

NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

Board Minutes
July 26, 2016

Item 1 **Call the meeting to order. 6:05 p.m.**

Roll Call.

Present:

Vice President Deel
Director Clark
Director Shaw
Director Vasseur

Absent: President Springer

Also Present : General Manager Le Hayes, Board Secretary Jodi Howard , District Treasurer, Kerri Zurcher, Asst. Fire Chief Cory Rogers and members of the public.

Pledge of Allegiance

Vice President Deel asked all present to rise, face the flag and recite the Pledge of Allegiance.

Item 2 **Review and Approval of the Agenda**

Motion Director Vasseur to approve the agenda as written, **Seconded** Director Shaw. **Vote: No:** Vasseur **Yes:** Director Deel, Director Clark, Director Shaw.
Motion Passed

Item 3 **Public Comments:**

Patricia Macormick- Dottie Lopez requested a railroad car/storage container be placed on the CSD property for the Food Bank, they need more storage space. Wants the CSD to fix freezer in the CSD building.

Item 4 **Representatives from other agencies in attendance.**

No Comment

Item 5 **Approval of the Minutes for June 28, 2016.**

Motion Director Clark, **Second** Director Shaw. **Vote: Yes-** Director Deel, **No-** Director Clark, Director Shaw and Director Vasseur
Motion Failed

Item 6 **Report's-**

A. Sheriff's- Report attached in Supporting Documents under Meetings 6-28-16
Newberrycsd.net

- B. General Manager-** Outside bathrooms needed repair, Interviewed auditor Miers & Miers in Barstow.
- C. District Treasurer-** Current Financial status of the CSD.
- D. Board Secretary-** No comment
- E. Fire Department-** Report attached in Supporting Documents under Meetings 7-26-16 Newberrycsd.net Website
- F. MWA/CP-** Report attached in Supporting Documents under Meetings 7-26-16 Newberrycsd.net Website.
- G. CSD Luncheon-** Report attached in Supporting Documents under Meetings 7-26-16 Newberrycsd.net Website.

- Item 7 **Pay bills and approve the bills already paid.**
Motion Director Vasseur, Second Director Clark Vote: **Unanimous**
Motion Passed

- Item 8 **Marine Corps Presentation**
Information only- Flyer attached Newberrycsd.net Website.

- Item 9 **Review and Approve Final 15/16 Budget**
Motion Director Vasseur,
Motion Failed Lack of Second

- Item 10 **Survey Residents and Land Owners for input on the demographics, direction and possible projects for Newberry CSD area. Survey to be created by Staff with input from Directors and Community.**
Motion Director Shaw- **Have Staff create survey to determine what community wants in the future.** Second Director Vasseur. **Director Shaw withdrew motion to be tabled to next meeting.**

- Item 11 **Name Representative to the Barstow Partners Community Revenue Sharing Committee.**
Failed Lack of Motion

- Item 12 **Revise Policy #2170 Staff Evaluation to include input from the Board of Directors.**
Failed Lack of Motion

- Item 13 **Approve Reserve Policy #3030**
Motion Director Vasseur
Motion Failed Lack of Second
- Item 14 **Record Meetings**
Motion Director Vasseur **Record meetings in the future.** Second Director Shaw
Vote: No: Director Deel, Director Clark, Director Shaw. Yes: Director Vasseur.
Motion Failed
- Item 15 **Wage Increase for staff Pursuant to COLI**
Motion Director Shaw **Increase across the board for staff according to COLI**
in this county.
Motion Failed Lack of Second
- Item 16 **Closed Session Real Estate Parcel #0528-071-24-0000 per Gov. Code 54954.5.**
Entered Closed Session-7:30 p.m.
Returned- 7:43 p.m.
No Action Taken
- Item 17 **Old and New Business**
Director Vasseur- Board Member having all Passwords to Computers and keys to
office. Will email Agenda Item with exact wording to the office.
- Item 18 **Adjournment 7:47 p.m.**

Board Secretary

Board President

NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

Board Draft Minutes
September 27, 2016

Item 1 **Call the meeting to order. 6:05 p.m.**

Roll Call.

