



**CIVIL SERVICE COMMISSION
MEETING AGENDA**
Tuesday, September 22, 2026 at 4:00 PM
Commission Chambers, 300 Municipal Drive,
Madeira Beach, FL 33708

This Meeting will be televised on Spectrum Channel 640 and YouTube Streamed on the City's Website.

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

Public participation is encouraged. If you are addressing the Civil Service Commission, step to the podium and state your name and address for the record. Please limit your comments to three (3) minutes and do not include any topic on the agenda. Public comment on agenda items will be allowed when they come up.

4. APPROVAL OF MINUTES

[A.](#) 06-30-2026, Civil Service Commission Meeting Minutes

5. HR REPORT

[A.](#) HR Report

6. NEW BUSINESS

[A.](#) Human Resources and Safety Manual Review

7. OLD BUSINESS

PROGRESS REPORT

[2026](#) Progress Report

8. NEXT MEETING

Tuesday, December 1, 2026, at 4:00 p.m.

9. ADJOURNMENT

One or more Elected or Appointed Officials may be in attendance.

Any person who decides to appeal any decision of the Civil Service Commission with respect to any matter considered at this meeting will need a record of the proceedings and for such purposes may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The law does not require the minutes to be transcribed verbatim; therefore, the applicant must make the necessary arrangements with a private reporter or private reporting firm and bear the resulting expense. In accordance with the Americans with Disability Act and F.S. 286.26; any person with a disability requiring reasonable accommodation to participate in this meeting should call City Clerk Clara VanBlargan at 727-391-9951, Ext. 231 or 232 for email a written request to cvanblargan@madeirabeachfl.gov.



MINUTES
CIVIL SERVICE COMMISSION
MEETING
JUNE 30, 2026
4:00 P.M.

The City of Madeira Beach Civil Service Commission meeting was scheduled for 4:00 p.m. on June 30, 2026, in the Patricia Shontz Commission Chambers at City Hall, located at 300 Municipal Drive, Madeira Beach, Florida.

MEMBERS PRESENT: Jerry Cantrell, Chair/Commissioner
 James “Jim” Paul, Vice Chair/Commissioner
 Judithanne McLauchlan, Commissioner
 Scott Haufe, Commissioner
 Paul Tilka, Commissioner
 Clara VanBlargan, Ex-Officio Secretary

MEMBERS ABSENT: None.

CITY STAFF PRESENT: Michael Helfrich, City Manager
 Attorney Rob Eschenfelder, Trask Daigneault, L.L.P. (via Zoom)

1. CALL TO ORDER

Chair Jerry Cantrell called the meeting to order at 4:04 p.m.

2. ROLL CALL

City Clerk Clara VanBlargan called the roll. All were present.

3. PUBLIC COMMENT

There were no public comments.

4. APPROVAL OF MINUTES

A. 04-20-2026, Civil Service Commission Meeting Minutes

Commissioner Paul moved to approve the Civil Service Commission Meeting Minutes as written, seconded by Commissioner McLauchlan. The motion carried 5-0.

5. HR REPORT

HR Staff Megan Powers reviewed the HR Report. Regarding open positions, she noted that recruitment for a building official remains ongoing and has been difficult to fill. Recruitment for the HR director position is being handled by a recruiter, with candidates expected within the next few weeks. The community communications manager position has been filled, with the new hire accepting the offer the previous day and an anticipated start date of July 6th. Additionally, the City recently hired a building compliance supervisor and a part-time Marina attendant, and fully staffed its Recreation summer camp.

On the projects side, Ms. Powers reported that she had reformatted the department's standard and safety procedures, noting that the existing documents were significantly outdated and needed retyping. The Commission was invited to offer suggestions for further improvements. Regarding training, sexual harassment training was distributed to all employees in January; cybersecurity training continues monthly for compliance; and the HR Consortium has been coordinating leadership training opportunities through the Pinellas Cities network.

Responding to a question from Chair Cantrell, the City Manager confirmed that the goal is to have the HR director in place by the end of September 2026, with the process moving as quickly as possible once candidates are received.

6. NEW BUSINESS

There was no new business.

7. OLD BUSINESS

A. City of Madeira Beach Safety & Accident Prevention Manual

City Manager Michael Helfrich presented a written directive outlining a structured plan to rebuild the City's safety and accident-prevention manual. He assessed the current manual as containing useful baseline content but in need of significant modernization, noting that the referenced technology and procedures are outdated. He emphasized that the goal is not to start from scratch but to conduct a comprehensive rebuild over an estimated 15-week timeline.

The rebuild directive would establish a clear scope and process, distinguishing among policy, procedure, training, forms, and technical appendices to ensure the final document is enforceable and maintainable without conflict with the personnel policy manual or individual departmental SOPs. The Human Resources Director will serve as the designated lead upon onboarding. However, groundwork, including organizing and inventorying existing materials and conducting department head reviews, would begin immediately, advancing the process to approximately Step 5 of the outlined framework before the HR Director is on board.

The areas slated for review in the rebuild include, among others: program governance, incident reporting, emergency action and fire prevention, hazardous communication, PPE, fleet and mobile equipment, excavating and trenching, confined space, lockout/tagout, electrical safety, heat and weather protocols, contractor safety, and workplace violence. A key principle throughout is avoiding policy duplication, so that any future modifications need only be made in one location.

Vice Chair Paul asked who would conduct department director interviews before the HR Director's arrival. The City Manager confirmed he would personally meet with directors to assess current procedures and prepare them for the next steps. Ms. Powers agreed that the job description updates, particularly for departments like Recreation and Public Works, are closely tied to this process, as Concentra, the City's occupational health vendor, performs both drug testing and physical evaluations.

Chair Cantrell confirmed that the immediate interim controls listed in Item 7 of the directive, including updates to emergency contacts, workers' compensation reporting, hazard analysis, traffic controls, and excavation/trenching protocols, would take effect immediately, well in advance of September. The Commission expressed its intent to receive a full update at the September meeting.

8. PROGRESS REPORT

A. 2026 Progress Report

The City Clerk presented the 2026 Progress Report, which summarized items for future discussion, prior meeting outcomes, and completed items. She reviewed each category with the Commission.

Items pending or continued for future discussion include:

- The Madeira Beach Safety & Accident Prevention Manual (addressed at this meeting and to be returned with revisions at a future date)
- Individual department policies (to be returned to the Civil Service Commission with the recommended revisions)
- The standardized exit-interview process for voluntary resignations.

Prior meeting outcomes reviewed included:

- The Commission's August 5, 2025 visit to the safety manual
- The Commission's recommended formatting and organizational standards for individual department procedures (consistent section numbering, uniform formatting, effective dates, position titles rather than employee names, and cross-references using sections rather than page numbers)
- Items from the December 2, 2025, and April 20, 2026, meetings, including exit interview development, new job description formatting, clarification of the drug-free workplace policy, Civil Service Commission rules, hearing officer agreements, and quarterly personnel policy compliance check-ins.

Completed items of note included

- Adopted Ordinance 2025-01, the new Employee Personnel Handbook, on April 2, 2025.
- Adopted Ordinance 2025-02, updating Civil Service Commission Rules on April 2, 2025.
- Adopted Ordinance 2025-03, establishing the grievance hearing process on April 2, 2025.
- Regarding Ordinance 2025-03, the Board of Commissioners approved two hearing officer agreements on June 10, 2026.
- The formal incorporation of the drug-free workplace policy into the new Personnel Policy (Ordinance 2025-01) renders the standalone 2007 policy obsolete.

Commissioner McLauchlan expressed appreciation for the comprehensive summary and asked whether the report would be shared with the Board of Commissioners. The City Clerk confirmed that the report would be included in her monthly report to the Commission at regular meetings. The Civil Service Commission unanimously consented.

Drug-Free Workplace Follow-Up:

- Chair Cantrell raised a follow-up item from the progress report regarding Concentra's compliance with the current drug-free workplace policy rather than the outdated 2007 version. Attorney Eschenfelder clarified that when the City contracted with Concentra, the concern was whether the vendor had been provided with the updated 2025 policy. He noted that the updated policy contains detailed procedures governing the Medical Review Officer's role, how employees are informed of a positive result, and the employee's appeal rights, procedures that may differ from or not exist in the 2007 version. He emphasized that the vendor simply needs to be provided with the current policy chapter and directed to follow it going forward. The City Manager confirmed he would take responsibility for the follow-up, as it had not yet been completed by Chief Belk. Ms. Powers added that she would coordinate directly with the Concentra representative.

The City Clerk would provide an annual report to the Board of Commissioners beginning in December 2026. Progress reports would be provided to the Board either with her monthly report on the BOC agenda or placed in the mailbox at City Hall.

9. NEXT MEETING

The next Civil Service Commission meeting was scheduled for Tuesday, September 22, 2026, at 4:00 p.m.

Commissioner McLauchlan introduced a Fulbright scholar studying government who was in attendance, visiting from Belarus.

The City Clerk said she is working on a labor-attorney training course for Civil Service. She reminded the Commission of the Ethics training on July 15.

10. ADJOURNMENT

Chair Cantrell adjourned the meeting at 4:33 PM.

