

NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

DRAFT SPECIAL MEETING MINUTES

April 10, 2023, AT 6 P.M.

The meeting was called to order by President Unger at 6:03 p.m. after a short invocation by President Unger

Pledge of Allegiance was led by Director Roberts

Roll Call

Present: President Unger
Vice President Deel
Director Matson
Director Roberts

Also Present: District Secretary Paulsen, member of the public.

1. Approval of Agenda moved by Director Springer, seconded by Director Roberts

2. Public Comments

Ted Stimpfel said he couldn't find past minutes of special meetings nor the agenda for this one. He claimed the meeting was unlawful. President Unger and Director Roberts had seen the agenda online.

3. Agenda Item- Discussion/Possible Action

A. Closed Session - Conference with legal counsel (Gov. Code Section 54956.9(a)) regarding pending litigation, one potential case.

Returned to Open Session at 8:04 p.m.

No action taken at this time.

Adjournment: 8:05 p.m.

District Secretary

Board President

NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

DRAFT BUDGET WORKSHOP MINUTES

March 30, 2023

The meeting was called to order at 12:44 p.m. by Vice President Deel

Pledge of Allegiance: Director Deel

Roll Call

Present:

Director Deel

Director Matson

Director Springer

Absent:

Director Springer

Director Unger

Also present: Fire Chief Lanier, Fire Engineer Lanier, General Manager Howard, District Secretary Paulsen, District Treasurer Beaty. No audience members were present.

1. Approval of Agenda

Move to approve Agenda: Director Matson; Second: Director Roberts.

Vote: All Aye.

A Break was called at 12:48 p.m. Meeting was called back to order at 12:59 p.m.

2. Agenda Items: Proposed Budget FY 2023-2024 Workshop

The Proposed Budget sheet was handed out to the attendees. Items were gone through one by one, discussing each and taking no action at this time.

It was noted that property taxes brought in an additional amount from the County of around \$30 K.

After all the items were discussed and changes proposed, the Budget for the next Fiscal Year was about \$4 K under.

A Break was called at 3:46 p.m. The meeting was called back to order at 4:02 p.m.

Adjournment: Move to adjourn: Director Deel; Second: Director Roberts.

Vote: Unanimous Aye.

Meeting adjourned at 4:04 p.m.

Board Secretary Paulsen

Board Vice President Deel

NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

REGULAR MEETING DRAFT MINUTES

March 28, 2023

The meeting was called to order at 6:08 p.m. by President Unger after an invocation.

Pledge of Allegiance: Director Springer

Roll Call

Present: President Unger
Vice President Deel
Director Matson
Director Roberts
Director Springer

Also Present: General Manager Howard, District Secretary Paulsen, Treasurer Beaty, Fire Chief Lanier, members of the public.

1. Approval of Agenda/

Motion to approve: Director Deel; Seconded by Director Roberts

Vote: Unanimous Aye. Motion passed.

2. Approval of Minutes

(A) Minutes of Regular Meeting 2-28-23

Director Deel: Correction, General Manager and Fire Chief put together a budget; take out "y" from President signature line.

Motion to pass as corrected: Director Unger; Second: Director Springer.

Vote: Unanimous Aye. Motion passed.

(b) Minutes of Special Meeting 3-2-23

Director Deel: Use full name of Rose Love Electric. Add president's signature.

Motion to Approve as Corrected: Director Deel; Second: Director Roberts. **Vote:** Unanimous Aye. Motion passed.

3. Public Comments

A. General Public

Rose Beardshear of the Chamber of Commerce is working on a transformative community grant specifically for disadvantaged rural communities that could be worth \$5 million. The CSD Board and General Manager were sent the fact sheet. The County has offered their Planners' help. Everything is due in August. Also, the Swap Meet is this Saturday.

Ted Stimpfel commented about the General Manager also working with the Daggett CSD. It was explained that any employee can do what they please in their free time.

Ronnie Shaw suggested that the proper way to address issues with the Board or a District Employee, is to write a letter to the Board and they will handle it.

B. Community Reports

- (1) County Supervisor – not present.
- (2) Sheriff Capt. Markegard gave his report (attached).
- (3) CHP – not present.

4. Reports

A. General Manager.

The GM is working with the auditor on FY 2022-23 now.

The Fire Department electrical permit needed an address, which is now done.

The schedule of work will be redone.

Rose Love Electric work on Park is now done.

The Post Office sent back the two checks for the Park grant since at the time there was no address. The GM is having the checks sent back here but will pay the smaller one out of the budget before the check arrives, then be reimbursed when it comes.

The GM is getting a system that will accept credit cards at the office, making payments easier for customers and at no pay for us.

No electricians responded to the RFP for the scoreboard. Director Matson suggested that contractors who did other similar jobs be contacted.

The GM met with the Chamber of Commerce about the July 3rd festivities and divided up the responsibilities. The CSD will handle the fireworks and porta-potties.

The GM signed all the Directors up for classes needed before April 1.

B. Fire Department.

Brush Patrol #392 is repaired!

Training is now on the first Saturday of the month, allowing for more hours for everyone, especially the new Explorers. Chief Lanier is concentrating on CPR training so all are proficient.

Grants: Eight have been successfully completed out of 12. The equipment is expensive, around \$10 K for each pack.

C. Financial Reports. In answer to a question, Quick Books doesn't allow a separation of scoreboard funds, but in Actual Expenses the total is there.

