NOTICE AND AGENDA OF REGULAR MEETING

Pursuant to the Oklahoma Open Meeting Act (25 O.S. Sec. 301, et seq.), notice is hereby given that the Board of County Commissioners, Pittsburg County, will hold a regular meeting as follows

FILED
MAR 21 2025
TIME 8:38 AM
HOPE TRAMMELL, COUNTY CLERK
PITTSBURG COUNTY
BY ____________ DEPUTY

DATE: March 24, 2025

TIME: 9:00 A.M.

PLACE: COUNTY COMMISSIONERS CONFERENCE ROOM
PITTSBURG COUNTY COURTHOUSE
115 EAST CARL ALBERT PARKWAY, ROOM 100B
MCALESTER, OKLAHOMA

*****CONSIDERATION, DISCUSSION AND POSSIBLE ACTION TO BE TAKEN ON THE FOLLOWING LISTED ITEMS ON THE AGENDA*****

AGENDA

1. CALL MEETING TO ORDER
2. ROLL CALL:

CHARLIE ROGERS	-	CHAIRMAN
ROSS SELMAN	-	VICE-CHAIRMAN
MIKE HAYNES	-	MEMBER

3. APPROVAL OF AGENDA
4. APPROVE/DISAPPROVE MEETING MINUTES
   A. Regular Meeting from March 17, 2025
5. RECOGNITION OF GUESTS/PUBLIC COMMENTS

   PERSONS ADDRESSING THE BOARD SHOULD STATE THEIR NAME AND ADDRESS FOR THE RECORD AND WILL BE LIMITED IN DURATION TO THREE (3) MINUTES. COMMENTS ARE LIMITED TO ITEMS ON THE AGENDA. ANY COMMENTS BY THE PUBLIC ON ITEMS NOT ON THE AGENDA CANNOT BE ACKNOWLEDGED OR DISCUSSED BUT CAN BE PLACED ON AN UPCOMING AGENDA FOR DISCUSSION AND POSSIBLE ACTION.

6. OFFICIALS – DEPARTMENT REPORT
   A. COMMISSIONERS
      i. Letter changing board members- Pittsburg County Firefighters Association
7. FISCAL TRANSACTIONS
   A. Claims and Purchase Orders
   B. Transfers
   C. Monthly Reports
   D. Blanket Purchase Orders

8. UNFINISHED BUSINESS

   A. Discussion, Consideration and Possible Action regarding the building lease of the Pittsburg County Election Board

   B. Discussion, Consideration and Possible Action to Approve Interlocal Agreement between the owners of property located in the SW1/2 of Section 11, Township 4 North, Range 14 East

9. AGENDA ITEMS

   A. Resolution 25-244 to Cancel Purchase Orders- District 2

   B. Resolution 25-245 to Advertise for One (1) 2024 or newer Wildland UTV- Bugtussle VFD

   C. Discussion, Consideration and Possible Action to Approve Renewal Maintenance Contract Proposal between Miller Office and Pittsburg County Clerk

   D. Discussion, Consideration and Possible Action to Approve the Memorandum of Understanding between Pittsburg County and McIntosh County Sheriff's Offices

   E. Discussion, Consideration and Possible Action to Approve the Hazard Communications Program for Pittsburg County – BOCC

10. ROAD CROSSING PERMITS

    None.

11. NEW BUSINESS

    CONSIDERATION AND POSSIBLE ACTION WITH RESPECT TO ANY OTHER MATTERS NOT KNOWN ABOUT OR WHICH COULD NOT HAVE BEEN FORESEEN PRIOR TO THE POSTING OF THIS AGENDA.

12. 10:00 A.M. – PUBLIC HEARINGS
    None.

13. 10:00 A.M. – BID OPENINGS

    None.

14. RECESS/ADJOURNMENT

Commissioners' Assistant

PITTSBURG COUNTY COMMISSIONERS
MARCH 24, 2025
MINUTES

The Board of County Commissioners, Pittsburg County, met in regular session on March 24, 2025 at 9:00 A.M., Meeting held in County Commissioners Conference Room, after proper notice and agenda were posted indicating time and date. Agenda was posted at 8:38 A.M., March 21, 2025.

1. CALL THE MEETING TO ORDER: The meeting was called to order by Chairman Rogers.

2. ROLL CALL:	Charlie Rogers	Present
	Ross Selman	Present
	Mike Haynes	Present

3. APPROVAL OF AGENDA: Selman made a motion to approve the agenda; seconded by Rogers.

AYE: Charlie Rogers
Ross Selman
Mike Haynes

NAY: None.

Motion Passed.

4. APPROVE/DISAPPROVE MEETING MINUTES:

A. REGULAR MEETING FROM MARCH 17, 2025: The minutes from the previous meeting, March 17, 2025 regular meeting were read. Selman made a motion to approve the minutes; seconded by Rogers.

AYE: Charlie Rogers
Ross Selman
Mike Haynes

NAY: None.

Motion Passed.

5. RECOGNITION OF GUESTS/PUBLIC COMMENTS: None.

6. OFFICIALS – DEPARTMENT REPORTS:

A. COMMISSIONERS:

i. LETTER CHANGING BOARD MEMBERS – PITTSBURG COUNTY FIRE FIGHTERS ASSOCIATION: Rogers read the Fire Fighters Association officers.

7. FISCAL TRANSACTIONS:

A. CLAIMS AND PURCHASE ORDERS: Rogers made a motion to approve the purchase orders for payment after review and signature; seconded by Selman.

AYE: Charlie Rogers
Ross Selman
Mike Haynes

NAY: None.

Motion Passed.

B. TRANSFERS: Rogers made a motion to approve the transfers; seconded by Selman.

AYE: Charlie Rogers
Ross Selman
Mike Haynes

NAY: None.

Motion Passed.

C. MONTHLY REPORTS: Rogers made a motion to approve the monthly report of officers; seconded by Selman.

AYE: Charlie Rogers
Ross Selman
Mike Haynes

NAY: None.

Motion Passed.

D. BLANKET PURCHASE ORDERS:

DEPT	PO	AMOUNT	VENDOR
District 2	8416	$3,000.00	Parrott Trucking
Sheriff	8417	$4,000.00	Custom Technologies
Sheriff	8418	$ 500.00	Staples Credit Plan
Jail	8419	$2,000.00	Jamesco

Rogers made a motion to approve the blanket purchase orders; seconded by Selman.

AYE: Charlie Rogers
Ross Selman
Mike Haynes

NAY: None.

Motion Passed.

8. UNFINISHED BUSINESS:

A. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION REGARDING THE BUILDING LEASE OF THE PITTSBURG COUNTY ELECTION BOARD: No action taken.

B. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO APPROVE INTERLOCAL AGREEMENT BETWEEN THE OWNERS OF PROPERTY LOCATED IN THE SW1/4 OF SECTION 11, TOWNSHIP 4 NORTH, RANGE 14 EAST: Selman made a motion to approve the interlocal agreement; seconded by Rogers.

AYE: Charlie Rogers
Ross Selman
Mike Haynes

NAY: None.

Motion Passed.