Present:

President Springer
Vice President Deel
Director Shaw
Director Vasseur

Absent: Director Clark

Also Present : General Manager Le Hayes, Board Secretary Jodi Howard , District Treasurer, Kerri Zurcher, Fire Chief Miller and members of the public.

Pledge of Allegiance

President Springer asked all present to rise, face the flag and recite the Pledge of Allegiance.

Item 2 **Review and Approval of the Agenda**

Motion Director Shaw to approve the agenda as written, **Seconded** Director Deel.
Director Shaw Amended motion to approve agenda as presented and separate Item #5 July 26 & August 23, 2016 meeting minutes into A & B Sections. Vote: Unanimous
Motion Passed

Item 3 **Public Comments:**

Shaw introduced Fred Baca & Ted Baca Trustee's from Barstow Community College they Donated a projection screen In Memory of Ernie Packer.

Patricia Macormick and Robert Price fixed the latch on the freezer in the kitchen for commodities. She requested the CSD provide more storage for the food distribution. They have also been approved for an increase in food for 140 households.

Item 4 **Representatives from other agencies in attendance.**

Supervisor Lovingood's Field Representative Ron Frame was asked by a Director when and where polling locations will be, he said he should have the information in a week and will let us know.

Item 5 **A. Approval of the Minutes for July 26, 2016**

Motion Director Deel to approve minutes as written. **Seconded** Director Springer.
Vote: **Yes**- Director Deel, Director Springer **No**- Director Shaw and Director Vasseur.

Motion Failed

B. Approval of the Minutes for August 23, 2016

Motion Director Deel to approve minutes as written. **Seconded** Director Shaw.

Vote: **Unanimous**

Motion Passed

Item 6

Report's-

A. Sheriff's- Report attached in Supporting Documents under Meetings 9-27-16 Newberrycsd.net

B. General Manager- County Water inspection on well there are repairs to be made when we get report will bring to the Board.
Water leak in the ball field Allen Docimo fixed.
Vadelism to the outside bathroom lights and ball field lights possibly shot with a bb gun. G.M. is offering \$500 dollar reward to the arrest and conviction of the vandal.

C. District Treasurer- Report attached in Supporting Documents under Meetings 9-27-16 Newberrycsd.net Website.

D. Board Secretary- No comment

E. Fire Department- Report attached in Supporting Documents under Meetings 9-27-16 Newberrycsd.net Website

F. MWA/CP- Not present

G. CSD Luncheon- Did not attend

President Springer Call for a Break 7:20 p.m.
Returned From Break 7:30 p.m.

Item 7

Pay bills and approve the bills already paid.

Motion Director Shall to pay bills and approve bills already paid, **Seconded** Director Deel Vote: **Yes** Direcor Deel, Director Springer, Director Shaw. **No:** Director Vasseur

Motion Passed

Item 8

Purchase folding chairs to bring us to the maximum quantity allowed by the building's Occupation Limit and have racks build to hold them. **Motion** Director Shaw to purchase folding chairs to bring us to the maximum quantity allowed by the building's occupation limit and secure racks for storage.

**Seconded Director Deel. Amended Motion Director Shaw I move we purchase 70 folding chairs for this facility with secured racks for storage. Seconded Vasseur. Vote: Unanimous
Motion Passed**

Item 9

Approve Policy #102 Disciplinary Process

I have re-written the Disciplinary policy to ensure that a "progressive discipline" method is followed in accordance with modern human resource standards and include an investigation / review process for serious infractions that requires consensus of two or more senior managers of the Department before suspension or termination is ordered.

