito spray season. It was then moved by Member Ostling, seconded by Member Starkey, and passed unanimously with a vote of 9 ayes and 0 nays to approve the transfer of \$291,200.00 from Appropriation for Contingencies to Services and Supplies- Special Services for the contracted aerial larvicide and adulticide treatments during the 2024 mosquito spray season.
9. Under topic of the month, the District's Entomologist gave a presentation on ticks of Butte County.
10. After reviewing the demands made upon the District for the past month, it was then moved by Member Starkey, seconded by Member Kirk, and passed unanimously with a vote of 9 ayes 0 nays to authorize checks numbered 54750 through 54849 be signed and distributed. Expenditures for the month totaled \$781,931.67.
11. Under personnel, the District Manager reported that Ed Parra commenced work with the District on December 9, 2024, as Pilot II.
12. No items of correspondence to report.
13. Under other business, the District Manager informed the Board that the District offices will be closed the week of December 23rd and December 30<sup>th</sup>. The District will reopen on January 6<sup>th</sup>. The Board was also told that the AI Beck tree purchased by Member Schuster had been planted at the Substation near the flag pole.
14. No persons wishing to address the Board pertaining to closed session matters.
15. No closed session matters warranting legal counsel.
16. President Sheppard announced adjournment at 5:03 PM and concluded by stating that the next regular meeting of the BCMVCD Board of Trustees would meet at 4:00 PM on January 8, 2025, at the Chico Substation's Board Room at 444 Otterson Drive, Chico, CA 95928.

Respectfully submitted,

Melissa Schuster,  
Secretary

Annual employee evaluations were conducted on December 10, December 11, December 17, and December 18, 2024.

On December 19, 2024, District management met with Leading Edge and Associates to discuss the direction and re-commencement on the MapVision 3.0 project. At the time of the meeting, the District Manager will provide and update regarding the project.

On December 19, 2024, the District completed the monthly management meeting, staff meeting, and all vehicle inspections. The District's Safety Committee held their monthly meeting as well as management.

On December 20, 2024, the District Manager attended the MVCAC Legislative Committee meeting to discuss the upcoming legislative year, funding mechanisms, the possibility of bill introduction, and scheduling of future meetings and events.

The District was closed the week of December 23<sup>rd</sup>.

The District was closed the week of December 30<sup>th</sup>.

The District's Thrush aircraft should be completed soon. The AG Cat super B will have an approximate completion date of June 1, 2025.

PRESTON PARCELL-BUTTE COUNTY MOSQUITO CONTROL-REVISED				12/16/2024
		Items highlighted here is in your helmet build		
<b>2023 MERIT HELMETS QUOTE FORM</b>				
<u>HELMETS- our helmets come with the MSA helmet bag, soft sock and spare pads</u>				
LH050 single inner visor			\$1,913.00	
LH250 dual visor		\$2,244.00	\$2,244.00	
LH350 Dual Visor including NVG Hard Visor Cover			\$3,006.00	
LA100 dual visor w/oxygen receivers			\$2,705.00	
	inner visor	YELLOW		
	outer visor	TINTED		
<b>HELMETS COLORS</b>		<b>MATTE</b>	<b>GLOSS</b>	<b>METALLIC</b>
				SILVER
<b>VISOR COVER OPTIONS</b>				
				<b>MATTE</b>
Night Vision Goggle Visor WITH INTERFACE PLATE		\$635.00	\$635.00	<b>BLACK</b>
NVG Battery pack mount installed		\$68.00	\$68.00	
NVG Quick Disconnect Plate		\$150.00	\$150.00	
<b>SOOTHER PADS</b>				
Soother Ear Cup		\$95.00	\$95.00	
Soother Liner		\$99.00	\$99.00	
<b>GENERAL AVIATION Communication Package-DUAL PLUG</b>				
3" Pigtail U174 to coil extension U174 300 OHM speakers, electret mic, Wire boom, helicopter		\$445.00	\$445.00	
Add high noise environment mic to wire boom		\$52.00	\$52.00	
<b>ANR OPTIONS</b>				
ANR with standard soft pack battery mount on helmet		\$490.00	\$490.00	
Large Oval Ear Cup Spacers FOR ANR		\$20.00	\$20.00	
<b>CEP SOUND SUPPRESSION KIT OPTIONS</b>				
CEP MONO complete kit installed		\$256.00	\$256.00	
<b>CELL PHONE OPTIONS</b>				
GA Dual Plug High Impedance blu link		\$295.00	\$295.00	
<b>EXTRA OPTIONS</b>				
Foam only mic muff		\$7.00	\$7.00	
UPS Ground USA WITH INSURANCE		\$62.00	\$62.00	
All prices quoted in US DOLLARS, FOB; St. Augustine				
Delivery can take 8 weeks		\$4,918.00	EACH DELIVERED	
<b>MERIT APPAREL CO INC</b>				
105 Venetian BLVD STE E. St. Augustine, FL. 32095				
Rob Hamers meritapp@aol.com				
<i>Home of the Happy Heads !!!</i>				

