



# Update

## Social Media and the Brown Act

By: Karen O'Neil



Karen O'Neil

Whether you blog quarterly or tweet daily, or if you are still waiting for your grandchild to call back to help program your phone -- social media is here. The question is how does the widespread use of social media platforms impact district governance and transparency laws.

As most readers know, the Ralph M. Brown Act ("Brown Act") requires open and transparent meetings. Generally, except for duly noticed and open meetings, the Brown Act prohibits a majority of the district trustees from using a series of communications to discuss, deliberate, or take action on district business.



AB 992, which was codified to amend Government Code section 54952.2, clarifies how public officials can utilize social media, without running afoul of the Brown Act. District trustees may use internet based social media platforms such as Facebook, Twitter, LinkedIn, Tiktok, and the like to, "answer questions, provide information to the public, or solicit information from the public regarding a matter that is within the subject matter jurisdiction of the legislative body. . ." (AB 992.)

AB 992 also specifies what district trustees cannot do on social media. A majority of the trustees cannot discuss district business among themselves on a social media platform. Interestingly, not even a single trustee can directly respond to another trustee's post or shared comment, if about matters "within the subject matter jurisdiction of the legislative body." This limitation is actually more restrictive than in-person or e-mail discussions, which would not prohibit two trustees of a 5-person board from discussing district business.

Therefore, a district can host a Q&A format on Facebook to answer questions about the cemetery's flower or cleanup policy. Likewise, the District can use social media to solicit public input as to an expansion project or Memorial Day event. Yet, a trustee could not respond to another trustee's post about the project or event. Nor could the trustee "like" the comment or add a smiley face emoticon to demonstrate support.

Accordingly, while this update to the Government Code may afford the public greater access to district affairs, trustees need to be cautious on how they engage with the public and each other about district business on social media.

*Karen is the Managing Partner of the Kirk & Simas, PLC, in Santa Maria. She can be reached at: [koneil@kirksimas.com](mailto:koneil@kirksimas.com), or 805-934-4600.*

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*(Please let us know if you have particular issues or questions you would like to see addressed in a future edition of the *Update*.)*

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# CEMETERY OF THE YEAR!

## SOUTH SHASTA CEMETERY DISTRICT

During the Region 1 Seminar in Cottonwood, the PCA awarded the Cemetery of the Year for 2021. Several criteria used for selecting the recipient of the Cemetery of the Year Award include:

1. District Trustees and management actively participate in the District's business as well as PCA affairs.
2. The District provides educational opportunities for their employees and promoting education for all PCA members.
3. Consideration of the maintenance and appearance of the District's cemeteries.
4. Development of innovative revenue generation alternatives for the District as well as for the PCA organization.
5. Overall involvement in the PCA organization.

The pandemic of the past two years has certainly created unique challenges and circumstances for all of our Districts. Each of us has handled those challenges in ways that worked for us. But some districts went several steps further to address long-standing issues and build a base for better servicing their residents in the years to come.



Arnie Brinton, Mary Pierson & Cheryl Smith

The district chosen to receive this year's award was one which took several long steps toward dealing with their circumstance. This is a story of two small neighboring districts – one well-run district and the other struggling after it lost its manager. The neighboring district stepped in to help. The manager who was handling both districts, and both district boards, soon realized they might work better as a single larger district instead of two small ones. Therefore, they started the nearly two-year long process of consolidating their districts and completed it in late 2021.

The Anderson Cemetery District and the Cottonwood Cemetery District have become the new South Shasta Cemetery District. South Shasta Manager Arnie Brinton, Assistant Manager Mary Pierson, and the Boards of both districts pulled together to overcome the hurdles encountered in consolidating. The consolidation enabled the hiring of groundskeepers for each of the cemeteries, and Arnie and his staff have improved the appearance of the cemeteries. Mary has worked tirelessly to organize and consolidate the records and processes of the districts. And the Trustees have melded into a single 5-member Board.

Arnie is not only a great supporter of the PCA he is one of, if not the last, founding member of the PCA still working. And, of course, South Shasta hosted the Region 1 Seminar providing education and training to Trustees, Managers and grounds people from around the region.

The South Shasta Cemetery District is the Cemetery of the Year!