Motion Director Vasseur to Approve Policy #102 Disciplinary Process. Seconded Director Deel. Vote: Unanimous

Item 10

Approve Policy # 202 Use/Operation of Personal Vehicles

Use of Privately Owned Vehicles (POV) is integral to the operation of any volunteer / paid call fire department. Response to the station for calls is a common place where volunteers are injured and killed. There are also times where there is operational advantage to the Department when POVs can be used for errands, It is essential for order and control of liability that each member of the Department understand to do's and don't in the use of their vehicles.

**Motion Director Shaw to Approve Policy #20 Use/Operation of Personal Vehicles. Seconded Vasseur. Vote: Unanimous
Motion Passed**

Item 11

Memorandum of Agreement Between the Fire Service Training Institute and Newberry Springs Fire Department

Fire Chief Miller explained the Agreement to the Directors and how this agreement will benefit the Fire Department.

Item 12

Old and New Business

**Director Shaw Action Item Storage Containers and Refrigerator Repair Costs.
-Bring back Minutes for July 26, 2016**

Board Draft Min
9-27-16 pg.4

Item 13 **Adjournment- 8:10 p.n.**

Board Secretary

Board President

CSDA 2016 Annual Conference Report

October 16, 2016

Arrived Monday afternoon, October 10th

Attended the **Southern CSDA Network Meeting**. Directed to the correct room by CSDA CEO Neil McCormick himself.

There was a group activity of what our major problem was and how the CSDA could help solve it. These ideas were turned over to the CSDA Network Committee. NetWorks are for local special district leaders to connect and interact with other leaders from throughout the state. There was no explanation of how exactly this works.

Next was the **President's Reception with the Exhibitors**. Never saw President Bill Nelson but talked to a number of companies that service Special Districts. Lawyers, Accountants, Software companies etc.

Tuesday started in the Pavilion with breakfast with the exhibitors. Then excellent opening speaker Ross Shafer. "How to Stay Relevant". He stressed to 1) Be Authentic, 2) Defend Your Value, 3) Continuously Improve. Also said to eliminate the "POWs" (negative reports) as each POW would erase 5 WOWs.

He also said "The world's greatest achievements were accomplished by tired, discouraged people who just kept on working. There was a picture of Albert Einstein on the same screen; not sure if the quote was Einstein's or Einstein was an example.

Next was **Accounting and Financial Reporting Update for Special Districts** presented by Justin Williams, CPA, CVA, PARTNER, of Mann, Urrutia, Nelson, CPAs & Associates, LLP. Learned the recording of Retirement and Health benefits has been changing and districts must record their net pension liability.

Back to the Exhibitor Hall for Lunch. Met some more attendees. A Cemetery Board Director and a GM with a water district.

Taking Charge of Your News Coverage presented by Marty Boyer, Communications Advantage.

Communicating involves 3 items:

1. Empathy/Validation
2. Action – What are you going to do about it
3. Content – Background information.

KEEP IT SIMPLE!!! Be concise.

Chairing and Managing Effective Public Meetings presented by Ryan Thomas Dunn, Colantuono, Highsmith & Whatley, PC

1. Preparation is the key to successful meetings.
 - Ask questions at meetings the public needs to hear; get your own information needs met "off-line"
 - Give staff a heads up about your public questions
2. Create an atmosphere of respect for everyone: audience, board members, and staff
3. Be flexible: No "one size fits all" rules for successful meetings

Other notable information:

- Read the agenda packet before the meeting and write down your questions and comments where you can find them.
- No debates between staff and board.
- Disagreement is inevitable; mistrust is not.
- Discussions about staff performance belong in closed session or staff supervisor's office.

Mr. Dunn also told me that not approving the minutes because of format was not appropriate.

Minutes are either approved or corrected and approved.

Wednesday

SDRMA breakfast and awards.

Keynote speaker Kai Kight integrated music and working together.

- ✓ The conductor turns his back to the audience and directs the orchestra to a performance that pleases the audience.
- ✓ We may have different parts but we are all playing the same song.
- ✓ Sometimes we are the conductor; sometimes the soloist; and sometimes the background.

