



2019 PLAN

January 9, 2019



Members

Jessica Arden, Chair

Ron Bianchini

Randy Charland

Marjorie Del Toro

Bill Johns

Marshall Johnson

Amparo Munoz

Carl Voss

Staff

Tony Marino, Executive Officer

Brittney Branaman, Policy and Budget Manager

Deborah Yang, Legal Counsel

Jason Corsey, Chief of Investigations

Carla Newman, Supervising Investigator

Anna Brown, Supervising Investigator

Diana Lopez, Special Investigator

Dennis Fenton, Special Investigator

Jon Barkley, Special Investigator

Jason Neyer, Policy Analyst

Misty Catano, Administrative Analyst

Kerstin Lock Tomlinson, Education & Outreach Officer

Jonathan Goergen, GIS Specialist





Table of Contents

Introduction	4
Mission	5
Vision	5
Values	6
2018 Plan Recap	6
2019 Plan	9
Area of Continual Excavation	10
Minimum Standards	10
Renewal Requirement	11
Education & Enforcement	11
Education	11
Demonstrating Compliance	12
Notification of Incidents	12
Investigations & Enforcement .	12
Investigations Division	13
Startup Support	15
Continual Learning	16
Assessment Tool	16
Reasonable Care Standards	16
Power Tool Use	16
Board Operations	17
Startup Support	17
Education & Outreach.....	17
Board Implementation Plan	18
Board Meeting Schedule	20

For a hard copy of this report, please contact the California Dig Safe Board at the Office of the State Fire Marshal at (916) 568-3800. The report may also be accessed on the Board's website at: <https://digsafe.fire.ca.gov>.



Introduction

The Dig Safe Board's 2019 Plan is its fourth publication—behind the 2018 Plan, the First Report to the Governor and Legislature, and the 2018 Results Report—designed to increase visibility into the Board's planning and operations, and create accountability from the Legislature, the Board's stakeholders and the public.

This second annual plan will act as a guide for the Board's activities and decisions throughout 2019, by outlining the work that must be done to continue to establish a well-functioning government organization and meet the Board's legislative mandates.

The Legislature, through the Dig Safe Act of 2016, created the California Underground Facilities Safe Excavation Board ("Dig Safe Board"). The need for a Board focused on safety near underground facilities was made clear in 2015 following a pair of deadly explosions in Fresno and Bakersfield. The Board is responsible for: 1.) coordinating the state's education and outreach work to encourage safe excavation practices, 2.) developing standards for safe digging practices where none exist, 3.) investigating possible violations of the state's safe digging laws, and 4.) enforcing the state's safe digging laws within its jurisdiction.

The Board is not expected to operate alone, but instead will work with its government partners: the Contractors State License Board (CSLB), the California Public Utilities Commission (CPUC), and the Office of the State Fire Marshal (OSFM)—in a shared effort to oversee safety around underground infrastructure in California. For the Board and its partner agencies to fulfill their responsibilities, the Legislature gave the Board strict deadlines to develop regulations for

minimum standards for onsite meetings in areas of continual excavation by January 1, 2020¹, and to begin enforcement of the Dig Safe Act by July 1, 2020. Additionally, in 2019 the Legislature passed Assembly Bill 1914 (AB 1914), requiring the Board to develop rules for power tool use in the tolerance zone² to be in regulation by July 1, 2020. This document proposes activities the Board will undertake in the 2019 year of operation to meet its Legislative expectations.

Through its first year of operation, the Board has grown in knowledge and experience through meetings, stakeholder workshops, and public outreach efforts. This growth has allowed the Board to consider developing a strategic plan. Such a plan would allow the Board to assess its progress and measure its success among stakeholders and the public. At this point, there is no strategic plan to support the Board's annual plans. However, the Board has those ideas in mind, and the objectives and activities listed in this report are intended to be compatible with both an annual and strategic plan, should the Board choose to adopt such processes as it advances in its mission.