# **BUTTE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT**

## **HEAT ILLNESS PREVENTION PROGRAM**

The District's Safety Committee Members are persons that have authority and responsibility for implementing the provisions of this program at the worksite;

### **Section I. Safety Committee Members:**

1. Assistant Manager – Safety Committee Chair
2. Oroville Regional Supervisor – Safety Officer
3. Chico Representative – Safety Committee Member
4. Laboratory Representative – Safety Committee Secretary
5. Mosquito and Vector Control Specialist – Safety Committee Member

The District hereby establishes its Hazard Communication program. The plan is written in English and may be reproduced in another language understood by a majority of the employees. The District will implement the plan and update it to remain effective. The plan will be kept at both the Oroville and Chico offices and will be made available and accessible to District employees and to representatives from the California Division of Occupational Safety and Health (Cal/OSHA).

### **Section II. Provisions of Water**

1. Employees shall have access to potable drinking water meeting the requirements of Sections 1524, 3363, and 3457, as applicable, including but not limited to the requirements that it be fresh, pure, suitably cool, and provided to employees free of charge.
2. The water shall be located as close as practicable to the areas where employees are working. Where drinking water is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift. For the District's 10-hour shift, employees will be provided a container or containers that have the ability to hold at a minimum, 2.5 gallons of water.
3. Disposable cups are available at both the Oroville Headquarters and Chico Substation that employees can take to use as suitable drinking cups.
4. All water containers will be kept in sanitary condition. Water from non-approved or non-tested water sources (e.g., untested wells, ditches, canals) is not acceptable.
5. Employees will be reminded frequently to the location of water coolers at District facilities, to maintain their transportable water cooler(s), and to fill their coolers with potable drinking water before leaving for the field.

### **Section III. Procedures for Access to Shade for Outdoor Workplaces**

1. "Shade" means blockage of direct sunlight. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless

the car is running with air conditioning. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions and that does not deter or discourage access of use (CCR, Title 8, §3395).

2. Shade shall be present when temperatures exceed 80 degrees Fahrenheit. When outdoor temperatures in the work area exceed 80 degrees Fahrenheit, the District will provide and maintain one or more areas with shade at all times while employees are present that are either open to the air or provided with ventilation or cooling. Shade shall be available when the temperature does not exceed 80 degrees Fahrenheit. When the outdoor temperatures in the work area does not exceed 80 degrees Fahrenheit, the District shall either provide shade as per CCR, Title 8, §3395, subsection (d)(1) or provide timely access to shade upon an employee's request.
3. Employees while working on site at the Oroville Headquarters or the Chico Substation can find shade inside a building, underneath a carport, or under a shade tree. The amount of shade present shall be at least enough to accommodate the number of employees on recovery or rest periods, so that they can sit in a normal posture fully in the shade without having to be in physical contact with each other. The shade shall be located as close as practicable to the areas where employees are working. Subject to the same specifications, the amount of shade present during meal periods shall be at least enough to accommodate the number of employees on the meal period who remain on site.
4. Employees working in the field will be provided a work truck with a working air conditioning system. Other natural or artificial shade areas may be used by an employee in the field as long as it meets the definition of shade pursuant to CCR, Title 8, §3395 as listed above. Employees are required to notify their immediate supervisor of a non-working air conditioning system in any District vehicle. Upon request, employees will be provided a portable shade structure for the field in the form of a canopy or umbrella should the employee not be able to locate a suitable source of natural or artificial shade while in the field.
5. Employees shall be allowed and encouraged to take a preventative cool-down rest in the shade when the employee feels the need to do so to protect oneself from overheating. Such access to shade shall be permitted at all times. An individual employee who takes a preventative cool-down rest must:
  - A. Notify their immediate supervisor.
  - B. Shall be monitored and asked if he or she is experiencing symptoms of heat illness.
  - C. Shall be encouraged to remain in the shade.
  - D. Shall not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event less than 5 minutes in addition to the time needed to access the shade.
6. If an employee exhibits signs or reports symptoms of heat illness while taking a preventative cool-down rest or during a preventative cool-down rest period, the District shall provide appropriate first aid or emergency response according to CCR, Title 8, §3395, subsection (f) or in the District's Emergency Response Procedures listed below.
7. The District may utilize alternative procedures for providing access to shade if the alternative procedures provide equivalent protection when and where the District demonstrates that it is infeasible or unsafe to have a shade structure, or otherwise have shade present on a continuous basis.



