



**Carmichael
Recreation and Park District**

District Visitation Report Cycle XVI

November 20, 2019



PREPARED FOR:

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Carmichael Recreation and Park District
5750 Grant Avenue
Carmichael, CA 95608

STAFF INTERVIEWED:

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LOCATIONS VISITED:

District Office/Community Center
Carmichael Park
Carmichael Park Maintenance Shop
La Sierra Community Center
Cardinal Oaks Park
Charles C. Jensen Botanical Garden Park

DATE OF VISIT:

November 20, 2019

SURVEYED BY:

Kirk Andre
Safety Analyst

This report is merely a summary of CAPRI's survey and cannot and does not address every potential unsafe practice or condition of the District. Due in part to the limited nature of the visit and the narrow scope of CAPRI's review, this report should not be relied upon as a thorough audit of District facilities or confirmation that all necessary and appropriate risk management practices of the district are in place. Furthermore, CAPRI, its staff and Board of Directors, neither assume responsibility nor warrant nor represent that the facilities, work sites, operations, and/or equipment surveyed are safe or healthful or in compliance with any with state, federal, and local law, regulations, and/or ordinances including, but not limited to, compliance with the American Disabilities Act.

Purpose of the Visit

The visit to your District was part of an ongoing effort by CAPRI to assist members in running a safe and healthy operation. We want to acknowledge successes and progress, as well as identify areas for improvement. We strive to be a resource, sharing information from your peers around the state about how they reduce losses and manage risk.

Conclusion

The overall evaluation of Carmichael Recreation and Park District is **Very Good**.

OBSERVATIONS AND RECOMMENDATIONS

SAFETY COMMITTEE

District Safety Committees are required to meet no less than quarterly, with minutes of the meetings sent to CAPRI within 30 days of the date of the meeting. The composition of the Committee should reflect the operations of the District. Strong committees do not stop with recognizing hazards or needed corrections. They follow through on those corrections and document their results. They inspect District sites and review site inspection reports. When necessary, they investigate employee and patron accidents, including near misses. Committee minutes accurately reflect discussions of the agenda items.

Very Good. The District Safety Committee meets at least quarterly with minutes of the meetings being sent to CAPRI within 30 days from the date of the meeting. Membership within the Committee is representative of the District's operations. The Committee does a very good job in discussing a wide range of topics, including safety and training issues. Facility inspection reports are reviewed by the Committee on a regular basis. The Committee conducts a post-loss analysis of patron and employee accidents. The minutes reflect, in detail, discussions of the agenda items.

INSPECTION AND MAINTENANCE

The District should have a regularly scheduled inspection system. Inspection forms should be specific to the needs of the site being reviewed. There should be documentation of repairs made by the inspector during the inspection process. The District should have a documented plan for corrections that cannot be completed during the inspection process. Forms need to be initialed or signed and dated.

Very Good. A review of the District's inspection reports shows that District inspections take place on a regular basis and are well documented. The inspection forms are site-specific and are signed and dated by the inspector. When larger repairs are needed, the inspector calls in the need for the repair, and steps are immediately taken to initiate repairs.

SCREENING AND REVIEW

Public Resources Code Section 5164 prohibits special districts from hiring an employee or volunteer for a position having supervisory or disciplinary authority over any minor if they have been convicted of certain crimes. To assist our members in screening prospective employees and volunteers, CAPRI requires the use of a preemployment, criminal background-screening questionnaire. Moreover, all employees and volunteers who work with minors shall first be fingerprinted and pass a background check through the State Department of Justice.

One of the largest exposures faced by both CAPRI and members is that of vehicle use. CAPRI requires that members verify at least on an annual basis the driving record of anyone who operates a District vehicle or their personal vehicle on District business. Motor vehicle reports (MVR's) must be current for all such employees. Vehicle proof of insurance must also be current for all employees who operate their own vehicles on District business. The District should

have the means to deal with a driver who loses their license or whose driving record becomes unacceptable.