9. AGENDA ITEMS:

A. RESOLUTION 25-244 TO CANCEL PURCHASE ORDERS – DISTRICT 2: Rogers read the resolution stating purchase orders 6604 and 6636. Rogers made a motion to approve the resolution; seconded by Selman.

AYE: Charlie Rogers
Ross Selman
Mike Haynes

NAY: None.

Motion Passed.

B. RESOLUTION 24-245 TO ADVERTISE FOR ONE (1) 2024 OR NEWER WILDLAND UTV – BUGTUSSLE VFD: Rogers read the resolution. Rogers made a motion to approve the resolution; seconded by Selman.

AYE: Charlie Rogers
Ross Selman
Mike Haynes

NAY: None.

Motion Passed.

C. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO APPROVE RENEWAL MAINTENANCE CONTRACT PROPOSAL BETWEEN MILLER OFFIFE AND PITTSBURG COUNTY CLARK: Rogers made a motion to approve the renewal maintenance contract; seconded by Selman.

AYE: Charlie Rogers
Ross Selman
Mike Haynes

NAY: None.

Motion Passed.

D. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN PITTSBURG COUNTY AND MCINTOSH COUNTY SHERIFF OFFICES: Frankie McClendon stated that there should be 5 mou's. Selman made a motion to strike the item from the agenda; seconded by Rogers.

AYE: Charlie Rogers
Ross Selman
Mike Haynes

NAY: None.

Motion Passed.

E. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE HARARD COMMUNICATIONS PROGRAM FOR PITTSBURG COUNTY - BOCC: Sandra Crenshaw explained the error in the program included in the county handbook. Rogers made a motion to approve the hazard communication program; seconded by Selman.

AYE: Charlie Rogers
Ross Selman
Mike Haynes

NAY: None.

Motion Passed.

10. ROAD CROSSING PERMITS: None.

11. NEW BUSINESS:

CONSIDERATION AND POSSIBLE ACTION WITH RESPECT TO ANY OTHER MATTERS NOT KNOWN ABOUT OR WHICH COULD NOT HAVE BEEN FORESEEN PRIOR TO THE POSTING OF THIS AGENDA: Selman gave an update of the possible division of the expo authority property. Leo Baughman stated that they have a meting with the city manager at 2:30 about possibly moving to a central dispatch.

12. 10:00 A.M. – PUBLIC HEARINGS: None.

13. 10:00 A.M. – BID OPENINGS: None.

14. ADJOURNMENT/RECESS: There being no further business brought before the board; Rogers made a motion to sign all approve claims and adjourn; seconded by Selman.

AYE: Charlie Rogers
Ross Selman
Mike Haynes

NAY: None.

Motion Passed. Meeting Adjourned.

Purchase Orders By Account

Fiscal Year : 2024-2025

Date Range: 03/24/2025 to 03/24/2025

PO	Warrant No.	Vendor Name	Purpose		Amount
Animal Shelter					
1316-1-8020-2005					
008104	000470	ADA PAPER COMPANY	COPY PAPER		$ 46.95
008166	000471	CANON FINANCIAL SERVICES	COPIER LEASE		$ 110.00
008192	000472	MILLER OFFICE EQUIPMENT	COPY OVERAGE		$ 52.47
008206	000473	PUBLIC SERVICE CO. OF OKLAHOMA	MONTHLY SERVICE		$ 722.75
008212	000474	LOWES	MAINTENANCE SUPPLIE		$ 129.43
008271	000475	BROKEN ARROW ELECTRIC SUPPLY I	LIGHT BULBS		$ 208.38
008346	000476	CENTER, EWELL	VET SERVICES		$ 700.00
			Total:	**$ 1,969.98**	
Drug Court					
7206-1-1900-2005					
003806	000151	RESIDENCE INN OKLAHOMA CITY NO	LODGING		$ 3,058.00
			Total:	**$ 3,058.00**	
Econ Dev Trust					
7603-4-0500-2005					
008244	000405	CARGILL, BAILEY	CONTRACT LABOR		$ 90.00
008245	000406	EVANS, GAIL	CONTRACT LABOR		$ 70.00
008246	000407	REDWAY, SHANNON	CONTRACT LABOR		$ 70.00
008249	000408	FIFTH QUARTER PRINTING AND EMBR	BANNERS		$ 148.00
008275	000409	ACC BUSINESS	MONTHLY INTERNET SE		$ 613.64
			Total:	**$ 991.64**	
Emergency Mgmt					
1212-2-2700-1310					
008350	000210	BAUGHMAN, LEONARD C.	TRAVEL		$ 120.00
			Total:	**$ 120.00**	
1212-2-2700-2005					
008267	000211	CANON FINANCIAL SERVICES	COPIER LEASE		$ 225.00
008297	000212	PUBLIC SERVICE CO. OF OKLAHOMA	MONTHLY SERVICE		$ 11.99
			Total:	**$ 236.99**	

PO	Warrant No.	Vendor Name	Purpose		Amount
ETR					
7506-6-4300-2005					
008253	000001	O.M.E.S. - FUND 295	ETR PAYMENT		$ 16,782.96
008254	000002	O.M.E.S. - FUND 295	ETR PAYMENT		$ 6,646.04
			Total:	**$ 23,429.00**	
General					
0001-1-0100-2005					
007508	003234	STAPLES	OFFICE SUPPLIES		$ 38.87
008326	003235	MILLER OFFICE EQUIPMENT	COPY OVERAGE		$ 77.68
			Total:	**$ 116.55**	
0001-1-0600-2005					
008165	003236	STAPLES	OFFICE SUPPLIES		$ 262.43
008325	003237	CANON FINANCIAL SERVICES	COPIER LEASE		$ 259.00
			Total:	**$ 521.43**	
0001-1-0800-1310					
008405	003238	CRENSHAW, SANDRA	TRAVEL		$ 317.98
			Total:	**$ 317.98**	
0001-1-0800-4110					
007424	003239	KELLPRO SOFTWARE & TECHNOLOG	COMPUTER & SOFTWAR		$ 2,282.50
			Total:	**$ 2,282.50**	
0001-1-1000-1310					
008408	003240	TRAMMELL, LOREN H.	TRAVEL		$ 120.00
			Total:	**$ 120.00**	
0001-1-1000-2005					
008232	003241	MILLER OFFICE EQUIPMENT	COPIER MAINTENANCE		$ 150.15
008238	003242	BRIGGS PRINTING	VOUCHER BOOKS		$ 181.00
			Total:	**$ 331.15**	
0001-1-1600-2005					
008341	003243	CANON FINANCIAL SERVICES	COPIER LEASE		$ 210.00
			Total:	**$ 210.00**	
0001-1-2200-2005					
008239	003244	VYVE BROADBAND	MONTHLY INTERNET SE		$ 129.95