## **Section IV. Procedures for Access to Cool-Down Areas for Indoor Workplaces**

1. "Indoor" refers to a space that is under a ceiling or overhead covering that restricts airflow and is enclosed along its entire perimeter by walls, doors, windows, dividers, or other physical barriers that restrict airflow, whether open or closed. All work areas that are not indoor are considered outdoor and covered by Section III.
  - A. Exception: Indoor does not refer to a shaded area that meets the requirements of Section III (1) and is used exclusively as a source of shade for employees.
2. "A cool-down area" is a location which must be kept at a temperature below 82 degrees Fahrenheit and shielded from other high-radiant heat sources. "High radiant heat source" means any object, surface, or other source of radiant heat that, if not shielded, would raise the globe temperature of the cool-down area five degrees Fahrenheit or greater than the dry bulb temperature of the cool-down area.
3. The District will provide and maintain one or more cool-down areas for indoor workspaces while employees are present as per CCR, Title 8, §3396, subsection (d)(1).
4. The cool-down area shall be at least large enough to accommodate the number of employees on recovery or rest periods, so that they can sit in a normal posture fully in the cool-down areas without having to be in physical contact with each other. The cool-down area shall be located as close as practicable to the areas where employees are working. Subject to the same specifications, the size of the cool-down area during meal periods shall be at least large enough to accommodate the number of employees on the meal period who remain onsite. The temperature in indoor cool-down areas shall be maintained at less than 82 degrees Fahrenheit, unless the employer demonstrates it is infeasible.
5. Employees while working on site at the Oroville Headquarters have cool-down areas in the Briefing Room and Front Office. Employees at the Chico Substation have a cool-down area in the Briefing Room.
6. The District shall allow and encourage employees to take a preventative cool-down rest in a cool-down area when employees feel the need to do so to protect themselves from overheating. Such access to cool-down areas shall be permitted at all times. An individual employee who takes a preventative cool-down rest:
  - A. Shall notify their immediate supervisor.
  - B. Shall be monitored and asked if they are experiencing symptoms of heat illness;
  - C. Shall be encouraged to remain in the cool-down area; and
  - D. Shall not be ordered back to work until any signs or symptoms of heat illness have abated, and in no event less than five minutes in addition to the time needed to access the cool-down area.
  - E. If an employee exhibits signs or reports symptoms of heat illness while taking a preventative cool-down rest or during a preventative cool-down rest period, the employer shall provide appropriate first aid or emergency response as seen in Section VII.

## **Section V. Procedures for Monitoring Weather**

1. The District Regional Supervisors and/or IIPP Committee Members will monitor the forecasted temperature and heat index daily. When a heat wave exists, the Regional Supervisors and/or

IIPP Committee Members will advise all staff of the forecast and to protect themselves from heat related illness.

2. The records will include the following: Temperature/heat index measurements (whichever is greater), date, time, and specific location of all measurements.
3. Temperature and heat index measurements shall be taken as follows:
  - A. Initial measurements shall be taken when it is reasonable to suspect that the temperature equals or exceeds 87 degrees Fahrenheit where employees work and at times during the work shift when employee exposures are expected to be the greatest.
  - B. Measurements shall be taken again when they are reasonably expected to be 10 degrees or more above the previous measurements where employees work and at times during the work shift when employee exposures are expected to be the greatest.
  - C. Records shall be retained for five (5) years plus the current year or until the next measurements are taken, whichever is later. The records shall be made available to employees, designated representatives, and representatives of the District upon request.
4. Weather forecasts can be checked with the aid of the internet (e.g., <http://www.nws.noaa.gov/>), by calling the National Weather Service phone numbers (see CA contact numbers below), by checking the local news and/or Weather Channel, and/or by checking the local newspaper.

