

Memo

To: Duane Bridgewater, MCT III
From: John R. Stroh, Manager
CC: Eddie Lucchesi, Assistant Manager
BOT Executive Committee
Personnel File
Date: May 21, 2001
Re: Written Reprimand – Violation of District Policies

The purpose of this memorandum is to reprimand you for your actions on May 14, 2001, whereby you instructed personnel to inspect and/or treat properties in Zone 11, and to record their activities in a manner in violation of District policies and local and state regulations.

Specifically, on the morning of May 14, 2001 you instructed your assigned personnel to inspect and treat known and/or suspect mosquito breeding sites in Zone 11, and to record their work with scanners using code "999" rather than the appropriate property number. Additionally, you did not provide your staff with the source cards or property owner information for Zone 11 prior to inspecting and/or treating private and public properties.

Your actions were contrary to acceptable standards for supervisory personnel. Your directives to assigned personnel were in violation of District policies and local and state regulations, thus subjecting the District and staff to unnecessary risk and potentially compromising the Cooperative Agreement between the District, California Department of Health Services, and San Joaquin County Department of Agriculture.

Your actions caused District staff to spend considerable time trying to determine the mistakes on daily time sheets and scanner data following the work records submitted for May 14. Additionally, you were required to disrupt the normal assigned work of your personnel in the days following the 14th to gather accurate information on locations treated for submission to the office. As of Monday May 21, you and your staff were still collecting information on sites inspected May 14th for submission to the office for official recording. When this item was discussed with you on May 18th, you stated you made the decision to instruct your personnel in this manner because you had been off for two days, that you were short one technician for that zone, and that you took responsibility for your direction to the employees.

The overall accuracy of the recording of the work on May 14 is now clouded, with the District assuming great risk if challenged. As stated earlier in this memo, the District requires that all inspections and treatments be recorded accurately and timely on either source cards or by scanner; this record-keeping activity has been a long-standing policy which is discussed at staff meetings routinely. Furthermore, in evaluating the affects of your actions of May 14, the safety of the public and the efficiency of the District were compromised. By not accurately recording property inspections and pesticide applications, the

District did not have accurate knowledge of operations in Zone 11 that day. Had we received calls or complaints from anyone, we would not have been able to promptly and properly investigate the complaint or provide accurate information.

Your actions to instruct and allow personnel to improperly record inspections and treatments are in direct violation of the Cooperative Agreement between the District and Department of Health Services, specifically Part I., Section 2., and District Policy 3000, Section 22.

Because of the items discussed in this memo, I find no alternative but to issue this letter of reprimand. It is recommended that you improve communications with your supervisor on areas of mutual concern, including staffing issues, zone/region operations, and District rules and regulations.