

**Update Job Description for General Manager**

**Discussion/Action – Proposed by Directors Deel and Unger**

**The General Manager's Job Description changes are mainly minor. Major revision is 2300.2.**

**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 ~~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 He/she~~ has general charge, responsibility and control over all property of the District.

**2300.1.1** The General Manager ~~He/she~~ 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 ~~He/she~~ employs such assistants and other employees as ~~he/she~~ they deems necessary for the proper administration of the District and the proper operation of the works of the District. Compensation shall be set by the Board of Directors. ~~The General Manager He/she~~ shall delegate authority at ~~his/her~~ their discretion and has authority over and directs all employees, including terminating for cause or lack of worthwhile work. ~~His/her~~ Their personnel management goal will be to provide a motivating work climate for District employees.

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

**2300.1.4** The General Manager ~~He/she~~ 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. ~~He/she and~~ shall translate the goals and objectives of the Board to the community.

**2300.1.5** The General Manager ~~He/she~~ shall manage the District budget, conducting studies, ~~and~~ making oral and written presentations.

**2300.2 Required Qualifications.** ~~He/she shall have a minimum of five years of experience in an increasingly responsible public agency management position. He/she shall possess a valid California driver's license.~~

**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* \_\_\_\_\_ *January 25, 2022*

Signature \_\_\_\_\_, Title \_\_\_\_\_

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**Update Job Description for District Treasurer**

**Discussion/Action – Proposed by Directors Deel and Unger**

The District Treasurer’s Job Description was revised in 2020 but as long as we were working on the Job Descriptions there were a few minor updates that would bring it current with other Job Descriptions.

**POLICY TITLE: Job Description - District Treasurer**

**POLICY NUMBER: 2370**

2370.1 Under supervision of the General Manager is responsible for managing the budget and expenditures of the District and performs the duties of an Accountant.

2370.1.1 The District Treasurer is responsible for depositing, withdrawing, transferring and investing District funds, maintaining efficient fiscal practices to maximize non-operational earnings, and maintaining cash flow for needed liquidity, and makes or designates others to make deposits and withdrawals.

2370.1.2 The District Treasurer, in cooperation with the General Manager, the Fire Department Chief Assistant Chief and the Budget Committee maintains the annual budget.

2370.1.3 The District Treasurer, in cooperation with the General Manager, makes recommendations to the Board of Directors for transfers to and from the Reserve Accounts per Policy #3030 Reserve Policy.

2370.1.4 The District Treasurer will review and approve reimbursement requests per Policy #4025.4.1 Expenditure Reimbursement.

2370.1.5 The District Treasurer in cooperation with the General Manager ~~will~~ shall provide information for the Annual Audit.

2370.2 The District Treasurer shall attend and provide a current budget report for the Board of Directors at their monthly meetings.

2370.3 ~~Desirable~~ Required Qualifications. The District Treasurer ~~He/She should~~ shall have a thorough knowledge of the principles and practices of creating a budget, financial record keeping, principles of accounting and computerized accounting.

2370.4 Desirable Qualifications. The District Treasurer ~~He/she should~~ will have knowledge of modern office methods, ~~and~~ practices, and equipment.

2370.4.1 The District Treasurer ~~He/she should~~ will have the ability to maintain cooperative relationships with those contacted in the course of work.

*Revised, Approved and Adopted July 28, 2020 January 25, 2022*

Signature \_\_\_\_\_, Title \_\_\_\_\_



**Proposed Job Description for Office Assistant**

**Discussion/Action - Proposed by Directors Deel and Unger**

**There is no Job Description for the position of Office Assistant creating one would make our Job Description Policies more complete.**

**POLICY TITLE: Job Description – Office Assistant**

**POLICY NUMBER: 2365**

**2365.1** Under direct supervision of the General Manager: acts as Office Assistant to District Staff. Performs the duties of receptionist/customer service. Performs a wide variety of document preparation, data entry, entry-level accounting and general office support involving extensive public contact work. Performs other related work as required.