#### **CALIFORNIA Dial-A-Forecast**

~ Sacramento 916-979-3038

~ Eureka 707-443-7062

~ Los Angeles 805-988-6610 (#1)

~ Sacramento 916-979-3051

~ Hanford 559-584-8047

~ San Francisco 831-656-1725 (#1)

#### **Section VI. Procedures for Handling a Heat Wave**

1. For purposes of this section only, "heat wave" means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit **AND** at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.
2. During a heat wave or a heat spike, and prior to starting work, Regional Supervisors will hold a tailgate meeting to review/highlight the District's Heat Illness Prevention Procedures, the weather forecast, and emergency response.
3. During a heat wave or a heat spike, employees will be reminded to monitor their bodies and health for heat related illness and encouraged to take water and cooling breaks as needed.

#### **Section VII. Procedures for Emergency Response**

1. The District will ensure that effective communication by voice, observation, or electronic means will be maintained so that employees at the facilities or in the field can contact a Regional Supervisor, Mosquito and Vector Control Specialist, the District office, or emergency medical services when necessary.
2. District employees are required to report any and all heat related illnesses to their immediate supervisor. All employees are required to report any and all observed heat related illness of a fellow employee to a Regional Supervisor or District management.

3. A Regional Supervisor, District Manager, and/or Assistant Manager will respond to any and all signs observed and/or reported of possible heat illness. First aid measures will be administered, observation of the affected employee will be monitored, and emergency medical services will be notified and provided as needed.
  - A. If a Regional Supervisor observes, or any employee reports, signs or symptoms of heat illness in any employee, the Regional Supervisor and/or any first aid trained employee shall take immediate action commensurate with the severity of the illness.
    - a. A trained first aid employee and/or a Regional Supervisor will provide immediate first aid measures to cool the employee (e.g. resting in shade, drinking cool water, removing any personal protective equipment) and monitor if these measures will be sufficient. A heat ill employee will never be left alone until the ill employee exhibits no signs of heat illness as determined by a trained first aid employee.
    - b. Provide notification of the heat ill employee to the District office.
    - c. Monitor the employee. If the employee's health does not improve with first aid measures within 20 minutes, notify emergency service providers.
  - B. If the signs or symptoms are indicators of severe heat illness (such as, but not limited to, decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, convulsions, vomiting, red hot face), the Regional Supervisor or District management will immediately notify emergency service providers via cell phone, radio, and/or transport the employee to a medical facility. While the ambulance is in-route, first aid will be initiated (cool the employee: place the employee in the shade, remove personal protective equipment and excess layers of clothes, place ice packs in the armpits and groin area, and fan the victim). Never leave the ill employee, continue to monitor the health of the employee, and continue first aid measures until relieved by emergency personnel.
  - C. An employee exhibiting signs or symptoms of heat illness shall be monitored and shall not be left alone or sent home without being offered onsite first aid and/or being provided with emergency medical services in accordance within this section.
4. The District will transport heat ill employees to a place where they can be easily reached by emergency medical providers. Clear and precise directions to the heat ill employee will be provided to emergency responders.
5. Should a heat ill employee be 20 minutes or further from the nearest hospital, the District will request an air ambulance. Clear and precise directions to the heat ill employee will be provided to emergency responders.

### **Section VIII. Procedures for Acclimatization**

1. Acclimatization is the temporary and gradual physiological change in the body that occurs when the environmentally induced heat load to which the body is accustomed is significantly and suddenly exceeded by sudden environmental changes. In more common terms, the body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when a heat wave strikes, or when starting a new job that exposes the employee to heat to which the employee's body hasn't yet adjusted.
2. As described in Section V, the Regional Supervisors will monitor the weather daily. Sudden heat wave(s) or increases in temperatures which employees haven't been exposed to for several weeks or longer will be monitored.