D. Air Quality Monitor. All monitors are working now.

5. Agenda Items- Discussion/Possible Action

A. Status of Required Directors' Ethics Training as Required by California Law AB-1234

Discussion: Directors will get this done.

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B. Status of Required Directors' Sexual Harassment Training as Required by California Laws AB-1825 and AB-1661

Discussion: This also applies to employees. The GM will check to see who has or has not met this requirement.

C. Approve Resolution 78-2023

The General Manager explained that there was a name change so it needed to be re-approved. It's the same company we have been with since 1993.

Motion: Director Roberts; Second Director Springer.

D. NCSD Priority List for FY 2023-24

No comments from the Board have been received since the last meeting. Director Deel suggested that all 1's be dealt with at the Budget Meeting on Thursday.

Director Matson asked that the fire bay in the CSD building be cleared out so that the scoreboard and other athletic equipment could be stored there. The General Manager will work on that with the Fire Chief.

Comments from the audience: Gaye Burch wants the kitchen repair moved up the list. Rose Beardshear said that the grant (see prior public comments) could help with several of the priorities.

E. Newberry CSD and Chamber of Commerce Collaboration for July 3rd.

It was decided that the two organizations would split the vendor fees with the CSD doing fireworks and portapotties. The next meeting is April 7 at 10:30 after the Swap Meet. Director Roberts asked if there would be a parade, and so far there is not; it needs a person to do it. The Chamber is doing a flyer, marketing, banners, two bands and perhaps a dunk tank. The Directors would like to keep this on the agenda and have updates.

F. Review/Amend Policy 2020 Vacation

The item is tabled until Thursday's Budget Meeting.

G. Review/Amend Policy 2025 Sick Leave

Sick Leave is mandated by law. The General Manager will contact Stewart's about this.

BREAK FROM 7:43 TO 8:00 P.M., THEN CLOSED SESSION FROM 8:00 TO 9:50 P.M.

H. CLOSED SESSION GOV. SEC. CODE 54954.5(e)

Public Employee Performance Evaluation – General Manager

6. Approve Bills Paid and Presented.

There was no report or action on this item. Director Springer rescinded his Motion and Director Roberts rescinded her Second.

7. Old and New Business.

Old: Director Deel: A policy is needed on Park and Grounds work. Fees should be variable according to what is being used, i.e. ballpark, building, or grounds. Fees should be fair. Director Matson agreed to work on this and will make suggestions before the Pistachio Festival for the Board's approval.

New: Put the Parks Grant on the next agenda. The Post Office sent the check(s) back because they didn't know our address. 90% will be coming back for payment to the equipment provider; 10% will be paid after it is inspected. We will pay the 10% now and get reimbursed by the check when it comes.

8. Directors Comments

Director Deel attended a webinar that was good. Barstow is enthusiastic about the National Gateway project by BNSF. It was suggested we have a local meeting and ask Jeanette Hayhurst to facilitate it. Recently, a train going 100 mph got detached.

There will be a general public meeting on August 28.

Reminder about the Meet and Greet for Principal VanLeeuwen on Thursday, 7-8:30 p.m. The school is doing some great things.

9. Adjournment

Motion: Director Springer; Second, Director Roberts.

Vote: Unanimous Aye.

The meeting was adjourned at 10:13 p,m,

District Secretary

Board President



NEWBERRY SPRINGS FIRE DEPT.

MONTHLY REPORT MARCH – APRIL 2023

1. **TRAINING IN HOUSE - TOTAL: 12 Hours (Individual FireFighters Online computer training- 22 hours)**
 - A. Weekly / Bi-Weekly Equipment checkout.
 - B. Continuing BLS CPR acknowledgement.
 - C. Hoseline extending & load, deploy & advance an attack line. Learning to repacking wildland packs.
 - D. Agilities & workouts. Introduction to wildland preparedness.
 - E. EXPLORERS: Introducing basic CPR, Explorers will be certified by March 30th, 2023.
2. **MUTUAL Fire Dept's Training: FSD (First Saturday Drills)**
 - A. 03/04/23 Sat. given by: Clearway Energy on Energy Storage Emergencies (4 hours) (DelTaco donated lunch)
 - B. 04/04/23 Sat. given by Chief Clemons DFD- Wildland Fire Drills (5 hours) (Jersey Mikes donated lunch)
3. **CALL VOLUME and RESPONSE:**
 - A. (24) calls in the month of March
 - B. (14) missed calls (in our absents MCLB & Desert Ambulance are the Mutual Aid Agencies Responding)
4. **BP392- 03/01/23 H&S Mobile-Diagnose the issue & travel 2.5 hrs = \$250.00**

03/17/23 Drove BP392 into Yeager Diesel in Yucaipa, (over heated 3 miles from shop).

03/27/23 Yeager completed BP392 major repairs (Oil Cooler Fan Clutch, eng.oil cooler repaired, coolant flushed, and with all supplies / labor = \$4,096.53. Drove back great.

03/30/23 Drove BP392 gauge lights came on, parked it until H&S mobile came to diagnose the issue.

