

NOTICE OF OPEN MEETING

Posted 5:00 p.m., January 2, 2025

Notice is hereby given that the Neosho City Council will meet in regular session on Tuesday, January 7, 2025 at 7:00 p.m., in the Council Chambers at City Hall 203 East Main Street, Neosho, Missouri.

AGENDA REGULAR SESSION NEOSHO CITY COUNCIL

The agenda of this meeting includes:

OPENING PRAYER & PLEDGE OF ALLEGIANCE

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

CONSENT AGENDA

1. December 17, 2024 Open Session Council Minutes
2. Bill No. 2024-108: Ballot Language for Use Tax April 2025 Election
3. Bill No. 2024-109: Change Order 2 for Engineering Services ARPA_AMA
4. Bill No. 2024-110: Surplus of Public Works Vehicle
5. Bill No. 2024-111: Newton County Mutual Aid Agreement

VISITOR'S BUSINESS

BIDS

1. Senior Center Medical Room

NEW BUSINESS

1. Bill No. 2025-01: Authorizing MoDOT T-Hanger Grant Engineering Design Expenses
2. Resolution Bill No. 2025-01: Contract with CSG for Senior Center Medical Room
3. Resolution Bill No. 2025-02: Updated Safety Manual
4. City-Owned Property

REPORT OF CITY OFFICERS

ADJOURN

REQUESTED COUNCIL MEETING DATE: December 17, 2024

ITEM: Bill No. 2024-108: Ballot Language for Use Tax April 2025 Election

ORIGINATING DEPARTMENT: City Clerk

ATTACHMENT:

1. Bill No. 2024-108 Use Tax Ballot Language for April 8, 2025 Election

PURPOSE:

To seek Council's approval for the ballot language for the Use Tax to be placed on the April 8, 2025 election ballot.

BACKGROUND:

The city is requesting from the Neosho voters a Use Tax to assist with funding a new aquatic center along with other public amenities as needed.

RECOMMENDATION:

Request Council to approve Bill No. 2024-108 and authorize the mayor to sign.

AN ORDINANCE of the City of Neosho, Missouri, submitting to the electors of the City of Neosho, at an election on Tuesday April 8, 2025, the question of whether the City shall impose a local use tax at the same rate as the total local sales tax, currently three percent (3%) on all retail sales subject to taxation pursuant to the provisions of Sections 144.600 through 144.761 RSMo; providing for the use tax to be reduced or raised in the same amount as any City sales tax is reduced or raised; and imposing a local use tax of 3% on all retail sales subject to taxation pursuant to Section 144.757 RSMo, upon the approval of a majority of the qualified electors voting; and prescribing a form of ballot thereof.

WHEREAS, the City of Neosho, Missouri seeks to construct and operate the Neosho Aquatic Park for the use of the citizens of Neosho and the general public; and

WHEREAS, the electors of the City of Neosho have approved and the City has imposed a total local sales tax, as defined in § 32.085 RSMo, at the rate of 3%; and

WHEREAS, the City is authorized under § 144.757 RSMo, to impose a local use tax at a rate equal to the rate of the total local sales taxes in effect in the City; and

WHEREAS, a use tax at the rate of 3% has been proposed to fund the construction and operation of the Neosho Aquatic Park and for other such uses as may be deemed necessary from the general fund; and

WHEREAS, the proposed City use tax at the rate of 3% cannot become effective until being submitted to the qualified voters of the City of Neosho, Missouri, and approved by a majority of the qualified voters voting thereon.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, as follows:

Section 1. That pursuant to the authority granted by, and subject to, the provisions of §§ 144.600 through 144.761 RSMo., a use tax for general revenue purposes, is imposed for the privilege of storing, using or consuming within the City of Neosho any article of tangible personal property. This tax does not apply with respect to the storage, use or consumption of any article of tangible personal property purchased, produced or manufactured outside this state until the transportation of the article has finally come to rest within this City or until the article has become commingled with the general mass of property of this City.

Section 2. That there be submitted to the qualified electors of the City of Neosho, Missouri, at an Election to be held in said City on the 8th day of April, 2025, the following question concerning whether the City of Neosho shall impose a local use tax, pursuant to the provisions of RSMo. §144.757, et. seq., said ballot submission and question to contain substantially the following language:

“IN AN ATTEMPT TO ELIMINATE THE UNFAIR ADVANTAGE ENJOYED BY OUT-OF-STATE VENDORS OVER LOCAL VENDORS, SHALL THE CITY OF NEOSHO, MISSOURI, IMPOSE A LOCAL USE TAX AT THE SAME RATE AS

THE TOTAL LOCAL SALES TAX RATE, CURRENTLY THREE PERCENT (3 %), PROVIDED THAT IF THE LOCAL SALES TAX RATE IS REDUCED OR RAISED BY VOTER APPROVAL THE LOCAL USE TAX RATE SHALL ALSO BE REDUCED OR RAISED BY THE SAME ACTION? A USE TAX RETURN SHALL NOT BE REQUIRED TO BE FILED BY PERSONS WHOSE PURCHASES FROM OUT-OF-STATE VENDORS DO NOT IN TOTAL EXCEED TWO THOUSAND DOLLARS IN ANY CALENDAR YEAR.”

Section 3. That said election shall be governed in all things by the provisions of the Statutes of Missouri and the Ordinances of the City of Neosho, Missouri, relating to elections in the City in so far as the same are applicable and not in contravention with the particular provisions of this Ordinance; that said election shall be held at the respective voting districts of said City as set out in a Notice to be published by the County Clerk of Newton County, Missouri, according to law. Said Notice shall include the questions to be submitted as set forth herein, to be published by the County Clerk of Newton County, in a paper of general circulation in Newton County, Missouri, the publication of which to occur in accordance with Missouri law.

Section 4. That the City Clerk shall prepare and execute the form of the Notice of said election and shall transmit the same to the County Clerk of NewtonCounty, and request that she conduct said election as required by law.

Section 5. That the ballot of submission shall be in substantially the following form:

.....
OFFICIAL BALLOT

Election -Tuesday, April 8, 2025

PROPOSITION “A”

“IN AN ATTEMPT TO ELIMINATE THE UNFAIR ADVANTAGE ENJOYED BY OUT-OF-STATE VENDORS OVER LOCAL VENDORS, SHALL THE CITY OF NEOSHO, MISSOURI, IMPOSE A LOCAL USE TAX AT THE SAME RATE AS THE TOTAL LOCAL SALES TAX RATE, CURRENTLY THREE PERCENT (3 %), PROVIDED THAT IF THE LOCAL SALES TAX RATE IS REDUCED OR RAISED BY VOTER APPROVAL THE LOCAL USE TAX RATE SHALL ALSO BE REDUCED OR RAISED BY THE SAME ACTION? A USE TAX RETURN SHALL NOT BE REQUIRED TO BE FILED BY PERSONS WHOSE PURCHASES FROM OUT-OF-STATE VENDORS DO NOT IN TOTAL EXCEED TWO THOUSAND DOLLARS IN ANY CALENDAR YEAR.”

Yes. ☐

No. ☐

Section 6. That, if a majority of the qualified voters of the City of Neosho, Missouri approve the imposition of a use tax as provided in this ordinance, then the use tax shall be effective on the first day of the first calendar quarter after the Director of Revenue of the State of Missouri receives notice of adoption of the tax.

Section 7. That within ten (10) days after approval by the qualified voters of the City of Neosho,

Missouri, of the use tax hereinabove described, the City Clerk is hereby authorized and directed to forward to the Director of Revenue of the State of Missouri by United States registered mail or certified mail, a certified copy of this ordinance together with the certifications of the election returns and accompanied by a map of the City clearly showing the boundaries thereof.

Section 8. That this Ordinance shall become effective from and after the date of its adoption and approval.

PASSED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, this ____ day of _____, 2024, by a vote of _____.

CITY OF NEOSHO, CITY COUNCIL

Richard Davidson, Mayor

ATTEST:

Cheyenne Wright, City Clerk

SEAL

APPROVED AS TO FORM:

Derek A. Snyder, City Attorney

REQUESTED COUNCIL MEETING DATE: December 17, 2024

ITEM: Bill No. 2024-109: Change Order 2 for Engineering Services ARPA_AMA

ORIGINATING DEPARTMENT: City Clerk

ATTACHMENT:

1. Bill No. 2024-109 Change Order# 2 for AMA_Lower High School Branch Stormwater Project
 2. Amendment No. 2 Agreement with Allgeier Martin Engineering_Lower School Branch Stormwater
-

PURPOSE:

To approve a change order for AMA relating to the extension of the ARPA project.

BACKGROUND:

The City has requested CDBG to extend the scope of work on the Lower School Branch. This change order is for additional services being provided by AMA for the extension of the drainage infrastructure.

RECOMMENDATION:

Approve the change order as submitted and authorize the Mayor to execute it.

AN ORDINANCE of the City of Neosho, Missouri, authorizing Amendment No. 2 to the Agreement with Allgeier, Martin and Associates, Inc., a Missouri Corporation, for the purpose of providing engineering services related to the construction of improvements for the City's stormwater infrastructure for the Hatchery Branch and the Lower High School Branch for the not to exceed price of One Million One Hundred Eighty-Two Thousand Five Hundred and 00/100 Dollars (\$1,182,500.00); and authorizing the Mayor to execute the same by and on behalf of the City of Neosho.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, as follows:

Section 1. That the Amendment No. 2 to the Agreement by and between the City of Neosho, Missouri, and Allgeier, Martin and Associates, Inc., a Missouri Corporation, for the purpose of providing engineering services related to the construction of improvements for the City's stormwater infrastructure for the Hatchery Branch and the Lower High School Branch for the not to exceed price of One Million One Hundred Eighty-Two Thousand Five Hundred and 00/100 Dollars (\$1,182,500.00), a true and accurate copy of said Amendment to the Agreement being attached hereto and incorporated as Exhibit "A," be and the same is hereby approved.

Section 2. That the Mayor of the City of Neosho, Missouri, is hereby authorized and directed to execute said Amendment to the Agreement by and on behalf of the City of Neosho.

Section 3. That this Ordinance shall be in full force and effect from and after its passage.

PASSED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, this ____ day of _____, 2024, by a vote of _____.

CITY OF NEOSHO, CITY COUNCIL

Richard Davidson, Mayor

ATTEST:

Cheyenne Wright, City Clerk

SEAL

APPROVED AS TO FORM:

Derek A. Snyder, City Attorney

**AMENDMENT NO. 2 TO
AGREEMENT
BETWEEN
THE CITY OF NEOSHO of NEWTON COUNTY, MISSOURI
AND
ALLGEIER, MARTIN & ASSOCIATES, INC.
FOR
PROFESSIONAL SERVICES**

It is hereby mutually agreed by the parties hereto that the Agreement between the City of Neosho of Newton County, Missouri (OWNER) and Allgeier, Martin, and Associates, Inc., a Missouri corporation located in Joplin, Missouri (ENGINEER), dated March 7, 2023, to construct improvements to the City's stormwater infrastructure for the Hatchery Branch and the Lower High School Branch, Project Number: DNR-SW-833118D9DC, is hereby amended as follows:

SECTION 1 - BASIC SERVICES OF ENGINEER

Due to favorable bids received by the City for construction of the subject projects, the City desires to extend the original plan for construction of the Lower High School Branch further upstream to a location just south of Brook Street. This extension will require the design of the following and as shown in Exhibit A:

1. A replacement box culvert under State Highway 86 (AKA, Coler Street);
2. A replacement box culvert under Brook Street including channel improvements;
3. Sanitary sewer relocation and coordination with other utilities;
4. Permitting with the appropriate regulatory agencies including the Missouri Department of Transportation.
5. Preparation of legal descriptions as needed for land acquisition, and
6. Coordination with the successful bidder and contract administration as necessary to prepare a change order for extension of the project as noted herein.

SECTION 5 - PAYMENTS TO ENGINEER

Add \$182,500 to the original contract amount as shown in Exhibit B. This adjustment shall increase the fee from the original amount of \$1,012,000 to \$1,194,500 and shall not be exceeded without further authorization.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment as
of _____, 2024.

OWNER:
City of Neosho, Missouri

ENGINEER:
Allgeier, Martin and Associates, Inc.

By _____
(Authorized Signature)

By 
(Authorized Signature)

(Printed Name)

Michael Atkinson, P.E.
(Printed Name)

Mayor
(Title)

Vice President
(Title)

Exhibit A

Extension of Lower High School Branch



Exhibit B

Project Name: Lower High School Branch
 Project Number: DNR-SW-833118D9DC
 Location: Starting north of Coler Street and ending south of Brook Street
 Second Amendment to Engineering Services Contract

Estimated Construction Cost		
		Total
Estimated Construction Cost	\$	1,605,597.36
TOTAL ESTIMATED AMOUNT		\$ 1,605,597.36

Engineering, Planning, and Administrative				
		Geotechnical Investigations	\$	2,600.00
1	EA	Property Acquisition (Legal Descriptions, Property Pins)	\$ 3,600.00	\$ 3,600.00
1	EA	Appraisals	\$ 4,000.00	\$ 4,000.00
		Engineering Design (Fee Curve Percentage)	9.8%	\$ 157,348.54
		Survey (Topographic, Utility and Boundary)		\$ 15,000.00
ADDITIONAL ENGINEERING FOR SECOND AMENDMENT			\$	182,548.54
ESTABLISHED CEILING FOR ADDITIONAL ENGINEERING			\$	182,500.00

REQUESTED COUNCIL MEETING DATE: December 17, 2024

ITEM: Bill No. 2024-110: Surplus of Public Works Vehicle

ORIGINATING DEPARTMENT: Public Works Department

ATTACHMENT:

1. Bill No. 2024-110 Surplus Vehicles-PW

PURPOSE:

To seek the Council's approval for the surplus of a 2015 Ford F350

BACKGROUND:

This truck has recently been replaced by a new service truck and is ready to be sold by seal bid.

RECOMMENDATION:

Staff recommends that the council approve the surplus as submitted and authorize the Mayor to execute it.

AN ORDINANCE OF THE CITY OF NEOSHO, MISSOURI DECLARING CERTAIN PERSONAL PROPERTY AS SURPLUS; AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE APPROPRIATE DOCUMENTS.

WHEREAS, THE CITY OF NEOSHO HAS OBTAINED CERTAIN PERSONAL PROPERTY; AND

WHEREAS, THE CITY OF NEOSHO HAS DEEMED SAID PERSONAL PROPERTY TO BE SURPLUS AND NOT NECESSARY FOR FUTURE CITY NEEDS.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, AS FOLLOWS:

Section 1: That the City of Neosho, Missouri declares the following items of personal property to be surplus:

2015 Ford Super Crew F350 1FD8X3G61FEC27294

Section 2. That the City Manager is hereby authorized to execute the appropriate documents on behalf of the City of Neosho.

PASSED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, this _____ day of _____, 2024 by a vote of _____ YES and _____ NO.

CITY OF NEOSHO, CITY COUNCIL

Richard Davidson, Mayor

APPROVED:

ATTEST:

Derek A. Snyder, City Attorney

Cheyenne Wright, City Clerk

CITY SEAL

REQUESTED COUNCIL MEETING DATE: December 17, 2024

ITEM: Bill No. 2024-111: Newton County Mutual Aid Agreement

ORIGINATING DEPARTMENT: Fire Department

ATTACHMENT:

1. Bill No. 2024-111 Mutual Aid Fire Protection with Newton County
 2. Newton County Mutual Aid Agreement Amended 2024 - Revised
-

PURPOSE:

The purpose of this agenda item is to update the Newton County Mutual Aid Agreement

BACKGROUND:

This is the mutual aid agreement that all fire departments in Newton County refer to for our mutual aid needs. It has been updated and eliminated the medical aspects of the former agreement. Through discussions, all the fire chiefs in Newton County have agreed that this is a fire or mass casualty agreement only between the fire departments and dispatch and if there is a medical need for aid, it should come from Newton County Ambulance District. This agreement has been updated to reflect that decision. This agreement has been looked at and approved by the City Attorney.

RECOMMENDATION:

Staff recommends council's approval and for the Mayor to sign.

AN ORDINANCE of the City of Neosho, Missouri authorizing an Agreement between municipalities, governmental jurisdictions, fire districts, dispatch centers, and state agencies for the purpose of providing and receiving mutual assistance for fires and other types of emergencies as described under the terms of the Agreement for participating jurisdictions; and authorizing the Neosho Fire Chief to execute the same by and on behalf of the City of Neosho.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, as follows:

Section 1. That the Agreement by and between the City of Neosho, Missouri, and municipalities, governmental jurisdictions, fire districts, dispatch centers, and state agencies for the purpose of providing and receiving mutual assistance for fires and other types of emergencies as described under the terms of the Agreement for participating jurisdictions; a true and accurate copy of said Agreement being attached hereto and incorporated as Exhibit “A,” be and the same is hereby approved.

Section 2. That the Neosho Fire Chief is hereby authorized and directed to execute said Agreement by and on behalf of the City of Neosho, Missouri.

Section 3. That this Ordinance shall be in full force and effect from and after its passage.

PASSED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, this ____ day of _____, 2024, by a vote of _____.

CITY OF NEOSHO, CITY COUNCIL

Richard Davidson, Mayor

ATTEST:

Cheyenne Wright, City Clerk

SEAL

APPROVED AS TO FORM:

Derek A. Snyder, City Attorney

Mutual Aid Agreement

THIS AGREEMENT, is made and entered into this _____ day of _____, 20____, by and between the municipalities, governmental jurisdictions, fire districts, dispatch centers, and state agencies as listed in Appendix “A” through their duly authorized City Manager, Board Director, Fire Chief, or other lawfully designated representative, for mutual assistance for fires and other types of emergency incidents as described under the terms of this agreement for jurisdictions participating.

WITNESSETH:

WHEREAS, agreements for mutual assistance in response to fire, and other related emergencies have existed between municipalities, governmental jurisdictions, fire districts, dispatch centers, law enforcement agencies and state agencies; and

WHEREAS, it is the desire of the municipalities, governmental jurisdictions, fire districts, dispatch centers, law enforcement agencies, and state agencies joining in this agreement, to continue and improve the nature and coordination of emergency assistance to incidents that threaten the loss of life or property within the geographic boundaries of their respective jurisdictions; and

WHEREAS, it is the desire of these municipalities, governmental jurisdictions, and fire districts, to initiate and/or renew a “Mutual Aid Agreement” for response to fire, hazardous materials, rescue and extrication, and other related emergencies.

WHEREAS, this agreement shall benefit the residents of the jurisdictions participating by providing expanded emergency services to such residents in order to better protect the health and safety of such residents.

NOW, THEREFORE, IT IS AGREED:

1. That the agencies joining in this discretionary agreement agree, for the purpose of emergency response, that certain formal operating procedures shall be followed in terms of requesting, dispatching, and redeploying emergency units and operating at the scene of emergency incidents. (Appendix B)
2. It is understood and agreed that the jurisdiction requesting assistance shall be the sole judge of how much assistance is needed, and the jurisdiction receiving the request for assistance shall have the responsibility of determining, pursuant to the governmental policy of the jurisdiction, the level and amount of resources, including equipment and personnel, to be devoted in response to the requested assistance furnished to any given incident; and that neither party is in any way liable to the other or to any other person, firm or corporation for the determination to supply or not to supply, or to limit the amount of assistance supplied upon such request following such determination.
3. It is understood and agreed that the assisting agency shall operate under the direction of command or other authorized person in control of emergency operations for the jurisdiction requesting assistance. It is agreed to that all responding agencies will operate under standard Incident Management System guidelines, will account for all firefighters on scene and will establish interoperable communications. It is also understood that in the event an emergency occurs along the border between the two agreed agencies, the first arriving agency at the scene shall direct all

operations and support activities and request such additional assistance as is needed, until arrival of the responsible agency which will then transfer command to the responsible agency.
(Appendix C)

4. It is further agreed that the scope of this agreement may include mutual assistance in responding to fires, hazardous materials incidents, rescue and extrication situations, and other types of emergency incidents that are within the scope of services provided by the agencies.
5. Nothing in this agreement shall limit the ability of any or all the parties from agreeing to participate in more specific contracts for services, mutual assistance, or automatic response; nor shall this prohibit any party from providing emergency assistance to another jurisdiction that is not a participant to this agreement.
6. It is understood that no party to this agreement by the execution of said agreement or by the requesting or providing of assistance under this agreement has assumed any binding legal responsibility to provide the resources, equipment, facilities, or personnel of such responding jurisdiction outside its geographic area of jurisdiction, either in the instance of the initial request for assistance or any future request for assistance.
7. Each party to this agreement shall defend, indemnify and hold harmless all other parties to this Agreement from and against any and all liability, loss, expense, attorneys fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the party, its officers, agents, or employees. All parties signing this agreement agree to keep and maintain in full force and effect worker's compensation insurance and liability insurance and provide proof of the same to the other parties upon request.
8. It is understood that no parties to this agreement shall be under any obligation to reimburse the other parties for any costs or services incurred pursuant to rendering of or acceptance of equipment or manpower under the terms of this agreement. The jurisdiction requesting assistance shall reimburse the jurisdiction aiding for consumables utilized at the incidents. Exceptions: see number 11 and 12.
9. In the event of a hazardous substance release, the authority having jurisdiction shall bill the person having control over the substance per Missouri Revised Statute "260.546" also known as the "Missouri Spill Bill". Agencies providing aid to the requesting jurisdiction for the purpose of responding and securing the situation shall bill the requesting jurisdiction for services rendered per "260.546". The requesting jurisdiction shall reimburse the responding agency for appropriate billed services upon payment by the responsible party. It is understood that if a responsible party cannot be identified or the spiller defaults on payment, and all avenues of reimbursement have been exhausted, the jurisdiction requesting assistance will not be held responsible for reimbursement of the agency responding for assistance.
10. In large scale emergencies the responding agencies shall submit documentation on resource use at the event (personnel and equipment) to the authority having jurisdiction. This documentation shall commence at the en route time of the responding parties. In the event that the emergency qualifies for state and/or federal reimbursement, both parties shall follow procedures as described in FEMA policy "9523.6" to submit appropriate documentation and requests for mutual aid reimbursement.
11. It is not intended by this agreement to create, and nothing contained in this agreement shall create any partnership, joint venture, or similar arrangement among the parties hereto.

