

# Lake Mohawk Country Club Waterfront & Lifeguard Staff

**TO:** Mark Musilli  
General Manager

**FROM:** Richard D. Carlson, Jr.  
Waterfront Director

**DATE:** January 30, 2016

**SUBJECT:** WATERFRONT AND LIFEGUARD REPORT FOR 2015

The following report is a synopsis of the activities of the Lake Mohawk Waterfront and Lifeguard staff for the 2015 season. A statistical summary of activities is also provided.

## **MISSION:**

The Lake Mohawk Country Club provides Lifeguard personnel and services to the beaches of the Lake Mohawk reservation. These services are provided during the summer season to be determined by the Club. Lifeguards are responsible for ensuring the safety of facility patrons by preventing and responding to emergencies, both on the water and land.

## **Qualifications and Certifications:**

Each Lifeguard must possess the minimum qualifications and certifications as prescribed by current federal, state, local and club regulations. These minimum qualifications would include, but not be limited to, the following certifications:

- a) American Red Cross Waterfront Lifeguarding and First Aid
- b) CPR/AED for the Professional Rescuer/Lifeguard
- c) Pre-employment testing of Waterfront Lifeguarding, CPR and First Aid skills.

## **Knowledge and Skills:**

Lifeguards should possess the following knowledge and skills:

- a) A thorough knowledge and application of Lifeguarding surveillance and rescue techniques.
- b) An understanding of facility characteristics, rules, regulations, policies and procedures.
- c) Leadership and public relations skills.
- d) Decision making skills.

## **Responsibilities:**

Each Lifeguard is responsible for the following:

- a) Recognize and respond effectively in emergencies.
- b) Enforce all aquatics facility policies, rules and regulations.
- c) Inspect the facility on a daily schedule and report any unsafe conditions or equipment to the supervisor.
- d) Complete records and reports.
- e) Participate in regular in-service training sessions.
- f) Exercise regularly to maintain fitness level.
- g) Complete additional duties as assigned by a supervisor.

## **PERSONNEL:**

There were 38 fulltime Lifeguards assigned to work 30-36 hours per week. Six Water Safety Instructors assigned to teaching swimming lessons in addition to lifeguard duties were assigned 39 hours per week.

Again this season, no Substitute Lifeguards were hired. As some of our Lifeguards left for school towards the end of the season, they were replaced with new graduates from our Lifeguarding course.

Applications for Waterfront positions were distributed first by email to past staff and then opened up to new applicants a week later in March. 47 applications for Lifeguard positions were received. All new applicants were screened, evaluated and interviewed for a potential position. References and credentials were checked and verified. Skills testing for all applicants, new and returning, was conducted.

An orientation was conducted for all Lifeguards and Water Safety Instructors on June 2, 2015. A powerpoint presentation was given on schedule, payroll, training, policies and procedures. All guards received and signed acknowledgment of the LMCC Waterfront Lifeguard Policies and Procedures. Uniform shirts, belt bags and whistles were also distributed.

Attached is a roster of all Lifeguard personnel employed this summer with their assigned position and comments. A total of 43 Lifeguards were employed during this season.

## **STAFFING:**

The Lake Mohawk reservation has 13 beaches with three lakes. 11 of these beaches are located on the main lake. Upper Lake had a delayed opening due to low water levels. It was staffed full time in mid June. The following beaches were staffed seven days per week: Beach 2, 3, 4, 5, 6, Happy Valley, and Alpine Beach. This season, we were only able to staff 7 out of 11 Beaches for the Labor Day weekend. Most beaches were open a total of 87 days for the season.

Beach 1 was staffed from June 29<sup>th</sup> to August 16<sup>th</sup> seven days per week from 12 noon to 6PM. During the swim lesson and lifesaving programs, Beach 1 was staffed Monday through Friday from 9:00AM to 6:00 PM. This provided coverage for swim lessons, Junior Lifeguard and the Waterfront Lifeguarding programs. In addition, Beach 1 was closed early on weekends for scheduled events from the club.

Arrangements were made with Tamarack and Sleepy Lagoon to provide Lifeguards on weekends and whenever an activity would be scheduled there. Toboggan and Manitou Beaches are not staffed due to lack of activity. However, Lifeguards stationed at Tamarack Beach were instructed to maintain surveillance and report any activity at Toboggan Beach. The Lifeguards then reported any activity directly to the Marine Patrol on duty to check Toboggan.

