



Fire and Emergency Services Committee
Tuesday, January 5, 2021
5:30 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/82166520808>

Meeting ID: 821 6652 0808

(Teleconference/Electronic Meeting Protocols are attached)

Agenda

Members: Director Monique Scobey (MS), Director Sidney Bazett (SB)
Alternate Director Eric Aiston (EA)

Staff: General Manager Jill Ritzman, Chief Sherry Moranz, Chief Jed Gaines

CALL TO ORDER

ROLL CALL

- Nominate Committee Chair

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Committee; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Committee. The Committee reserves the right to waive said rules by a majority vote.

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.

DEPARTMENT MATTERS

- 1. Work Plan 2021** (J. Ritzman, S. Moranz)
- 2. Staff Updates**
 - a. Fire Department Report, oral report (S. Moranz, J. Gaines)
 - b. Grand Jury Fire Protection Services Report – agency responses on posted on website
- 3. Items for February and Future Committee Agendas**
 - a. LAFCO Fire Protection Services Report (expected Summer 2021)
- 4. Items to take to the Board of Directors**

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT



Teleconference/Electronic Meeting Protocols

Cameron Park Community Services District

(Effective April 2, 2020)

WHEREAS, on March 4, 2020, Governor Newsome proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS, March 17, 2020, Governor Newsome issued Executive Order N-29-20 suspending parts of the Brown Act that required in-person attendance of Board members and citizens at public meetings; and

WHEREAS, on March 19, 2020, Governor Newsome issued Executive Order N-33-20 directing most individuals to shelter at home or at their place of residence.

NOW, THEREFORE, the Cameron Park Community Services District will implement the following protocols for its Board and committee meetings.

The guidance below provides useful information for accessing Cameron Park Community Services District (“District”) meetings remotely and establishing protocols for productive meetings.

BOARD AND COMMITTEE MEMBERS:

- **Attendance.** Board and Committee Members should attend District meetings remotely from their homes, offices, or an alternative off-site location. As per the Governor’s updated Executive Order N-29-20, there is no longer a requirement to post agendas at or identify the address of these locations.
- **Agendas.** Agenda packages will be made available on the District’s website. They will also be sent by email to all Board and Committee Members. Note that under the circumstances, District staff may not be able to send paper packets.
- **Board and Committee Member Participation.** Meeting Chair(s) will recognize individual Board and Committee Members and unmute their device so that comments may be heard or will read comments if they are provided in writing only.

PUBLIC PARTICIPATION:

- **Attendance.** The District’s office will remain closed to the public until further notice. Members of the public will be able to hear and/or see public meetings via phone, computer, or smart device. Information about how to observe the meeting is listed on the agenda of each meeting.
- **Agendas.** Agendas will be made available on the District’s website and to any members of the public who have a standing request, as provided for in the Brown Act.
- **Public Participation.** The public can observe and participate in a meeting as follows:
 - **How to Observe the Meeting:**
 - **Telephone:** Listen to the meeting live by calling Zoom at (669) 900-6833 or (346) 248 7799. Enter the Meeting ID# listed at the top of the applicable Board or Committee agenda followed by the pound (#) key. More phone numbers can be found on Zoom’s website at <https://us04web.zoom.us/j/9101760822> if the line is busy.
 - **Computer:** Watch the live streaming of the meeting from a computer by navigating to the link listed at the top of the applicable Board or Committee agenda using a computer with internet access that meets Zoom’s system requirements (<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)
 - **Mobile:** Log in through the Zoom mobile app on a smartphone and enter the Meeting ID# listed at the top of the applicable Board or Committee agenda.
 - **How to Submit Public Comments:**
 - **Before the Meeting:** Please email your comments to admin@cameronpark.org, with “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed 3 minutes at staff’s cadence), prominently write “Read Aloud at Meeting” at the top of the email. Emails running longer than the time limit will not be finished. All comments received at least 2 hours prior to the meeting on the day the meeting will be held, will be included as an agenda supplement on the District’s website

under the relevant meeting date, and provided to the Directors/Committee Members at the meeting. Comments received after that time will be treated as contemporaneous comments.

