

**MOUNTAIN LAKES DISTRICT**  
**Summer Program Organizational Meeting**  
**April 24, 2014**

**Present:** Bob Long, Jessica Brusseau, Francine Bowman, Grete D'Hondt, Kirsten Bielarski, Don Drew and Kristi Garofalo.

**Reporting Structure:** The group agreed that the lifeguards will report to the head lifeguard who will report to the Summer Program Director. Commissioner Jessica Brusseau will oversee the Summer Program Director. Discussion was held regarding the need for an alternate head lifeguard and the group decided that either the head lifeguard and/or the Summer Program Director will be present during opening hours and if that is not possible, a temporary team leader or point of contact will be named.

**Hire/Rehire for 2014:** Rehire packets were sent out April 14 and are due back by April 30. Francine Bowman said she has talked to last year's employees: three plan to come back, two others are possible returns, and she has a new hire interested in working this summer. ***Kristi Garofalo will place an ad for lifeguards. Francine Bowman will get a list of email addresses so Kristi Garofalo can email reminders to the employees who haven't sent their packets back in yet.***

***Kristi Garofalo and Bob Long will work on offer letters for re-hires.*** The base rate for new hires was set at \$8.00 per hour. Re-hires will receive \$.25 more than the previous year.

Opening Day was set as Saturday, June 21. Closing Day will be Labor Day, September 1.

**Interviews:** ***Jessica Brusseau and Francine Bowman will conduct interviews for new hires.***

**Orientation/Training:** Orientation will be held a few days before opening. ***Jessica Brusseau will create or update orientation documents including employee handbooks, job descriptions, lifeguard policy, and opening/closing responsibilities.***

Red Cross training will be reimbursed 100% up to \$200 at the start of the second season of a lifeguard's employment. Re-certifications will also be reimbursed 100%, but no cap was set. ***Francine Bowman will check with Evergreen Sport Center for their prices and Jessica Brusseau will check with St. John Academy, then they will set a cap.***

Kirsten Bielarski said the Red Cross recommends four hours per month in-service training for lifeguards. ***She will get information on recent changes to Red Cross training to pass along to other lifeguards and will also research possible in-service training subjects.*** Don Drew and Kristi Garofalo asked if a CPR class could be offered to all staff and possibly to residents in the District. ***Francine Bowman will check with Evergreen and Jessica Brusseau will check with Jodi Gagnon for costs of a CPR class. Kirsten Bielarski and Francine Bowman will work on scheduling training times.***

Grete D'Hondt asked if lifeguards could wear two-piece suits. ***Jessica Brusseau and Francine Bowman will research the question and make a decision; they will also decide what color of shorts lifeguards will be allowed to wear.*** The group decided that Mountain Lakes will reimburse lifeguards up to \$50 for the first swimsuit they purchase (the suit must meet MLD guidelines). Mountain Lakes will also reimburse up to \$50 for replacement swimsuits every other year of employment if the

employee worked over a certain number of hours the previous season. ***Francine Bowman and Jessica Brusseau will decide the number of hours required to be eligible for reimbursement.***

Jessica Brusseau said any time medical supplies are given out (band-aids, aspirin, etc.) or medical treatment is given, it must be documented. Francine Bowman said the lifeguards have a communication log where they write down anything that needs to be passed along to other lifeguards. Complaints and other incidents also need to be recorded and lifeguards are to ask Kirsten Bielarski or Francine Bowman if they have any questions as to what qualifies as an “incident”.

Kirsten Bielarski recommended clarifying the cell phone usage policy for lifeguards. The group agreed lifeguards should not have their phones with them on duty. ***Jessica Brusseau will update the cell phone policy in the employee handbook.***

Jessica Brusseau said medical supplies should be checked weekly and refilled as needed. ***Jessica Brusseau and Francine Bowman will work on checklists for lifeguards to complete and bring to the office each day.***

**Employee Evaluations:** ***Francine Bowman will do evaluations at two weeks of employment and before the end of the season.*** End of season reviews will contain recommendations for re-hire the following year and all evaluations will be stored in the District Office personnel files.

**Purchasing/Payroll/Banking:** ***Kristi Garofalo and Don Drew will reset the time clock and make sure it is functioning for the season.*** The time clock will be used to punch in and out daily including the half hour breaks and if there is a missed punch the employee will need to bring it to their supervisor immediately. Time cards must be signed by the employee and totaled by the Summer Program Director, then turned in to the office by 10:00 Monday morning on a bi-weekly basis. Snack bar deposits are due in the office by 10:00 every Monday morning. The District credit card can be signed out for a 24 hour period and then returned with receipts.

Francine Bowman reported one kayak, two rowboats, and two canoes are currently okay to use. Don Drew will double check all the boats and get them ready for the season. Kirsten Bielarski said if we purchase more boats, double kayaks were requested last year. Francine Bowman suggested purchasing a paddle boat. Bob Long said large purchases such as boats should be reviewed by the Recreation Committee. The group discussed a dollar limit over which the Recreation Committee would become involved, but did not set a limit. ***The group decided Kristi Garofalo would send out a District email asking if anyone had boats to donate and also reminding everyone power boats are not allowed on the lakes.***

***Francine Bowman will order new whistles and rescue masks for the lifeguards. She will also get quote from Green Mountain Monogramming for T-shirts.*** Kirsten Bielarski recommended a suggestion box for residents to use and the group agreed to set one up.

Respectfully submitted,  
Kristi Garofalo