3. New employees, employees who haven't been exposed to high temperatures for several weeks, or employees who have been assigned to a new area with high temperatures will be closely observed by the Regional Supervisor and coworkers for the first 14 days. The intensity of the work will be lessened during a two-week break-in period.
4. The Regional Supervisors and coworkers will be extra-vigilant with new employees and stay alert to the presence of heat related symptoms.
5. New employees will be assigned to an experienced coworker to watch each other closely for discomfort or symptoms of heat illness.
6. During a heat wave, all employees will be observed closely (or maintain frequent communication via phone, radio, or in person meetings), to be on the lookout for possible symptoms of heat illness.
7. Employees and Regional Supervisors will be trained on the importance of acclimatization.

## **Section IX. Procedures for Training**

1. Training must be understood by employees and given in a language the employees understand. Regional Supervisors will maintain records of the training showing the date of the training, who performed the training, who attended the training, and subject(s) covered.

### **A. Regional Supervisor Training**

- a. Regional Supervisors will be trained prior to being assigned to supervise other employees, training will include this District's written procedures and steps to follow when employees exhibit symptoms consistent with heat illness.
- b. Regional Supervisors must contact emergency medical services via a District cell phone, vehicle radio, or transport the affected employee in the event of a severe heat related illness. 911 is the universal emergency contact number. Area hospitals with location and contact information are required in each District vehicle.
- c. Regional Supervisors are to understand the District's Procedures for Heat Illness Prevention Program, follow the program, train the program to employees of the District, and implement all applicable provisions.
- d. Regional Supervisors will use District computers, smart phones, phones, and newspapers to monitor the forecast, weather reports, and hot weather advisories.
- e. Regional Supervisors will administer first aid consistent with first aid training and the procedures within Section VII for all employees exhibiting signs and symptoms consistent with heat illness, will make the determination if first aid is not remedying the symptoms, and will contact emergency responders if a need exists.
- f. Regional Supervisors will report, file, and submit all required workplace injury and illness forms, documents, and other applicable paperwork.

### **B. Employee Training**

- a. Employees will be trained in the environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.
- b. Employees will be trained that the District needs to comply with the requirements of the procedures for Heat Illness Prevention Program, including, but not limited to, the District's responsibility to provide water, shade, cool-down rests, and access to

first aid as well as the employees' right to exercise their rights under this Heat Illness Prevention Program without retaliation.

- c. Employees will be trained of the importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties.
- d. Employees will be trained to understand the concept, importance, and methods of acclimatization pursuant to the District's Procedures for Heat Illness Prevention Program, Section VIII.
- e. Employees will be trained to understand the different types of heat illness, the common signs and symptoms of heat illness, and appropriate first aid and/or emergency responses to the different types of heat illness, and in addition, that heat illness may progress quickly from mild signs and symptoms to a serious and life-threatening illness.
- f. Employees will be trained to understand the requirement and importance of immediately reporting to the District, directly or through an immediate supervisor, signs or symptoms of heat illness in themselves, or in a coworker.
- g. Employees will be taught the District's procedures for responding to signs or symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary and the procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical responder.

## **Section X.**

1. It is the responsibility of the Safety Committee to review any proposed changes to the Heat and Illness Prevention Program.



## Butte County Board of Supervisors

25 County Center Drive, Suite 200  
Oroville, California 95965

T: 530.552.3300  
F: 530.538.7120

[www.buttecounty.net/administration](http://www.buttecounty.net/administration)

*Members of the Board*

*Bill Connelly | Peter Durfee | Tami Ritter | Tod Kimmelshue | Doug Teeter*

December 12, 2024

Carl Starkey  
398 Nelson Shippee Road  
Oroville, CA 95965

Dear Mr. Starkey,

On December 10, 2024, the Butte County Board of Supervisors reappointed you to serve on the Butte Mosquito and Vector Control District. The term of this appointment shall end December 31, 2028.

On behalf of the Board of Supervisors, I would like to convey to you our appreciation for your willingness to serve the people of Butte County in this appointive capacity. We would like to thank you for accepting this appointment and go on record assuring you that your service to your fellow residents is recognized and appreciated.

Sincerely,

A handwritten signature in blue ink, which appears to read "Tod Kimmelshue".

Tod Kimmelshue, Chair  
Butte County Board of Supervisors

cc: Butte Mosquito and Vector Control District