Arnie Brinton & Mary Pierson with Trustees Dale Allen, Randy Armstrong, Dave Peery and Fred Peery

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# Region 1 Seminar

by Cheryl Smith



Cheryl Smith

The PCA's Region 1 Seminar, hosted by the South Shasta Cemetery District, was held on April 27<sup>th</sup> in Cottonwood. It was a great success. The Community Center was perfectly suited for the event, the weather was perfect, and the food was great—especially the salads made by Noreta Brinton and Mary Pierson.

For those of you who may not be aware, the new South Shasta Cemetery District was formed by the consolidation of the Anderson and Cottonwood Cemetery Districts. (See "Cemetery of the Year on page 3.) Arnie Brinton, the Manager of the Cottonwood Cemetery District and now South Shasta, spoke about his experience with consolidating the Districts. Dealing with LAFCo proved to be difficult, decisions had to be made about consolidating records or not, and many other details such as transferring property titles to the new district. Arnie also highlighted the benefits joining has brought to both districts and their residents. Consolidations like this need to be considered by many other small districts.

The day included several other informative programs. Bob Hunt addressed proper noticing and agendaing for holding meetings in closed session, and Mark Velasquez spoke about public contracting and minimum wage requirements. Brian Edinger talked about cyber security issues and the importance of keeping systems and training up to date. Mark Marshall spoke to Trustees and Managers about customer service.

Dusty Lewis, of the Oroville Cemetery District, discussed locating, measuring, marking and verifying plots before digging and interment. And Matt Melugin handled the never-ending problem of dealing with rodents in cemeteries.

The goal of these regional seminars is to reach people in locations that don't require them to travel far or to incur the expense of hotels and so forth. Even though the PCA has held only two Regional Seminars thus far (South Shasta and Visalia), they have been very well received and attended. In addition to providing training for 49 grounds work-

ers, 32 Trustees and 38 Managers attended and participated in the programs. These Seminars are proving quite effective in reaching our districts and furthering the PCA's core mission of educating and training those charged with caring for the resting places of our loved ones.

We plan on conducting 3 or 4 seminars around the state during the coming year. Please let us know if you would be interested in hosting a seminar in your region.

Cheryl can be reached at 530-533-2920, or [oroville.district@att.net](mailto:oroville.district@att.net).

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## “HE SAID, SHE SAID”

*By Bob Hunt*

I frequently hear from managers asking how to deal with a situation where an employee has complained about another employee or a supervisor, or there is some sort of conflict. The manager’s usual question is what to do when all they have is “he said, she said.”

Dealing with complaints and conflicts at work is one of the most challenging responsibilities that comes with being a manager. But deal with them a manager must.



The first step, of course, is to understand the situation. This requires delving into the facts. You must get *facts* from the accuser—not generalities. For example, the complainer might allege that the supervisor is treating him unfairly. But what, exactly, are the *facts* underlying the alleged “unfairness”? The manager should ask for specific incidents, dates, documents, locations, circumstances, witnesses, and so forth. While it would be nice to have all this information, this is rarely the case. But the goal is to obtain all the information possible. With that in hand the manager must get the other party’s version of events, again asking for specific facts.

Listen carefully, objectively review all the information available. Even then it’s not always easy to determine whether either side is “right.” Understand that the parties are rarely objective. The information you receive is filtered through their respective viewpoints. The manager will likely have to make determinations of credibility—which version is *more likely* to be correct.

After you have all the facts, what should you do? First, some situations are so troublesome that action is required.

**NOTE:** *Any time a claim is made of sexual harassment, discrimination, or retaliation—immediately call your human resources department or district’s attorney. Do not attempt to investigate claims of this nature yourself.*

In other cases when action is necessary, don’t delay. Examples of situations when action might be required are:

- When friendly banter or teasing becomes insulting, disrespectful or escalates to bullying,
- When language becomes explicit, threatening, or aggressive,

or

- When conflict disrupts work or threatens team morale.



In situations where an employee is complaining about his or her supervisor, the manager must be very careful to not undercut the supervisor’s position or authority. Employees must understand they work under the direction of a supervisor and behave accordingly. A manager’s challenge is to resolve these situations in ways that don’t impair the supervisor’s ability to supervise. However, this doesn’t mean that the supervisor is invariably “right”. The manager must assess whether the supervisor might need guidance or additional training, without damaging the supervisor’s ability to supervise and direct employees.

But let’s be clear—there are circumstances when managers should ask for outside help. Doing so doesn’t mean the manager is incapable or ineffective; instead knowing when to ask for help is a sign of competency.