04/01/23 H&S Mobile diagnosed BP392 w scan "oil sending unit" 2.5 Travel time & diagnose = \$250.00

04/04/23 Replaced oil sending unit & installed new pigtail (& mechanic Stu picked up parts) = \$500.00 + parts/tx
5. **E392- Is only running 911 calls if desperately needed (heater control valve broke off & the coolant spills out- The guys had plugged it until we can find the part ? until then we have to check before every use)**
6. **WT392- Is up & running (poss. Electric issues, headlights & emergency lights are not working properly).**
7. **BP393- is running 911 calls as well (check engine light has been on since 2016 or longer & cracked windshield).**
8. **STATION 392: "Bunking Quarters & Station 392"**

04/19/23 Waiting on Elliot with Rose Love for working days, as he has not started at fire dept.
9. **EVENTS/ACTIVITIES/GRANTS:**
 - A. Grants- 2/9/23 AFGFY2022 for Fire Engine @ \$785,411.00 (our cost \$37,400.52)
 - B. 2/10/23 AFGFY2022 - Morongo Valley's grant for Regional SCBA & Fill station @ \$438,156.48 (our cost divided 3-way \$20,864.48 = \$6,954.82 Ea.)
10. **AFGFY2021 for regional SCBA will be ordered this last week of April. (as of right now it will be going to Yermo & Newberry as Daggett has not gotten back to us with definite mask sizes/ how many mask/how many cylinders.**

Newberry Springs FD

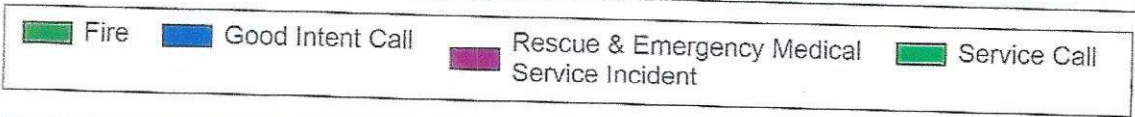
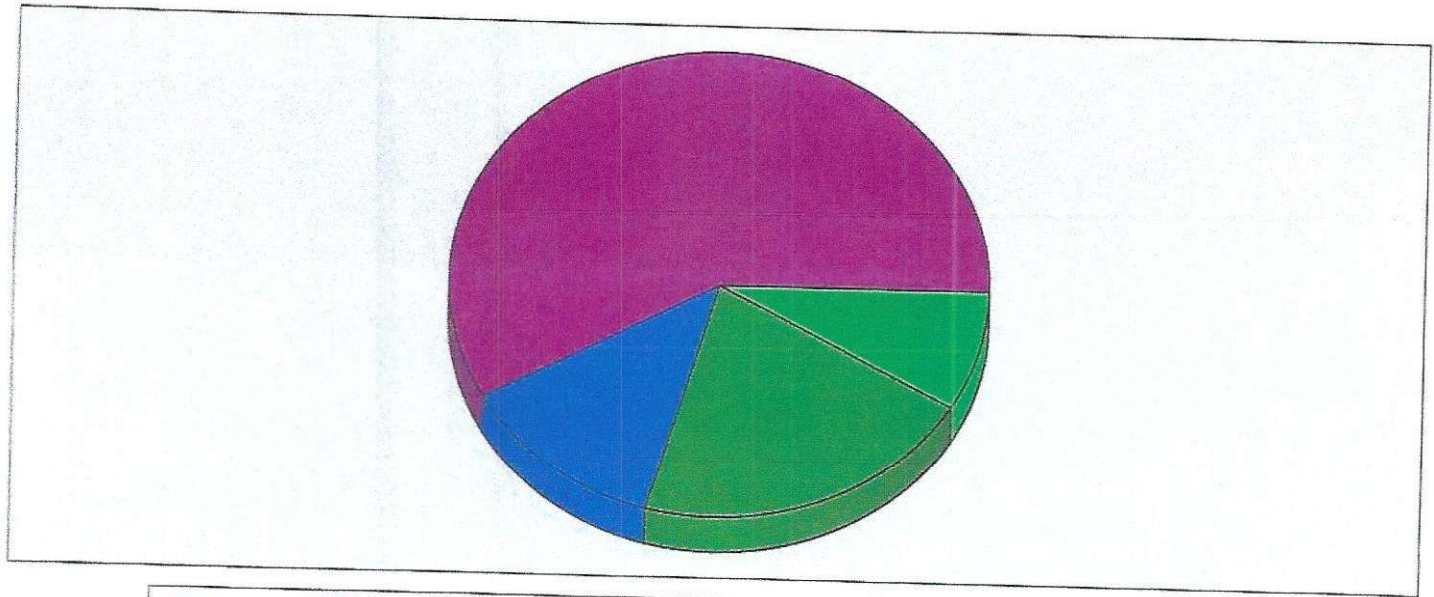
Newberry Springs, CA

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Major Incident Types by Month for Date Range

Start Date: 03/01/2023 | End Date: 03/31/2023



INCIDENT TYPE	MAR	TOTAL
Fire	5	5
Good Intent Call	3	3
Rescue & Emergency Medical Service Incident	14	14
Service Call	2	2
Total	24	24

Only REVIEWED incidents included



POLICY TITLE: Volunteer ~~(Use of) Personnel Workers' Compensation Insurance~~ POLICY NUMBER: 2115

2115.1 The District appreciates the contributions that volunteers can potentially make to the District **volunteer is** An unpaid person authorized to perform volunteer service for the District. A volunteer shall be deemed to be an employee of the District **only** for the purposes of Workers' Compensation Insurance benefits provided for by law for any injury or illness sustained by them while engaged in the performance of services for the District under its direction and control.

2115.1.1 The Legislature of the State of California has provided through legislation (Labor Code §3363.5) authorization for the inclusion of such coverage in the District's Workers' Compensation Insurance policy.

2115.2 Approval for Volunteer Service – Volunteers for tasks that require or are likely to require more than eight hours need prior approval by a vote of the CSD Board of Directors.