PO	Warrant No.	Vendor Name	Purpose		Amount
General					
0001-1-2200-2005					
			Total:	**$ 129.95**	
0001-1-3300-2005					
007502	003245	STAPLES ADVANTAGE	HANDBOOKS		$ 5,546.00
007840	003246	STAPLES ADVANTAGE	OFFICE SUPPLIES		$ 113.04
008279	003247	LOWES	NOZZLE		$ 32.26
008290	003248	SUMMIT UTILITIES OKLAHOMA INC	MONTHLY SERVICE		$ 270.82
008323	003249	H & P MECHANICAL	A/C PARTS & REPAIR		$ 190.00
008388	003250	CITY OF MCALESTER	MONTHLY SERVICE		$ 124.25
			Total:	**$ 6,276.37**	
0001-2-2700-2005					
006424	003251	PRO KILL INC.	WEED SPRAYING		$ 240.00
006759	003252	CINTAS FIRST AID AND SAFETY #418	FIRST AID SUPPLIES		$ 58.29
007652	003253	PRO KILL INC.	PEST CONTROL		$ 212.00
008262	003254	SUMMIT UTILITIES OKLAHOMA INC	MONTHLY SERVICE		$ 1,163.38
			Total:	**$ 1,673.67**	
0001-4-0500-2005					
008111	003255	STAPLES ADVANTAGE	INK CARTRIDGES ETC.		$ 267.05
			Total:	**$ 267.05**	
Health					
1216-3-5000-2005					
007719	000289	WITTKOPF, SHELLY	CONTRACT SERVICES		$ 1,360.00
007910	000290	AHA! PROCESS INC.	EDUCATIONAL BOOKS		$ 550.00
007934	000291	AMAZON CAPITAL SERVICES INC.	GARDEN HOSE		$ 137.50
007943	000292	AMAZON CAPITAL SERVICES INC.	BOOKSHELF ETC		$ 88.68
008052	000293	AMAZON CAPITAL SERVICES INC.	BATTERIES		$ 140.24
008127	000294	LOWES	BATTERIES ETC		$ 104.24
008144	000295	AMAZON CAPITAL SERVICES INC.	TOOLS & ETC		$ 117.30
008280	000296	VIP VOICE SERVICES LLC	MONTHLY SERVICE		$ 3,544.85
008351	000297	WALMART COMMUNITY CARD	JANITORIAL SUPPLIES		$ 70.60
008352	000298	LOWES	TOOLS & ETC		$ 87.18
			Total:	**$ 6,200.59**	
Highway					

PO	Warrant No.	Vendor Name	Purpose		Amount
Highway					
1102-6-4100-1310					
008395	002218	HALL, MARK	TRAVEL		$ 120.00
			Total:	**$ 120.00**	
1102-6-4200-2005					
005696	002219	OSU-CTP	TRAINING		$ 65.00
			Total:	**$ 65.00**	
Hwy-ST					
1313-6-8040-2005					
007790	001981	ASPHALT & FUEL SUPPLY	ROAD OIL		$ 13,608.00
007872	001982	STAPLES ADVANTAGE	OFFICE SUPPLIES		$ 145.75
008226	001983	RAM INC	FUEL		$ 7,254.75
008240	001984	CATHEY & ASSOCIATES LLC	SERVICE CALL ETC.		$ 240.00
008288	001985	ASPHALT & FUEL SUPPLY	ROAD OIL		$ 14,028.00
008318	001986	RAM INC	FUEL		$ 3,133.95
008357	001987	UNIFIRST FIRST AID CORP	GLOVES		$ 105.81
			Total:	**$ 38,516.26**	
1313-6-8041-2005					
007404	001988	MCALESTER AUTO GLASS	WINDSHIELD REPLACEM		$ 460.00
			Total:	**$ 460.00**	
1313-6-8042-2005					
006430	001989	DOLESE	1 1/2" CRUSHER RUN		$ 11,961.84
007605	001990	UNIFIRST FIRST AID CORP	FIRST AID SUPPLIES		$ 78.28
007803	001991	WELDON PARTS INC	STRAPS		$ 215.41
007975	001992	PRICE, MICHAEL A	RED GRAVEL		$ 2,800.00
008164	001993	RAM INC	FUEL		$ 4,347.24
008221	001994	PARROTT TRUCKING	CONTRACT HAULING		$ 2,030.00
008256	001995	UNITED PACKAGING & SHIPPING	SHIPPING		$ 17.50
008312	001996	WELDON PARTS INC	FITTINGS ETC		$ 89.05
008322	001997	ADAMS TRUE VALUE	SLEDGE HAMMER		$ 52.00
008328	001998	LANE AUTO ELECTRIC LLC	STARTER		$ 460.00
008329	001999	PITSTOP LOCK & SAFE	KEYS		$ 16.00
			Total:	**$ 22,067.32**	
1313-6-8043-2005					
005919	002000	KC FARM MACHINERY INC.	GREY PIPE		$ 4,708.80
006158	002001	ENVIROTECH SERVICES INC	SALT		$ 4,592.00
007080	002002	O REILLY AUTO PARTS	PARTS & SHOP SUPPLIE		$ 323.07

PO	Warrant No.	Vendor Name	Purpose	Amount
Hwy-ST				
1313-6-8043-2005				
007408	002003	SUNBELT EQUIPMENT	STEEL PIPE	$ 34,256.85
007487	002004	P & K EQUIPMENT INC	BOLTS, NUTS, & WASHER	$ 947.05
007600	002005	KIAMICHI AUTOMOTIVE WAREHOUSE	PARTS & SHOP SUPPLIE	$ 1,310.62
007802	002006	RAM INC	FUEL	$ 2,337.99
007836	002007	JAMES SUPPLIES	WELDING SUPPLIES	$ 1,984.04
007837	002008	UNIFIRST FIRST AID CORP	GLOVES ETC	$ 649.93
007858	002009	WELDON PARTS INC.	COAX CABLE	$ 419.94
007864	002010	FLEET PRIDE	TRAILER PARTS	$ 511.04
007877	002011	WESTERN MARKETING, INC.	DIESEL EXHAUST FLUID	$ 970.35
007899	002012	WARREN POWER & MACHINERY INC.	BRAKE REPAIR ETC	$ 921.75
007900	002013	WELDON PARTS INC.	BRAKE PARTS	$ 59.17
008005	002014	YELLOW HOUSE MACHINE	EQUIPMENT MAINTENAN	$ 1,829.35
008013	002015	DOLESE	1 1/2" CRUSHER RUN	$ 6,008.62
008065	002016	TINT KING LLC	WINDSHIELD REPLACEM	$ 1,040.00
008102	002017	LOWES	METAL ETC	$ 155.57
008112	002018	RAM INC	DIESEL	$ 4,215.15
008138	002019	PEPSI-COLA BOTTLING CO.	BOTTLED WATER	$ 328.20
008139	002020	WILLIAMS CHEVORLET	A/C REPAIR	$ 2,761.50
008145	002021	WELDON PARTS INC.	MUD FLAPS	$ 138.94
008146	002022	KIAMICHI AUTOMOTIVE WAREHOUSE	RADIO ETC	$ 682.29
008173	002023	DOLESE	1 1/2" CRUSHER RUN	$ 5,890.89
008247	002024	FLEET PRIDE	A/C PARTS	$ 52.99
008248	002025	KC FARM MACHINERY INC.	USED STEEL PIPE	$ 10,239.00
008258	002026	APEX EQUIPMENT, INC	CHAINSAWS	$ 809.99
008277	002027	LOWES	CHAINSAW ETC	$ 480.52
008281	002028	WELDON PARTS INC.	LED LIGHTS	$ 141.02
008294	002029	MANN, ERNIE	HITCH	$ 400.00
008319	002030	CANON FINANCIAL SERVICES	COPIER LEASE	$ 102.00
			Total:	**$ 89,268.63**
Rural Fire-ST				
1321-2-8201-2005				
006780	000857	COMDATA	FUEL	$ 169.07
			Total:	**$ 169.07**
1321-2-8203-2005				
007079	000858	REDLINE FIRE EQUIPMENT & SUPPLY	TRUCK REPAIRS	$ 14,430.52
			Total:	**$ 14,430.52**
1321-2-8203-4110				
004439	000859	REDLINE FIRE EQUIPMENT & SUPPLY	HOSE REEL ETC	$ 2,929.44

