



Agenda Date: 8/16/2017

Agenda Placement: 7D

## Napa Sanitation District Board Agenda Letter

---

**TO:** Honorable Board of Directors

**FROM:** Jeff Tucker - Director of Administrative Services/CFO  
NS-Administration

**REPORT BY:** Jeff Tucker, Director of Administrative Services/CFO - 707-258-6000

**SUBJECT:** Authorize Travel for Safety, Training and Fleet Maintenance Officer to Las Vegas, NV for 5-Day DOT Compliance Training Course

---

### **RECOMMENDATION**

Authorize out-of-state travel for Safety, Training and Fleet Maintenance Officer Bill McWhirt for the purpose of attending a 5-day Department of Transportation Compliance Training in Las Vegas, Nevada, from October 2nd to October 6th, 2017.

### **EXECUTIVE SUMMARY**

This action authorize out-of-state travel for Safety, Training and Fleet Maintenance Officer Bill McWhirt for the purpose of attending a 5-day Department of Transportation Compliance Training in Las Vegas, Nevada, from October 2nd to October 6th, 2017.

The DOT Compliance Training provides training in key elements of Federal Motor Carrier Safety Regulations (FMCSR) that govern operating parameters for NapaSan Class A and Class B drivers. The class is specifically designed for those responsible for FMCSR program compliance and management in organizations. This is a one-time course designed to provide in-depth knowledge for individuals relatively new to commercial fleet management. Topics include Part 40/382: Drug and alcohol procedures and protocols; Part 385/386: Safety fitness procedures and rules of practice; Part 393/396: Maintenance requirements and file management; among several other topics regarding qualifications, training, communication, policy and record keeping.

There are no training courses being offered in California. The Las Vegas location is the only west coast location for this DOT course.

**FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Estimated cost to attend the class is \$1,995, plus travel expenses, for an estimated total of \$3,300. Adequate funds are included in the FY 2017/18 budget.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Opportunity to learn DOT FMCSR program compliance requirements, to ensure that NapaSan is in compliance with applicable federal law regarding our commercial divers and commercial truck fleet management.
Is the general fund affected?	Yes
Future fiscal impact:	None.
Consequences if not approved:	Mr. McWhirt will not attend this course.
Additional Information:	None.

**ENVIRONMENTAL IMPACT**

None.

**BACKGROUND AND DISCUSSION**

None.

**SUPPORTING DOCUMENTS**

None

Napa Sanitation District: Approve

Reviewed By: Jeff Tucker