

Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682



Fire and Emergency Services Committee
Tuesday, June 7, 2016
7:00 p.m.
2502 Country Club Drive, Cameron Park

Agenda

Members: Chair Director Holly Morrison (HM), Vice Chair Director Scott McNeil (SM)
Alternate Director Amy Blackmon (AB)
Staff: General Manager Mary Cahill, Battalion Chief Bob Counts, Battalion Chief Mike Smith

CALL TO ORDER

ROLL CALL

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

At this time, members of the Committee or public may speak on any item not on the agenda that falls within the jurisdiction of this Committee; however, no action may be taken unless the Committee agrees to include the matter on a subsequent agenda.

Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

DEPARTMENT MATTERS

PUBLIC COMMENT

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

1. Updates

- a. Weed Abatement Program – Chief Smith
- b. District Owned Properties Weed Abatement Standards – Discussion
- c. Ad Hoc Committee for Cameron Park Drive – Verbal Update

2. Items for July Agenda

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT

Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682



Fire and Emergency Services Committee
Tuesday, May 10, 2016
7:00 p.m.
2502 Country Club Drive, Cameron Park

DRAFT Conformed Agenda

Members: Chair Director Holly Morrison (HM), Vice Chair Director Scott McNeil (SM)
Alternate Director Amy Blackmon (AB)

Staff: General Manager Mary Cahill, Battalion Chief Bob Counts, Battalion Chief Mike Smith

CALL TO ORDER – 7:19 p.m.

ROLL CALL – HM, AB SM was absent

ADOPTION OF AGENDA – Agenda Adopted

APPROVAL OF CONFORMED AGENDA – This will be taken to the Board of Directors' meeting of June 15, 2016 for approval.

OPEN FORUM

At this time, members of the Committee or public may speak on any item not on the agenda that falls within the jurisdiction of this Committee; however, no action may be taken unless the Committee agrees to include the matter on a subsequent agenda.

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1. Updates

- a. Weed Abatement Options – Chief Smith
- b. District Owned Properties Weed Abatement Standards - Discussion

2. Items for June Agenda

- Weed Abatement Program
- Ordinance
- Updates

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT – 8:30 p.m.

2016 Cameron Park Weed Abatement Program

Outline for Summer Weed Abatement Ordinance Specialist

Goal: To re-establish a Cameron Park Weed Abatement Program Consistent with “Weed and Rubbish Abatement Ordinance No. 2016.03.16” and to analyze the program after September 2016 in preparation for the 2017 Weed Abatement Season.

The program will be presented to the Fire Committee and the Board of Directors.

The program may be modified at any time based on budget and goals per the board of directors.

Summer Position Information:

Hours dedicated to this position 16 weeks x 30hrs per week = 480 hrs.

Outcomes:

- Purchase county mailing list for Cameron Park parcels and print file labels
- Establish a file system by parcel number
(Include: owner information, size of property, property weed abatement characteristics and any other appropriate information)
- Inspect all parcels and note property characteristics (prioritize as needed, complaints as a priority for property inspections)
- Liens are not a part of this position for the summer of 2016
- Respond to complaints regarding parcels and prioritize the review based on
- Develop a spreadsheet for all properties for ease of property owner changes etc.
- Develop a final report at end of season with observations and recommendations for the 2017 season
- Maintain complaint log for weed abatement complaints

Cameron Park Community Services District

Cameron Park Fire Department Weed Abatement Specialist

Definition:

The contract position exists to provide support to the Cameron Park Fire Department /Fire Prevention Bureau to enforce the “Weed and Rubbish Abatement Ordinance No. 2016.03.16”. Under the direction and supervision of the Fire Marshal/Battalion Chief, the Weed Abatement Specialist reforms a variety of duties to ensure compliance with the Ordinance.

Responsibilities:

- Enforce Weed Abatement Ordinance and Vegetation Management Program.
- Program research and development.
- Prepare correspondence and documentation.
- Send out annual notices and follow-up.
- Perform related inspections.
- Declaration of public nuisance (Board Action).
- Enforce lien process (Board-Public Hearing).
- Respond to inquiries, complaints and requests for services.
- General administrative duties.
- Communicate clearly and concisely both orally and in writing.
- Interact and assist the general public on a day to day basis.
- Deal effectively with property owners, managers and the general public in difficult work situations.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Basic understanding of basic fire hazards, related prevention and abatement methods.
- Basic understanding of codes, laws, policies and procedures in relation to weed abatement.
- Other duties as assigned by Fire Marshal/Battalion Chief.

Requirements:

- Proficient in computer use and proficient with Microsoft Office Suite.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and governmental regulations.
- Ability to write reports, business correspondence and general information as needed.
- Ability to interact with the public and fellow employees in a courteous manner, customer service oriented.
- Knowledge of computers, copiers, calculators and miscellaneous office equipment.
- Ability to sit, stand, walk, stoop, kneel, crouch, crawl, reach with hands and arms, climb and balance
- Ability to lift and/or move up to 25 pounds.
- In possession of a valid California driver's license.
- Must have valid CPR Certification within 90 days of start date.
- Must maintain all required certifications.

Education:

- Must have a High School diploma or GED.
- Must be 18 years of age at time of appointment.

Desirable Qualifications:

- One (1) year experience as a Fire Department member, either as a line firefighter or support member.
- Two (2) years clerical or management experience.

Uniform:

The employee will be required to wear a department issued shirt with department logo. This shall be worn in concert with appropriate business attire for both office and field work.

Pay Scale/Wages:

This is a contract part-time, not to exceed 480 hours for summer/fall 2016 position, not to exceed 960 hours per fiscal year. The hours worked shall be 20-30 hours per week and be determined based on the needs of the department. The position may require attendance of job related or required training and attendance of meetings during or after normal hours. The wages are \$20.00 per hour (\$27.00 per hour fully loaded). Position will be provided a district fire dept. vehicle. In the event a personal vehicle needs to be used, mileage will be paid for personal vehicle use according to IRS regulations with completion and submittal of appropriate reports. Advance approval is required.

Cameron Park Community Services District

Duty Statement

Weed Abatement Specialist

Supervision: The Weed Abatement/Prevention Specialist works under the direction of the Fire Marshal/Battalion Chief.

Primary Duties: The Weed Abatement/Prevention Specialist is performs a variety of duties to ensure with the compliance of the Cameron Park “Weed and Rubbish Abatement Ordinance NO. 2016.03.16”. This is a part time position and requires attendance of job related or required training and attendance of meetings during or after normal hours.

Responsibilities to include:

- Update unimproved parcel list in Cameron Park Fire Department boundary
- Update all unimproved parcel folders
- Prepare documents for upcoming season
- Send out Fire Hazard Clearance letter
- First Inspections (end of March/first of April)
- Return phone calls from concerned citizens regarding non-compliant lots.
- Second compliance inspection
- Vendor Coordination/Enforcement Procedure/Hiring
- Vacant property owners 7 day appeal process
- Board resolution approving abatement charges on each vacant lot
- Send out demand payment letter
- Publish notification of cost for abatement
- Transmit to County Auditor/Tax Collector
- Program research and development
- Establish and maintain cooperative-working relationships with those contacted in the course of work
- Basic understanding of codes, laws, policies and procedures in relation to weed abatement

This position is based out of Fire Station 89 at 3200 Country Club Drive, Cameron Park, CA. 95682.