ATTEST:

Jerry Cantrell, Chair

Clara VanBlargan, City Clerk/Secretary Ex-Officio



MEMORANDUM

MEMORANDUM

TO: Civil Service Commission
FROM: Anna Thrombley, Human Resources Director
DATE: September 16, 2026
RE: HR Report - September 22nd, Civil Service Commission Meeting

Update:

- Open Positions:
 - Building Official
 - Recreation Leader I (Seasonal)
 - Recreation Leader I
 - Bus Driver
 - Intern-Volunteer
- Hired:
 - Community Communications Manager
 - Assistant Community Development Director
 - HR Director
 - Recreation Director
 - Recreation Leader II
- Projects:
 - Department Standard Operating Procedures - Formalize
 - Safety Manual Rebuild



Human Resources & Safety Manual Review Meeting

Goal

To gain an understanding of the **Human Resources processes** currently performed throughout the employee lifecycle and to review the **Safety Manual** for accuracy, completeness, and recommended updates.

1. Talent Acquisition

Requisition Process

- Workforce planning and position approval
- Requisition creation and authorization
- Posting and recruitment strategy

Selection/Interview Process

- Interview questions and evaluation criteria
- Interview formats and panel structure
- Candidate scheduling and coordination
- Candidate communication
 - Salary expectations

Employment Offer Process

- Minimum 2 week lead time required
- Offer preparation and approvals
- Verbal and written offer procedures
- Negotiation and acceptance process

Pre-Employment Screening

- Background checks
 - Motor Vehicle (if applicable)
 - Reference checks
 - Credential and employment verification
 - Drug testing requirements (if applicable)
-



Human Resources Process Review Meeting (continued)

2. Onboarding

New Hire Paperwork

- Employment forms and compliance documents
- Benefits enrollment
- Policy acknowledgments

Equipment and Systems Access

- Technology and equipment requests
- Email and system setup
- Security access and credentials
- Access Badge
- Employee ID (photo required)

New Employee Orientation

- Organizational overview
- Policies and procedures
- Benefits and employee resources

First Day Experience

- Welcome process
 - Supervisor introductions
 - Training schedule and expectations
 - Position Description Review and Acknowledgement
 - Workspace readiness
 - Onboarding Buddy
-

Human Resources Process Review Meeting (continued)



Discussion Questions

- What aspects of these processes work well today?
 - Where are the current challenges or bottlenecks?
 - What systems, forms, or tools are being utilized?
 - Are there any planned process improvements or changes?
 - What metrics are currently tracked and reported?
-

Desired Outcomes:

- Conduct a comprehensive review of the following documents to begin the process of the Safety Manual rebuild:
 - Safety Manual Draft 0.1 [provide documented recommendations for all bracketed items]
 - Table of Contents
 - Interim Controls
 - Hazard Profiles
- Document current-state HR processes, identify opportunities for centralization, improvement, and establish a foundation for process standardization and future enhancements.



Safety Manual Review Meeting

Field	Entry
Department / Interviewee	City Clerk / CV
Date, time, and location (including the areas walked)	September 18, 2026 @ 9:30am
Attendees	
Manual sections covered (Draft 0.1)	
Appendix A notes: key answers by question number	
Bracketed items resolved (section, item, answer)	
Crosswalk rows confirmed or flagged	
Appendix scope agreed	
The cannot-follow list (rules crews cannot or do not follow)	
Interim-control status (IC-01 through IC-09 for this department)	
Budget and TIPS-grant items identified	
Follow-ups: item, owner, due date	
Interviewee confirmation and date	
Designee signature and date	



Safety Manual Review Meeting

Discussion Topics and Key Questions

1. What tasks in your department present the highest injury, vehicle, property damage, or public-interface risk?
2. Which safety procedures are currently followed but not written down?
3. Which existing manual sections are useful and should be retained?
4. Which sections are outdated, unclear, impractical, or not followed?
5. What training do employees currently receive, and where are the records kept?
6. What forms, checklists, permits, or logs are currently used?
7. What equipment, vehicles, chemicals, confined spaces, or field conditions require specific procedures?
8. What contractor activities create safety exposure for City staff or the public?
9. What incidents, near misses, or recurring concerns should the revised manual address?
10. What immediate safety controls should be considered before the final manual is adopted?
11. Which topics are already governed by the Personnel Policy, City Code, state law, department SOP, or other administrative policy and should be cross-referenced rather than rewritten?
12. Should this item be Citywide, department-specific, job-title-specific, or handled through a checklist or training document?
13. What training, records, supervisory checks, budget, equipment, or staffing would be required to enforce this requirement consistently?
14. What insurer or loss-control recommendations or industry standards should be considered for this operation?
15. Are there safety concerns involving harassment, threats, stalking, hostile public contact, law-enforcement coordination, field visits, or body-camera use that should be addressed?

CITY OF MADEIRA BEACH

Rebuilt Citywide Safety Manual: Table of Contents

Working Draft 0.1 · the structure at a glance · September 2026

Item	Description
Prepared for	Department Directors, HR/Risk, the City Attorney, the carrier, and the Civil Service Commission: the full review audience
Source	Draft_Citywide_Safety_Manual_v0.1.docx, Working Draft 0.1, September 2026
Status	Draft for management, HR/Risk, City Attorney, Department Director, and carrier review: not final, adopted, or enforceable
Page numbers	Deliberately omitted. The working draft is not paginated; numbers arrive with the adopted manual
Companions	The draft manual itself; Director Interview Instructions; Project Timeline

How to read this page. Part I is the citywide manual itself: fourteen sections, thin by design, holding only the rules that apply to every employee and that the City can realistically train, document, supervise, fund, and enforce. Part II is the layer underneath: the cross-reference index that keeps this manual out of the Personnel Policy's way, the twelve forms that prove the rules are followed, the training summary, the department appendix index, and the interim-controls register that bridges today to adoption. Two conventions carry over from the draft: facts a director must confirm appear there in [brackets]. None survive to adoption, and the department appendices are built from the interview results now underway.

Part I. Citywide Manual: Fourteen Sections**1. Purpose, Authority, and Scope**

- 1.1 Why this manual exists: people, property, and the City's defenses
- 1.2 Issued by the City Manager under Personnel Policy XIX.2
- 1.3 Violations run through Personnel Policy XI discipline: no separate system
- 1.4 The order of authority: Charter, Code, Personnel Policy, this manual, appendices, forms
- 1.5 Who it covers. All City employees; interns, seasonal staff, and volunteers to be confirmed
- 1.6 OSHA, NFPA, and MUTCD as adopted standards of care, not automatic law
- 1.7 Controlling authority wins on any conflict

2. Safety Roles and Responsibilities

- 2.1 City Manager: issues, funds, and sustains the program
- 2.2 Human Resources Director: the designee and day-to-day program owner
- 2.3 Department Directors: compliance, appendices, competent persons
- 2.4 Supervisors: daily compliance and the Job Hazard Analysis
- 2.5 Employees: follow the rules, wear the PPE, complete the training, report
- 2.6 Safety committee. Deliberately deferred; no invented "Safety Coordinator" role

3. Incident Reporting and Investigation

- 3.1 Injury reporting per Personnel Policy VII.H; workers' comp through PGIT and PGCS
- 3.2 The chain: employee to supervisor to HR/Risk, same working day, direct
- 3.3 Two tracks. Employee injuries vs. participant and patron incidents
- 3.4 Near-miss cards, the same day
- 3.5 Motor vehicle accidents. This section plus Personnel Policy XXVI; PCSO on road scenes
- 3.6 Supervisor investigation: what happened, why, what prevents it
- 3.7 The four forms behind the section
- 3.8 Records retention per the state schedule

4. Hazard Communication (Chemical Safety)

- 4.1 Rebuilt with Safety Data Sheets and GHS labeling
- 4.2 Written chemical inventories, by department
- 4.3 SDS access within reach during the shift
- 4.4 Labeling: original labels intact, secondary containers labeled
- 4.5 Training at hire and whenever a new chemical hazard arrives
- 4.6 Marina fuel handling and the Ship Store: Marina appendix

5. Personal Protective Equipment

- 5.1 Written PPE hazard assessments, task by task
- 5.2 City-provided at no cost; every issuance recorded
- 5.3 No required PPE, no task
- 5.4 Uniforms and attire. Personnel Policy XXIV and XXV.B, cross-referenced
- 5.5 High-visibility apparel near the traveled way
- 5.6 Department-specific PPE in each appendix

6. Tools, Ladders, and Shop Equipment

- 6.1 The 2015 manual's three tool sections merged; detail to the appendices
- 6.2 Inspect before use; damaged items tagged out of service
- 6.3 Ladders: the right ladder, inspected, three points of contact
- 6.4 Machine guards in place; equipment de-energized before service
- 6.5 Housekeeping prose replaced by the inspection checklist
- 6.6 Manufacturer instructions as the adopted standard

7. Vehicles and Mobile Equipment

- 7.1 Personnel Policy XXVI governs use; this section is the operational rules
- 7.2 Pre-trip walk-around; defects reported before use
- 7.3 Seat belts: every occupant, every trip, all positions
- 7.4 Backing: one citywide spotter standard, aligned with Fire SOP 6.5
- 7.5 CDL positions per FMCSA requirements
- 7.6 Crash reporting under Section 3
- 7.7 Fueling. Engines off; the marina dock under its appendix and NFPA 30A
- 7.8 Department-specific vehicle rules in each appendix

8. Right-of-Way Work and Traffic Control

- 8.1 The MUTCD as FDOT adopts it: the City's adopted standard
- 8.2 Traffic control confirmed before street-adjacent work begins
- 8.3 High-visibility apparel for everyone exposed to traffic
- 8.4 Trained flaggers; flagger stations per the MUTCD
- 8.5 Lane closures and permit coordination
- 8.6 Evening and night work: lighting and strobe standards