PO	Warrant No.	Vendor Name	Purpose		Amount
Rural Fire-ST					
1321-2-8203-4110					
004440	000860	REDLINE FIRE EQUIPMENT & SUPPLY	LIGHT BAR ETC.		$ 14,996.23
			Total:	**$ 17,925.67**	
1321-2-8204-2005					
008227	000861	KIAMICHI ELECTRIC COOPERATIVE	MONTHLY SERVICE		$ 186.22
008228	000862	PENGUIN MANAGEMENT INC.	PAGING SERVICE		$ 212.14
			Total:	**$ 398.36**	
1321-2-8205-2005					
008353	000863	KIAMICHI ELECTRIC COOPERATIVE	MONTHLY SERVICE		$ 194.19
008354	000864	MANN, ERNIE	FABRICATION		$ 3,689.00
			Total:	**$ 3,883.19**	
1321-2-8206-2005					
008123	000865	THE BURROWS AGENCY	INSURANCE		$ 7,329.00
			Total:	**$ 7,329.00**	
1321-2-8207-2005					
006783	000866	COMDATA	FUEL		$ 228.06
			Total:	**$ 228.06**	
1321-2-8207-4130					
008304	000867	RCB BANK	LEASE PAYMENT		$ 2,675.35
			Total:	**$ 2,675.35**	
1321-2-8210-4130					
008305	000868	WELCH STATE BANK	LEASE PAYMENT		$ 3,092.21
			Total:	**$ 3,092.21**	
1321-2-8211-2005					
008314	000869	PENGUIN MANAGEMENT INC.	PAGING SERVICE		$ 212.14
			Total:	**$ 212.14**	
1321-2-8212-2005					
008224	000870	MUSKOGEE COMMUNICATIONS	REPEATER REPAIR		$ 4,000.00
008385	000871	CITY OF MCALESTER	MONTHLY SERVICE		$ 89.54
			Total:	**$ 4,089.54**	

PO	Warrant No.	Vendor Name	Purpose		Amount
Rural Fire-ST					
1321-2-8213-2005					
008135	000872	BULLET TRUCK REPAIR LLC	IDLER REPAIR		$ 175.00
			Total:	**$ 175.00**	
1321-2-8214-2005					
008389	000873	OKLA. STATE FIREFIGHTERS ASSOCIA	MEMBERSHIP DUES		$ 125.00
008390	000874	CLEARFLY	MONTHLY SERVICE		$ 51.05
008391	000875	WAV 11	MONTHLY SERVICE		$ 69.00
008392	000876	PENGUIN MANAGEMENT INC.	PAGING SERVICE		$ 212.14
			Total:	**$ 457.19**	
1321-2-8215-2005					
006785	000877	COMDATA	FUEL		$ 84.50
008242	000878	PUBLIC SERVICE CO. OF OKLAHOMA	MONTHLY SERVICE		$ 216.70
008243	000879	AT&T	MONTHLY SERVICE		$ 393.46
			Total:	**$ 694.66**	
1321-2-8215-4130					
008306	000880	WELCH STATE BANK	LEASE PAYMENT		$ 4,553.24
			Total:	**$ 4,553.24**	
1321-2-8216-2005					
008159	000881	W.E. ALLFORD PROPANE	PROPANE		$ 352.50
008196	000882	T & W TIRE	ALIGNMENT		$ 95.00
008198	000883	LUKER HEAT & AIR	ICE MACHINE REPAIR		$ 125.00
008413	000884	PUBLIC SERVICE CO. OF OKLAHOMA	MONTHLY SERVICE		$ 83.05
			Total:	**$ 655.55**	
1321-2-8216-4130					
008307	000885	RCB BANK	LEASE PAYMENT		$ 1,326.39
			Total:	**$ 1,326.39**	
1321-2-8219-2005					
008415	000886	PENGUIN MANAGEMENT INC.	PAGING SERVICE		$ 212.14
			Total:	**$ 212.14**	
1321-2-8222-2005					
000927	000887	PRO KILL INC.	PEST CONTROL		$ 126.00
			Total:	**$ 126.00**	

PO	Warrant No.	Vendor Name	Purpose		Amount
Rural Fire-ST					
1321-2-8223-2005					
007495	000888	OK FIRE	FOAM		$ 1,325.00
			Total:	**$ 1,325.00**	
1321-2-8223-4130					
008308	000889	BANK OF GRAND LAKE	LEASE PAYMENT		$ 4,537.01
			Total:	**$ 4,537.01**	
1321-2-8226-2005					
008241	000890	PENGUIN MANAGEMENT INC.	PAGING SERVICE		$ 212.14
			Total:	**$ 212.14**	
1321-2-8227-4130					
008309	000891	WELCH STATE BANK	LEASE PAYMENT		$ 2,390.24
			Total:	**$ 2,390.24**	
1321-2-8229-2005					
008203	000892	YATES PEST CONTROL	PEST CONTROL		$ 600.00
			Total:	**$ 600.00**	
SH Commissary					
1223-2-0400-2005					
008022	000158	COMMISSARY EXPRESS	INHOUSE COMMISSARY		$ 2,285.58
008190	000159	COMMISSARY EXPRESS	KIOSK FEES		$ 58.50
008217	000160	BEN E. KEITH OKLAHOMA	INHOUSE COMMISSARY		$ 827.70
008378	000161	OKLAHOMA TAX COMMISSION	SALES TAX		$ 273.41
008379	000162	OKLAHOMA TAX COMMISSION	SALES TAX		$ 831.55
008380	000163	OKLAHOMA TAX COMMISSION	SALES TAX		$ 546.89
008381	000164	OKLAHOMA TAX COMMISSION	SALES TAX		$ 316.19
008382	000165	OKLAHOMA TAX COMMISSION	SALES TAX		$ 36.30
008398	000166	OKLAHOMA TAX COMMISSION	SALES TAX		$ 213.75
008399	000167	OKLAHOMA TAX COMMISSION	SALES TAX		$ 247.66
008400	000168	OKLAHOMA TAX COMMISSION	SALES TAX		$ 189.26
			Total:	**$ 5,826.79**	
SH Svc Fee					
1226-2-0400-2012					
008106	001403	BEN E. KEITH OKLAHOMA	INMATE GROCERIES		$ 7,062.45
			Total:	**$ 7,062.45**	

