

MEETING NOTICE AND AGENDA
KERN COUNTY CEMETERY DISTRICT
EMERGENCY BOARD MEETING

SHAFTER MEMORIAL PARK OFFICE
18662 SANTA FE WAY, SHAFER, CA
March 27, 2020

Flag Salute and Invocation: BRAUN

Call to Order: 10:00 AM

Roll Call: BARRY BRAUN, CHAIRMAN; BELTON BANKS, VICE-CHAIR; JERRY EZELL, BOARD SECRETARY

Public Comment: SEE PAGE 2 FOR DETAILS – EACH SPEAKER IS LIMITED TO 3 MINUTES

BOARD ITEMS

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Adjournment: THE NEXT REGULAR MEETING IS SCHEDULED FOR APRIL 16, 2020.

For the Boards information on the format of any Public Comment time:

KERN COUNTY CEMETERY DISTRICT REGULAR BOARD MEETING

PUBLIC COMMENT

Welcome to the Kern County Cemetery District regular board meeting. We value any input and direction you may have to offer our Board of Trustees and in order to give an equal time to each individual, we ask that a few rules be followed in addressing the board.

The Public Comment Period is set aside as the time you may speak. The Chairperson will open this time period and each individual will be called on one at a time. To speak for, against or make any comment, the individual may voluntarily give their name and address.

After being recognized, the board requests that the individual:

1. Make statements no longer than three (3) minutes in length.
2. Address all comments to the Chairperson and the board.
3. If you are repeating what had been said earlier, you may state that you agree with what had been said and the board will note your agreement. Each topic will have a thirty (30) minute limit for all speakers.
4. Understand that if your request needs action the board is unable to do so unless it is on the agenda. You may request a matter be addressed if it is an emergency situation. If it is not deemed an emergency as defined in the California Government Code §54956.5, the matter may be clarified and referred to staff or placed on the agenda for the next meeting.

ACCOMODATIONS

Disabled individuals who need special assistance to attend or participate in a meeting of the Kern County Cemetery District may request assistance at the main office on 18662 Santa Fe Way, Shafter, or by calling 661-746-3921. Every effort will be made to reasonably accommodate individuals with disabilities by making meeting materials available in alternative formats. Requests for assistance should be made at least three (3) working days in advance whenever possible.

AVAILABILITY OF AGENDA DOCUMENTS

All supporting documentation for agenda items will be available for public review at the District's Shafter Memorial Park Office, 18662 Santa Fe Way, Shafter, during regular business hours, 8:00 am – 5:00 pm. Monday through Friday, following the posting of the agenda. Any supporting documentation that relates to an agenda item for an open session of any regular meeting, that is distributed less than 72 hours prior to that meeting, will also be available for review at that location.

I. Coronavirus (COVID-19) Update

1. Discussion
2. Possible Action

Summary

Staff recommends that the Board of Trustees adopt Resolution 2019-20-1 that will allow the District Manager to adopt and/or implement any discretionary measures recommended by any City, County, State or Federal Health Care Department or Agency. This is to allow the District Manager to mitigate and/or abate the transmission of the Coronavirus (COVID-19).

History

The County, State and Federal Health departments or agencies are working to direct the public to control the COVID-19 virus.

On a County level we are seeing the confusion start to wind down. We are in contact the offices of Environmental Health and they are starting to understand that we are not mortuaries and as cemeteries we have different requirements for our services.

On a State level we are seeing a continuing adjustment for the requirements that control how we make decisions. Such as the Brown Act and the ability to have meetings via conference calls and video.

On a Federal level we are working with Congress to include local agencies the Family First Coronavirus Response Act. This is an effort to be included in receiving the payroll tax credits.

Discussion

The Trustees are to review the District's current best practices for abating the potential spread of COVID-19. This discussion will include the adoption of a resolution to authorize the District Manager to implement the necessary measures that are currently being required by any City, County, State or Federal Health Department or Agency.

Most of the decisions are having to be made on an immediate basis and setting up meetings could be difficult for all the changes that we are seeing.

II. Trustee Reports and Comment

1. Discussion – No Action

RESOLUTION NO. 2019-20-1

A RESOLUTION FOR THE BOARD OF TRUSTEES OF THE PUBLIC CEMETERY DISTRICT NO. 1 OF KERN COUNTY ESTABLISHING A POLICY AUTHORIZING THE GENERAL MANAGER TO ADOPT AND/OR IMPLEMENT ANY DISCRETIONARY MEASURES RECOMMENDED BY ANY CITY, COUNTY, STATE OR FEDERAL HEALTH CARE AGENCY TO MITIGATE AND OR ABATE THE TRANSMISSION OF THE CORONAVIRUS (COVID-19).

WHEREAS, the Public Cemetery District No. 1 of Kern County (District) is an independent special district duly organized and existing under and by virtue of the California Public Cemetery District Law, codified in Health and safety Code Section 9000 *et seq.*; and

WHEREAS, Health and Safety Code Section 9020 provides that the Board of Trustees (Trustees) shall serve as the legislative body of the District, govern the District, and establish policies for the operation of the District; and

WHEREAS, on March 4, 2020, the Governor of California proclaimed a State of Emergency to exist in California as a result of the threat of the COVID-19; and

WHEREAS, on March 19, 2020, the U.S Department of Homeland Security gave guidance for identifying essential critical infrastructure workers where work performed by cemetery workers is considered essential; and

WHEREAS, despite sustained efforts, COVID-19 remains a threat, and further efforts to control the spread of the virus to reduce and minimize the risk of infection are needed, and