Outside help should always be considered when potential legal issues are involved. Some situations when help from human resources or an attorney might be necessary include:

- Allegations of harassment, discrimination, or retaliation,
- Conflicts become abusive or threatening,
- When the dispute becomes a repeated pattern, or
- If multiple employees are involved and the work environment becomes toxic.

Here are a few other scenarios that a manager might want seek help from human resources or the agency’s attorney:

- Staff are threatening to quit over the conflict,
- Conflicts are affecting employee morale,
- Disagreements are getting personal or disrespectful, or,
- Disputes are interrupting the flow of work or threatening the company’s success.

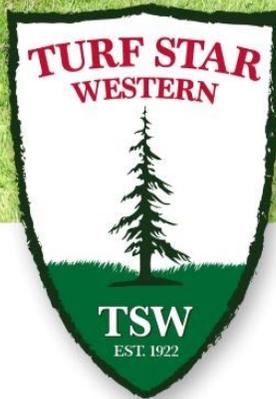
Beyond that, however, some situations don’t merit further “official” action. The manager must simply defuse the situation, attempt to resolve the “problem”, and get everyone back to work. In those cases, you might consider following these steps to help resolve the situation:

- After you have made sure you understand the conflict, encourage an open discussion between employees involved in the dispute. Have both parties state their interests and what they care about.

*(Continued on page 9)*

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## HE SAID, SHE SAID

*By Bob Hunt*

*(Continued from page 7)*

- Find common ground. Sometimes, once employees have hashed out their issues, they realize they're working toward the same goal—they just have differing opinions on how to reach it. Once you've helped them identify the common objective, it's much easier to work toward a solution.
- Talk over potential options in a positive way. Remember, no idea is a bad idea. Discuss the pros and cons of each solution—while looking for win-win scenarios where both parties can agree.
- Agree on a plan of action. After possible solutions are outlined, give the employees a chance to come to an agreement on the best way to move forward. If they can't do this, guide them toward an option that they both can commit to.
- Follow up, be watchful. After coming to a resolution, it may be helpful to follow up with the employees involved after a few days or weeks to make sure there are no addi-

tional issues. If adjustments or changes need to be made, they should be implemented quickly.

As a manager your job is to create an environment where all employees feel valued, and their opinions and concerns are taken seriously. Have an Open-Door Policy; make sure it is a real policy and not simply words. Without such an environment it is likely that the manager won't be made aware of discontent percolating in the workplace, discontent which affects everyone. Empower employees and encourage them to work out issues on their own.

By taking the right measures to resolve disputes and conflicts, you'll play an important role in steering your company toward lasting success. At the end of the day you are the *manager* and you may have to dictate results that won't make everyone happy.

And remember, *always thoroughly document every incident.*

*Articles in this issue of the **Update** are for informational purposes only and not for the purpose of providing legal advice. You should contact your attorney to obtain advice with respect to any particular issue or problem. Use of any information contained in these articles does not create an attorney-client relationship between the reader and any attorney or author.*



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## FROM THE PRESIDENT

BY CHERYL SMITH, PRESIDENT



Another of the myriad duties we District Managers must deal with are the district's records and files. Do you look in your office vault and see drawers over-stuffed with records? The task of organizing and managing these records can be overwhelming. Many of our Districts have been around for well over 100 years, and we have the original paperwork to prove it.

Government Code § 60201 deals with local district records. Before delving into Section 60201, it might be helpful to know exactly what we're talking about. Section 60201 defines a "record" as a "writing" as defined in Government Code § 6252(g). Without going into extensive detail, suffice it to say that a record includes every tangible paper and every digital or electronic document. (Note: *The current version of Section 60201 is superseded by a new version effective January 1, 2023, and that section incorporates a definition of "writing" from Government Code § 7920.545.*)

Section 60201 provides that a district may handle destruction of records through either of two procedures. The first deals explicitly with destruction and requires a resolution by your Board and record keeping of those records destroyed. The alternative method is the adoption, again by resolution, of a record retention policy that complies with the Local Government Records Program established by the Secretary of State. (*The requirement for the Secretary of State to establish a Local Government Records Program is set forth in Government Code § 12236, enacted in 2014. However, a check of the Secretary of State's website doesn't appear to currently have any detail about a Local Government Records Program. A google search does produce a Local Government Records program from 2006.*)

The first step in any records program is knowing what you have. Organizing your records into categories will help in establishing a logical destruction program. An example of record categories might be:

**Financial Records:** Independent Auditor reports, budgets, bonds, general ledger, investments, Controllers Annual Report, Endowment Care Fund & Interest, Accounts Receivable, Property Tax Receipts, Bank Reconciliations, Billing Records, Budget Adjustments, Canceled & Voided Checks, Deposits/Receipts, Accounting Journals, Invoices and Inventory.