Mission (Policy B-02)

The Dig Safe Board improves public and worker safety by facilitating communication and learning among excavators and the operators of subsurface installations and by investigating accidents to determine their causes. The Dig Safe Board strives to be a model regulatory and investigatory board for other states to emulate.

Vision (Policy B-03)

The Dig Safe Board seeks to affect a California in which the state's excavators and subsurface installation owners know and understand:

- how to identify the locations of subsurface installations
- how to protect against dangerous contact with those installations
- how to resolve unexpected situations that may arise, and

in which the state's excavators and subsurface installation owners exercise that knowledge and understanding to promote a culture of mutual respect and dedication to the belief that everyone goes home safe.

¹ Government Code 4216.11 & 4216.6

² "Tolerance Zone" refers to a set distance from a subsurface installation that an excavator may dig without having to use hand tools. This is usually 24-inches, or two feet on either side of the subsurface installation, and is marked by the operator.

Values (Policy B-04)

The actions and decisions of the Dig Safe Board members and staff will be guided and informed by their commitments to:

- Respect for and attentiveness to the expression of differing backgrounds and perspectives of the Board's members, the public, and stakeholders, as well as for the missions of excavators, operators of subsurface installations, and other federal, state, and local agencies.
- A culture of continuous learning based on the development and free exchange of safety information.
- Inquiry into the facts of and context behind accidents, near misses, and latent safety-related conditions in the field.
- Accessibility to the public and stakeholders, within the bounds of the law, constitutional principles of due process, and ethical conduct.
- Integrity in serving in the public interest and devotion to maintaining the public's trust.

2018 Plan Review

The 2019 Annual Plan addresses the continuation of strategic objectives from the year before. To understand the work that needs to be done in the Board's second year of operation, one must understand the work completed in the Board's first year of operation. The 2018 Plan³ recognized four strategic objectives: Area of Continual Excavation, Education and Enforcement Program Development, Continual Improvement, and Stable Funding all based on statutory mandates under sanctioned timelines.

Below is an outline of the 2018 strategic objectives, the goals that were met, and those the Board will continue to work on in the coming year. A more detailed discussion may be found in the 2018 Results Report⁴:

Create an Area of Continual Excavation Process: As outlined in its 2018 Plan, the Board laid the groundwork for minimum standards for the filed meeting process for agriculture and flood control operations that facilitates effective communication between subsurface installation owners and excavators. Throughout 2018, Board members and staff worked with farmers and operators to develop a process that is consistent with common sense and experience. Members and staff conducted outreach through phone calls, meetings, presentations, and online surveys to gain a better understanding of the current onsite meeting process. In December 2018, members and staff presented proposed draft regulations to the Board, stakeholders and the public for review. Those regulations will need to be approved in 2019 for the Board to meet its statutory requirement.

³ The 2018 Plan is available on the Dig Safe Board's website: <http://digsafe.fire.ca.gov>

⁴ The 2018 Results Report is available on the Dig Safe Board's website: <http://digsafe.fire.ca.gov>

Develop an Education and Enforcement Program: The Board's 2018 Plan called for the development of an education and enforcement program that allows staff to investigate accidents and the Board to enforce safe excavation laws through direction to relevant education and citations. Through the year, Board members and staff contacted other states to learn more about their education programs and researched relevant education options that already exist in California. The Board decided it was necessary to create a new education course to be used in lieu of fines, and researched the best way to create the course—either by contracting the work to a third party, or creating the course in-house. The Board decided in November to create the course in-house. Work on course material began at the end of 2018 and will continue in 2019.

Amid the development of an education course, the Board also concentrated on building an effective enforcement program. Throughout 2018, the Board hired staff for its investigations division, including a Chief of Investigations, two Supervising Investigators and one Special Investigator. Interviews were held for the remaining eight investigator positions that are expected to be filled in 2019. The Board also executed two memorandums of understanding which allow for the sharing of investigative information with the Board and both the CSLB and the CPUC. Staff contacted other states to research incident notification and develop policies on how soon various types of incidents should be reported to the Board and who should make the notifications. Members and staff developed proposed draft regulations for enforcement and notification which staff presented in June and December 2018 to the Board, stakeholders and the public for review. Those regulations will need to be approved in 2019 for the Board to meet its statutory requirement.