Let the Sun Shine In: Brown Act Update –

John W. Dietrich, Atkinson, Andelson, Loya, Ruud & Romo

Review of Brown Act.

After session, presenter was asked if not approving of the minutes format was sufficient reason for not approving the minutes. He said no. That was a policy matter; minutes are to be corrected and approved. He recommended we consult our attorney.

CSDA Awards Luncheon

Mastering Good Governance – *Martin Rauch, Rauch Communication Consultants, Inc.*

The Board's role is "to keep their Noses in the Business and their fingers out".

Emphasized that there is no "I". Each Director is responsible to help the entire Board function as a group.

Like being in an arranged marriage. Each director is responsible for: 1) being respectful, sensitive to and understanding of others 2) finding ways to bridge gaps and differences and get to consensus.

Role of the Chair

Ensures directors fulfill governance responsibilities:

- Comply with applicable laws and bylaws
- Conduct board business effectively
- Are accountable for their performance, etc.

Guides board to meet expectations of itself

Preside at board meetings. Develop agendas

Appoint committee chairs with Board approval

Ensure performance review is carried out for GM

Make Meetings Engaging

- Focus your meeting on decisions, not updates. --
- Draw out quiet members
- Ask for opinions and listen to those you disagree with
- Limit those who are outspoken
- Use structured meeting techniques

Plan, Plan, Plan

Everything You Need to Know about Online Compliance

Sloane Dell'Orto, Streamline and Dillon Gibbons, CSDA

AB 169 Open Data Criteria

Section 508 – A Federal Law requiring that various technology (including websites) is accessible to people with disabilities. Although it technically only applies to any agencies using federal monies, in reality even private companies (like Target.com) have been sued ... successfully.

SB 272 – Enterprise System Catalog...

AB 2853 – May refer Public Records Requests to website if item requested is posted.

The Brown Act

Agenda is to be posted on website if you have a website.

AB 2257 – Link to Agenda must be on homepage. Effective 2019

Financial Transaction Reports due April 30 each year & posted on website.

Compensation Report – Required by April 30 each year & posted on website.

AB 779 Additional financial reporting of Overtime, Vacation pay, Sick pay, stipends, pension contributions, retirement contributions, health premium contributions, automobile allowances phone allowances, and technology allowances for each elected official. Fortunately this was VETOED by Gov. Brown.

Since Streamline keeps on top of all the rules and regulations, I am very glad we have Streamline hosting our website.

Thursday Morning

California Environmental Quality Act

Michelle Ouellette, Jennifer Lynch, Best Best & Krieger LLP and Stephanie Standerfer, Albert A. Webb Associates

CEQA is triggered when we make a decision to do a project.

CSDA Awards Brunch and Legislative Update

Overview of Legislation the CSDA sponsored, supported and opposed.

AB2613 provides additional options for audit procedures for small districts. This one passed.

SB 1292 would have required grand juries to hold an exit interview to review the accuracy of their findings. Provided investigated entities the opportunity to comment on final reports and required they be posted and included with grand jury final reports to public. Died in Committee

There were 8 other bills reported on.

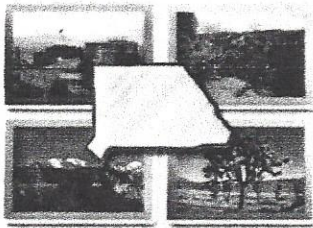
Little Hoover Commission review of Special Districts was explained. CSDA's recommendations:

1. Stay Informed on legislative issues.
2. Share Your Story
3. Promote Public Awareness and Understanding
4. Demonstrate Transparency and Accountability

CSDA also stated how important it is to be sure there is a representative on our LAFCO board from our area. We need to know when they are elected and participate.

And then we went home!!!