12. The parties further understand that this agreement supersedes any previous mutual aid agreement between any of the parties hereto; it is also further understood that this agreement includes any Automatic Aid Agreement between specific named parties in conjunction with established CAD responses.
13. The jurisdictions requesting assistance shall not be responsible for providing any insurance coverages for the responding agencies or their personnel.
14. All personnel of any agency responding under this agreement shall have such legal authority to perform the assigned duties as the requesting agency has in its jurisdiction.
15. Each individual agency shall be responsible for adequately equipping and training all personnel responding to any request for mutual aid. All personnel provided in response to such request shall be duly certified by such agency to provide the level of emergency services commensurate with the rank and duties assigned to such personnel by the responding agency. The requesting agency shall have no liability for the failure of any equipment supplied by a responding agency or the failure of any personnel to properly use such equipment in accordance with standard emergency response practices.
16. This agreement shall not be construed as an agreement for the benefit of any third party.

This Mutual Aid Agreement shall commence upon signature of all parties and continue in force until terminated by formal act of the parties to this agreement, and, if terminated by one or more parties, thirty (30) days' notice in writing of intention to terminate shall be given to all parties involved. Withdraw by one or more parties shall not terminate the agreement between the remaining parties.

Diamond Area Fire Protection District
East Newton Fire Protection District
Granby Fire Department
Goodman Area Fire Protection
City of Joplin Fire Department
Midway Fire Protection District
Neosho Fire Department
Neosho Area Fire Protection District
Newton County Central Dispatch
Pierce City Fire Protection District
Redings Mill Fire Protection District
Sarcoxie Rural Fire Protection District
Seneca Fire Department
Seneca Area Fire Protection District
Stella Rural Fire Protection District
Wheaton Fire Department

IN WITNESS WHEREOF, this Agreement is dated the year and date first above written.

PARTICIPATING FIRE AGENCIES

Diamond Area Fire Protection District
PO Box 461
Diamond, MO 64840

Authorized Signature

Printed Name & Title

Date

APPENDIX A 1.2

PARTICIPATING FIRE AGENCIES

East Newton Fire Protection District
PO Box 371
Granby, MO 64844

Authorized Signature

Printed Name & Title

Date

APPENDIX A 1.3

PARTICIPATING FIRE AGENCIES

Granby Fire Department
PO Box 502
Granby, MO 64844

Authorized Signature

Printed Name & Title

Date

APPENDIX A 1.4

PARTICIPATING FIRE AGENCIES

Goodman Area Fire Protection
District
PO Box 55
Goodman, MO 64843

Authorized Signature

Printed Name & Title

Date

APPENDIX A 1.5

PARTICIPATING FIRE AGENCIES

City of Joplin Fire Department
303 E. 3rd Street
Joplin, MO 64801

Authorized Signature

Printed Name & Title

Date

APPENDIX A 1.6

PARTICIPATING FIRE AGENCIES

Midway Fire Protection District
PO Box 79
Fairview, MO 64842

Authorized Signature

Printed Name & Title

Date

APPENDIX A 1.7

PARTICIPATING FIRE AGENCIES

Neosho Fire Department
125 N. College St.
Neosho, MO 64850

Authorized Signature

Printed Name & Title

Date

APPENDIX A 1.8

PARTICIPATING FIRE AGENCIES

Neosho Area Fire Protection District
PO Box 7
Neosho, MO 64850

Authorized Signature

Printed Name & Title

Date

APPENDIX A 1.9

PARTICIPATING FIRE AGENCIES

Pierce City Fire Protection District
PO Box 134
Pierce City, MO 65723

Authorized Signature

Printed Name & Title

Date

APPENDIX A 1.10

PARTICIPATING FIRE AGENCIES

Redings Mill Fire Protection District
344 Redings Mill Road
Joplin, MO 64804

Authorized Signature

Printed Name & Title

Date

APPENDIX A 1.11

PARTICIPATING FIRE AGENCIES

Sarcoxie Rural Fire Protection District
PO Box 11
Sarcoxie, MO 64862

Authorized Signature

Printed Name & Title

Date

APPENDIX A 1.12

PARTICIPATING FIRE AGENCIES

Seneca Fire Department
PO Box 485
Seneca, MO 64865

Authorized Signature

Printed Name & Title

Date

APPENDIX A 1.13

PARTICIPATING FIRE AGENCIES

Seneca Area Fire Protection District
PO Box 93
Racine, MO 64858

Authorized Signature

Printed Name & Title

Date

APPENDIX A 1.14

PARTICIPATING FIRE AGENCIES

Stella Rural Fire Protection District
74 Route D
Rocky Comfort, MO 64861

Authorized Signature

Printed Name & Title

Date

APPENDIX A 1.15

PARTICIPATING FIRE AGENCIES

Wheaton Fire Department
PO Box 18
Wheaton, MO 64874

Authorized Signature

Printed Name & Title

Date

APPENDIX A 1.16

PARTICIPATING DISPATCH AGENCIES

Newton Central Dispatch
308 N. Jefferson Street
Neosho, MO 64850

Authorized Signature

Printed Name & Title

Date

APPENDIX B

COMMUNICATION AND DISPATCHING PROCEDURES

STANDARD OPERATING PROCEDURE FOR COMMUNICATIONS AND DISPATCHING DURING AN EMERGENCY INCIDENT INVOLVING AUTOMATIC OR MUTUAL AID FROM AGENCIES PARTICIPATING IN THIS AGREEMENT

Purpose: To define the appropriate procedures for communicating and dispatching multiple agencies during large-scale emergency incidents.

Notification of Incident

Once assistance has been requested by a host agency, the requested agency will be notified by their dispatch center and the request should include the following information:

1. Location of Incident
2. Equipment Requested
3. Staging Location
4. Response Frequency

The responding agencies should plan to report to staging immediately on arrival.

Dispatching Procedures & CAD Set up

Newton County Central Dispatch has elected to coordinate automatic and mutual aid requests utilizing a first through fourth alarm system.

**First Alarm – Automatic Aid and will be simulcasted during initial dispatch
Second through Fourth Alarms – Mutual Aid and will only be dispatch after a request is received.**

Participating agencies will be required to designate someone to work with Newton County Central Dispatch in the set up and maintenance of their respective agencies auto and mutual aid matrix.

Newton County Central Dispatch has directed that all CAD recommendations will be set up specific to the Department and not apparatus specific.

Dispatch Terminology

In order to standardize terminology between agencies and to promote greater interoperability, Newton County Central Dispatch has designated the following terms to be used for apparatus:

Resource	Designation	Example
Fire Department Pumping Apparatus	Engine	Seneca District Engine 1
Fire Department Water Hauling Apparatus	Tanker	Seneca District Tanker 1
Fire Dept. Brush Fire Response Apparatus	Brush Unit	Seneca District Brush Unit 1
Fire Dept. Rescue Response Unit	Rescue or Squad	Seneca District Rescue 1
Fire Dept. Aerial Response Unit	Ladder	Neosho Ladder 1
Fire Department Service Truck	Service	Seneca Service 1

Resource Assignment

To maintain control of response and to allow Incident Command to know what resources are responding, the following resource assignment protocol will be used:

Resource Requested	Apparatus Responded	Maximum Personnel
Tanker Request	One (1) Tanker	2 Personnel
Engine Request	One (1) Engine	4 Personnel
Brush Unit Request	One (1) Brush Unit	2 Personnel
Additional Personnel	One (1) Engine	4 Personnel
Special Request	Depends on request	Depends on Request

Procedures during response

The responding automatic/mutual aid company shall immediately switch to the frequency designated during dispatch and advise the host agencies dispatch that they are en route to the incident. Responding personnel should make every attempt to keep the airwaves clear of un-necessary radio traffic as well as monitor the situation developing at the incident. Information that should be provided to the host agencies dispatch is:

1. Apparatus en route
2. Apparatus arrival
3. Apparatus clearing incident
4. Notification of returning to primary frequency

Apparatus involved in water shuttle operations will not advise the dispatch center of status changes during water shuttle operations. This will eliminate a large amount of radio traffic for area dispatch centers.

Procedures for communications at the incident

It is important for the Incident Commander to treat communications very similarly to incident command structure and ensure that the communications plan is branched out as the incident increases in size and/or complexity. The following procedures shall be implemented for responding automatic/mutual aid companies.

1. The initial operating frequency for each incident will be the host agencies primary operating channel.
2. All personnel involved in the incident will operate off of the assigned frequency, using only the non-repeated version of the frequency.
3. The Incident Commander will be responsible for assigning additional frequencies to Divisions or Groups.

Frequencies Used

The following is the listing of primary frequencies for use during emergency incidents utilizing automatic/mutual aid assistance:

Name	RX	TX	PL Decode	PL Encode	Operational Use
Diamond Fire	154.130	159.060	118.8	118.8	Primary Fireground Ops
Goodman Fire	154.9650	158.8500	110.9	110.9	Primary Fireground Ops
Granby/East Newton	154.310	159.015	118.8	118.8	Primary Fireground Ops
Midway Fire	155.385	159.9500	131.8	131.8	Primary Fireground Ops
Neosho Fire	154.190	150.805	110.9	110.9	Primary Fireground Ops
Pierce City					Primary Fireground Ops
Redings Mill Fire	154.175	153.770	210.7	D114N	Primary Fireground Ops
Sarcoxie Rural					Primary Fireground Ops
Seneca Fire	155.5875	158.8875	192.8	192.8	Primary Fireground Ops
Seneca District	154.2200	159.045	118.8	118.8	Primary Fireground Ops
Stella Fire	158.775	153.8900	71.9	71.9	Primary Fireground Ops
Wheaton Fire	156.800	153.9575	103.5	103.5	Primary Fireground Ops

When a scene begins to increase in size or complexity or multiple incidents begin cluttering the airwaves, the Incident Commander shall start utilizing the following frequencies to help manage communications:

Name	TX	RX	PL Decode	PL Encode	Operational Use
FMA Call	154.280	154.280	N/A	156.7	Incident Command
COM1	154.265	154.265	N/A	156.7	Division/Group
COM2	154.295	154.295	N/A	156.7	Division/Group
COM3	154.27250	154.27250	N/A	156.7	Division/Group(Narrow)
COM4	154.28750	154.28750	N/A	156.7	Division/Group(Narrow)
STAGING	154.30250	154.30250	N/A	156.7	Staging(Narrow)

If the scene expands to a multi-jurisdictional response requiring a large-scale response of local, state, and/or federal resources the following frequencies will be used:

Name	TX	RX	PL Decode	PL Encode	Operational Use
MTAC	154.680	154.680	N/A	156.7	Hailing Frequency
VCALL 10	155.7525	155.7525	N/A	156.7	Hailing Frequency (Nar)
VTAC 11	151.13750	151.13750	N/A	156.7	Division/Group(Narrow)
VTAC 12	154.45250	154.45250	N/A	156.7	Division/Group(Narrow)
VTAC 13	158.73750	158.73750	N/A	156.7	Division/Group(Narrow)
VTAC 14	159.47250	159.47250	N/A	156.7	Division/Group(Narrow)

REQUESTED COUNCIL MEETING DATE: January 7, 2025

ITEM: Senior Center Medical Room

ORIGINATING DEPARTMENT: City Clerk

ATTACHMENT:

1. Senior Center Medical Room

PURPOSE:

Approve bid with Marion Company, LLC for remodel of a Medical Room.

BACKGROUND:

The Senior Center provides services such as providing vaccines and foot care to our members, this has always been done in a common area at the facility. This will allow staff to have a private setting for member when care is needed or offered.

RECOMMENDATION:

Approve the bid with Marion Company, LLC.

BID FORM

Description: (To be completed by bidding party)

Senior Center Medical Room: \$13,350.00

Price(s) for unit(s) meeting enclosed specifications:

F.O.B. Neosho, MO

Projected Shipping Date: TBD

After delivery - payment made on third Tuesday of month delivered

I certify that this bid on stated piece(s) of equipment meets or exceeds the bid specifications (unless otherwise noted).

COMPANY: Marion Company, LLC

ADDRESS: 12451 Highway 59 | Neosho, Missouri 64850

PHONE: 417.451.5743

EMAIL: tyler.marion@marionllc.net

BY: Tyler Marion, President

AFFIDAVIT of COMPLIANCE
Section 285.530.2

State of Missouri) ss

County of Newton)

Now this 19th day of December, 2024, the undersigned, being first duly sworn, deposes and says:

1. I am more than 18 years of age.

2. I make this affidavit from my personal knowledge of the facts stated herein or upon information and facts available to me as a duly authorized owner, partner, corporate or LLC officer or Human Relations Director of Marion Company, LLC (name of Corporation, LLC, sole proprietorship or partnership)

3. I am authorized to make this affidavit on behalf of Marion Company, LLC. (name of business entity, same as above)

4. I state and affirm that Marion Company, LLC is enrolled and is (name of business entity, same as above) currently participating in E-Verify, a federal work authorization program or another equivalent electronic verification of work authorization program operated by the United States Department of Homeland Security under the Immigration Reform and Control Act of 1986.

5. Further, Marion Company, LLC does not knowingly employ any person
(name of business entity, same as above)
who is an unauthorized alien.

6. Further, Marion Company, LLC has performed an electronic
(name of business entity, same as above)
verification check as described above on all workers hired since January 1, 2009 or obtained documents required for completion of a federal I-9 form before it began participating in E-Verify.

7. Attached to this affidavit is a true and accurate copy of this company's Memorandum of Understanding with the United States concerning the use of E-Verify.

I certify under penalty of perjury that the statements ~~above are complete, true and accurate to~~
the best of my knowledge and belief.

Authorized Agent, Partner, Owner or Officer

If business has a Human Relations Director or equivalent that person must sign as an affiant as well.

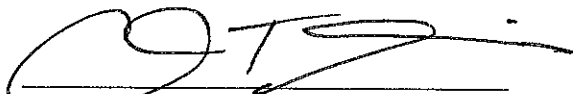
I certify under penalty of perjury that the statements above are complete, true and accurate to
the best of my knowledge and belief.

Debbie Abruzzo

Human Relations Director

*This form is promulgated pursuant to 15CSR 60-15-.020. Use of this form is not required but the Attorney General has
deemed this affidavit sufficient in form to satisfy the requirements of section 285.540, RSMo., Supp. 20
08*

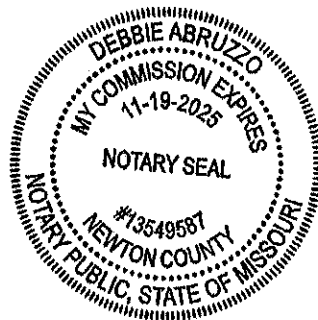
FURTHER THE AFFIANT SAYETH NOT


(Signature)

On this 19th day of December in the year 2024, before me, Debbie Abruzzo
 a Notary Public in and for said State, personally appeared Tyler Marion
 , known to me to be the person who executed the within affidavit, and acknowledged to me that he/s
he executed the same for the purposes therein stated.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal in the cou
nty and State aforesaid, the day and year first above written.

Debbie Abruzzo
Notary Public



My Commission Expires November 19, 2025

REQUESTED COUNCIL MEETING DATE: January 7, 2025

ITEM: Bill No. 2025-01: Authorizing MoDOT T-Hanger Grant Engineering Design Expenses

ORIGINATING DEPARTMENT: Development Services Department

ATTACHMENT:

1. Bill No. 2025-01 T-Hanger Grant Ordinance Engineering Services
 2. MoDOT Aviation Grant Application Hangers signed
-

PURPOSE:

The purpose of this item is to gain the Council's approval of an ordinance authorizing an engineering expense of up to \$60,000 to design 5 T-Hangers at the Neosho Hugh Robinson Airport.

BACKGROUND:

This continuing grant from MoDOT Aviation for improvements at the airport. This ordinance allows for the cost of engineering for 5 T-Hangers at a cost of up to \$60,000. The City's part of this total expense is 10%.

RECOMMENDATION:

Staff recommends the City Council approve the ordinance.

AN ORDINANCE of the City of Neosho, Missouri authorizing execution of a state block grant agreement with the Missouri Department of Transportation for T-hangers at the Hugh Robinson Airport.

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, as follows:

Section 1. The Federal Aviation Administration has made available funding through the Missouri Department of Transportation to engineer and construct a 5 unit nested T- Hanger at the Hugh Robinson Airport.

Section 2. The grant funding for engineering in the design phase of this project is not to exceed \$60,000.

Section 3. Attached hereto and incorporated herein is a State Block Grant Agreement for Project 24-096A-I with the Missouri Department of Transportation which is hereby approved in all respects and the Neosho City Manager is hereby authorized to execute the Agreement on behalf of the city and to take such other and further action necessary to accomplish the purpose of this Ordinance.

Section 3. That this Ordinance shall be in full force and effect from and after its passage.

PASSED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, this ____ day of _____, 2025, by a vote of _____.

CITY OF NEOSHO, CITY COUNCIL

Richard Davidson, Mayor

ATTEST:

Cheyenne Wright, City Clerk

SEAL

APPROVED AS TO FORM:

Derek A. Snyder, City Attorney



APPLICATION FOR FEDERAL/STATE ASSISTANCE

Aviation Section

Airport Name:

Neosho Hugh Robinson (EOS)

1. TYPE OF SUBMISSION		2. DATE SUBMITTED	
Application	Funding Type Requested		
☒ Construction	☒ Federal (Block Grant – 90% Funds)		
☐ Non-Construction	☐ State (Trust Fund – 90% Funds)	3. DATE RECEIVED BY STATE	
	☐ Federal & State	ASM Input Date (Internal use only):	
4. APPLICANT INFORMATION			
Sponsor's Name:		Organizational Unit:	
City of Neosho, Missouri		Department:	
		Division:	
Address:		Name and telephone of person to be contacted on matters involving this application (give area code):	
Street: 203 E. Main Street		Prefix: Mr.	First Name: Richard
City: Neosho		Middle Name:	
County: Newton		Last Name: Leavens	
State: Missouri		Suffix:	
Zip Code: 64850		Email: rleavens@neoshomo.gov	
Country: United States			
5. TYPE OF APPLICATION		Phone Number (give area code)	
☒ New ☐ Continuation ☐ Revision		(417) 451-8050	
If Revision, check appropriate type:		Fax Number (give area code)	
☐ Increase Award		(417) 451-8065	
☐ Decrease Award		6. TYPE OF APPLICANT	
☐ Increase Duration		☒ Municipal ☐ County	
☐ Decrease Duration		Other (Specify)	
7. DESCRIPTIVE TITLE OF SPONSOR'S PROJECT (brief description):			
Construct 5-Unit T-Hangar (PHASE II)			
8. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):		9. MoDOT TRANSPORTATION DISTRICT:	
Neosho, Newton County, Missouri		Southwest	
10. NUMBER OF BASED AIRCRAFT:		SE: 22 ME: 1 Jet: 0 Helicopter: 1 Glider: 1	
Military: 0		Ultralight: 0	
11. NUMBER OF ANNUAL OPERATIONS (an operation is a takeoff or a landing): 6,172			
12. PROPOSED PROJECT TIMELINE		13. STATE & FEDERAL CONGRESSIONAL DISTRICTS OF	
Start Date:	Ending Date:	a. Sponsor	b. Project Location
08/26/2024	12/31/2025 (closeout)	State: 160 Federal: 7	State: 160 Federal: 7
14. ESTIMATED FUNDING:		15. ESTIMATED FUNDING:	
FEDERAL FUNDING (90%)		STATE FUNDING (90%)	
a. Federal (Varies)	\$ 621,000.00	a. State	\$.00
b. Local (Varies)	\$ 69,000.00	b. Local	\$.00
c. Other	\$.00	c. Other	\$.00
d. TOTAL	\$ 690,000.00	d. TOTAL	\$.00
e. TOTAL (combined funding)		\$ 690,000.00	
16. IS THE APPLICANT DELINQUENT ON ANY STATE/FEDERAL DEBT? ☐ Yes, If "Yes", attach an explanation ☒ No			
17. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Authorized Representative			
Prefix Mr.		First Name: David	
Last Name: Kennedy		Middle Name:	
b. Title: City Manager		Suffix:	
c. Telephone: (417) 451-8050		e. Date Signed: 9-5-2023	
d. Signature of Authorized Representative:			

PART II

PROJECT APPROVAL INFORMATION

<u>Item 1.</u> Does this assistance request require State, local, regional, or other priority rating? ☐ Yes ☒ No	Name of Governing Body: Priority:
<u>Item 2.</u> Does this assistance request require State, or local advisory, educational or health clearances? ☐ Yes ☒ No	Name of Agency or Board: (Attach Documentation)
<u>Item 3.</u> Does this assistance request require clearinghouse review in accordance with OMB Circular A-95? ☐ Yes ☒ No	(Attach Comments)
<u>Item 4.</u> Does this assistance request require State, local, regional or other planning approval? ☒ Yes ☐ No	Name of Approving Agency: MoDOT Aviation (ALP) Date: 06/11/09
<u>Item 5.</u> Is the proposal project covered by an approved comprehensive plan? ☐ Yes ☒ No	Check one: ☐ State ☐ Local ☐ Regional Location of Plan:
<u>Item 6.</u> Will the assistance requested serve a Federal installation? ☐ Yes ☒ No	Name of Federal Installation: Federal Population benefiting from Project:
<u>Item 7.</u> Will the assistance requested be on Federal land or installation? ☐ Yes ☒ No	Name of Federal Installation: Location of Federal Land: Percent of Project:
<u>Item 8.</u> Will the assistance requested have an impact or effect on the environment? ☐ Yes ☒ No	(See instructions for additional information to be provided.)
<u>Item 9.</u> Will the assistance requested cause the displacement of individuals, families, businesses, or farms? ☐ Yes ☒ No	Number of: Individuals: Families: Businesses: Farms:
<u>Item 10.</u> Is there other related Federal assistance on this project previous, pending, or anticipated? ☐ Yes ☒ No	(See instructions for additional information to be provided.)