**Administrative:** Agendas, Minutes, Recording tapes, Ordinances/Resolutions, Formation Records, Insurance Records, Worker's Compensation, Employee Personnel Records, Payroll, Payroll-Federal Reports, Employee Time Sheets, Disability Claims, Disability Records, Recruitment, Accident Reports, Investigations & Investigative Materials, Claims/Damage, Incident Reports, Employee Handbook, Pension Plan, Training Records (safety), Training Records, and Training Manuals.

**Contracts:** Contracts and Agreements (non-capital improvements), Contracts and Agreements (capital improvements), Grants (federal & state), Grants (community and urban development), Vehicle ownership, Deeds & Easements, Construction Plans and Specifications.

**Cemetery Operations:** Records of all remains interred or cremated, Records of sales/purchases of all rights of interment, Records of ownership of all rights of interment, including transfers of such rights, Records demonstrating qualifications to purchase or own interment rights, or to be interred in District cemetery, Records of all interment and disinterment permits and other authorizations, Records of scheduling and conduct of interments and disinterments.

**Miscellaneous:** Trustees & Terms, Board of Trustee Applications (not accepted), Board of Trustees Applications (accepted), Certificates of Appointment, Statement of Economic Interest,

Oaths of Office, Certificates of Required Training, County Assessor Maps, District Boundary Maps, Insurance Records - General Liability, Property, Legal Opinions, Public Notices/Legal Publications, Unaccepted Bids, Surplus Property Lists - auction, Surplus Property List - Disposal, Public Records Requests - Responses and Records Produced

There are other systems of organization as well. Whichever organizational system you use, your Records Retention & Destruction Policy needs to be reviewed and updated annually to make sure you are compliant with current State requirements and your own needs. The task may seem overwhelming; however, if you take it a step at a time to organize documents, pass a resolution adopting a policy and procedure, eliminate unnecessary items, and categorize the files, the process of updating the records is not as intimidating.

Many of our member Districts are in a transitional state with Managers retiring and new Managers coming in. Leaving your District with an organized records system is key to their success.

*Cheryl*

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## Meet Ryan Brannon

Hi, I'm Ryan Brannon, and I'd like to take a moment to introduce myself as Golden State Risk Management Authority's newest Risk Control Advisor. Just like GSRMA, I'm from rural Glenn County, about 100 miles north of Sacramento. I graduated from Corning High School and went straight into the Marines where I did tours in both Iraq and Afghanistan. After my enlistment ended, I stayed in the Middle East working as a private contractor for another 6 years. Though I enjoyed my time spent over there, I knew it was time to come back and start a family so in 2016 I moved back stateside full time.

Back in Glenn County, I began furthering my education and obtained an Associate's Degree in Criminal Justice and subsequently completed the California Law Enforcement POST Academy. Upon achieving my POST certificate, I joined the Butte County Sheriff's Office as a Deputy, and spent 5 years patrolling the streets and doing my part to help keep Northern California safe. While I loved my time as a Deputy, the demanding hours and other risks associated were really taking a toll on my family, causing me to seek a different venture, and leading me to finding GSRMA!

I'm very excited to be joining the GSRMA Team. Currently I've been shadowing Mark, Steve, and Brian, GSRMA's resident Risk Control Advisor's. It's been enjoyable seeing the different styles and deliveries they have in their work, and I look forward to developing and personalizing my own take on what it is to be a Risk Control Advisor. I can't wait to get out on my own so I can assist our members with trainings, site inspections, safety compliance, and speaking with prospective members!

In April, I got the opportunity to meet some wonderful people representing many of our districts at the Public Cemetery Alliance Region One seminar. Held in South Shasta at the Cottonwood Community Center, it was a great opportunity to meet managers, staff, and trustees, from many of our northernmost districts. I was able to attend some great sessions including one on pests. I thought I had a good idea of what pests were, but in the cemetery world they range from mosquitos to bears, so it really was a treat to hear about some of the mitigation efforts our managers are putting into place. Mosquitos are one that trouble all of our districts and many districts have had luck reaching out and partnering with their local mosquito and vector control district. One district suggested using



sand in the vases with live flowers, as the sand/water mixture will keep the flowers alive but also prevent the mosquitos from laying their eggs.