PO	Warrant No.	Vendor Name	Purpose	Amount

SH Svc Fee

1226-2-3400-2005

PO	Warrant No.	Vendor Name	Purpose	Amount
006797	001404	CINTAS FIRST AID AND SAFETY #418	FIRST AID SUPPLIES	$ 173.86
007398	001405	AXON ENTERPRISE INC	CAMERAS ETC	$ 10,026.90
007503	001406	BRIGGS PRINTING	BUSINESS CARDS	$ 464.28
007784	001407	SGC FOODSERVICE	MICROWAVES	$ 897.24
007859	001408	BLACK CREEK INTEGRATED SYSTEMS	MAINTENANCE SUPPLIE	$ 175.50
007982	001409	JAMESCO ENTERPRISES LLC	JANITORIAL SUPPLIES	$ 1,515.57
008015	001410	ALDERSON REGIONAL LANDFILL	LANDFILL CHARGES	$ 286.08
008107	001411	SGC FOODSERVICE	JANITORIAL SUPPLIES	$ 1,271.60
008149	001412	ALDERSON REGIONAL LANDFILL	LANDFILL CHARGES	$ 285.58
008150	001413	WAV 11	COMPUTER REPAIRS	$ 172.00
008152	001414	AIRGAS	WELDING SUPPLIES	$ 25.58
008153	001415	ALDEN CLINICAL EVALUATION SERVIC	PSYCHOLOGICAL TEST F	$ 90.00
008157	001416	WALMART COMMUNITY CARD	TELEVISION ETC.	$ 258.00
008204	001417	DEPARTMENT OF PUBLIC SAFETY	OLETS USER FEES	$ 535.00
008207	001418	AIRGAS	CYLINDER LEASE	$ 87.50
008208	001419	PITSTOP LOCK & SAFE	KEY FOB	$ 108.00
008209	001420	AIRGAS	WELDING SUPPLIES	$ 269.92
008213	001421	VYVE BROADBAND	MONTHLY SERVICE	$ 380.61
008214	001422	PUBLIC SERVICE CO. OF OKLAHOMA	MONTHLY SERVICE	$ 65.07
008215	001423	PUBLIC SERVICE CO. OF OKLAHOMA	MONTHLY SERVICE	$ 54.39
008255	001424	FIFTH QUARTER PRINTING AND EMBR	UNIFORMS ETC	$ 764.97
008286	001425	MILLER OFFICE EQUIPMENT	COPIER MAINTENANCE	$ 662.23
008300	001426	PITNEY BOWES INC	POSTAGE METER SUPPLI	$ 91.29
008301	001427	BRIGGS PRINTING	BUSINESS CARDS	$ 46.45
008348	001428	MILLER OFFICE EQUIPMENT	COPY OVERAGE	$ 44.33
008349	001429	BARLOW BUILT PERFORMANCE	AUTO REPAIR	$ 535.92
008383	001430	ALL PAWN & SURPLUS	AMMUNITION	$ 1,596.00
008407	001431	BUCK WILSON BODY SHOP	AUTO REPAIR	$ 8,341.10
008409	001432	AT&T MOBILITY	MONTHLY SERVICE	$ 1,081.08
008411	001433	AT&T MOBILITY	MONTHLY SERVICE	$ 1,713.39

Total: $ 32,019.44

1226-2-3400-2030

PO	Warrant No.	Vendor Name	Purpose	Amount
008189	001434	COMMISSARY EXPRESS	DEBIT PHONE TIME FEE	$ 134.00
008332	001435	THE PRODUCT CENTER	INK CARTRIDGES	$ 512.53

Total: $ 646.53

Grand Total: $ 316,002.94

PITTSBURG COUNTY COMMISSIONERS
SPECIAL MEETING
MINUTES
MARCH 27, 2025

The Board of County Commissioners, Pittsburg County, met in special session on March 27, 2025 at 1:00 P.M.., Meeting held at the Pittsburg County Commissioner's Conference Room, after proper notice and agenda were posted indicating time and date. Agenda was posted at 12:19 P.M., March 25, 2025.

1. CALL THE MEETING TO ORDER: The meeting was called to order by Chairman Rogers.

2. ROLL CALL:	Ross Selman	Present
	Charlie Rogers	Present
	Mike Haynes	Absent

3. APPROVAL OF AGENDA: Selman made a motion to approve the agenda; seconded by Rogers.

AYE: Charlie Rogers
Ross Selman

NAY: None.

Motion Passed.

4. FISCAL TRANSACTIONS:

A. PAYROLL: Rogers made a motion to approve the month-end payroll: seconded by Selman.

AYE: Charlie Rogers
Ross Selman

NAY: None.

Motion Passed.

5. AGENDA ITEMS: None.

6. RECESS/ADJOURNMENT: There being no further business brought before the board; Rogers made a motion to adjourn; seconded by Selman.

AYE: Charlie Rogers
Ross Selman

NAY: None.

Motion Passed. Meeting Adjourned.

Pittsburg County Firefighters Association

1505 E. Wade Watts Ave

McAlester OK 74501

03/12/2025

Dear Pittsburg County Commissioners,

Please accept the changes in board members that were discussed and approved in our January 2025 meeting.

President- Dale Brown

Vice President- Gene Delmont

Treasurer- Gary Brooks

Secretary- Whitney McCoy

Training Officer- Brett Brewer

I have included minutes from this meeting to support these changes.

Thank you,

Whitney McCoy

Whitney McCoy

Pittsburg County Firefighters Association Secretary

Pittsburg County Firefighters Association

1505 E. Wade Watts Ave

McAlester OK 74501

January 21, 2025, 6:00 PM

1). Call to Order and Roll Call of Officers

All officers were present.

2). Consideration of Minutes of Previous Meeting

Copies of the previous meeting minutes were distributed to the group. Upon consideration, Gary Brooks made a motion that the minutes be approved as given, seconded by Gene Delmont, approved by all.

3). Treasures Report

The Bank NA	Beginning Balance 11/18/2024	$9,712.94
	Ending Balance 01/21/2025	$9,862.94
BancFirst Donation Acct	Beginning Balance 11/18/2024	$2,103.17
	Ending Balance 01/21/2025	$2,103.17
BancFirst Instructor Acct	Beginning Balance 11/18/2024	$9,059.15
	Ending Balance 01/21/2025	$9,059.15

Danny Choat gives the treasures report. After discussion, Duane Rodgers made a motion that the report be approved as given, seconded by Toby Freas, approved by all.

4). Leo Baughman with Pittsburg County Emergency Management

Denton Cossey is present to represent Leo Baughman. He advised everyone of a new frequency program that will be coming out to use on the ground when communicating with aircrafts. It is possible that some radios may have to be reprogrammed.

5). Election of Officers

President

Dale Brown was nominated for the president position. No others were nominated and Dale was elected as president by acclimation.

Vice President

Gene Delmont was nominated for the vice president position. No others were nominated and Gene was elected as vice president by acclimation.

Treasurer

Gary Brooks was nominated for the treasurer position. No others were nominated and Gary was elected as treasurer by acclimation.

