



Indian River County Parks, Recreation, and Conservation Department

Conservation Lands Division Standard Operating Policies and
Procedures

Table of Contents

- I. Operating Standards: Conservation..... 4**
 - A. *Background*..... 4
 - B. *Record Keeping*..... 5
 - C. *Maintenance – Vehicles, Equipment & Work Areas*..... 6
 - 1. Vehicle Maintenance and Operations Procedures 6
 - 2. Equipment Maintenance & Procedures 7
 - 3. Maintenance of Work Areas 8
 - D. *Maintenance – Structures*..... 8
 - 1. Historic Buildings 10
 - 2. Picnic Pavilions..... 10
 - 3. Boardwalks, Docks, Fishing Piers, and Wetland Overlooks 11
 - 4. Other Structures 11
 - 5. Vandalism Repairs 11
 - 6. Preventive Maintenance 12
 - E. *Maintenance – Other Site Assets* 12
 - 1. Boundary Fencing 12
 - 2. Bike Racks 12
 - 3. Trash Receptacles..... 12
 - 4. Drinking Fountains..... 13
 - F. *Landscape Maintenance*..... 13
 - G. *Parking Lot Maintenance* 13
 - 1. Milled Surface..... 13
 - 2. Shell Hash Surface..... 13
 - 3. Marl Surface 13
 - H. *Trail Maintenance* 13
 - I. *Firebreak Maintenance* 14
 - J. *Natural Areas Management*..... 14
 - 1. Mechanical Treatment 15
 - 2. Prescribed Fire 15
 - 3. Tree Pruning/Removal..... 16
 - 4. Bush Hogging 16
 - 5. Control of Invasive Vegetative Species 17
 - 6. Protected Species 17
- II. Guest Services 19**
 - A. *Protection of County Property*..... 19
 - B. *Pets/Service Animals*..... 20

C. <i>Hunting</i>	20
D. <i>Alcohol</i>	20
E. <i>Equestrian Use</i>	20
F. <i>Geocaching</i>	20
G. <i>Use of Drones</i>	20
H. <i>Fishing</i>	20
I. <i>Feeding of Wildlife</i>	20
J. <i>Removal of Plants, Animals and Artifacts</i>	21
K. <i>Unauthorized Activities Reporting</i>	21
L. <i>Special Permits</i>	21
III. Emergency Preparedness	21
A. <i>Safety Procedures</i>	<i>Error! Bookmark not defined.</i>
IV. Manual Updates	24

Please note: Language in this document shall not supersede any agreement documented in the agreement between Indian River County and Teamsters Local Union NO. 769 or the Administrative Policy Manual of Indian River County.

I. Operating Standards: Conservation

A. Background

Indian River County owns, maintains easements, and/or jointly own 38 conservation tracts within the County. Many of these are jointly owned lands where the responsibility for habitat management is handled by the project partners. The Conservation Lands Division (CLD) is responsible for direct management of 20 conservation areas. A map depicting the location of County conservation lands is available on the Conservation Lands Division home page:

https://indianriver.gov/services/parks_and_recreation/conservation_lands_program/index.php

A summary of the lands that are directly managed by the CLD staff is presented below.

Conservation Area	Size (Acres)	Address	City
Ansin Riverfront Conservation Area	28.12	9800 Canoe Launch Cove	Sebastian
Archie Smith Fish House	1.13	1740 Indian River Drive	Sebastian
Captain Forster Hammock Preserve	111.00	8650 Jungle Trail	Vero Beach
Indian River Lagoon Greenway	37.50	850 Indian River Blvd	Vero Beach
Hallstrom Farmstead	93.00	1701 Old Dixie Highway SW	Vero Beach
Harmony Oaks Conservation Area	90.00	2323 4th Avenue SE	Vero Beach
Jones' Pier Conservation Area	16.50	7770 Jungle Trail	Vero Beach
Lost Tree Island Conservation Area	508.00	no address	Vero Beach
North Sebastian Conservation Area	571.00	1295 Main Street	Sebastian
Oslo Riverfront Conservation Area	298.00	150 9th Street SE	Vero Beach
South Oslo Riverfront Conservation Area	142.70	150 9th Street SE	Vero Beach
Oyster Bar Marsh Conservation Area	96.00	1955 S. Highway A1A	Vero Beach
Prange Island Conservation Area	26.50	no address	Vero Beach
Kroegel Homestead	2.61	11296 S. Indian River Dr.	Sebastian
Round Island South Conservation Area	59.00	2205 S. Highway A1A	Vero Beach
Cypress Bend Community Preserve	47.25	800 Gardenia Street	Sebastian
Sebastian Scrub Conservation Area	10.00	1258 Schumann Dr	Sebastian
Sebastian Harbor Preserve	163.00	184 Englar Drive	Sebastian
South Prong Preserve	37.48	7775 85th Street	Vero Beach
Wabasso Scrub Conservation Area	111.00	8900 64th Ave	Vero Beach

The CLD includes staff with varying experience levels and responsibilities. Every new employee with the County must complete an on-boarding process to provide guidance on County policies, training, job responsibilities, and other aspects of employment with the County. An on-boarding checklist (Appendix C-1) provides a list of actions to be completed as part of the on-boarding process.

The Conservation Lands Division current staffing includes the following positions:

Assistant Director Parks, Conservation & Recreation: This position is responsible for oversight and management of the staff, operations and maintenance of all conservation areas managed by County staff. The Assistant Director coordinates with the public, as well as with regulatory entities, stakeholders, and other County Departments.

Conservation Lands Program Coordinator: This position is responsible for carrying out land management activities, overseeing daily maintenance activities, coordinating with contractors, regulatory entities, and engaging the public in conservation education and outreach,

Conservation Lands Program Specialist: This position is responsible for coordinating environmental education and outreach events and assisting the program Coordinator with conservation areas management activities, such as volunteer training.

Conservation Lands Technician: This position is responsible for carrying out operational and maintenance activities under the direction of the Assistant Director and the Conservation Lands Program Coordinator.

The Parks Maintenance Division staff complete specific activities within conservation areas, such as opening and closing gates, cleaning restrooms, and providing support for the Conservation Lands Technicians, as needed.

The CLD's primary purpose is to enhance, restore and manage habitats within the County's conservation lands. The CLD strives to maintain these facilities at standards where residents and visitors can take pride in the conservation land experience. The main objective in achieving that goal is to ensure conservation areas are safe, clean, accessible, and aesthetically pleasing. The policies and procedures outlined in this section provide guidance on work tasks, methods of operation, and materials required to strive to meet these goals on a daily basis.

B. Record Keeping

Based on an employee's job description, there may be a requirement to keep a field notebook documenting daily activities. It is the employees' responsibility to maintain this notebook on a

daily basis, to make sure that entries are legible and contain sufficient information for review and understanding of content, and to request additional notebooks as needed. Field notebooks are subject to public records requests.

Application of herbicide within conservation areas must be completed by staff trained to complete this work. All work associated with herbicide treatment (mobilization, mixing, transport, application, record keeping and clean-up) must be completed under the supervision of staff possessing a current Public Applicator's license administered by the Florida Department of Agriculture and Consumer Services in the areas of General Standards (Core Standards) and Natural Areas Weed Management. Application requires completion of a daily record keeping of the date and time of application; required weather information (as applicable); location of work area; information of types and quantities of herbicides and any additional chemicals included in the spray mix; staff completing the work; and target invasives. An Integrated Pest Management (IPM) Plan has been developed for the Parks, Recreation and Conservation Department. This Plan outlines the policies and procedures for the control of undesirable pests and vegetation (Appendix C - 2).

C. Maintenance – Vehicles, Equipment & Work Areas

Conservation Lands Division staff shall conduct a monthly in-house safety inspection of their facilities, work sites and equipment. The necessary action shall be taken to correct all unsafe conditions noted, and a report of such action shall be made to the Conservation Lands Manager.

1. Vehicle Maintenance and Operations Procedures

- All vehicles are to be operated in accordance with County Policy AM 1000.7 Vehicle Guidelines.
- To operate a County vehicle, an employee must attend Risk Management's defensive driving class within 90 days of employment and retake the class every three years.
- A pre-trip inspection form (Appendix C-3) is required to be filled out before operating a County vehicle.
- County vehicles are to be used for County business only.
- All vehicles should have registration, insurance documents, Risk Management pamphlet, a fire extinguisher and a first aid kit.
- In the event of an accident the employee should follow the instructions outlined on the Risk Management pamphlet located in the glovebox.
- The service due sticker is located on the dashboard. It is the responsibility of the vehicle operator to inform their supervisor when vehicles are due for service. The

supervisor is responsible for ensuring that any repairs and maintenance are scheduled with Fleet Management. Fleet Management maintains County cars, trucks, and equipment and provides a fuel dispensing station for the County. Fleet Management maintains the County's parts inventory and vehicle history records. Fuel and repair costs are charged to the various County departments.

- All vehicles are to be fueled at Fleet Maintenance and cleaned at the Parks office every Friday.
- Vehicle keys should be returned to their proper storage site at the end of the day.
- The maintenance of the Parks Division boat shall follow the recommended guidelines of the manufacturer. It is the responsibility of the operator to ensure that ALL required safety equipment is on board and is in good condition.
- As with the fleet trucks, the boat will be maintained clean and with all required records available.
- Staff will conduct a pre-trip inventory to ensure that the boat is in full operational mode, including that there is sufficient fuel, and ensure that all required safety equipment is on board (and in good working condition).
- Storage of the boat will be either at the Parks Division lot (in a location to be determined by the Parks Superintendent), or at the Jones' Pier Conservation Area (on the designated County lift).
- Staff may require training from other staff to master use of the County's lift, as well as the procedures for loading/unloading the boat using the trailer.
- Scheduling service for the boat will be based on the recommended guidelines of the manufacturer or based on the cumulative hours of operation. Staff shall coordinate the required service through the Conservation Lands Manager.

2. Equipment Maintenance & Procedures

- It is the responsibility of the user of equipment to inspect the equipment before using it. This includes a visual inspection for damage, checking all fluids, belts and pulleys.
- Equipment that does not pass the pre-use inspection shall not be used. Using such equipment may result in a severe loss.
- A work order for damage equipment should be completed and turned into the repair foreman as soon as possible.
- All equipment should be maintained and operated in a safe manner as recommended by the manufacturer.

- All equipment should be cleaned after use. This includes blowing off the equipment, cleaning air filters, washing the equipment and greasing as needed. The undersides of the mower decks are to be cleaned on a regular basis.
- No County equipment (or other County property) shall be taken or used for personal use or removed from designated locations without approval of the Conservation Lands Manager, Parks Superintendent, or the Department Head.

3. Maintenance of Work Areas

- All works sites shall be clean and safe at the end of each work shift.
- The shop bay shall be swept down at the end of each shift.
- All garbage shall be removed daily from work areas, including County vehicles, and disposed of in appropriate locations.

D. Maintenance – Structures

CLD staff shall conduct a monthly inspection of structures within County-managed conservation areas. The condition of amenities within conservation areas shall be documented on the Site Inspection Form (Appendix C-4). These structures include:

- Historic buildings
- Picnic pavilions
- Boardwalks, docks, fishing piers, and wetland overlooks
- Other Structures as applicable

Any inventory and/or required repairs should be recorded in the “Park Asset” ESRI Application. Repairs shall be reported to the Conservation Lands Manager to determine the process for completion. Completion may include the purchase of materials; these purchases must be pre-approved by the Conservation Lands Manager and required documentation of purchases provided within 24 hours of purchase (unless otherwise approved by the Conservation Lands Manager). Appendix C-5 provides the form to be filled out upon completion of any approved supplies or materials for the Conservation Lands Division.

Presented below is a table summarizing structures, habitats, and other amenities found at each conservation area.

Conservation Area	Habitats ¹	Parking	Restroom	Walking Trail (Miles)	Pavilion	Boardwalk/Overlook	Equestrian Pen	Canoe Access	Observation Tower	Dock/Pier	Firebreak
Ansin Riverfront Conservation Area	PF,H,FF	X		1.0		X					X
Archie Smith Fish House	IRL				X					X	
Captain Forster Hammock Preserve	H,M,IRL,D	X	X	1.5						X	
Cypress Bend Preserve	IR,H,R										
Indian River Lagoon Greenway	H,IRI,M,IRL	X		2.5		X					
Hallstrom Farmstead	S,IR,FF,WP	X	X	1.5	X	X					X
Harmony Oaks Conservation Area	FF,M,H,IRL			0.9		X					
Jones' Pier Conservation Area	IRL,SM,M,H	X	X	0.8	X	X				X	
Kroegel Homestead	H,IRL	X		0.2	X						
Lost Tree Island Conservation Area	IR,M,IRL				X					X	
North Sebastian Conservation Area	S,PF,FM,FF,WP	X		11.0		X	X				X
Oslo Riverfront Conservation Area	H,PF,SM,M,IRL	X		2.0		X		X	X		X
Oyster Bar Marsh Conservation Area	H,M,IRL	X		3.2		X					
Prange Island Conservation Area	H,IRL,M									X	
Round Island South Conservation Area	H,M,IRL	X		1.3		X					
Sebastian Harbor Preserve	PF,FM,WP			2.9		X					X
Sebastian Scrub Conservation Area	S			0.6							X
South Oslo Conservation Area	PF,FF,H,M,IRL	X		0.9		X					X
South Prong Preserve	FF,IR										
Wabasso Scrub Conservation Area	S,WP			2.9		X					X

¹ PF – Pine Flatwoods
R – Riverine
IR – In Restoration

H – Hammock
M – Mangrove

FF – Freshwater Forested
SM – Saltmarsh

IRL – Indian River Lagoon
WP – Wet Prairie

D- Dune
S – Scrub

Standard procedures for maintaining these structures include the following:

1. Historic Buildings

County Conservation Lands containing historic buildings include: (1) Kroegel Homestead; Archie Smith Fish House; (3) Jones' Pier Conservation Area; and (4) Hallstrom Farmstead.

Management plans for these conservation areas include renovation/restoration of historic structures. The condition of existing structures ranges from significantly deteriorated to newly renovated. Conservation Lands staff will conduct periodic inspection of these structures to ensure that the integrity of structures is maintained and/or stabilized. Inspections will include:

- Inspection/repair of roofs (where applicable).
- Inspection/repair of doors and windows to prevent unauthorized access, or damage from weather.
- Inspection for required treatment of pests and rodents, as needed.
- Maintain areas adjacent to buildings consistent with site use. Where applicable, areas will be mowed and trimmed to reduce hazards and maintain access/egress.
- Installation/maintenance of flood gates, as needed.

Several structures contain artifacts and other content that may be used in future educational displays. Care must be taken when accessing structures to ensure that there is no damage to these materials. Materials are not to be removed or destroyed without the approval of the Conservation Lands Manager. No employee shall take, for their own purposes, any item from any County conservation area or County Park.

2. Picnic Pavilions

Picnic pavilions shall be inspected and maintained to provide visitors with a pleasant experience. Maintenance shall include:

- Pavilion floors should be clean and free of trash and/or debris.
- Picnic tables should be clean and free of trash and/or debris.
- Pavilions should be relatively pest and rodent free, and should be routinely treated for ants, wasps, mice, and other insect use.
- Removing leaf litter from roof areas
- Coordinate repairs, painting, and upgrades with the Conservation Lands Manager

3. Boardwalks, Docks, Fishing Piers, and Wetland Overlooks

Boardwalks, Docks, Fishing Piers, and Wetland Overlooks shall be inspected and maintained to provide visitors with a pleasant experience. Maintenance shall include:

- Inspect boardwalks, docks and piers to ensure that there are no loose boards, handrails, protruding nails, or other hazards that may cause injury.
- Boardwalks, piers and docks should be cleaned on a schedule to minimize accumulation of vegetative debris and/or guano that may cause slippery conditions.
- Piers shall be free of debris; monofilament fishing line disposal containers shall be cleaned, and trash cans emptied.

4. Other Structures

Other structures requiring maintenance with specific conservation areas include:

- The Oslo Riverfront Conservation Area has an observation tower and a canoe launch. Maintenance of these structures shall be carried out as detailed for boardwalks, above.
- Hydrology within the Jones' Pier Conservation Area saltmarsh is maintained by influent flow from the Indian River Lagoon carried into the site by a screw pump. Conservation Lands staff are responsible for keeping the structure free of accumulated algae, biofouling, and accumulated debris. Additionally, staff shall inspect the pump motor and housing, and complete routine maintenance, as required.
- Parks staff are responsible for cleaning restroom buildings. Conservation Lands staff shall assist with this work by completing periodic inspections and addressing required cleaning (subsequent to initial daily cleaning), as needed. Minor plumbing maintenance and/or other minor repairs may be completed as necessary. Repairs may also be reported and requested via the Parks Superintendent or designated Foreman.

5. Vandalism Repairs

In the event that vandalism has been observed, staff shall complete the following procedures:

- Document all vandalism by filling out a property damage report (Appendix C-6). Take photos for documentation and report this information to the Conservation Lands Manager. Events of significant vandalism may be required to be reported to Risk Management and/or the Indian River County Sheriff's office.
- Secure any vandalized area that may create a public safety hazard immediately upon identification. This may include securing the areas for safety reasons, removing the object or placing a barrier around the area to prevent possible public access.