This was my first foray into public cemeteries, and I had no clue of the amount of care that goes into the everyday operations of a public cemetery. It takes a special person to put forth that much effort and for that I want to say thank you for all you do. I look forward to getting out and meeting those of you I haven't yet, shaking your hand, and providing the services you've come to know and expect from those of us at GSRMA!

Ryan can be reached at [rbrannon@gsrma.org](mailto:rbrannon@gsrma.org) or 530-934-5633.

# GOLDEN STATE RISK MANAGEMENT AUTHORITY ANNUAL CONFERENCE 2022

## GSRMA Announces 16th Annual Conference

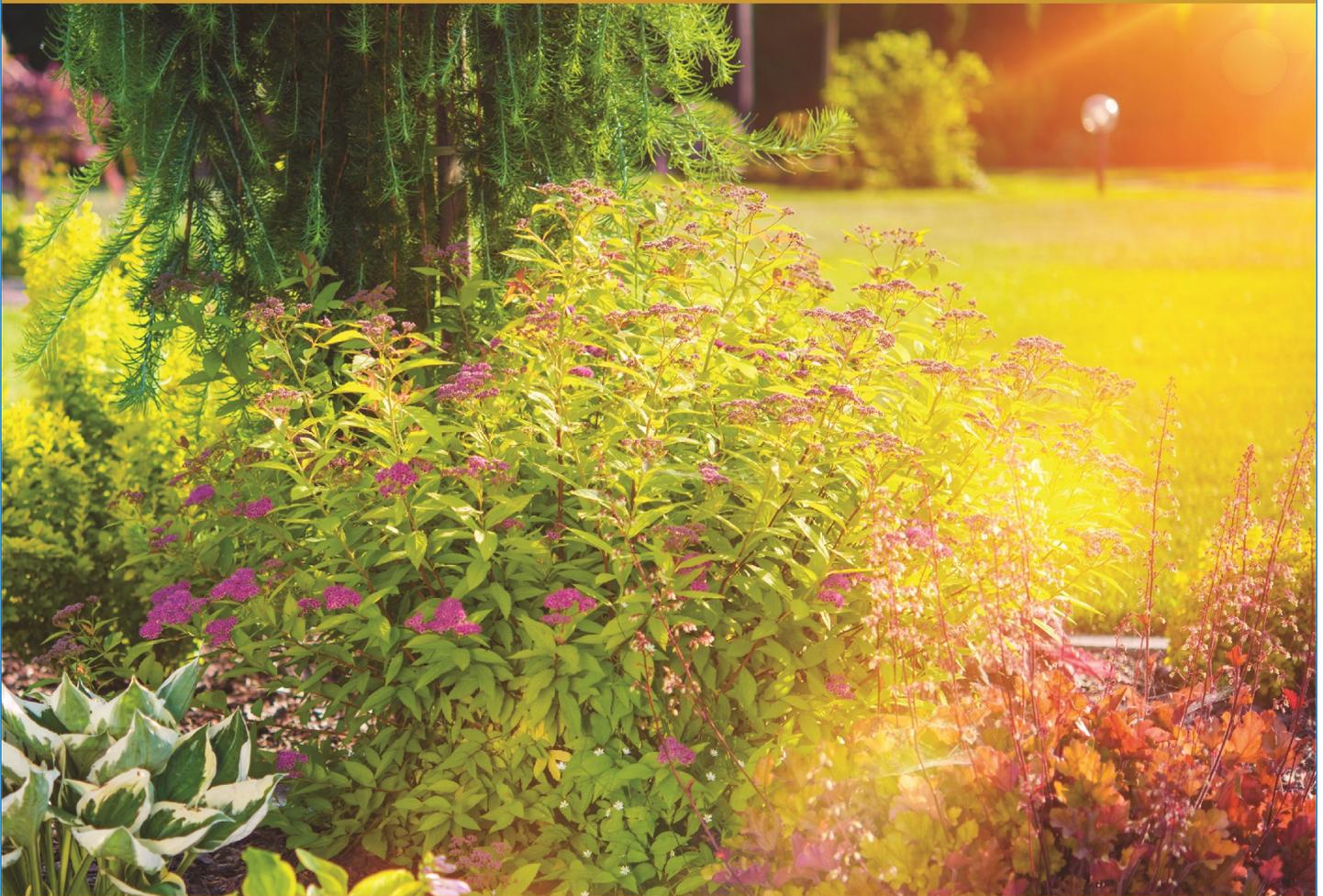
GSRMA is excited to announce that plans for its 16th Annual Conference are moving ahead. The conference will be held October 20th and 21st, at Rolling Hills Resort in Corning, CA. The Conference will feature Keynote Speaker Paul Krismer doing a session on "Resiliency in the Midst of Uncertainty". California mandated Ethics and Harassment Prevention will also be presented, while other speakers will be presenting a variety of informative sessions.