Develop Processes for Continual Learning: One of the strategic objectives outlined in the Board's 2018 plan was the development of a framework to push excavation safety toward continual improvement. To meet this goal, the Board discussed the development of standard measures and assessment tools the Board can use to evaluate its success in making excavation safer in California. Members and staff found that no overarching statewide measure would be useful in gauging improvement, and that individual assessment tools need to be built into Board initiatives.

Meanwhile, the Legislature also tasked the Board with the development of reasonable care standards for: 1.) the safe application of potholes in determining depth of subsurface installations in advance of road grading activities, and 2.) the amount of hand tool excavation around subsurface installations one should perform to be confident in finding all marked installations. The Board decided to make the standard-development process stakeholder-led, and asked the California Regional Common Ground Alliance (CARCGA) for help developing the aforementioned standards and to make a recommendation to the Board. This task will continue in 2019.

Establish Stable Funding for Board Operations: In passing the Dig Safe Act of 2016, the Legislature provided a two-year start-up loan to sustain the Board until it could develop a funding source. Lawmakers authorized the Board to levy a fee on members of the regional notification centers, which it would have to establish in regulations. In the spring of 2018, the Board introduced and approved proposed draft regulations to implement such a fee. The proposal was approved, after public comment, by the Office of Administrative Law (OAL) on November 30, and the regional notification (“one call”) centers will begin to collect the fee on behalf of the Board in January 2019.

Work on goals outlined in the 2018 Plan that the Board did not meet by the end of the year, will continue in 2019, and are outlined in the 2019 Plan that follows.



2019 Plan

This annual plan recognizes four strategic objectives based on statutory mandates, under sanctioned deadlines. The first three strategic objectives continue from the 2018 Plan, while the last objective expands on the 2018 objective of stable funding to encompass the functions needed to support the first three policy objectives. The aggressive timelines outlined in the plan are based on the ambitious statutory goals, and designed to guide the Board's activities.

The strategic objectives are as follows:

- **Create an Area of Continual Excavation Process:** Create and approve regulations for an annual ticket process for everyday farming activities and flood control operations that facilitates effective communication between operators and excavators, and minimizes the impact to farming operations on land where no subsurface installations exist.
- **Develop an Education and Enforcement Program:** Create and approve regulations for an enforcement program that allows Board staff to investigate accidents and the Board to enforce safe excavation laws through direction to relevant education and citations, including a Board-created educational course.
- **Develop Processes for Continual Learning:** Use data, accidents, and other information to develop a framework for continual learning through the development of regulations, standards, and the adoption of a periodic review process.

- **Establish a Foundation for Board Operations:** Develop internal and external policies to continue to establish a well-functioning government organization that promotes safe excavation throughout the state.

Below are the strategic activities proposed for the Board and staff to undertake in 2019. The activities are organized under the four strategic objectives.

Strategic Objective: Create an Area of Continual Excavation Process

In passing the Dig Safe Act of 2016, the Legislature recognized that existing law had not been well-suited to agricultural activities, and authorized the Board to create an annual ticketing process that allows farmers to call the appropriate one call center, once a year, at their convenience, and request a ticket for normal farming practices. In cases where a high-priority line⁵ is present, an onsite meeting between the farmer and operator would occur and both sides would discuss and agree on safe excavation practices to be used when operating over the line. On the other hand, if a farmer's land is known not to have any underground infrastructure, the Board needs to develop a renewal process involving the one call centers' ticketing system. Such a process is new, and requires data collection and analysis to track the existence of underground facilities on agricultural land, as well as farmers, operators of different varieties, and the one call centers learning this new process. The following two strategic activities are planned to meet this objective:

- 1.) **Creating Minimum Standards for Onsite Meetings:** Continuing from the 2018 Plan, this activity creates minimum standards for what should be discussed at an onsite meeting between farmers and operators, that is consistent with common sense and experience. At the Board's final 2018 meeting in December, staff presented a set of proposed draft regulations that addressed minimum standards for onsite meetings around high-priority infrastructure, including: field mark and locate requirements, the level of authority for both farmers and operators that needs to be in attendance at the onsite meeting, the required information that must be discussed at the onsite meeting through the creation of a standard form, and the shared responsibility among both parties for employing safe excavation practices around high priority infrastructure. The proposal will need to be approved in early 2019 to allow time for the draft regulations to go through the regulation implementation process:



⁵ "High Priority" refers to petroleum pipelines, natural gas transmission pipelines, pressurized sewer pipelines, high-voltage (≥ 60 kV) electric lines, and hazmat lines.

The Board is expected to approve the draft regulations in February in advance of the 45-day public written comment period, and will later submit the regulations to OAL for approval and adoption. Regulations to establish minimum standards for onsite meetings in areas of continual excavation must be enacted by January 1, 2020 (GOV 4216.11) in order for the Board to meet its statutory requirement. This activity is expected to continue to be Board member-led.

- 2.) **Modifying or Eliminating the Renewal Requirement for Areas of Continual Excavation Without Buried Infrastructure:** To create regulations that minimize or eliminate the impact of an annual ticket process to farm operations on land where no subsurface installations exist, the Board must identify those parcels of land through data collection and special mapping. Additionally, the Board must develop regulations for the one call center ticket renewal process for farmland absent of subsurface installations. This activity will require the capability of the Board's newly hired GIS⁶ Specialist, and learning of this new process from farmers, operators of different varieties, and the one call centers. This activity is expected to be Board member-led.

Strategic Objective: Develop an Education & Enforcement Program

The Legislature directed the Board to enforce the state's safe digging laws progressively, providing the opportunity to educate violators about safe digging practices where appropriate, and using citations where education is deemed insufficient. To achieve this objective, lawmakers authorized the Board to hire a team of investigators who are expected to be hired and trained in early 2019 and begin investigations by the Spring. To support its Investigations Division, the Board will need to complete the following activities:

- 1.) **Creating an Education in-lieu of Fines Course:** In order to offer education in-lieu of fines, the Board must create a relevant, affordable educational course. Development of such a course began at the end of 2018, and will continue through 2019. This activity will be Board member led:
- a. **Early 2019:** The Board will finalize course material based on past dig-in incidents and examine errors that led to the incident occurring. Using past incidents as course material will provide a background to educate on multiple aspects of excavation near buried infrastructure including: locating and marking, excavation, interaction with other professionals at a job site, emergency response, the 811-ticketing process, and Government Code 4216.
 - b. **Spring 2019:** The Board will purchase classroom materials, train staff on teaching the course, and pilot the course to work out any unforeseen issues.

⁶ Geographic information system. This system is used to gather, manage and analyze data and can organize layers of information into visualizations using maps and 3D scenes.

- c. **Summer 2019:** Educational course material will become operational, with classes held at, or near the Board's Southern and Northern California offices. Course material will also be available on the Board's website as an educational resource.
 - 2.) **Develop Standards for Demonstrating Compliance:** The Board will need a process for determining the facts surrounding accidents if it is to complete investigations in an efficient and timely manner. The Legislature anticipated this need in requiring the Board to develop a standard for subsurface installation operators and excavators to demonstrate compliance with one call notification, delineation, and locate and mark requirements⁷. This element is non-regulatory and is expected to be Board member-led.
 - 3.) **Board Notifications of Incidents:** Continuing from the 2018 Plan, this activity establishes an incident notification process to allow the Board to conduct investigations in a timely manner. At the Board's meetings in June and December 2018, members and staff presented proposed draft regulations that addressed how soon incidents should be reported to the Board, and who should make the notification. The proposal needs to be approved in 2019 to allow time for the draft regulations to go through the regulation implementation process:



The Board is expected to approve the draft regulations in February in advance of the 45-day public written comment period, and will later submit the regulations to OAL for approval and adoption. This activity is expected to continue to be Board member-led.