WHEREAS, federal, state, and local public health agencies may, as they deem necessary in the interest of public health, issue guidance limiting or recommending limitations upon attendance at public assemblies, conferences, or other mass events to mitigate and/or abate the transmission of COVID-19; and

WHEREAS, the California Department of Public Health is maintaining up-to-date guidance relating to COVID-19, which is available to the public at <http://cdph.ca.gov/covid19>; and

WHEREAS, the state and local governments, collaboration with the Federal government, continue sustaining efforts to minimize the spread and mitigate the effects of COVID-19; and

WHEREAS, in order for the District to act immediately to adopt and/or implement measures to mitigate and/or abate the transmission of COVID-19, the Trustees believe it would be prudent and more efficient to delegate the authority to the General Manager to adopt and/or implement certain measures to mitigate and/or abate the transmission of COVID-19 as may be recommended or mandated by any city, county, state or federal health care agency.

NOW, THEREFORE, BE IT RESOLVED BY THE KERN COUNTY CEMETERY DISTRICT BOARD OF TRUSTEES AS FOLLOWS:

SECTION 1. Recitals.

That the Recitals set forth above are true and correct and are incorporated herein by this reference.

SECTION 2. General Manager Authorization.

That the General Manager is hereby authorized to adopt and/or implement any discretionary measures recommended by a city, county, state or federal health care agency to mitigate and/or abate the

transmission of COVID-19 that the General Manager deems is necessary to protect the health and safety of the public the District serves, the employees of the District and the Trustees.

SECTION 3. General Manager Reports to Trustees.

That the General Manager shall report any COVID-19 protective measures the General Manager has adopted and/or implemented to the Trustees for its review at the Trustee next emergency, special or regular meeting.

SECTION 4. Board of Trustees Action

That the Trustees shall ratify, repeal, replace or modify any protective measures adopted and/or implemented by the General Manager pursuant to this Resolution at any Board of Trustees emergency, special or regular meeting.

SECTION 5. Severability

That the Trustees declares that, should any provision, section, paragraph, sentence or word of this Resolution be rendered or declared invalid by any final court action or court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, section, paragraphs, sentences or words of the Resolution and Policy as hereby adopted shall remain in full force and effect.

SECTION 6. Repeal of Conflicting Provision

That all the provision heretofore adopted by the Trustees that are determined to be in conflict with the provision of this Resolution are hereby repealed.

SECTION 7. Effective Date

That this Resolution shall take effect immediately upon its adoption.

SECTION 8. Termination

That this Resolution shall remain in effect until the Governor's State of Emergency is terminated by the Governor or State Legislature, or until terminated by the Board of Trustees, whichever occurs first.

PASSED, APPROVED AND ADOPTED by the Board of Trustees of the Kern County Cemetery District at a regular meeting duly held on the _____ by the following vote:

AYES:

NOES:

ABSTENTION:

ABSENT:

ATTEST:

Barry Braun
Chairman of the Board

Jerry Ezell
Secretary of the Board

KERN COUNTY CEMETERY DISTRICT SHAFTER AND WASCO MEMORIAL PARKS

NOTICE

As of March 19, 2020

(subject to change)

TO MINIMIZE THE SPREAD OF THE COVID-19 (Corona Virus)

ARRANGEMENTS - It is preferred that the family makes burial arrangements over the phone and payment with a credit card. The Kern County Cemetery District Offices will allow only 2 healthy family representatives in the office at one time. Staff will assist as best possible without any physical contact and keeping the personal space of 6 feet. If a burial site needs to be determined the burial site selection process will be done with two family/friends and with staff. Personal distance shall be maintained as best possible.

BURIAL - Burials will be made with no contact with the family and staff. We will allow 10 immediate family members at the graveside. If more than 10 are in attendance they must remain at a socially acceptable distance from the graveside as defined by the cemetery. If the family wishes to see the committal, it is expected for them to keep the distance from the cemetery staff as requested. If the attendees at any time move closer to the grave, the cemetery staff will stop the committal and remove themselves from the gravesite. At that time, no committal will continue until the attendees have left the cemetery. The family is welcome to return after the committal has been completed.

The graveside service is to last no longer than 30-45 minutes at which time the attendees either disperse or move to allow the committal. At this time, we will not be setting up chairs or a canopy for the graveside service. No dirt or flowers will be allowed to be placed on the casket. No music other than limited electronic music provided by the mortuary. Bathrooms at each cemetery will be closed until further notice.

PRE-NEED PAYMENTS - We are requesting that all pre-need payments be made over the phone with a credit card.

These changes are an effort to keep the families and staff safe from this virus. Any touching or close proximity to the staff is forbidden. Other requirements may be required by the CDC and local health agencies. If you have any questions, please do not hesitate to call 661-746-3921.

KERN COUNTY CEMETERY DISTRICT SHAFTER AND WASCO MEMORIAL PARKS

NOTICE

As of March 19, 2020

(subject to change)

TO MINIMIZE THE SPREAD OF THE COVID-19 (Corona Virus)

OFFICE CLOSED

Due to the continuing federal and state mandates to keep nonessential contact to a minimum. The office at the Shafter and Wasco Memorial Parks will remain closed until further notice.

Staff will be in the office to answer and return calls and will continue to schedule funeral services. We ask that any contact be initiated by a phone call to the office and payments be made by credit card. Please leave a message if staff cannot answer, we will return the call as soon as we can.

Contact information

- Shafter Memorial Park: Hours 8 to 5

Office 661-746-3921

Fax 661-746-0310

- Wasco Memorial Park: Hours 10 to 2

Office 661-758-2376

Fax 661-758-8056

- Web Site: kccemetery.com