- Schedule necessary repairs based on the urgency of the repair. Coordinate repairs, as appropriate, with the Parks Division, Public Works Department, or Utilities Department.
- Notify the Conservation Lands Manager of all observed vandalism.
- Obtain an emergency Purchase Order to secure any buildings or make emergency repairs if needed.

6. Preventive Maintenance

Perform preventive measures to avoid maintenance issues that could become a hazard to conservation area users and result in unnecessary costs. These items include but are not limited to:

- Cleaning and clearing roofs, gutters, drains, and pipes.
- Inspecting fencing and gates to ensure that damage is immediately addressed to avoid injury and/or compromise access to conservation lands.
- Benches and picnic structures shall be routinely inspected to ensure that damage has not occurred, that may result in injury.
- Promptly notify the Conservation Lands Manager of any potentially hazardous conditions.

E. Maintenance – Other Site Assets

For the purposes of this manual, other site assets may be defined as materials that are incorporated into site management and maintenance to either provide an amenity to visitors or provide some type of function related to site management. These assets may include:

1. Boundary Fencing

Staff shall inspect fencing and gates to ensure that damage is immediately addressed to avoid injury and/or compromise access to conservation lands.

2. Bike Racks

Staff shall inspect bike racks to ensure that damage has not occurred that may result in injury.

3. Trash Receptacles

Staff shall inspect trash receptacles and repair or replace as needed.

4. Drinking Fountains

Staff shall inspect drinking fountains and clean/repair as needed.

F. Landscape Maintenance

Procedures for maintaining landscaped or grassed areas:

1. Remove all trash and debris prior to mowing.
2. Mow grass area within the confines of the conservation area and right of way at a height between 3" & 4".
3. String trim all posts, benches, tables, trash containers, fence lines, tree, grills and buildings as part of the mowing operation.
4. Remove grass clippings when visible. Blow grass clippings into mowed areas, never into drains or roadways.
5. Edge along walks, curbs, hedges, and beds as required to maintain a neat appearance with each service.

G. Parking Lot Maintenance

1. Milled Surface

Parking areas with milled surfaces will be inspected periodically for signs of wear and/or erosion. Reports of damage or uneven surfaces will be provided to the Conservation Lands Manager.

2. Shell Hash Surface

Parking areas with shell hash base will be inspected periodically for signs of wear and erosion. Additional material may be required to address uneven surfaces. Reports of damage or uneven surfaces will be provided to the Conservation Lands Manager.

3. Marl Surface

Parking areas with a marl base will be inspected periodically for signs of wear and erosion. Additional material may be required to address uneven surfaces. Periodic treatment with herbicide and/or scuffle hoe may be required to address emergent weeds. Reports of damage or uneven surfaces will be provided to the Conservation Lands Manager.

H. Trail Maintenance

Trails within conservation areas shall be maintained as follows:

1. Vegetation shall be trimmed back to provide a minimum of 6' of clearance for pedestrians to pass.
2. Areas of erosion shall be addressed to provide sure footing for pedestrians.
3. Trails will be mowed and/or bush hogged on a routine schedule to ensure that pedestrian use remains unhindered.
4. Trails should be closed during unsafe conditions such as flooding or downed trees. Staff shall post signage notifying visitors of any trail closures.
5. For public safety, trails shall be closed to prevent access to areas where land management activities are occurring.
6. Informational and educational signage shall be inspected to ensure that signs are clean, plumb, and in good condition (not faded or damaged). Any needed repairs to signs shall be reported to the Conservation Lands Manager.
7. Listed species shall be protected at all times when conducting trail maintenance. Refer to Section (J)(6) of this plan for specific information on protected species.

I. Firebreak Maintenance

Conservation areas where the potential for wildfire is high have been managed to create firebreaks. Firebreaks that have been installed shall be maintained to provide access for emergency vehicles. Additionally, vegetation will be trimmed to maintain the width of all created firebreaks. The ground surface will be maintained to promote bare soil corridors serving to inhibit the spread of wildfire. This may be accomplished through herbicide treatment, mowing, and/or plowing.

J. Natural Areas Management

The majority of natural areas in Florida require land management to maintain the target community structure. Pyrogenic (fire adapted) communities require periodic fire to maintain optimal vegetative species composition, height, and density. In lieu of natural fire, land managers may elect to complete prescribed fire, often with the assistance of the Florida Forest Service and local firefighting entities. In urban areas where prescribed fire is not feasible, land managers may elect to use mechanical treatment to accomplish a portion of the results achieved through prescribed burning.

Management of conservation lands in Indian River County requires constant treatment for invasive species. The lack of periodic freeze conditions, combined with the distribution of aggressive invasive species facilitated by anthropogenic actions has resulted in a continuous threat to native habitats.

The following land management activities may be carried out within conservation lands. Effective land management will be achieved with trained staff adept at understanding natural area dynamics and techniques employed to maintain diverse habitat.

1. Mechanical Treatment

Prescribed burning is a dominant forest management tool used in Florida, although burning is often limited due to various logistical, social, ecological, or economic factors. For these reasons, the use of mechanical methods as a substitute for fire, or as a means to treat overgrown fuels prior to reintroducing fire, has become an increasingly used tool.

Mechanical treatments can include thinning of the overstory, treating understory shrubs and small trees, or a combination of both. Understory treatments commonly used in Florida include “mowing/shredding”, “mulching”, “roller chopping” or “chipping” (depending on the equipment used) of shrubs and small trees. While different terms are used, each treatment is aimed at reducing the fuel load in an effort to alter the potential for wildfire. Mechanical treatment in many cases is used to improve habitat within scrub, with the goal of following the mechanical treatment with prescribed fire.

At this time all mechanical treatment within conservation areas is completed by either the Florida Forest Service and/or private contractors. When mechanical treatment is utilized to eliminate invasive species, staff will be required to monitor these areas to evaluate the need for follow-up treatment with herbicide or other maintenance techniques.

2. Prescribed Fire

Conducting prescribed burning in Florida is governed by Chapter 590, Florida Statutes, and Chapter 5I-2, Florida Administrative Code. The majority of burns conducted in Florida are completed by the Florida Forest Service and by large ranch managers. Burning must be coordinated through the Florida Forest Service; Indian River County, as well as other local municipalities, has rules or regulations for prescribed burning that must be followed.

Prescribed fire is one of the most versatile and cost-effective tools land managers may utilize. Prescribed fire is used to reduce hazardous fuel buildups, thus providing increased protection to people, their homes and the forest. Other uses include disease control in young pines,

wildlife habitat improvement, range management, preservation of endangered plant and animal species and the maintenance of fire-dependent ecosystems.

Prescribed fires on Indian River County are conducted by the Florida Forest Service. Conservation Lands Division staff may assist in this work; however, training will be required to ensure that safety of staff and County resources is of foremost concern.

3. Tree Pruning/Removal

Natural areas management typically does not include a significant amount of tree pruning, however, there are instances where overgrown, or damaged trees may pose a risk to adjacent homeowners, or to visitors in conservation areas. In general, conservation staff trained to operate chainsaws and light tools may complete pruning or tree removal for specimens of 18" or less diameter at breast height (dbh). All best management practices and safety protocols must be followed while conducting this work.

Trees that are larger in diameter, or of a height greater than 20' will require the use of a contractor for removal or pruning. All contractors completing this work within County conservation lands must be certified arborists.

Cabbage palms shall not be trimmed unless specific directions are provided.

4. Bush Hogging

Conservation areas where restoration of fallow lands is in progress may require periodic bush hogging. Staff conducting this work must be trained in the operation of the tractor and all attachments. It is required that staff completing bush hogging are aware of the presence of Florida gopher tortoises (*Gopherus polyphemus*) and their burrows. One staff member should be completing reconnaissance of the areas in front of the bush hog (within a safe distance) to locate any roaming tortoises and flag the location of burrows identified so that equipment can avoid impacts to tortoises.

Trails and firebreaks within conservation areas shall be bush hogged to maintain easy access and use by the public. Staff shall post temporary signage in areas where trail maintenance is underway. A schedule for all trail maintenance and firebreak maintenance shall be coordinated through the Conservation Lands Manager.

5. Control of Invasive Vegetative Species

Invasive species are one of the top threats to global biodiversity along with climate change and habitat loss. An invasive species is any species that is not native to a particular area, that has been introduced by human activity (intentionally or unintentionally) and causes or is likely to cause harm to the environment, economy and human health and well-being. In Florida, there are invasive plant (flora) and animal (fauna) species. The Conservation Lands Division does not directly work to control invasive fauna. Control of invasive flora is a challenging, on-going, long-term endeavor. Depending on the location of various conservation areas, invasives may be introduced and spread within conservation areas by many means, including the following:

- Their seeds are dispersed by wind, water, or birds and other animals.
- The plant is fragmented (such as by a boat propeller or mechanical harvester) and the fragments grow into new plants.
- Yard waste or spoiled material (from dredging, construction, or adjacent homes) is dumped on site.
- The root system or plant expands and gives rise to new plants.
- Prolific, tiny spores are spread by wind or water, or as a contaminant on clothing, mulch, or landscape material.

The Parks, Recreation and Conservation Department has developed an IPM that addresses invasive species control (Appendix 2)

6. Protected Species

In Florida no person shall take, possess, or sell any Federal or State-designated Endangered or Threatened Species or parts thereof including their nests or eggs except as allowed by specific federal or state permits. Where protected species or their essential habitats may be onsite of a proposed project, planning in advance to avoid these impacts can prevent the need to obtain a permit. Impacts to listed species may be considered as a “take” (FFWCC Rule 68A-27.001 (4) F.A.C.)

Indian River County Conservation Lands provide refuge for many State and federally listed plants and animals. CLD staff are required to be able to identify protected and imperiled species, and to take measures to avoid any adverse direct, or indirect impacts to species or their habitat.

Observations of disturbance to wildlife by visitors to the conservation areas shall be reported to the Conservation Lands Manager. Many protected plant and animal species utilize the

habitat within the conservation areas for some, or all, of their life cycle activities. Staff shall take extra care to ensure that harassment does not occur to these species that are highly visible to visitors to the conservation areas:

- 1) Florida Scrub-jays (*Aphelocoma coerulescens*): The Florida Scrub-jay is the State's only endemic bird, meaning it is not found anywhere else except Florida. This species is protected by the U.S. Migratory Bird Treaty Act and is listed as a Threatened species by the Federal Endangered Species Act. Violations of these protections are enforced by the U.S. Fish and Wildlife Service and may carry significant fines. In conservation areas where scrub is present, staff should be aware to:
 - Protect Scrub-jays from domesticated pets, especially cats. Maintain strict enforcement of leash laws for dogs and cats.
 - Use care when applying pesticides. No maintenance work shall be completed in occupied areas during Scrub -jay season (mid-February through June).
 - Do not allow people to feed Scrub-jays; it is illegal and a danger to their well-being. Report any issues to the Conservation Lands Manager.

- 2) Florida gopher tortoise (*Gopherus polyphemus*): The Florida gopher tortoise is classified as a State Threatened species. Florida gopher tortoises may utilize a wide variety of habitats, including scrub, pine flatwoods, dry prairies, margins of hammocks, and disturbed areas where sandy soils and ample forage are found. It is illegal to pick up, move, feed or otherwise harass a gopher tortoise. Disturbance to their burrows is also prohibited. Staff are directed to assist in the enforcement of these rules within conservation areas. Observed violations are to be reported to the Conservation Lands Manager.

- 3) Lakela's mint (*Dicerandra immaculata*): Lakela's mint is a small, fragrant, perennial shrub that is listed as federally endangered. It faces a high risk of extinction because so much of its habitat has been lost and its populations are so fragmented. This species is found in small areas within the Hallstrom Farmstead, and within an additional planted area within the North Sebastian Conservation Area. As with all plants and animals within County conservation lands, it is illegal to remove any portion of this plant. When working in areas where Lakela's mint is found, staff will use extra caution to not disturb individual plants. Special care must be taken to eliminate drift from any nearby herbicide application – only manual treatment of invasives is allowed within portions of the sites where mints are observed.

- 4) State Threatened bird species: There are several State protected bird species that may be found within County conservation lands, including: Florida sandhill cranes; little blue herons, reddish egret, roseate spoonbills, Southeastern American kestrel, tricolored herons, and wood storks. These species forage in a variety of wetland habitats, and in some cases, open grassy uplands. Harassment of these species is prohibited; any observed violations must be reported to the Conservation Lands Manager.
- 5) Protected Plant Species: In addition to the Lakela's mint, there are numerous other protected plant species within County conservation lands. As with all plants and animals within conservation areas, it is prohibited to remove any plants from conservation areas. This includes the removal of seeds, berries, flowers, or any other plant part. Be aware of illegal harvesting of saw palmetto berries – violators may be reported to Florida Fish and Wildlife Conservation Commission (888-404-3922). Observed violations must be reported to the Conservation Lands Manager.

Locations of protected and imperiled species should be noted in the ArcGIS Online database, as feasible. Any injury to protected species, whether the result of staff actions or the actions of others, shall be reported to the appropriate regulating entity. Injured wildlife, whether protected or not, may be transported to a wildlife rehabilitation center depending on specific circumstances.

II. Guest Services

A. Protection of County Property

Visitors to the County's conservation areas shall not deface, remove, destroy, or injure any living tree, flower, shrub, fern, or plant. Wildlife must not be disturbed, molested or fed. In addition to state and federal laws, Indian River Code of Ordinances Section 205.03 (18) states that "no person in any park or recreation area shall remove, damage, disturb, cut, carve or transplant any tree, shrubbery, lawn, plant, or flower."

Patrons shall not deface, damage, or destroy any structure or property of the conservation area.

B. Pets/Service Animals

Leashed dogs are permitted on conservation lands with the exception of Jones' Pier Conservation Area. Guests are required to control and supervise pets at all times. Violations of these rules may be reported to Animal Control and the Conservation Lands Manager.

C. Hunting

Hunting is strictly prohibited in all County conservation areas. No person shall hunt, catch, harm, kill, trap, chase, tease, shoot or throw projectiles at any wildlife.

D. Alcohol

Alcoholic beverages of any kind are prohibited within County conservation areas.

E. Equestrian Use

Equestrian facilities are available at the Main Street parking lot in the North Sebastian Conservation Area. Horse use of this conservation area is limited to the trail network only. Horses must be well behaved and are limited to slow paced riding. No cantering or racing is to occur within the conservation areas. Riders must give way to all pedestrians and bicycle riders. There are no other accommodations for equestrian use of any other conservation areas in the County.

F. Geocaching

Geocaching is not permitted in Indian River County conservation areas.

G. Use of Drones

Drones are discouraged within conservation areas due to the potential for conflict with trail walkers and wildlife. Under no circumstances may drones harass, threaten, injure, flush, or otherwise harm any wildlife species within conservation areas. Note that state and federally protected species carry potential penalties for any harassment, taking, injuring or otherwise harming a protected species or their habitat.

H. Fishing

Fishing is only permitted to occur on piers extending into the Indian River Lagoon. No fishing is permitted within conservation areas with wildlife boardwalks and observation boardwalks. No taking, removing, harming or otherwise damaging plants and animals is permitted with County conservation areas.

I. Feeding of Wildlife

Feeding of wildlife in County conservation areas is strictly prohibited. It should be noted that feeding of state and federally protected species may result in enforcement action by the U.S

Fish and Wildlife Service and/or the Florida Fish and Wildlife Conservation Commission. At the discretion of the Conservation Lands Manager and the Department Director, individuals who violate this policy may be trespassed from access to County conservation areas.

J. Removal of Plants, Animals and Artifacts

It is strictly prohibited to remove any plants, animals or artifacts from County conservation areas. This includes any plant or animal parts (i.e. flowers, feathers, seeds, etc.) living or dead, and any portion of an artifact.

K. Unauthorized Activities Reporting

At the discretion of the Conservation Lands Manager and the Department Director, unauthorized activities may be reported to law enforcement. Possible penalties, such as Trespass or Arrest warnings may be issued depending on the severity of the violation and the conduct of the person/people involved in the specific incident.

L. Special Permits

Organized gatherings at conservation areas that meet the criteria of a “Special Event” shall be required to obtain a Special Events Permit. A copy of the application for this permit is included in Appendix C-7. All organized gatherings within County conservation areas shall be coordinated through the Conservation Lands Manager. Criteria for a Special Event Permit for County conservation area includes:

- Amplified sound
- Live music
- Need for port-o-lets
- Erection of temporary tents
- Need for County staff to open/close gates or provide assistance
- Any vending authorized through an executed agreement with the County

No cooking, food vending or erection of any structures not detailed above is permitted without authorization from the Conservation Lands Manager or Department Director.

III. Emergency Preparedness

A. Safety Procedures

There are many work environments that may be encountered as part of the work of the Parks Maintenance Division. These environments include office space as well as a multitude of outdoor conditions.