PART II-A**The Sponsor hereby represents and certifies as follows:**

1. Compatible Land Use - The Sponsor has taken the following actions to assure compatible usage of land adjacent to or in the vicinity of the airport:

Current ALP and Exhibit "A" Property Map are on file with MoDOT.

2. Defaults - The Sponsor is not in default on any obligation to the State of Missouri, United States or any agency of the United States Government relative to the development, operation, or maintenance of any airport, except as stated herewith:

None.

3. Possible Disabilities - There are no facts or circumstances (including the existence of effective or proposed leases, use agreements or other legal instruments affecting use of the Airport or the existence of pending litigation or other legal proceedings) which in reasonable probability might make it impossible for the Sponsor to carry out and complete the Project or carry out the provisions of the Grant Assurances, either by limiting its legal or financial ability or otherwise, except as follows:

None.

4. Consistency with Local Plans - The project is reasonably consistent with plans (existing at the time of submission of this application) of public agencies that are authorized by the State of Missouri to plan for the development of the area surrounding the airport.

5. Consideration of Local Interest - It has given fair consideration to the interest of communities in or near where the project may be located.

6. Consultation with Users - In making a decision to undertake any airport development project under Title 49, United States Code, it has undertaken reasonable consultations with affected parties using the airport which project is proposed.

7. Public Hearings - In projects involving the location of an airport, an airport runway or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

8. Air and Water Quality Standards – In federally-funded projects involving airport location, a major runway extension, or runway location it will provide for the Governor of the State of Missouri to certify in writing to the Secretary of the United States Department of Transportation that the project will be located, designed, constructed, and operated so as to comply with applicable and air and water quality standards. In any case where such standards have not been approved and where applicable air and water quality standards have been promulgated by the Administrator of the Environmental Protection Agency, certification shall be obtained from such Administrator. Notice of certification or refusal to certify shall be provided within sixty days after the project application has been received by the Secretary.

PART II-A (Continued)

9. Exclusive Rights – There is no grant of an exclusive right for the conduct of any aeronautical activity at any airport owned or controlled by the Sponsor except as follows:

None.

10. Land. – (a) The sponsor holds the following property interest in the following areas of land* which are to be developed or used as part of or in connection with the Airport subject to the following exceptions, encumbrances, and adverse interests, all of which areas are identified on the aforementioned property map designated as Exhibit "A":

The current Exhibit "A" Property Map is on file with MoDOT.

The Sponsor further certifies that the above is based on a title examination by a qualified attorney or title company and that such attorney or title company has determined that the Sponsor holds the above property interests.

(b) The Sponsor will acquire within a reasonable time, but in any event prior to the start of any construction work under the Project, the following property interest in the following areas of land* on which such construction work is to be performed, all of which areas are identified on the aforementioned property map designated as Exhibit "A":

N/A

(c) The Sponsor will acquire within a reasonable time, and if feasible prior to the completion of all construction work under the Project, the following property interest in the following areas of land* which are to be developed or used as part of or in connection with the Airport as it will be upon completion of the Project, all of which areas are identified on the aforementioned property map designated as Exhibit "A":

N/A

**State character of property interest in each area and list and identify for each all exceptions, encumbrances, and adverse interests of every kind and nature, including liens, easements, leases, etc. The separate areas of land need only be identified here by the area numbers shown on the property map.*

**PART III
SECTION A. GENERAL**

MISSOURI DEPARTMENT OF TRANSPORTATION – AVIATION SECTION

FUNDING APPLICATION Rev. 1-2016

MISSOURI DEPARTMENT OF TRANSPORTATION – AVIATION SECTION

FUNDING APPLICATION Rev. 1-2016

PART III - BUDGET INFORMATION – CONSTRUCTION OR NON-CONSTRUCTION				
SECTION A - CALCULATION OF FEDERAL BLOCK GRANT OR STATE TRUST FUND GRANT				
Cost Classification	Use only for revisions		Federal (Varies%)	State (90%)
	Latest Approved Amount	Adjustment + or (-)	Estimated Costs (100%)	Estimated Costs (100%)
1. Administration expense	\$.00	\$.00	3,000.00	\$.00
2. Preliminary expense	.00	.00	3,000.00	.00
3. Architectural/engineering design basic fees	.00	.00	29,000.00	.00
4. Other Architectural engineering fees	.00	.00	.00	.00
5. Project Construction costs	.00	.00	570,000.00	.00
6. Project inspection fees	.00	.00	85,000.00	.00
7. Land, structures, right-of-way acquisition	.00	.00	.00	.00
8. Relocation Expenses	.00	.00	.00	.00
9. Demolition and removal	.00	.00	.00	.00
10. Planning	.00	.00	.00	.00
11. Environmental	.00	.00	.00	.00
12. Equipment	.00	.00	.00	.00
13. Miscellaneous	.00	.00	.00	.00
14. Total Estimated Costs (100%)(Lines 1 through 13)	\$.00	\$.00	\$690,000.00	\$.00
15. Federal Funding Amount (Varies %)	.00	.00	621,000.00	
16. Sponsor Share (Varies%)	.00	.00	69,000.00	
17. State Funding Amount (5%)	.00	.00	.00	.00
18. Sponsor Share	.00	.00	.00	.00

Part III, Page 5

PART IV

SECTION B - EXCLUSIONS	
DESCRIPTION	Ineligible for Participation
a.	\$
b.	
c.	
d.	
e.	
f.	
g. TOTAL	\$
SECTION C - PROPOSED METHOD OF FINANCING NON-FEDERAL OR NON-STATE SHARE	
Grantee Share	
a. Securities	
b. Mortgages	
c. Appropriations (By Applicant)	69,000
d. Bonds	
e. Tax Levies	
f. Non Cash	
g. Other (Explain)	
h. TOTAL - Grantee share	\$69,000
Other Shares	
a. Other Government Agency	
b. Other	
c. TOTAL - Other Shares	\$
TOTAL	\$69,000
SECTION D - REMARKS	

PROGRAM NARRATIVE
(Suggested Format)

Part III, Page 6

PROJECT : Construct 5-Unit T-Hangar (PHASE II)
AIRPORT : Neosho Hugh Robinson (EOS)
1. Objective: Construct a 5-Unit T-Hangar as Phase II of a two-phased project. Phase I constructed the taxiways that will serve the hangar.
2. Benefits Anticipated: Additional based aircraft, operations, and fuel sales.
3. Approach: The design phase will include a review of record drawings. Construction plans and specifications in accordance with FAA criteria and project specific needs, alongside coordination with the Architect and City of Neosho, will provide a complete bidding package for the construction of the hangar. A project budget and opinion of probable construction cost will be produced as well. After completing a final set of final plans and specifications, bids will be solicited from prospective contractors. Prime Consultant – Lochner, Design
4. Geographic Location: Neosho Hugh Robinson Airport (EOS), Neosho, Newton County, Missouri
5. If Applicable, Provide Additional Information:
6. Sponsor's Representative: <i>(include address & telephone number)</i> Mr. Richard Leavens Development Services Director 203 E. Main Street Neosho, MO 64850 (417) 451-8050

REQUESTED COUNCIL MEETING DATE: January 7, 2025

ITEM: Resolution Bill No. 2025-01: Contract with CSG for Senior Center Medical Room

ORIGINATING DEPARTMENT: City Clerk

ATTACHMENT:

1. Res. Bill No. 2025-01 Contract with Marion Company LLC - Senior Center Medical Room
 2. Agreement Neosho and Marion Co - Senior Center Medical Room
 3. Senior Center Medical Room
-

PURPOSE:

Approve Resolution with Marion Company, LLC.

BACKGROUND:

This resolution is to approve the contract for scope of work related to the Senior Center Medical Room in the amount of \$ 13,350.00..

RECOMMENDATION:

Approve the resolution and contract as submitted and authorize the Mayor to execute it.

Resolution Bill No. 2025-01

A RESOLUTION of the City of Neosho, Missouri, approving an agreement with Marion Company, LLC, a Missouri Limited Liability Company, for the purpose of providing construction services for the construction of a medical room at the Neosho Senior Center for the not to exceed price of Thirteen Thousand Three Hundred Fifty & 00/100 Dollars (\$13,350.00) and authorizing the Mayor to execute the same by and on behalf of the City of Neosho.

WHEREAS, the City of Neosho sought bids for improvements at the Neosho Senior Center located at 1017 Carl Sweeney Parkway, Neosho, Missouri to construct a medical room; and

WHEREAS, Marion Company, LLC, was awarded the bid on January 7, 2025.

NOW, THEREFORE BE IT RESOLVED by the City of Neosho, Missouri as follows:

That the Agreement for Construction Services by and between the City of Neosho, Missouri, and Marion Company, LLC, a Missouri Limited Liability Company, for the purpose of providing construction services for the construction of a medical room at the Neosho Senior Center for the not to exceed price of Thirteen Thousand Three Hundred Fifty & 00/100 Dollars (\$13,350.00), a true and accurate copy of said Agreement being attached hereto and incorporated as Exhibit "A," be and the same is hereby approved.

BE IT FURTHER RESOLVED, the Mayor is hereby authorized to execute all necessary documents to effectuate the same.

PASSED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, this 7th day of January, 2025, by a vote of _____.

CITY OF NEOSHO, CITY COUNCIL

Richard Davidson, Mayor

ATTEST:

Cheyenne Wright, City Clerk

SEAL

APPROVED AS TO FORM:

Derek A. Snyder, City Attorney

THIS AGREEMENT, made this 7th day of January, 2025, by and between CITY OF NEOSHO, MISSOURI hereinafter called "OWNER" and MARION COMPANY, LLC, , hereinafter called "CONTRACTOR".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The CONTRACTOR will commence and complete the construction of a Medical Room for the Neosho Senior Center, located at 1017 Carl Sweeney Parkway, Neosho, Missouri.
2. The CONTRACTOR will furnish all of the materials, supplies, tools, equipment, labor and other services necessary for the construction and completion of the PROJECT described herein.
3. The CONTRACTOR will commence the work required by the CONTRACT DOCUMENTS on the date as stipulated in the NOTICE TO PROCEED and will complete same within 30 consecutive calendar days unless the period for completion is extended otherwise by the CONTRACT DOCUMENTS.
4. The CONTRACTOR agrees to perform all of the WORK described in the CONTRACT DOCUMENTS and comply with the terms therein for the sum of Thirteen Thousand Three Hundred Fifty & 00/100 DOLLARS (\$13,350.00), or as shown in the BID Schedule, including Alternate Bid Items.
5. The term "CONTRACT DOCUMENTS" means and includes the following:
 - (A) Invitation\Advertisement to Bid
 - (B) Instruction to Bidders
 - (C) Bid
 - (D) Notice of Award
 - (E) Notice to Proceed
6. The OWNER will pay to the CONTRACTOR in the manner and at such times as set forth in the Bid Specifications.
7. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in three (3) counterparts, each of which shall be deemed an original on the date first above written.

OWNER:

ATTEST:

City of Neosho, Missouri

Cheyenne Wright

By: _____

City Clerk

Name: David Kennedy

Title: City Manager

(SEAL)

ATTEST:

CONTRACTOR:

Marion Company, LLC.

By: _____

Name (Please Type)

Tyler Marion, President
12451 Highway 59
Neosho MO 64850

(SEAL)

REQUESTED COUNCIL MEETING DATE: January 7, 2025

ITEM: Senior Center Medical Room

ORIGINATING DEPARTMENT: City Clerk

ATTACHMENT:

1. Senior Center Medical Room

PURPOSE:

Approve bid with Marion Company, LLC for remodel of a Medical Room.

BACKGROUND:

The Senior Center provides services such as providing vaccines and foot care to our members, this has always been done in a common area at the facility. This will allow staff to have a private setting for member when care is needed or offered.

RECOMMENDATION:

Approve the bid with Marion Company, LLC.

BID FORM

Description: (To be completed by bidding party)

Senior Center Medical Room: \$13,350.00

Price(s) for unit(s) meeting enclosed specifications:

F.O.B. Neosho, MO

Projected Shipping Date: TBD

After delivery - payment made on third Tuesday of month delivered

I certify that this bid on stated piece(s) of equipment meets or exceeds the bid specifications (unless otherwise noted).

COMPANY: Marion Company, LLC

ADDRESS: 12451 Highway 59 | Neosho, Missouri 64850

PHONE: 417.451.5743

EMAIL: tyler.marion@marionllc.net

BY: Tyler Marion, President

AFFIDAVIT of COMPLIANCE
Section 285.530.2

State of Missouri) ss

County of Newton)

Now this 19th day of December, 2024, the undersigned, being first duly sworn, deposes and says:

1. I am more than 18 years of age.

2. I make this affidavit from my personal knowledge of the facts stated herein or upon information and facts available to me as a duly authorized owner, partner, corporate or LLC officer or Human Relations Director of Marion Company, LLC (name of Corporation, LLC, sole proprietorship or partnership)

3. I am authorized to make this affidavit on behalf of Marion Company, LLC. (name of business entity, same as above)

4. I state and affirm that Marion Company, LLC is enrolled and is (name of business entity, same as above) currently participating in E-Verify, a federal work authorization program or another equivalent electronic verification of work authorization program operated by the United States Department of Homeland Security under the Immigration Reform and Control Act of 1986.

5. Further, Marion Company, LLC does not knowingly employ any person
(name of business entity, same as above)
who is an unauthorized alien.

6. Further, Marion Company, LLC has performed an electronic
(name of business entity, same as above)
verification check as described above on all workers hired since January 1, 2009 or obtained documents required for completion of a federal I-9 form before it began participating in E-Verify.

7. Attached to this affidavit is a true and accurate copy of this company's Memorandum of Understanding with the United States concerning the use of E-Verify.

I certify under penalty of perjury that the statements ~~above are complete, true and accurate to~~
the best of my knowledge and belief.

Authorized Agent, Partner, Owner or Officer

If business has a Human Relations Director or equivalent that person must sign as an affiant as well.

I certify under penalty of perjury that the statements above are complete, true and accurate to
the best of my knowledge and belief.

Debbie Abruzzo
Human Relations Director

*This form is promulgated pursuant to 15CSR 60-15-.020. Use of this form is not required but the Attorney General has
deemed this affidavit sufficient in form to satisfy the requirements of section 285.540, RSMo., Supp. 20
08*

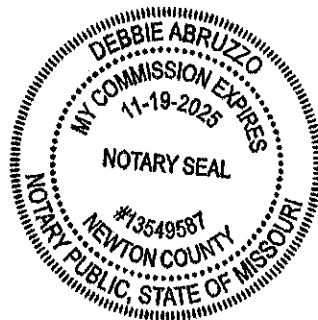
FURTHER THE AFFIANT SAYETH NOT


(Signature)

On this 19th day of December in the year 2024, before me, Debbie Abruzzo
 a Notary Public in and for said State, personally appeared Tyler Marion
 , known to me to be the person who executed the within affidavit, and acknowledged to me that he/s
he executed the same for the purposes therein stated.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal in the cou
nty and State aforesaid, the day and year first above written.

Debbie Abruzzo
Notary Public



My Commission Expires November 19, 2025

REQUESTED COUNCIL MEETING DATE: January 7, 2025

ITEM: Resolution Bill No. 2025-02: Updated Safety Manual

ORIGINATING DEPARTMENT: Human Resources Department

ATTACHMENT:

1. Res. Bill No. 2025-02 Adopted Loss Prevention and Safety Manual Changes - 2025
 2. 2024 Safety Manual_12.20.24
-

PURPOSE:

The purpose of this agenda item is to update the City of Neosho safety manual to include trenching and shoring, confined space entry, and bloodborne pathogen policy.

BACKGROUND:

The most recently updated safety manual in May was meant to include these three sections, but it was missed during the original update.

RECOMMENDATION:

Staff recommends approval to approve the updated safety manual.

Resolution Bill No. 2025-02

A RESOLUTION of the City of Neosho, Missouri, adopting changes to the Loss Prevention and Safety Manual for use by the staff of the City of Neosho, Missouri.

WHEREAS, the City Council desires a comprehensive set of general guidelines and policies governing safe work practices to better protect City staff and employees from injuries and/or exposures to dangers and to protect City property; and

WHEREAS, these policies are intended to apply to all city employees with the City; and

WHEREAS, the policies contained in Loss Prevention and Safety Manual are general guidelines for the City's employees. They are not intended to be a guarantee of safety, expressed or implied.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, AS FOLLOWS:

That the Loss Prevention and Safety Manual, a true and accurate copy of said Agreement being attached hereto and incorporated as Exhibit "A," be and the same is hereby approved and the same shall be effective as of January 1, 2025.

PASSED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, this ____ day of January, 2025, by a vote of _____.

CITY OF NEOSHO, CITY COUNCIL

Richard Davidson, Mayor

ATTEST:

Cheyenne Wright, City Clerk

SEAL

APPROVED AS TO FORM:

Derek A. Snyder, City Attorney



CITY OF NEOSHO LOSS PREVENTION AND SAFETY MANUAL

Updated December 2024

LOSS PREVENTION POLICY

It is the intent of the City of Neosho to implement a comprehensive loss prevention program. The City's employees are its most important asset, and their safety is our greatest responsibility. The health and safety of all is our utmost consideration. Employees at all levels are directed at making safety a matter of continuing concern. This program emphasizes that effective loss prevention is a key part of management responsibilities and can only be effective by fully utilizing the City's available resources and enlisting the support of all personnel.

Operational activities must be reviewed to minimize exposure to personal injury and property damage. Planned operations should be reviewed to include consideration of errors which may occur. Accidents are unplanned events. Proper planning and supervision can minimize the likelihood of accidents. Accidents are preventable. The key to loss prevention is to initiate the necessary pre-planning to minimize unsafe acts, contain risks, and control unsafe conditions.

Through emphasis on loss prevention techniques, refinement of work policies and procedures, and creating a safe working environment, we will reduce injuries to our employees and prevent damage to property. All employees are responsible for compliance with the City's Loss Prevention Program as outlined in the attached manual. Employees are expected, as a condition of their employment, to adopt the concept that the safe way to complete a task is the most efficient and the only acceptable way. Safety will be included as part of the performance evaluation of each and every City employee.

The successful implementation of this program rests with each one of us. Let's rise to the occasion and make our Loss Prevention Program a complete success. Let's make it part of our daily lives as employees of the City. I look forward to working with you in this very important effort.

David Kennedy
City Manager

SAFETY COMMITTEE

The Safety Committee will serve as an advisory body to the City Manager. It will be responsible for recommending policies and procedures affecting the administration of the loss prevention program. Membership will be comprised of city department directors stated below:

1. City Clerk
2. Development Services Director
3. Fire Chief
4. Finance Director
5. Human Resources Director
6. Parks and Recreation Director
7. Police Chief
8. Public Works Director

Members appointed by Department Directors may be supervisory personnel. The Safety Committee shall meet monthly, attendance is mandatory. Activities of the Committee shall include, but not be limited to the following:

1. Meeting minutes will be taken by the Risk Management Coordinator and in their absence the City Clerk shall take minutes. Minutes will be distributed to the City Manager, each Department Director, and to Departmental Supervisors. Minute files will be maintained in the Risk Management Coordinator's Office.
2. The Committee shall recommend policies and procedures affecting the development and administration of an aggressive accident prevention program.
3. The Committee shall recommend program goals and objectives to ensure the success of this program.
4. Establish a safety guideline handbook including general rules and regulations.
5. Review data, records, and reports of safety matters. This will include review of claims filed during the preceding month and making recommendations as to how the accident could have been avoided.
6. Perform follow-up investigation of accidents and make safety inspections when appropriate. The committee will file a report to the City Manager and Department Director(s) making recommendations as to accident prevention.
7. Develop a continuing program of safety and health.
8. Prepare an annual report to the City Council concerning the programs significant activities/accomplishments.
9. Review safety suggestions presented by employees.
10. Formulate recommendations for safety material, policy and procedure changes, and equipment needs that can enhance the loss prevention program.

LOSS PREVENTION RESPONSIBILITIES

Each employee is responsible for implementing the provisions of this program. The responsibilities listed below are minimum and shall in no way be construed to limit individual initiative to implement more comprehensive procedures to reduce losses.

CITY MANAGER

The City Manager has overall responsibility for the Loss Prevention Program and its administration. Specific responsibilities include:

1. Establishing the City's Loss Prevention Program.
2. Developing in each Department Director a strong commitment to the safety program and its success.
3. Review serious accidents to ensure that their causes are being investigated and that proper corrective action is taken to prevent a reoccurrence.
4. Review the necessary Loss Prevention Program to appraise its effectiveness.

RISK MANAGEMENT COORDINATOR

The Risk Management Coordinator is responsible for directing this program. Duties include:

1. Present recommendations where necessary to the City Manager.
2. Administer the City's Loss Prevention Program.
3. Consult directly with management personnel and employees on loss prevention matters.
4. Perform investigations to ensure that unsafe conditions or practices are identified and corrected.
5. Keep the City Manager and Department Directors informed about the status of matters affecting the loss prevention program.
6. Maintain an effective safety awareness program for City employees.
7. Coordinate compliance with federal, state, and local safety laws.