- 4.) **Further Develop Investigations & Enforcement Rulemakings:** In passing the Dig Safe Act of 2016, the Legislature directed the Board to create a series of regulations to address enforcement of the state's safe excavation laws. To achieve this goal, the Board must create an enforcement program that allows staff to investigate accidents and the Board to enforce the law through direction to relevant education and, or citations. At the Board's final 2018 meeting in December, staff presented a set of proposed draft regulations that addressed requirements for damage notifications, defined the role of Board investigators when a dig-in occurs, and outlined the Board's enforcement abilities including the procedures for sanctions and hearings before the Board. This activity is expected to be staff-led.

⁷ GOV 4216.18

The proposal will need to be approved in early 2019 to allow time for the draft regulations to go through the regulation implementation process:



The Board is expected to approve the draft regulations in February in advance of the 45-day public written comment period, and will later submit the regulations to the OAL for approval and adoption. Regulations to establish the Board’s enforcement program must be enacted in early 2019 to meet the Board’s statutory requirement to begin enforcement by July 1, 2020 (GOV 4216.6).

- 5.) **Continue Building the Investigations Division:** To build an investigations program, the Legislature authorized the Board to hire 13 investigative staff, one of whom was authorized for hiring beginning July 1, 2017, with the remainder authorized on July 1, 2018 to begin work in early 2019 (see Figure 1). In mid-2018, the Board recognized the need for an Education and Outreach Officer, and reclassified one investigator position.

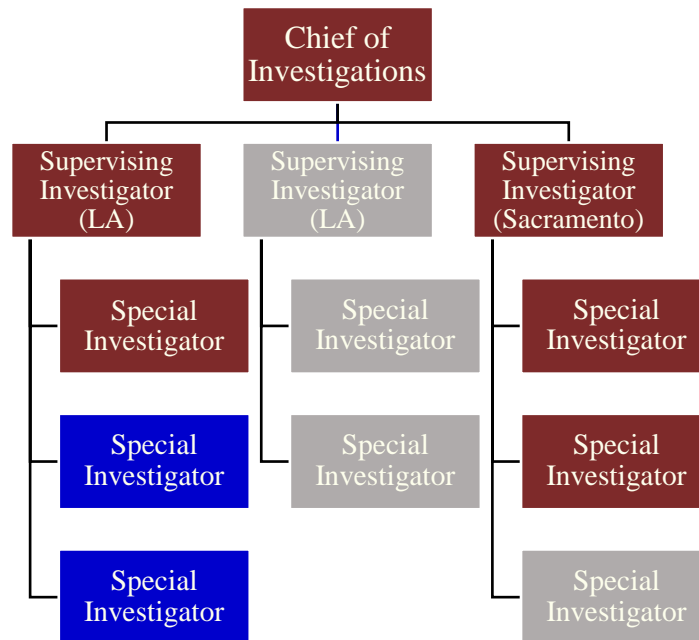


Figure 1: Organization chart for Board Investigations Division. Maroon shows the positions that are currently filled, Blue shows the positions that are currently hired for with staff starting later this year, and Gray shows the positions currently vacant.

The Board has hired its Chief of Investigations, two Supervising Investigators, and five Special Investigators—two of which will start on February 1, 2019. The Investigations

Division has re-advertised the remaining Special Investigator positions in Sacramento and Los Angeles, and anticipates being fully staffed by February 28, 2019.

