



## CENTRAL COAST WATER AUTHORITY

### MEMORANDUM

September 20, 2022

**TO:** CCWA Board of Directors

**FROM:** John Brady, Deputy Director

**SUBJECT:** **Supplemental Report** - Procurement of Safety Consultant, Estimated Budget \$50,000

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As described in a prior report, CCWA staff moved forward with soliciting Statements of Qualifications from Safety Consulting firms. The selection process included reviewing written materials submitted by each consultant, a preliminary virtual interview and an in-person interview of the most qualified firms. One firm was invited for the in-person interview by CCWA senior supervisory staff.

Mr. Tom McMillen of Compliance Partners, LLC, (a sole proprietorship) was selected as the most qualified firm that will meet CCWA's needs. His company has been in operation for over 3 years and he previously served as the Safety Officer for Western Municipal Water District for 12 years and Safety Officer for the City of Riverside for 6 years. Also, Mr. McMillen currently resides in Cambria California, which makes him very local as compared to the other safety firms reviewed.

Mr. McMillen was provided the CCWA Professional Safety Consulting Services Agreement for review. Also, Mr. Gary Kvistad, CCWA's counsel for contracts, was advised about this procurement and the potential need to review any requests for changes in the agreement and to ultimately review the final agreement for approval as to form.

Mr. McMillen's qualifications and rate sheet are attached. His billing rate is \$142 per hour.

**THOMAS D. MCMILLEN, OHST, ARM-P, CEAS**  
**Compliance Partners, LLC**  
8765 Derby Farms Drive, Rancho Cucamonga, CA 91701  
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[tom@compliancepartnersllc.com](mailto:tom@compliancepartnersllc.com)



**COMPLIANCE PARTNERS, LLC**  
Risk Management and Loss Prevention Services

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Business focused safety professional with emphasis on enabling small businesses to enact loss prevention strategies to improve productivity and reduce long-term liability exposures. Leverage experience and expertise to help businesses implement strategic safety programs. Extraordinary cross-functional management background. Over thirty years' experience in managing safety programs, contributing to operational goals, and developing and maintaining business processes in multiple areas of responsibility.

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### **AREAS OF EXPERTISE**

Enterprise Risk Management • Safety Program Management • Disaster Preparedness Management • Physical Security • Training • Liability Claims Management • Audits/Program Review • Critical Thinking

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### **EDUCATION and CERTIFICATIONS**

**B.S. Occupational Safety and Health** – *National University, San Diego, CA*  
**ARM-P (Associates in Risk Management – Public Entities)** – *Insurance Institute of America*  
**OHST (Occupational Health & Safety Technician)** – *Board of Certified Safety Professionals*  
**CEAS (Certified Ergonomic Assessment Specialist)** – *The Back School*  
**Certificate in Infrastructure Protection** – *Texas A&M Engineering Extension Service*  
**Certificate in Procurement Management** – *University of California, Riverside*  
**Certified Building Operator** – *Building Operator Certification, Northwest Energy Efficiency Council*

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### **EXPERIENCE**

**Managing Partner / Chief Executive Officer** 2019 - Present  
*Compliance Partners, LLC*

- Assist business and government agencies with developing written safety programs and standard operating procedures
- Emphasis on assisting small businesses with efficient, economical loss prevention strategies to reduce injuries, enable compliance and reduce insurance premiums when reductions offered
- Provide training to management, supervisors and employees across spectrum of safety, disaster preparedness and physical security topics
- Conduct program audits and facility inspections to aid in identifying hazards and provide practical recommendations for improving facility

**Safety Officer/Risk & Safety Program Manager** 2006 – 2018  
*Western Municipal Water District, Riverside, CA*

- Manage Risk, Safety, Disaster Preparedness, Physical Security and Safety-related Training for regional water district. Knowledge of business and management principles involved in strategic and tactical planning, resources allocation, and staff productivity. Set goals and deadlines for division; coordinate goals with other departments
- Analyze internal processes and recommend and implement procedural or policy changes to improve operations, especially as related to safety, claims processing, and procurement
- Knowledge of business and management principles involved in strategic and tactical planning, resources allocation, and staff productivity. Set goals and deadlines for department Developed, reviewed and revised safety policies and procedures to provide more effective communication of program responsibilities
- Coordinated individual efforts to complete thorough review and update of District's 400 plus confined spaces and reassess categorization of those spaces
- Coordinated individual efforts to complete thorough review and revision of District's Energy Control Procedures for over 800 individual pieces of equipment
- Implemented Disaster Preparedness and Emergency Operations training program to facilitate District's ability to effectively respond to emergency events and to restore business continuity
- Provide focus to District management and staff in areas of Safety, Physical Security and Disaster Preparedness

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- Implemented Emergency Operations training program to facilitate District's ability to effectively respond to emergency events and to restore business continuity
  - Developed Employee Safety Guidebook for newly hired employees
  - Provide ergonomic assessments and recommendations to staff to reduce ergonomic injuries in the workplace
  - Revised training matrix to include all District job classifications and relative safety programs to ensure compliance with applicable safety regulations

### **Safety Manager**

2000 - 2006

*City of Riverside, Riverside, CA*

- Managed safety programs for 11 city departments including Water Utility, Electric Utility, Wastewater Treatment Facility, Public Works, Police, Fire, Parks & Recreation
- Implemented safety training program to ensure regulatory compliance
- Assisted Risk Management in investigation of liability claims
- Coordinated activities with Workers' Compensation for reasonable accommodations and Return-to-Work programs
- Coordinated with Human Resources on ADA and FEHA concerns
- Participated in labor negotiations