2115.2.1 Short-term Volunteers – Volunteers for short-term tasks (for example, setting a room for a meeting or preparing a poster for an event) only need the approval of the General Manager.

2115.2.2 Fire Department Volunteers – Fire Department volunteers (firefighters, EMTs, firefighter trainees, etc.) are managed by, and need the approval of the Fire Chief.

2115.2.3 Emergencies – In an emergency, where there is a threat to life safety (for example, a heart attack) or the occurrence of substantial property damage (for example, a burst water pipe on the CSD building roof), volunteers need no prior approval to address the threat.

2115.3 Release of Liability – With the exception of the Workers' Compensation provision in Section 2115.1 and 2115.1.1 (above), no other insurance coverage will be provided to volunteers. After approval to serve but before beginning actual service, all volunteers must sign a Release of Liability form provided by the District.

2115.4 Release from Volunteer Service - Volunteers will be managed on a day-to-day basis by the General Manager. Volunteers may be dismissed from their volunteer duties at any time for any reason (or for no reason) by either the General Manager or by a vote of the Board of Directors.

2115.5 Office Access and Computer Security

2115.5.1 Office Access - Volunteer access to the CSD office is limited to accessing only the front counter. There is to be no volunteer access behind the front counter. The District does not provide volunteers with office space.

2115.5.2 Computer Network Security – Volunteers are prohibited from accessing any and all District computers, computer networks and computer resources, either locally or remotely. Volunteer's computers may not be connected in any fashion to the District's computer resources.

2115.6 No Use of District vehicles – At NO TIME are volunteers authorized to operate any District motor vehicles including cars, trucks, tractors or any other vehicle. Volunteers will use their own

personally-owned and personally-insured vehicles at all times. Volunteers will not be reimbursed by the District for any vehicle expenses.

2115.7 Replacing Employees With Volunteers – District use of volunteers is designed to provide short-term supplemental assistance to the District. The District may not use volunteer labor to eliminate the job of a permanent employee. The District may not use volunteers to perform work that is (in the sole discretion of the Board) normally the responsibility of any existing employee.

2115.8 No Authority to Direct Employees – Volunteers have no authority to tell District employees what to do or how to do their jobs.

2115.9 Compensation – The District appreciates the contribution of volunteers and may publicly recognize volunteers who assist the District however, the District does not normally compensate or pay volunteers.

2115.10 Public Perception – Although volunteers are not District employees, they may be perceived by the public as employees or representatives of the District. For this reason, volunteers must at all times demonstrate friendly, respectful and courteous behavior towards all members of the public.

Revised, Approved and Adopted April 22, 2014

**POLICY TITLE: Job Description - General
Manager POLICY NUMBER: 2300**

2300.1 Description. The General Manager is the Executive Officer of the District and for the Board of Directors. The General Manager administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the Board of Directors, and provides day-to-day leadership for the District. The General Manager has general charge, responsibility and control over all property of the District.

2300.1.1 The General Manager attends all meetings of the District's Board and such other meetings as the Board specifies from time to time.

2300.1.2 The General Manager employs such ~~volunteers~~ assistants and other employees as they ~~General Manager and the Board of Directors~~ deem necessary for the proper administration of the District and the proper operation of the works of the District. ~~The General Manager's~~ Compensation shall be set by the Board of Directors. The General Manager shall delegate authority at their discretion and has authority over and directs all employees, including terminating for cause or lack of worthwhile work. Their ~~General Manager's~~ personnel management goal will be to provide a motivating work climate for District employees.

2300.1.3 The General Manager maintains cordial relations with all persons entitled to the services of the District, attempts to resolve all public and employee complaints, and shall encourage citizen participation in the affairs of the District.

2300.1.4 The General Manager seeks to carry into effect the expressed policies of the Board of Directors, including planning the short, medium and long term work program for the District, facilitating constructive and harmonious Board relations and shall translate the goals and objectives of the Board to the community.

2300.1.5 The General Manager shall manage the District budget, conducting studies, and making oral and written presentations.

2300.1.6 The General Manager shall present a written report at each regular Board meeting. The report shall include the following.

- a) The current status of all ongoing District projects.
- b) A bullet-point list of significant information from all off-site meetings that the General Manager attended during the prior month.
- c) A bullet-point list of all non-confidential correspondence sent to and received from other governmental agencies during the prior month.
- d) A summary of the number of hours worked by all District employees during the prior month.
- e) Any other information that the General Manager deems important for the Board and the public to be made aware of.

This report will be included in the official Minutes of each regular Board meeting.

2300.2 Required Qualifications. The General Manager 1) shall have a minimum of five (5) years of experience in an increasingly responsible public agency management position or similar experience; 2) shall possess a valid California driver's license; 3) shall annually complete a minimum of 4 hours (or equivalent) continuing education related to the duties of the position.

2300.3 Desirable Qualifications: The ability to efficiently prepare annual budgets and long-term revenue/outlay plans; the ability to effectively communicate, both written and verbal, with the constituents and other agency personnel; and the ability to meet and serve the public courteously and efficiently.

Revised, Approved and Adopted February 22, 2022

~~Revised, Approved and Adopted April 22, 2014~~

Newberry CSD Policy

POLICY TITLE: Board Meeting Agenda

POLICY NUMBER: 5020

5020.1 Agenda preparation. The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Ralph M. Brown Act. (Cal. Govt. Code, section 54950-54963) Any Director may call the General Manager and request any item to be placed on the agenda no later than 533:00P.M3:00 P.M. on the day two days prior to the posting of the agenda for the next meeting date (per Section 5020.4).

