



DESCRIBE THE RISK OR CONCERN

At first we didn't know we had a risk or concern at the beginning of my project. My project was pretty simple: take pictures of EVERYTHING the District owned. This would help us keep track of equipment, plus if there was an accident in a vehicle we could supply pictures of what the vehicle looked like before the accident. It took me a week or two to be able to take pictures of all of our district vehicles (6), fire department buildings and fire trucks, our plant, two wells, elevated tank, booster pump station, generators and of course our office, not to mention other equipment. I took pictures of everything.



DESCRIBE DETAILS OF THE PROCESS AND SOLUTIONS IMPLEMENTED:

The process was pretty simple, visit each site and take a ton of photos from every angle, inside, outside, vin numbers, cameras, tags on our generators, anything and everything down to a small dent on a work truck was photographed. All photos can now be found in two locations. I keep a 6" binder with all the pictures in my office, plus I put pictures for each item in their folders for easy look up.

DESCRIBE THE RESULTS AND OUTCOMES OF THE INITIATIVE

The results were very positive. By taking so many pictures, we were able to easily find safety issues we might have not caught early enough. For example, our Backhoe tires were getting kind of worn out, and even though one worker said they would probably be good for another month or so, we went ahead and ordered new ones.

We also noticed that one of our trees was growing so tall that it started to block our security camera making our parking lot in one area hard to see. This was an issue not only for the safety of our customers but also our employees. If there had been an incident in that section, we would not have been able to see what happened. Tree now trimmed!

Our 25' Colorado was in an accident (deer vs truck) recently and since we had pictures of before and after the accident. This helped us with insurance and checking the body shops work, which we found out the body shop placed the wrong decal on our truck when we got it back.

We also noticed, by walking our property, that some of our Warning and No Trespassing signs were becoming sun faded, along with some of them missing on the far side of our property by the plant. New signs were then ordered and replaced.

We also documented our volunteer fire department chief's truck by taking photos. Because multiple individuals have had access to the vehicle, we've implemented a process to approve authorized drivers and maintain photo records. This allows us to track the vehicle's condition and hold individuals accountable for any damage beyond normal wear and tear.