The Supervisor has full responsibility for the safe actions of his/her employees and the safe operation of all machines or equipment within his/her operating area. Supervisory staff are tasked with conducting periodic safety inspections of all work areas, equipment and work procedures, ensuring training and availability of safety equipment and requiring its use, conducting safety briefings and disseminating Loss Control policy as necessary.

For the purposes of this manual, employee safety has been categorized as “general safety” and “field safety.” The general safety guidelines which apply to all county staff can be found in the Risk Management section of this manual.

Field Safety

Planning for work in the field should include local emergency contact information, cellphone, PPE, first aid supplies, and boat/vehicle emergency kits. Appropriate training, standard operating procedures, and insurance/registration documentation should be included. Be aware of the following hazards:

- a) Common biological hazards include: insects, snakes, wild hogs, alligators, poison ivy, oak, or sumac. Wear protective clothing as needed. First aid kits should include supplies to provide relief from biological hazards. Each vehicle shall contain a list of emergency phone contacts in the event that the situation merits an emergency response.
- b) Check the weather forecast. Be mindful of the danger of sun exposure by using sunscreen and protective clothing. Sunscreen and insect repellent will be provided by the County.
- c) In the event of a sudden thunderstorm, take shelter inside a vehicle or get away from tall objects and crouch on the ground. Thunderstorms always include lightning.
 - Any thunder that you hear is caused by lightning. Remain in a safe building structure or vehicle for at least 30 minutes after hearing the last sound of thunder.
 - If working in a park equipped with a Thor Guard lightning alarm system, get to a safe place immediately if you hear one long horn. You can return to outdoor activities after the system sounds three consecutive long horns.
 - All employees shall become familiar with the OSHA Fact Sheet on Lightning Safety (located in attachments).

- d) Excessive heat can bring about heat exhaustion and heat stroke. Drink plenty of cool liquids and avoid strenuous activity during hot weather. Seek immediate assistance if anyone in your work area shows signs of heat stroke or heat exhaustion.
- e) Be aware of your surroundings and watch for falling hazards due to rough terrain or inundated wetlands. Wear appropriate footwear that provides good support and traction.
- f) Report illegal and/or unauthorized activities to the Conservation Lands Manager. These activities may include, but not be limited to:
 - Presence of homeless camps or other unauthorized camping.
 - The presence of saw palmetto berry harvesting activities.
 - Trespassing by ATV's or other motorized equipment.
 - Hunting, fishing (except as posted), or removal of plants and/or animals.
 - Clearing, planting, or other disturbance to parks and conservation lands from adjacent land uses.
 - Placement of structures (from adjacent land uses.)
 - Dogs in the conservation areas where they are not authorized.

Based on the observed activity, it may be required that the Indian River County Sheriff, the Florida Fish and Wildlife Conservation Commission, the Florida Department of Environmental Protection, Indian River County Code Enforcement, and/or the Indian River County Animal Control be contacted for assistance and to file any required reports. A list of phone numbers for these entities is provided in Appendix C-8.

- g) When operating powered hand tools or powered equipment such as UTV's or tractors, follow all instructions in the manufacturer's manuals and keep manuals nearby when operating the equipment.
- h) When applying herbicides, employees are to abide by all precautions, mandates and PPE listed on herbicide labels. The label is the law.

Storm Preparation

CLD staff are required to assist with storm preparation. Amenities within conservation areas must be secured and all equipment must be properly housed until the event passes. A storm preparation checklist is presented in Appendix C-9.

IV. Manual Updates

The SOP for the Conservation Lands Division is intended to be an adaptable document that will be reviewed annually to update and amend as County policies and procedures change over time. Information that can improve how the County operates and may streamline work efforts will be incorporated. The goal will be to provide each employee with an SOP Manual that helps to guide their daily responsibilities in a safe and effective manner and ensure that the conservation lands are enjoyed by residents and visitors to our area.

Appendix C-1
On-Boarding Checklist

√	New Employee Checklist	Who Will Complete Action	Initials and Date Completed
Pre-Hire Preparation			
	After interviews select the recommended candidate in NeoGov	Staff Assistant	
	Notify the Parks and Recreation Director of the recommended candidate for their approval	Assistant Director	
	New hire to meet with Human Recourses	Human Recourses	
	Supply Human Recourses with the new hire's work schedule by filling out the Kronos Employee Profile Data Sheet	Staff Assistant	
	Complete the Information Systems & Telecommunications Onboard Form for the new hire	Staff Assistant	
	Complete a form for Proximity Cards if applicable	Staff Assistant	
	After receiving notification from HR of the candidate accepting the position call the new hire. Go over the work schedule, location and work attire for the first day.	Assistant Director	
	Place uniform order with Unifirst., as applicable	Staff Assistant	
	Meet with the new hire's supervisor to go over work schedules and duties.	Assistant Director	
	Ensure cleanliness of work area. Set up office space with phone, computer, supplies, office keys, etc. if applicable	Staff Assistant	
	Develop department welcome and orientation binder	Staff Assistant	
	Select and train an orientation buddy	Conservation Lands Coordinator	
	Create a schedule for new employee to include introduction to orientation buddy, required training, meetings with supervisor, meeting with working colleagues within Parks & Recreation.	Conservation Lands Coordinator	
New Hire Introductions (First Day through First Week of Employment)			
During first day			

√	New Employee Checklist	Who Will Complete Action	Initials and Date Completed
	Greet the employee and instruct on how to clock in and out	Supervisor	
	Inform the employee on where to park	Supervisor	
	Introduce the employee to co-workers and work areas	Supervisor	
	Review information provided in department orientation binder	Supervisor	
	Review the vision statement of the Parks & Recreation department	Supervisor	
	Review job description and expectations	Supervisor	
	Provide the employee with a list of phone numbers	Supervisor	
	Provide the employee with the attendance policy and	Supervisor	
	Assign first project/assignment and schedule follow up meeting to discuss any questions employee may have after beginning work on project/assignment	Supervisor	
	Train the employee on logging into and using the Employee Self Service (ESS) website	Supervisor	
	Train the employee on logging in and using the Kronos system	Supervisor	
	Instruct the employee on working in the extreme heat, staying hydrated and on sun protection	Supervisor	
	Train the employee on lightning safety	Supervisor	
	I		
	Introduce employee to orientation "buddy" and explain role of orientation buddy	Supervisor	
	Inform the employee of what time breaks and lunches are and the duration	Supervisor	

√	New Employee Checklist	Who Will Complete Action	Initials and Date Completed
	Provide the employee with all of the safety gear that is required for the job	Supervisor	
	Train the employee on checking out and using a county vehicle	Supervisor & Orientation Buddy	
	Train employee on how Fleet Management works (getting fuel and the procedure for turning in vehicles and equipment for service)	Supervisor & Orientation Buddy	
	Review first week schedule of activities	Supervisor	
	During first week		
	Give the employee a tour of all of the parks and conservations lands	Supervisor	
	Schedule the employee for a Defensive Driving class	Supervisor	
	Schedule the employee for training required by Information Systems if applicable	Assistant Director	
	Ensure employee understands relationship between their job, the work group, the department and county	Assistant Director	
	Ensure that the employee meets the Director and Assistant Director of Parks & Recreation	Supervisor	
	Review job responsibilities and expectations (30, 60, 90 days), Ensure employee understands relationship between their job, the work group, the department and county/ Indian River County policies (work rules, work schedule, time away from work, meal break/work breaks, pay policies and procedures, office supply order procedure, severe weather plan, work attire, emergency procedures, parking, building access, telephone/email policies, etc.)	Assistant Director & Supervisor	
	Develop department personnel file for employee. If the employee has transferred within the county, obtain department personnel file from employee's previous department.	Staff Assistant	

√	New Employee Checklist	Who Will Complete Action	Initials and Date Completed
New Hire Orientation (First Day through First Month of Employment)			
During first month			
Department Orientation (First 30, 60, 90, 180 Days of Employment)			
	Ensure the employee has signed up for benefits within 30 days of date of hire	Staff Assistant	
	Meet regularly with employee to answer questions and ensure they are becoming acclimated to department and position. Ask the employee if they need anything to help do their job	Supervisor	
	Conduct 30, 60 & 90 day meetings with supervisor to review employee questions and establish performance expectations/goals. Ensure employee is becoming acclimated to department and position responsibilities	Assistant Director	
	Conduct 180 day evaluation. Decision should be made to recommend successful completion, extension of period for 30 days, or discharge because of unsuccessful completion of review period. Review and determine employee's professional development plan for coming year	Assistant Director	
	Assess the department's orientation process, encourage feedback from employee	Assistant Director & Supervisor	
	Review and determine employee's professional development plan for coming year	Assistant Director & Supervisor	
Ongoing Onboarding (After First 180 Days through First Year of Employment)			
Ongoing			

Appendix C-2
Integrated Pest Management Plan



INTEGRATED PEST MANAGEMENT PLAN FOR PARKS, RECREATION & CONSERVATION DEPARTMENT

I) Introduction

Florida's subtropical climate provides year-round conditions for the proliferation of pests. Human pests are most often troublesome insects or other animals, while environmental pests can be insects, animals, or invasive (non-native) plant species that can have significant negative effects on human and/or ecosystem health. Integrated Pest Management (IPM) is a process that establishes an effective means of managing invasive species in a manner that minimizes economic, environmental and health risks to avoid potential impacts to non-target individuals or areas.

The Parks, Recreation and Conservation (PRC) Department operates and maintains numerous facilities, parks, and conservation lands for the benefit and enjoyment of the public. The implementation of an IPM plan for the PRC Department provides a standardized approach for employees to control and manage pests based on policies and regulations promulgated by the Florida Department of Agriculture and Consumer Services (FDACS). The PRC IPM plan has been developed to be included in the Standard Operating Procedures for each Division within the PRC Department.

The objectives of this IPM plan include:

- Take preventative action by creating conditions that discourage the introduction of invasive vegetation and pests
- Prevent and/or minimize the loss or damage to landscaping or natural areas
- Provide a consistent methodology for invasive species control that is in compliance with conservation area management plans approved by the Florida Communities Trust
- Protect environmental resources by minimizing contribution of pollutants into surface waters and natural areas
- Evaluation of strategies utilized to assess cost effectiveness, efficacy, and need for modification

II) Overview of the Development of an IPM Plan

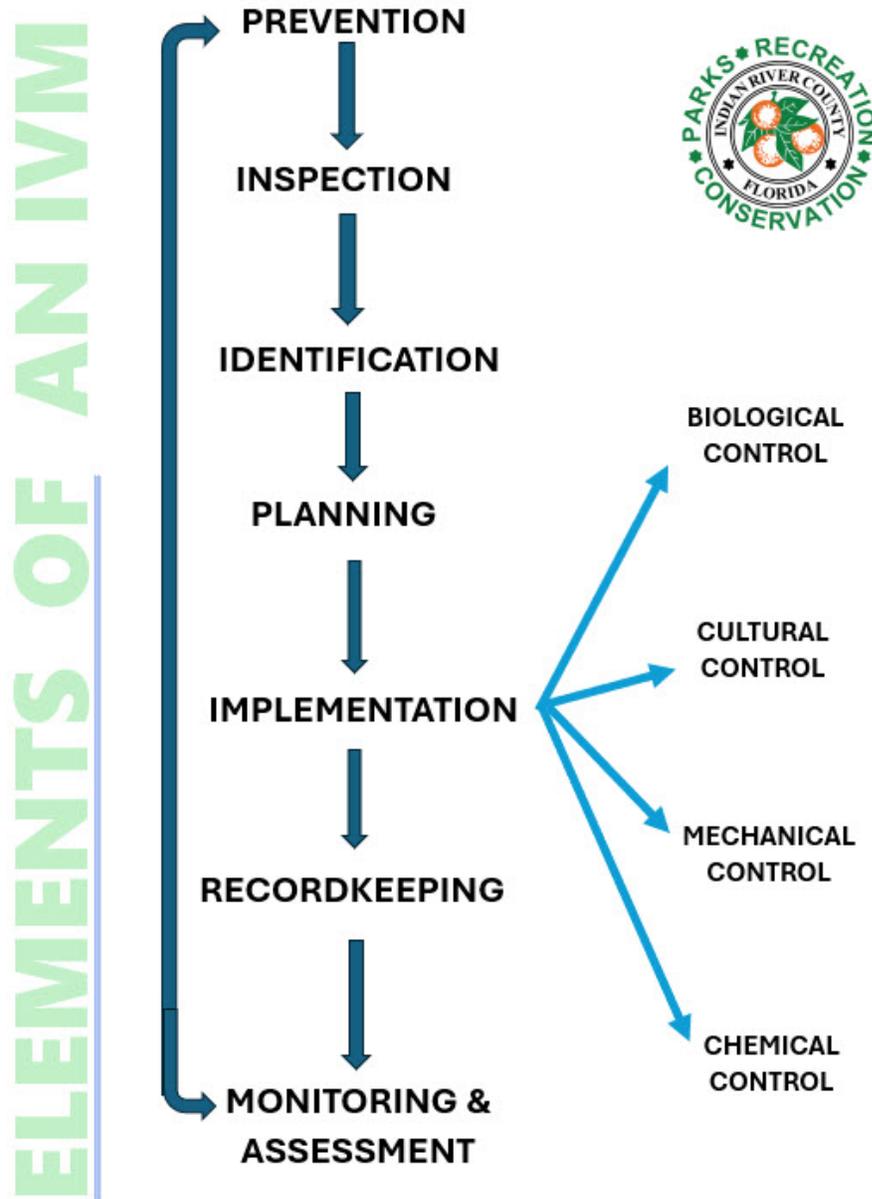
For the purposes of this IPM plan, an invasive vegetative species is any species identified by the Florida Invasive Species Council (FISC) as a Category I or

Category II plant. Category I invasive species include plants that have adverse impacts on native plant communities by displacing native species, changing community structure or ecological function, or hybridizing with natives. Category II species include plants that have increased in abundance or frequency but have not yet altered Florida pant communities to the extent of Category I species. A list of Category I and Category II species is presented in Attachment 1.

Three overarching objectives outline the process for long-term management of undesirable species in Florida: adaptation; collaboration; and restoration.

- **Adaptation** refers to the process whereby a land manager continuously develops new strategies, implements the strategies, monitors the outcome, refines the strategy based on its success, and continues this cycle in perpetuity. Over time, the success rate of reducing undesirable and invasive species increases; however, new challenges such as the introduction of new species, or unanticipated land disturbances (i.e. storm damage) may result in the need for continued adaptation.
- **Collaboration** refers to efforts to work with stakeholders, adjacent landowners, and other nearby land managers to identify successful approaches to pest control. Stakeholders may include regulatory entities or nearby governmental jurisdictions. The need for cooperative efforts is extremely important within Indian River County. Many parks and conservation lands are within urban areas that are disturbed. The interface between natural areas and urban development is often referred to as “edge effect.” Edge effects can have significant impacts on the ability to control invasive species within natural lands. Issues such as dumping landscaping debris, impacts to natural buffers from land clearing, or installation of ornamental species along property boundaries can all result in the introduction of invasive species into the landscape. Close coordination and effective communication through community outreach is an effective tool for reducing edge effect impacts.
- **Restoration** refers to the process of returning a damaged, degraded, or destroyed ecosystem to its original or near-original state. This involves various efforts to repair or recreate natural conditions that support biodiversity and the health of native species. Habitat restoration aims to restore ecological balance, promote the sustainability of ecosystems, and help mitigate the negative impacts of human activity. Restoration as it refers to park management would involve pest control to promote healthy and safe fields and open lands where the public recreates.

The development of an IPM plan should streamline operations by providing a standardized approach to pest control that reduces the need for re-treatments. A flow chart describing the various elements of the IPM plan is presented below.



Land managers need to take a regional approach to the control of invasive species. Groups such as the Treasure Coast Cisma (Cooperative Invasive Species Management Area), and the University of Florida IFAS (Institute of Food and Agricultural Sciences) are two resources in the region that provide an interactive platform for disseminating the latest information on invasive vegetation control.

These opportunities are available to the public and may include periodic meetings, pre-arranged seminars, classroom training, and in-person workdays.

A. Elements of the Plan

Because of the warm climate in Florida, there is a need to carry out the elements of the IPM plan in a perpetual, year-round cycle. A description of each element in the IPM plan is presented below.

1) *Identify and Assess Properties*: This initial phase of the process involves completing a site assessment to identify areas that may have the potential to develop issues with pests. Each facility, park and conservation area should be reviewed to characterize areas such as:

- Is there landscaping that requires high maintenance? Could these areas be modified to include the use of native plants and/or bedding that discourages the colonization of weeds?
- Is the timing of treatments occurring to coincide with optimal weather conditions to reduce the use of chemicals?
- Are there locations of high use where some treatment methods should be carefully implemented (i.e. playgrounds, beach parks, hard courts)?
- Are there adjacent land uses that should be factored into the plan (i.e. roadways, development that may contribute landscape debris, natural areas)?
- Are there preventative measures that can be implemented to avoid the need for treatment, or to reduce the level of treatment required?