Each beach was assigned a minimum of two Lifeguards with the exception of Tamarack and Sleepy Lagoon Beaches which were staffed as a single guard assignment. Both single guard beaches were required to conduct radio checks with another staffed beach every 30 minutes.

A Senior Lifeguard was assigned to each beach and held responsible for all supervision and enforcement. This maintained a constant point of contact for both the beach members and club management. Other Lifeguards were rotated among the different beaches each week.

This rotation provided these younger guards opportunities to work with seasoned guards and learn to adapt to the different beaches and facilities.

A third Lifeguard was assigned to Beaches 6 and Alpine daily due to increased activity.

Usually during mid August, we begin losing Lifeguards returning or starting college. Beach attendance statistics were analyzed and staff were reassigned and some beaches were not staffed. Beach Association officials were advised in advance of beaches not being staffed. Every attempt was made to ensure staffing for weekends at all beaches. Staffing was stopped at Tamarack and Sleepy Lagoon beginning August 10<sup>th</sup>. Beaches 1 and 5 staffing was stopped on August 17<sup>th</sup>. Because of the extra week for this season, the last week of August 30<sup>th</sup> to Labor Day saw sporadic staffing. Beaches 6, Happy Valley, Upper and Alpine were able to be maintained. Schools began before the Labor Day weekend and thus our Lifeguard staff was reduced to only four guards. These four senior guards provided roving patrols after dividing up the beaches into four zones. All beaches were staffed for the Labor Day weekend except for Beach 1, 5, Tamarack and Sleepy.

### **SHIFTS:**

Lifeguards were assigned to beaches from 12:00 noon to 6:00 PM seven days per week commencing June 13<sup>th</sup> until Labor Day, Sept. 7<sup>th</sup>. We did begin staffing beaches on weekends beginning Memorial Day weekend until June 13<sup>th</sup>. This staffing strategy proved productive for our members.

### **TRAINING:**

Every LMCC Lifeguard is trained and tested annually in CPR/AED for the Professional Rescuer and First Aid along with mandated Bloodborne Pathogen training and Emergency Oxygen Administration. In addition, every Lifeguard is trained and tested in all Waterfront Lifeguarding skills. This is completed before our swim season starts. Training records and certifications are maintained by both the LMCC office and the Waterfront Director.

Continued In-service training was conducted during the season and included:

- Deep-water spinal injury management with the Marine Patrol.
- Proper and safe methods of assisting capsized sailboats by the Lake Mohawk Yacht Club.
- In water rescue breathing for unconscious victims.
- Rescue kayak skills.
- Use of the mask and fins for deep water line searches.
- Sighting and crossbearing skills.
- Hand and whistle signal communications.
- Rescues without equipment.

Personal training by all Lifeguards in physical fitness and swimming is stressed. This program proved both beneficial and successful. Lifeguards were required to swim at least 10 minutes per day while on duty. Lifeguards undertook this training on their own initiative and increased their level of waterfront rescue skills. Many members gave positive comments and praise in observing the Lifeguards practice their skills daily.

Unannounced staged rescue scenario drills were conducted at all beaches during the season to test Lifeguards skills. These drills were designed to evaluate Lifeguards recognition of an emergency, activation of the emergency action plan, rescue skills and teamwork. These drills

were conducted during the hours of operation in the presence of members and guests. These usually took less than five minutes to complete. All Lifeguards evaluated were satisfactory or above.

Training drills were developed and initiated by our Senior Lifeguard staff. The %White/Blue Cap+ drill is designed to test and evaluate the Lifeguards\$ scanning, recognition and timely response of a %drowning or distressed+swimmer. Beach members were asked to participate in these drills so that the Lifeguards would not know who would be the %victim.+ The %victim+ swims around and/or participates in water activities for some time and then surreptitiously dons a white or blue swim cap. The Lifeguards must be able to spot this cap within 10 seconds of scanning their area, activate the Emergency Action Plan by sounding their whistle, pointing to the %victim+and then swim or paddle to the %victim+within 30 seconds and effect a rescue.