DEPARTMENT HEADS

Each Department Director is responsible for maintaining a safe and healthy working environment. The Director is responsible for providing the work environment, work procedures, and service to the highest extent possible for the safety of City employees and the general public. Each department director will:

1. Develop and support a safety program that will reduce and control accidents.
2. Appoint a Departmental representative to the Safety Committee.
3. Develop safety rules and regulations pertinent to governing the conduct of departmental activities and programs.
4. Establish and maintain a system of safety analysis and perform regular inspections.
5. Provide training and continuing safety instruction to all Departmental employees. Hold each supervisor accountable for explanation of preventable injuries, collisions, and liability incurred by departmental employees.
6. Take corrective action on unsafe conditions.

SUPERVISORY PERSONNEL

Supervisory personnel have responsibility for employee safety. This includes personnel, equipment, work area, and methods. Supervisors are responsible for the following:

1. Enforcing safety procedures that apply to their work.
2. Providing adequate training to employees under their direction.
3. Accountable for preventable injuries, collisions, and liabilities caused by their employees.
4. To enforce management policies.
5. Provide safety instruction to focus attention upon potential hazards, changes in work conditions or procedures.
6. Ensure that all employees are instructed in the use and need for protective equipment.
7. Continually evaluate work conditions and procedures to correct unsafe conditions and practices.
8. Investigate accidents and make certain that corrective actions are taken.
9. Ensure that safety equipment and protective devices are available for each job, are used, and properly maintained.
10. Report accidents/injuries to the Risk Management Coordinator as soon as practicable after the accident.

EMPLOYEES

Employees are required, as a condition of employment, to work safely to prevent injuries to themselves, their fellow workers, and to the public. Each employee will:

1. Promptly report to their supervisor unsafe actions, practices, or conditions.

2. Cooperate with and assist in the investigation of accidents, to identify correctable causes, and to prevent their reoccurrence.
3. Promptly report to their supervisor all accidents and injuries.
4. Observe proper safety practices at all times.
5. Maintain clean, orderly work areas and equipment.
6. Not engage in horseplay.
7. Observe safety rules and adhere to published work instructions.
8. Wear protective equipment when working in hazardous operation areas.
9. Arrive at work suitably attired for their job.

EMPLOYEE VIOLATION OF SAFETY REQUIREMENTS

Any employee found to be in violation of this section, or other sections of this manual shall be subject to dismissal in accordance with the City of Neosho Employee Handbook.

All employees may be dismissed at any time for any of the causes listed. The employee will be advised in writing of the reasons for the dismissal. A copy of the dismissal notice will be placed in the employee's personnel file.

LOSS PREVENTION METHODS

Each of the following loss prevention methods are an important part of the overall program.

INSPECTIONS

Quarterly facility inspections shall be conducted by a three-member team that includes the department director, Deputy Fire Chief, and Building Inspector. The panel will issue a written report on their findings and recommendations at the next Safety Committee Meeting.

Each Department Director should regularly make informal inspections, this is to ensure that hazards are kept at a minimum and that safe work practices are enforced. Emphasis should be placed on the condition of facilities, equipment, and machinery as well as implementation of the overall program such as:

1. Good housekeeping.
2. Utilization of prescribed protective equipment.
3. Compliance with Departmental work rules.
4. Vehicle/equipment condition.
5. Proper storage of flammable liquids and maintenance of firefighting equipment.
6. Proper guarding of open pits, ditches, tanks, etc.
7. Proper maintenance of equipment and tools.
8. Compliance with the safety program.

JOB SAFETY ANALYSIS FOR HAZARDOUS WORK

To eliminate accidents in high hazard areas, each supervisor must make workers aware of the hazards that exist and ensure an understanding of the method of performing each job safely. It is essential that published work rules be used to identify hazards. The procedures for developing these published work rules through job safety analysis (JSA) are as follows:

1. The job is broken down into steps.
2. Each step is analyzed for hazards that could cause an accident. The purpose is to identify the inherent hazards so that each step of the job can be performed safely.
3. When the hazards and potential accidents associated with each step are identified and their causes understood, ways of eliminating them can be developed.

4. Using the information gathered from the first three steps. Work rules are implemented which address the specific problems/hazards. This becomes an aid to assist the supervisor in instructing employees in the safest method of performing their jobs.

JOB SAFETY TRAINING

Supervisors are responsible for training newly hired, newly assigned, or reassigned employees in job safety procedures. Employees must be properly trained. The supervisor should:

1. Preparation
 - a. Put the employee at ease.
 - b. Define the job.
 - c. Create employee interest.
 - d. Instruct the employee in the correct performance of the job.
2. Presentation
 - a. Illustrate one important step at a time.
 - b. Stress key points.
 - c. Communicate clearly, completely, and patiently.
3. Performance
 - a. Instruct while the job is being completed by the employee.
 - b. Have the employee explain key points as the job is repeated.
 - c. Make sure the employee understands.
 - d. Work with the employee until you are satisfied that they are able to complete the tasks safely.
4. Follow-Up
 - a. Assign the employee to the task.
 - b. Designate to whom the employee goes for help.
 - c. Check frequently; encourage questions.
 - d. Taper off extra coaching and close follow-up.

ACCIDENT INVESTIGATION

Investigation of any accident is the key in controlling losses. Thorough investigation, recording, and corrective follow-up of each accident is absolutely necessary if anything is to be learned from the experience.

Injuries must be investigated by the supervisor of the injured person as soon as possible after it has occurred. The investigation shall be in report form and/or on the proper forms based on your City policy. The following procedures must be followed as closely as possible:

1. Check the scene and reconstruct as much as possible without repeating the accident.
2. Collect evidence. If any injury or near miss occurs, it is essential to determine what happened and why.
3. It is important to interview witnesses at the scene as soon as possible thereafter.
4. If the injury is minor, interview the victim. The interview should be made as soon as practical. If the injury is serious, select the right time. Weigh the evidence and determine remedies to eliminate reoccurrence.
5. Weigh the evidence and determine remedies to eliminate reoccurrence.

SAFETY DISCIPLINE

When violations of policies occur, corrective action must be immediate and positive. Disciplinary action will be considered when any person causes an injury or destroys or damages equipment either by willfully violating safe work rules or by disregarding regulations or by demonstration of an attitude of indifference or defiance. Department Directors will have latitude in determining the extent of disciplinary action to be taken.

The correction of improper performance requires more attention than the correction of mechanical and machine hazards.

The correction of improper or unsafe actions requires instruction, a demonstration of how to do the job, and follow-up to see that the instructions are followed.

GENERAL SAFETY RULES

Practical Jokes and Personal Conduct

1. Employees shall not engage in practical jokes or "horseplay". This is considered inappropriate, libelous activity and shall not be tolerated under any circumstances. Disciplinary action may result.
2. Each employee must comply with safety and health standards and all rules, regulations, and orders which are applicable to his or her own actions and conduct. Violations may be considered sufficient grounds for disciplinary action, including discharge.
3. Employees shall perform their work in a safe and alert manner and be aware of the possibility of unseen danger or situations. Employees are not expected to sacrifice their own or others' safety to perform their duties.
4. An employee shall avoid distracting the attention of another worker from their job until it is determined that no danger will result.
5. A fellow employee should be cautiously warned, when seen in a dangerous situation, to avoid confusing, startling, or alarming them.
6. Employees shall not use compressed air or other compressed gases for cleaning their clothing because of the dangers of flying particles and the possibility of forcing air through their pores into their bloodstream.
7. Supervisors shall be responsive to their employees and aware of the job hazards.
8. Modifying, displacing, removing, or disconnecting any safety device is prohibited.
9. Do not paint (or cover) over safety instructions.
10. Firearms, ammunition, explosives, and other weapons of any kind are not allowed on the City of Neosho property. Possession, display, or use of these items may result in disciplinary action, excluding the police department or unless authorized.

Equipment Safety Shields/Guards

1. No shield/guard shall be removed from any machine or piece of equipment except to perform required maintenance.
2. Should a guard/shield be found broken or missing, it is to be reported and then repaired/replaced immediately and/or the equipment must be tagged out of service until the correction is made.
3. Guards removed to perform maintenance operations shall be replaced immediately and the machine shall not be operated while the guards are removed except for maintenance certification.

Housekeeping

1. Good housekeeping shall be maintained in shops, yards, buildings, vehicles, and job sites. Supervisors shall be responsible for proper housekeeping in or around the work they are supervising.
2. Walks, aisles, stairways, fire escapes, and other passageways shall be kept clear of obstructions and tripping hazards. Access to electrical panels, control bulbs, fire extinguishers, etc., shall be kept clear of obstructions.
3. Tools and materials shall not be placed where they may cause tripping or stumbling hazards, or where they may fall and strike anyone.
4. Tools shall be cleaned and returned to their proper place when job is completed.
5. Puddles of oil, paint, water, etc., shall be cleaned up promptly. Absorbent material should be used as a cleanup aid when needed.
6. Nails in boards, such as those removed from sheathing, scaffolds, forms, and packing boxes shall be removed and the boards carefully stacked or stored if they are to be reused. If such boards are to be added to a scrap pile for disposal, nails should be bent over or removed.

7. Scrap containers, or scrap collection areas, shall be provided where needed and used for storage of wood and metal scraps.
8. Scrap material of salvage value shall be properly stored until suitable arrangements are made.
9. Combustible materials, such as oil-soaked rags, waste and shavings shall be kept in approved metal containers with metal lids. Containers shall be emptied as soon as practicable.
10. Dispose of glass separately. Fluorescent tubes need special handling.
11. Eliminate fly and insect attractions, if possible, at least provide some control.
12. Used rags shall be kept in metal or metal lined bins having metal covers.
13. Flammable liquids shall be used only for their designed purposes. Gasoline, benzene, naphtha, lacquer thinner, etc., shall not be used for cleaning purposes or for starting or kindling fires.
14. All solvents should be kept in approved, properly labeled containers. Gasoline, benzene, naphtha, lacquer thinner, and other solvents of this class shall be handled and dispensed only in U.L. approved, properly labeled (yellow letters) red safety cans.
15. Permanent floors and platforms shall be kept free of dangerous projections or obstructions and shall be maintained reasonable free from oil grease, or water. Where the type of operation produces slippery conditions, mats, grates, cleats, or other methods shall be used to reduce the hazard from slipping.
16. Materials and supplies shall be stored in an orderly manner to prevent their falling or spreading and to eliminate tripping and stumbling hazards.
17. Paper and other combustible materials shall not be allowed to accumulate, and weeds or other range vegetation shall not be permitted to grow in or around the neighborhood of substations, pole yards, buildings, tanks, or other structures.
18. In any building, except one provided for their storage, flammable liquids such as gasoline, benzene, naphtha, lacquer thinner, etc. shall be limited to five gallons, in U.L. approved, properly labeled containers.
19. Rule 112-s does not apply to kerosene and cleaning agents of the "Stoddard" solvent class; however, not more than one gallon of such liquids shall be kept in any open container. The container shall be provided with a proper cover and be kept securely covered except when in actual use.
20. When pouring or pumping gasoline or other flammable liquids from one container to another, metallic contact shall be maintained between the pouring and receiving containers. Transferring of flammable liquids from one container to another shall be accomplished only in properly ventilated spaces free from ignition sources.
21. Strict adherence shall be paid to "No Smoking" and "Stop Your Motor" signs at fuel dispensing locations.

Smoking

Smoking or open flames shall not be permitted in areas where dangerous gases might be present; for example, oxygen buildings, acetylene storage, or similar areas. Neither shall smoking be permitted in storerooms, battery rooms, flammable liquid storage and use locations, or in other areas where quantities of combustible materials are kept. Absence of "No Smoking" signs shall not excuse smoking in dangerous places. Smoking is not allowed in the service center, water treatment plant, wastewater treatment buildings or any public works building.

Fire Protection

1. Good housekeeping is one of the most effective aids to fire prevention. Wastepaper, rags, and other combustible materials shall not be allowed to accumulate.
2. Matches, cigars, cigarettes, pipe tobacco, and ashes shall be disposed of in ashtrays or other non-combustible containers. Ashtrays shall be emptied into metal trash containers. Smoking debris shall not be emptied into wastepaper baskets.
3. The growth of weeds, tall grass, or other vegetation shall be controlled in or around structures, yards, buildings, tanks, or storage areas. A regular procedure shall be provided for the periodic cleanup of these areas.
4. Grease and rubbish shall not be allowed to accumulate in elevator shafts and pits.
5. When temporary, combustion-type heating devices, such as salamanders or LP heaters are used:

- a. Adequate fresh air shall be available. Where fresh air is inadequate, mechanical ventilation shall be provided.
 - b. They shall not be set directly upon wooden floors or other combustible material unless the heater is specifically designed for that purpose.
 - c. They shall be located at least 10 feet from the vicinity of combustible material such as tarpaulins, canvas, plastic film coverings, etc.
 - d. They shall be set horizontally level, unless otherwise permitted by the manufacturer's markings, and shall be securely placed to prevent overturning and the spillage of fuel.
6. Firefighting equipment shall not be used, tampered with, or removed from designated locations for purposes other than firefighting or rescue operations.
7. Fire doors shall be properly identified and maintained in good operating condition and checked periodically. Materials or equipment shall not be placed to obstruct the fire doors.
8. Flame or excessive heat shall not be used near fire-detecting devices or automatic sprinkler heads in service. Proper clearance shall be maintained between the top level of equipment or stored material and sprinkler heads or fire detectors.
9. Defective or inadequate electric wiring shall be immediately repaired, removed, or replaced. Oversize fuses or oversize circuit breakers shall not be used. Fuse and circuit breaker boxes shall be kept closed except during maintenance or testing.
10. Employees shall not smoke nor use matches or open flames (and prevent electric sparks) in areas where combustible gases may exist, until tests prove that combustible gases are not present. Such conditions may exist in confined spaces such as gas-filled electrical equipment, or in manholes, vaults, battery rooms, or transformer or oil circuit breaker tanks.
11. Flammable liquids, such as gasoline, benzene, naphtha, and lacquer thinner shall be kept in approved safety cans identified by proper markings. The quantity shall be kept to a minimum except in approved areas. Flammable liquids shall be kept in closed containers when not actually in use. Where more than five (5) gallons of flammable or combustible liquids or five (5) pounds of flammable gas are being used, a fire extinguisher with a U.L. rating of not less than 10-B shall be provided within 50 feet.
12. Flammable liquids such as gasoline, benzene, naphtha, and lacquer thinner shall not be used for cleaning purposes.
13. When pouring or pumping flammable liquids from one container to another, metallic contact shall be maintained, or an electrical bonding jumper connected between the containers to minimize the possibility of static spark ignition.
14. Proper precautions shall be used in the presence of material in the form of dust or powder to prevent an explosion.
15. Employees shall be familiar with the location and proper use of fire extinguishers in their work area. Whenever a fire extinguisher is used, it shall be promptly replaced. The used fire extinguisher shall be recharged as soon as possible.
16. Except for wheeled type equipment, all fire extinguishers shall be mounted. (Recommended height is 42 inches or less.)
17. All employees shall know the classes of fire, their burning characteristics, and the proper extinguishing agent to be used.
 - a. (Class "A" fires involve normal combustibles such as wood and paper. Extinguishing agents include water, soda-acid and multipurpose dry chemical.)
 - b. (Class "B" fires involve oils and flammable liquids. Extinguishing agents include CO₂ and dry chemicals.)
 - c. (Class "C" fires involve electrical equipment. Extinguishing agents include CO₂ and dry chemicals.)
 - d. (Halon 1301 (Freon) and Halon 1211 are gaseous extinguishing agents suitable for combating both Class "B" and Class "C" fires, especially at indoor locations. Both agents are slightly toxic in low concentrations (less than 5 percent) and will cause unconsciousness in a short period of time when the concentration is above 15 percent. When the extinguishing agent is released, precautionary measures similar to those for toxic, confined spaces should be employed.)
18. Carbon tetrachloride fire extinguishers shall not be used; carbon tetrachloride is extremely toxic.
19. Employees shall be instructed in the proper use of fire extinguishing equipment and methods of extinguishing fires (including clothing fires).

20. Fire protection equipment shall not be blocked or hidden from view. In large rooms and in certain locations where visual obstruction cannot be completely avoided, signs shall be conspicuously posted to show the location of such equipment. Never use extinguisher as a coat rack.
21. Extinguishers shall be inspected monthly, or at more frequent intervals when circumstances require them, to ensure that they have not been actuated or tampered with, and to detect any obvious physical damage, corrosion, or other impairments.
22. Extinguishers shall have a durable tag securely attached to show the monthly maintenance date and the initials or signature of the person who performed this service.
23. Electric shock is possible if the person using CO₂ fire extinguishers on an electrical fire does not maintain a safe distance from the fire.
24. The discharge horn of a CO₂ fire extinguisher becomes very cold during use. Do not touch it.
25. When a CO₂ extinguisher is used in an unventilated space, the user can become unconscious because of oxygen deficiency. Employees shall not enter confined spaces after using CO₂ extinguishers until the area has been thoroughly ventilated.
26. Although dry chemical fire extinguishers are safe for the employee when used on electrical fires, if the powder becomes wet, a conducting solution is formed which could cause damage to electrical insulation.
27. Multi-purpose dry chemicals for Class A, B, and C fires shall not be mixed with dry chemicals intended for use on Class B and C fires only.
28. Ordinary Combustibles - Fires in paper, wood, drapes, and upholstery requires an extinguisher labeled A.
29. Flammable Liquids - Fires in fuel, oil, gasoline, paint, grease in a frying pan, solvents, and other flammable liquids require an extinguisher labeled B.
30. Electrical Equipment - Fires started in wiring, overheated fuse boxes, conductors, and other electrical sources require an extinguisher labeled C.
31. Metals - Certain metals such as magnesium and sodium require an extinguisher labeled D.
32. The purpose of fire protection systems is to protect life and property by automatically or manually suppressing fire. If not properly maintained, these systems may become worthless.
33. Keep only small quantities of flammables and combustibles on hand. Separate flammables and materials that react with each other.
34. Store flammables only in approved, correctly labeled, properly located and ventilated storage areas.
35. Post the location of the nearest fire alarm station, fire reporting procedure, and the correct method of using all fire extinguishers in your work area.
36. Do not use soda-acid extinguishers on electrical fires.
37. Explosion proof motors, switches and lights are required in areas where explosive gases might be found.
38. Conduct drills and allow practice with each type of extinguisher. Install smoke detectors in personnel areas and check frequently (at least monthly).
39. Hydrostatic test interval varies with contents and type. Example: Dry chemical with stainless steel shell must be tested every 5 years while a dry chemical with mild steel shell allows a 12-year test interval.

Hand Tools

1. All tools, regardless of ownership, shall be of an approved type and maintained in good condition. (Tools are subject to inspection at any time. A supervisor has the authority and responsibility to condemn unserviceable tools, regardless of ownership.)
2. Defective tools shall be tagged to prevent their use, or they shall be removed from the job site.
3. Employees shall always use the proper tool for the job performed. Makeshift and substitute tools shall only be used with proper authorization and under supervision.
4. Hammers with metal handles, screwdrivers or knives with metal continuing through the handle and metallic measuring tapes shall not be used on or near energized electrical circuits or equipment.
5. Tools shall not be thrown from place to place or from person to person; tools that must be raised or lowered from one elevation to another shall be placed in tool buckets or firmly attached to hand lines.
6. Tools shall never be placed unsecured on elevated places.

7. As impact tools such as chisels, punches, drift pins, etc. become mushroomed or cracked, they shall be dressed, repaired, or replaced before further use.
8. Chisels, drills, punches, ground rods and pipes shall be held with suitable holders or tongs (not with the hands) while being struck by another employee.
9. Shims shall not be used to make a wrench fit.
10. Wrenches with sprung or damaged jaws shall not be used.
11. Pipe shall not be used to extend a wrench handle for added leverage unless the wrench was designed for such use.
12. Tools shall be used only for the purposes for which they have been approved.
13. Tools with sharp edges shall be stored and handled so that they will not cause injury or damage. They shall not be carried in pockets.
14. Wooden handles that are loose, cracked or splintered shall be replaced. The handle shall not be taped or lashed with wire.
15. All cutting tools such as saws, wood chisels, drawknives, or axes, shall be kept in suitable guards or in special compartments.
16. Tools shall not be left lying around where they may cause a person to trip or stumble.
17. When working on or above open grating, a canvas or other suitable covering shall be used to cover the grating to prevent tools or parts from dropping to a lower level where others are present, or the danger area shall be barricaded or guarded.
18. The insulation on hand tools shall not be depended upon to protect users from shock.

Portable Electric Tools

1. The non-current carrying metal parts of portable electric tools such as drills, saws and grinders shall be effectively grounded when connected to a power source unless:
 - a. The tool is an approved double-insulated type, or
 - b. The tool is connected to the power supply by means of an isolating transformer or other isolated power supply, such as a 24V DC system.
2. All powered tools shall be examined prior to use to insure general serviceability and the presence of all applicable safety devices. The electric cord and electric components shall be given an especially thorough examination.
3. Powered tools shall be used only within their capability and shall be operated in accordance with the instruction of the manufacturer.
4. All tools shall be kept in good repair and shall be disconnected from the power source while repairs are being made.
5. Electrical tools shall not be used where there is a hazard of flammable vapors, gases, or dust.
6. Tools connected to a central power supply (not isolated) and are not double insulated, shall be protected by a Ground Fault Interrupter (GFI) or by an "assured grounding system."