- **Contemporaneous Comments:** During the meeting, the Board President/Committee Chair or designee will announce the opportunity to make public comments. If you would like to make a comment during this time, you may do so by clicking the “raise hand” button. You will be addressed and un-muted when it is your turn to speak (not to exceed the 3 minute public comment time limit).

FOR ALL PARTICIPANTS:

- **Get Connected:** Please download Zoom application for your device and familiarize yourself with how to utilize this tool. There is no cost for using the application.
- **Ensure Quiet.** All audience members will be muted during the meeting until they are addressed by the Board/Committee as their time to speak. Please make every effort to find a location with limited ambient noise. Please turn off the ringer on your phone and other notification sounds on your devices to reduce interruptions.

We anticipate that this process of moving to remote meetings will likely include some challenges. Please bear with us as we navigate this process.



Fire and Emergency Services Committee
Tuesday, December 1, 2020
5:30 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/88060721925>

Meeting ID: 880 6072 1925

(Teleconference/Electronic Meeting Protocols are attached)

Conformed Agenda

Members: Chair Director Ellie Wooten (EW), Vice Chair Director Monique Scobey (MS)
Alternate Director Eric Aiston (EA)

Staff: General Manager Jill Ritzman, Chief Sherry Moranz, Chief Jed Gaines

CALL TO ORDER – 5:30pm

ROLL CALL – MS/EW

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Committee; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Committee. The Committee reserves the right to waive said rules by a majority vote.

ADOPTION OF AGENDA - Approved

APPROVAL OF CONFORMED AGENDA - Approved

OPEN FORUM

Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.

DEPARTMENT MATTERS

1. Memorandum of Agreement between Cameron Park Community Services District and Lake Tahoe Community College District for Supplemental Instruction (S. Moranz)

- *Reviewed and Discussed Memorandum of Agreement between Cameron Park Community Services District and Lake Tahoe Community College District for Supplemental Instruction, add Addendum for Fees. Move to Board with Support*

2. Staff Updates

- a. Fire Department Report, oral report (S. Moranz, J. Gaines)

3. Items for January and Future Committee Agendas

- Grand Jury Response Update
- *Update on Fire Prevention Postcards*

4. Items to take to the Board of Directors

- *Reviewed and Discussed Memorandum of Agreement between Cameron Park Community Services District and Lake Tahoe Community College District for Supplemental Instruction, add Addendum for Fees.*

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT – 6:27pm

*Cameron Park
Community Services District*



Agenda Transmittal

DATE: January 5, 2021

FROM: Jill Ritzman, General Manager
Sherry Moranz, Fire Chief

AGENDA ITEM #1: **2021 COMMITTEE WORK PLAN**

RECOMMENDED ACTION: Discuss and Forward to the Board of Directors

In February 2020, Standing Committees developed annual work plans that were approved by the Board of Directors on February 19, 2020 as the District Work Plan. An annual Work Plan is useful to staff and Board members in initiating and prioritizing projects.

The Board of Directors President is asking for Standing Committees to review and update the 2020 Work Plan for 2021, and forward to the Board of Directors for compilation, discussion and approval as a District Work Plan.

Attachment

1A. 2020 District Work Plan



*Cameron Park
Community Services District*

Agenda Transmittal

DATE: February 19, 2020

FROM: Monique Scobey, President
District Standing Committees

AGENDA ITEM #13: **DISTRICT 2020 WORK PLAN**

RECOMMENDED ACTION: APPROVE

INTRODUCTION

Since 2017, staff and Board members have developed work plans associated with the annual budgets and other important projects. The purpose of these work plans is to prioritize the District's limited resources. For calendar year 2020, Board President asked each Standing Committee to develop a Committee Work Plan which will be consolidated into a District Work Plan.

DISCUSSION

The below list summarizes the Committee Work Plans.

Fire & Emergency Services Committee

- Revise Weed and Rubbish Abatement Ordinance to provide more flexibility in implementing a community fire safe program and additional enforcement options.
- Plan for Capital Asset Improvements to better Training Facilities and Fire Station 88, utilizing Fire Development Impact Fees and other grant funding sources.
- Implement programs funded by California Climate Investment Grant including community education and fire fuel reduction projects.