Each site is different, and time should be taken to carefully characterize areas so that the planning element can be undertaken with all available information. A GIS based map for each park and conservation Area will be developed to depict target treatment areas and allow for data to be added over time to provide continual information on the timing and methods of treatment. This information will assess efficiency and efficacy. The goal is to have mapping and projected management in place for all parks and conservation areas by 2030 (with the plan to include any newly acquired parks and conservation areas that currently are planned).

2) *Plan the Strategy for Implementation*

This process involves completing a thorough analysis of the specific vegetative species to be treated, areal extent, coverage, required tools,

PPE required, other required resources, timing, and environmental parameters (i.e. weather, wind speed, location in the landscape, etc.) that need to be considered prior to carrying out a planned treatment event. A sample implementation plan is provided in Attachment 2.

3) *Implement the Strategy*

There are four main strategies for control of invasive vegetation:

- *Cultural practices:* Based on operations within the PRC Department, cultural practices that may be used may include modifying watering schedules, minimizing soil disturbance, modified mowing practices, and equipment/tool sterilization.
- *Biological control:* Utilize natural enemies like predators, parasites, and pathogens to control the growth or inhibit the spread of invasive vegetation.
- *Mechanical control:* Employ physical methods like vegetation shredding, or vegetation removal with specific types of machinery.
- *Chemical control:* The last alternative includes the use of pesticides when other methods are not suitable or have proven to be ineffective in controlling the growth of invasive vegetation.

4) *Document the Event*

FDACS recommends recordkeeping for all pesticide applications regulated by Chapter 487, F.S. The requirements for County staff possessing a Restricted Use Pesticide Applicator License are as follows:

- The directive of the “Label is the Law” applies to all Indian River County IPM work. Staff are directed to carry out treatment events based on the information provided on the labels of each chemical proposed to be used. County procedures may include information in addition to the product labels that require staff compliance.
- Staff are required to fill out the Recordkeeping Form after each daily use. The form may include multiple applications per month. A copy of the form is presented in Attachment 3.
- Supervisors maintain and provide copies of this form.
- Records are to be stored in one designated location as determined by the Supervisor.

- FDACS standards require that records must be stored for at least 2 years after the application date. Supervisory staff will ensure that records are maintained according to the County requirements.

5) *Monitor for Effectiveness*

- *Regular data analysis:* Regularly review monitoring data to assess the effectiveness of implemented control strategies.
- *Plan adjustments:* Adapt the IPM plan based on pest population dynamics and environmental conditions, making necessary modifications to control methods.

6) *Tracking/Training*

- Ensure personnel are adequately trained in pest identification, monitoring techniques, required Personal Protection Equipment (PPE), and proper application of IPM strategies.
- Coordinate with supervisory personnel to attend periodic training offered by FDACS, IFAS, or other certified entities.
- Staff are responsible for ensuring that all Continuing Education Units (CUE's) that are required to maintain Restricted Pesticide licensure.

B. Coordination

To effectively coordinate an IPM plan, staff responsibilities should be clearly defined, including roles for monitoring invasive species coverage, identifying introduced invasive vegetation, implementing preventative measures, reporting findings, and coordinating internally and with other Divisions to ensure consistent pest management practices for the PRC Department

A designated IPM plan coordinator oversees the whole process and ensures adherence to the plan. The PRC Department will have two IPM plan coordinators: the Parks Superintendent for the Parks & Recreation staff; and the Conservation Lands Program Coordinator for the Conservation Lands Division. The role of the IPM Plan Coordinator covers the following key actions:

- Implement the IPM plan for their respective Division(s).
- Conduct monitoring to ensure compliance with the overarching tenant that **“the label is the law”** with respect to procedures for handling and applying chemicals.
- Arrange for and/or train staff on invasive species identification and reporting procedures.

- Analyze invasive species data and recommend control strategies.
- Designate recordkeeping responsibilities and conduct periodic QA/QC of recordkeeping.
- Ensure that staff are properly trained to provide compliance with regulatory requirements regarding invasive species management.
- Provide information to the Assistant Director during the IPM plan updates to improve procedures and provide other relevant data.

A general overview of staff roles for the coordination and implementation of the PRC Department IPM Plan is presented in Table 1, below.

Table 1. Summary of Staff Roles in IPM Plan Implementation

IRC Staff	Role / Responsibility¹
Department Director	<u>Directs PRC Activities</u> /Coordination with other IRC Departments. Director must be notified of Incident Reports, Public Records Requests (PRR), and any events requiring input from Risk Management or the Assistant Director
Assistant Director	<u>Directs Specific Divisions w/in PRC</u> /Coordination on activities that require Director or Risk Management notification. Responsible for IPM Plan Updates.
Risk Manager	<u>Coordinate Incident Reports</u> /Communicate actions with Department Director regarding incident reporting and follow up
Parks Superintendent ²	<u>Oversees Parks staff</u> /Coordinate with Director & Assistant Director regarding adherence to IPM plan. Responsible for QA/QC of Parks & Recreation records, documentation & processing of Parks & Recreation incident reports, availability of PPE, and QA/QC of chemical storage.
Conservation Lands Manager ²	<u>Oversees Conservation staff</u> /Coordinate with Director/Assistant Director regarding adherence to IPM plan. Responsible for QA/QC of Conservation Lands records, documentation & processing of Conservation incident reports, availability of PPE, and QA/QC of chemical storage.
Conservation Lands Program Coordinator ²	<u>Oversees Conservation Lands Technicians</u> /Coordinate with Assistant Director/Conservation Lands Manager regarding adherence to IPM plan. Reviews Implementation Plans, QA/QC of records, conducts periodic inspection of procedures to audit compliance with IPM plan, inspects chemical storage and QA/QC compliance.
Conservation Lands Technician (all grades) ²	<u>Application & Storage of Pesticides</u> /Coordinate with the Conservation Lands Program Coordinator on all implementation plans. Carries out application following the procedures detailed in the IPM plan, fills out data forms & records, properly stores chemicals, notifies supervisor upon public interaction and/or any incident reporting.
Parks Foreman ²	<u>Application & Storage of Pesticides</u> /Coordinate with the Parks Superintendent on all implementation plans. Carries out application following the procedures detailed in the IPM plan, fill out data forms & records, properly store chemicals. Notifies supervisory staff upon public interaction and/or any incident reporting.
Maintenance Worker (all grades)	<u>Application of pesticides</u> ³ /Under the supervision of the Parks Foreman or other staff possessing a Restricted Pesticide license maintenance workers may apply herbicide. Maintenance worker staff are responsible for appropriate use of PPE during treatment events.

1 – Responsibility as related to the PRC IPM Plan

2 – Must maintain a valid Restricted Use Applicator's License from FDACS

3 - Herbicide applications must be supervised in the field by staff possessing a valid License from FDACS

These roles, as outlined in Table 1, are not inclusive of all activities that may be required to successfully carry out the IPM plan. Adaptations to roles may be included as part of the periodic updating of the document.

III) Implementation

A. Parks Descriptions

Currently Indian River County Parks Division manages 36 parks within Indian River County. The number of Parks may increase as new projects are completed. These parks vary by size, type and number of amenities, required landscaping, and maintained facilities. The location of the parks managed by Parks Division staff may be found on the PRC web page within the Parks and Campground link, as well as in Attachment 4.

Though the Intergenerational Recreation Center, Fairgrounds, Campground, and Parks Maintenance office are not parks per se, they have been included, as they require Parks staff as part of operations. Additionally, Parks Division staff provide maintenance at the County Shooting Range and the Cross Florida Trail, both located off CR 512, in Sebastian. Maintenance at these locations generally includes treatment of common weeds (not generally considered invasive species).

A summary of Park sizes and amenities is presented on Table 2. It is required that as part of the on-boarding process all PRC staff with duties that require invasive species management conduct a review of each park with supervisory staff to provide insight into site specific conditions that should be considered. These conditions may include:

- Are there adjacent developed areas that need to be considered?
- Are there agreements in place that affect site management (i.e. lacrosse fields, archery areas, camping rentals, pavilion rentals, etc.)
- What special measures are undertaken in areas with playgrounds?
- What is the grass length and watering regime in playing fields?
- Is erosion or runoff a concern?
- What are current treatment areas & methods?
- Are there equipment limitations?
- What safety issues may be present?

These are not all aspects of invasive management control to be considered. Additional training may be required based on the type of public use .

Table 2. Summary of Park Sizes and Amenities

Name of the Park	Acreage	Walking Trails (miles)	Disc Golf Course	Little League Field	Multi Purpose Ballfield	Football Field	Lacrosse Field	Soccer Field	Archery Range	Camp Sites	Fairground	Dune Walkover
45 th Street Dock	0.04											
Ambersand Beach Park	3.38											1
Bridge Tender Park	0.43											
Dale Wimbrow Park	74.38	0.50										
Dick Bird Park	75.11	1.0			4		4					
Donald MacDonald Park	0.00	0.5								30		
Fran B. Adams Park	125.00				4			4				
Golden Sands Park	6.23											1
Grovenor Estates Park	4.65											
Helen Hanson Park	1.93			1								
Hobart Ballfields	15.50				2							
Hosie Shumann Park	2.00											
IRC Fairgrounds	139.18							9	1	48	1	
Joe S. Earman Park	4.00											
Kiwanis-Hobart Park	41.40	1.0	1									
Middleton's Fish Camp Park	23.00											
MLK Park	5.84	0.3										
Moore's Point	0.55											
Oslo Road Boat Ramp	2.57											
Pine Hill (Lone Pine)	0.12											
Roseland Community Park	0.72											
Round Island Beach Park	94.16	0.3										1
Round Island Riverside	0.00	0.3										
Seagrape Beach Access	0.76											1
Sebastian Canoe Launch Park	1.03											
Tracking Station Beach Park	5.53											3
Treasure Shores Park	20.80	0.3										1
Tropic Colony	0.53											
Turtle Trail Beach Access	1.16											1
Vero Highland Park	8.72											
Victor Hart Park	38.96	1.0		1	1	1						
Wabasso Beach Park	0.46											2
Wabasso Causeway Park	13.40											
West Wabasso Park	10.00	1.0			1							
Total	721.54	6.08	1	2	12	1	4	13	1	78	1	11

A turf management company is contracted with the County for fertilization of the County's athletic fields to promote healthy grass growth and ensure optimal playing conditions. The turf management company conducts soil tests to determine the specific needs for fertilization and other applications. The company also uses aerification, verticutting, topdressing, and other mechanical applications to improve soil structure, enhance water infiltration, and promote turf health.

In addition, the turf management company implements pest control measures, including weed management, and applies fungus and disease control treatments, as needed, to address any turf health issues so that the integrity and appearance of the fields is maintained.

B. Conservation Area Descriptions

Currently Indian River County Conservation Lands Division manages 26 conservation areas within Indian River County encompassing an area of ~2,300 acres. The County owns lands for conservation that are managed by other governmental entities and also has purchased conservation easements over lands in the westernmost portion of the County.

County Managed conservation lands are located east of Interstate 95 and are often located within urbanized areas. The location of conservation lands managed by the County may be found on the Conservation Lands Division web page, as well as in Attachment 5.

Table 3 presents a summary of the amenities within the County managed conservation lands. It should be noted that Table 3 presents only those conservation areas having public access improvements.

It is required that as part of the on-boarding process all PRC staff with duties that require invasive species management conduct a review of each conservation area with supervisory staff to provide insight into site specific conditions that should be considered.

Table 3. Summary of Conservation Areas with Amenities

Conservation Area	Acreage	Trails (miles)	Lagoon Overlook	Observation Tower	Wetland Overlooks	Boardwalks
Ansin Riverfront Conservation Area	30.00	1.00			1	
Archie Smith Fish House	1.13					
Captain Forster Hammock Preserve	111.00	1.50				
Indian River Lagoon Greenway	37.50	2.50	1			2
Hallstrom Farmstead	93.00	1.50			1	1
Harmony Oaks Conservation Area	90.00	0.90				1
Jones' Pier Conservation Area	16.50	0.80	1		3	
Lost Tree Island Conservation Area	508.00					
North Sebastian Conservation Area	500.00	11.00			3	1
Oslo Riverfront Conservation Area	298.00	2.00		1	1	3
South Oslo Riverfront Conservation Area	143.00	0.90			1	
Oyster Bar Marsh Conservation Area	132.00	3.20	1		1	2
Prange Island Conservation Area	26.50					
Kroegel Homestead Conservation Area	2.61					
Round Island South Conservation Area	59.00	1.30	1			
Cypress Bend Community Preserve	47.30					
Sebastian Scrub Conservation Area	10.00	0.60				
Sebastian Harbor Preserve	163.00	2.90				4
South Prong Preserve	37.50					1
Wabasso Scrub Conservation Area	32967	2.90			1	
58th Avenue Conservation Area	19.46					
Jane Schnee Scrub Preserve	10.85					

C. Standard Procedures

Preparing for pesticide application in public parks and conservation lands involves thoroughly reading and understanding the herbicide label (a.k.a. “the label is the law”), selecting the appropriate herbicide for the targeted weeds, identifying sensitive areas to protect, properly mixing the solution, wearing necessary personal protective equipment (PPE), notifying park users of the application area, and ensuring weather conditions are suitable for spraying to minimize drift.

A Material Safety Data Sheet (MSDS) for chemicals is a document that provides information about the chemical properties and hazards of an herbicide. It also includes instructions for handling, storage, and spills. Copies of MSDS for chemicals used by PRC staff are required to be provided by the IPM plan coordinator to all staff involved in pest management. As part of this

IPM plan, a binder with copies of applicable MSDS sheets will be provided to the supervising field staff for use during treatment events.

For the purpose of this IPM plan, current practices within the PRC Department include the treatment of invasive vegetation, treatment of fire ant infestations, and treatment of common pests not addressed by contractors such as the Parks Division's turf management company.

1) *General Overview*

For the purposes of this IPM plan, it is assumed that staff organizing the materials and mobilizing for herbicide application events will have received required training and obtained a public applicator license allowing for the use of restricted herbicides from FDACS. Staff possessing the required FDACS license will have mastered the standard procedures for herbicide application, therefore, the information presented below is a general overview of procedures includes the following:

- a) Read and understand the herbicide label: Always carefully read and follow all instructions on the herbicide label, including application rates, safety precautions, and environmental concerns.
- b) Select the right herbicide: Choose an herbicide specifically designed for the type of vegetation present in the target area, considering the desired level of control and potential impact on surrounding plants.
- c) Identify sensitive areas: Map out areas that need to be protected from herbicide overspray, such as water bodies, playgrounds, picnic areas, and gardens with desirable plants.
- d) Proper mixing and preparation: Mix the herbicide solution according to label instructions, using clean and calibrated application equipment. Always mix the herbicide in a designated area with proper containment to prevent spills.
- e) Wear appropriate PPE: Wear protective clothing as described on the labels of all chemicals to be used for each treatment event. PPE may include long sleeves, pants, gloves, eye protection, and a hat when mixing and applying the herbicide.
- f) Herbicide transport: Anchor all pesticide containers securely to prevent them from rolling or sliding when transporting them. Make sure that all caps, plugs, and other openings are tightly closed. Handle containers carefully to

avoid rips or punctures. Do not transport pesticides in the passenger section of a vehicle.

- g) Public notification: When applicable, post clear signage in the treatment area to inform the public about the herbicide application, including the date, time, and any restricted access.
- h) Weather considerations: Avoid spraying herbicides when wind conditions are high to minimize drift. Check weather forecasts to ensure no rain is expected during or after application, as it can wash away the herbicide.
- i) Application techniques: Apply per label instructions to target only the weeds, minimizing drift and overspray on non-target species.
- j) Clean-up and disposal: Based on label instructions, thoroughly clean all application equipment after use to prevent contamination. Dispose of leftover herbicide mixture and containers properly following label instructions.

2) *Spill Procedures*

A spill is an accidental release of a pesticide. The spill may be minor, involving only a dribble from a container, or it may be major, involving large amounts of pesticide or pesticide-containing materials such as wash water, soil, and absorbents. The faster you can contain, absorb, and dispose of a spill, the less chance there is that it will cause harm. Recommended steps to take in the event of a spill:

- a) The first step in dealing with the spill is to protect yourself. Put on appropriate personal protective equipment before contacting the liquid or breathing the fumes. Check the product label for necessary equipment.
- b) Stop the source of the spill. If a container is leaking, put it into a larger chemical resistant container. If the spray tank is overflowing, stop the inflow.
- c) Isolate the spill site by keeping unprotected people well back. Someone should be at the spill site at all times until the spill is cleaned up.
- d) Confine the spill by keeping it from spreading. For larger spills, use a shovel or other tools to make a dike of soil, sod or absorbent material.

Keep the spill out of any body of water or any pathway that leads to water.

- e) As instructed on the product label, absorb liquid spills with absorbent materials. These materials may include sand, kitty litter, sawdust, etc.
- f) Clean up the spill by sweeping up absorbent material containing the pesticide and place it into a heavy-duty plastic drum or bag. Keep adding absorbent until the spilled liquid is soaked up and removed.
- g) Following instructions on the product label, decontaminate the spill site to the extent feasible.