September 19, 2016



LAFCO

Local Agency Formation Commission for San Bernardino County

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E-mail: lafco@lafco.sbcounty.gov
www.splafco.org

Established by the State of California
to serve the Citizens, Cities, Special Districts
and the County of San Bernardino

COMMISSIONERS

JIM BAGLEY
Public Member

KIMBERLY COX, Chair
Special District

JAMES V. CURATALO
Special District

ROBERT A. LOVINGOOD
Board of Supervisors

LARRY McCALLON
City Member

JAMES RAMOS, Vice Chair
Board of Supervisors

DIANE WILLIAMS
City Member

ALTERNATES

STEVEN FARRELL
Special District

JANICE RUTHERFORD
Board of Supervisors

THURSTON "SMITTY" SMITH
Public Member

ACQUANETTA WARREN
City Member

STAFF

KATHLEEN ROLLINGS-McDONALD
Executive Officer

SAMUEL MARTINEZ
Assistant Executive Officer

MICHAEL TUERPE
Project Manager

REBECCA LOWERY
Clerk to the Commission

LEGAL COUNSEL

CLARK H. ALSOP

GOVERNANCE TRAINING FROM LAFCO

The Local Agency Formation Commission for San Bernardino County ("LAFCO"), as a part of its ongoing efforts to provide for continuing education for its constituents, has implemented a governance training program for agencies within the county. The intent of this program is to provide access to resources that agencies may not have otherwise.

Details on the next course is shown below:

Training Session, Sponsor	Date, Time, Location
<i>Overview of Special District Laws</i>	December 8, 2016 10:00 a.m.
California Special Districts Association	Mojave Water Agency Town of Apple Valley

Attached to this letter is a registration form for the session. **There is no cost to attend this training.** We encourage all officials and staff to attend.

Should you have any questions, please feel free to contact the LAFCO office at (909) 388-0488 or at lafco@lafco.sbcounty.gov.

FREE WORKSHOP

Board members/trustees, staff, and others welcome!



California Special Districts Association

Districts Stronger Together

SAN BERNARDINO COUNTY

OVERVIEW OF SPECIAL DISTRICT LAWS

Thursday, December 8, 2016

10:00 a.m. – 12:00 p.m.

Mojave Water Agency

13845 Conference Center Drive, Apple Valley, CA 92307

Instructor: Thomas D. Jex, Burke, Williams & Sorensen, LLP

This presentation will offer an overview of some of the many laws that affect the daily operations of special districts and will be valuable for special district board members/trustees, staff and others who interact with special districts on a regular basis. Attendees will receive an overview of laws related to:

- Public contracting and prevailing wage.
- Elections.
- Conflicts of Interest.
- The Public Records Act.

This workshop is offered at no charge through a partnership between CSDA and the Local Agency Formation Commission for San Bernardino County.

SCHEDULE:

9:30 – 10:00 a.m. Registration

10:00 a.m. – 12:00 p.m. Workshop

REGISTRATION FORM (NO CHARGE)

Name: _____

Title: _____

District: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Mail or fax completed form to:

CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814 • fax: 916.520.2465

Questions?

Please contact us toll-free at 877.924.2732.