Training Officer

Brett Brewer was nominated for the training officer position. No others were nominated and Brett was elected as training officer by acclimation.

Secretary

Whitney McCoy was nominated for the secretary position. No others were nominated and Whitney was elected as secretary by acclimation.

6). Unscheduled appearances

Steve Loftin from Fire Master was present to talk about new trucks they offer as well as repairs and rentals.

Luke Underwood was present from KEDDO.

He wanted to let everyone know to make sure and send all fire reports in for the year. They were due January 15th.

He said certification paperwork will be sent in February. They will need to be changed with your chief's name and your email address needs to be correct.

The 80/20 grant money is coming sooner this year to give more time to spend funds.

It is good practice to review your SOG's and bi-laws annually.

Please utilize the Survey123 Fire Reporting tool for grass fires.

7). Old Business

None

8). New Business

None

9). Training

Nothing is scheduled at this time.

10). Announcements

Next meeting is March 21, 2025.

11). Adjournment

There being no further business of the association, Gene Delmont makes a motion that the meeting be adjourned, second by Bobby Marlow, approved by all.

INTERLOCAL AGREEMENT
BETWEEN
PITTSBURG COUNTY DISTRICT #2
AND
THE OWNERS OF PROPERTY LOCATED IN THE SW1/4 OF SECTION 11, TOWNSHIP 4 NORTH, RANGE 14 EAST

WHEREAS, Pittsburg County District #2 and the owners of property located in the SW1/4 of Section 11, Township 4 North, Range ~~15~~ 14 East, wish to enter into the following agreement:

The owners of property located in the SW1/4 of Section 11, Township 4 North, Range 14 East have agreed to allow District #2 to access their property for the purpose of cleaning out a ditch.

In return, District #2 agrees to repair any damages caused to the property described above.

This agreement may be terminated by either party by written notice or shall be terminated at the end of the project.

Dated is 17th day of March , 2025.

BOARD OF COUNTY COMMISSIONERS

CHAIRMAN

VICE-CHAIRMAN

MEMBER

COUNTY CLERK

HOPE TRAMMELL - CO. CLERK
PITTSBURG COUNTY

PROPERTY OWNERS

heir of Jewel Shields

RESOLUTION
25-244

The Board of County Commissioners, Pittsburg County, met in regular session on Monday, March 24, 2025.

WHEREAS, Pittsburg County District 2 issued the following purchase orders:

6604, issued on January 27, 2025 to Renaissance Waterford Hotel, in the amount of $116.00 for Lodging

6636, issued on January 29, 2025 to Holiday Inn Express Elk City, in the amount of $660.00 for Lodging

WHEREAS, the above-mentioned Purchase Orders is no longer needed, and should be canceled.

THEREFORE, BE IT RESOLVED, the Board of County Commissioners, Pittsburg County, do hereby cancel Purchase Orders 6604 & 6636, for FY 2024-2025

BOARD OF COUNTY COMMISSIONERS
PITTSBURG COUNTY, OKLAHOMA

ATTEST:

CHAIRMAN ____________________

VICE-CHAIRMAN ____________________

MEMBER ____________________

COUNTY CLERK ____________________

HOPE TRAMMELL - CO. CLERK PITTSBURG COUNTY

RESOLUTION
25-245
To Advertise

The Board of County Commissioners, Pittsburg County, met in regular session on Monday, March 24, 2024.

WHEREAS, the Board of County Commissioners, Pittsburg County, wish to advertise for the following for Bugtussle Fire Department:

One (1) 2024 or Newer Wildland UTV

A bid package containing complete specifications and an "Invitation to Bid" are available at the Pittsburg County Clerk's Office, 115 E. Carl Albert Pkwy, Room 103, McAlester, Oklahoma 74501 or online at pittsburg.okcounties.org

THEREFORE, each competitive bid submitted to the County must be accompanied with an affidavit for filing with the competitive bid form, as required by Oklahoma Statute, Title 19 O.S. § 1501.

Sealed bids will be received and filed with the Pittsburg County Clerk until Friday, April 4, 2025 at 4:00 p.m. All bids received after 4:00 p.m. on Friday, April 4, 2025 WILL NOT BE OPENED. Bids will be opened on Monday, April 7 2025 at 10:00 a.m. in the Board of County Commissioners Conference Room, 115 E. Carl Albert Pkwy, McAlester, Oklahoma. The Board of County Commissioners, Pittsburg County, reserves the right to reject any and all bids and re-advertise.

BOARD OF COUNTY COMMISSIONERS
PITTSBURG COUNTY, OKLAHOMA

ATTEST:

CHAIRMAN ______________________

VICE-CHAIRMAN ______________________

MEMBER ______________________

COUNTY CLERK Hope Trammell

HOPE TRAMMELL - CO. CLERK
PITTSBURG COUNTY

BUGTUSSLE FIRE DEPARTMENT WILDLAND UTV

Criteria for Wildland UTV

<u>Location:</u> Bugtussle Volunteer Fire Department

New 2024 2-seater UTV or newer

- <u>Engine Requirements:</u> 976CC V-Twin liquid cooled EFI
- <u>Steering Requirements:</u> Electronic Power Steering
- <u>Ground Clearance Minimums:</u> 14 inches
- <u>Cab Requirements:</u> Full hard roof
- <u>Vehicle Color:</u> Red
- <u>Suspension:</u> Upgraded suspension for weight
- <u>Towing Capacity:</u> 2500 lbs.
- <u>Payload Capacity:</u> 1200 lbs.
- <u>Lighting:</u> Led signature lights, Led tail lights
- <u>Winch:</u> 4500 lbs.
- XT front bumper and full skid plate, or equivalent
- Full Hard Roof

407 E. Main
Antlers, OK 74523
(800) 522-3889 Phone
(580) 298-3335 Fax

"Serving Our Customers Since 1975"

600 N. Broadway Ave
Ada, OK 74820
(580) 332-6300 Phone
(580) 332-0107 Fax

Remit To: 900 E. Wyandotte Ave
McAlester, OK 74501
(888) 332-3431 Phone
(918) 426-3626 Fax

Pittsburg County Clerk
PO Box 3304
McAlester, OK 74502

Pittsburg County Clerk
115 E Carl Albert Pkwy Room #103
McAlester, OK 74501

Renewal Maintenance Contract Proposal
Contract # MOEC102172-02
Renewal Date Range 5/15/2025 - 5/14/2026

3/14/2025

Dear Valued Customer:

The maintenance contract for your office equipment(s) is/are scheduled for renewal. Please review the attached Renewal Maintenance Contract Proposal, fill in all blanks in the spaces below, and initial the reverse side of this agreement . If your contract needs have changed or you have any questions or concerns, please contact our Contract Department so that we may address them and better serve you. An unreturned Renewal Maintenance Contract Proposal will constitute agreement on your part.