3) *Pesticide Storage:*

Herbicides are to be stored based on instructions on the product labels. As directed by supervisory staff at the Parks Maintenance Building these storage locations will be dry, well-ventilated, locked, and well-lighted. The working bays at the Parks Maintenance office are within proximity to a supply of clean water for decontamination of people.

Herbicides are to be stored in their original containers with the label in sight and legible. If the label is destroyed or damaged, request replacement labels from the pesticide dealer immediately. Containers are to be kept tightly closed, and containers shall be inspected regularly for tears, splits, breaks, leaks, rust, or corrosion. If a container is damaged, put on protective clothing and take immediate action.

Chemicals are not to be stored in close proximity to PPE and are to be kept any source of heat.

4) *Protect Ground and Surface Water:*

- Do not allow tanks to drain at mix/load sites. Clean up pesticide spills immediately.
- Protect nearby water resources (i.e., wells, canals, ditches, ponds, rivers) when mixing and loading pesticides.
- Use a longer hose or fill the tank in the field using an alternate water source, such as a nurse tank.
- Maintain a minimum air gap of 1 to 2 inches between the end of the hose and the highest water level in the spray tank to prevent back siphoning

from the tank to the water supply. Use a backflow prevention device (check-valve) on the fill hose.

- Be careful to avoid overfilling spray tank. Never leave the spray tank unattended when filling.
- Close tank opening to prevent spills when transporting the sprayer to the field.

5) *Types of PPE for herbicide application:*

Personal protective equipment (PPE) for applying herbicides can include chemical-resistant gloves, long pants, a long-sleeved shirt, a respirator, goggles, and an apron. Consult supervisory staff to obtain appropriate PPE. It is the responsibility of staff to inspect PPE prior to use to ensure that there is no damage to PPE that would compromise the integrity or intended use of the PPE or result in possible injury.

Supervisory staff are responsible to communicate and enforce that the “label is the law” to all staff completing herbicide application. Supervisory staff are required to review product labels, MSDS, and direct all staff to wear appropriate PPE as stated on container labels. All staff who handle herbicides must review product labels and MSDS. Based on direction from the IPM plan coordinator, or as filed conditions merit, supervisory staff may require use of PPE that is above and beyond the product label.

Recommended PPE may include:

Gloves: Gloves should be worn for mixing and handling chemicals. Gloves may also be required based on product labels. Gloves should be unlined, chemical-resistant and elbow-length. Check the pesticide label for the required material. Wash gloves before removing them, and wash hands after.

Respirators: This IPM plan does not include chemicals which would require the use of a respirator. Should an employee read a label that states that a respirator is recommended or required for a particular chemical that is stored at the Parks Maintenance building, they should immediately coordinate with supervisory staff.

Goggles: Safety glasses should be worn during mixing and handling of chemicals. Should product labels recommend the use of safety glasses or

goggles to protect an applicator's eyes, staff will obtain these from supervisory staff.

Apron: Where specified on product labels, an apron will be worn while mixing chemicals. Supervisory staff will coordinate with applicators to evaluate the use of aprons based on the proposed herbicide use.

Clothing: County staff are required to wear long pants, a long-sleeved shirt, close-toed shoes and socks, and appropriate head coverings while carrying out all aspects of the use of herbicides (i.e. mixing, transport, application, and clean up).

6) *Equipment Use*:

Equipment used for herbicide transport and application is stored and maintained at the Parks Maintenance building. This equipment includes:

- Trucks with mounted tanks
- A UTV with a mounted tank
- Backpack and handheld sprayers
- A truck mounted boom for ground level application along firebreaks and linear areas.

All tanks are required to be labeled to identify whether water or oil was used for mixing. Equipment is to be thoroughly cleaned and stored after daily use. Equipment that is in disrepair or requires replacement should not be used; supervisory staff shall be notified when equipment requires repair or replacement.

7) Herbicide Inventory: At this time, all chemicals used for control of invasive vegetation are stored at the Parks Maintenance buildings. An Inventory Form (Attachment 6) must be kept in the same location as the recordkeeping documents. Herbicide inventory forms must be maintained by designated staff. Copies of forms are provided by supervisory staff.

IV) Compliance & Follow Up

When applying herbicides, it's essential to follow label instructions and compliance procedures to ensure both the effectiveness of the treatment and the safety of the staff and the environment. Follow-up and compliance procedures shall include:

a) Post-Application Monitoring and Follow-Up:

- *Monitor Effectiveness*: Observe the treated area over the next few weeks to assess the effectiveness of the herbicide. Look for signs of wilting, yellowing, or browning in the target plants, and any regrowth of weeds.
 - *Reapplication*: If the herbicide did not effectively control the weeds, reapply according to the product's instructions, ensuring that the timing and application rate are adjusted as needed.
 - *Identify Non-Target Effects*: Check for any unintended damage to non-target plants or areas. This will help assess if drift or over-application occurred.
- b) Weed Resistance Management:
- *Rotating Herbicide Classes*: Avoid over-reliance on a single herbicide or herbicide class to reduce the risk of weed resistance. Rotate herbicide types to prevent resistant weed populations from developing.
 - *Integrated Weed Management*: Combine herbicides with non-chemical methods such as mulching, and mechanical weeding to help reduce resistance.
- c) Training: Ensure that staff responsible for handling and applying herbicide are properly trained in its safe and effective use. The PRC Department encourages participation in training events and seminars to enable staff to learn new strategies for controlling invasive vegetation. Supervisory staff will coordinate with staff members to assist staff with tracking the required CEU's to ensure compliance with licensing standards.

V) Summary & Adaptation

The County's Integrated Pest Management (IPM) Plan is designed to provide a balanced, sustainable approach to the control of invasive vegetation in our parks and conservation areas. The IPM plan is developed to outline strategies and procedures to minimize the introduction and spread of invasive species, while safeguarding human health, the environment, and non-target species. By prioritizing proactive monitoring, early detection, and targeted interventions, the County works towards reducing the need for herbicide application. This plan will be regularly reviewed and adapted to respond to emerging challenges, ensuring long-term success. Collaboration between stakeholders, continuous education, and adherence to best practices will be key in maintaining an effective and responsible invasive species management strategy for Indian River County's Parks, Recreation & Conservation Department.

PRC DEPARTMENT IPM PLAN
ATTACHMENT 1
FLORIDA INVASIVE SPECIES COUNCIL
CATEGORY I & CATEGORY II SPECIES

FISC List Definitions*:

Native—A species that occurs naturally in Florida.

Nonnative—A species that does not occur naturally in Florida.

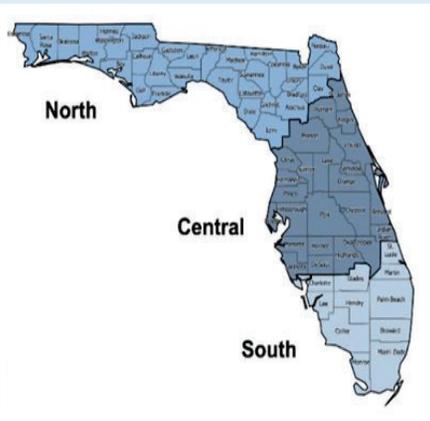
Invasive—A species that (a) is nonnative to Florida, (b) was introduced by humans (intentionally or unintentionally), and (c) does or can cause environmental harm.**

*adapted from: Iannone III, B. V., et al. (2020). Invasive Species Terminology: Standardizing for Stakeholder Education. *Journal of Extension*, 58(3), 27.

**for the purposes of this list, economic and human harm were not considered.

Category I—Invasive plants that are altering native plant communities by displacing native species, changing community structures or ecological functions, or hybridizing with natives. This definition does not rely on the economic severity or geographic range of the problem, but on the documented ecological damage caused.

Category II— Invasive plants that have increased in abundance or frequency but have not yet altered Florida plant communities to the extent shown by Category I species. These species may become Category I if ecological damage is demonstrated.



Zone: In the list, **N** = north, **C** = central, **S** = south, referring to each species' general distribution in regions of Florida (not its potential range in the state).



Formerly
Florida Exotic Pest Plant Pest Council
(FLEPPC)

For more information on
invasive plants
including links to related
web pages, visit:

floridainvasivespecies.org

FISC also publishes a
Watch List
which can be found on the website

The 2023 list was prepared by the FISC Plant List Committee

Dennis Giardina, Chair, 2017-2023, Florida Fish and Wildlife Conservation Commission,
dennis.giardina@myfwc.com

Alan Franck, University of Florida Herbarium,
francka@floridamuseum.ufl.edu

Roger L. Hammer, Retired Naturalist and Author,
kaskazi44@comcast.net

Mark Kiser, Florida Forest Service, mark.kiser@fdacs.gov

John Kunzer, Florida Fish and Wildlife Conservation Commission, john.kunzer@myfwc.com

James Lange, Smart-Science, Inc.,
jlange@smart-sciences.com

Kenneth Langeland, Professor Emeritus, University of Florida/IFAS, Agronomy Department, gator8@ufl.edu

Deah Lieurance University of Florida/IFAS, Agronomy Department

Chris Lockhart, Habitats Specialists Inc.,
chris@lockharts.org

Jean McCollom, Natural Ecosystems,
swampjeanm@outlook.com

Gil Nelson, Professor Emeritus, Florida State University/
iDigBio, gil@gilnelson.com

Erick Revuelta, Bio-tech Consulting, Inc.,
erick@bio-techconsulting.com

Veronica Runge, City of Sanibel,
veronica.runge@mysanibel.com

Dexter Sowell, Florida State University, FNAI,
dsowell@fnai.fsu.edu

Jessica Spencer, US Army Corps of Engineers,
jessica.e.spencer@usace.army.mil

Elena Suarez, Broward County Florida Parks and Recreation, casuarez@broward.org

Richard P. Wunderlin, Professor Emeritus, University of South Florida, rwunder@cas.usf.edu

Florida Invasive Species Council's 2023 List of Invasive Plant Species

The mission of the Florida Invasive Species Council is to reduce the impacts of invasive plants in Florida through the exchange of scientific, educational, and technical information.

Note: The FISC List of Invasive Plant Species is not a regulatory list. Only those plants listed as Federal Noxious Weeds, Florida Noxious Weeds, Florida Prohibited Aquatic Plants, or in local ordinances are regulated by law.

Purpose of the List

To provide a list of plants determined by the Florida Invasive Species Council to be invasive in natural areas of Florida and routinely update the list based upon information of newly identified occurrences and changes in distribution over time. Also, to focus attention on:

- Adverse effects invasive plants have on Florida's biodiversity and native plant communities,
- Habitat losses in natural areas from Invasive plant infestations,
- Impacts on endangered species via habitat loss and alteration,
- Needs for invasive plant management,
- Environmental impacts of these plants (e.g. increased wildfires or flooding in certain areas),
- Changes in the severity of different invasive plant infestations over time,
- Providing information to help managers set priorities for research and control programs.

www.floridainvasivespecies.org

Citation example: FISC 2023 List of Invasive Plant Species. Florida Invasive Species Council. <https://www.floridainvasivespecies.org/>.

FISC Category 1¹

Scientific Name	Common Name	Zone	Scientific Name	Common Name	Zone
<i>Abrus precatorius</i>	rosary pea	C, S	<i>Manihara zapota</i>	sapodilla	S
<i>Acacia auriculiformis</i>	earleaf acacia	C, S	<i>Melaleuca quinquenervia</i>	punktree; melaleuca	C, S
<i>Albizia julibrissin</i>	silk tree; mimosa	N, C	<i>Melinis repens</i>	rose natalgrass	N, C, S
<i>Albizia lebeck</i>	woman's tongue	C, S	<i>Microrum grossum</i>	serpent fern; wart fern	S
<i>Ardisia crenata</i>	coral ardisia; scra:chthroat	N, C, S	(<i>Phymatosorus scolopendria</i>)		
<i>Ardisia elliptica</i>	shoebutton ardisia	C, S	<i>Microstegium vimineum</i>	Nepalese browntop; Japanese	N
<i>Asparagus aethiopicus</i>	Sprenger's asparagus-fern	N, C, S	<i>Mimosa pigra</i>	black mimosa; catclaw mimosa	C, S
<i>Bauhinia variegata</i>	orchid tree; mountain ebony	C, S	<i>Nandina domestica</i>	sacred bamboo; heavenly bamboo	N, C
<i>Bischofia javanica</i>	Javanese bishopwood	C, S	<i>Nephrolepis brownii</i>	Asian sword fern	C, S
<i>Calophyllum antillarum</i>	santa maria; galba; Antilles calophyllum	S	<i>Nephrolepis cordifolia</i>	tuberous sword fern	N, C, S
			<i>Neyraudia reynaudiana</i>	Burma reed; silkreed	S
<i>Casuarina equisetifolia</i>	Australian-pine; horsetail casuarina	N, C, S	<i>Nymphoides cristata</i>	crested floatingheart	C, S
<i>Casuarina glauca</i>	gray sheoak; suckering Australian-pine	N, C, S	<i>Paederia cruddasiana</i>	sewervine	S
<i>Cenchrus purpureus</i> (<i>Pennisetum purpureum</i>)	elephantgrass; napiergrass	N, C, S	<i>Paederia foetida</i>	skunkvine	N, C, S
<i>Cinnamomum camphora</i>	camphortree	N, C, S	<i>Panicum repens</i>	torpedograss	N, C, S
<i>Colocasia esculenta</i>	wild taro; dasheen; coco yam	N, C, S	<i>Pistia stratiotes</i>	water-lettuce	N, C, S
<i>Colubrina asiatica</i>	latherleaf; Asian nakedwood	C, S	<i>Psidium cattleianum</i>	strawberry guava	C, S
<i>Cupaniopsis anacardioides</i>	carrotwood	C, S	<i>Psidium guajava</i>	guava	C, S
Cyperus blepharoleptos*	Cuban bulrush	N, C, S	<i>Pueraria montana var. lobata</i>	kudzu	N, C, S
<i>Deparia petersenii</i>	Japanese false spleenwort	N, C	<i>Rhodomyrtus tomentosa</i>	rose myrtle; downy rose-myrtle	C, S
<i>Dioscorea alata</i>	white yam; winged yam; water yam	N, C, S	<i>Ruellia simplex</i>	Britton's wild petunia; Mexican petunia	N, C, S
<i>Dioscorea bulbifera</i>	air-potato	N, C, S	<i>Salvinia minima</i>	water spangles	N, C, S
<i>Dolichandra unguis-cati</i> (<i>Macfadyena unguis-cati</i>)	catclaw vine	N, C, S	<i>Scaevola taccada</i>	beach naupaka	N, C, S
<i>Eichhornia crassipes</i>	common water-hyacinth	N, C, S	<i>Schinus terebinthifolia</i>	Brazilian pepper	N, C, S
<i>Eugenia uniflora</i>	Surinam cherry	C, S	Scleria eggersiana*	Eggers nutrush	S
<i>Ficus microcarpa</i> ²	Indian laurel fig	C, S	<i>Scleria lacustris</i>	Wright's nutrush; lakeshore nutrush	C, S
<i>Heptapleurum actinophyllum</i> (<i>Schefflera actinophylla</i>)	Australian umbrella tree; octopus tree	C, S	<i>Scleria microcarpa</i>	Tropical nutrush	C, S
<i>Hydrilla verticillata</i>	waterhyme; hydrilla	N, C, S	<i>Senna pendula var. glabrata</i>	Christmas cassia; valamuerto	C, S
<i>Hygrophila polysperma</i>	Indian swampweed; green hygro	N, C, S	<i>Solanum tampicense</i>	wetland nightshade; aquatic soda apple	C, S
<i>Hymenachne amplexicaulis</i>	trompetilla; West Indian marshgrass	N, C, S	<i>Solanum viarum</i>	Tropical soda apple	N, C, S
<i>Imperata cylindrica</i>	cogongrass	N, C, S	<i>Sporobolus jacquemontii</i>	West Indian dropseed; giant smutgrass	N, C, S
<i>Ipomoea aquatica</i>	water-spinach	N, C, S	<i>Syngonium podophyllum</i>	arrowhead vine; American evergreen	N, C, S
<i>Jasminum dichotomum</i>	Gold Coast jasmine	C, S	<i>Syzygium cumini</i>	Java plum	C, S
<i>Jasminum fluminense</i>	Brazilian jasmine; jazmin de trapo; corky-stemmed jasmine	C, S	<i>Tectaria incisa</i>	incised halberd fern	S
			<i>Thelypteris opulenta</i> (<i>Ambloventum opulentum</i>)	jeweled maiden fern	S
<i>Lantana strigocamara</i> (<i>Lantana camara</i>)	lantana; shrubverbena	N, C, S	<i>Thespesia populnea</i>	portia tree; seaside mahoe	C, S
<i>Ligustrum lucidum</i>	glossy privet	N, C	<i>Tradescantia fluminensis</i>	small-leaf spiderwort	N, C, S
<i>Ligustrum sinense</i>	Chinese privet	N, C, S	Tradescantia spathacea*	Moses-in-the-cradle; oyster-plant; boatlily	C, S
<i>Lonicera japonica</i>	Japanese honeysuckle	N, C, S	<i>Triadica sebifera</i> (<i>Sapium sebiferum</i>)	popcorn tree; Chinese tallow tree	N, C, S
<i>Ludwigia peruviana</i>	Peruvian primrosewillow	N, C, S	<i>Urena lobata</i>	caesarweed	N, C, S
<i>Lumnizera racemosa</i>	lumitzera	S	<i>Urochloa mutica</i>	paragrass	N, C, S
<i>Luziola subintegra</i>	Tropical American watergrass	S	<i>Vitex rotundifolia</i>	beach vitex; roundleaf chastetree	N, C
<i>Lygodium japonicum</i>	Japanese dimbing fern	N, C, S			
<i>Lygodium microphyllum</i>	small-leaf dimbing fern; Old World climbing fern	N, C, S			

¹ Plant names are those published in the Atlas of Florida Plants on 3/4/23 (<http://Florida.plantatlas.usf.edu/>). Some frequently used common names are added.

