

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



Fire and Emergency Services Committee
Tuesday, July 12, 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
Two bids have been received for weed abatement, however, recruitment for more bids continues.
- b. Chief Counts – verbal

2. Items for August 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, June 7, 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 – 7:00 p.m.

ROLL CALL – HM, SM

ADOPTION OF AGENDA – Adopted with revision of removing agenda item #1c.

APPROVAL OF CONFORMED AGENDA – To be approved at the July Board of Directors' meeting

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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

- District Owned Properties Weed Abatement Standards - Discussion

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT – 7:45 p.m.

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, a department of the Cameron Park Community Services District 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. 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:

- Update unimproved parcel list in Cameron Park Fire Department boundary.
- Update all unimproved parcel folders.
- Prepare documents for upcoming season.
- Picking up phone messages and returning phone calls to concerned citizens regarding non-compliant lots.
- Merging phone call logs into one.
- 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.
- Program research and development.
- Retrieve phone messages from public.
- Merging phone call logs into one.
- Prepare correspondence and documentation.
- Perform related inspections.
- 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:

- Candidate 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 an agency issued shirt with agency logo or a solid dark color shirt with agency identification and name tags. This shall be worn in concert with appropriate business attire, long plain pants and closed toe shoes, for both office and field work.

Pay Scale/Wages:

This is a part-time, 960 hour position. 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). Mileage will be paid for personal vehicle use according to IRS regulations with completion and submittal of appropriate reports. Advance approval is required.

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

2016 Summer Cameron Park Weed Abatement Program

Outline for Summer Weed Abatement 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 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 24 - 30hrs per week / 480 hrs max.

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)
- Goal is to inspect all parcels and note property characteristics (prioritize as needed based on parcel categories spreadsheet, complaints as a priority for property inspections) – (approximately 350/375 parcels)
- Picking up phone messages from the weed abatement line
- 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 logs for weed abatement complaints and merge into one complaint log

Cameron Park Fire Department

In cooperation with the
California Department of Forestry and Fire Protection

CAL FIRE

Fire Station 89
3200 Country Club Drive
Cameron Park, CA 95682

(530) 677-6190
(530) 672-2248 FAX



Fire Station 88
2961 Alhambra Drive
Cameron Park, CA 95682

(530) 672-7350
(530) 672-7352 FAX

July Fire Committee Meeting Update:

From April, 2016, we have received over 38 calls regarding weed abatement issues. There have been walk in complaints as well. I have followed up with each caller and contacted the property owners to try to get the properties cleared. There are four lots that we have received multiple complaints on and generally the complaints are from the same people. These lots are on:

- Mira Loma
- ~~Crane Way~~
- ~~Loon Court~~
- Large 20 acre parcel off Kimberly

Two out of these four have been taken care of.

Ms. Paye started working on July 6 as the Weed Abatement Specialist, so this should be a big help in focusing on these issues. She is streamlining the process for the upcoming season. As part of the ongoing enforcement of the Weed Abatement Ordinance No. 2016.03.16 the Cameron Park Community Services District has purchased a database of undeveloped lots from El Dorado County. The list is updated at the end of each year and they will send us a revised list free of charge.

The Weed Abatement Specialist has been responding to phone calls and emails, done research on properties thru the county, complaint based property inspections (five). She is working on new call logs, inspection logs, and updating information in the existing property files we have from the "Fire Safe Council" and creating new file folders based on the list we received from the county.