Training for the Investigations Division will be continuous, with staff expected to complete the following training: state required administrative training, OSHA 10-Hour Construction, OSHA incident investigation training, interview training, report writing, location and marking training, USA North & DigAlert office visits, HAZWOPER training, equipment training, ride-alongs & site visits with industry experts, and Dig Safe Academy. The trainings, visits and ride-alongs listed above will familiarize investigators with the practices and professions they will investigate beginning in 2019.

Although training will be continuous and ongoing throughout 2019, the Investigations Divisions expects to begin “No Ticket/No Response” investigations in early spring. “No Ticket/No Response” incidents are a logical place for the Board to begin investigations due to the seriousness of the violations and their educational value to new investigators. In 2016, 45% of the reported damages in California involved excavators not having a ticket. An operator’s non-response also causes unnecessary safety risks to excavators due to unidentified subsurface installations.

As investigations begin, the Division will continue setting up the Board’s enforcement program. These activities will be staff led and include:

- Interagency Enforcement Coordination with CSLB, PUC and OFSM
- Continued Development of:
 - Incident Investigation Protocol
 - Official procedures to be followed by all investigators when conducting a Dig In investigation
 - Investigation Division Policy & Procedure Manual
 - A comprehensive guide that details every aspect of Investigation Division policy and the forms needed to complete each process.
 - Intake & Distribution Process
 - The procedures by which the Investigation Division will accept incident reports, determine their level of priority and distribute cases to investigators.
 - Reporting Format & Guidelines
 - The formats used for interview reports, reports of investigation, desk investigations and larger field investigations. The guidelines are a description of required elements included in all reports of interview, and reports of investigation to ensure consistency.
 - Development of Form Letters
 - Standardized Form Letters for frequently occurring matters. This is to ensure information disseminated from the Investigation Division is consistent.

- Development of Violation/Penalty Matrix
 - A guide for the Investigation Division to use in ensuring that discipline for violations of Government Code 4216 are consistent and impartial.
- 6.) **Investigations Division Startup Support:** The basis of the Investigations Division is the core operation of the organization and its designed functions. Board staff is responsible for planning, organizing, coordinating, and controlling all the resources needed to produce the goods and services for the investigations department, including:
- a. **Case Management System:** Board staff heard proposals for an investigation case management system in the Fall of 2018, and will work to procure a system in early 2019. Configuration of the system, along with training, testing, and policy writing will need to take place before the system is operational. This system will allow investigators to store records, interviews and other information needed for investigative purposes. Data stored may also be used to identify trends, leading to a better understanding of incidents.
 - b. **Southern California Office Space:** Board staff is in the process of securing an office space to house two-thirds of its investigative staff, and estimates that the investigative division will be able to move into a facility in the Summer of 2019.
 - c. **Vehicles:** Board staff has purchased vehicles for the its Investigations Division, and is currently going through the state process of marking and registering the vehicles. The Board expects to have vehicles available for use by Spring 2019.
 - d. **Uniforms, Badges and Field Equipment:** Board staff has started the process of designing and purchasing uniforms and badges for its Investigations Division, and expects to finish the process by Spring 2019. Much of the field equipment has already been purchased, but the electronics will need to be configured for data collection and case management.
 - e. **Outreach:** Staff is currently developing an introductory letter to send to police departments, fire departments, and the excavation community outlining the Board's mission and regulatory authority and expects to distribute the letter in early 2019. This letter will introduce the Board and its investigators to those they will often encounter while conducting investigations.

This activity is expected to be staff-led.

Strategic Objective: Develop Process for Continual Learning

In passing the Dig Safe Act of 2016, the Legislature tasked the Board with developing standards that promote communication between its various stakeholders, and making recommendations to lawmakers for improvement in the industry. To do that, the Board must complete the following tasks.