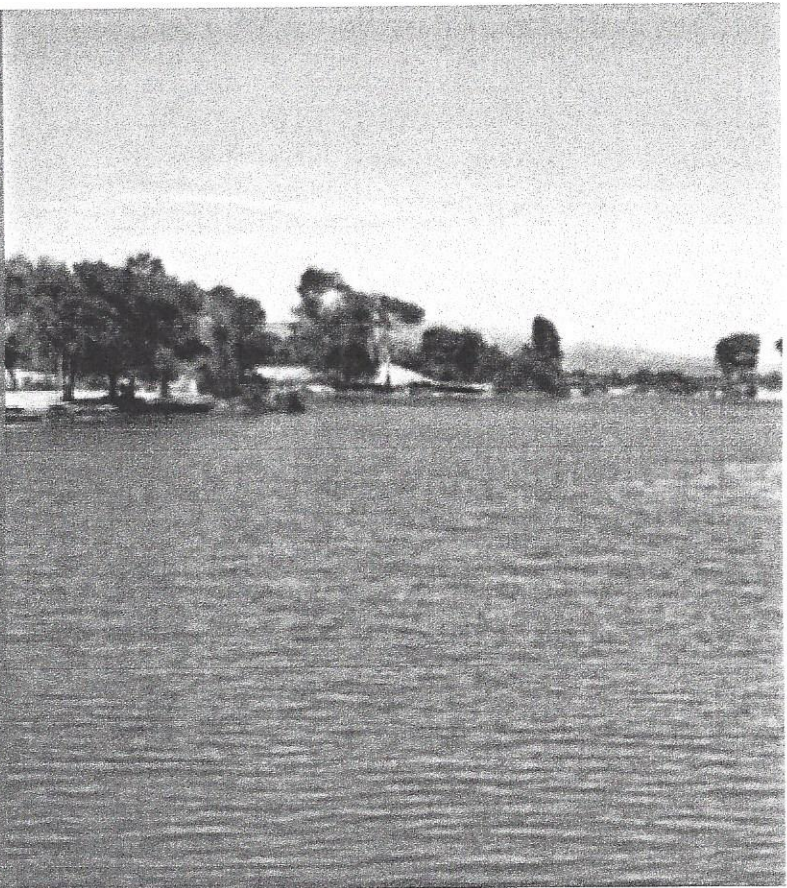
FORM 11

NEWBERRY SPRINGS

COMMUNITY PLAN OUTREACH



COUNTYWIDE PLAN
Newberry Springs Community Plan



COMMUNITY WORKSHOPS



WORKSHOP 1

What We Value

Wednesday, November 30, 2016

6:00-8:30pm

Newberry Community Services District
30884 Newberry Road
Newberry Springs, CA 92365



WORKSHOP 2

Our Roadmap to
Making it Happen

Wednesday, January 25, 2016

6:00-8:30pm

Newberry Community Services District
30884 Newberry Road
Newberry Springs, CA 92365

GET INVOLVED AND STAY CONNECTED

Do you want to have a say in how to make Newberry Springs a better community?

The County is updating Newberry Springs' Community Plan and invites you to a series of workshops to learn what's going on, ask questions, take surveys, and voice your opinions.

If you cannot attend a workshop, you can express your opinion and ask questions by visiting countywideplan.com/newberrysprings.

QUESTIONS? WANT INFORMATION?

countywideplan.com/newberrysprings
newberryspringscp@lus.sbcounty.gov

STANDARD OPERATING GUIDELINES



BOY SCOUTS OF AMERICA®

**NEWBERRY SPRINGS FIRE DEPT
EXPLORER POST 391**

BSA GUIDELINES:

Safety Issues:

- Explorers may not be substituted for trained personnel.
- Explorers must be equipped with personal protective equipment that is appropriate for the activity being done.
- Explorers may be mobilized only as a post, with required leadership. Explorers are not on call as individuals.
- Explorers who ride on apparatus or other department vehicles must be seated and must wear a seat belt.
- Explorers may not drive department vehicles.
- Explorers may not climb aerial ladders.
- Explorers may not climb ground ladders that exceed 35 feet in length, or not supported against a structure.
- Explorers may not enter or perform ventilation procedures on a burning structure.
- Explorers may not use any tools or gloves on energized electrical equipment.
- Explorers may not operate cutting torches
- Explorers may not operate hydraulic rescue tools or equipment.
- Explorers may not handle life nets.
- **Exceptions:** Using an official training facility, the use of aerial ladders with the appropriate safety equipment, and entering a controlled burn building is approved

EXPLORER POLICY

- Explorer must be in good standing with in the post
- Explorer must be in good standing with grades (2.0 or better)
- Must be CPR certified
- Must be in the Explorer program for a minimum of 6 months
- The Fire Explorer must be at least 14 years of age
- Explorer must attend a ride out orientation day and pass all apparatus and usage tests
- The Ride-A-Long task book will be the focus of the ride out program.
- Must be signed off by the Training Advisor.
- Explorer will be under command of the Captain / Officer of the apparatus you are riding on. Seat belt must be worn at all times when riding in the apparatus.