The %Man Overboard+drill was used by the Marine Patrol to test and evaluate our Lifeguardsq abilities to watch their swimming area and beyond. A Marine Patrol boat would pass by a beach by the 200 foot marker buoys and drop a MOB buoy and begin timing. The Lifeguards would be timed from the moment the buoy was dropped until one of the guards either swam or paddled out to the buoy. This tested the Lifeguardsqsurveillance skills, decision making ability of which rescue to use, swimming and speed.

Five Lake wide drills were conducted this year by the Senior Guard staff. Again, beach members were asked to participate and all beach members were advised beforehand of any drill as well as the Sparta Police Department. A scenario involved a member reporting a missing child to the Lifeguard on duty. The Lifeguard activated the Emergency Action Plan, the water was cleared, a radio transmission broadcast to the Marine Patrol, Head Lifeguard and other beaches. A shallow water search was conducted by the Lifeguards assigned to that beach while the Marine Patrol unit on duty picked up one Lifeguard diver from each beach and dropped them off with dive masks and fins to the affected beach. The Lifeguard Supervisors responded with Oxygen, AED and other equipment. A deep water search was conducted by the Lifeguard divers and when the %victim+was recovered, brought to the beach. A CPR manikin was on the beach where the Lifeguards performed at least 2-5 minutes of CPR. These drills were conducted at Beaches 1,2, 4 , 6 and Happy Valley. The average time from initiation of the drill until the %victim+is recovered is less than 15 minutes with one drill completed in 11 minutes.

Training in multiple rescues, rescue boards and kayaks was conducted during the season. Spotting and crossbearing of victims was also conducted. Surface and underwater search and recovery techniques were studied, developed and adapted for our Lifeguard and Marine Patrol staff.

All of the above drills were received positively by both the staff and members.

## **SUPERVISION AND MANAGEMENT:**

Senior Lifeguards were required to be trained and certified in the American Red Cross Lifeguard Management course. This certification entails four hours of on line instruction and testing in supervision and management skills. This course enabled Senior Guards to become better trained and equipped to handle situations, problems and increased their confidence in decision making ability. It allowed them to have more of a stake in the supervision and management of the staff and beaches.

Mark Donahue returned as the Head Lifeguard this season. Senior Guards certified in Lifeguard Management were assigned as Lifeguard Supervisors in his or the Waterfront Director's absence. These Lifeguard Supervisors wore white LMCC polo shirts to designate their position and authority in representing the club management.

Weekly staff meetings were conducted on Sunday mornings at the Boardwalk for Senior Lifeguards assigned to work that day. Radios, assignments, training assignments and evaluations were discussed each week. Review of operations from the past week along with planning of upcoming events was also discussed.

Both the Head Lifeguard and Waterfront Director were responsible for physically inspecting each beach, staffed or unstaffed, during working hours. Both the Head Lifeguard and Director conducted at least two rounds of inspections daily each. Tag checks were conducted when either warranted upon inspection especially at Tamarack and Sleepy Lagoon Beaches.

Minor infractions by staff of policies and procedures were handled with progressive discipline. Usually this entailed a verbal warning and counseling. Subsequent violations resulted in docked pay, loss of schedule hours, or change of assignment. One Lifeguard was suspended for persistent violation of the LMCC Policies and Procedures and dismissed.

The incentive program initiated last season for all lifeguards who work 300 or more hours for the season was again a success. A twenty five cent per hour pay incentive retroactive for any lifeguard who completes 300 or more hours during the season helped keep staffing and scheduling efficient. Nineteen lifeguards attained this goal. This incentive greatly impacted increased attendance and decreased scheduling problems. However, in all fairness, this incentive program will be adjusted to reflect only hours assigned to Lifeguard duties. Pre and post season work hours and instruction hours should not be included in next season's payroll.

## **COMPLIANCE:**

Each beach was physically inspected by the Sussex County Department of Health prior to our swim season. Both the Waterfront Director and Head Lifeguard accompanied the Health Inspector to each beach during the inspections. All beaches inspected were in compliance with the New Jersey State Bathing Code after some minor adjustments.

New swim rope lines and buoys were purchased and replaced at Upper Lake and Beach 2. New lines and buoys were placed at beaches which now brought them into compliance with the N.J. State Bathing Code.