5020.2 Public Requests. Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

5020.2.1 The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least seven business days prior to the date of the meeting;

5020.2.2 The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business", the public member requesting the agenda item may appeal the General Manager's decision at the next regular meeting of the Board of Directors. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.

5020.2.3 The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for anyone person to speak on the issue at the meeting. The Board President may also extend the time made available on any issue upon request of the speaker or any member of the Board.

5020.2.4 No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy.

5020.2.5 This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not take action on such matters at that meeting.

5020.3 Agenda descriptions. All Board agendas shall include a clear and unambiguous description of each item on the agenda to be discussed or action by the Board, including closed session items. The General Manager shall ensure that the description gives notice to the public of the essential nature of business to be considered. All reports will be in writing and included in the supporting documents.

5020.4 Agenda posting. Agendas for regular meetings shall be posted 72 hours in advance of the meeting and agendas for special meetings shall be posted 24 hours in advance of the meeting. The posting must occur in a place that is freely accessible to the

public and on the District's website. A touch screen electronic kiosk may take the place of the paper posting. The internet posting shall occur on the District's primary website homepage through a prominent, direct link to the current agenda. The agenda shall also be accessible in an open format.

~~This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not take action on such matters at that meeting.~~

5020.4 ~~At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the District office. If the District maintains a website, the agenda shall be posted on the website for public information at the same time. All information made available to the Board (except confidential information allowed by State law per legal counsel authority) shall be available for public review prior to the board meeting.~~

5020.4.1 ~~— The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location.~~

Reviewed and adopted on _____

Reviewed and adopted by the Board of Directors on February 27, 2018

CSDA Policy

POLICY TITLE: Board Meeting Agenda
POLICY NUMBER: 4205

4205.1 Agenda preparation. The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Brown Act. Any Director may contact the General Manager and request an item to be placed on the agenda no later than 5:00 P.M. on the day that is 48 hours prior to the closing of the agenda for the next meeting date.

4205.2 Public requests. Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

4205.2.1 The request must be in writing and be submitted to the General Manager [or other responsible managing employee] together with supporting documents and information, if any, at least seven business days prior to the date of the meeting.

4205.2.2 The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business."

4205.2.3 The General Manager shall determine the timing of when the item will be placed on the agenda.

4205.2.4 The public member requesting the agenda item may appeal the General Manager's decision at the next regular meeting of the Board of Directors. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.

4205.2.5 No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy.

4205.2.6 The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

4205.3 Agenda descriptions. All Board agendas shall include a clear and unambiguous description of each item on the agenda to be discussed, including closed session items. The General Manager shall ensure that the description gives notice to the public of the essential nature of business to be considered.

4205.4 Agenda posting. Agendas for regular meetings shall be posted 72 hours in advance of the meeting and agendas for special meetings shall be posted 24 hours in advance of the meeting. The posting must occur in a place that is freely accessible to the public and on the District's website. A touch screen electronic kiosk may take the place of the paper posting. The internet posting shall occur on the District's primary website homepage through a prominent, direct link to the current agenda. The agenda shall also be accessible in an open format.

4205.5 Agenda packages. When distributing agenda packages and other materials to members of the Board of Directors, those materials should be provided to all Board members at the same time. Agenda packages, except for closed session materials, should also be made available to the public once distributed to the Board.

4205.5.1 When a closed session item is agendaized on the grounds of anticipated litigation based on either: (1) a written threat of litigation; (2) an oral threat received outside of the public meeting setting; or (3) an issue of potential litigation where the facts and circumstances giving rise to the closed session are known to the potential plaintiff, a copy of the written record must be included in the agenda package or public announcement of same.

4205.6 Public comment.

4205.6.1 For regular meetings the Board shall provide the public with an opportunity to address not only any item on the agenda but any item within the subject matter jurisdiction of the District.

4205.6.2 For special meetings, the Board shall provide the public with an opportunity to address any item on the agenda.

4205.6.3 The Board may not prohibit public criticism, but shall control the order of the proceedings, including placing reasonable time limits on public comment.

4205.6.4 The Board may not require members of the public to give names or sign a register as a condition of attendance or speaking.

4205.6.5 The Board may require public comment specific to items on the agenda be made at the time when the agenda item is considered.

4205.7 Closed sessions. The Board may conduct a closed session during a noticed meeting for certain matters, as identified on the agenda, where it is necessary to conduct business in private. Major reasons for permissible closed sessions, as authorized by the Brown Act, include real property transactions, labor negotiations, and pending litigation. The Board shall allow public comment on any closed session item before going into closed session.

4205.8 Items not on the agenda. The Board shall not discuss or take action on any item that does not appear on the posted agenda except that the Board may act on items not on the agenda to address emergency situations, subsequent need items, and hold-over items from a continued previous meeting held within the prior five days. The Board may also respond to public comments and make announcements.

POLICY TITLE: Hours of Work and Overtime

POLICY NUMBER: 3122?

3122.1 This policy shall apply to all non-exempt employees.

3122.2 The regular hours of work each day shall be consecutive ~~except for interruptions for meal periods and breaks,~~ or as otherwise approved by the General Manager in writing.