Pneumatic Tools

1. Compressed air and compressed air tools shall be used with caution.
2. Pneumatic tools shall never be pointed at another person.
3. Pneumatic power tools shall be secured to the hose or whip by some positive means to prevent the tool from becoming accidentally disconnected.
4. Safety clips or retainers shall be securely installed and maintained on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled.
5. Compressed air shall not be used for cleaning purposes except where reduced to less than 30 p.s.i. and then only with effective chip guarding and personal protective equipment.
6. Compressed air shall not be used to blow dust or dirt from clothing.
7. The manufacturer's safe operating pressure for hoses, pipes, valves, filters, and other fittings shall not be exceeded.
8. The use of hoses for hoisting or lowering tools shall not be permitted.
9. All hoses exceeding 1/2 inch inside diameter shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure or disengagement of a connection.

10. Before adjusting or changing air-tools, unless equipped with quick-change connectors, the air shall be shut off at the air supply valve ahead of the hose. The hose shall be bled at the tool before breaking the connection.
11. Eye protection, foot protection and other protective devices shall be worn when their use could reduce the possibility of injury.
12. Pneumatic tools shall be operated only by competent persons who have been trained in their use.
13. The use of metal-reinforced hose shall be avoided near energized equipment. When this type of hose must be used, proper clearances shall be maintained.
14. Jackhammer:
 - a. Read the operator's instruction manual before using the jackhammer.
 - b. The Department Supervisor must certify, by documentation, that appropriate training has been provided.
15. Always fill the compressor engine fuel tank out of doors with engine shut off and cool. Never handle fuel while smoking or in the presence of sparks or open flame. Allow the engine to cool briefly if you need to refuel during operation.
16. Always wear protective equipment. Eye protection (safety glasses or shield), safety helmet, hearing protection, sturdy long pants, and foot protection are essential. Breathing protection may be used at the operator's discretion.
17. Check all bits to see that they are sharp. If not, sharpen according to the manufacturer's recommendations.
18. Always disconnect air supply before inserting or removing tools.
19. Be sure all tools are properly locked into the unit before operating.
20. Keep all bystanders, children, and pets out of the work area.
21. Prevent back injuries by using your leg muscles to lift the machine into operating position.
22. Allow the tool to do the work by using a grip light enough to maintain control.
23. Take rest breaks as needed.
24. If stopping work for a short period of time, or for the day, stop the compressor.

Power Lawn Mowers, Edgers, Etc.

1. Employees shall insure that all applicable guards are in place prior to using power lawn mowers.
2. All power lawn mowers shall be equipped with adequate guards, which shall remain in place while mower is in use.
3. Prior to making adjustment, inspections or repairs, the employee shall turn off the mower and permit it to come to a complete stop.
4. When operating a power mower, the operator shall:
 - a. Remove any rocks, pieces of wire or other foreign objects from the area to be mowed.
 - b. Avoid placing the body in front of the discharge opening.
 - c. When mowing a slope or incline, mow across the face of the slope.
 - d. Wear proper protective equipment to include as a minimum safety glasses or safety goggles. (Safety footwear should be worn.)

Safe Supports and Scaffolds

1. No employee, or any material or equipment, shall be supported or permitted to be supported on any portion of a tree, pole structure, scaffold, ladder, walkway, or other elevated structure, crane, or derrick, etc., without it first being determined that such support is adequately strong and properly secured in place.
2. Employees shall check all scaffolding prior to use to insure it is of sufficient strength and rigidity to safely support the weight of persons and material to which it will be subjected.
3. Employees shall not use a scaffold from 4 to 10 feet in height having a minimum horizontal dimension of less than 45 inches unless proper guardrails are present to provide employee protection.
4. Employees shall not use a scaffold over 10 feet in height unless there is present a standard guardrail, with midrail and toe board, to provide adequate employee protection.
5. Scaffold planks shall extend over their end supports by not less than 6 inches (unless cleated) nor more than 12 inches.

6. Scaffolds shall not be moved without first removing all loose tools, materials and equipment resting on the scaffold deck.
7. All scaffolds shall rest on suitable footing and shall stand level. Movable scaffolds shall have casters or wheels locked to prevent movement.

Digging and Trenching Operations

1. Approved guards such as shoring, barricades, warning signals, or crew members assigned flagging duty must be in place when workers are engaged in any street excavation or street repair work. Warning devices must be placed a sufficient distance with due regard for visibility, speed, and volume of traffic. Open manholes must be properly guarded with approved warning devices.
2. A crew member must be posted on the surface to assist the machine operator. Crew members must station themselves where they can be seen by the operator, outside the range of movement or hazardous areas from loads and warn the operator of the presence of others who may enter the area.
3. All tools, materials and equipment must be kept at a reasonable and safe distance from the edge of trenches, curbs, or embankments.
4. Protective systems of trenches must commence at a depth of four feet. Earth banks more than six feet in depth, when not shored or braced, must be sloped to 1½:1 (Horizontal: Vertical). Excavation work must be under the supervision of someone with the necessary experience and authority to modify the shoring and method of excavating as necessary to ensure safety (Competent Person). Excavations of less than four feet must also be protected when hazardous ground movement may be expected.
5. If the texture of the earth being removed is unstable (sand, loose fill, etc.), warn all workers against working too close to the excavation before shoring is installed.
6. When chains, ropes, cables, slings, etc., are placed under tension, warn workers and observers to stay beyond the range of whipping strands if they should part from the tension.

Ladders-General

1. Wooden ladders shall not be painted so as to obscure a defect in the wood; only a clear, non-conductive finish shall be used.
2. All ladders shall be inspected frequently and regularly. Ladders with weakened, broken or missing steps, broken side rails, or other defects shall be tagged and removed from service.
3. Ladders and scaffolds shall be sufficiently strong for their intended use.
4. Portable metal ladders shall not be used in the vicinity of energized electrical circuits. (Exception: Such ladders may be used in specialized work, as high voltage substations, where non-conductive ladders might present a greater hazard. These ladders shall be properly marked.)
5. Ladders shall not be placed in front of doors opening toward the ladder unless the door is open, locked or guarded.
6. When ascending or descending ladders, employees shall have both hands free and shall face the ladder.
7. Only one employee shall work from a ladder at one time (except for hook-type ladders). If two employees are required, a second ladder shall be used.
8. Employees shall use only company-owned ladders.
9. Ladders shall not be used as scaffold platforms.
10. Boxes, chairs, etc. shall not be used as ladders.

Straight Ladders

1. Portable straight ladders shall not be used without non-skid bases.
2. The ladder shall be placed so that the distance between the bottom of the ladder and the supporting point is approximately one-fourth of the ladder length between supports.
3. Straight ladders shall not be climbed beyond the third step from the top.

4. When working from a portable ladder, the ladder must be securely placed, held, tied, or otherwise made secure to prevent slipping or falling.
5. When dismounting from a ladder at an elevated position (as at a roof) the employee shall insure that the ladder side rails extend at least 3 feet above the dismount position, or that grab bars are present.
6. Employees shall belt off to a ladder whenever both hands must be used for the job or there exists a possibility of the employee falling from an elevated position.
7. Ladders shall not be spliced together to form a longer ladder.
8. A ladder shall not be placed against unsafe support.

Step Ladders

1. The top step shall not be used, except for platform ladders.
2. Stepladder legs shall be fully spread, and the spreading bars locked in place.
3. Stepladders shall not be used as straight ladders.
4. When an employee is working on a step ladder over 10 feet high (except a platform ladder), the ladder shall be held by another person.

Confined Space Entry

Only Authorized employees are allowed to enter a confined space.

Confined space is defined as-any space which by design has limited opening for entry and exit; unfavorable natural ventilation which could contain or produce dangerous air contaminants, and which is not intended for continuous employee occupancy. The term "confined space" applied at all City facilities would include, but is not limited to:

1. Storm Sewers
2. Sanitary Sewers
3. Water Storage Vessels
4. Meter Vaults
5. Tunnels
6. Manholes
7. Tanks
8. Trenches
9. Air Handlers
10. Lift Stations

Material Handling - Lifting and Carrying

1. Test the weight and handling carefully prior to attempting the lift.
2. Consider the size, weight, and shape of the object to be carried. Do not lift more than can be handled comfortably. If necessary, get help.
3. Set feet solidly, one foot can be slightly ahead of the other for increased effectiveness. Feet should be far enough apart to give good balance and stability (approximately the width of the shoulders).
4. Get as close to the load as practicable. Bend legs about 90 degrees at the knees.
5. Crouch, do not squat. It takes about twice as much effort to get up from a squat.
6. Bend knees. Keep the back as straight as practicable. It may be far from being vertical, but it should not be arched. Bend at the hips, not from the middle of the back.
7. Grip the object firmly. Maintain the grip while lifting and carrying. Before changing or adjusting this grip, set the object down again.
8. Straighten the legs to lift the object, and at the same time bring the back to a vertical position. A good tip is to look up at the sky or ceiling when beginning the lift.
9. Never carry a load that you cannot see over or around. Make sure the path of travel is clear. Carry the object close to the body.

10. Never turn at the waist to change direction or to put an object down. Turn the whole body and crouch down to lower the object. Grip the object firmly, keep it close, and keep the back straight (not arched). To keep hands from being pinched against the floor, put one corner of a box or similar object down first, so that the fingers can be removed from under the sides.
11. When lifting an object with another person, employees shall be sure that they both lift it at the same time and let the load down together. One person should give the signals or orders.
12. Improper lifting methods require unnecessary effort and often lead to injury. Ask for help when it is necessary to lift any object that is difficult to handle due to its weight, shape, or size.
13. When carrying long objects each person shall be on the same side of the load.
14. When two or more people are carrying an object, each employee, if possible, should face the direction in which the object is being carried.

Compressed Gases

1. Care shall be exercised in handling all compressed gas cylinders. They shall not be dropped, jarred, or exposed to temperature extremes.
2. Cylinders shall have the valve cap or valve protection device in place at all times, except when in actual use or connected to a welding set.
3. Cylinders shall not be rolled and shall not be lifted by the valve or valve cap; a suitable cradle or other device shall be used.
4. Cylinders shall have their contents properly identified.
5. Compressed gas cylinders, whether full or empty, shall be stored in an upright position and chained or otherwise secured so they cannot fall or be upset.
6. Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials (especially oil or grease) a minimum of 20 feet or by a 5-foot-high non-combustible barrier.
7. Cylinders shall not be placed where they might become part of an electric circuit or within five feet of an electrical outlet.
8. Hydrogen and fuel gas cylinders shall not be stored inside any operating building. Separate storage buildings or sheltered storage areas shall be used.
9. Employees shall never force connections which do not fit, nor shall they tamper with the safety relief devices of cylinder valves.
10. Before the regulator is removed from a cylinder, the valve shall be closed, and all pressure released from the regulator.
11. A leaking cylinder shall not be used. Such cylinders shall be taken outdoors away from sources of ignition and notify the supervisor.
12. A flame shall never be used to detect gas leaks.
13. The recessed top of cylinders shall not be used as a place for tools.
14. No attempt shall be made to mix gases in a cylinder or to transfer gas from one cylinder to another.
15. A sign "Danger-No Smoking, Matches or Open Lights" or equivalent wording shall be conspicuously posted in rooms or at entrances to areas where fuel gas is used or stored.
16. Hydrogen. Special precautions shall be taken when using hydrogen to avoid the possibility of fire and explosion. "Danger-No Smoking" signs shall be posted where hydrogen is used or stored.
17. Oxygen. Oil grease or similar materials shall not be allowed to come in contact with any valve, fitting, regulator, or gauge of oxygen cylinders.
18. Acetylene. Acetylene cylinders shall be properly secured and always be used, transported, or stored in a vertical position. Cylinders shall be protected from sparks, flames, and contact with energized electrical equipment.
19. Chlorine
 - a. Chlorine containers shall be stored and properly secured in a cool place protected from moisture.
 - b. Every precaution shall be taken to prevent accidental discharge of the gas, and protective equipment shall be readily available for use in an emergency.
 - c. Chlorine cylinders shall never be used or stored near flammable materials.
 - d. Should a chlorine leak develop, the cylinder shall be placed so that only "gas" escapes. (An ammonia swab may be used to detect leaks.) Water should not be sprayed or poured on chlorine leaks.

- e. Dry chlorine shall be stored in an isolated area as mixing it with anything, but water could cause a fire or explosion.

Gas Welding and Cutting

1. Only experienced and properly trained persons shall perform welding and cutting. Before welding or cutting is started, the area shall be inspected for potential fire hazards.
2. When welding or cutting in elevated positions, precautions shall be taken to prevent sparks or hot metal from falling onto people or flammable material below.
3. Suitable fire extinguishing equipment shall be immediately available at all locations where welding and cutting equipment is used. Any employee using cutting torch equipment shall make sure tanks are turned off before leaving area.
4. Welders or their helper when engaged in welding or cutting operations shall not carry matches or lighters.
5. Matches or lighters shall not be used to light a torch; a torch shall not be lighted on hot work. A friction lighter or stationary pilot light shall be used.
6. A fire watch shall be maintained wherever welding or cutting is performed in locations where combustible presents a fire hazard. A fire check shall be made of the area one half hour after completion of welding.
7. Where combustible materials such as paper clippings or wood shavings are present, the floor shall be swept clean for a radius of 35 feet before welding. Combustible floors shall be kept wet or protected by fire-resistant shields. Where floors have been wet down, personnel operating arc-welding or cutting equipment shall be protected from possible shock.
8. Approved back flow check valves shall be used on gas welding rigs in both gas and oxygen lines.
9. Welding hose shall not be repaired with tape.
10. Machinery, tanks, equipment, shafts, or pipes that could contain explosive or highly flammable materials shall be thoroughly cleaned and decontaminated prior to the application of heat.
11. In dusty or gaseous spaces where there is a possibility of an explosion, welding or cutting equipment shall not be used until the space is adequately ventilated.
12. Adequate ventilation or approved respiratory equipment shall be used while welding in confined spaces or while brazing, cutting, or welding zinc, brass, bronze, stainless steel, or galvanized or lead coated material.
13. Cadmium bearing materials.
 - a. Proper respiratory protection must be used when welding or cutting cadmium bearing metals.
 - b. Indoors or in confined spaces, local exhaust ventilation or airline respirators shall be used.
 - c. Outdoors, respiratory protection such as approved fume respirators or airline respirators shall be used.

Electric Welding

1. Only authorized persons who are experienced and properly instructed shall operate electric welding equipment.
2. The electric welding machine shall be properly grounded prior to use.
3. Suitable fire extinguishing equipment shall be readily available in the work area.
4. Rules and instructions supplied by the manufacturer or affixed to the machine shall be followed.
5. To protect employees' eyes, face and body during electrical welding and cutting the operator shall wear an approved helmet, proper protective gloves, and clothing. Helpers or attendants shall wear proper eye protection. Other employees shall not observe electric welding operations unless they use approved eye protection.
6. Proper eye protection shall be worn to guard against flying particles when the helmet is raised.
7. Welding screens shall be used whenever other people are exposed to the arc of the welding operation. Welders shall not strike an arc with an electrode, whenever there are persons nearby who might be affected by the arc.

8. When electrode holders are to be left unattended, the electrodes shall be removed, and the holders shall be placed or protected so that they cannot make electrical contact with employees or conducting objects.
9. When the welder must leave his work or stop work for any appreciable length of time, or when the welding machine is to be moved, the power switch or breaker to the equipment shall be shut off.

Electrical Protection

1. Avoid working "Hot" circuits anytime.
2. Only authorized personnel may perform maintenance or repairs on electrical equipment.
3. Disconnect, lockout, and verify power stopped to any equipment before performing any repairs.
4. Treat all wires as live. Report all loose or exposed wires to your supervisor.
5. Electrical equipment grounding wires must not be broken or disconnected.
6. Use a Ground Fault Circuit Interrupter (GFCI) where the grounding system cannot be relied upon.
7. Extension and power cord must not have any breaks in insulation, plugs, or sockets.
8. Obey all high voltage signs and keep the proper distance.
9. Report any spills or leaks of transformer oil to your supervisor.
10. Electric shock frequently causes serious injury, especially where the hazard of the ground and moisture are present. Do not attempt to repair electrical equipment unless you know for certain what you are doing and are authorized to do this type of work.
11. Safety locks and tags must be placed on all electrical circuits or equipment whenever it is out of service for repair. Tags must indicate date of lock out and signature of person responsible for lock out. In some cases, electrical equipment should be kept locked up to all but qualified and authorized electrical workers. No excavation should be attempted in public right of ways without checking with proper agencies and location maps of all underground utilities.
12. Personal protective equipment shall be worn, (i.e. ANSI approved hard hats, hard toed footwear, rubber gloves, etc.).
13. When necessary to work (hot) energized circuits for testing, all safety precautions shall be taken.
14. Approved gloves and hot sticks shall be used while working on 2300, or more, volt equipment, even though de-energized and grounded.
15. Metal ladders are prohibited while working on electrical equipment.
16. Electricians will not be allowed to work alone in isolated areas.
17. All circuits will be de-energized prior to performance of work.
18. All extension cords will be periodically checked for insulation damage.
19. Removal of tags and locks by anyone other than the employees placing the tags and locks on a piece of equipment will be subject to immediate dismissal, as serious injury could be caused to maintenance personnel working on tagged equipment.
20. Switchboards/panels are not to be used as coat racks.
21. Under certain conditions point three (.3) amperes can be fatal. Use caution even under low voltage currents.
22. Automatic starting motors and pumps must carry a warning sign.
23. Avoid "Christmas Trees" arrangements of double sockets, plugs, cords, etc.

Painting

1. Employees using paints, lacquers, thinners, or solvents should avoid inhaling the vapors or getting these materials into their mouths and should wash their hands carefully before eating.
2. Employees wearing clothing contaminated with paint or thinner shall not use or go near open flames.
3. Spraying areas in which dangerous quantities of flammable vapors, mists, combustible residues, dusts, or deposits are present shall be provided with adequate mechanical ventilation, which exhausts to a safe location. This ventilation shall be kept in operation while spraying operations are being conducted and for a sufficient time thereafter to allow vapors to be exhausted.
4. Smoking, welding, open flames, or sparks shall not be permitted in areas where employees are spraying with a combustible or flammable material.
5. "NO SMOKING" signs shall be conspicuously posted in spraying areas and on paint storage rooms.

6. Approved portable safety lamps shall be used in paint spraying areas in which dangerous quantities of flammable vapors, mists, combustible residues, dusts, or deposits are present during spraying operations.
7. Fire protection sprinklers for paint spray booths or spraying areas should be kept as free from deposits as practicable by cleaning daily, if necessary, or by covering the sprinkler head with a very light weight plastic bag that would not interfere with the proper operation of the sprinkler.
8. Suitable portable fire extinguishers shall be installed near paint spraying areas.
9. Employees using spray-painting equipment shall wear an approved mask or respirator and eye protective equipment.

OCCUPATIONAL ILLNESS AND INJURY CONTROL

In addition to methods cited previously, there are several steps which can be taken to reduce the possibility of occupational illness and injuries.

PHYSICAL FITNESS

The fitness of each employee is the key to preventing personal injuries. Employees are encouraged to maintain good health and exercise habits.

FIRST-AID TREATMENT FOR SICK OR INJURED EMPLOYEES

1. Injuries, regardless of how minor, must be reported to the supervisor and call First Nurse. If the supervisor is not available, the injured employee should contact First Nurse and follow their instruction and then report the injury to their supervisor. The supervisor must see that the injured employee seeks first aid or medical treatment.
2. The family of an employee who is seriously ill or injured must be promptly notified by the supervisor or their representative.
3. The Department Director, Risk Management Coordinator, and City Manager shall be notified by the supervisor or their representative.

ClinicalCare24 Telephonic Case Management Program

Program facilitates immediate telephonic nurse contact on a 24/7 basis for injured employees while providing immediate accident reporting to the Member representative and MIRMA as soon as accidents are reported. Telephonic nurse contact will assess and advise employees of the most prudent course of medical treatment. Nurses will triage patient care to ensure appropriate and timely medical care while minimizing any lost time of regular work hours. Telephonic nurses follow up with injured employees and authorized medical providers to assess appropriateness of care while coordinating information to MIRMA. Nurse will document contact in TPA claim system and complete the majority of the First Report of Injury.

It is not necessary to contact ClinicalCare24 in the event of a catastrophic injury where immediate medical intervention is necessary.



EMERGENCY MEDICAL TREATMENT

In the event that a serious injury occurs which requires medical treatment, administer first-aid as necessary and call an ambulance. In the event of an emergency medical situation, treatment should be obtained at the closest appropriate facility or as determined by ClinicalCare24.

INTERACTION OF MEDICINE

An employee taking medication which causes dizziness, blackouts, drowsiness, double visions, impaired judgement, or other similar reactions shall not be allowed to work until treatment is completed, and the effects have dissipated.

INTOXICATION OF EMPLOYEES

An employee reporting to work who is obviously under the influence of alcohol or drugs shall be suspended immediately pending a thorough investigation. Upon evaluation of the facts and confirmation of a violation of work rules, the employee will be dealt with in accordance with the City's personnel regulations.