² Does not include *Ficus microcarpa* subsp. *fuyensis*, which is sold as "green island Ficus"

³ Does not include the native endemic *Spermacoce neoterminalis*.

* Plants added to the FISC List of Invasive Plant Species in 2023 are in bold print.

FISC Category 1¹

Scientific Name	Common Name	Zone	Scientific Name	Common Name	Zone
<i>Adenanthera pavonina</i>	red beadtrees; red sandalwood	S	<i>Limnophila sessiliflora</i>	Asian marshweed	N, C, S
<i>Agave sisalana</i>	sisal hemp	C, S	<i>Livistona chinensis</i>	Chinese fan palm	C, S
<i>Alstonia macrophylla</i>	deviltree	S	<i>Macrotidium lathyroides</i>	wild bushbean	N, C, S
<i>Alternanthera philoxeroides</i>	alligatorweed	N, C, S	<i>Melaleuca viminalis</i> (<i>Callistemon viminalis</i>)	bottlebrush	C, S
<i>Antigonon leptopus</i>	coral vine; queen's jewels	N, C, S	<i>Mella azedarach</i>	Chinaberrytree	N, C, S
<i>Ardisia japonica</i>	Japanese ardisia	N	<i>Melinis minutiflora</i>	molassesgrass	C, S
<i>Aristolochia elegans</i> (<i>Aristolochia littoralis</i>)	elegant dutchman's-pipe; calico flower	N, C, S	<i>Mikania micrantha</i>	mile-a-minute	S
<i>Asystasia gangetica</i>	Chinese violet; Ganges primrose	C, S	<i>Momordica charantia</i>	balsampear	N, C, S
<i>Begonia cucullata</i>	wax begonia; club begonia	N, C, S	<i>Murraya paniculata</i>	orange jessamine	S
<i>Broussonetia papyrifera</i>	paper mulberry	N, C, S	<i>Myriophyllum spicatum</i>	Eurasian watermilfoil	N, C, S
<i>Bruguiera gymnorhiza</i>	large-leafed orange mangrove	S	<i>Passiflora biflora</i>	twolobe passionflower	S
<i>Callisia fragrans</i>	basket plant; inch plant	C, S	<i>Phoenix reclinata</i>	Senegal date palm	C, S
<i>Casuarina cunninghamiana</i>	river sheoak	C, S	<i>Phyllostachys aurea</i>	golden bamboo	N, C
<i>Cecropia palmata</i>	trumpet tree	S	<i>Pittosporum pentandrum</i>	Taiwanese cheesewood	S
<i>Cenchrus polystachios</i> (<i>Pennisetum polystachion</i>)	West Indian pennisetum; missiongrass	C, S	<i>Platyterium bifurcatum</i>	staghorn fern	C, S
<i>Cenchrus setaceus</i> (<i>Pennisetum setaceum</i>)	fountaingrass	N, C, S	<i>Praxelis clematidea</i>	praxelis	C
<i>Cestrum diurnum</i>	dayflowering jessamine	C, S	Peris tripartita*	giant brake	C, S
<i>Chamaedorea seifrizii</i>	bamboo palm	C, S	<i>Pteris vittata</i>	Chinese ladder brake	N, C, S
<i>Clematis terniflora</i>	sweet autumn virginsbower; sweet autumn clematis	N, C	<i>Ptychosperma elegans</i>	Alexander palm; solitaire palm	S
			<i>Richardia grandiflora</i>	largeflower Mexican clover	N, C, S
<i>Cocos nucifera</i>	coconut palm	S	<i>Ricinus communis</i>	castorbean	N, C, S
<i>Crassocephalum crepidioides</i>	redflower ragleaf	N, C, S	<i>Rotala rotundifolia</i>	dwarf rotala; roundleaf toothcup plant	S
<i>Cryptostegia madagascariensis</i>	Madagascar rubbervine	C, S	<i>Ruellia blechum</i>	Browne's blechum; green shrimp plant	N, C, S
<i>Cyperus involucreatus</i>	umbrella plant	N, C, S	Selenicereus pteranthus*	princess-of-the-night	C, S
<i>Cyperus profler</i>	dwarf papyrus; miniature flatsedge	C, S	<i>Sesbania punicea</i>	rattlebox	N, C, S
<i>Dactyloctenium aegyptium</i>	Durban crowfootgrass	N, C, S	<i>Sida planicaulis</i>	flatstem sida; mata-pasto	C, S
<i>Dalbergia sissoo</i>	Indian rosewood; sissoo	C, S	<i>Solanum diphyllum</i>	twoleaf nightshade	N, C, S
<i>Dalechampia scandens</i>	spurgecreeper	C, S	<i>Solanum torvum</i>	turkeyberry	N, C, S
<i>Distimake tuberosus</i> (<i>Merremia tuberosa</i>)	Spanish arborvine; yellow morning-glory; wood rose	C, S	<i>Spermacoce verticillata</i> ³	shrubby false buttonweed	N, C, S
<i>Draecena hyacinthoides</i> (<i>Sansevieria hyacinthoides</i>)	bowstring hemp; mother-in-law's tongue	C, S	<i>Sphagneticola trilobata</i> (<i>Wedelia triloba</i>)	creeping oxeye; wedelia	N, C, S
<i>Elaeagnus pungens</i>	silvertorn; thorny olive	N, C, S	<i>Stachytarpheta cayennensis</i>	nettleleaf velvetberry	S
<i>Elaeagnus umbellata</i>	silverberry; autumn olive	N	<i>Syagrus romanzoffiana</i>	queen palm	C, S
<i>Epipremnum pinnatum</i>	golden pothos	C, S	<i>Syzygium jambos</i>	Malabar plum; rose apple	N, C, S
<i>Eulophia graminea</i>	Chinese crown orchid	N, C, S	Tabebuia heterophylla*	pink tabebuia; white cedar	S
<i>Ficus altissima</i>	council tree	C, S	<i>Talipariti tiliaceum var. tiliaceum</i>	sea hibiscus; mahoe	C, S
<i>Flacourtia indica</i>	Governor's plum	S	<i>Terminalia catappa</i>	West Indian almond; tropical almond; sea almond	C, S
<i>Hemarthra altissima</i>	limpgrass	C, S	<i>Terminalia muelleri</i>	Australian almond	C, S
<i>Heteropterys brachiata</i>	Beechey's withe; redwing	C, S	Thelypteris dentata (Christella dentata)*	downy maiden fern; downy shield fern	N, C, S
<i>Hyparrhenia rufa</i>	jaragua	N, C, S	<i>Tribulus cistoides</i>	burr nut; Jamaican feverplant; puncture vine	N, C, S
<i>Ipomoea carnea</i> subsp. <i>fistulosa</i>	bush morning-glory	C, S	<i>Urochloa maxima</i> (<i>Panicum maximum</i>)	Guineagrass	N, C, S
<i>Kalanchoe pinnata</i>	cathedral bells; life plant	C, S	<i>Vernicia fordii</i>	tung oil tree	N, C, S
<i>Kalanchoe x houghtonii</i>	mother-of-millions	N, C, S	<i>Vitex trifolia</i>	simpleleaf chastetree	C, S
<i>Koeleruteria elegans</i> subsp. <i>formosana</i>	flamegold rain tree	N, C, S	<i>Washingtonia robusta</i>	Washington fan palm	C, S
<i>Landoltia punctata</i>	dotted duckweed	N, C, S	<i>Wisteria sinensis</i>	Chinese wisteria	N, C
<i>(Spirodela punctata)</i>			<i>Xanthosoma sagittifolium</i>	arrowleaf elephant's ear	N, C, S
<i>Leucaena leucocephala</i>	white leadtree	N, C, S			

¹ Plant names are those published in the Atlas of Florida Plants on 3/4/23 (<http://Florida.plantatlas.usf.edu/>). Some frequently used common names are added.

² Does not include *Ficus microcarpa* subsp. *fuyensis*, which is sold as "green island Ficus"

³ Does not include the native endemic *Spermacoce neoterminalis*.

* Plants added to the FISC List of Invasive Plant Species in 2023 are in bold print.

PRC DEPARTMENT IPM PLAN
ATTACHMENT 2
IPM PLAN IMPLEMENTATION FORMS

IPM IMPLEMENTATION FORM



Date:

Location:

Management Area:

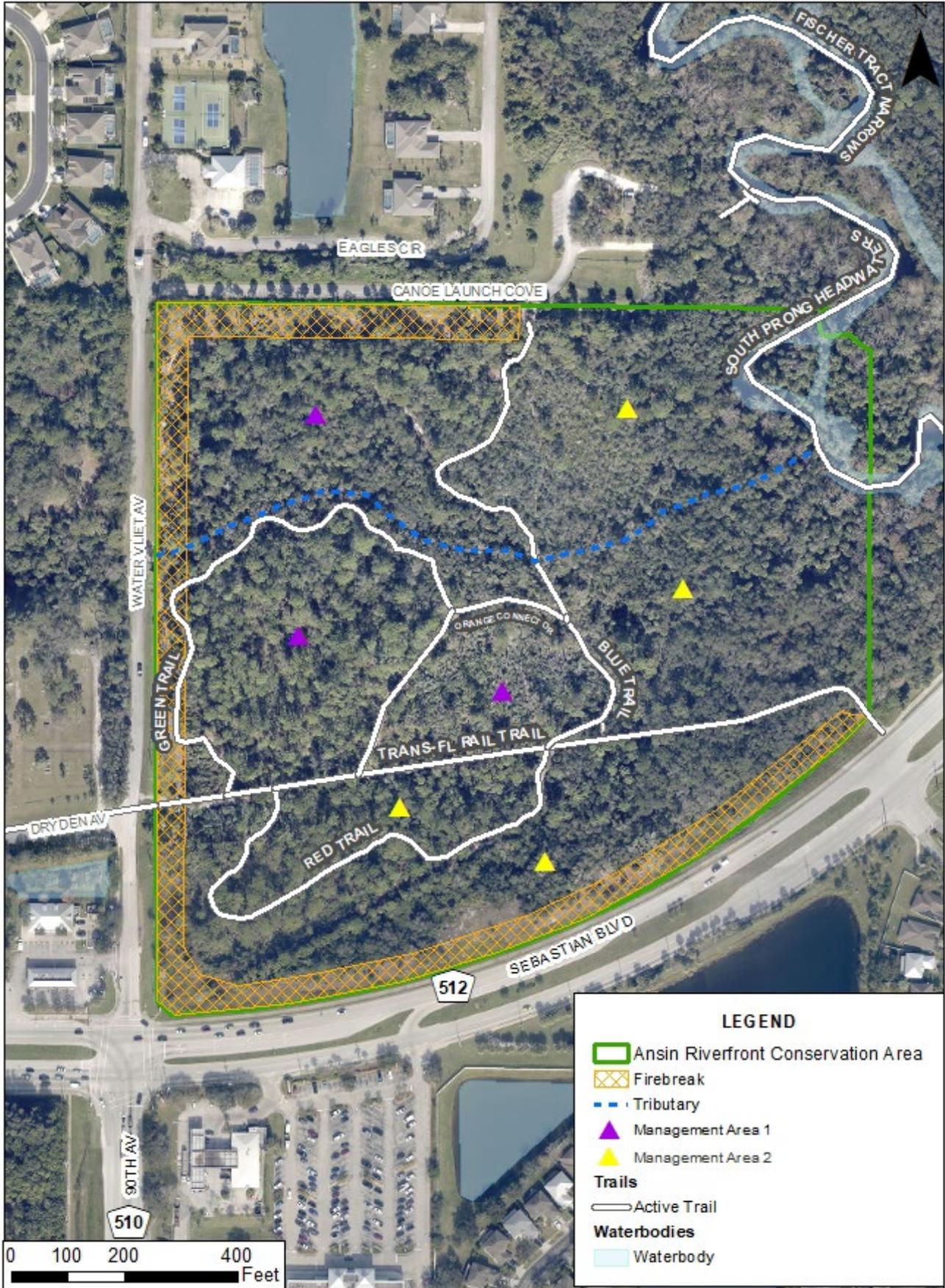
Purpose:

Weather:

General		Safety		Tools	
Item	Detail	Item	Detail	Item	Detail (Y/N)
Target Species		PPE		Kubota	
				Sprayer(s)	
				Shovel(s)	
Pesticide(s)				Loppers	
				Machete	
			Chain Saw		
Other Additives		First Aid Kit		Repair Kit	
Water Source		Signage			
Adjacent Land Use(s)					

COMMENTS:

SAMPLE IPM PLAN IMPLEMENTATION MAP



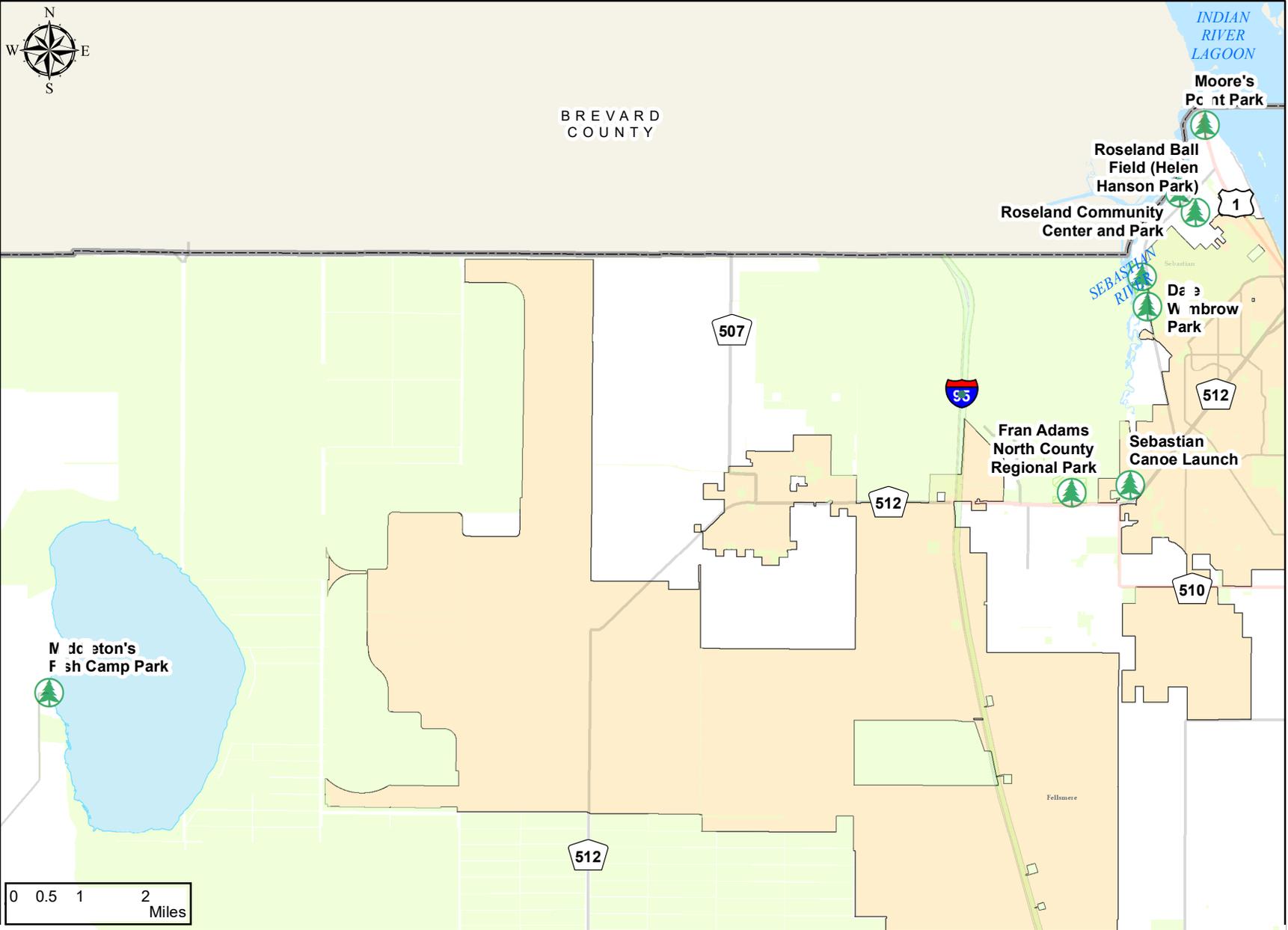
PRC DEPARTMENT IPM PLAN
ATTACHMENT 3
IPM PLAN RECORDKEEPING FORM

PRC DEPARTMENT IPM PLAN
ATTACHMENT 4
INDIAN RIVER COUNTY PARK LOCATION MAPS

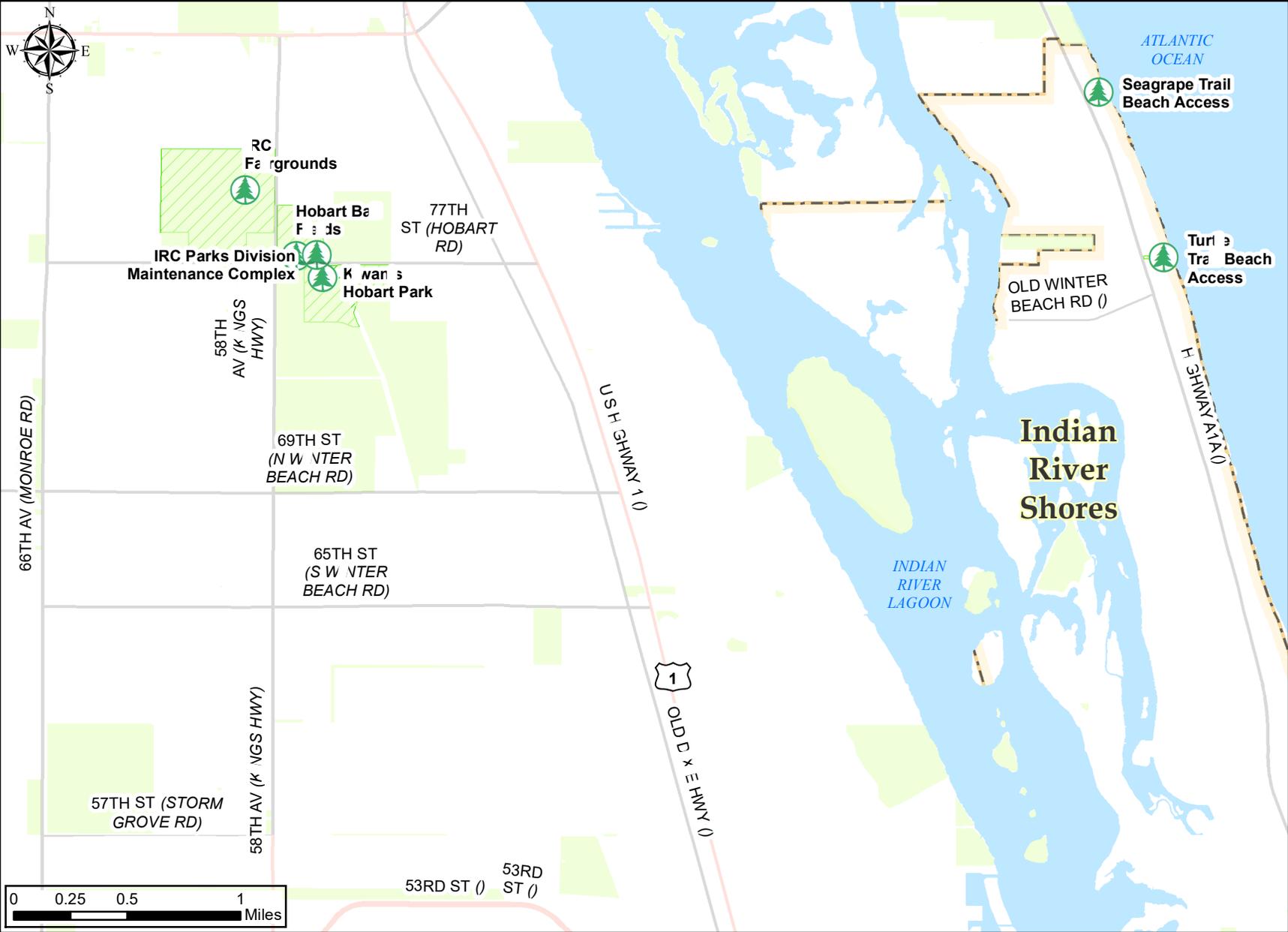
Indian River County Parks North County



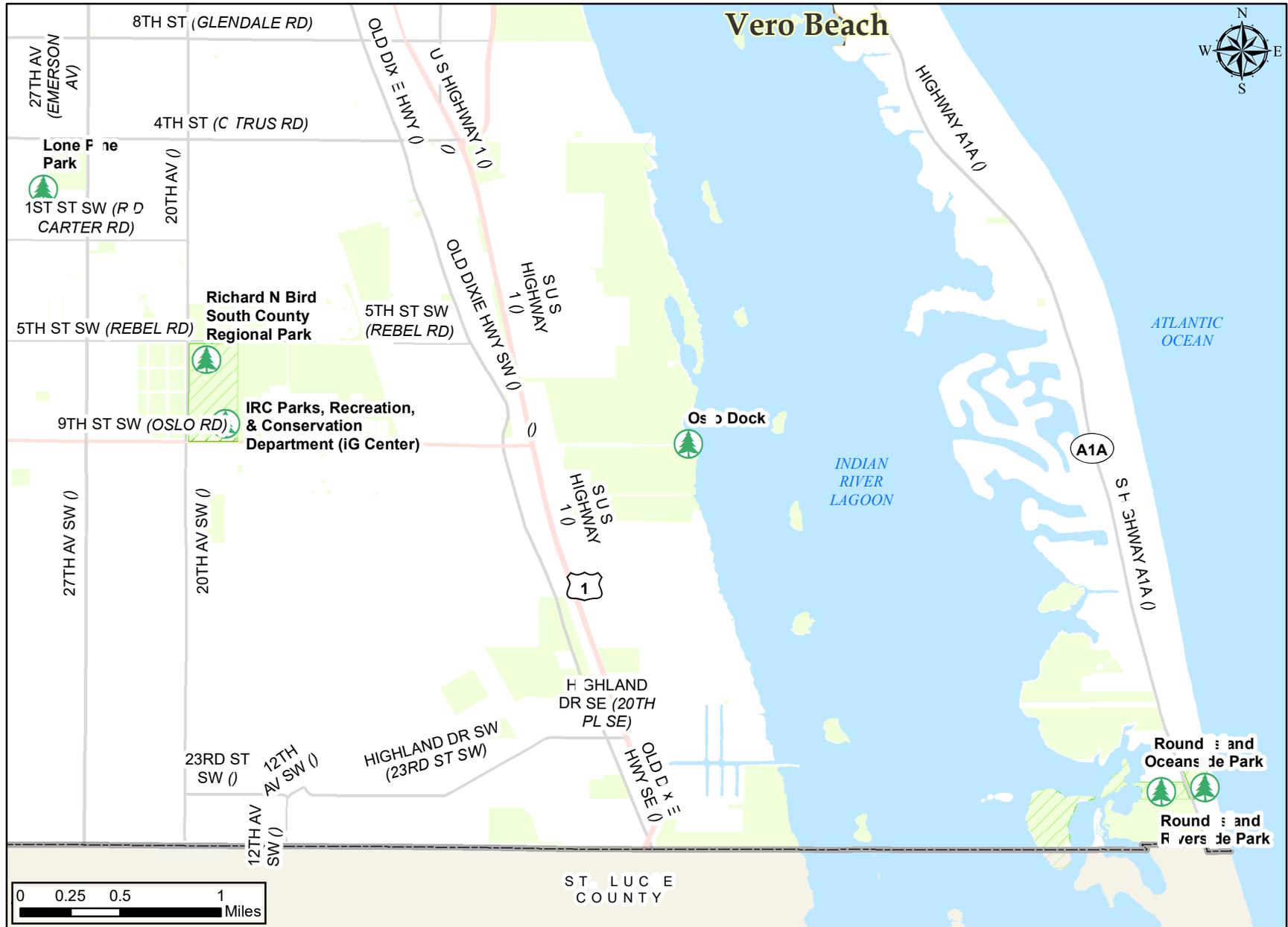
Indian River County Parks Northwest County



Indian River County Parks Central County (Map 1)



Indian River County Parks South County



PRC DEPARTMENT IPM PLAN

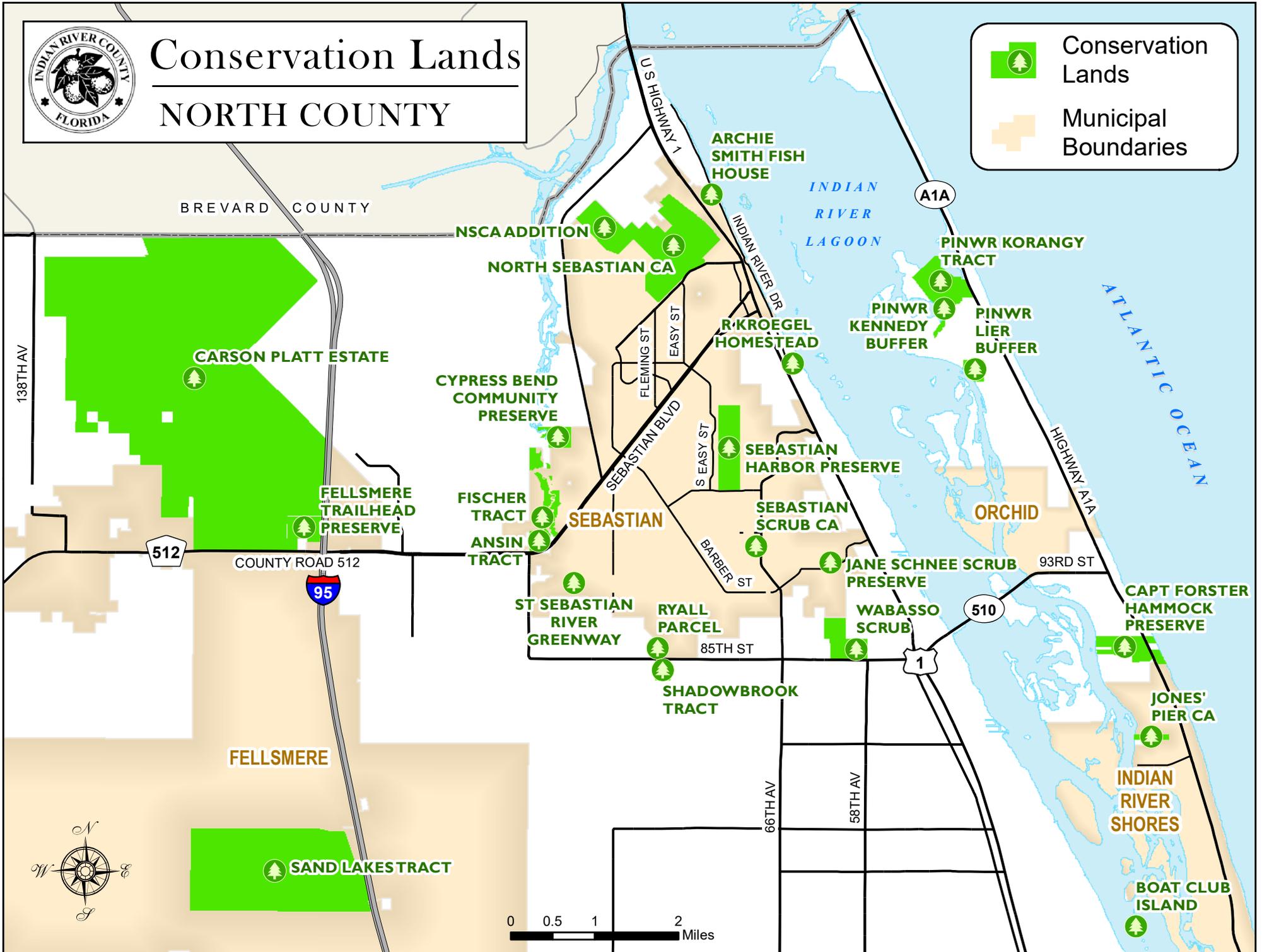
ATTACHMENT 5

INDIAN RIVER COUNTY CONSERVATION AREA LOCATION MAPS



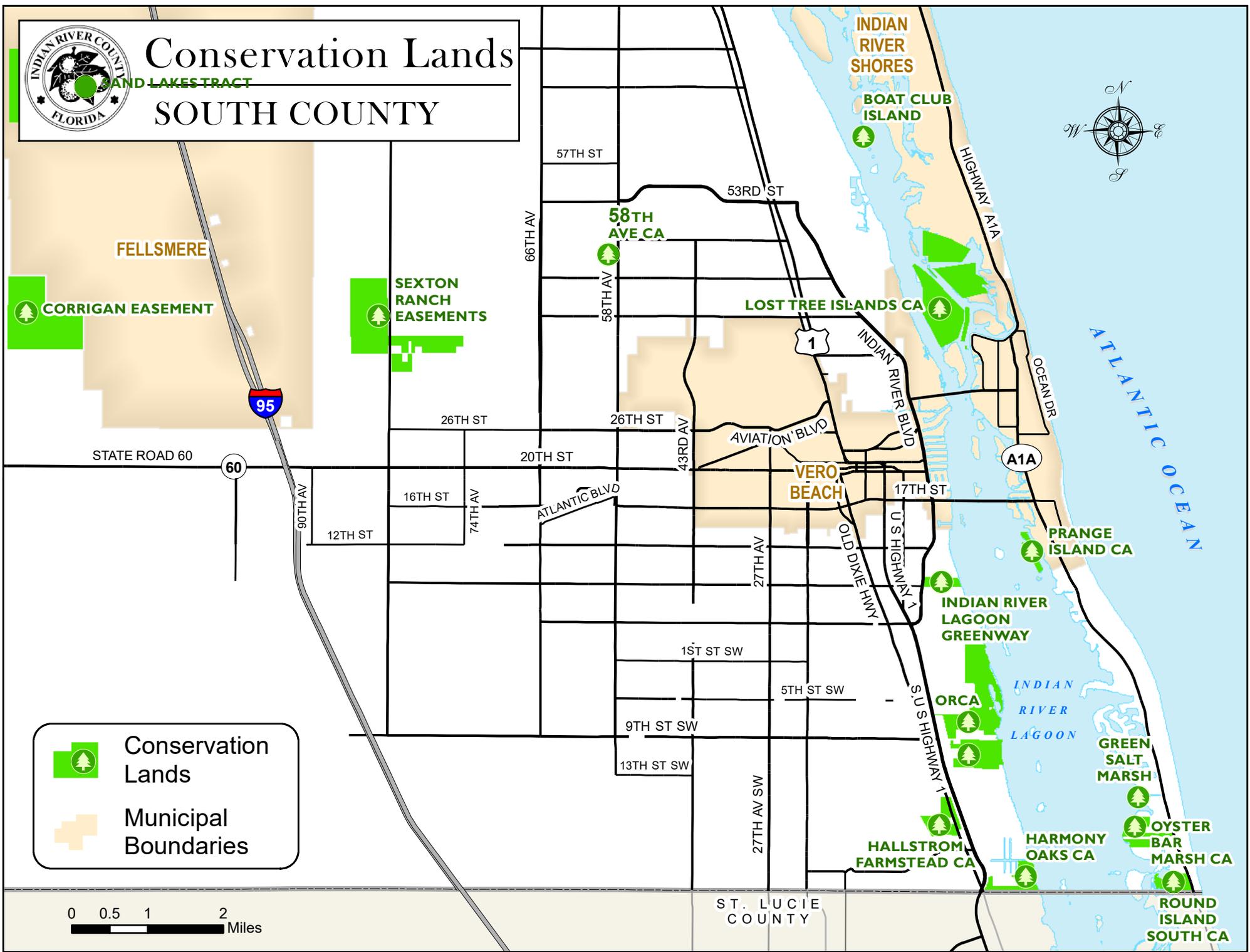
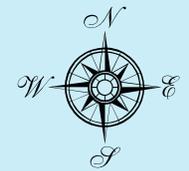
Conservation Lands NORTH COUNTY

- Conservation Lands
- Municipal Boundaries





Conservation Lands AND LAKES TRACT SOUTH COUNTY



- Conservation Lands
- Municipal Boundaries





Conservation Lands WEST COUNTY

BREVARD COUNTY



OSCEOLA COUNTY

BLUE CYPRESS RANCH RD
241ST DR

**PRESSLEY
NAWCA
TRACT**



*Blue
Cypress
Lake*

*Stick
Marsh*

79TH ST

FELLSMERE

512

BLUE CYPRESS LAKE RD

**PADGETT
BRANCH
EASEMENTS**



OKEECHOBEE COUNTY

60

STATE ROAD 60

0 0.5 1 2
Miles

150TH AV

-  Conservation Lands
-  Municipal Boundaries

PRC DEPARTMENT IPM PLAN
ATTACHMENT 6
INVENTORY FORM

Appendix C-3
Vehicle Checklist

Appendix C-3 Vehicle Checklist Form

Vehicle#: _____

MONTH : _____

- 1 _____ OIL
- 2 _____ WATER
- 3 _____ BATTERY
- 4 _____ HEADLIGHTS
- 5 _____ BRAKES & BRAKE LIGHTS
- 6 _____ TURN SIGNALS
- 7 _____ WINDSHIELD WIPERS
- 8 _____ CHECK TIRES
- 9 _____ FIRE EXTINGUISHER
- 10 _____ SEAT BELTS
- 11 _____ CHECK TARPAULIN
- 12 _____ WINDSHIELD, MIRRORS & LENSES
- 13 _____ GAS TANK
- 14 _____ FIRST AID KIT
- 15 _____ NO TRASH IN VEHICLE
- 16 _____ CHECK TRAILER