Your Contract Renewal Rate will be $159.16 billing Monthly
Maint-Supply Incl Excl Paper/Networking

Equipment covered under this contract agreement include:

C7094	**IMR-4251**	**QHS03163**			
Meter	Meter Group		Meter Group Covered Copies	Overage Rate	Overage Cycle
B\W	BLACK AND WHITE		**200,000.00**	**0.0085**	Annual
C8555	**IMR-4751i**	**24X04071**	**Front desk**		
Meter	Meter Group		Meter Group Covered Copies	Overage Rate	Overage Cycle
B\W-109	BLACK AND WHITE		**200,000.00**	**0.0085**	Annual

Miller Office Equipment thanks you for the opportunity to provide service for all of your office needs.

This is <u>not</u> a bill ....
Please Sign and Return.
Invoice to follow.

Sincerely,

Rachel McPherson
Contract Administrator
rmcpherson@milleroffice.com
Phone

Contract# MOEC102172-02

Printed Name: Hope Trammell

Signature: Hope Trammell

Title: County Clerk

Date: 3/24/2025

New Purchase Order# ____________

* This agreement includes and is subject to the terms and conditions on the reverse side of this document.

Miller Office Equipment

MAINTENANCE AGREEMENT

This Maintenance Agreement shall become effective upon its acceptance by MOE Systems, LLC (hereinafter referred to as Miller) on the date indicated on the face hereof.

1. Maintenance Agreement base rate charges, if applicable, are payable in advance. The payment due date for a coverage period is the first day of the coverage period specified on the face hereof. Anything herein contained to the contrary notwithstanding, Miller shall have no obligation to provide any of the services called for hereunder to customer unless customer is current in all payments made to Miller on all billings on any equipment provided by or serviced by Miller or its affiliates or subsidiaries, including but not limited to service, supply, maintenance and maintenance related billings, and equipment lease billings. Miller may charge interest at the rate of one and one-half percent (1.5%) per month on all payments overdue, and in the event of failure of payment, to pursue any available remedies at law or inequity for breach of this Agreement. In the event co lection of any amount due hereunder is turned over to an attorney, buyer agrees to be responsible for all fees and expenses incurred in said effort.

2. Miller shall provide inspections as required, which may be made in conjunction with regular or emergency service calls. Inspections, as well as all service calls, shall be made during normal business hours.

3. During the terms of the Agreement, Miller will provide, depending on contract type chosen, parts which have been broken or worn through normal use, labor which is necessary for servicing and maintenance adjustments, and equipment supplies (not including paper), with no charge. This agreement shall not apply to network connectivity as it is not provided under our maintenance agreements, but rather as separate chargeable service provided at Miller's established rates.

4. All service calls under this Agreement will be made by Miller during normal business hours on the equipment described on the face hereof. Should the equipment be moved to an alternate location, there will be an adjustment to the normal maintenance base and/or copy rate as set forth by Miller. The move of equipment is not included in maintenance agreement and will be done by Miller at a rate determined by Miller based on distance from Miller's service office to new customer location via most convenient route determined by Miller. If service at a time other than during Miller's normal business hours is furnished upon customer's request, it will not be included in customer maintenance agreement and customer will be charged at Miller's established rates for labor and travel then in effect.

5. This Agreement shall not apply to service or repairs made necessary by accident, misuse, abuse, neglect, theft, riot, vandalism, lightening, electrical power failure, fire, water, or other casualty, or to repairs made necessary as a result of either service by personnel other than Miller personnel or repeated use of supplies other than supplies meeting Miller's published supply specifications for the equipment. Separate charges for repairs or replacements due to the foregoing shall be borne by the customer, at Miller's established rate for parts and labor from time to time in effect.

6. This Agreement covers only the equipment described on the face hereof and does not include any accessories listed thereon.

7. This Agreement may not be assigned by the customer.

8. This Agreement does not include applicable taxes. All taxes levied or imposed, now or hereafter, by any Governmental authority shall be paid by the customer in accordance with law.

9. Standard Freight and Fuel Surcharge items are included in established Miller's maintenance price rates for contracts types that include parts and supplies. Any contracts excluding parts and/or supplies will be subject to Freight and Fuel Surcharge charges being added to supply order and service call invoices. Rush orders are not considered standard and will result in an extra fee.

10. This Agreement (consisting of the face and reverse side of this page) supersedes any and all prior oral or written maintenance agreements between the parties, and constitutes the entire agreement between the customer and Miller with respect to the service to be provided hereunder.

11. If, during the term of this Agreement or any subsequent terms, Miller is unable to obtain parts for the equipment covered under this Agreement, Miller may, at its sole discretion, terminate this Agreement and refund to the customer the prorated unused portion.

12. This Agreement shall remain in full force and effect for the coverage period noted on the face hereof. Customer's obligation to pay all charges which have accrued shall survive any termination of this Agreement. Pricing is for the first year only unless otherwise stated on the face of this Agreement contract. Changes to this contract may only be made with the consent of the customer and Miller. At the expiration of the original or any renewal term, this Agreement, with all of its terms, covenants and conditions, including this paragraph, shall be deemed to have been automatically renewed for a term of twelve (12) months and at a rate established by Miller, unless either party has given thirty (30) days prior written notice to the other of its intention to terminate this agreement as of the end of such term.

(Initial)______

WRITTEN HAZARD COMMUNICATION PROGRAM

TABLE OF CONTENTS

THE EMPLOYER IS NOT LIMITED TO COMPLIANCE METHODS SUGGESTED BY OSHA: i.e., METHODS EXPLAINED ARE GENERAL AND MAY NOT BE EFFECTIVE IN ALL CASES. OTHER METHODS OF COMPLIANCE MAY BE EQUALLY OR MORE APPROPRIATE. ULTIMATE RESPONSIBILITY FOR DETERMINING THE MOST APPROPRIATE COMPLIANCE METHODS RESTS WITH THE EMPLOYER, GIVEN THE EMPLOYER'S SUPERIOR KNOWLEDGE OF THE SPECIFIC CONDITIONS AT ITS WORKSITE.

1) <u>INTRODUCTION</u>:

This document describes the Hazard Communication Program for the **Pittsburg County** as required by OSHA's Hazard Communication Standard, 29CFR1910.1200.

In order to comply with the Standard, **Pittsburg County** has established a communications program to ensure employees are informed of all chemicals in their work areas at time of their assignment and the measures employees should take to protect themselves from potential hazards. Questions regarding this program should be directed to **your department's safety director (please see the list below).**

Department	Safety Director
Animal Shelter	Jacob Kelley
Assessor	Beverely Eggleston
Board of County Commissioners	Brittany Sanders
County Clerk	Monica Sennett
Court Clerk	Heather Horn
District 1	Mark Hall
District 2	Roy Tucker
District 3	Casidhe Morgan
Emergency Management	Denton Cossey
Expo Center	Shannon Stacey
Sheriff	Michael Glasco
Treasurer	Brooke Oliver

2) HAZARDOUS CHEMICAL LIST:

The following is a list of the hazardous chemicals present at this facility:

(List everything in the order the SDS sheets are arranged in the file or book, Keep a copy of this inventory list at the front of your SDS book or file, Update lists when chemicals are removed or added.)

3) <u>LABELING OF HAZARDOUS CHEMICALS</u>:

Every container of hazardous chemicals at **the Pittsburg County** are labeled, tagged, or marked with the following information:

A) The product identifier (the name or number used for a hazardous chemical on a label or in the SDS); and

B) Words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals.