3122.3 A work week is defined to consist of ~~seven~~ three (73) consecutive calendar days, ~~Sunday Wednesday through Saturday Friday, and, except as otherwise provided herein, a basic work week is defined to consist of five (5) consecutive work days of eight (8) hours each, Monday through Friday.~~ The regular work hours shall be ~~8~~12:00 a.m. to ~~5~~4:00 p.m. ~~with one (1) hour off for lunch.~~ A majority of employees may request a change of regular work hours, for their division, with the written consent of the General Manager, so that the regular work hours may be revised to accommodate needs of the public, such as 7:00 a.m. to 4:00 p.m. with one (1) hour off for lunch.

~~Regular work hours may be modified as outlined in an applicable Memorandum of Understanding between the District and a District-recognized bargaining unit.~~

3122.4 Overtime is defined as: Time worked in excess of forty (40) hours in a work week.

3122.5 It is the general policy of the District to avoid the necessity for overtime work whenever possible. _

Overtime shall be held to a minimum consistent with efficient operation and shall only be used to cover emergencies or where working employees overtime is more economical. All overtime work shall be authorized in advance by the employee's supervisor, the General Manager, or his or her designee. Employees working overtime without prior approval by the appropriate individual may be subject to discipline.

Non-exempt employees shall be paid overtime at one-and-one-half (1½) times the employee's regular rate of pay. Holidays, administrative leave, vacation, authorized compensatory time off, and sick leave do not count toward an employee's overtime calculation.

3122.6 A work schedule is maintained by the ~~[insert Department]~~ NCSD department head and approved by the General Manager ~~whereby [operations employees, fire employees, emergency services employees] may be assigned on a rotational basis to be "on-call" on weekends, holidays, and other times not considered regular hours of work for the District employees or assigned to work alternative workweeks.~~ "On-call duty" is an assigned duty outside the normal workweek assignment during which an employee must remain where he or she can be contacted by telephone and he or she is ready for immediate call back to his or her department to perform an essential service.

3122.6.1 On-Call/Weekday Duty employees are paid [~~\$ _____~~] per hour rate for each weekday they are on-call. ~~If these employees are called into work during this time, they will be paid for any on-call hours worked at the standard overtime rate.~~

3122.6.2 On-Call employees receive [~~\$ _____~~] per hour rate per day for each holiday or weekend day they are assigned to on-call duty.

3122.6.3 ~~When an employee is assigned to on-call duty, he or she shall be free to utilize his or her time as desired, but must be able to respond within one hour to the District facilities. This will enable the on-call employee time to return to work in the event of an emergency call. On-call employees need to remain~~

~~unimpaired (e.g., refraining from drinking alcoholic beverages or marijuana usage) and able to perform all duties when on-call.~~

3122.6.4 If an employee is ~~not "on-call" and he or she is~~ called back to work, the employee will receive two (2) hours of ~~call back~~ pay regardless of whether the employee works less than two (2) hours. The Employee shall also receive hourly ~~call back~~ pay for every hour worked beyond two (2) hours.

Approved and Adopted: _____

Agenda Item Sick Leave – Discussion/Possible Action

Proposed Policies for Sick Leave. Policies from the CSDA Manual have been included for reference.

POLICY TITLE: Sick Leave
POLICY NUMBER: 2025

~~2025.1 This policy shall apply to salaried and hourly employees including the General Manager, Board Secretary, Treasurer, Office Assistant and Fire Department Administrator.~~

This policy shall apply to regular and probationary employees in all classifications assigned a 12 hour work schedule.

This policy shall apply to probationary and regular employees in all classifications. An employee shall be entitled to use accrued paid sick days beginning on the 90th day of employment, after which day the employee may use paid sick days as they are accrued.

2025.2 Sick leave is defined as absence from work due to illness, non-industrial injury or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is given to the General Manager.

2025.3 Employees shall be granted twenty four (24) hours of sick leave at the beginning of each calendar year.

2025.4 Each employee may use sick leave as kin care leave, to care for sick immediate family members. It is provided for those circumstances where the employee must take time off to care for a sick family member, regardless of the seriousness of the illness. Employees should notify their supervisor to the extent feasible in order to avoid disruptions in work schedule as a result of use of kin care time. Family members covered include parents, children and spouses. Family members covered include parents, children and spouses and are defined as follows:

2025.4.1 A “child” means a biological, adopted or foster child, a stepchild, a legal ward or a child for whom an employee has accepted the duties and responsibilities of raising, such as where a grandparent raises his/her grandchild.

2025.4.2 A “parent” means a biological, foster or adoptive parent, a stepparent or legal guardian. Mothers-in-law, fathers-in-law and grandparents are also considered “parents for purposes of this division.

2025.4.3 The term “spouse” is not defined in the legislation mandating kin care, but presumably applies only to an individual to whom the employee is legally married.

2025.5 In order to receive compensation while on sick leave, the employee shall

notify his/her supervisor prior to the time for beginning the regular day, or as soon thereafter as practical.

2025.6 If absence from duty by reason of illness occurs, satisfactory evidence may be required by the General Manager.

2025.7 Unused sick leave time may be bought back by the District at a rate of one half hour for each whole hour accrued. ~~Said buy back shall be limited only to time over and above 48 hours of accrued sick leave.~~ Termination for cause shall result in loss of all accrued sick leave.

Revised, Adopted and Approved: _____

Revised, Adopted and Approved: August 25, 2015

CSDA Policy Manual

POLICY TITLE: Sick Leave

POLICY NUMBER: 3460

3460.1 This policy shall apply to probationary and regular employees in all classifications.

3460.2 Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided to [SPECIFY DEPARTMENT, POSITION, PERSON, etc.].