FLEET SAFETY

GENERAL SAFETY RULES

1. Only those employees specifically authorized and who possess a valid license or permit for the equipment being used shall operate company-owned motor vehicles or personally owned vehicles on company business.
2. Drivers shall know and obey all state and local motor vehicle laws applicable to the operation of their vehicle.
3. The driver shall drive at safe speeds no greater than that permitted by law. Traffic, road, and weather conditions shall be given consideration in determining the safe speed within the legal limit at which the vehicle shall be operated.
4. Maintain a safe distance from other vehicles. On dry pavement, under good driving conditions, use the two (2) second rule for spacing. Pick out a point in the road that is clearly visible, like a shadow, bridge, or road signpost. When the vehicle is front passes that mark, begin to count "one thousand and one, one thousand and two." If your vehicle passes the mark before you count one thousand and two you are following too closely. Slow down!
5. A driver shall not permit unauthorized persons to drive, operate, ride in, or on, a company vehicle.
6. Seat belts are to be worn at all times City of Neosho vehicles that provide seat belts. Should seatbelts not be provided, Per Missouri law the following exceptions apply:
 - a. *Vehicles with a gross weight of 6 or more tons.*
 - b. *Vehicles manufactured prior to January 1, 1968.*
7. Employees shall not be permitted to ride or be placed on any part of a moving vehicle that is not designed for safe human transport or part of a work procedure.
8. Employees shall not ride on trailers.
9. Employees shall not jump on or off vehicles in motion.
10. Make sure you are in a comfortable driving position and that you can reach all controls.
11. Adjust mirrors, both the inside and on the outside. When you look at the outside mirror you should be able to see the rear fender.
12. While operating any vehicle, refrain from cellular telephone use altogether, use hands-free equipment that allows both hands to stay on the wheel, or pull over to the side of the road before making or accepting a call.
13. Never attempt to take notes, read work orders, or otherwise divert your attention while driving. All conversations should be suspended during heavy vehicular or pedestrian traffic, severe weather, or any other condition, which may compromise concentration and safety.

Inspection of Equipment

1. The driver shall determine that brakes are in a safe operating condition before operating equipment. If brakes are not working properly, they must be corrected before vehicle is used.

2. The driver shall inspect windshield wipers frequently and see that they are in good operating condition and that the windows and windshield give sufficient visibility for safe operation of vehicle.
3. All lights and reflectors of vehicle shall be inspected by the driver doing any night driving, and if found defective, they shall be repaired immediately.
4. Check proper operation of all other equipment, including handbrake - emergency brake, turn signals, horn, tires, steering, etc.
5. Check all fluid levels prior to driving vehicle.
6. The driver shall report any defects which may have developed during the day. If the brakes are not working properly, they shall be adjusted or repaired before the vehicle is put in operation. Other items, which affect safety, shall be repaired prior to continued vehicle operation.
7. The driver shall be responsible for ensuring that trash or debris will not escape the vehicle while in motion.

Exhaust Gas

The driver shall not operate the motor in any garage except when driving in or out, and then the motor shall be operated as little as practicable. The motor shall not be warmed up inside a garage nor shall the driver test motor operation in a garage unless the exhaust gas is carried directly to outside atmosphere, or doors and windows are open so that adequate ventilation exists.

Operation

1. The operator of a motor vehicle shall clearly signal his intention of turning, passing, or stopping.
2. Upon a signal from a vehicle approaching from the rear, the driver of a company vehicle shall yield the right of way.
3. Drivers shall be prepared to stop, and the right of way shall be yielded to avoid an accident.
4. The driver of a vehicle shall be courteous toward other operators and pedestrians. He shall operate his vehicle in a safe manner and shall yield the right of way to pedestrians and other vehicles when failure to do so might endanger any person or another vehicle.
5. The driver shall stay a sufficient distance behind when following another vehicle so that he can safely stop the vehicle in the clear distance ahead.
6. Drivers shall exercise added caution when driving through residential and school zones.
7. When entering or leaving any building, enclosure, alley, or street where vision is obstructed, a complete stop shall be made, and the driver shall proceed with caution.
8. Trucks on which derricks or booms are erected above traveling height shall not be moved except under the immediate direction of a designated employee, who shall give his undivided attention to the movement.
9. Before a radio equipped vehicle is driven under or adjacent to energized equipment, especially in substation areas, the radio antenna shall be lowered, and clearance checked in order to ensure that proper clearances will be maintained between the vehicle and energized equipment.
10. All ignition systems shall be turned off and no smoking permitted while refueling.
11. When proceeding down a grade, the clutch shall not be disengaged. Trucks, particularly if heavily loaded, shall be in a lower gear on steep grades.
12. Per Missouri law, headlights will be turned on during any period of inclement weather, when fog is present, or when the windshield wipers are used.

Parking

1. When vehicles must be parked on the roadway, they shall be parked on the right-hand side facing in the direction of traffic flow, whenever possible.
2. When parking on a roadway, vehicles shall park off the traveled road surface, whenever possible. When vehicles must park closer than 10 feet to the traveled road surface, appropriate warning devices shall be used.
3. Proper warning lights, reflectors, or red flags in accordance with state or local requirements shall protect trucks or trailers stopped on any public roadway.
4. Vehicles shall not be parked on bridges or over culverts except when necessary for work.

5. Wheel chocks will be used on large vehicles whenever parked as an added protection along with the vehicle's emergency brake system.
6. When it is necessary to park on an incline, the driver shall make sure the vehicle is left in a safe position. The engine shall be turned off, the vehicle placed in the lowest gear, or "park" position, and the parking brake set. The front wheels shall be cut into the curb, or if a curb is not present, the rear wheels shall be chocked.

Backing

1. When possible, vehicles shall be positioned to avoid backing up later or park where you can pull through.
2. Extreme caution shall be exercised when backing a vehicle, to avoid injury to persons and to prevent property damage. If another employee is present, they shall be stationed at the rear of the vehicle to assist the driver in backing the vehicle safely. Turn your head and look back, don't just look in the rear-view mirror. Never back fast or far or into an intersection.
3. When backing a vehicle which has an obstructed view to the rear:
 - a. A reverse signal (back-up alarm) audible above the surrounding noise level shall be used, or
 - b. An observer shall signal that it is safe to back.
 - c. Back slowly. Watch both sides but do not depend entirely on mirrors.
 - d. In any difficult backing situation, enlist the help of another person on the ground as a guide, when such help is available.

Stopping on Highway

1. Stopping on the highway shall be avoided.
2. When it is absolutely necessary to stop on the highway, extreme caution shall be used. Warning signals and lights shall be used.
 - a. Rotating beacon shall be used if vehicle is so equipped.
 - b. Taillights/emergency flashers shall be used.
 - c. Flares or reflectors shall be placed to give adequate advance warning.
 - d. If work is in progress, traffic control devices (together with flaggers, where necessary) shall be used. (See Section 501 - Work Zone Barricading)

Refueling Motor Vehicles

1. Stop the engine before fueling.
2. Avoid static sparks by inserting the hose nozzle firmly in the tank; making sure that metallic contact is made. Keep a hand on the nozzle throughout the entire delivery to prevent overflow.
3. Maintain tight connections on the hose and nozzle to eliminate leaks.
4. Do not permit the tank to overflow.
5. Drain the hose before removing the nozzle.
6. Hang the nozzle securely and see that the cap is placed tightly on the tank.
7. Change clothing immediately if it is saturated with gasoline to prevent possible burns or injury to the skin.
8. Use only Stoddard solvents or some other high flashpoint solvent for cleaning purposes.
9. Prohibit smoking in the area when delivering or receiving gasoline.

DRIVER SELECTION

The selection of employees who will be required to drive full or part-time will be done with care. Drivers of City vehicles can be considered qualified when they meet the following criteria:

1. Possess a valid state issued Driver's License of the proper class.
2. Successfully passes a road test administered by a supervisor.

DRIVER TRAINING

All City drivers will be trained on safe driving habits through the use of a driving course offered by the City of Neosho Police Department. The course will be given to each driver at least once annually. The course will include:

1. Defensive driving skills.
2. Split-second decision making.
3. Backing-up rules.
4. Safe distances.
5. Intersection driving.
6. Poor condition driving on snow, rain, ice, etc.
7. Yearly check-ride assessment.

PREVENTIVE MAINTENANCE

The preventive maintenance program for City vehicles is essential. The maintenance program will include the checking of vehicles daily and monitoring to assure proper maintenance. Repairs shall be made to noted defects.

PERSONAL PROTECTIVE EQUIPMENT

Policy Statement

The City of Neosho considers the safety and health of its employees to be of the utmost importance. All employees working on or visiting areas where hazardous activities are occurring (i.e., construction, operations, and maintenance) will be provided with and required to wear or use personal protective equipment as directed by this policy or department SOP.

II.

Purpose

To require the use of personal protective equipment where there is reasonable probability an injury or illness can be prevented by such equipment. All employees working in or entering a hazardous environment will wear the required personal protective equipment. Failure to comply with all aspects of this policy is grounds for disciplinary action. This policy applies to operations, processes or work which involve(s) a hazardous environment.

Definitions

1. Anchorage – A secure point of attachment for lifelines, lanyards, or deceleration devices, and which is independent of the means of supporting or suspending the employee.
2. ANSI - American National Standards Institute
3. Body harness – A design of straps which may be secured about the employee in a manner to distribute the fall arrest forces over at least the thighs, pelvis, waist, chest, and shoulders with means for attaching it to other components of a personal fall arrest system.
4. Buckle – Any device for holding the body belt or body harness closed around the employee's body.
5. Competent person – A person who is capable of identifying hazardous or dangerous conditions in the personal fall arrest system or any component thereof, as well as in their application and use with related equipment.
6. Connector – a device which is used to couple (connect) parts of the system together. It may be an independent component of the system (such as a carabineer), or an integral component of part of the system (such as a buckle or D-ring sewn into a body belt or body harness, or a snap-hook spliced or sewn to a lanyard or self-retracting lanyard).
7. DBA - A unit for expressing the relative intensity of sound.
8. Dielectric Strength - a nonconductor of direct electric current.
9. Eye and Face Protection - protective devices intended to shield the wearer's eyes and face from a variety of hazards, shall meet the requirements and specifications established in the American

National Standard Institute's Practice for Occupational and Educational Eye and Face Protection Z 87.1 - 2003.

10. Face shield - A protective device commonly intended to shield the wearer's face, or portions thereof, in addition to the eyes, from certain hazards.
11. Goggle - A protective device intended to fit the face immediately surrounding the eyes in order to shield the eyes from a variety of hazards.
12. Hand and Body Protection - Protective gloves or clothing worn by an individual to reduce the risk of contamination or electric shock.
13. Hard Hats – hard hats for protecting heads from impact and penetration, from falling and flying objects, shall meet the requirements and specifications established in the American National Standard Institute's Safety Requirements for Industrial Head Protection, Z89.1 - 2003.
14. Hearing Protection - A protection device designed to reduce the effects of noise exposure.
15. Lanyard – A flexible line of rope, wire rope or strap which is used to secure the body belt or body harness to deceleration device, lifeline, or anchorage.
16. PPE - Personal Protective Equipment
17. Personal fall arrest system – A system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, a body belt, or body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these.
18. Protective Footwear - A protective shoe or boot worn by an individual to reduce the risk of impact, contamination, or electric shock. Footwear shall meet the requirements and specifications established in the American National Standard Institute's guidelines (ANSI Z41 - 1991).
19. Respiratory Protection - A protective device that is issued to reduce individual exposure to occupational disease caused by breathing air contaminants (e.g. harmful dusts, fogs, fumes, mists, gases, smokes, particles, sprays, and vapors). Respirators shall meet the requirements and specifications established in the American National Standard Institute's guidelines (29 CFR 1910.134).
20. Safety Restraint Device - A safety device (seat belts, shoulder harnesses, etc.) used to restrain an individual in a moving vehicle to reduce the severity of injury.
21. Safety Vests/Shirts - A vest or shirt worn by an individual working in areas where it is determined necessary that they be clearly visible.
22. Spectacle - A protective device to shield the wearer's eyes from a variety of hazards, depending on spectacle type.
23. Tie-off – The act of an employee wearing personal fall protection equipment connecting directly or indirectly to an anchorage. It also means the condition of an employee being connected to an anchorage.

Responsibilities

1. Department/Division heads and supervisors are responsible for administration of this policy as it pertains to employees and work areas under their jurisdiction. Employees are responsible for observing safe operating procedures pertinent to their duties and for being familiar with and complying with this policy.
2. Department/Division heads shall identify the work areas and hazardous environments and formulate written policies for same.

Hard Hats

1. Hard hats shall be worn by all employees who are required to work, including but not limited to, any of the following circumstances or conditions:
 - a. Within a posted hard hat area.
 - b. On any job where an employee may be struck by falling or flying objects or menaced by bumps, such as, but no limited to:
 - i. Traffic sign maintenance and installations;
 - ii. Street lighting maintenance and installation;
 - iii. Heavy equipment activities;
 - iv. Shovel gang operations;

- v. All demolition activities;
 - vi. All construction and excavation activities including road work.
 - vii. Tree trimming, cutting, or removal activities;
 - viii. Below lift or scaffold activities;
 - ix. Storage, stockpile, or inventory storage activities where posted.
 - x. Where the danger from electrical hazards exists.
2. Hard hats must, at a minimum, meet current OSHA Class G level, which protects against impact hazards and provides limited voltage protection (up to 2,200 volts).
 3. Bump style caps are not allowed.
 4. Hard hats are to be inspected, maintained, and worn in accordance with the manufacturer's recommendations.
 5. Hard hats that sustain a heavy impact are to be taken out of service.

Eye and Face Protection

1. Proper eye protection may include, but not limited, the following: safety glasses, with or without safety side shields, splash goggles, face shields, welding helmet, and welding goggles.
2. Appropriate eye and face protection shall be worn by all employees who are required to work, including but not limited to, any of the following circumstances or conditions:
 - a. All operations where hardened metal tools are struck together.
 - b. Where equipment or material is struck by a hand tool.
 - c. Where the cutting action of a tool causes particles to fly, such as chain saw operation.
 - d. By other employees who may be exposed to flying particles.
 - e. Mowing operation and chain saw use.
 - f. Where woodworking or cutting tools are used head-high or overhead with the chance of particles falling or flying into the eyes.
 - g. When cutting wire and cable, striking wrenches, using hand drills, chipping concrete, removing nails from scrap lumber, shoveling material head high, or using wrenches or hammers overhead, and on other jobs where particles of debris or materials may fall.
 - h. Where exposed to splashes, corrosive chemicals, dust, or mist.
 - i. Where the face is exposed to radiant heat.
 - j. For operations such as oxyacetylene welding, cutting, lead burning, and brazing.
 - k. For any operation involving sawing or buffing metal, sanding, grinding, handling chemicals, or other hazards.
 - l. Operation of powered landscape maintenance equipment (e.g., weed eater, trimmers, chippers, blowers, mowers, edgers, chain saws).
 - m. All types of pneumatic tools (e.g., pressurized mechanical power washers).
3. Selection - refer to selection chart and protective devices.
4. Safety glasses are not required in transit between jobs.

Hearing Protection

1. All City employees will be provided with and required to wear an approved hearing protection device when exposed to noise which exceeds those levels and exposure limits as established by the Occupational Safety & Health Administration. Such protective devices shall have an Environmental Protection Agency Noise Reduction Rating (NRR) so as to provide adequate protection. The following listing is representative (not all inclusive) of the activities possibly requiring the use of hearing protectors:
 - a. Operations using landscape maintenance equipment, including chain saw operations
 - b. Operations at utility facilities
 - c. Operations in construction areas
 - d. Operations of heavy equipment
 Operations in machine shops. Operations involving equipment used in street repair. Operations being conducted in the Animal Shelter when dogs are present
2. Supervisors are responsible for the distribution of hearing protectors and will share the responsibility for proper use.

3. Hearing protective equipment (of a non-disposable nature) will be replaced only upon receipt of the original equipment, showing why it is no longer useful, or upon reasonable explanation as to why the equipment is missing or was destroyed beyond recovery. Should the equipment be damaged or lost through misuse or carelessness, the responsible employee may be charged the replacement cost of the equipment.
4. The use of headset radios and music players by employees will not satisfactorily diminish ambient noise and may themselves create hazards and are, therefore, prohibited.
5. The following table summarizes current permissible noise exposure limits:

<u>Duration per day, hours</u>	<u>Sound Level DBA</u>
8	90
6	92
3	97
2	97
1 1/2	100
1	105
1/2	110
1/4 or less	115

Safety Vests/Shirt

1. To comply with the ANSI Class 2 Minimum Standards, employees working on, or near, a roadway shall be provided with apparel designed to warn motorists of their presence (orange safety vest or shirts).
 - a. Additional equipment such as orange gloves, cap, etc. may be provided if deemed appropriate.
 - b. The roadway is defined as the area between the curb and where curbs would be if said area does not have curbs.
 - i. Employees working in any other area where it is determined necessary that they be clearly visible shall also be provided with safety apparel.
 - ii. Employees, upon being provided with appropriate safety apparel, shall wear same when working in any of the areas outlined above.
 - iii. Each supervisor is responsible for the distribution and proper use of this equipment.
 - iv. Each employee provided with safety apparel is responsible for its maintenance and proper use when in their care.
 - v. If this equipment is damaged or lost through misuse or carelessness, the responsible employee may be charged the replacement cost.

Hand - Body Protection

1. Employees working in areas or operations where the following personal protective equipment is required shall wear the equipment as long as the hazard is or may be present.
 - a. Work clothing - Appropriate clothing is provided or required when working for the City. The clothing shall not interfere with the performance of an employee or expose them to unnecessary hazards. Long sleeve shirts may be required for certain operations.
 - b. Special clothing - Special clothing may be required to protect an employee from impacts and dust, fire and heat, vapors, moisture, and corrosive liquids, as well as temperature changes.
 - c. Gloves - Appropriate gloves are provided and their use is required when an employee is working in an area where they are exposed to injury to the hands or fingers from material, machinery, heat, chemicals, electrical, contact, sharp objects, etc.
 - d. Each department or division is responsible for identifying those areas, operations, in which such equipment is necessary, including the type of equipment required, such as chaps made of cut resistance material shall be worn when operating a chain saw.

Protective Footwear

1. To establish minimum foot protection requirements for those employees involved in job activities where such protection is normally required.
 - a. Shoes such as sneakers, sandals, canvas tops, are not acceptable in the work environment and are prohibited.
 - b. Leather work shoes or boots with durable soles must be worn by all field personnel. This includes but is not limited to such occupations as street repair, park maintenance, firefighters, police officers, mechanics, utility service workers, maintenance personnel, building inspectors, etc.
2. Employees involved in working with or near electric utility lines or equipment shall have the appropriately designated footwear.
 - a. Foot guards shall be worn whenever required by job instructions, whenever the task might specifically risk foot injury due to the weight of the object or the equipment being used, or the equipment action involved substantially increases the risk of foot injury for example when handling or operating a jackhammer or chain saw.
 - b. Each supervisor is responsible to ensure that proper footwear is being utilized by employees.

Respiratory Protection

1. Respirators that are applicable and suitable for the purpose intended will be supplied to all employees when such equipment is necessary for their protection.
 - a. Respirators will be selected on the basis of hazards to which the worker is exposed. All existing inhalation hazards at various locations will be identified and personnel will be trained in the proper use of the equipment assigned to those particular hazards to which they are exposed.
 - i. Proper selection of respirators shall be made according to the guidance of 29 CFR 1910.134. (Could be subject to fit testing.)
2. Training will include the following:
 - a. Identification of the proper devices for the hazard involved.
 - b. Determining the proper fit.
 - c. Cleaning and care of the respirator(s).
 - d. Identifying worn and deteriorating parts, and replacement.
3. A respirator should be assigned to individual employees for their exclusive use, in order to prevent the spread of any communicable diseases.
4. Respirators will be cleaned and disinfected after use each day.
5. Clean respirators should be stored in a convenient sanitary place. Most respirators will be purchased with a re-usable plastic bag for this purpose.
6. Regularly inspect respirators for defects and deterioration of parts each time it is cleaned. If a defect is found, contact your supervisor (a substitute will be issued until yours can be repaired or replaced).
7. Inspections will be made of all respiring devices to check for proper use, cleanliness, and proper maintenance. Inspection reports will be kept on file in the respective department.
8. An initial physical will be performed to determine if an employee is able to perform his duties while using a respirator. A periodic physical examination will be performed to determine if any inhalation problems have occurred during their use.

Vehicle Safety Restraint Devices

1. All City vehicles and equipment designed to require or permit the installation of safety restraints (seat belts, shoulder harnesses, etc.) shall be so equipped.
2. All drivers and occupants of City vehicles equipped with safety restraint devices are required to utilize them.
3. All drivers of City vehicles equipped with safety restraint devices must require all passengers to utilize said equipment prior to the operation of the vehicle.
4. The drivers of City vehicles shall not remove, defeat, or deactivate any safety restraint device, and shall advise Vehicle Maintenance whenever said device is not functioning properly.
5. The following may be considered exceptions to the above policies.
 - a. When it becomes necessary due to an emergency to carry more passengers than the vehicle has safety restraints.

- b. Specific operations may be excluded from these regulations with written approval from the Department Director and City Manager.
- c. Riding in non-passenger areas is prohibited.

Fall Protection

These are guidelines to protect all City of Neosho engaged in outdoor or indoor work activities that expose them to potential falls from elevations.

1. Examples of Approved Fall Protection Systems:
 - a. Personal fall arrest system that includes full body harness, lanyard, connectors, and anchor point.
 - b. Guardrail system
 - c. Safety net
 - d. Safety monitoring system
 - e. Articulating man lift provide provided with a restraint system and full body harness to an anchor.
2. Fall protection is required wherever the potential to fall six (6) feet or more exists. The City of Neosho has identified the following places concerning fall protection:
 - a. All tasks requiring use of an articulating lift or bucket truck.
 - b. All tasks require standing on the platform of the ladder truck.
 - c. Lift stations.
 - d. Water storage tanks and/or towers.
 - e. All tasks require to be on flat or sloped roof location when within six (6) feet of the roof edge or during roof repair and maintenance.
 - f. All open excavations or pits.
 - g. All mezzanine and balcony edges.
 - h. All tasks requiring employees to lean outside the vertical rails of ladders.
 - i. Fall protection is not needed if an employee or employees are on a low slope roof for inspection/observation only.
3. Maintenance and Storage of Equipment
 - a. Never store the personal fall arrest equipment in the bottom of a toolbox, on the ground, or outdoors exposed to the elements.
 - b. Hang equipment in a cool, dry location in a manner that retains its shape.
 - c. Always follow manufacture recommendations for cleaning and inspecting.
 - d. Never use the equipment for anything other than personal fall arrest.
 - e. Once exposed to a fall, remove equipment from service.
4. Training

Each employee who may be exposed to fall hazards will be trained to recognize the hazards and the procedures to follow to minimize the hazards. The training will include fall hazards in the work area; correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems used; use and operation of the fall protection systems used; role of employees in fall protection plans; what rescue procedures to follow in case of a fall.
5. Rescue Procedures
 - a. In the unlikely event that a fall arrest occurs on-site, personnel with the use of an articulating man lift or ladders where feasible, will rescue all employees. Alternate rescue would be through local emergency services.