9. Excavation and Underground Utilities

- 9.1 Sunshine 811 before anyone digs
- 9.2 A named competent person, in writing
- 9.3 Cave-in protection before entry: five feet or hazard potential
- 9.4 Excavation on the JHA-required list

10. Confined Spaces

- 10.1 Entry prohibited today, until the program is real
- 10.2 Written inventory and classification, by department
- 10.3 The permit system once funded: permits posted, air tested, rescue planned
- 10.4 If the program is not funded: contract the entries, keep the prohibition

11. Heat, Weather, and Storm Operations

- 11.1 Citywide heat rules: water, rest-and-shade cycles, emergency response
- 11.2 Thunderstorms: outdoor work stops until the storm passes
- 11.3 The JHA-required task list
- 11.4 The Emergency Operations Plan runs the storm; this manual covers the workers
- 11.5 Inspecting storm-damaged structures: Code/Building appendix

12. Workplace Violence and Public Contact

- 12.1 Personnel Policy XXIII and XIII are the policies; this section is the procedure
- 12.2 Same-day threat documentation and routing
- 12.3 Hostile public contact: de-escalate, disengage, withdraw, call, document
- 12.4 PCSO coordination: assistance, threats, accident scenes, animal bites
- 12.5 Field visits: pre-visit notice of known hostile properties
- 12.6 Front counters: a working panic and communication method
- 12.7 Lone work. Check-in standards; after-hours work by advance approval
- 12.8 Body-worn cameras, not in use; the September 2026 decision documented
- 12.9 Domestic violence and stalking at work. Personnel Policy VII.I cross-referenced
- 12.10 City events: pre-event safety briefings per the Recreation SOPs

13. Contractor and Vendor Safety

- 13.1 Contractors follow the law that applies; contracts can adopt the City's standards
- 13.2 What the City can impose: City Attorney to confirm
- 13.3 Project-contact coordination; shared work areas get a JHA
- 13.4 Stop-work authority: scope and mechanics to confirm

14. Emergency Action and Fire Prevention

- 14.1 Posted evacuation routes and assembly points, learned at hire
- 14.2 Extinguishers per NFPA 10, tags current
- 14.3 First-aid kits, AEDs, and training cadence
- 14.4 One current emergency-contact list: replacing the colored loose-leaf
- 14.5 Facility fire procedures with the Fire Department's pre-plans
- 14.6 A fresh look every January, with the manual review

Part II. Appendices: The Evidence and Department Layer

Appendix A, Controlling Authorities: Cross-Reference Index

Fifteen subjects governed elsewhere: discipline, drugs, harassment, vehicle use, and the rest, each pointing to the authority that owns it. The 2015 manual's duplicative sections retire accordingly.

Appendix B: Forms, Permits, and Logs Index

Twelve forms, each naming its owner, its cadence, and where the record lives:

- Employee Incident Report
- Participant / Patron Incident Report
- Near-Miss Card
- Motor Vehicle Accident Report
- Job Hazard Analysis form
- Traffic-Control Setup Checklist
- Confined-Space Entry Permit
- Facility and Shop Inspection Checklist
- Chemical Inventory / SDS Location Log
- Training Roster and Acknowledgment
- PPE Issuance Record
- Interim-Controls Log

Appendix C: Training Matrix (Summary)

Eleven employee groups: topics, cadences, owners, and records; the full matrix is the TrainingMatrix sheet of the workbook.

Appendix D: Departmental Appendix Index

Every department gets an appendix or explicit citywide coverage:

- Public Works: from the PW manual's safety content
- Marina: fueling, spills, docks, the Panic File
- Parking: expanded from the current manual
- Recreation. Exists today; the model the others follow
- Fire Rescue: cross-reference layer to the Fire SOP system
- Administration / City Hall: new and short

- Code Enforcement / Building: new and short

Appendix E: Interim Controls Register

IC-01 through IC-09, each with owner, status, and sunset. The status column is filled at the director interviews and reported September 22.

Working Draft 0.1 · September 2026 · Owner: Human Resources Director, as the City Manager’s designee · Prepared for the director interviews and technical review · Page numbers arrive with the adopted manual.

CITY OF MADEIRA BEACH

Citywide Safety and Accident Prevention Manual

Working Draft 0.1 · for Management, Department Director, HR/Risk, City Attorney, and Carrier
Review · September 2026

Item	Description
Document	Citywide Safety and Accident Prevention Manual, Working Draft 0.1. This is the rebuilt replacement for the 2015 Safety Operations Manual.
Status	Draft for management, HR/Risk, City Attorney, Department Director, and carrier review. Not final, adopted, or enforceable until approved by the City Manager.
Issuing Authority	City Manager, under Personnel Policy Section XIX.2 (Ordinance 2025-01). Violations are handled under Personnel Policy XI, as XIX.3 already provides.
Project Lead	Human Resources Director, as the City Manager's designee (Safety Manual Rebuild Committee Directive, June 30, 2026).
Structure	Citywide rules live here. Department procedures live in departmental appendices, issued under Personnel Policy XXV.A. Task procedures stay in department SOPs. The evidence: forms, permits, logs. Is in Appendix B.
Bracketed Items	Every <i>[bracketed]</i> item is a fact a Department Director will verify or supply during the interviews. Nothing bracketed survives into the adopted manual.
Companion Documents	Authority Crosswalk Workbook (Excel); Director Interview Instructions; Rebuild Project Timeline; the department manuals (Public Works, Marina, Parking, Recreation) and Fire SOPs.
Review Path	Department Directors first, then HR/Risk, then PGIT / Public Risk Underwriters loss control, then the City Attorney, then the City Manager. And only then the Civil Service Commission, for review and comment.
Distribution	Department Directors, HR/Risk, PGIT loss control, City Attorney.

How to Read This Draft

This is Draft 0.1 of the rebuilt citywide manual: a working draft built to be marked up in the director interviews, not a finished document. Three things to know before you start reading. First, wherever another policy already governs a subject: the Personnel Policy, City Code, state law, the Emergency Operations Plan, or one of your own SOPs. This manual points to it and stops. It does not restate what another document already says, and it never modifies one. Second, every *[bracketed]* item is a question for you: a name to supply, a location to confirm, a cadence to set. We will resolve every one of them in the interviews, and nothing bracketed survives into the adopted manual. Third, every rule that says "shall" has been screened against a simple test: can the City name an owner, train it, document it, supervise it, fund it, and enforce it? Where the honest answer was "not yet," the draft says so plainly and states the decision that

City of Madeira Beach | Citywide Safety Manual, Working Draft 0.1 for Review
has to be made. A rule the City adopts but does not follow is worse than no rule at all; it becomes evidence against the City the day something goes wrong.

Contents: Sections 1–14 (Purpose · Roles · Incident Reporting · Hazard Communication · PPE · Tools and Ladders · Vehicles · Right-of-Way and Traffic Control · Excavation · Confined Spaces · Heat, Weather, and Storm Operations · Workplace Violence and Public Contact · Contractor Safety · Emergency Action), then Appendices A through E (authorities index, forms index, training summary, department appendix index, and the interim-controls register).

1. Purpose, Authority, and Scope

1.1 This manual sets the citywide safety rules for the City of Madeira Beach. It exists for three reasons: to keep people from getting hurt, to protect the vehicles and property the City is responsible for, and to put in one place, in writing. The safety rules the City can stand behind. It gives supervisors a single, consistent set of rules to train, document, and enforce.

1.2 The City Manager issues this manual under Section XIX.2 of the Personnel Policy (Ordinance 2025-01), which authorizes the City Manager to develop and publish a Madeira Beach Safety Manual. It is an administrative publication; the Personnel Policy itself needs no amendment.

1.3 Violations are handled through the discipline procedures in Personnel Policy XI, exactly as XIX.3 already provides. This manual creates no separate disciplinary system of its own. *[City Attorney: confirm the discipline interface and any Charter Section 5.7 implications.]*

1.4 The order of authority runs: City Charter, then Code of Ordinances, then Personnel Policy, then this manual, then departmental appendices and SOPs, then forms, checklists, permits, and logs. One rule shapes every page of this document: where a higher authority already governs a subject, this manual cites it and moves on. It never restates a controlling policy, and it never modifies one.

1.5 This manual applies to all City employees. *[Whether it extends to interns, seasonal staff, and volunteers; including volunteer firefighters; is a question for the City Attorney and PGIT before adoption.]* Contractors and vendors are covered in Section 13. PCSO deputies are not City employees; Section 12 deals with coordination, not with the Sheriff's own policies.

1.6 Florida municipal employees are not covered by federal OSHA, and Florida runs no state plan for public-sector workers. So when this manual cites OSHA, NFPA, the MUTCD as FDOT adopts it, or a manufacturer's instructions, those are benchmarks the City has chosen to hold itself to. Its adopted standard of care, not laws that automatically bind every employee. Every such citation is subject to City Attorney and carrier review. *[City Attorney: confirm this framing.]*

1.7 If any provision of this manual conflicts with a controlling authority, the controlling authority wins and the provision is read out to that extent. The rules are written to be observable: each one says what a person does, and who verifies it.

2. Safety Roles and Responsibilities

2.1 City Manager. The City Manager issues this manual, funds it, and keeps it alive, directing enforcement through the chain of command and sponsoring the rebuild itself.