Parks & Recreation Committee

- Initiate and implement plans for Park Improvement Projects with support from the District's landscape architect and grant writer, utilizing the Park Development Impact Fees and additional sources of funding. Determining a replacement for the Swimming Lagoon is a high priority.
- Develop new base for operations of the Recreation Department, to improve efficiencies, to maximize revenues, reduce expenditures, maintain self-sufficiency, improve customer service, and increase overall participation in programs and use of facilities.
- Implement Summer Spectacular as a self-sufficient event, with plans based on community and stakeholder feedback.

CC&R Committee

- Update the CC&R Handbook to reflect current best practices and provide framework for Committee functions.
- Create guidelines and procedures for the Architecture Review Committee to include in the CC&R Handbook.

Budget & Administration Committee

- Initiate a new District 5-Year Strategic Plan involving the community and stakeholders.
- Develop Five-Year Budget Projection to assist in guiding future budget decisions.
- Establish a Reserve Policy and Reserve Accounts for Capital Asset Improvements and Economic Uncertainties.
- Attain the District of Distinction Certification from Special District Leadership Foundation.
- Plan for District Sustainability.



Cameron Park
Community Services District



Agenda Transmittal

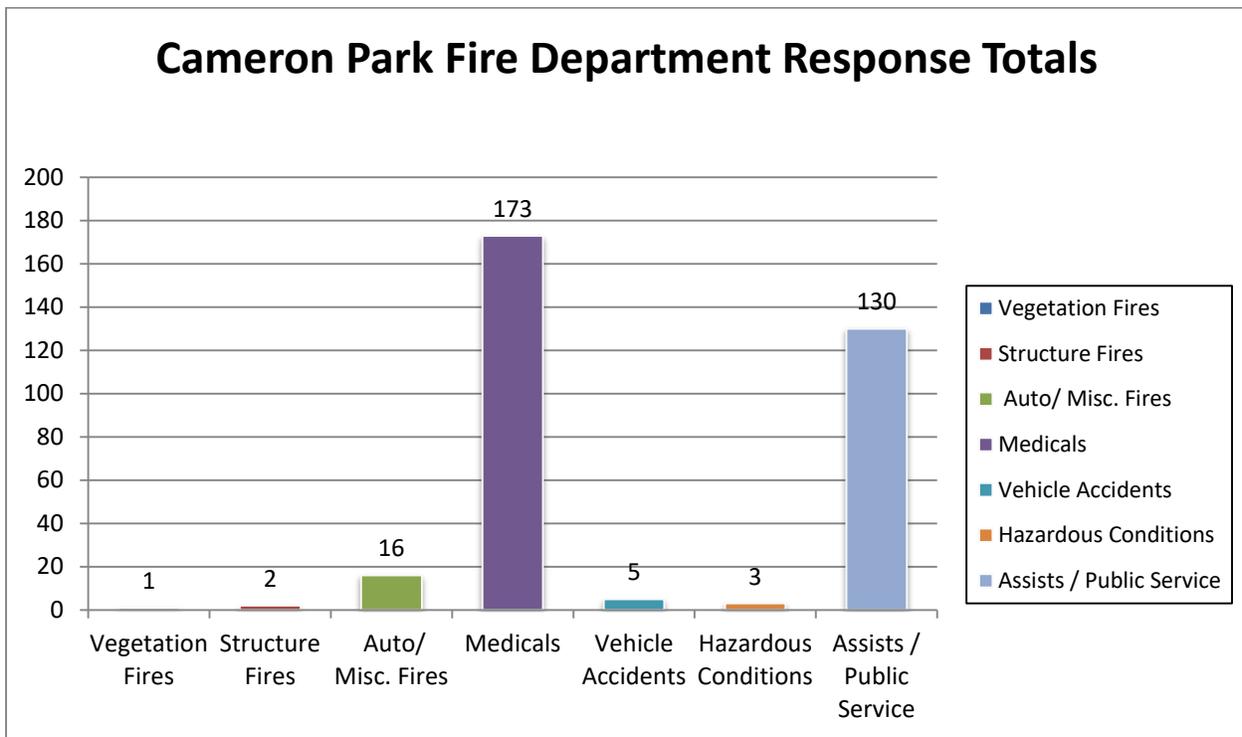
DATE: January 5, 2021

FROM: Jed Gaines, Battalion Chief

AGENDA ITEM #2A: FIRE DEPARTMENT REPORT

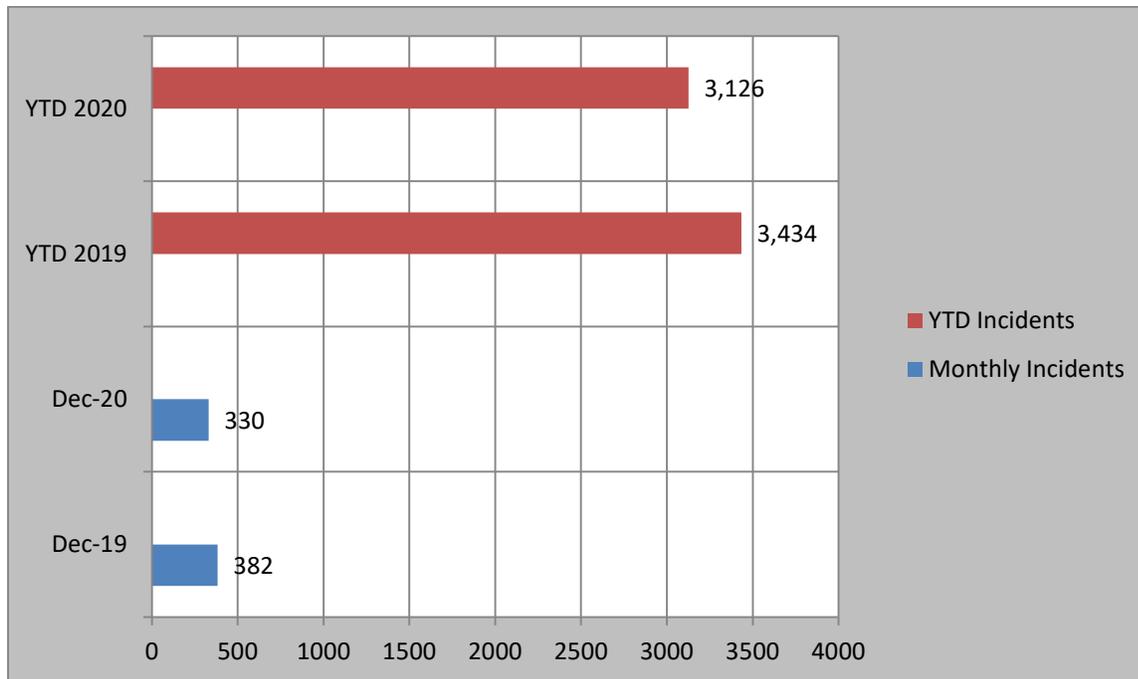