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## Ask Bob . . .

By Bob Hunt

### Question:

#### What happened to “at will” employment?

This question has come up several times at seminars and conferences in recent weeks. The quick answer is: “At will” employment is still alive and well. But let’s think about whether relying on “at will” to terminate an employee is really a good idea.

Let’s look into that concept and what the results might be. Where does “at will” employment come from? It is set forth in Labor Code § 2922 which provides that

*“An employment, having no specified term, may be terminated at the will of either party on notice to the other. Employment for a specified term means an employment for a period greater than one month.”*

What this generally means is that the employment relationship may be terminated by either party at any time, for any reason or no reason (but, of course, not an illegal reason). The term “on notice” simply means informing the other party; it doesn’t imply that any period of advance notice is required. The law remains valid and employers may terminate an “at will” employee for no reason, i.e., at the “convenience of the employer”.

The first issue, which we won’t discuss in detail here, is whether the “at will” presumption has been unintentionally negated. That might occur when, for example, a manager or supervisor has told the employee that he or she has a job for as long as she wants it, or some similar statement. Such statements may be interpreted as overcoming the “at will” presumption, even if the employer’s policies state that employment is “at will”. Negating the “at will” presumption generally means that the employee can be terminated only for good cause.

The more serious and common problem arises from the combination of the plethora of employee protections in California, the litigious world in which we live and work, and the natural skepticism of judges and juries. Judges and juries are reluctant to accept that an employer would terminate a *good* employee simply for the “convenience of the em-

ployer”. They ask, isn’t there really a reason behind the termination? Might that undocumented reason be one that is impermissible under the law? If the employer has relied on the “at will” presumption and given no reason for the termination, the field is wide open for the employee to give juries answers to these questions, answers that support their claims of wrongful termination.

Therefore, relying on the “at will” presumption to terminate an employee raises the risk of being sued. If you have valid reasons to terminate an employee, document them and state those reasons as the basis for the action.

Unfortunately we find that most often the reason an employer wants to rely on the “at will” presumption to terminate an employee is they have failed to properly document an employee’s history of performance or other problems. The file is empty, performance evaluations are average or even superior, there are no warnings or counseling memos. Documentary evidence simply won’t support the termination. Thus the manager relies on “at will” to terminate the employee for the “convenience of the employer.”

But what happens if the employee sues for wrongful termination and claims harassment, discrimination, retaliation or any other such claims? The employer is left to defend the lawsuit before a judge and jury which, as we said earlier, is skeptical about the employer’s true reason for the action.

Of course, the employer’s defense is to state the real reason or reasons why the employee was terminated. But when the jury hears these reasons, they are somewhat reluctant to accept them. If those reasons were legitimate, where is the documentation? So the employer is already in a bit of a pickle in the eyes of the jury.

The employer is left to go on defense and disprove the claims asserted by the employee. Getting deep into litigation comes with a whole host of risks—what will other employees and witnesses say? Will off-color comments come out, or



risqué cartoons and jokes that have been circulated on emails? Will there be evidence of harassment, favoritism, nepotism or discrimination, or perhaps questionable financial transactions? (And, remember, your credibility is already suspect because you failed to be honest about the reasons for the termination.)

These scenarios demonstrate why an employer should avoid relying on the “at will” presumption for terminating an employee. If you’re having problems with an employee, it’s crucial to document those problems. Make sure they understand exactly what your expectations are and how they have failed to meet them. Document it. Give them a chance to correct the problem—juries want to hear that you’ve worked with the employee and given them an opportunity to succeed. Documentation of your efforts and the employee’s failures support the termination. And those are the reasons you give the employee for the termination—don’t rely on “at will.”