2.2 Human Resources Director (the City Manager's designee and project lead). The HR Director runs the program day to day: the annual January review of this manual, citywide training and its records, the incident and near-miss log, the Authority Crosswalk, the Commission update materials, and the working relationships with the City Attorney and the carrier.

2.3 Department Directors. Directors own their departments' compliance. They keep the departmental appendix current, put the competent persons required by Sections 9 and 10 in writing, make sure the department's training actually happens and gets recorded, budget for the PPE and equipment their people need, report incidents under Section 3, and check their crosswalk rows at each annual review.

2.4 Supervisors. Safety rules live or die at the supervisor level, so this manual gives supervisors the concrete duties: supervise compliance daily; require a Job Hazard Analysis before the high-risk tasks listed in Section 11.3 and in the departmental appendix; complete and route incident reports; issue PPE and record it; run and document tailgate training; and stop any work that presents imminent danger, pending the Director's confirmation. *[City Attorney: confirm stop-work authority language for supervisors.]*

2.5 Employees. Employees follow the rules that apply to their work, wear the required PPE, complete their training, and report hazards, near-misses, and incidents immediately through the chain in Section 3. An employee who reports in good faith is protected for doing it. *[City Attorney: confirm retaliation-protection language and its interaction with Personnel Policy XII.]*

2.6 Whether to stand up a permanent safety committee is a management decision this draft deliberately leaves open. *[Deferred. The 2015 manual invented a "Safety Coordinator" nobody could point to, and this rebuild will not recreate a role the City cannot staff. If the City wants a committee, it should be chartered as a management body; never as a Civil Service Commission body.]*

3. Incident Reporting and Investigation

3.1 Injury reporting is governed by Personnel Policy VII.H. "As soon as possible." Workers' compensation itself runs through the City's agreement with the Preferred Governmental Insurance Trust, with claims reported straight to PGCS (Preferred Governmental Claim Solutions): 800-237-6617, answered 24 hours a day; online at pgcs-tpa.com; or wcclaims@pgcs-tpa.com, with hurricane-period claims going to Hurricane@pgcs-tpa.com. AmeriSys handles medical management and return-to-work. This section doesn't touch any of that. It adds the City's internal reporting chain and the forms.

3.2 Here is the chain: the employee tells the immediate supervisor right away, and the supervisor gets it to HR/Risk the same working day. Direct. Never through the Sheriff's Office or anyone else. After hours, use *[after-hours contact procedure and number; to be confirmed by HR/Risk, replacing the 2015 loose-leaf list]*. A few things cannot wait for the chain: a fatality, an in-patient hospitalization, an act or threat of violence, or a structural collapse goes to the City Manager's office immediately.

3.3 Keep the two tracks straight. An employee injury is a workers' compensation matter. An incident involving a participant, patron, visitor, or contractor is a liability matter. Different forms, different routing. Nobody files a participant incident on a workers' compensation form, and nobody files an employee injury as a patron incident. Recreation has run its manual this way for years; the rest of the City is adopting the pattern.

3.4 A near-miss, something that could have hurt someone or broken something but didn't. Goes on the Near-Miss Card to the supervisor the same day. Supervisors log them and pass them to HR/Risk. *[Monthly near-miss review by the designee; cadence to confirm.]*

3.5 Motor vehicle accidents follow this section and Personnel Policy XXVI, which governs. If it happened on the road, PCSO works the scene (Section 12.4), and the internal report is still filed.

3.6 The supervisor investigates every incident, with the designee joining when it warrants, answering three questions: what happened, why, and what keeps it from happening again. Corrective actions go on the incident report with a name and a due date attached to each. If the incident exposed a gap in a procedure, the JHA or the appendix gets updated.

3.7 Four forms carry this section: the Employee Incident Report, the Participant/Patron Incident Report, the Near-Miss Card, and the Motor Vehicle Accident Report. Appendix B lists who owns each, how often it is used, and where the record lives.

3.8 Incident records are kept per the state records schedule, and the incident log lives with HR/Risk. *[Retention series; to be confirmed.]*

4. Hazard Communication (Chemical Safety)

4.1 This section rebuilds the 2015 manual's chemical-safety rules with current terminology. Safety Data Sheets (SDS) and GHS labeling, retiring the old "MSDS" vocabulary for good.

4.2 Every department keeps a current written inventory of the chemicals it uses or stores, in its facilities and its vehicles. *[Inventory record location and annual review date; each department to confirm.]*

4.3 SDSs have to be within reach during the shift: electronically where the department has devices, and in a physical binder *[location(s); each department to confirm]* where it doesn't. A new chemical does not go into use until its SDS is on file and the affected employees know about it.

4.4 Original labels stay intact and legible. Secondary containers get labeled with the product name and its main hazard. An unlabeled container is not used and is not stored.

4.5 Hazard-communication training happens at hire and whenever a new chemical hazard comes in, and it goes on the training roster.

4.6 Fuel handling, spill thresholds, and regulatory notification at the marina fuel dock belong to the Marina appendix. The Ship Store's chemical inventory and SDS location are *[Marina Manager to confirm]*.

5. Personal Protective Equipment

5.1 Each Director completes and keeps a written PPE hazard assessment for the department's operations: task by task, what PPE is required. *[Assessment completion date; to be set by each Director, and updated whenever operations change.]*

5.2 The City provides required PPE at no cost to the employee. Every issuance goes on the PPE Issuance Record, and damaged or worn PPE gets replaced.

5.3 Employees wear the PPE specified for the task, and supervisors verify it. An employee without the required PPE does not do the task until it is provided. That is the whole rule.

5.4 Uniforms, footwear, and attire generally are governed by Personnel Policy XXIV and XXV.B: cross-referenced here, not restated. Where a task needs specific protective footwear or clothing beyond that policy, the requirement lives in the departmental appendix. *[Safety-toe footwear allowance; management decision, budget item.]*

5.5 Anyone working in or next to the traveled way wears high-visibility apparel meeting the adopted standard. See Section 8.

5.6 PPE beyond the citywide baseline: eye, hand, foot, and hearing specifics, dock work, inspection gear. Is listed in each departmental appendix. *[Each department to list.]*

6. Tools, Ladders, and Shop Equipment

6.1 The 2015 manual spent three sections (XI through XIII) on this subject. They are merged here into what every department shares; the tool-by-tool detail belongs in the appendices.

6.2 Inspect tools and equipment before use. Damaged items come out of service, get tagged "DO NOT USE," and get reported to the supervisor. *[Tag stock and disposition; department to confirm.]*

6.3 Ladders: the right ladder for the task, inspected before use, on secure footing, three points of contact while climbing. Nobody stands on a stepladder's top cap or top step, and nobody reaches so far that the ladder's balance depends on it. *[Roof-access and inspection ladders; Code/Building appendix.]*

6.4 Machine guards stay in place while equipment runs, and equipment gets de-energized before anyone services or adjusts it. *[Energy-control (lockout/tagout) written procedure for the Public Works and Facilities shops; still to be documented. Until it exists, nobody services energized equipment except qualified personnel under the Director's written direction.]*

6.5 The old manual's housekeeping prose: window ledges, makeshift seating, toe boards. Reads well and proves nothing. It is replaced by the Facility and Shop Inspection Checklist: work areas, walkways, storage, and egress kept clear, with the checklist completed *[monthly; cadence to confirm]* by *[facility supervisor; owner to confirm]*, and deficiencies logged and corrected.

6.6 Tools and equipment get used the way their manufacturers say to use them. The instructions are an adopted standard of care under Section 1.6, and the manuals are kept *[location; department to confirm]*.

7. Vehicles and Mobile Equipment

7.1 Personnel Policy XXVI governs who uses which vehicle and how; that policy controls, and this section does not repeat it. What follows are the operational safety rules that sit on top of it.

7.2 Before the first trip of the day, operators walk around the vehicle: tires, lights, leaks, damage, load securement, and report defects before using it. A vehicle with a safety defect stays parked until it is repaired. *[Inspection form or application; PW Fleet to confirm.]*

7.3 Seat belts: every occupant, every trip, all positions, including the slow moves around the yard.

7.4 Backing is where a fleet does its damage, so the standard is one standard citywide: a trained spotter when one is available, using the hand signals Fire standardized in SOP 6.5 (cross-referenced here, not duplicated). When there is no spotter, the operator stops, gets out, and walks the backing path before moving. Utility carts follow the same rule. *[Cart-specific rules; Parking and Recreation appendices.]*

7.5 CDL positions follow the FMCSA requirements (49 CFR 382 and related), as Personnel Policy XX already cross-references, with records kept under those rules.

7.6 Any crash involving a City vehicle, on the road or in a facility. Is reported under Section 3. On-road crashes get PCSO on scene per Section 12.4, and the internal report is still filed.

7.7 Engines off during fueling. The marina fuel dock runs under its own appendix and NFPA 30A as the adopted standard.

7.8 Department-specific vehicle rules: take-home arrangements, cart routes, trailer backing. Live in that department's appendix. Where they collide with XXVI, XXVI wins.

8. Right-of-Way Work and Traffic Control

8.1 Work in or next to the traveled way follows the MUTCD as FDOT adopts it for public roads. The City's adopted standard of care. *[Gulf Boulevard corridor: coordination requirements with FDOT and Pinellas County; PW Director to confirm.]*

8.2 No street-adjacent work starts until the traffic control for that task is confirmed in place, and the Traffic-Control Setup Checklist is completed before the work does. (IC-04 is in force now.)