HAZARDOUS MATERIALS

Hazard Communication Program

The intent of the Hazard Communication Program is to ensure appropriate communication is provided to the employees concerning the hazards of all chemicals stored or used by the city. This transmittal of information will be accomplished by container labeling and other forms of warning, safety data sheets (SDS), and employee training. Supervisors are responsible for ensuring proper labeling, the maintenance of the SDSs, and for providing their employees with information and/or training on hazardous chemicals in their work area.

1. All hazardous materials stored or used within all departments will be properly labeled as follows:
 - a. Identity of the hazardous chemical(s) and appropriate hazard warnings; or, alternatively, words, pictures, symbols, or a combination thereof, which provides at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.
 - b. Signs, placards, process sheets, batch tickets, operating procedures, or other such written materials in lieu of affixing labels to individual stationary process containers may be used as long as the alternative method identifies the containers to which it is applicable and conveys the above information.
 - c. Portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer, do not have to be labeled.
2. A Safety Data Sheet (SDS) will be maintained in the workplace for each hazardous chemical used. Each sheet will be reviewed to ensure the following information is provided:
 - a. Identifiers - Tells the source of the SDS and the name of the chemical or product (by formula, chemical family, and trade name or synonym).
 - b. Permissible Exposure Limits (PEL's) - Indicates the average amount of a chemical you can safely be exposed to, usually over an 8-hour shift.
 - c. Physical Data - Information about the chemical's appearance, smell, and physical properties (boiling point, vapor density, volatility, etc.).
 - d. Hazardous Ingredients - Gives the names of hazardous ingredients in mixtures such as paints, alloys, and fluxes.
 - e. Fire and Explosion Data - Tells a chemical's potential to catch fire or explode.
 - f. Health Hazard Data - Lists the PEL, tells the signs and symptoms of overexposure, and gives emergency first-aid procedures.
 - g. Reactivity Data - Tells how stable a chemical is and what materials it should not come into contact with.
 - h. Spill or Leak Procedures - Gives steps to take if a chemical leaks or spills.
 - i. Special Protection - Provides the protective equipment you must use in order to avoid exposure, and details on required ventilation.
 - j. Special Precautions - Tells how to handle and store the chemical safely, and other precautions necessary.
3. All affected employees will receive information and/or training on hazardous chemicals in their work area. This information and/or training will be provided upon the employee's initial assignment. Whenever a new physical or health hazard material is introduced into a work area the employee shall be informed about the hazard prior to its use. Information and training may be designed to cover categories of hazards (e.g. flammability, carcinogenic) or specific chemicals.
 - a. Information provided must include:
 - i. The requirements of this section.
 - ii. Any operations in their work area where hazardous chemicals are present.
 - iii. The location and availability of this written procedure, the list(s) of hazardous chemicals, and the SDS's.
 - b. Training will include at least:
 - i. Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area, such as monitoring conducted by the foreman, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.
 - ii. The physical and health hazards of the chemicals in the work area.
 - iii. The measures employees can take to protect themselves from these hazards, including specific procedures implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used.

Gas	Chemical Formula	Common Properties	Physiological Effects	Highest Concentration
Ammonia	NH ₃	Colorless, sharp pungent	Irritates eyes and respiratory tract. Toxic at 0.01%	At top.
Carbon Dioxide	CO ₂	Colorless, odorless	Cannot be endured at 10% for more than a few minutes even if subject is at rest and oxygen content normal.	At bottom. When heated may stratify at point above bottom.
Carbon Monoxide	CO	Colorless, odorless, tasteless, <u>flammable</u> , <u>poisonous</u>	Unconsciousness in 30 minutes. At 0.2 to 0.25%. Fatal in 4 hours at 0.1%, headache in few hours at 0.02%.	Near top, especially if present with illuminating gas.
Chlorine	Cl ₂	Yellow green color. Chocking odor detectable in very low concentrations. Nonflammable.	Irritates respiratory tract. Kills most animals in a very short period of time at 0.1%.	At bottom.
Hydrogen	H ₂	Colorless, odorless, tasteless. Flammable.	Acts mechanically to deprive tissues of oxygen. Does not support life.	At top.
Hydrogen Sulfide	H ₂ S	Rotten egg odor in small concentrations. Exposure for 2-15 minutes at 0.01% impairs sense of smell. Odor is not evident at high concentrations. Colorless. Flammable.	Impairs sense of smell rapidly as concentration increases. Death in minutes at 0.2%. Exposure to 0.07 to 0.1% rapidly causes acute poisoning.	Near bottom but may be above bottom if air is heated and highly humid.
Methane	CH ₄	Colorless, odorless, tasteless. Flammable.	Does not support life.	At top, increasing to certain depth.
Oxygen (in air)	O ₂	Colorless, odorless, tasteless. Supports combustion.	Normal air contains. 20.8%. Humans can tolerate down to 12%. Minimum safe 8-hour exposure, 14 – 16%. Below 10% is dangerous to life. Below 5 – 7% probably fatal.	Variable at different levels.

- iv. The details of the hazard communication program, including an explanation of the labeling system and the SDS, and how employees can obtain and use the appropriate hazard information.

Handling and Storage

1. Chemical handling - For the safe handling of any chemical follow the manufacturers recommendation found on their Safety data sheets and the chemical hazard chart.
2. Chemical handling normally requires the use of safety goggles, gloves, boots, and coveralls.
3. Learn the proper method of using the emergency eyewash and showers.
4. Learn the safety precautions to observe all chemicals in the work area.
5. Clean up all spills of chemicals immediately (especially mercury).
6. Use proper lifting methods when handling heavy containers or bags of chemicals.
7. Employees who handle or use chemicals, compressed gases, poisons, corrosives, flammable liquids, or other harmful substances shall have training in methods of safe handling, use, and control. They will be instructed in potential hazards, personal hygiene, and protective measures required.
8. Use only approved containers to store and handle liquid chemicals or flammable and combustible liquids. All containers must be clearly marked to identify their contents.
9. Chemicals, compressed gases, flammable liquids, and combustible liquids must be stored only in approved, designated areas.
10. When working alone (or an entire crew is in same hazardous area) be sure that someone else knows of your schedule. Set up a reporting time - at least once each hour.

CHEMICAL HAZARDS				
Name	Chemical Formula	Hazard	Protection	First Aid
Alum	$\text{Al}_2(\text{SO}_4)_3$	Toxic Irritant	Respirator, Gloves, Eye Protection	Water / Soap
Ammonia	NH_3	Fire Toxic	Respirator, Eye Protection	Water / Soap
Carbon	C	Fire Irritant	Respirator	Water / Soap
Chlorine	Cl_2	Toxic	Supplied Air Breather, Gloves, Eye Protection, Protective Apron	Water / Soap
Ferric Chloride	FeCl_3	Irritant, Caustic	Respirator, Gloves, Eye Protection, Protective Apron	Water / Soap
Lime-Hydr. Lime	$\text{CA}(\text{OH})_2$	Irritant, Caustic	Respirator, Gloves, Eye Protection, Protective Apron	Water / Soap
Quick Lime	CaO	Irritant, Caustic	Respirator, Gloves, Eye Protection, Protective Apron	Water / Soap
Polymers		Irritant	Respirator, Gloves, Eye Protection	Water / Soap
Lab Chemicals		Varies	See SDS	See SDS

11. All departments in which employees use or could be exposed to hazardous chemicals will be required by law to comply with the program designed to bring public and private sectors into compliance with the "Hazardous Chemical Right to Know Law". This law requires training and familiarization with all hazardous materials, explanation of the pertinent SDS, record of personnel trained and conspicuous posting of warning information.

Common Gases

Chlorine

1. Do not handle chlorine cylinders roughly; never drop cylinders or permit one to collide with another. It is advisable to move cylinders (up to 150 lbs.) by means of hand trucks equipped with safety chains. Specially designed electric hoists fitted with the proper lifting bar should be used for 1-ton containers. When unloading cylinders from a truck to ground level, it is best to use a hydraulic lift gate or suitable skid with a rubber bumper at the bottom.
2. Avoid hoisting containers: if such action is necessary, work with safe lifting clamps or cradles; avoid use of ropes, cables, and chain slings. To move cylinders from storage to the place of consumption carry them with a properly balanced hand truck, preferably with a clamp support or safety chain at least two thirds of the way up the cylinder to hold it in place.
3. Store cylinders weighing up to 150 lbs. in an upright position where heavy materials cannot fall on or against them. See that the cylinders are supported so that they cannot fall over. Select storage places where containers will be shielded from mechanical disturbances, especially by moving objects. Do not store containers below ground level or in the chlorine-feeding room. Store 1-ton cylinders on their sides on a level rack or platform with adequate safety blocks to prevent rolling.
4. Always keep the protective caps in place when the cylinders or containers are not in use and are being handled, because the discharge valves and fusible plugs are not designed to take shocks. As soon as a cylinder or container is empty and disconnected, replace the protective caps. Always tag or mark empty cylinders or containers at once. It is advisable to store full and empty containers or cylinders in different sections of the storage area to avoid confusion in handling.
5. Store chlorine containers and cylinders in a cool place and protect them from exposure to external heat sources. Never permit the temperature of the contents to approach 140° F. Keep containers and cylinders that are stored outside of doors away from direct exposure to the sun and the weather; maintain them in a clean condition and inspect them regularly for leakage.
6. Do not store containers or cylinders near flammable materials, or where continuous exposure to dampness will result.
7. Make certain that the storage area is well ventilated, and that containers or cylinders are so arranged that a leaking unit could be removed with the least possible handling of other containers. Arrange to use a fireproof storage room equipped with an exhaust ventilating system.
8. Place containers and cylinders in the order in which they are received so that the oldest can be used first.

Controlling Chlorine Leaks

1. The slightest odor of chlorine may indicate a leak and should receive immediate attention because small leaks can grow rapidly.
2. Two men should be assigned to the repair of a chlorine leak, one acting as a safety observer.
3. Connections to the cylinder valve should be made carefully. When threaded connections are used, it should be ascertained that the threads on appliances and unions are the same as those on the container valve outlets. If connections that do not fit are forced together, they invariably leak.
4. Unless the apparatus is designed to handle liquid chlorine, the valve of the 1-ton container should be in the proper position to withdraw gas. The two identical valves on the 1-ton container are connected to adductor pipes inside the container. When it is lying on its side and the valves are in a vertical line (one above the other), the lower valve will discharge liquid chlorine and the upper valve will discharge chlorine gas from above the liquid level. Most plants using 1-ton containers have cradles holding the containers on scales or in scale tanks 1-2 in. higher at the valve end elevating that portion so that gas instead of liquid will be drawn when chlorine is taken from a full container.
5. Containers or valves should never be altered or repaired by the consumer, except for stopping gas leaks around valve stems by tightening the packing nut. The safety devices on containers should never be tampered with. The valve cannot control the fusible plug on cylinders below the valve seat. The 1-ton container is equipped with six (three on each end) fusible metal plugs designed to soften or melt at 158-165° F, thus allowing the contents of the container to discharge.
6. Container valves should be opened slowly. No wrench longer than 6" should be used as the employment of large wrenches or pipe wrenches will damage the valves. On complete turn of the

valve stem in a counterclockwise direction will open the valve sufficiently to permit maximum discharge.

7. To test for chlorine leaks, a small cloth or swab should be attached to one end of a stick, and the material should be soaked with ammonia water (10% NH_3) and applied to the suspected area. (Some operators prefer to use a small bottle fitted with an aspirator.) A white cloud of ammonium chloride will result if there is leakage.
8. All employees handling and using chlorine should be supplied with an approved chlorine gas mask, and they should be instructed in its use. A program of at least monthly chlorine gas drills should be conducted to familiarize personnel in working with the masks on and in use of chlorine leak safety devices. Gas masks, thick loose-fitting gloves, and aprons of nonporous material should be kept in lockers outside of the chlorine equipment area where they can be reached quickly in an emergency.
9. All installations using chlorine should have on hand a chlorine-leak repair kit consisting of suitable clamps, drift pins, hammers, wrenches, and other tools for emergency service on cylinders where leaks cannot otherwise be stopped. Drift pins should be of brass or steel and of suitable size to fit the usual fusible plug and valve openings in cylinders and containers. Because drift pins are not suitable for packing holes in the cylinder walls, wooden plugs and clamps should be employed.
10. Installations using liquid chlorine should carefully evaluate the need for providing tanks in which the container may be flooded with a solution of caustic soda or alkali to a depth and volume sufficient to absorb completely the contents of the container or cylinder. The caustic soda or alkali tank should be located immediately adjacent to the area of storage or use. Such receptacles should be equipped with suitable anchor clamps to keep the chlorine cylinder or container from floating when it is nearly empty. The degree of hazard is determined by the location of the chlorine plant and should be a deciding factor in determining the need for absorbing tanks. Where the treatment plant is isolated from built-up areas, the need for tanks is not so demanding as where the chlorine feed equipment and containers are located in an urban locality.
11. When a chlorine leak occurs, the chlorine room ventilating system should be turned on immediately.
12. Only authorized and trained personnel equipped with gas masks should investigate chlorine leaks. All other people should be kept away from the affected area. If a leak occurs on the outside of the building, everyone should stay to the windward side of the leak and, if possible, at a higher elevation. When a leak occurs in equipment in which chlorine is being used, the chlorine container valves should be closed first.
13. If a leaking chlorine container is located in such a position that liquid chlorine is escaping, the container should be turned or raised so that only gaseous chlorine is discharged.
14. Water should never be applied to a chlorine leak because this creates a hazardous condition with the leak being made worse by the corrosive action of chlorine and water.
15. The use of a 2" water ejector connected to a high-pressure water supply system and equipped with at least a 50' 2" rubber garden hose that has an enlarged rubber funnel on the end for sucking most of the chlorine gas away from the leak should prove very helpful. The discharge from the ejector can be in the raw water channel or to a point where the chlorine water will not cause harmful conditions.
16. If dry ice is available and it can be packed around a leaking container, the rate of evaporation will be greatly retarded. If the leak cannot be stopped, the entire cylinder should be dumped in the alkaline-absorbing tank.
17. Because it is unlawful to return a leaking cylinder, its contents should be removed before shipping. The supplier of the cylinder should be immediately notified that it is defective and should be asked to dispose of it.
18. Heat should never be applied directly to a container as this could rupture it by internal pressures. If it is necessary to heat a container, a water bath controlled not to exceed 80° F should be used. Grease oil should never be used on fittings that will be in contact with chlorine. Certain types of silicone greases may be used sparingly on valve stems and hard-rubber fittings.
19. Before disconnecting the flexible leads from containers to gas headers, the cylinder valve should be closed first and then the gas under pressure should be drawn from the header and flexible leads before the header valve is closed. The exhaust system should be turned on and operated while the cylinders are being disconnected and repairs are being made on chlorine lines and equipment.
20. The plastic protective cover for the rotameter tube should be in place before chlorine equipment provided with rotameters is operated.

21. If fire breaks out, every effort should be made to protect the chlorine cylinders or containers or to remove them from the danger area. Firefighters should be informed of their location and poisonous nature.

Gas Masks for Chlorine Protection

1. Gas masks should be equipped with full-face pieces and canisters designed to cope with chlorine.
2. Canisters should be stored and used according to manufacturer's recommendations for shelf and service life. Canisters should be disposed of upon reaching the expiration dates marked on all approved canisters.
3. Masks should be kept in cabinets located conveniently near (but not in) the chlorine room, where they may be obtained for emergency use without going through the chlorine gas area.
4. Preferably, a separate mask should be assigned to each employee concerned with chlorine leaks, including mechanics and pipe fitters required to work on chlorine apparatus. Only through such procedure can the mask be permanently fitted to the face of the person who will wear it, so that no time will be lost adjusting masks in an emergency.
5. One employee should be held personally responsible for records of the condition of all masks. Semimonthly gas mask drills should be held, and each employee should be required to test his mask for leaks such as may occur through loose eyepieces, faulty tubing connections, defective or worn spots, and loose canisters.
6. Mask repairs should be made only by an employee trained for the work and it is advisable to keep repair parts on hand, as well as extra canisters for emergency use. An employee who is properly trained to detect and discard unsafe masks should make frequent inspections of each gas mask in service.
7. For emergency use in heavy concentrations of chlorine in confined spaces, all chlorine-using installations should have on hand a hose mask supplied with air of a self-regenerating oxygen mask.
8. All employees should be warned that carelessness and foolhardy exposure to chlorine gas should be avoided and that no one can build up immunity to chlorine gas.
9. If an employee is caught in a chlorine gas area without a mask, they should leave immediately, avoid panic, keep his mouth closed, refrain from coughing and deep breathing, and keep his head high as possible until fresh air is reached.
10. An adequate supply of ammonia solution (10%) should be kept on hand at all times to test for chlorine leaks.
11. A copy of all chlorine safety instructions should be exhibited at some conspicuous point just outside the chlorine room and a copy should be placed in the first-aid kit.

Chlorine Exhaust Ventilation

1. Each chlorinating plant or room should be provided with an adequate ventilating system that is designed for the removal of chlorine gas resulting from leakage.
2. Because chlorine gas is heavier than air and tends to concentrate near the floor in the low spots of a room, the vents, or grilles for removing air contaminated with chlorine should be placed on the floor or scale pits or as near the floor as possible. Such openings should be near the center of the room or at the end of the room opposite the entrance. The exhaust from this system should go out through the roof or to a suitable outside location. Exhaust should never be situated near other ventilating systems. Motors and fans for the installation should be stationed outside the chlorine room, preferably on an upper level.
3. Every employee using or handling chlorine should be familiar with the location of the switches for starting the ventilation system in the plant. These should be convenient to, but outside of, the rooms where chlorine equipment is used and should be clearly marked with large, lettered signs and directional arrows.
4. Chlorine ventilating systems should not be provided with covers that must be removed before the system can be effective. Exhaust openings should be so located that covers are not required.
5. Ventilation can be provided with a combination fresh-air and exhaust system consisting of fans that force fresh air into the room through openings near the ceiling and other fans that draw off chlorine-contaminated air in the room through vents in the floor. Such installations should be designed with sufficient capacity to provide a complete air change in the chlorine room at least every 3 minutes.

The inlet and exhaust fans should be coupled electrically so that failure of the exhaust fan will not cause the inlet fan to blow the chlorine gas to other rooms in the building.

6. Frequent drills should be held for all employees concerned with handling ventilating systems, and equipment should not only be maintained in good condition, but tests should be conducted to see that all apparatus is operating properly.
7. Room arrangement is a prime function of personnel safety and equipment protection. If a choice of arrangement is available, the chlorine room should be constructed so it can be entered only from the outside of the building. There should be no interconnecting door between the chlorine-storage area or the chlorine feeders and the rest of the plant.

Chlorine Room Temperature

1. If the chlorine scale room is separate from the chlorine feeder room, the air temperature in the latter should be about 5° higher than that in the former.
2. Lower temperatures in feeding equipment may cause condensation of the gas to form liquid chlorine, creating trouble with the feeding equipment. The so-called "sludge" of liquid chlorine has been known to burst rotameter tubes and thin-walled gas lines on feeders.
3. Temperatures in chlorine equipment rooms or buildings should be maintained between 70° and 80° F.

First Aid for Chlorine Exposure

1. Remove the injured employee at once to the open air away from chlorine fumes.
2. Call an ambulance immediately.
3. Place the patient flat on his back, with his head and back slightly elevated. Supply blankets if necessary; keep him warm and quiet because rest is essential. Because splashes of liquid chlorine and chlorinated water destroy clothing and may cause irritation and acid burns, remove, or cut away affected clothing.
4. If the patient is unconscious and breathing has ceased, start artificial respiration immediately. Call the fire department, if such emergency aid is available, but be sure that Pulmotor or other mechanical means of resuscitation is not used, because of the danger of rupturing the lungs. The patient may be greatly aided by the application of oxygen with proper equipment. Oxygen delivery should be started immediately and if the patient has stopped breathing start artificial respiration. The use of a mechanical respirator with a maximum pressure of 13 mm of mercury is recommended.
5. Give nothing by mouth.
6. If the eyes are slightly irritated, wash them with boric acid.
7. To aid skin affected by liquid chlorine, neutralize with a weak solution of sodium bicarbonate, and apply loose dressings of a standard burn ointment or carrion oil.
8. Note: Post a copy of first aid instructions in a conspicuous place near the first-aid kit and be sure that proper first-aid supplies are kept on hand in a convenient location for emergency use.

Field Chlorination

1. Know the rules and regulations for the safe handling of chlorine and first-aid treatment for chlorine gassing.
2. Check and make sure that the gas mask and all other safety equipment are present.
3. If possible, set up equipment for water main disinfection a safe distance (at least 100 yards) from the nearest occupied building.
4. Observe all safety precautions in connecting apparatus and equipment and use approved fittings.
5. Make certain that hoses are in good condition before connecting them to the cylinder and the main.
6. Be sure that the water in the main is flushing before the chlorine is added.
7. After the equipment is connected, open the chlorine valve of the cylinder and test for leaks.
8. Open rotameter or gas header valve and again test for leaks.
9. In order to avoid water backup into the chlorine apparatus and the cylinder when a vacuum chlorinator is not being used, make sure that the chlorine tank pressure is approximately 25 poss. more than the operating pressure desired; also, be certain that the operating pressure is approximately 5 poss. more than the backpressure from the water main.