RECOMMENDED ACTION: RECEIVE AND FILE

Incidents form November 25, 2020 – December 29, 2020



Incidents have decreased by 13% for the month of December compared to December of 2019.

Total incidents have decreased by 9% for the calendar year of 2020 compared to 2019.



FIRE DEPARTMENT OPERATIONS AND ADMINISTRATION

Santa Parade was canceled due to COVID-19 stay at home order.

Fire Explorer pancake breakfast was canceled due COVID-19

New Engine 88 should be completed sometime in January.

All first responders in El Dorado County will be eligible for the COVID-19 vaccine during the first week of January.

We have had 3 Cameron Park Fire Dept. personnel test positive for COVID-19 during the last two weeks. CAL FIRE has helped provide additional staff to back fill behind sick employees. This help from CAL FIRE has cut back on several days of overtime that the district would have had to cover.

Both engines responded to a ¼ acre vegetation fire on December 9, 2020 off Loma Drive. Cause was a transient cooking fire.

Staff has been working on midyear budget adjustments. All documents should be finalized by January.

FIRE PREVENTION WEED ABATEMENT SUMMARY

Royal Park fuels reduction project has been completed. A total of 11 acres were treated over a 3 week period. All funding was provided by the CCI grant.

The CCI grant also funded a two acre fuels reduction project adjacent to the community center. Several hazard trees were removed from CSD property.

17 habitable structure inspections were completed. 15 of the 17 failed inspection and will require a re-inspection next month.