Terminating an “at will” employee for the “convenience of the employer” is one of the most high risk employee actions any employer can take. Don’t take that risk—don’t leave your fate in the hands of a skeptical jury.

*Bob continues to field questions from PCA members. He may be contacted at 916-801-4401 or [hunt@pacbell.net](mailto:hunt@pacbell.net).*





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# Preventing Heat Illness

*By Brian Edinger  
GSRMA Risk Control Advisor*

With temperatures reaching 100+ degrees as of writing this article, it's obvious – summer is already here, and it is going to be a hot one. Many of us love the summer; longer days allow us more time to spend outside with friends and family, the scent of BBQ fills the air, and we get to watch our tomatoes and other plants take off. Unfortunately, though, summer isn't all fun and games and, for those who work outside, it can be downright dangerous. With proper precautions, summer can become just another season, but it is critical that workers are aware of the hazards high heat presents and know the proper steps to minimize the associated risk.

Every year, more than 600 people succumb to heat illness, many while working. Every heat illness death is preventable, which is why we at GSRMA are such advocates for a strong Heat Illness Prevention Program. In 2005, there was a rash of heat illness deaths, which lead Cal/OSHA to develop Title 8 Section 3395: Heat Illness Prevention in Outdoor Places of Employment. It is this standard on which we base our Heat Illness Prevention Plans. There are several requirements that must be met in a Heat Illness Prevention Plan, and two temperature thresholds at which those plans must be activated.

Starting at 80 degrees Fahrenheit, employers must provide: access to water, access to shade, weather monitoring and acclimatization procedures, rest, employee and supervisory training, and written procedures including emergency response.

**Water** must be available at no cost to the employee, be fit for consumption (potable), and be available in enough quantity for the entire shift. Cal/OSHA recommends a quart of water every half hour, so a minimum of 2 gallons is required per employee, per 8-hour shift. If, for instance, you do not have the ability to provide that much water all at once, there must be effective replenishment procedures in place and documented.

**Shade** must be made available to employees when the temperature reaches 80 degrees Fahrenheit. Shade can be provided

in many forms and can even be as simple as the natural shade from a tree, or it could be a pop-up structure. Shade cannot put the employees at risk, so even though your backhoe bucket might provide excellent shade cover, it also poses a hazard to your employees' health and safety and should not be used as such. Encourage your employees to take their mandated rest periods in places of shade. Should an employee request shade, it must be made available, even if the temperature is less than 80 degrees.

**Weather Monitoring and Acclimatization** must be done and managed by supervisory staff. While Google will give you a temperature, Cal/OSHA recommends using noaa.gov for the most up to date and accurate readings of the daily temperature. Acclimatization involves gradually building up your workforce's tolerance to the heat. Allow employees to acclimatize over a period of a week, each day increasing the amount of time they spend in the heat by 20%, until they are fully acclimatized. Most heat illness injuries happen within the first 1-4 days, so acclimatization is extremely important.

**Rest** periods are required by law and should be a minimum of ten-minutes every two hours. In times of high heat, encourage employees to take additional rest periods should they begin to overheat. These rest periods should be at least five-minutes, and taken in a cool shady place. Ensure that employees are taking their required rest periods in cool shade.

**Employee and Supervisory Training** is an extremely important component. If a Cal/OSHA inspector happens to come by your district in the summer, you can bet they will ask employees about your Heat Illness Prevention Plan. Employees should be trained on all components of the heat illness prevention program, their specific roles, and signs/symptoms/and treatment of heat exhaustion and heat stroke.

**Written Procedures Including Emergency Response** will take everything we have been discussing and place it in a nice document. This should become part of your Injury and Illness Prevention Plan, and all staff should review and re-



**Brian Edinger**

ceive training, annually at minimum. Emergency response should document responsible parties and roles, including applicable staff and supervisors. Make sure if you are the one responsible for calling EMS that you give clear, concise directions, and stay on the line until they arrive.

When temperatures reach 95 degrees or higher, which is considered high-heat conditions, employers must also ensure that there is effective communication in place. **Effective Communication** can be done by voice, observation, or electronic means (cameras, walkie-talkie's, etc.). Supervisors must monitor and observe employees for any signs of heat illness. Supervisors must supervise a maximum of 20 or fewer people, as well as implement a mandatory buddy system. Supervisors need to designate one or more people to call emergency services should the need arise, as well as hold pre-shift meetings (tailgate meetings) to discuss heat illness prevention. Make sure your employees are drinking lots of water and monitoring how they feel!