Both Federal and State laws prohibit sexual harassment in the workplace. Existing law further requires every employer to be proactive, to ensure a workplace free of sexual harassment. California's SB 1343 requires an employer who employs 5 or more employees, including temporary or seasonal employees, to provide at least two (2) hours of sexual harassment training to all supervisory employees and at least (1) one hour of sexual harassment training to all nonsupervisory employees by January 1, 2020, and once every 2 years thereafter, as specified. Training applies to all supervisory employees who are employed and to all new supervisory employees within six (6) months of their assumption of a supervisory position. Districts should have documentation of their supervisors' and employees' sexual harassment training.

Very Good. The District complies with PRC 5164 in that they require all employees and volunteers with direct control or supervision of children to undergo a fingerprint background check. The District maintains a record of the employees who have been fingerprinted and has a system in place to verify that a background check was completed. Their MVRs are current, as is their file documenting employee proof of insurance. The District has established written policies for dealing with employees whose driving records become unacceptable. The District complies with SB1343 and has documentation evidencing their supervisors' and employees' completion of sexual harassment prevention training.

AMERICANS WITH DISABILITIES ACT (ADA)

The District should be making demonstrable progress toward making its sites and programs accessible to people with disabilities. The District should perform a comprehensive self-assessment and needs-analysis of its sites at least every five years. The District should prioritize those needs and commit itself to an implementation plan over a reasonable period of time. The District should have established procedures for entering into a good-faith interactive discussion when the need for reasonable accommodations is indicated.

Very Good. The District has completed a detailed self-assessment of their sites and facilities within the last five years. They used Adaptable Business Solutions Inc. to establish transitions plan for each park. They are continuing to improve accessibility as they renovate and upgrade their parks and facilities. New parks and facilities are being designed to meet current ADA requirements. The District has a detailed written prioritization plan for ADA compliance and is actively taking steps to improve ADA accessibility. The District has established procedures for entering into a good faith, interactive discussion as-soon-as the need for reasonable accommodations are indicated. The District has Facility Condition Assessments for all their parks.

INJURY AND ILLNESS PREVENTION PROGRAM

The District should have an established Injury and Illness Prevention Program (IIPP) that is reviewed at least on an annual basis. The individual responsible for implementing the program should be clearly identified. A system should be in place for evaluating workplace hazards as well as methods and procedures for correcting unsafe or unhealthy conditions. The District should be actively involved with safety training and have a policy for reporting hazards without fear of reprisal. There should also be a system in place to ensure employee compliance with safe and healthy work practices. The District conducts a review of their IIPP at least annually.

Very Good. The District's Injury and Illness Prevention Program identifies the person responsible for implementing the program. It contains a system for identifying, evaluating, and correcting workplace hazards and unsafe conditions. The District has an active training program and a system in place to ensure employee compliance with safe and healthy work practices. The District has a policy in place for reporting hazards without fear of reprisal. The District should review their IIPP an annual basis.

WAIVER AND RELEASE FORMS

Waiver and release forms need to have CAPRI-approved language and printed in correct typeface. They need to be used for all District programs and activities where registration is required. The waiver form should include a description of the activity and the time frame in which the activity will take place. Forms need to be signed by the participant, or in the case of a minor, the minor's parent or guardian. Team rosters should be signed by all team members.

Very Good. Participant waiver and release forms use CAPRI-approved language and accurately describe the name of the activity, along with the time frame of the activity. These forms are being utilized for all activities where registration is required.

FACILITIES USE AGREEMENT

Facility Use Agreements are contracts between the District and the facility user. The Facility Use Agreement should contain a section with CAPRI-approved indemnification, also known as "hold-harmless" language. The District should establish standards as to when they require facility users to provide liability insurance. When liability insurance is required, the District should, depending on the nature of the activity, obtain a certificate of insurance, and when applicable, an additional insured endorsement naming the District as an additional insured on the facility users' liability insurance policy. When obtained, these documents should be kept on file at the District.

Very Good. The Facility Use Agreements contain CAPRI-approved indemnification language. The District has standards for when renters are required to provide a certificate of liability insurance. When required, these certificates of liability insurance are kept on file.

PARKS AND FACILITIES

The District's parks and facilities evidence good care and maintenance. Parks and sport fields are inspected on a regular basis and are free and clear of hazards. Park picnic tables, benches, and shade structures do not have broken pieces that could cause injury.