- 1.) **Tool Development for Assessments:** The main result of the 2018 Plan's Baseline Safety Assessment was that no statewide metric or set of metrics would be useful in analyzing improvement. Instead, individualized success measures need to be built into Board initiatives. Tools such as event trees⁸ can be used to integrate these individual safety outcomes into an understanding of the whole system, but these tools need to be customized for Board use. This activity is expected to be staff-led.
- 2.) **Reasonable Care Standards:** The Legislature tasked the Board with developing reasonable care standards in the Dig Safe Act of 2016. While the Legislature did not limit the standards, the Board may develop, those listed in 4216.18 are required. In 2019 the Board will continue to develop the following standards:
 - What constitutes reasonable care, when excavating using hand tools within the tolerance zone of a subsurface installation.
 - What constitutes reasonable care in determining depth of underground facilities in grading activities.

At the request of the Board, CARCGA has held stakeholder discussions during its Subsurface Safety & Incident Prevention (SSIP) Committee meetings to address standards related to reasonable care. CARCGA's SSIP Committee will continue to meet in 2019 and put together a draft of their findings to present to the Board for approval in 2019. Oversight of this process is expected to be Board member-led.

- 3.) **Power Tool Use in the Tolerance Zone:** AB 1914 was signed into law on September 23, 2018 and requires the Board to adopt regulations that determine the type of power-operated equipment that may be used in the tolerance zone. The timeline below summarizes the work that must be done in 2019 to create and approve regulations for AB 1914 by July 1, 2020. This activity is expected to be Board Member-led:
 - a. **Early 2019:** The Board will conduct research to assist in drafting regulations, draft the text of the regulations and conduct stakeholder outreach.
 - b. **Mid-2019:** The Board will finalize the text of the regulations, and approve them.
 - c. **Late 2019:** The Board will hold a 45-day public written comment period and a public hearing on the proposed regulations. Following public comment, the Board

⁸ "Event Tree" refers to an analytical diagram in which an event is analyzed using mathematical logic to examine a chronological series of events or consequences.

will revise and approve the regulations if major changes are needed. If major changes are not necessary, the Board will submit the regulations to OAL for review.

Strategic Objective: Establish a Foundation for Board Operations

As a government start-up, the Dig Safe Board is required to perform a variety of tasks to establish a well-functioning government organization that promotes safe excavation throughout the state. Many of the administrative startup tasks are complete, including revenue setting and collection, budgeting and Board Member orientation, but some are just beginning and will require a considerable time investment in 2019.

- 1.) **Administrative Division Startup Support:** Continue work to establish a well-functioning government organization, including writing policies, hiring staff, and developing the Board's brand with other agencies, stakeholders and the public.
 - a. **Internal & External Policies:** Board staff will continue developing policies and procedures for how the Board will operate internally and externally. These policies are an essential component of any organization, and will address specific tasks performed by Board members and staff.
 - b. **Staff Hiring:** As a growing organization, the Board will continue to hire new staff in 2019 to support its Legislative directive. Currently, Board staff consists of 13 members, including an executive officer, policy and budget manager, attorney, policy analyst, administrative analyst, education and outreach officer, and GIS specialist. Staff is currently conducting interviews for a second policy analyst, and hopes to fill the position in early 2019.
 - c. **Brand Development through Web & Social Media:** To Build communication networks with the public and interested stakeholders, staff will spend a considerable amount of time in 2019 enhancing the Board's website and developing a social media presence. A strong online presence will allow the Board to establish itself as a regulator among stakeholders and the public, and improve its efforts to conduct education and outreach on safe excavation practices throughout the state.
- 2.) **Education & Outreach:** In passing the Dig Safe Act of 2016, the Legislature directed the Board to meet annually to discuss, and learn from stakeholders and the public, about the education and outreach needs around the state⁹. However, the Board is not limited to its annual meeting, and may choose to participate in other education and outreach opportunities throughout the year.
 - a. **Annual Meeting:** In 2019 the Board plans to include its annual education and outreach meeting in one of its monthly Board meetings in the Fall. Specific topics

⁹ Government Code 4216.17

for discussion have not been decided, but will be in alignment with the annual requirements. Prior to the 2019 meeting, the Board, with the assistance of staff, will reach out to stakeholders on the specific topics to be covered at the meeting.