Each beach was equipped with a rescue board, at least two rescue tubes, a first aid kit, a spine board with straps and head immobilization, a reaching pole and 60 foot line of rope. A Beach Diary was placed at each beach with specific diagrams of the beach, Emergency Contact list, Emergency Action Plans, Daily Reports, First Aid and Rescue Report forms, Refusal of Medical Attention forms, and weekly facility inspection forms. Copies of the Waterfront Lifeguard Policies and Procedures were also included in the diaries.

Each beach was assigned a portable radio which had to be signed out for at the LMCC office daily. These radios were operated on the same frequency as the Marine Patrol and also scanned the emergency channels of 9 and 16 as well as the weather alert station. This communication system was approved by the Sussex County Department of Health to bring LMCC into compliance with the N.J Bathing Code requirement for telephones or another approved communication system.

These radios are beneficial in providing instant communication among the beach Lifeguards, Head Lifeguard, Waterfront Director and Marine Patrol. Lifeguard supervisors and/or Marine Patrol units respond in a more timely fashion during emergencies and other situations.

Two Rescue Kayaks were purchased and deployed this season. This brings our rescue kayaks to five. One kayak each was assigned to Beach 1, 3, 5, Tamarack and Upper Lake Beach. The kayak at Beach 1 provided better surveillance and response capability for Lifeguards assigned during the swim lessons. It also provided a safety line between Beach 1 swim area and boaters operating near the area. The kayak at Upper Lake Beach provides the Lifeguards better surveillance and response capability for those members engaging in open water swimming on the lake. The kayak deployed to Beach 3 is for Lifeguards responding to capsized sailboats during the sailing classes. The kayak at Beach 5 is deployed as a back up for any incidents south of the mid section of the lake. The kayak at Tamarack is deployed for this guard to check on Toboggan and the Manitou Island area.

Water samples were conducted weekly in compliance with N.J. State Bathing Code. Samples were collected and delivered to Garden State Labs. Reports from Garden State Labs were sent to the Sussex County Department of Health. Ms. Kathy McHugh has all water sample results and correspondence filed in the office. All sample reports have been filed in a binder.

This season recorded 167 regular weekly scheduled tests. There were only 10 unsatisfactory samples and retests were conducted to passing. Seven of our beaches had no failures during the entire season. This season, the sample results were very low reflecting excellent water quality. Attached is Water Sample chart.

## **PROGRAMS AND ACTIVITIES:**

### **SWIM LESSONS:**

Swim lessons were conducted this year on Beach 1 and the Boardwalk. Two sessions of three weeks each were scheduled from June 29<sup>th</sup> to July 17<sup>th</sup> and July 20<sup>th</sup> to August 7<sup>th</sup>. Classes were held on Monday, Wednesday and Fridays with rain make up dates of Tuesday and Thursday.

Six Water Safety Instructors and four Aides were assigned to conduct our group swimming lessons Monday, Wednesday and Friday from 9:00 AM to 11:45 AM. Julia Keenan, Christine Galley, Linda Carlson, Megan Howson, Morgan Potts and Brad Worthington.

75 children were enrolled in this year's swim lesson program. A fee of \$10.00 per child was charged for swim lessons this year.

### **JUNIOR LIFEGUARD PROGRAM:**

The Junior Lifeguard program was conducted at the Boardwalk and Beach 1 on Tuesdays and Thursday mornings from 9:30 to 11:30 AM. Junior Lifeguard began June 30<sup>th</sup> and ended on August 6<sup>th</sup>. This program is designed as a junior lifeguard course for ages 11-14 years of age. There were 34 participants enrolled in this four week program. This is the fastest growing program we offer and we had to limit registrations. Lifeguards conducted this training and participants received certification in Junior Lifeguarding. The \$30.00 fee for this course was a cost recovery for books, certification and materials only.

This program was coordinated by Sr. Lifeguard Tom Kennedy and assisted by Sr. Lifeguards Evan, Dan and Jackie Barnett, Liz Zanetakos, Lauren O'Connor and Chad DiBlasio.

## **WATERFRONT LIFEGUARDING COURSE:**

An American Red Cross Waterfront Lifeguarding course was conducted with six participants. Nine members registered for this course with six passing the pre course skills testing. This course was instructed by Rich Carlson and Mark Donahue. It was held from July 10th to July 23rd. The \$200.00 fee for this course was a cost recovery for books, certifications and materials only.