8.3 Everyone exposed to traffic wears high-visibility apparel, per Section 5.5.

8.4 Employees who direct traffic are trained before they do it, *[refresher cadence; PW to confirm]*, and flagger stations conform to the MUTCD.

8.5 Lane closures and permits: *[closure notification and permit coordination points; PW Director to confirm with FDOT and the County.]*

8.6 Evening and night right-of-way work needs its own rules: *[lighting and vehicle strobe standards, to be set with the PW Director.]*

9. Excavation and Underground Utilities

9.1 Before anyone digs, the locate happens: Sunshine 811, Chapter 556, Florida Statutes: dial 811 or file through *[ticket system in use; PW to confirm]*. The disconnected 1-800 number that lived in the 2015 manual is gone. Tickets stay current and get filed with the work order. *[Ticket record location; PW to confirm.]*

9.2 The Director puts in writing who the competent person is: the person who classifies soil, inspects the excavation, and directs the protective systems. *[Public Works; name to be provided; Facilities; name to be provided.]* That person inspects at the start of the shift, after rain or anything else that changes conditions, and as needed thereafter.

9.3 Nobody enters an excavation five feet or deeper, or one with hazard potential, until cave-in protection is in place: sloping, shoring, or shielding per the adopted standard, with spoils and equipment kept back from the edge, a ladder or ramp within 25 feet of anyone in the trench, and utilities located before digging.

9.4 Excavation is on the JHA-required list (Section 11.3; IC-03).

10. Confined Spaces

10.1 The rule in force today: no employee enters a permit-required confined space. That prohibition stays until every piece of this section is real: a written entry procedure, calibrated atmospheric testing, trained entrant/attendant/entry supervisor roles, and a rescue plan. (IC-05.)

10.2 Each department writes down the confined spaces it controls and classifies them. *[Public Works: the stormwater structures and lift stations; inventory to be completed. Facilities: any*

building spaces; to confirm. Marina: any; to confirm. Others: none anticipated.] The list, with locations, lives in the departmental appendix.

10.3 When the program is funded and running, each entry gets a completed Confined-Space Entry Permit (Appendix B) posted at the space; atmospheric testing before entry and as scheduled, on calibrated instruments *[meters; budget item, TIPS matching-grant candidate]*; the roles trained per the Training Matrix; non-entry rescue planned for the specific space; and Fire Rescue's role confirmed in advance *[Fire Chief to confirm capability and response]*.

10.4 And if the City decides not to fund the program? Then the tasks that require entry get contracted out under Section 13, and the manual keeps the prohibition, which the City can enforce. Instead of a program it cannot staff. *[Management decision with the budget cycle; flag to PGIT loss control.]*

11. Heat, Weather, and Storm Operations

11.1 Every outdoor crew, citywide, works under the same heat rules. Drinking water at the work site. Supervisors schedule rest-and-shade cycles when it is hot *[trigger and shaded locations; each department to confirm; NIOSH and OSHA heat guidance as the internal benchmark]*. New employees and people back from time off get acclimatized over *[the first 14 working days; to confirm]*. Crews use the buddy check for heat-illness signs. And everyone on every crew knows the emergency: confusion, collapse, hot dry skin. Call 911 and cool the person immediately. (IC-07 is in force now.)

11.2 When a thunderstorm is overhead or obviously coming, outdoor work stops, and it stays stopped until *[30 minutes after the last thunder; to confirm]*. Recreation's facilities follow the ThorGuard protocol in that appendix; the marina shelters per its own. *[Watch and warning monitoring method; to confirm.]*

11.3 A Job Hazard Analysis precedes the tasks that earn one: storm response, excavation, confined-space work, hot work, right-of-way work, and anything a departmental appendix adds to the list. The JHA names the task, its hazards, the controls, the PPE, and the supervisor who briefed it. (IC-03 is in force now.)

11.4 The Emergency Operations Plan and the county plan run the storm itself (Chapter 252, Florida Statutes). Cross-referenced. This manual covers the people doing the work while the EOP runs: every downed line is treated as energized until the utility says otherwise; generators sit away from occupied spaces (carbon monoxide) and only qualified personnel make electrical tie-ins; chainsaw and debris work is for trained employees wearing the required PPE *[PPE list; PW to confirm]*; and shift length and rest get managed during activation *[limits; to be set with the Directors]*. Emergency pay is Personnel Policy IV.D. Cross-referenced.

11.5 Inspecting storm-damaged or condemned structures is its own hazard, and the Code/Building appendix carries the precautions: structure stability confirmed before entry, PPE

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for mold and contamination *[list; Community Development to confirm]*, and no solo entry into anything posted unsafe.

12. Workplace Violence and Public Contact

12.1 Personnel Policy XXIII (Workplace Violence and Threats) and XIII (Harassment) are the policies. This section is the procedure. How those policies actually play out in the field and at the counter. The employee-safety concerns the Commission raised in April 2026: harassment reporting, threat documentation, stalking, public-contact risk: are required content here, not commentary.

12.2 Every threat, hostile contact, or stalking concern involving an employee gets documented on the incident report the same day and routed per Section 3, with HR/Risk keeping the record. Threats of violence also go to PCSO. *[Threat-log method; HR/Risk to confirm.]*

12.3 How the City handles a hostile member of the public, citywide: stay professional, de-escalate, disengage, withdraw somewhere safe, call for assistance, and write it down. No employee physically detains, pursues, or blocks anyone: Parking's no-detention rule, adopted citywide for enforcement and field roles. No parking citation, code violation, or fee dispute is worth a physical confrontation.

12.4 PCSO is the City's contracted law-enforcement agency, and this section is about working with them: how to request assistance (emergency and non-emergency lines *[numbers; to be confirmed with the PCSO liaison]*); how threats and criminal incidents get reported; who handles traffic-crash scenes; and what to do about animal bites. *[PCSO reviews this section before adoption; liaison contact; City Manager's Office to confirm.]*

12.5 For anyone whose job includes visiting private property: Code Enforcement, Building inspection, Parking: pre-visit notice of known hostile properties *[flag method; to be set with each Director]*; check-in and check-out with the supervisor when working alone *[radio, citation device, or phone; method by department]*; and two-person visits whenever a threat flag is active *[criteria; HR/Risk and Directors to set.]*

12.6 The counters (City Hall, Community Development, the Ship Store, the recreation desks), need a working panic or emergency-communication method *[method and test cadence by facility; to be confirmed]*, de-escalation training per the Training Matrix, and counter and sightline arrangements reviewed by *[Facilities; to confirm]*.

12.7 Departments name their lone-work tasks in their appendices and set the check-in standard (Section 12.5). After-hours lone work takes the Director's advance approval *[approval method; to confirm]*.

12.8 Body-worn cameras are not in use, and the City decided in September 2026 not to deploy them. A decision reached after evaluating the April 2026 employee-safety concerns. The Parking department's current manual describes cameras as "under implementation"; that note is outdated, and the rebuilt Parking appendix states the decision. The employee-protection

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concern behind the camera question is answered by the rest of this section. Threat documentation (12.2), hostile-contact response (12.3), and PCSO coordination (12.4). If the City ever reconsiders, a standalone body-worn camera policy governing use, data, and privacy would be adopted first and cross-referenced here, not embedded in this manual.

12.9 When domestic violence or stalking follows an employee to work, Personnel Policy VII.I governs the leave. Cross-referenced, and *[a workplace-safety accommodation procedure; HR/Risk to develop with the City Attorney]* covers what the City does about it.

12.10 City events run on pre-event safety briefings per the Recreation event SOPs (cross-referenced), with crowd management and evening lighting and coverage handled *[John's Pass Village specifics; Recreation appendix]*.

13. Contractor and Vendor Safety

13.1 Contractors and vendors working on City property or in the City right-of-way follow the law that applies to them; where a contract incorporates the City's adopted standards of care, those apply too.

13.2 What the City can actually impose on contractors is a legal question first: *[City Attorney to confirm; certificate of insurance; a safety plan for high-risk work (traffic control, excavation, confined space, hot work, marine operations); subcontractor flow-down.]*

13.3 The City project contact coordinates high-risk contractor work with the departments it touches. Where City employees and contractors share a work area, the JHA gets exchanged before the work starts.

13.4 *[Stop-work authority for City staff directing contractor work; City Attorney to confirm scope and mechanics.]*

13.5 Marina contractor work: haul-out, fuel systems, construction. Follows the Marina appendix.

14. Emergency Action and Fire Prevention

14.1 Every City facility has posted evacuation routes and an assembly point, and employees learn them at hire. *[Routes and assembly points by facility; each Director to confirm: City Hall, the Public Works yard and shops, recreation facilities, the marina, the fire stations.]*

14.2 Extinguishers are maintained and inspected per NFPA 10 as the adopted standard, with tags current *[inspection vendor and cadence; Facilities to confirm]*. The training rule is simple: evacuate and call 911. Only a trained employee facing a small, incipient fire with a clear way out uses an extinguisher.

14.3 First-aid kits at *[locations by department]*; AEDs at *[City Hall and recreation facilities; to confirm]*; first-aid and CPR training cadence per the Training Matrix.