10. After all equipment has been tested for pressure and leaks, proceed to open the discharge valve, and adjust the feed for proper operation; continue testing for leaks while disinfecting.
11. Never attempt to repair a chlorine hose with tape or clamps. Always use a new replacement. Hose should be pressure-tested with CO₂ and kept dry. Obstructions or kinks in a hose line may cause it to burst.
12. When it is necessary, particularly in cold weather, to raise the temperature of chlorine cylinders to increase the gas pressure, they should be heated in a suitable iron drum that is kept approximately half full of water. Cylinders should not rest on the bottom of the drum, but in a cradle or stand that will hold them at least 3" above the bottom of the drum. Apply heat with torches or other equipment to the bottom of the drum only. Do not allow the temperature of the water bath to exceed 70-80 degrees Fahrenheit. Keep the cylinder of heating gas on the windward side and at least 10' away from the chlorination equipment.
13. Equip field-chlorinating equipment with proper pressure gauges so that hose lines and lightweight connections are not subjected to excessive pressures. The procedure of connecting a chlorine cylinder directly to a chlorination cock is very unsafe.
14. After the proper dosage is obtained, shut off the chlorine gas at the tank and keep the main flushing valve open for not more than 1 minute. If the vacuum apparatus is not being used, it is advisable to flush the hose and equipment immediately with carbon dioxide gas before shutting the chlorination cock and disconnecting the hose.
15. Watch out for a chlorine gas pocket in the main when removing the silver delivery tube from the corporation cock. Wear a gas mask when performing this operation.
16. During chlorination, check a hydrant or a suitable sampling place ahead of the point of chlorination for possible backup of chlorinated water in the main.
17. Take every precaution to prevent chlorine fumes from escaping into the air, particularly in residential areas. If the foregoing precautions are observed and direct gas feed equipment is properly flushed with carbon dioxide before disconnection, there should be no noticeable release of chlorine.
18. When using high-test hypochlorite for solution feeding, wear rubber gloves and aprons, a dust mask, and goggles or a face shield. If a considerable amount of dust arises, wear a chlorine gas mask.
19. Use caution in handling high-test hypochlorite, both dry and liquid. Protect the eyes and do not breathe hypochlorite dust. Remove clothing immediately if it becomes contaminated with these materials.
20. Use proper warning devices to keep unauthorized persons away from the area.

Bloodborne Pathogen Policy

To reduce the risk of exposure to blood borne pathogens, and/or other potentially infectious materials to prevent and control exposure to blood or other potentially infectious materials. Employees must observe several precautions and control strategies. Most importantly, employees must use universal precautions (treating ALL blood and body fluids as infectious) to prevent contact with blood, or other potentially infectious materials. Other strategies include;

- Engineering controls (i.e., puncture resistant disposal containers for contaminated sharp instruments, resuscitation bags, and ventilation devices.)
- Work practice controls (i.e., hand washing, immediately after removing gloves; restricting eating and drinking; applying cosmetics or lip balm; handling contact lenses; decontaminating equipment, or labeling it as contaminated, before shipping to disposal facilities).
- Personal protective equipment designed to prevent blood, or other BBP's, from passing through worker's clothing, skin, or mucous membranes. Such equipment includes, but is not limited to, gloves, masks, and/or eye protection.
- Housekeeping procedures to decrease the opportunity for exposure to blood and/or other BBP's. These include a schedule for cleaning and decontaminating all contaminated equipment, surfaces, and waste receptacles; handling and discarding broken glass, and contaminated sharps; regulated wastes.

Exposure Procedure

If BBP exposure occurs, the employee must notify his/her supervisor and complete the appropriate report form designated by the Human Resources Department. The City of Neosho will arrange for medical evaluation and treatment, as needed.

Hepatitis Vaccination

The City of Neosho will provide the Hepatitis A & B vaccine at no cost to employees identified with the potential for occupational exposure to BBP's (Police, Fire, custodial, etc.). Subsequent doses are to be administered according to current CDC recommendations; booster doses will be made available through this plan if warranted.

Other employees who are not routinely exposed to BBP's, such as custodians and nonemergency first aid responders, will be provided with medical evaluations and treatment, if warranted, after investigation, and within ten days of a BBP exposure incident.

Employees may be able to receive this vaccination at the discretion of the Department Director.

LOCKOUT/TAGOUT PROGRAM **DEFINITIONS**

Electrically Powered Equipment includes that driven directly by air, gas, oil, water, or steam under pressure, internal combustion engines, or similar energy sources that are not directly adaptable to electrical shut down.

Lockout is the act of padlocking and tagging a switch, lever, valve, gate, or other isolating device in the "off" position. An isolating device is an electric circuit breaker, a disconnect switch, a manually operated switch or valve, a slide gate, a slip blind or a "figure 8" blind for blanking off piping or similar device. Most isolating devices have a lockout means built in. However, some may require modification before locks can be used. A lockout means to accommodate more than one padlock so that if more than one employee or craft is working on the equipment, each can use its own padlock for absolute protection.

Tagout is the act of placing a switch, lever, valve, gate, or other isolating device in the "off" position and affixing a tag to the device that warns others to leave it alone. A tag similar to the one shown in figure 1 should be affixed to the isolating device in question by a string, wire, or adhesive. The tag should be placed in a conspicuous location and should be placed in such a manner that it effectively blocks the starting mechanism which would cause hazardous conditions should be equipment be energized. It should be understood, however, that tagout alone does not offer the positive protection of lockout and tag, and therefore, when possible, the lockout procedure should be used.

PREPARATION FOR TAGOUT OR LOCKOUT

Employees should always be certain that the correct isolating device has been locked out and tagged. Some equipment necessarily has more than one disconnecting device which must be opened to complete the de-activation electrically and mechanically. The main disconnect devices for machinery should be clearly identified so that it is unnecessary to trace shafting or wiring. Any time the employee is not certain which device controls the equipment; he should check with his supervisor for positive direction. This is doubly important when devices are remote from the equipment, or on master panels containing several devices. If the installation is a complex one with remotely located disconnecting devices, pre-planning will be necessary. Under these circumstances and when any uncertainty exists, the employee should consult with their supervisor and obtain complete agreement on the plan procedure. It is also extremely important that any changes in function or circuitry be immediately shown on the circuit diagram or machine drawings to facilitate lockout procedure.

RED TAGGING UNSAFE EQUIPMENT

When equipment does not meet federal, state, or local safety standards, it will be considered to be unsafe. Once equipment is identified as unsafe, it will be removed from service and red tagged. Perform the following steps:

1. Inform the operator of the unsafe condition.
2. Inform the supervisor directly responsible for the equipment in question.
3. Affix the red tag to the master key for maximum visibility. Be sure the tag is filled out properly.
4. The red tag will remain in place until the unsafe condition is corrected, re-inspected, and logged.
5. The red tag is then removed by the supervisor, but only after a completed inspection.

GENERAL LOCKOUT AND TAGOUT PROCEDURES

The following general lockout and tagout procedures are recommended for electrically powered equipment and mechanically powered equipment. Mechanically powered equipment includes those driven directly by air, gas, oil, water, or steam under pressure, internal combustion engines, or similar energy sources that are not directly adaptable to electrical shut down.

1. Notify the supervisor in charge of the equipment of the proposed work and obtain their approval.
2. Shut down the equipment by normal stop procedure (depress STOP buttons, open toggle switches, shift lever, operate valve, etc.)
3. Turn main disconnect switches or circuit breakers or mechanical isolating device such as a valve, lever, etc., to the safe position.
4. Lockout (tag and padlock) or tagout the switch in the "off" position for the mechanical isolating device in the safe position using the "danger-do not start" tag. Each person must perform their own personal tagout or lockout, and this applies even though someone else may already have taken the equipment out of service. If the equipment or machinery has not already been tagged by another group or individual, it should be done now. This tag should remain in place until the equipment is ready and safe to return to service.
5. After lockout, try the disconnect or switch handle or the mechanical isolating device to make certain it cannot be moved to the "on" position.
6. After either tagout or lockout, try the machine's start controls to make certain the main switch is actually open, or the isolating device has shut down the equipment.
7. When electrical work is involved, blade opening must be verified visually or by phase-to-phase and phase-to-ground meter readings.

TAG AND LOCK LOW AND MEDIUM VOLTAGE

When working on equipment that operates on low voltage (0 to 660 volts) or medium voltage (661 to 1000 volts), it shall be tagged and locked to prevent accidental starting, which might cause injury or death. Only properly trained and qualified personnel may work on electrical circuits or equipment. Before starting work, perform the following steps:

1. Inform the operator of what is to be done.
2. Make sure you place the tag and lock it on the proper switch before beginning work.
3. Ensure that the equipment cannot be placed in operation without your knowledge and permission.
4. The equipment to be worked on must be locked out at a primary power source.
5. The tag shall include the name of the person doing the work, the date, and reason.
6. Everyone is equipped with their own locks and tags. Only the person who locks and tags the equipment can remove it.
7. *Never* remove another person's lock or tag. If your shift ends before completing their job, your lock should only be removed after the equipment has been secured by another lock and tag.
8. If more than one person is working on a piece of equipment, each person shall have their own lock and tag on it.

TAG AND LOCK MECHANICAL

When working on equipment, it shall be tagged and locked to prevent accidental starting, which might cause injury or death. Before starting work, perform the following steps:

1. Inform the operator of what is to be done.
2. Make sure you place the tag and lock on the proper switch before beginning work.
3. Ensure that the equipment cannot be placed in operation without your knowledge and permission.
4. The equipment to be worked on must be locked out of a primary power source. The tag shall include the name of the person doing the work, the date and reason.
5. Everyone is equipped with their own locks and tags. Only the person who locks and tags the equipment can remove it.
6. *Never* remove another person's lock or tag. If your shift ends before completing the job, your lock should only be removed after the equipment has been secured by another lock and tag.
7. If more than one person is working on a piece of equipment, each person shall have their own lock and tag on it.

SPECIFIC PRECAUTIONS

1. No one other than electrical or other authorized personnel should open an enclosure to operate a disconnect device therein.
2. Push buttons, toggle switches, pressure switches, limit switches, and similar devices should not be considered as lockout or isolating devices.
3. Pulling a fuse alone should **never** be used as a substitute for lockout or tagout. A pulled fuse is no guarantee that the circuit is dead; there is nothing to stop someone from replacing the fuse. Where one main switch feeds several motors, however, and each motor is separately fused but not switched, de-energizing the main switch might shut down equipment unnecessarily. In such a case, tagout can be accomplished by removing the fuse and disconnecting, taping, and lagging out the wires from the load side fuse clips.
4. When locking out mechanically powered equipment, particular attention must be given to residual air, gas, steam, water, or oil pressure in lines, accumulators, and cylinders. Operating a valve might result in unexpected cycling of equipment with consequent chance of injury to personnel or equipment danger.

RESTORATION OF EQUIPMENT TO SERVICE

When the worker is certain that the job is complete, and that the equipment is safe to operate, he should remove his padlock and/or the white personal danger tag. An individual should **never** permit anyone else to remove his personal danger tag. If he leaves the job before the work is complete, and someone else is carrying on the repair, he should remove his padlock and/or personal danger tag only after the relieving individual has placed his padlock and tag on the effected equipment.

There may be times when the person who has tagged out or locked out equipment may not be available when the equipment must be started. In such circumstances, a maintenance supervisor who has a thorough knowledge of the process and equipment and who has investigated all circumstances, related to the tagout or lockout, particularly from the viewpoint of personnel safety, can remove the danger tags or locks for his particular crafts. The supervisor shall be responsible for communicating such action to those crafts.

LOCKOUT CONTROL

1. The following general rules are adopted regarding locks and their use:
 - a. Effective lockout control can be maintained only by constant supervision and by training employees in a safe routine.
 - b. For identification, locks should be numbered and painted various colors
 - c. To identify the user and the department.
2. To make lockout systems operable, the city departments should buy either equipment with built-in locking devices or equipment designed for the insertion of padlocks. In older facilities, it may be

necessary for the respective departments to construct attachments to which can be extended and locked in position to prevent operation of control handles can be devised as isolating devices.

3. Only locks made by a reputable lock company should be used by maintenance workers. Key operated locks are preferred over combination locks. No two locks should be the same, and the pattern of the keys should be checked to see that each key fits only one lock.

SUMMARY

Often, the most difficult problem to overcome in implementing a lockout or tagout procedure is the assumption by a person working on the equipment that the job is too small to merit tagging and locking out. Yielding to the temptation to bypass this procedure may cost a life. Intermittently operating equipment such as pumps, blowers, fans, and compressors are harmless when not operating; but it must not be assumed that because such equipment is not functioning that it will stay that way.

The procedures outlined above can provide a basis for the establishment of specific tagout and lockout procedures for all operating and maintenance operations. The procedures outlined should be regarded as basic safety requirements. Some workplace conditions may require more stringent procedures to ensure safety of personnel and equipment.

REQUESTED COUNCIL MEETING DATE: January 7, 2025

ITEM: City-Owned Property

ORIGINATING DEPARTMENT: City Manager

ATTACHMENT:

1. Premier Turbine Property-City Owned

PURPOSE:

To discuss parcel of property owned by the City of Neosho.

BACKGROUND:

This parcel of property was donated by Premier Turbine for the placement of an aircraft to be displayed at the entrance of the business. This business has currently been closed for several years, and the city never placed the aircraft at this location. The sole purpose for the city acquiring the parcel was for the placement of the airplane which is currently displayed at the Neosho Municipal Airport.

RECOMMENDATION:

To release the property back to the current owner.

352-11309

1-3

\$30.00

Grantee

STATE OF MISSOURI } 11325 LENORA HYDER
COUNTY OF NEWTON } IN THE RECORDER'S OFFICE

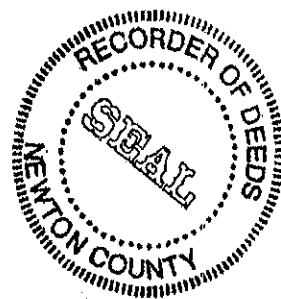
I, LENORA HYDER, RECORDER, WITHIN AND FOR THE COUNTY AFORESAID, DO
CERTIFY THE INSTRUMENT ATTACHED, WAS FILED FOR RECORD ON THE

12th DAY OF Sept, 2003, AT 1:30 P.M.,

RECORDED IN BOOK 352 AT PAGE 11309 WHEREOF, I HAVE
HEREUNTO SET MY HAND & AFFIXED THE SEAL OF SAID OFFICE. DONE IN
NEOSHO, MISSOURI.

LENORA HYDER
RECORDER OF DEEDS

Kristie Deffenbaugh
DEPUTY



5188 \$30.00

QUIT CLAIM DEED

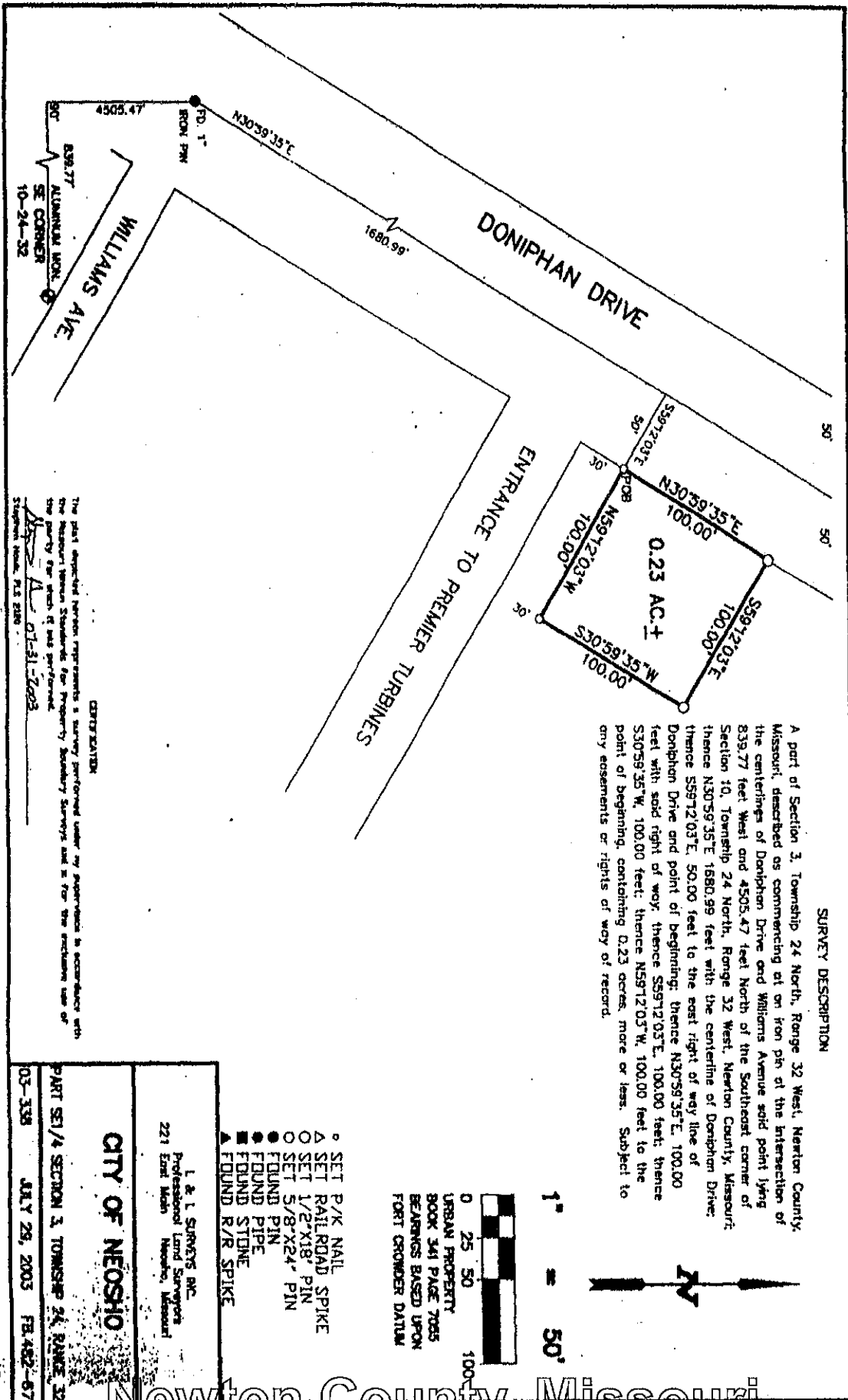
THIS INDENTURE, made on the 5th day of September, 2003, AD, by and
between party of the first part, Premier Turbines, a subsidiary of Dallas Air Motives,
Division of British Brakes and Asbestos (BBA), mailing address 3551 Doniphan Dr.,
Neosho, MO 64850, Grantor, and party of the second part, City of Neosho, mailing
address 203 East Main St., Neosho, MO 64850, Grantee.

WITNESSETH, that the said parties of the first part, in consideration of the sum
of One Dollar (\$1.00), to the first parties paid by the said parties of the second part, the
receipt of which is hereby acknowledged, does by these presents remise, release and
forever quit claim unto the said parties of the second part, the following described lots,
tracts or parcels of land, lying, being and situate in the County of Newton and State of
Missouri, to wit:

A part of Section 3, Township 24 North, Range 32 West, Newton County,
Missouri, described as commencing at an iron pin at the intersection of the
centerlines of Doniphan Drive and Williams Avenue said point lying 839.77 feet
West and 4505.47 feet North of the Southeast corner of Section 10, Township 24
North, Range 32 West, Newton County, Missouri; thence N30°59'35"E 1680.99
feet with the centerline of Doniphan drive; thence S59°12'03"E, 50.00 feet to the
East right of way line of Doniphan Drive and point of beginning; thence
N30°59'35"E, 100.00 feet with said right of way; thence S59°12'03"E, 100.00
feet; thence S30°59'35"W, 100.00 feet; thence N59°12'03"W, 100.00 feet to the
point of beginning, containing 0.23 acres, more or less. Subject to any easements
or rights of way of record.

Newton County, Missouri

352-11309
3-3



SURVEY DESCRIPTION

A part of Section 3, Township 24 North, Range 32 West, Newton County, Missouri, described as commencing at an iron pin at the intersection of the centerlines of Doniphan Drive and Williams Avenue said point lying 839.77 feet West and 4505.47 feet North of the Southeast corner of Section 10, Township 24 North, Range 32 West, Newton County, Missouri; thence N30°59'35"E 1680.99 feet with the centerline of Doniphan Drive; thence S59°12'03"E 50.00 feet to the east right of way line of Doniphan Drive and point of beginning; thence N30°59'35"E 100.00 feet with said right of way; thence S59°12'03"E 100.00 feet; thence S30°59'35"W 100.00 feet; thence N59°12'03"W 100.00 feet to the point of beginning, containing 0.23 acres, more or less. Subject to any easements or rights of record.

CERTIFICATION

The plat depicted herein represents a survey performed under my supervision in accordance with the Missouri Uniform Standards for Property Boundary Surveys and is for the exclusive use of the party for which it was performed.

[Signature] 07-31-2003

Stephen H. Hark, PLS 2388

CITY OF NEOSHO

L & L SURVEYS, INC.
Professional Land Surveyors
221 East Main Neosho, Missouri

PART SE1/4 SECTION 3, TOWNSHIP 24, RANGE 32

03-339 JULY 29, 2003 FB 482-67

Newton County, Missouri