## **LIFEGUARD COMPETITION:**

The 5th Annual Lifeguard Olympics Competition was conducted on August 3<sup>rd</sup> at Beach 1 at 6:30 PM. Lifeguards were divided into two teams from the Eastside and Westside. The competition entailed rescue skills with the rescue tube and paddleboard. Members from different beaches came to cheer their lifeguards on. Hamburgers, hot dogs, soda and cake were provided on the West Deck of the Boardwalk along with small prizes awarded. Marine Patrol members assisted with judging, cooking and serving the food. The Junior Lifeguards were also invited to participate. The Westside Team won the competition.

Lake Mohawk again hosted the Annual Sussex County Lifeguard Competition on August 10<sup>th</sup> at Beach 1. At least six teams from various Sussex County aquatic facilities participated. There were five events: 500 yard Open Water swim, Rescue Tube Relay, Paddleboard Rescue Relay, Run/Swim/Run/Swim Relay and Backboard Team event. LMCC took 2<sup>nd</sup> place in the overall competition this year.

## **ICE CREAM SOCIAL:**

On August 11<sup>th</sup>, the Annual Ice Cream Social was held in the Main Ballroom for all participants in the Learn to Swim, Junior Lifeguard programs and Waterfront Lifeguarding Course. Families and participants were treated to ice cream served by the Lifeguard and Water Safety Instructor staff. Certificates of completion and certification were presented to all participants who successfully completed their respective courses. Approximately 100 people attended this event.

## **DRAGON BOAT RACES:**

The Sparta Education Association sponsored a Dragon Boat Race on Sunday, May 17<sup>th</sup>. There were approximately 30 teams of 22 people each who participated. Practice sessions were conducted on the South End of the lake on Friday, May 15<sup>th</sup> and Saturday, May 16<sup>th</sup>. A Marine Patrol boat with two Lifeguards was assigned to each practice session.

Six Marine Patrol units and 16 Lifeguards were assigned to this event. On the first race, two race boats collided with one boat capsizing and 23 people fell overboard. The Emergency Action Plan was activated and the Marine Patrol and Lifeguards responded accordingly. No injuries reported nor observed.

## **TRIATHLON:**

The 6<sup>th</sup> Annual Lake Mohawk Triathlon was conducted on July 25<sup>th</sup>. Six Marine Safety Officers and 22 Lifeguards comprised the water safety team to provide safety and rescue when needed for the 290 swimming contestants. Both M.S.O.s and Lifeguards planned and trained together to prepare for any number of rescues needed. Seven swimmers were

rescued or assisted during the event. The Jefferson Twp. Fire Department Dive Team again assisted this year on site in case of any missing swimmer. One swimmer was unaccounted for. The Emergency Action Plan was activated and our Lifeguard dive teams began an underwater search immediately. After ten minutes, the Triathlon officials notified us that the participant was accounted for.

Equipment used for this event consisted of six Marine Patrol boats each staffed by one M.S.O. and a Lifeguard, eight rescue boards and six rescue kayaks each staffed by a Lifeguard. Two Lifeguard Supervisors were positioned on the beach as spotters and counters with an additional Lifeguard positioned on a stationary pontoon boat in the middle of the swim course. 30 rescue tubes, two rescue rope reels, 20 sets of dive masks and fins, two Automatic External Defibrillators, two oxygen units, 12 portable radios, 6 larger marker buoys, 6 smaller marker buoys, two large turn buoys, first aid kits and three megaphones were used for this event.

A staging area for the Lifeguards and the Jefferson Twp Fire Department Dive Team was provided at the Lake Mohawk Yacht Club. The Lake Mohawk Marina provided their Marina pontoon boat for this event.

**BEACH PARTIES:**

The Beach and Private Party policy and registration form was continued this year with no reported problems. This policy and registration form was provided to all Beach presidents and party coordinators through the PAC. The purpose of this registration form was to ensure that there is adequate lifeguard supervision at any beach during any activity. There is no fee for this registration form. However, guest tags would be required for all non members attending any beach function. The Beach Presidents and party coordinators were instrumental in the success of this program.