INITIAL	
1	17
2	18
3	19
4	20
5	21
6	22
7	23
8	24
9	25
10	26
11	27
12	28
13	29
14	30
15	31
16	

Date Fueled	Gallons	Odometer

Next Service:

Discrepancies/ Notes

Appendix C-4
Site Inspection Form

IRC CONSERVATION AREA FIELD REVIEW CHECKLIST

CONSERVATION AREA:			DATE:			
ITEM	Y/N/NA	COMMENTS	PARKS STAFF REQUIRED			
KIOSK						
SIGNS OK						
TRIMMED/CLEAR						
REPAIRS						
BIKE RACK						
INTACT						
BENCHES						
TRIMMED						
REPAIRS						
ENTRY SIGNS						
TRIMMED						
REPAIRS						
TRAIL MARKERS						
PRESENT						
INTACT						
COMMENTS						
TRAILS						
CLEAR/MOWED						
RUTTING/TRASH						
OTHER						
FENCING						
REPAIRS						
LOCATION NOTED						
BOARDWALKS						
TRIMMED/BLOWN						
REPAIRS						
GATES						
CLEAR SWING						
REPAIRS						
ENTRY AREAS						
FREE OF DEBRIS						
TRASH REMOVED						
INTERNAL SIGNS						
UPRIGHT						
LEGIBLE						
EXOTIC SPECIES						
TYPE						
LOCATION (IPAD)						
PHOTOS						
LEVEL OF INVASION						
MINOR						
SIGNIFICANT						
IMMEDIATE						
OTHER COMMENTS						

Appendix C-5
Conservation Lands Purchase
Form

Appendix C-6
Incident Report Form

INDIAN RIVER COUNTY INCIDENT REPORT

WORKERS' COMP ● LIABILITY ● PROPERTY LOSS ● AUTO ACCIDENTS/INCIDENTS

Complete Information For The Type Of Claim Reporting:

- Workers' Compensation: Complete Sections 1, 2, 6, 7, 8
- General Liability: Complete Sections 1, 3, 6, 7, 8
- Property Loss or Vandalism: Complete Sections 1, 4, 6, 7, 8
- Automobile Accident: Complete Sections 1, 5, 6, 7, 8

SECTION 1 – Employee Information

(Please Print, Except Signatures)

Name:	Division:	Department
Vehicle Number:	Year, Make, Model:	Vehicle Plate Number:
Type of Equipment (if not a vehicle)	Supervisor:	Date of Report

SECTION 2 – Workers' Compensation

(Use Additional Sheet if Necessary)

Employee's Description: Please provide as many details as possible.

Part of Body Injured:	Date of Injury:	Time of Injury:
Location Where Injury Occurred:		
What activity were you doing prior to accident:		
Employee's Written Description of Accident (Use Comment Section or Additional Sheet If Necessary):		

Supervisor's Description:

Supervisor's Written Description of Accident (Use Comment Section or Additional Sheet If Necessary):			
What Did The Employee Do or Fail To Do That Caused Or Contributed To The Accident? Be Specific:			
Describe Safety Appliances Used During The Accident Or Injury, Or The Lack of Safety Appliances (Include Failure Of Safety Appliances):			
Describe Results of Action by Supervisory Staff Of Injured Employee Concerning Corrective Actions Or Prevention Of Future Accidents:			
I do not wish to seek medical treatment at this time.			
<i>I hereby state that the above information is correct and authorize my employer and my employer's workers' compensation carrier to have access to any and all medical records relevant to this claim.</i>			
Employee Signature		Supervisor Signature:	
Division Head Signature		Department Head Signature:	

SECTION 3 – General Liability or Incidents

Name of Claimant (Injured or Owner)		Phone Number (Include Best Time to Contact)	
Address of Claimant		Company Name (If Applicable)	
City, State, Zip		Claimants Employer	
Sex	Age:	Occupation	Claimants Employer Address & Phone
Location of Accident, Loss or General Liability (Address)			Where Was Injured Taken:
Describe Injuries or Damage To Property:			Where and When Can Property Be Seen:
Date and Time of Loss, Accident or Injury:			Type of Property (Include Make, Model, Serial Number, Description and Date):

Instructions: Employee/Supervisor complete information / Route for Dept. Head Signatures
 Copies: 1) Employee 2) Risk Mgmt.

SECTION 4 – Property Loss or Vandalism

(Please Print, Except Signatures)

Law Enforcement Report Number And Jurisdiction of Officer:	Date / Time of Loss:	Location
Written Description Of Loss: Include Kind of Equipment. Attach Asset Numbers, Model Numbers and Other Documents If Available: Use Comment Section or Additional Sheet If Necessary.		
Describe Security Devices Used To Protect Equipment Prior To Loss:		

SECTION 5 – Automobile Collision – Information on Non-County Driver involved in Collision

Name of Non-County Driver	Phone Number (Include Best Time to Contact)	
Address of Non-County Driver	Vehicle Owner's Name if different than driver:	
City, State, Zip	Insurance Co.	
Sex Age: Occupation	Policy Number:	
Location of Collision:	Where Can Property Be Seen:	Law Enforcement Report Number:
Describe Damage (Include Description Of Collision In Comment Section):		
Make, Model, Year of Damaged Vehicle	License Plate and Vehicle Identification Number of Damaged Vehicle:	

SECTION 6 – Witnesses (Including Employees)

(Use Additional Sheet If Necessary)

Name	Address	Phone Number
1)		
2)		
3)		
4)		

SECTION 7 – Comments

(Use Additional Sheet If Necessary)

--

SECTION 8 – Signatures

Employee Signature	Supervisor or Investigator:
Division Head Signature	Department Head Signature:

Instructions: Employee/Supervisor complete information / Route to Dept. Head for Signatures
Copies: 1) Employee 2) Risk Mgmt.

Appendix C-7
Special Event Permit

Indian River County Parks Division - EVENTS AT PARKS

5500 77th Street

Vero Beach, Fl 32967

Phone (772) 589-9223

www.ircgov.com/parks

Permit application for an event at an Indian River County Park

Permit applications are subject to an application charge of \$100 plus tax

I hereby request the use of the following location: _____ Date of application: _____

Name of Park or Facility: _____

Proposed date(s): _____

Set-up Time: _____ Event Time: _____ Clean-up Time: _____

Name of group, organization or individual: _____

Profit Non-Profit Private

Name of Applicant: _____

Address: _____

Applicant's Contact Number: _____ Email: _____

Event Name: _____

Type of Event: _____

Expected number of people attending the Event: _____

Proposed Activities:

(Please feel free to use another sheet if necessary)

X _____

Date _____

Applicant

Your signature acknowledges that you have read and understand the attached rules and regulations. Further, the applicant certifies that he/she is authorized to obligate the organization or group he/she is making this request the ensuring compliance with these rules. The applicant hereby agrees to protect, indemnify, defend, save and hold harmless Indian River County, Florida from all claims, demands, liabilities, any suits of any nature whatsoever arising out of, because of, or due to this license, or due to any act or occurrence of mission or commission of the applicant, its agents or employees.

CASH _____

CHECK _____

CARD _____

APPROVAL: Event agreement for use of a County Park has been approved, subject to the conditions stated herein:

Date: _____

Authorized Parks Division Representative

General Park Rules

- This event agreement entitles the requestor to use a County public park for a specific organized event. It does not allow for the exclusive use of the park.
- Preparation and clean-up time must be included on this request.
- Parking for the applicant and his/her guests is allowed only in designated areas, parking in grass or mulched areas is not permitted.
- The applicant shall be responsible for the complete clean-up of the area after the event. This clean-up will include all foreign matter that has been transported to the area by the applicant, its guests, or other spectators. The parking area is to be specifically included in the clean-up process. All refuse will be placed in authorized receptacles or completely removed from the park or facility grounds.
There will be no digging, underground installations, tents or temporary building installations, or pruning of foliage without prior specific permission of the Parks Superintendent or designee. Authorization must be obtained in writing in advance of any action of the above on the part of the applicant. All applicants with authorization who plan to do this type of activity must confirm location of any underground facilities / utilities by contacting the following agencies.
- No alcoholic beverages may be consumed on this property.
- No loud music or other objectionable noise or amplification is permitted without prior permissions and permits.
- The applicant is fully responsible for the actions of all members and guests associated with this event and for ensuring compliance with all laws and ordinances that are in effect for this area.
- All security and traffic control is the responsibility of the applicant. Special arrangements can be made with the Indian River County Sheriff's Office crowd control department at (772) 569-6700 ext. 6276 for this service for a fee. Any event where attendance is 100 or more will require this service.
- A solid waste dumpster can be obtained for a fee from the Solid Waste Department (772) 226-1769 by arranging for this service at least one week in advance of the date of the event. The applicant can determine the container size and the appropriate container will be placed at a location that is convenient to both the Solid Waste Department and the applicant.
- By utilizing this location for this event, the applicant agrees to indemnify and hold harmless Indian River County for all liability, costs and fees incidental to, and loss or damage the county may suffer as a result of claims against it arising because of this event.
- Indian River County, Florida must be listed as the additional insured with the insurance endorsement provided to us for events requiring insurance.
- This fully completed application should be submitted to the Parks Division no later than 90 days prior to a public event and must be approved by the Parks Superintendent prior to the event being held.

INSURANCE GUIDELINES

- A Certificate of Insurance with endorsement is required from your insurance company. This must show Indian River County, Florida as the additional insured, and must list the event name, location where it is being held, and dates from set-up through clean-up in the description area.
- Your insurance company must endorse your policy and we must receive a copy of this endorsement. Be aware that your insurance company may charge you a fee for this service.
- Please provide these documents to the IRC Parks Division at 5500 77th Street, Vero Beach FL 32967. For your convenience, it can be mailed to said address. Once received the county will review these documents for approval. If information is missing or incorrect, you will be notified.
- Commercial General Liability – Minimum limits of \$1,000,000.00 per occurrence combined single limit for bodily injury liability and property damage liability.
- If applicable, Business Auto Policy coverage for vehicles involved in an event must be afforded on a form no more restrictive than the latest edition of the Business Auto Policy filed by the Insurance Services Office and must include: minimum limits of \$1,000,000.00 per occurrence combined single limit for bodily Injury Liability and Property Damage Liability. Unless covered under their own Workers' Compensation policy, the organization responsible for the event shall conform to minimum limits of \$500,000 per occurrence combined single limit for Workers' Compensation for all vendors participating in an event.

INDIAN RIVER COUNTY PARKS DIVISION CHECKLIST FOR EVENTS

Please check off all that apply to your event:

- | | |
|------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Amplified sound | <input type="checkbox"/> Stage |
| <input type="checkbox"/> Live Music | <input type="checkbox"/> Bleachers |
| <input type="checkbox"/> Cooking | <input type="checkbox"/> Tents <i>(please see below note)</i> |
| <input type="checkbox"/> Food vending | <input type="checkbox"/> Bounce House |
| <input type="checkbox"/> Other vending | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> Port-o-lets | <input type="checkbox"/> other _____ |

Street use: Must get "Special Use Permit" approval from the Indian River County Sheriff's Office.
(For closure of any roads) (772) 569-6700

Note: Any tents that may be used that are larger than 10x10 require a special events & tents sales permit from the Indian River County Fire & Life Safety Bureau which we can provide to you. Fees will apply

Other Needs:

- Electric
- Water
- Signs - For permit and sign information please call Parks Division office @ (772) 589-9223
- Police - If needed, please call the Indian River County Sheriff's Office @ (772) 569-6700
- Dumpster - If needed, please call Waste Management @ (772) 770-3179
- Cooking or ambulance stand-by (contact Indian River County Fire Dept.
- Park Adjustments
 - Gates opened
 - Other: _____
 - Other: _____

If your request is approved, you may be required to submit a certificate of liability insurance covering the event, with Indian River County, Florida named as the additional insured and provide the Indian River County Parks Division with a copy of the additional insurance endorsement. Approximately 45 days before the event, an event committee meeting may be held with your representative(s) and county officials to ensure all requirements are met, and for coordination with other county departments. For questions, please call the Parks Division at (772) 589-9223

Should you encounter any problems during the use of this location please contact the Indian River County Sheriff's Office non-emergency number at (772) 569-6700.

Appendix C-8
Key Phone Numbers

**Appendix C-8
Conservation Lands Division Key Phone Numbers**

PHONE CONTACT INFORMATION		
Name	Title	Phone Number
Beth Powell	Director Parks, Recreation & Conservation	772-501-6116
Gustavo Vergara	Assistant Director Recreation	772-925-9045
Wendy Swindell	Assistant Director Parks & Conservation	772-564-1074
Brad Dewson	Parks Superintendent	772-925-5717
Ashley Lingwood	Conservation Program Coordinator	772-365-1284
Joseph Taylor	Conservation Lands Technician II	772-321-4903
Travis Jones	Conservation Lands Technician II	561-578-9498
Cynthia Stanton	Risk Manager	772-946-9860
Non-emergency IRC Sheriff	N/A	772-569-6700
Indian River Shores Police	N/A	772-231-2451
IRC Animal Control	N/A	772-226-3485
City of Sebastian Police	N/A	772-589-5233
IRC Mosquito Control	N/A	772-562-2393
Florida Fish & Wildlife Conservation Commission	N/A	(888) 404-FWCC (3922)
US Fish & Wildlife Service	N/A	1-844-FWS-TIPS (397-8477)
IRC Utilities (after hours)	Water Meters/Utilities Lift Stations Operators	772-231-7176

Appendix C-9
Storm Preparation Checklist

2025

SUMMARY OF CONSERVATION AREA HURRICANE PREP

Indian River County Conservation Areas	Acreage Managed by IRC	Open to the Public	Structures	Hurricane Prep	Completed By
Archie Smith Fish House	1.25	no	Dock Fish Shack House	Secure structure windows Ensure gate is locked	
Ansinn Tract/Canoe Launch	30	yes	Greenway Canoe Dock Boardwalk	Remove or secure garbage cans	
Captain Forster Hammock Preserve	111	yes	Dock Restroom Gate	Secure & lock Lock Remove garbage cans	
Indian River Lagoon Greenway	37	yes	Boardwalks Overlooks (2)	Lock Gate Remove or secure garbage cans	
Schnee Conservation Area	10	no	none	none	
58th Avenue	10	no	none	none	
Green Salt Marsh	15	no	none	none	
Hallstrom Farmstead	93	no	Barns (3) Boardwalk	Secure barn doors Ensure all gates locked Secure & lock restroom Trash cans into chase	
Harmony Oaks Conservation Area	90	yes	Boardwalks Parking	none	
Jones' Pier Conservation Area	16	no	River Docks (2) Pavillion/Restroom Pond Boardwalks (2) Trails Structures (4)	Move boat to shop and secure Move items up from floor of cottage Secure fish shack Shutters on cottage shut off utilities and screw pump Secure or remove garbage cans Secure fruit stand Shutters on bungalow Lock gates Leave outside lights on	
Pelican Island National Wildlife Refuge	5	yes	Restroom	Lock restrooms & gates	
Kroegel Homestead	2.5	no	Restroom Pavillion Structures	Secure & board barns Secure any loose items	
Lost Tree Islands	508	yes	dock pavillions (2) boardwalk	none	
North Sebastian Conservation Area	571	yes	Boardwalks Overlooks	Remove or secure garbage cans	
Oslo Riverfront Conservation Area	298	yes	Boardwalks Overlooks Parking Kayak Launch	Remove or secure garbage cans	
South Oslo Riverfront Conservation Area	71.5	yes	boardwalk parking lot	none	
Oyster Bar Marsh	96	yes			
Prange Islands	27	yes	Dock Trails Pavillion	none	
Round Island South Conservation Area	59	yes	boardwalk	none	
Cypress Bend Community Preserve	46	yes	overlook, kayak pond, trails Structures parking	none	
Ryall Tract & South Prong	37.5	yes	House	Secure loose items Shut off main utilities Board up windows	
Sebastian Scrub Conservation Area	10	yes		none	
Sebastian Harbor Preserve	162	yes	parking pond, trails pavillion boardwalks	none	
Wabasso Scrub Conservation Area	111	yes	boardwalk parking pavillion	none	
The Shop & Parks Warehouse				Secure vehicles & equipment Move loose plywood to pole barn Secure materials	