- b. **Industry Outreach Opportunities:** Board staff will spend 2019 looking for opportunities to conduct outreach through established industry events in an effort to inform the public about the Board, its rulemaking efforts, and safe excavation practices. If you know of any events, or are interested in having the Dig Safe Board participate in your event, contact our Education and Outreach Officer at 916-568-2988.

Together these activities support the Board’s Legislative expectations, and the strategic objectives outlined in this 2019 Plan, and previous plans. The schedule set for the Board is aggressive but achievable:

Implementation Plan																																				
Dig Safe Board																																				
	2018					2019					2020																									
OBJECTIVE	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Area of Continual Excavation																																				
Minimum Standards																																				
Workshops																																				
Research & Outreach																																				
Rulemaking																																				
Outreach																																				
Renewal Requirement																																				
Research																																				
Workshops																																				
Rulemaking																																				
Outreach																																				
Education and Enforcement																																				
Education in Lieu of Fines																																				
Relevant Education Identification																																				
Course Development Research																																				
In-House Course Development																																				
Course Pilot																																				
Course Rollout																																				
Demonstrating Compliance																																				
Workshops																																				
Standard Creation																																				
Board Incident Notification																																				
Notification Research																																				
Notification Workshops																																				
Rulemaking																																				

Chart 1.1: 3-Year Schedule of Dig Safe Board Activities Supporting Strategic Objectives

Implementation Plan																								
Dig Safe Board																								
	2018				2019				2020															
OBJECTIVE	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Investigations and Enforcement																								
Rulemaking																								
Investigations Division																								
Investigator Hiring																								
Train Investigators																								
Case Management System																								
Vehicles																								
Uniform & Badges																								
Office Space																								
Conducting Investigations																								
Continual Learning																								
Tool Development for Assessment																								
Workshops																								
Create Assessment																								
Reasonable Care Standards																								
CARCGA Workshops																								
CARCGA Recommendations																								
Standard Creation																								
Power Tool Use																								
Research																								
Workshops																								
Rulemaking																								
Admin																								
Stable Funding																								
Fee Workshops																								
Fee Rulemaking																								
Fee Outreach																								
Fee Collection																								
Admin Division Startup Support																								
Internal and External Policies																								
Staff Hiring																								
Brand Development																								
Education and Outreach																								
Annual Meeting																								
Industry Outreach Opportunites																								

Chart 1.2: 3-Year Schedule of Dig Safe Board Activities Supporting Strategic Objectives

Board member-led activities include: creating minimum standards for onsite meetings in areas of continual excavation, eliminating the renewal requirement for areas of continual excavation without underground infrastructure, education in-lieu of fines, standards for demonstrating compliance, Board notification of incidents, reasonable care standards, power tool use in the

The Dig Safe Board

tolerance zone. The 2018 Plan organized members into pairs to conduct these member-led activities, and each pair would present recommendations to the full Board for discussion, and, where appropriate, approval. This plan anticipates that Board members will continue this practice in 2019.

The tentative 2019 Dig Safe Board meeting schedule is as follows:

January 14-15, 2019	Sacramento
February 11-12, 2019	Location TBD
March 11-12, 2019	Location TBD
April 15-16, 2019	Location TBD
May 13-14, 2018	Location TBD
June 10-11, 2019	Location TBD
July 15-16, 2019	Location TBD
August 12-13, 2019	Location TBD
September 9-10, 2019	Location TBD
October 7-8, 2019	Location TBD
November 4-5, 2019	Location TBD
December 9-10, 2019	Location TBD

If your city would like to host one of the Board's upcoming meetings, please contact our Education and Outreach Officer at (916) 568-2988.



The Dig Safe Board

2251 Harvard Street, 4th Floor
Sacramento, CA 95815

(916) 568-3800

<http://digsafe.fire.ca.gov>