14.4 The emergency-contact list, the corrected one from IC-01, is a single current list kept by HR/Risk, electronic and posted, replacing the colored loose-leaf that quietly rotted in the 2015 binder. *[Posting locations; HR/Risk to confirm.]*

14.5 Facility fire procedures coordinate with the Fire Department's pre-plans *[Fire Chief to confirm]*.

14.6 Emergency arrangements get a fresh look every January, together with the manual review.

Appendix A, Controlling Authorities: Cross-Reference Index

Where another authority governs, this manual points to it. That is the whole list. The 2015 manual's duplicative sections are retired accordingly, with the full detail in the workbook's RemovalsCrossRefs sheet.

Subject	Governing Authority	Where Cited
Discipline	Personnel Policy XI	Sections 1.3, 2.5
Drugs and alcohol; Drug-Free Workplace	Personnel Policy XX; F.S. 440.101–.102	Not restated; cross-referenced
Harassment	Personnel Policy XIII	Section 12.1
Workplace violence and threats (policy)	Personnel Policy XXIII	Section 12.1
Injury reporting and benefits	Personnel Policy VII.H	Section 3.1
Vehicle use	Personnel Policy XXVI	Section 7.1
Uniforms and attire	Personnel Policy XXIV; XXV.B	Section 5.4
Emergency pay	Personnel Policy IV.D	Section 11.4
Domestic violence leave	Personnel Policy VII.I	Section 12.9
Ethics	Personnel Policy X	Not restated
Employee complaints	Personnel Policy XII	Section 2.5
Workers' compensation procedure	Personnel Policy VII.H; PGIT agreement; PGCS channels	Section 3.1
Storm response	City EOP; Pinellas County plan; F.S. Ch. 252	Section 11.4
Utility locates	F.S. Ch. 556 (Sunshine 811)	Section 9.1
Indoor smoking	F.S. 386.201	Not restated; 2015 content retired

Appendix B: Forms, Permits, and Logs Index

Twelve forms carry the evidence layer. Each one names its owner, its cadence, and where the record lives. A form missing any of the three is decoration.

Form / Record	Owner	Cadence	Record Location
Employee Incident Report	Supervisor, routed to HR/Risk	Per incident	<i>[HR/Risk file; confirm]</i>

Participant/Patron Incident Report	Facility supervisor	Per incident	<i>[Department; confirm]</i>
Near-Miss Card	Employee, routed to supervisor	Per event	<i>[Near-miss log, HR/Risk; confirm]</i>
Motor Vehicle Accident Report	Operator, routed to supervisor	Per incident	<i>[PW Fleet / HR; confirm]</i>
Job Hazard Analysis form	Task supervisor	Before listed high-risk tasks	<i>[Department file; confirm]</i>
Traffic-Control Setup Checklist	Crew lead	Before right-of-way work	<i>[PW; confirm]</i>
Confined-Space Entry Permit	Entry supervisor	Per entry, once the program is live	<i>[PW; confirm]</i>
Facility and Shop Inspection Checklist	Facility supervisor	<i>[Monthly; confirm]</i>	<i>[Department; confirm]</i>
Chemical Inventory / SDS Location Log	Department	<i>[Annual; confirm]</i>	<i>[Department; confirm]</i>
Training Roster and Acknowledgment	HR/Risk with departments	Hire, annual, per event	<i>[HR/Risk; confirm]</i>
PPE Issuance Record	Supervisor	Per issuance	<i>[Department; confirm]</i>
Interim-Controls Log	HR Director (designee)	While interim controls are in force	<i>[HR/Risk; confirm]</i>

Appendix C: Training Matrix (Summary)

The full matrix: eleven employee groups, topics, cadences, owners, and records. Is the TrainingMatrix sheet of the workbook. The cadences in brief: citywide safety training at hire plus an annual refresher; Public Works runs monthly tailgates on the sanitation crews' existing safety meetings; CDL requirements follow FMCSA; marina UST operators recertify on their own cycle; recreation briefs before every event; and supervisors take annual modules on incident investigation and JHA. Directors confirm their cadences in the interviews.

Appendix D: Departmental Appendix Index

Every department gets either an appendix or explicit citywide coverage. Recreation's manual is the pattern the others follow: cross-reference first, department content second, own forms third, and each appendix issues under Personnel Policy XXV.A.

Department	Appendix	Status	Owner
Public Works	From the PW manual's safety content (PPE, heat, falls, excavation, MOT, CDL, monthly meetings)	To develop in Phase 5	PW Director
Marina	From the Marina P&P (fueling, spills, dock fire, Panic File) plus new SDS and FDEP chain	To develop in Phase 5	Marina Manager

Parking	Expanded from the current manual (field safety, no-detention, carts, heat; corrects the manual's outdated camera note)	To develop in Phase 5	Parking Manager
Recreation	Exists: adopted as the model for all departments	Complete	Recreation Director
Fire Rescue	Cross-reference layer only; Fire programs stay in Fire SOPs	Confirm scope with Chief	Fire Chief
Administration / City Hall	New and short: front counter, panic communication, incident documentation	To develop in Phase 5	HR Director
Code Enforcement / Building	New and short: field visits, hostile contacts, storm-damaged structures	To develop in Phase 5	Community Development Director

Appendix E: Interim Controls Register

Each control's status gets confirmed at the interviews and reported at the September 22 Commission meeting. And each control dies when its section goes live, nothing interim outlives the manual.

ID	Interim Control	Status	Sunset
IC-01	Emergency contacts, WC reporting instructions, approved provider list, after-hours procedure	[To confirm]	Sections 3 and 14.4
IC-02	SDS access and chemical inventories current in every department	[To confirm]	Section 4
IC-03	JHA required before storm response, excavation, confined space, hot work, right-of-way work	[To confirm]	Section 11.3
IC-04	Traffic-control confirmation before any street-adjacent work	[To confirm]	Section 8.2
IC-05	Permit-required confined-space entry prohibited pending the program	[To confirm]	Section 10
IC-06	Excavation under a named competent person with cave-in protection	[To confirm]	Section 9
IC-07	Heat-illness prevention for all outdoor crews	[To confirm]	Section 11.1
IC-08	Utility-locate reference corrected to 811 in every digging procedure	[To confirm]	Section 9.1
IC-09	Marina hazmat-vendor verification and spill-notification chain	[To confirm]	Section 4.6 / Marina appendix

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ID	Interim Control
IC-01	Update emergency contacts, workers comp reporting instructions, approved medical provider list, and after-hours reporting procedure
IC-02	Confirm SDS access and current chemical inventories in every department
IC-03	Require a Job Hazard Analysis for non-routine, high-risk work: storm response, excavation, confined space, hot work, right-of-way
IC-04	Confirm traffic-control/MOT expectations before any work in or adjacent to active streets, parking areas, sidewalks, or pedestrian routes
IC-05	No entry into a permit-required confined space without a written procedure, trained roles, atmospheric testing, and rescue planning
IC-06	Excavation/trenching supervised by a competent person; cave-in protection and safe access/egress before work begins
IC-07	Heat illness prevention for outdoor crews: water, shade/recovery, acclimatization, emergency response
IC-08	Correct the underground-locate reference to 811 (Sunshine 811) in all digging procedures
IC-09	Marina: verify the hazmat response/collection contract is current, the Panic File is complete, and the spill-notification chain (including the FDEP State Watch Office) is documented

Why Now	Owner
Provider list lives on colored loose-leaf in the manual. Broken document control; employees need current instructions	HR Director
Legacy MSDS references; inventories unverified	Dept Directors + HR
No JHA requirement exists anywhere	Dept Directors
Peak-season traffic on Gulf Blvd corridor; only PW has a TTC policy	PW Director
Current manual Section XV has no permit system: the highest-risk gap in the document	PW Director + Fire Chief
Current Section XIV lacks a competent-person requirement	PW Director
September is peak heat; only fragments exist in PW and Parking	All Directors with outdoor staff
Manual cites a disconnected 1-800 number	PW Director
Vendor status unverified; spill thresholds already defined in the Marina manual	Marina Manager

Documentation	Effective	Sunset on Adoption
One-page HR notice + posted list at each facility	Immediately upon City Manager issuance	Superseded by manual Section 3 at adoption
Chemical inventory + SDS location log	October 1, 2026	Manual Section 4
JHA form (new) retained by department	Immediately	Manual Sections 2 and 8-11
MOT setup checklist	Immediately	Manual Section 8
Confined-space entry permit (new)	Immediately: entry prohibited until controls exist	Manual Section 10
Excavation checklist + named competent persons	Immediately	Manual Section 9
Tailgate topic + supplies verification	Immediately	Manual Section 11
Updated field card / toolbox talk	Immediately	Manual Section 9
Verification memo + updated Panic File	October 1, 2026	Marina appendix