3460.3 Employees shall earn sick leave at the rate of one working day per month, cumulative to a maximum of 60 days. The determination of total accumulated sick leave days shall be made on January 2 of each year.

3460.4 Each employee may use accrued sick leave, up to half the time accrued per calendar year, as kin care leave, to care for sick immediate-family members. It is provided for those circumstances where the employee must take time off to care for a sick family member, regardless of the seriousness of the illness. Employees should notify their supervisor to the extent feasible in order to avoid disruptions in work schedule as a result of use of kin care time. Family members covered include parents, children and spouses and are defined as follows:

3460.4.1 A "child" means a biological, adopted or foster child, a stepchild, a legal ward or a child for whom an employee has accepted the duties and responsibilities of raising, such as where a grandparent raises his/her grandchild.

3460.4.2 A "parent" means a biological, foster or adoptive parent, a stepparent or legal guardian. Mothers-in-law, fathers-in-law and grandparents are also considered "parents for purposes of this division.

3460.4.3 The term "spouse" is not defined in the legislation mandating kin care, but presumably applies only to an individual to whom the employee is legally married.

3460.5 In order to receive compensation while on sick leave, the employee shall notify his/her supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical.

3460.6 If absence from duty by reason of illness occurs, satisfactory evidence may be required by the [PERSONNEL DIRECTOR or other responsible managing employee].

[OPTIONAL]

~~3460.7 Unused sick leave time may be "bought back" by the District at a rate of one half (1/2) day [specify whatever rate your district provides] for each whole day accrued. Said buy back shall be limited only to time over and above 30 days of accrued sick leave. No more than 12 days of accrued sick leave shall be bought back in any given calendar year unless employment is terminated for non-cause reasons, in which case all accrued sick leave over and above 30 days shall be bought back at said one half (1/2) rate. Termination for cause shall result in loss of all accrued sick leave.~~

(b) (1) An employee shall accrue paid sick days at the rate of not less than one hour per every 30 hours worked, beginning at the commencement of employment or the operative date of this article, whichever is later, subject to the use and accrual limitations set forth in this section.

(2) An employee who is exempt from overtime requirements as an administrative, executive, or professional employee under a wage order of the Industrial Welfare Commission is deemed to work 40 hours per workweek for the purposes of this section, unless the employee's normal workweek is less than 40 hours, in which case the employee shall accrue paid sick days based upon that normal workweek.

(3) An employer may use a different accrual method, other than providing one hour per every 30 hours worked, provided that the accrual is on a regular basis so that an employee has no less than 24 hours of accrued sick leave or paid time off by the 120th calendar day of employment or each calendar year, or in each 12-month period.

(4) An employer may satisfy the accrual requirements of this section by providing not less than 24 hours or three days of paid sick leave that is available to the employee to use by the completion of the employee's 120th calendar day of employment.

(c) An employee shall be entitled to use accrued paid sick days beginning on the 90th day of employment, after which day the employee may use paid sick days as they are accrued.

(d) Accrued paid sick days shall carry over to the following year of employment. However, an employer may limit an employee's use of accrued paid sick days to 24 hours or three days in each year of employment, calendar year, or 12-month period. This section shall be satisfied and no accrual or carryover is required if the full amount of leave is received at the beginning of each year of employment, calendar year, or 12-month period. The term "full amount of leave" means three days or 24 hours.

Agenda Item Vacations – Discussion/Possible Action

Proposed Policies for Vacations. Policies from the CSDA Manual have been included for reference.

POLICY TITLE: Vacations
POLICY NUMBER: 2020

2020.1 This policy shall apply to regular and probationary employees in all classifications assigned a 12 hour work schedule.

2020.2 Paid vacations shall be accrued according to the following schedule on an annual basis:

- a) ~~(a)~~—During the first year of continuous work, and the next four (4) years an amount equal to the amount of time the employee is expected to work during a normal work week. Example: If the employee works 12 hours per week, then the amount of vacation time earned during the first year is 12 hours.
- b) ~~(b)~~—Six through ten years of service, the employee earns vacation time at the rate the employee is expected to work during a two week period.
- c) ~~(c)~~—After ten years of service, one additional day of paid vacation for each additional year of service to a maximum of 20 days.

2020.3 Employees who have completed six months in regular status may take their vacation time all at once, or gradually, with the approval of the General Manager. No vacation may be taken until the employee has completed at least six months in regular employee status ~~unless approved by the General Manager.~~

2020.4 Vacation time may not be accumulated or postponed. ~~The total accumulated vacation time shall not exceed that amount earned annually by the employee. Only one week of accumulated vacation may be used in addition to regular vacation time during any given year.~~

2020.5 At termination of employment for any reason, the District shall compensate the employee for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination.

2020.6 The District will not require an employee to take vacation time in lieu of sick leave during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used. The District will not consider granting a leave of absence for medical reasons until all accumulated sick leave and vacation time have been used.

2020.7 If a holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.

2020.8 Vacations may be scheduled at any time during the year upon approval of the General Manger.

2020.9 Vacations are provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee. As such, pay in lieu of vacation time away from work shall not be permitted except in situations of hardship. Said pay off shall be submitted for written approval by the General Manager.

