

Northwest Vermont Solid Waste Management District

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NOTICE

Northwest Vermont Solid Waste Management District

ADMINISTRATION COMMITTEE MEETING AGENDA

DATE: March 29, 2022
TIME: 5:00 PM
PLACE: Via Zoom: <https://us02web.zoom.us/j/4456759564>

AGENDA 5:00 PM

1. **Review Agenda**
2. **VOTE:** Minutes Administration Committee Meeting of January 20, 2022
3. Review and Finalize Draft Weapon Free Workplace Policy for Presentation to Full Board.
4. PTO Accrual Policy – Discuss Options for Potential Revision of Current PTO Policy.
5. Adjourn

MEMBER COMMUNITIES

**ALBURGH • BAKERSFIELD • BERKSHIRE • ENOSBURG • FAIRFIELD • FLETCHER • FRANKLIN • GEORGIA • GRAND ISLE
HIGHGATE • ISLE LA MOTTE • MONTGOMERY • NORTH HERO • RICHFORD • ST. ALBANS CITY • ST. ALBANS TOWN
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Minutes

NWSWD Administration Committee Meeting

January 20, 2022

The Administration Committee of the Northwest Vermont Solid Waste Management District held an Administration Committee Meeting on January 20, 2022 by Zoom Meetings at 5:00 PM.

Mr. Clark called the meeting to order at 5:10 PM.

Administration Committee Members Present:

Dave Clark
Jaime Tibbits
Carlo Micheli

Other Board Members/Guests Present:

Administration Committee Members Absent:

Others Present:

Pam Bolster, Business Manager

Administration Committee Meeting

1) Approve Minutes From 7.24.2019 & 9.30.2020 Administration Committee Meeting:

Approved though Noted that the Minutes are very old and could not accurately be recalled.

2) Agenda Review-Additions/Deletions: No Changes, Additions or Deletions.

3) Review/Discussion: Sample Weapons Free Workplace Policies From VLCT, CSWD and US Ecology.

The group discussed the presented policies and any content that should or should not be included in the NWSWD policy. It was felt that The District should direct this policy in relation to employees only and not the general public utilizing our sites at this time but to possibly revisit that at a later date. The group discussed the definitions of "Firearms and Other Destructive Devices", what should be included within the policy as well as the reasons for the necessity of the policy. It was felt that a combination of CWSD and the VLCT policy would be best and asked that Ms. Bolster present this at the next meeting. Ms. Bolster said that she would prepare something for the following week, send it to the committee, and they would try to get together prior to the next board meeting.

4) Prioritize the Following Policy Creations for Future Work

- a. PTO Policy
- b. Cash Receipts, Returned Checks and Debt Policy
- c. Fraud Prevention Policy
- d. Reserve Fund Policy
- e. Capital Improvement and Balanced Budget Policy
- f. Code of Ethics Policy

The group decided the PTO Policy will be the next focus.

Meeting Adjourned: 6:10 PM

Weapon Free Workplace Policy:

To ensure that the NWSWD maintains a safe workplace for all employees and customers, the company prohibits the possession or use of firearms or other destructive devices/weapons by employees on their person or in their vehicle while on company property or property that the district utilizes for business.

This includes:

- a. "Firearms" – any weapon (including starter guns) which will, is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any weapon described in the above, and any device used to muffle or silence the weapon.
- b. "Destructive Device (s)" is an explosive, incendiary or poison gas, flame or any sharp-edged instrument or other instrument designed to harm another person or property or is used individually or in combination with the intent to harm another person or property. Destructive Devices include, but are not limited to: Bombs, Grenades, Rockets, Missiles, Knives, Stiletos, Blackjacks (or other similar club weapons), Brass Knuckles.

All workers are subject to this provision, including contract workers and temporary employees. A license to carry the weapon does not supersede company policy. Any employee in violation of this policy will be subject to disciplinary action, up to and including termination.

The NWSWD recognizes that there may be circumstances in which The District deems it acceptable and/or necessary for the employee to receive a waiver of this policy. Example could be:

1. Carrying an unloaded hunting rifle in a vehicle during hunting season,
2. A District Enforcement Officer request that could include safety concerns.

Prior to bringing any Firearm or Destructive Device to any NWSWD facility or property of which it inhibits, the employee must request and receive written permission to do so from the Executive Director or the Executive Director's Designee. The written request for permission must include: a. the basis for the request, and b. how long the necessity will last.

Any approved Firearm or Destructive Device will be kept in a locked vehicle at all times unless otherwise approved. The Executive Director may grant, deny, or revoke permission at any time and/or apply conditions he believes are appropriate.

The NWSWD reserves the right at any time and at its discretion, to search any company owned or leased vehicles, any vehicle being utilized to conduct NWSWD business, any desk, locker, packages, containers, purses, or any other enclosures, or persons, brought unto NWSWD property or property The District utilizes, to determine whether any weapon is being or has been brought unto its property or property it utilizes, in violation of this policy. Any employee who fails or refuses to promptly permit a search under this policy will be subject to discipline up to and including termination.