- Explorer will wear all required PPE that is appropriate to the call.
- Explorers shall not ride out on calls that have been flagged as “Violent”.

If a call turns violent explorers shall retreat and shelter in the apparatus unless instructed otherwise by the Duty Officer or Law Enforcement.

- When needed Explorer must wear safety vest or bunker gear jacket.
- Explorers shall not participate on freeway calls. If on a ride out and the apparatus is diverted onto the freeway the Explorer shall remain on the apparatus.
- Explorers are not to respond to calls in personally owned vehicles.
- Under NO circumstances will an explorer be allowed to drive a fire apparatus.
- There shall be no more Explorers on ride out than 1 for every two firefighters. At least one firefighter on each apparatus / scene shall hold current “Child Protection Training” certification when Explorers are present.
- Explorers must follow all SOG' s of the Explorer post, as well as the NSFD SOG's, SOP's, and rules and regulations, as well as all State and Federal Laws
- Explorers may not provide information of any kind to civilians or the media unless instructed to do so by an Advisor or the NSFD Incident Commander. Breaches of confidentiality may result in expulsion from the Post
- Explorers must NOT engage in interior structural firefighting or overhaul. Explorers may assist with outside activities on the fire ground (an exterior hose line, ect)
- At no time will an Explorer take the place of an On-duty firefighter

Fire Explorer Certification track:

- Manipulative test of the following: (Ride Out Orientation)
 - SCBA's 60 sec donning drill, tank switch support.
 - Tools: location / identification
- Written test (Ride Out Orientation)
 - Must pass with 80% or better
- Signed Ride -A-Long Certificate of Completion card

TASK BOOK SIGN OFF

- Sign off's for the Task Book may be signed off by any approved explorer appointed instructor or advisor.
- It is the responsibility of the Explorer to obtain and maintain training documents and signatures for training conducted

RIDEOUT PROCEDURE

- Explorers must schedule their observation shift 72 hours in advance.
- Explorer request to ride out slip *must* be filled out by explorer, duty officer and advisor prior to the ride out.
- After successful completion of the "observation shift" the training advisor will assign the Explorer to a shift and a station, length of assignment will be determined by Lead and/or Training Advisor.
- You must give 24 hours advance notice if you are going to miss a scheduled ride time or you will be counted as "unsatisfactory" on the Ride-A-Long timesheet.
- The Fire Explorer must continue to meet the training requirements of 3 hours per month to remain in the Ride-A-Long Program. (If participant misses the required training hours they will not be eligible to ride out for that month)
- It is the responsibility of the Fire Explorer to fill-out the evaluation sheet and turn in both explorer and Captains evaluation sheets by the end of the month.
- The participant must meet all the Standards of Appearance of the explorer program.

RIDEOUT HOURS:

- Participants shall not ride out on school nights Monday — Thursday
- The fire Explorer may ride out Friday's- 3pm-8pm
- Weekend schedule will be Saturday and Sunday 8am — 8pm

Ride-A-Long Program- Engine:

- The observational period will last 8 hours (1- 8hr shifts) on the Engine at Station 361
- An Observation Evaluation form will be filled out. It is the responsibility of the Fire Explorer to maintain, collect and forward these form to the Training Advisor.
- The participating Explorer will follow all directives of the Officer in charge
- After the 8 required hours of Observation are met, the Training Advisor will make the determination to approve/disapprove the Fire Explorer to continue in the Ride-A-Long Program

Upon approval, the Fire Explorer may assist on emergency calls in accordance to all SOG' s of the Fire Explorer Post and Learning for Life Exploring Program.