**COOPERATIVE ASSISTANCE:**

A request from the Sparta Recreation Department for lifeguards for the senior citizen Knoll Heights complex was received. Recent graduates of our Lifeguard program under the age of 16 were provided to the Sparta Recreation Department and employed by them. When the guards turned 16, they were eligible to apply to LMCC.

Several COLA members contacted LMCC requesting information and/or guidance relating to various Marine Patrol, Lifeguard Operations, Waterfront Safety Management and Health Code regulations. All inquiries were addressed.

On September 13<sup>th</sup>, ten of our Lifeguards assisted the Lake Hopatcong Open Water Swim Festival by providing Lifeguard services for this event. This is the second year that LMCC Lifeguards have been specifically requested to provide services. The guards received a stipend from the Lake Hopatcong coordinators. Rich Carlson volunteered as a water safety coordinator. LMCC also loaned six portable marine radios for this event.

**EQUIPMENT INVENTORY:**

A complete inventory of all Lifeguard, Waterfront and rescue equipment was completed.

The following equipment was purchased this year:

- 24 CPR pocketmasks
- 60 Whistles



50	Whistle Lanyards
10	Sets of fins
3	Canopy tops for Lifeguard chairs

All equipment was stored in the Marine Services trailer. Lifeguard chairs have been stored at the LMCC Road Department property.

First Aid Kits have been stored in the Marine Safety office in Minnehaha. Radios have been deactivated for the off season to save the batteries and stored there as well.

All No Lifeguard On Duty signs were removed from all beaches and stored for the winter.

After all equipment was secured for the off season, all beach shed lockbox combinations were reset. Attached is a list of all inventoried items.

## **RECOMMENDATIONS:**

These recommendations are based on observations, activities, training, incidents, legal and safety concerns.

1. Equipment: It is recommended that LMCC purchase additional Dive Masks and fins for lifeguards for underwater search and rescue. Our current supply of used fins and masks is deteriorating and will have to be replaced.
2. Equipment: Each beach should be equipped with an air horn for emergencies. This could be used to alert other beaches of impending storms, dangerous conditions or a prolonged rescue needing assistance from other beach Lifeguards and/or Marine Patrol. It would also be used to deter wildlife at some of the beaches. The cost of purchasing a case of air horns would be nominal.
3. Equipment: The canopy tops for the Lifeguard chairs on the East Shore proved successful. They withstood the wind and weather. It is recommended that we purchase three additional canopies for Upper Lake, Beach 1 and 2.
4. Uniforms: Standard uniforms and equipment have been implemented for all Lifeguards. Currently we furnish white tank top Lifeguard shirts, a whistle with lanyard, a CPR pocketmask and a belt bag. The belt bag is returned at the end of season. It is recommended that each Lifeguard be issued their own set of dive fins and mask along with a carry bag. This way, guards can keep their equipment with them and have the correct size mask and fin for rescues.
5. Beach Rules: The Beach Rules should be published both on the website and in the Papoose. This increases the awareness of members to specific regulations especially the use and display of Beach badges/tags and the prohibition of glass containers on beaches.
6. Beach Wristbands: Wristbands should replace the current Beach tags. The wristbands should be worn at all times while on any beach. This makes it easier for the Lifeguards to check wristbands and also improves compliance by the members. Currently, members may have numerous tags on their beach bags or key rings with no specific tag assigned to any one member in their group. The %No Badge/No Beach+policy was strictly enforced.

Finally, on behalf of the Marine Services, we wish to thank the Lake Mohawk Marina, Lake Mohawk Yacht Club, the PAC, the LMCC custodial and office staff for their continued cooperation and assistance this season.

Please do not hesitate to contact me should you need any further information or assistance pertaining to the Waterfront and Lifeguard Staff.

Respectfully submitted,

Richard D. Carlson, Jr.  
Waterfront Director

### BEACH OCCUPANCY LIMITS

(Recommended Draft)

BEACH 2	50
BEACH 3	50
BEACH 4	100
BEACH 5	30
BEACH 6	125
SLEEPY LAGOON	75
HAPPY VALLEY	30

TAMARACK	20
UPPER BEACH	30
ALPINE BEACH	100

The above occupancy limits are in addition to the regular member use of the beach.