*Additional Experience Prior to 2000 Available on Request*

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### **Professional Organizations**

American Society of Safety Engineers (ASSE) (Past President – Arrowhead Chapter)

Public Agency Safety Management Association (PASMA) (Past President - Southern Chapter)

Water Utility Safety Manager's Association (WUSMA)

### **Past Relative Memberships**

Mutual Aid Regional Advisory Committee – California Office of Emergency Services (MARAC) (Past Advisory Board Member)

California Water/Wastewater Agency Response Network (CalWARN) (Past Region VI Chair)



**ADDITIONAL INFORMATION**

**Training Topics**

<u>Topic</u>	<u>Experience Level (1 – 5)</u>	<u>Comfort Level (1 – 5)</u>
Arc Flash	4	4
Blood-borne Pathogens	5	5
Confined Space Entry	5	5
Confined Space Rescue	4	3
COVID	1	4
Disaster Preparedness	5	5
Electrical Safety (Low Voltage)/NFPA 70E	4	4
Emergency Response	4	5
Ergonomics (Field and Office)	5	5
Fall Protection	4	4
Fire Prevention	5	5
Forklift Safety (Classroom)	4	4
Forklift Operation (Practical)	4	3
Hazard Communication (RTK)	5	4
Hearing Protection	5	5
Hot Work (Welding Safety)	4	3
IIPP	5	5
Lock-out/Tag-out / Energy Control Procedures	5	5
Machine Guarding	5	5
Personal Protective Equipment	5	5
Respiratory Protection	5	5
Fit-testing using quantitative method	5	5
Slips, Trips and Falls	4	4
Supervisor Safety	5	5
Traffic Control	4	3
Trenching & Shoring	4	3

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**Written Programs and Audits**

<u>Topic</u>	<u>Experience Level (1 – 5)</u>	<u>Comfort Level (1 – 5)</u>
Any of the above Training Topics	4	5
Process Safety Management	3	3 – 4
Business Continuity Plan	4	4
Job Hazard Analysis/Job Safety Analysis	4	5



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## **RATE SHEET**

Compliance Partners, LLC strives to offer competitive pricing in providing Risk Management/Loss Prevention and Disaster Preparedness services for your organization. We offer efficiency and flexibility in meeting your needs and coordinate Scope of Work and scheduling to meet those needs.

### **Standard Rate:**

The standard rate is \$142.00 per hour. This rate is inclusive of field time, meetings, document reviews, reports, research and travel for your unique project. Rate may be subject to change without notice

### **Per Diem:**

If project location is greater than four hours from starting location, lodging and per diem will be included in project quote. Lodging will be at reasonable locations in the geographic area of the project. Per Diem will be based on the current per diem rates as established by the Government Services Agency (GSA) for that locality/zip code. Understand that estimated travel time may vary due to the Southern California traffic conditions. Compliance Partners, LLC strives to identify the most expeditious route to the project site to minimize travel time.

**CONFIDENTIAL**

This information is proprietary to Compliance Partners, LLC.

# Capability Statement



## COMPLIANCE PARTNERS, LLC

Loss Prevention Services

8765 Derby Farms Drive

Rancho Cucamonga, CA 91701

951-505-4752

Tom McMillen, OHST, ARM-P, CEAS, CBO

Owner, CEO, COO

[Tom@CompliancePartnersLLC.com](mailto:Tom@CompliancePartnersLLC.com)

### Core Competencies

Compliance Partners, LLC is a Veteran-Owned Small Business (VOSB) established to partner with other small business owners to aid those businesses in developing Risk and Safety Management Plans and Programs, Emergency Response/Disaster Planning Plans, Site Security Plans and Related Training Programs to meet applicable regulations and guidelines.

Compliance Partners, LLC supports its clients in their mission to provide employees a safe and healthful work environment, and/or ensure Business Continuity in event of a small or large-scale disaster event by providing:

- Risk Management / Safety Program Audits
- Developing Risk Management / Safety Program Policies and Procedures
- Developing Emergency Response / Disaster Planning Plans (includes Business Continuity Planning)
- Physical Site Security Assessments
- On-Site and Virtual Safety-related and Disaster Preparedness Training
- Third-party audits of subcontractors' safety programs, policies, and procedures
- Third-party review of building plans for compliance with Building Code and Cal-OSHA Regulations
  - Provide recommendations for engineering controls to reduce or eliminate potential hazards

### Consulting

Our Consulting Services focus on integrated solutions designed to enhance the performance of your business in a cost-effective manner. By incorporating industry best practices into your business processes and management strategies, we can help you stay ahead of the competition, better serve your customers, and make your business a desirable workplace.

### Expertise

Tom McMillen has over thirty-five years in the safety field. A retired Marine, he brings ethics and integrity to his work methods and seeks practical, workable solutions.

### Company Data

Compliance Partners, LLC is a Veteran-Owned Small Business (VOSB). We facilitate businesses with the following NAICS:

- 2211
- 2213
- 2361
- 2362
- 2371
- 561110
- 54161
- 7211
- 7225

### Past Performance

Risk & Safety Manager: Western Municipal Water District

Safety Manager: City of Riverside

Safety Center, Inc.: On-call Instructor, third-party workplace audits

Pomona Valley College: On-site safety assessments

Vista Irrigation District: Energy Control assessment and written procedures