Revised, Approved and Adopted: _____

Revised, Approved and Adopted **April 22, 2014**

CSDA Policy Manual

POLICY TITLE: Vacations

POLICY NUMBER: 3490

- 3490.1 This policy shall apply to regular and probationary employees in all classifications.
- 3490.2 Paid vacations shall be accrued according to the following schedule on an annual basis:
- a) During the first year of continuous work, (____) days;
 - b) Two through five years of service, (____) days;
 - c) Six through ten years of service, (____) days;
 - d) After ten years of service, one additional day of paid vacation for each additional year of service to a maximum of 30 days.
- 3490.3 Employees who have completed six months in regular status may take their vacation time all at once, or gradually, with the prior written approval of their supervisor. No vacation may be taken until the employee has completed at least six months in regular employee status unless approved by the General Manager in writing.
- 3490.4 Vacation time may be accumulated or postponed. The total accumulated vacation time shall not exceed that amount earned annually by the employee. Only one week of accumulated vacation may be used in addition to regular vacation time during any given year.
- 3490.5 At termination of employment for any reason, the District shall compensate the employee for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination.
- 3490.6 The District will not require an employee to take vacation time in lieu of sick leave during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used. The District will not consider granting a leave of absence for medical reasons until all accumulated sick leave and vacation time have been used.
- 3490.7 If a holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.
- 3490.8 Vacations may be scheduled at any time during the year upon written approval of the [PERSONNEL DIRECTOR or other responsible managing employee].
- 3490.9 Vacations are provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee. As such, pay in lieu of vacation time away from work shall not be permitted except in situations of hardship or cumulation in excess of (____) hours. Said pay off shall be submitted for written approval by the General Manager.

Product Synopsis • Pyrotechnic Proposal
Newberry Community Services District
PROGRAM A – July 3, 2023
\$13,500.00

Main Body - Aerial Shells

<u>Description</u>	<u>Quantity</u>
◆ 3" Souza Designer Selections	180
◆ 4" Souza Designer Selections	90

Total of Main Body - Aerial Shells 270

Grand Finale

<u>Description</u>	<u>Quantity</u>
◆ 2" Souza Designer Bombardment Shells	100
◆ 2.5" Souza Designer Bombardment Shells	72
◆ 3" Souza Designer Bombardment Shells	75

Total of Grand Finale 247

Grand Total 517

Product descriptions are for specification of product quality, classification, and value. Final product selections will be based on availability, suitability, and overall artistic style.





For Sale- 2000 Pierce Saber 1500/1000 Pumper
Asking \$90,000
Available Immediately
Refurbered in 2015
46,500 miles
4,303 hours
8 person cab
5 SCBA seats
Detroit Diesel 350 hp motor
AllisonHD 4060P Automatic transmission
Transmission Retarder
Air conditioning
Back up camera
Auto Tire Chains
Aluminum rescue style body
Hale Q-Max 1500 gpm single stage Pump (certified in 7/22)
1000 Gallon poly Water Tank
(2) Pre-Connect Speed Lays 1.75"
(2) 1.75" cross-lays
(1) 2.5" cross-lay
Front bumper 5" intake
deck gun
Onan 8kw hydraulic PTO generator (new in 2015)
Kussmaul charging system
Code 3 LED emergency lighting
Code 3 electronic siren
Code 3 traffic advisor
Federal Q siren
Air horns
LED headlights
All new LED emergency lighting done in 2015
All new LED scene lights (2) on each side
LED Brow light
Hydraulic ladder rack with 24' and 14' ladders and 10' attic ladder
Electric tool lazy Susan mount in rear compartment
(2) lengths of 8' hard suction included
Height -9'11"
Length-30'
Truck is in very good condition
Exterior- in good shape, no dents, dings or rust and the paint is in very good shape (New Paint in 2015)
Interior- in very good condition no rips or tears in the upholstery
Undercarriage- in good shapesome surface rust
Tires- in excellent shape -replaced in 2022



Gmail - Rylan, heres your accurate shipping estimate from Nationwide Transport Services

#2

Rylan Lanier <engineerr.lanier@gmail.com>

Rylan, heres your accurate shipping estimate from Nationwide Transport Services

Michael Grande Ext 821 <Michael@ntslogistics.com>
To: engineerr.lanier@gmail.com

Tue, Apr 18, 2023 at 12:42 PM

Hey Rylan,

I'll be your point of contact at **Nationwide Transport Services, LLC!**

I received your request to ship your 2000 Peirce Fire truck (Dimensions: L: 30; W: 8.5; H: 9.11) (\$90,000 in value) to Newberry Springs. The estimate I've included below is inclusive of all fuel costs, tolls, insurance, and fees. Please call me when you have a chance so I can secure a final rate and not just an estimate for you, you can write me or call me anytime.

Shipment Details: **Quote Number 12187815**

Pickup Information:
Drop-off Information:

Vehicle: 2000 Peirce Fire truck (Dimensions: L: 30; W: 8.5; H: 9.11) (\$90,000 in value)
Ship Via: Open

All-inclusive price:

\$8385.00

The price quote we provide you with is inclusive of taxes, fuel costs, tolls, and insurance, so there will be no surprises at the time of delivery. "Quote is Valid for 7 Days". Please contact us to secure your rate.

Please call me so I can provide you with a final secure cost. You can read more about us on our website www.ntslogistics.com.

Please call me directly at (813) 444-5543.

4/19/23, 1:17 PM

Gmail - Rylan, heres your accurate shipping estimate from Nationwide Transport Services



Michael Grande Ext 821,
Logistics Specialist, Nationwide Transport Services, LLC
(813) 444-5543 | Michael@ntslogistics.com
www.ntslogistics.com
2252 Burlington Pike #200, Burlington, KY 41005



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AUTOTRANSPORT