Department / Division	Major Tasks
Public Works: streets, stormwater, sanitation, grounds, fleet	Street and right-of-way maintenance; stormwater structures and lift stations; sanitation routes (CDL, 5:30 a.m. start); grounds and parks (John's Pass Village, medians, beach parks); fleet repair; motorist assistance
Facilities / Maintenance	Building maintenance (City Hall, recreation facilities, restrooms); HVAC and filters; post-storm roof and envelope repairs; contracted cleaning and HVAC oversight: Aclarian work-order system
Parking Enforcement	Solo foot and utility-cart enforcement on streets and lots; evening and low-light patrols; citation device with two-way radio: event parking
Code Enforcement / Building (Community Development)	Property and permit inspections, including storm-damaged and condemned structures (921 substantial-damage determinations after Helene); field visits; public counter and permitting surge
Administration / City Hall (Finance, HR, Clerk)	Front counter and billing windows; records requests; cash handling; commission and meeting support; HR and payroll
Recreation	Programs and classes; fitness center; facility rentals; athletic fields and grounds; splash pad; major events (Village Fridays, Wednesday Market, Seafood Festival, Independence Day); ThorGuard lightning system
Marina / Waterfront	Fuel dock operation 7 a.m.-7 p.m. daily (2 gasoline, 2 diesel pumps); docking assistance; 71 wet slips, 85-space dry storage, boat ramp; Ship Store retail and cash; spill response; storm securing per EOP
Special Events (cross-cutting)	Event setup and teardown; crowd management; vendor and contractor coordination; temporary road closures and pedestrian routes; evening events at John's Pass and city parks
Emergency / Storm Response (cross-cutting)	EOC staffing; pre-storm securing (mobi-mats, toy boxes, trash cans per PW Section 12); post-storm debris and road clearing; damage assessment; generator operation; marina securing
Fire Rescue	Fire and EMS response (~2,000 calls per year) including contract service to the Redingtons; station and shop work; apparatus backing (SOP 6.5)

Principal Hazards
Traffic strikes in the right-of-way; heat; trenching and cave-in; confined spaces (stormwater structures, lift stations); mowers, chain saws, backhoe, forklift, UTV; lifting; shop chemicals and solvents; post-storm debris
Ladders, roofs, and falls; electrical panels and hazardous energy (LOTO); HVAC equipment; cleaning chemicals; damaged structures after storms; working alone after hours
Hostile public contact and threats; vehicle and cart traffic while on foot; heat; lightning; working alone; slips and trips
Hostile occupants and threats; unsafe or storm-damaged structures; ladders, roofs, crawl spaces; mold and contamination; heat; working alone; animals
Hostile public contact (billing and storm-recovery disputes); workplace violence at the counter; office ergonomics; emergency evacuation; slips
Crowds; participant injuries; lightning and weather; event setup and teardown; grounds equipment and chemicals; aquatic-adjacent splash pad; hostile patrons
Fuel vapor and dock fire; spills above/below the 16-ounce threshold; falls into water from docks; dock electrical; lightning; intoxicated or unruly boaters; robbery/holdup; UST systems
Crowd surge; stage and tent collapse; heat and lightning; traffic-pedestrian interface; vendor equipment and electrical
Debris and chainsaws; downed electrical lines; flooded and damaged structures; fatigue and long hours; generator carbon monoxide and electrical; traffic in damaged rights-of-way; heat
Response operations; apparatus backing; station and shop equipment; training evolutions

Existing Controls (documented)	Missing Procedures & Gaps
PW manual 7-1-26: PPE commitments (boots, waders, hi-vis always); heat-stress section; fall prevention with buddy system; excavation self-evaluation; MUTCD traffic control; vehicle safety items; pre/post-trip inspections; monthly sanitation safety meetings; hurricane prep list	Competent-person designation (excavation, confined space); confined-space permit system and rescue plan; JHA use; respiratory-program decision; shop inspection checklist; documented training matrix
Work-order system; contracted services; 2015 manual ladder and tool sections; PW manual Section 4	Lockout/tagout program (directive review area); roof-work and fall-protection procedure; after-hours lone-worker check-in; chemical inventory for maintenance areas
Parking safety manual: PPE (vest, flashlight, rain gear); radio communication; no-physical-detention rule; law-enforcement assistance; heat note; incident reporting to Parking Manager	Threat-documentation procedure; de-escalation training; field check-in cadence; cart inspection checklist
Personnel Policy XXIII (violence and threats) and XIII (harassment); building-official processes; little documented field-safety procedure	Field-visit safety procedure; threat documentation; PPE standard for site conditions; ladder and roof rules for inspections; lone-worker practice: the largest documentation gap alongside Parking
Personnel Policy XIII and XXIII; 2015 manual office section (dated, typewriters, ashtrays)	Front-counter de-escalation; panic/emergency communication procedure; threat documentation; incident reporting path; modern office section
Recreation manual: cross-reference index; two-track incident process; defined roles; event safety milestones and vendor COI; weather protocol with 30-minute rule; training section: the model for all appendices	Align the employee-injury track with rebuilt citywide Section 3; title consistency flagged in its Appendix B; near-miss reporting
Marina manual: UST Class A/B/C operator certification; spill training; 16-ounce spill thresholds; Panic File (bomb threat, overdue boater, holdup); structure and dock fire procedures with fuel cutoff; lightning shelter; named-storm hand-off to EOP (pages 26-27, Appendix C)	Ship Store SDS and chemical inventory; fuel-dock PPE specification; documented regulatory spill-notification chain (FDEP State Watch Office); workers' compensation reporting path; NFPA 30A/303 alignment review with carrier
Recreation event SOPs (EP-01, EP-02, EP-03, EP-05) with safety milestones; vendor COI minimums; police and fire coordination for events	Citywide event-safety checklist for events run outside Recreation; MOT expectations when closures involve city streets
City EOP (referenced by Marina manual); PW hurricane prep list; Personnel Policy IV.D emergency pay and duty rules	Post-storm task-safety rules (rebuilt citywide Section 11); JHA for storm tasks (interim control IC-03); fatigue management guidance; chainsaw-authorization standard
Fire Department SOP system; NFPA-based programs; SOP 6.5 vehicle backing and signals (2004)	Fire Chief currency review of 2004-vintage SOPs (headsets, apparatus changes); volunteer-coverage confirmation with PGIT (CW-46)

Training Needs
Monthly tailgate on the existing sanitation meeting schedule; MOT; excavation awareness; confined-space roles; CDL per FMCSA; storm and debris operations
Ladder and electrical awareness; LOTO for affected staff; chemical handling (SDS)
Public contact and de-escalation; threat reporting; heat illness; cart safety; PCSO coordination
Field-visit safety; hostile-contact response; PPE use; ladder safety; heat; working alone; PCSO coordination
Public contact and de-escalation; threat reporting; harassment complaint routing (XIII); emergency action; incident documentation
Per its Section 8 plus pre-event briefings; first aid, CPR, AED
UST certification cycle; spill drills; first aid/CPR; public contact
Pre-event briefings for staff and volunteers
Storm roles; chainsaw for designated operators only; generator safety
Per Fire Department programs

PPE / Equipment Needs	Forms & Checklists Needed
Hi-vis, safety-toe, hard hats, eye/face, hearing (chain saws, generators), gloves; atmospheric meter and rescue tripod for confined space; shade and water supplies	JHA form; MOT setup checklist; confined-space entry permit; excavation checklist; shop/facility inspection checklist; near-miss card
Hard hat, eye protection, gloves, safety-toe footwear; fall protection for roof work where installed	Facility/shop inspection checklist (replaces 2015 housekeeping prose); SDS location log
Per current manual; add water and shade-access plan for summer routes	Incident report; threat/incident log
Hard hat, gloves, eye protection, safety-toe, hi-vis for sites; respirator decision ties to the citywide respiratory call (CW-17)	Threat/incident log; field-visit record; site PPE checklist
Not applicable beyond office standards	Incident report; threat/incident log
Setup gloves, hi-vis at events; grounds PPE per PW standards	EP-series incident forms exist; add near-miss card
Eye protection and gloves at the fuel dock; life vest when working docks and vessels (verify current practice)	Spill report; incident report; UST inspection logs (verify); Panic File upkeep
Hi-vis, setup gloves; hearing protection for staged equipment	Event safety plan (Recreation template exists); MOT setup checklist
Chainsaw chaps and helmet (verify inventory); gloves; hard hats; hi-vis	JHA for storm tasks; interim-controls log
Per Fire Department programs	Fire Department records

Budget Flags	Owner
Confined-space meters and rescue equipment; heat controls; PGIT TIPS matching grant candidate	Public Works Director
Minimal: training and checklist build-out	Public Works Director (facilities)
BWC program (already underway); training time	Parking Manager
PPE kits; training time	Community Development Director
Panic hardware or communication upgrades if not present (verify)	HR Director with City Manager's Office
Minimal	Recreation Director
Spill-kit replenishment; PPE	Marina Manager
Event-specific; minimal standing cost	Recreation Director (events) with Public Works (closures)
Chainsaw PPE; generator maintenance	PW Director with the Emergency Management Coordinator and all directors
Fire Department budget cycle	Fire Chief

Sorting (A-H)	Source & Confidence
A citywide core (PPE, heat, right-of-way, excavation, confined space, vehicles) + B Public Works appendix from PW manual Sections 3 and 9-12	PW manual and 2015 manual (documented); WC classes 5509 (rate 6.87) and 9403 (5.51) confirm the exposure ranking; staffing and PPE inventory to verify at director interview
B facilities appendix; A core for tools/ladders and any citywide LOTO rule	PW manual Section 4 (documented); WC class 8380 covers HVAC-auto service; building inventory to verify
B Parking appendix anchored to A Section 12 (public contact) and A Section 11 (heat)	Parking manual (documented); WC class 7720 patrol class likely maps here. Verify with HR/Risk; BWC status to verify with Parking Manager
B new short field-services appendix (may share the Parking/Code field-safety appendix) + A Section 12	Personnel Policy and post-storm record (documented); WC class 9410 catch-all may cover these roles. Verify; field practices to verify at director interview
A Section 12 + A Section 14 + B short Administrative appendix	Personnel Policy (documented); WC class 8810 covers clerical; counter hardware to verify
B existing appendix (template for all departments)	Recreation manual (documented); WC class 8869 covers programs
B Marina appendix; A Sections 4, 7, 11, 12 apply	Marina manual (documented); WC class 6836 covers marina; EOP page references and PPE practice to verify
B (Recreation) + A Section 8 where right-of-way is involved	Recreation manual (documented); closure practice to verify with PW
A Section 11 + F cross-reference to the EOP (storm operations governed there)	PW manual and Personnel Policy IV.D (documented); EOP content to verify
F cross-reference layer only, unless the Chief elects an appendix	SOP 6.5 (documented); WC class 7704 is the largest premium (~\$70,409); program status to verify with the Chief