Very Good. The District's parks and facilities evidence good care and maintenance. The parks and recreation facilities are in good working order. Sidewalks, parking areas, and tire stops are in good condition. Play areas are in good condition and have sufficient surface material.

POOLS

N/A: The District does not have any pools.

EMPLOYEE ENTRANCE MEDICAL EXAMS

All new, full-time hires are required to be given a post-offer, pre-placement medical exam. Medical exams are not conducted until all other background checks have been completed. Results of those exams need to be kept in a separate, confidential file, other than the employees' personnel files.

Very Good. The District requires post-offer, preemployment medical examinations for full-time employees. Candidates for a position are informed that the offer of employment is conditional upon completion of a satisfactory medical exam. The District does not send a candidate for the medical exam until all other background checks have been completed. The District maintains the medical records in a secure location separate from the employees' personnel files.

JOB DESCRIPTIONS

Clear, current job descriptions are required for all full-time and regular part-time positions. Job descriptions clearly identify the essential functions of the position.

Very Good. The District has a current list of job descriptions for all full-time and regular part-time positions. The job descriptions clearly identify the essential functions of each position, including the physical requirements of the job.

VOLUNTEERS

When volunteers are used, they are supervised by District personnel. Volunteers receive appropriate health and safety training for the jobs they are performing. A volunteer log is maintained, using applicable job classifications for all volunteers.

Very Good. The District has a current log of all volunteers by job classification. When volunteers are used, they are supervised by District personnel. Volunteers receive appropriate training for the type of service they are performing.

LIFE SAFETY

Material Safety Data Sheets (MSDS) should be current and available at all appropriate job sites. Fire extinguishers should be currently tagged and first aid kits properly stocked. Emergency exit lights should be in good working order and fire exits clearly identified and free of obstacles. Emergency evacuation plans should be developed along with annual drills to evaluate the effectiveness of the plans.

Very Good. The District's MSDS are current and are readily available at the appropriate job sites. The District's fire extinguishers are charged and properly tagged. The building "EXIT" lights are fully functioning and do not contain any burned out bulbs. Fire exits are clearly identified and free of obstacles. The District conducts emergency drills at least annually.

SITES

District Office/Community Center

The District Office is located at 5750 Grant Avenue in Carmichael, CA. The District Office can be found within the Community Center Building. As one enters the Community Center Building, they enter the District Office reception area. The reception area consists of several desks in an open, unconfined area. Next to the reception area are several private offices, a storeroom, and break room. The entire office complex was found to be clean, neat, and well maintained in both the public and employee areas.

Carmichael Park

This facility is located adjacent to the community center. This is a heavily used facility consisting of multiple baseball fields, tennis courts, basketball court, and a dog park. The playground area had new playground equipment made by Berliner and was in great condition as well as the surrounding areas. The community enjoys the dog park which was very busy at the time of my visit. The park also has a nine-hole disc golf course.

Carmichael Park Maintenance Shop

The shop appears to be neat and clean and free from debris. Its primary use is to house the service equipment and to do as needed repairs on all park equipment.

La Sierra Community Center

This park is located at 5325 Engle Road. The park consists of a recreation office, maintenance shop, John D. Smith Community Hall, two gymnasiums, playground, soccer field, baseball fields, basketball courts, Chautauqua Playhouse, Sacramento Fine Arts Center, and Therapeutic Recreation Services.

Cardinal Oaks Park

Cardinal Oaks Park is located within the community much like a pocket park, but it is much larger. This park is locked in on all sides by homes and is only accessible by the main entrance or a pathway. This park has plenty of old shade trees and a nice playground. There are no restrooms or a parking lot to park and people in the neighborhood walk to the park.

Charles C. Jensen Botanical Garden Park

This park is located at 8520 Fair Oaks Blvd. The park has a long pathway that leads to the botanical garden which has one of the largest oak trees in the area. The District has now put on their 3rd Annual Dinner in the Park near the botanical gardens which is a gourmet dinner and auction to fund youth scholarships and park beautification.