Signs and symptoms of heat illness can include heat cramps (uncontrollable muscle spasms), heavy sweating, paleness, dizziness, nausea or vomiting, headache, fainting/unconsciousness. This is by no means an exhaustive list, so be sure that your Heat Illness Prevention Plan documents the signs and symptoms of the variety of heat illnesses, as well as their proper treatment. As always, we at GSRMA are happy to assist districts in developing and implementing their Heat Illness Prevention Plans, so don't be shy to reach out if you have any questions!

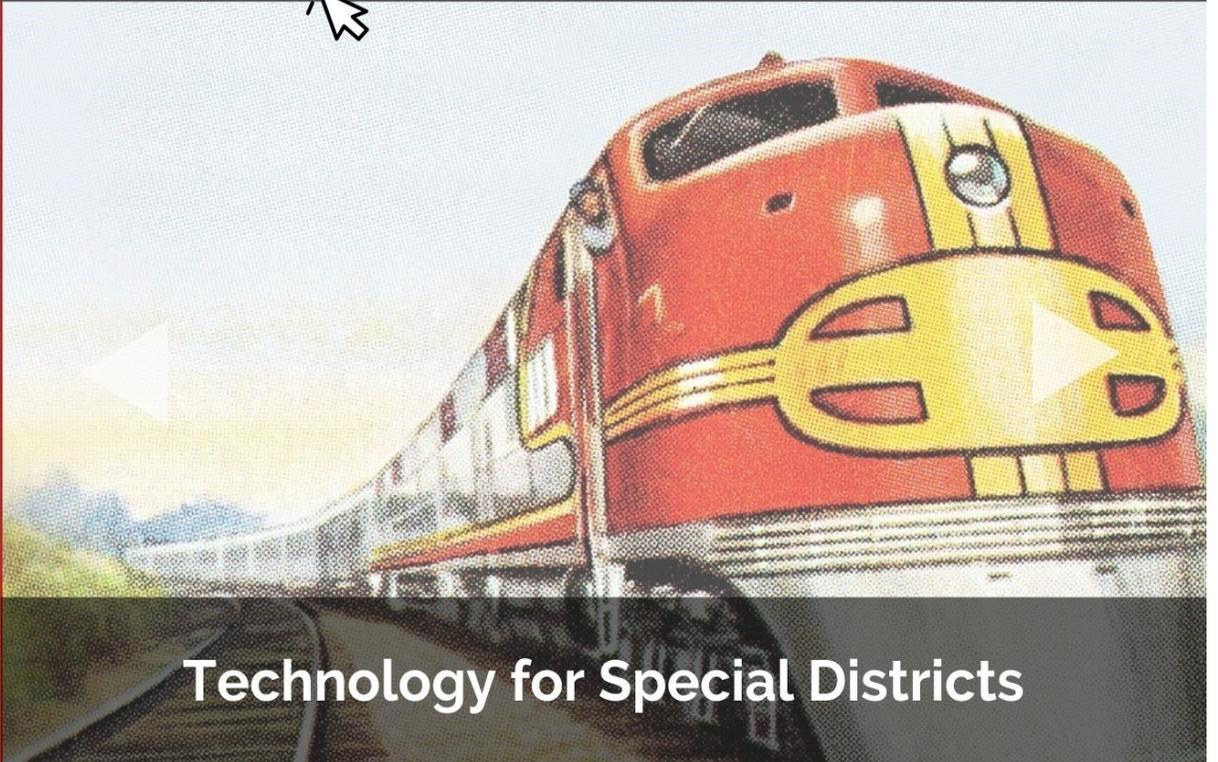
*Brian can be reached at 530-934-5633 or [bedinger@gsrma.org](mailto:bedinger@gsrma.org).*



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# Mark Your Calendars!



- June 22, 2022 - GSRMA Brown Act/Director Training  
Williams, CA
- August 31, 2022 - PCA Seminar, Santa Maria, CA
- October 7-8, 2022 - CAPC Training Mtg., So. Lake Tahoe, CA
- October 19, 2022 - PCA Annual Meeting, Corning, CA
- October 20 -21, 2022 - GSRMA Annual Conference, Corning, CA
- February 16-18, 2023 - CAPC Conference, Oxnard, CA