CIVIL SERVICE COMMISSION 2025 - 2026 PROGRESS REPORT

ITEMS TO BE SCHEDULED FOR DISCUSSION OR CONTINUED DISCUSSION

- A. **Employee Satisfaction Surveys** *(A structured questionnaire to measure how content and fulfilled employees feel at work regarding aspects of their role, compensation, work environment, and management)*
- B. **Offer Letter** *(An official document from an employer to a candidate that extends a job offer and includes key details like job title, start date, salary, reporting manager or supervisor, brief description of duties and responsibilities, and employment status (full-time, part-time, temporary))*
- C. **Employee Appeal Form** *(An appeal form for a termination hearing officer is a formal, written request submitted by an employee (or their representative) to challenge an employer's decision to terminate their employment. This document initiates a quasi-judicial process in which an independent, neutral adjudicator (the hearing officer) reviews the evidence to determine whether the termination was justified.)*
- D. **Madeira Beach Safety Manual and Accident Prevention Manual** *(A document that outlines company policies, procedures, and instructions to prevent injuries and ensure a safe working environment. It serves as a single source of truth for safety information, covering topics like hazard communication, emergency procedures, and required personal protective equipment (PPE). Following the manual helps the organization comply with regulations, educate employees, and foster a culture of safety.)*
- E. **Individual Department Policies** *(Policies to be brought back following recommended changes)*
- F. **Ordinance 2025-01, New Employee Personnel Handbook** *(BOC adopted 04/02/2025)- New City Manager will be working on revisions to the new employee personnel handbook to bring back to the Civil Service Commission for discussion and approval by Board of Commissioners.*

MEETING DISCUSSIONS

08/05/2025, Civil Service Commission Meeting

A. **City of Madeira Beach Safety and Accident Prevention Manual**

Chair Cantrell said the document presented in the packet was not the safety manual emailed to them for review for the meeting. Department Operating Procedures were presented instead. The Commission requested that the safety and accident prevention manual they were emailed be brought to them for discussion. This item was added to the April 2026 meeting agenda.

B. **Individual Department Procedures**

The Commission reviewed the department's procedures and made the following recommendations regarding all the department's procedures:

- Create consistent section numbering across all departments
- Establish uniform formatting and organization
- Include effective dates and revision information

- Remove specific employee names and use position titles
- Ensure procedures are regularly reviewed and updated
- Organize related information together
- Make information about reporting deadlines and submission requirements clearer
- Use sections rather than page numbers for cross-references

The Commission asked that the department policies be brought back to them with the recommended changes for review.

12/02/2025, Civil Service Commission Meeting

A. Exit Interview for Voluntary Resignations

The Commission agreed to revisit this topic at the March meeting, potentially involving the new HR Director in developing a standardized approach.

B. New Job Descriptions Format by Gehring Group

The Commission said the format looked similar to the old one and then made the following recommendations:

- Include FLSA status (exempt/non-exempt) on all job descriptions
- Keep salary ranges on descriptions, ensuring they are updated when posted
- Consider adding language to application forms confirming applicants have reviewed job descriptions
- Department Directors to keep job descriptions for their employees up to date with actual job duties and indicate revision dates
- Print job descriptions for personnel files with revision dates clearly marked

C. Legal advice for employees moving to exempt status

Regarding the third item, Acting City Manager Belk explained that before the FY 2026 budget approval, the Gehring Group had recommended moving several employees from non-exempt to exempt status. After review with the City Attorney, only three positions (Marina Manager, Parking Supervisor, and Fire Marshal) were moved to exempt status because they met all the required criteria under the Fair Labor Standards Act. The remaining positions would be reviewed before the end of the fiscal year for consideration in next year's budget.

D. Department Procedures

The Commission requested that the department procedures discussed at the August 2025 Civil Service Commission meeting be returned to the Commission with the recommended changes for review at the March 2026 Civil Service Commission meeting.

This item will be scheduled for review after the recommended changes have been made.

E. Monitor the Implementation and Compliance with the Personnel Policy

The Commission agreed to add a discussion item to the March meeting agenda on how to fulfill its charter-mandated duty to monitor implementation and compliance with personnel policy.

04/20/2026, Civil Service Commission Meeting

A. Employee Safety and Incident-Response Protocols

The Commission discussed ongoing harassment and safety issues involving city parking and code enforcement employees. All five parking employees have completed Florida Department of Law Enforcement de-escalation training. The city was exploring the purchase of body cameras. The possibility of outsourcing was suggested to reduce city liability.

Chair Cantrell outlined four recommendations from his letter: establishing mandatory reporting and documentation protocols; ensuring that deputies understand documentation requirements; providing refresher anti-harassment training for supervisors and department heads; and exploring a memorandum of understanding to allow City employees to carry law enforcement radios for direct access to reinforcement.

Attorney Eschenfelder recommended that the administration conduct further research before presenting recommendations to the Board, including a factual analysis of expenses and an assessment of the technological implications. Chair Cantrell agreed to follow up with the new city manager in about a month to confirm what information would be needed to move forward.

B. Civil Service Commission Inquiries Regarding Personnel Policy Implementation and Compliance – City Charter requirement

The Commission agreed to wait for management to raise any concerns rather than proactively request reviews.

C. City of Madeira Beach Drug-Free Workplace Policy and Substance Abuse Prevention Program (revised 02-27-2007 through Res 07.06)

Attorney Eschenfelder confirmed that the 2007 drug-free workplace policy was obsolete, having been replaced by the drug-free workplace policy in the new personnel policy manual. He recommended that copies of the old policy be collected and destroyed and emphasized the need to ensure that the City's drug testing contractor was operating under the current policy rather than the outdated version. Chief Belk agreed to follow up with the new city manager to ensure that the contractor (Concentra) was adhering to the current policy rather than the outdated 2007 policy.

D. City of Madeira Beach Safety and Accident Prevention Manual

Attorney Eschenfelder suggested that, rather than a single comprehensive document, the new manager might develop department-specific safety procedures tailored to each department's unique work environment and functions. He noted that the Fire Department already complies with OSHA and NFPA guidelines, as verified by annual state fire marshal inspections. The Commission agreed to revisit this item in six months, allowing the new city manager time to review and, if necessary, restructure the safety manual.

E. Hearing Officer Agreements

Attorney Eschenfelder explained that the hearing officer process was incorporated into the recently adopted code governing post-termination appeals. When an employee appeals their termination, a hearing officer conducts a trial-like proceeding, and the City bears the burden of proof. The hearing officer issues written findings of fact and conclusions of law, which can be appealed to the Civil Service Commission. However, the Commission can revisit only conclusions of law, not findings of fact.

The City Clerk explained a discrepancy between the proposed agreements and the policy ordinance adopted by the Board of Commissioners on who serves as the hearing clerk. The new post-termination hearing ordinance and the personnel policy state that the City Clerk, as ex officio secretary, serves as the hearing clerk. City Attorney Trask, who negotiated the contract, would address the administrative language issue. The hearing officers will comply with the ordinance.

F. Revisit – Exit Interview for Voluntary Resignations – Developing a standardized approach

The Commission agreed that the new city manager and the new HR director would work together to develop an appropriate exit interview form and then bring it back to the Commission.

06/30/2026, Civil Service Commission Meeting

A. Employee Safety and Incident-Response Protocols

The City Manager presented a written directive outlining a structural plan to rebuild the City's safety and accident-prevention manual. The goal is to start from scratch and conduct a comprehensive rebuild over an estimated 15-week timeline. The Commission requested a full update at the September meeting.

B. Civil Service Commission Progress Reports

The City Clerk would provide an annual report to the Board of Commissioners beginning in December 2026. Progress reports would be provided to the Board either with her monthly report on the BOC agenda or placed in the mailbox at City Hall.

COMPLETED ITEMS

- A. Ordinance 2025-01, New Employee Personnel Handbook *(BOC adopted 04/02/2025)*
- B. Ordinance 2025-02, Civil Service Commission Rules *(BOC adopted 04/02/2025)*
- C. Ordinance 2025-03, Special Magistrate Ordinance regarding Grievance Hearings *(BOC adopted 04/02/2025) [Hearing Officer Agreements to be approved by BOC on June 10, 2026]*
- D. New Job Descriptions Format by Gehring Group *(Commission made recommendations for changes and asked that department directors continue updating employee job descriptions with actual duties.)*
- E. Exit Interview for Voluntary Resignations
- F. Madeira Beach Drug-Free Workplace Policy and Substance Abuse Prevention Program – *(A new policy incorporated in the new personnel policy.)*

- G. **Civil Service Commission Continued Duties** *(The Commission agreed to wait for management to raise any concerns rather than proactively request reviews)*