All labels or forms of warning are legible, in ENGLISH, and prominently displayed on the container, or readily available in the work area throughout each work shift.

Each storage container & stationary process container must identify the hazardous contents. This information is identified with **an Affixed Label.**

Suggestions for personal protective equipment are either affixed on the container, displayed on a sign posted in the area, or documented in the form of a symbol or by naming the specific equipment to be used.

Each employee has attended a training session on the specific labeling used at **the Pittsburg County**. The session is conducted by **Safety Director** and includes information on how to interpret labels, hazard codes, symbols for personal protective equipment, and where to locate further information if desired.

<u>NOTE</u>: Manufacturers Labels are acceptable if Labels meet requirements in A & B above.

Each office will be required to label all hazardous chemicals located in their office, other than cleaning supplies. Cleaning supplies will be labeled by housekeeping prior to distribution.

4) <u>EMPLOYEE INFORMATION & TRAINING REQUIREMENTS</u>:

Pittsburg County shall train employees with effective information and training on hazardous chemicals in their work area, at the time of initial assignment, and whenever a new chemical hazard is introduced in an employee work area.

Initial training of new employee(s) is conducted by each office's safety coordinator. The Hazard Communication Program is explained in detail. Material discussed includes; but is not limited to,

A) The requirements of the Hazard Communication Program 29CFR1910.1200.

B) Operations in the employee's specific work area where hazardous chemicals are present;

C) The location and availability of this written program including the required list of hazardous chemicals & Safety Data Sheets;

D) Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area, i.e. monitoring devices, visual observance and/or odor;

E) The potential physical and health hazards of the chemicals in the work area which include whether the chemicals are combustible, compressed gases, explosive, flammable, organic peroxides, oxidizers, pyrophoric, unstable or water reactive, carcinogens, toxic, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins (liver), nephrotoxins (kidney), neurotoxins (nervous system), agents which act on the hematopoietic system (blood cell development), and agents which damage lungs, skin, eyes, or mucous membranes. Also discussed are possible routes of entry for hazardous chemicals such as inhalation, skin absorption, ingestion, and eye contact;

F) The measures employees can take to protect themselves from these hazards, including specific procedures to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used; and,

G) The details of this written hazard communication program developed by the **Pittsburg County**, including an explanation of the labels received on shipped containers and the workplace labeling system used by the **Pittsburg County**; the Safety Data Sheet, including the order of information and how employees can obtain and use the appropriate hazard information.

NOTE: Video tapes, slides, pamphlets, and formal presentations may be used in addition to specific training as outlined in 4 through 7 of this program. **"GENERALIZED TRAINING IS NOT ACCEPTABLE"**

As employees are exposed to new hazardous chemicals introduced into the workplace or new information is obtained on existing hazardous chemicals, employees shall be trained on the information and hazards presented by these changes. Training shall be conducted by **the office safety coordinator** and at the time of the changes.

NOTE: The primary documents for training of employees are the **SAFETY DATA SHEETS**.

5) SAFETY DATA SHEETS:

Pittsburg County maintains safety data sheets in each office and the Master Copy in the Board of County Commissioners Office. It is the responsibility of each office's safety coordinator to ensure that their office copy and their section of the Master Copy is kept up-to-date. Each SDS is in English and contains at least the following information:

Section 1) Identification;

Section 2) Hazard(s) identification;

Section 3) Composition / information on ingredients;

Section 4) First-aid measures;

Section 5) Fire-fighting measures;

Section 6) Accidental release measures;

Section 7) Handling and storage;

Section 8) Exposure controls / personal protection;

Section 9) Physical and chemical properties;

Section 10) Stability and reactivity;

Section 11) Toxicological information;

Section 12) Ecological information;

Section 13) Disposal considerations;

Section 14) Transport information;

Section 15) Regulatory information; and

Section 16) Other information, including date of preparation or last revision.

SDS's for all hazardous chemicals used by **the Pittsburg County** are obtained either from the distributor or directly from the manufacturer.

The office safety coordinator maintains copies of SDS's for each hazardous chemical in the workplace. Copies are readily accessible during each work shift to employees when they are in their work areas.

A Master Set of SDS's is located at the Board of County Commissioners Office. In addition, the appropriate SDS's are located in the following work Areas:

LOCATION: HOUSEKEEPING	**FILE KEEPER:** LIZZIE STRAIN
LOCATION: ASSESSOR	**FILE KEEPER:** BEVERLEY EGGLESTON
LOCATION: BOCC	**FILE KEEPER:** BRITTANY SANDERS
LOCATION: COUNTY CLERK	**FILE KEEPER:** MONICA SENNETT
LOCATION: COURT CLERK	**FILE KEEPER:** HEATHER HORN
LOCATION: TREASURER	**FILE KEEPER:** BROOKE OLIVER
LOCATION: DISTRICT 1	**FILE KEEPER:** MARK HALL
LOCATION: DISTRICT 2	**FILE KEEPER:** ROY TUCKER
LOCATION: DISTRICT 3	**FILE KEEPER:** CASIDHE MORGAN
LOCATION: SHERIFF	**FILE KEEPER:** MICHAEL GLASCO
LOCATION: EMERGENCY MANAGEMENT	**FILE KEEPER:** DENTON COSSEY
LOCATION: ANIMAL SHELTER	**FILE KEEPER:** JACOB KELLEY
LOCATION: EXPO CENTER	**FILE KEEPER:** TONI MARTIN

The individual responsible for maintaining the Master Set of SDS's is:

BRITTANY SANDERS

LOCATION: BOARD OF COUNTY COMMISSIONERS OFFICE
COURTHOUSE EXTENSION: 2303

6) HAZARDS OF NON-ROUTINE TASKS:

Non-routine tasks are those which employees are assigned to perform periodically but not on a daily basis (i.e. paint booth cleaning, chemical tank recharging, bag house cleaning, etc.). If the task does not expose the employees to different hazards which they are routinely exposed to on a daily basis, additional training need not be conducted.

Employees involved in non-routine tasks are informed of all chemical exposures during the performance of the non-routine task. The information provided includes:

A) The common name and chemical name of each substance to which the employee may be exposed during performance of the tasks.

B) The known Physical & Health Hazards, both acute & chronic, of the chemicals.

C) The safety measures and personal protection to be taken by the employee.

D) Methods of detection in case of exposure or leakage.

Before beginning a non-routine procedure, employees will attend a training session during which the above information will be explained by the **office safety coordinator.**

For the Pittsburg County Hazard Communications Plan

Read carefully before signing below

I hereby acknowledge that I have read or have had read to me the Pittsburg County Hazard Communications Plan.

I further state that I understand and agree to abide by these rules at all times while an employee of Pittsburg County. I understand that failure of any employee to comply with the rules of this manual, or the failure of any supervisor to enforce the same, will be considered insubordination and repeated failures to comply will be grounds for dismissal.

____

Employee's Printed Name

______________________________ ________________________

Employee's Signature Date

____

Witness' Signature

PLACE SIGNED COPY IN EMPLOYEE'S PERSONNEL FILE