**2365.2 ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be required and assigned.

**2365.2.1** Serves as receptionist and customer service representative, greets the public and provides information on routine questions and directs complex technical questions or unusual requests to appropriate staff members; takes and relays messages performs a wide variety of office assistance and general office support work including document preparation, filing, answering the telephone and assisting the public; performs kitchen duties as required; types forms, memoranda, and miscellaneous correspondence, sets up and maintains a variety of files; sorts and files documents and registers information; collects, sorts, date stamps and distributes mail; prepares and sends out welcome letters/packets to new customers; orders and maintains adequate office supplies; receives, prepares receipts, records and deposits funds; assists accounting class staff with duties involving the receipt, balancing and posting of cash funds; and the gathering, assembling, tabulating, checking and filing of financial data; responsible for maintaining office equipment in working order and arranging training; assists accounting class staff with duties involving data entry of accounts payable, purchase orders and timesheet distribution information; performs the duties of other office support staff in a backup and fill-in capacity as needed.

**2365.3 DISTINGUISHING CHARACTERISTICS:** Office Assistant is the entrance level for office support employees. Incumbents in this class work under supervision in any of the work areas specified in the definition above. They perform less complex tasks and receive on-the-job training in the performance of more complex duties. Incumbents will be assigned specific duties according to the District's needs and the individual's ability. As an incumbent gains skill and performs more difficult work through experience and training and a desired level of proficiency is reached, promotion to a higher level classification can be reasonably expected.

**2365.3.1 QUALIFICATION REQUIREMENTS:** Knowledgeable in receptionist

and telephone techniques, basic accounting concepts, math, filing and recordkeeping procedures, standard office machines, equipment and software. Proper use of English language, spelling, grammar and punctuation.

Ability to meet the public with courtesy and tact. Perform routine office assistance and office support work. Learn office methods, rules and policies. Understand and carry out oral and written directions. Maintain cooperative working relationships with those contacted in the course of the work. Carry out directions independent of close supervision. Operate computer and related accounting and office support software.

**2365.3.2 EDUCATION AND/OR EXPERIENCE:** Any combination of training and experience providing the required knowledge and ability is qualifying. A typical way to obtain this knowledge and ability would be: Minimum Education: High School diploma and/or equivalent. No experience required.

**2365.3.3 LICENSE AND/OR CERTIFICATES:** Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

**2365.3.4 PHYSICAL DEMANDS:** Ability to operate a variety of automated office machines; reasonable typing and writing skills; exert light physical effort in sedentary to light work involving sitting most of the time, but may involve walking or moving from one area to another or standing for brief periods of time. Ability to exert negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. The employee must occasionally lift and/or move up to 20 pounds.

**2365.3.5 WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Adopted                      January 25, 2022

Signature \_\_\_\_\_, Title

\_\_\_\_\_



**Update Job Description for District Secretary**

**Discussion/Action – Proposed by Directors Deel and Unger**

**The District Secretary’s Job Description changes are mainly minor.**

**POLICY TITLE: Job Description - District Secretary**

**POLICY NUMBER: 2360**

**2360.1** Under supervision of the General Manager: acts as Secretary to the Board of Directors, General Manager, and District ~~Accountant~~Treasurer, ~~and District Clerk~~.

**2360.1.1** The District Secretary ~~serves as secretary to the General Manager~~; attends to administrative detail on special matters assigned by the General Manager; composes correspondence on own initiative on matters not requiring personal attention of the General Manager; writes reports and letters; and, acts as office manager in the absence of the General Manager.

**2360.1.2** The District Secretary prepares agendas and attends meetings of the Board of Directors; transcribes and edits minutes; prepares drafts of agenda items requiring action by the Board; gives information to organizations, employees, customers and the general public regarding Board matters; and, prepares correspondence and maintains files on official actions of the Board and the General Manager.

**2360.2** ~~Desirable~~Required Qualifications. The District Secretary ~~He/she should~~shall have knowledge of: ~~modern~~ modern office methods, practices, ~~and~~ equipment; and techniques of business letter and report writing. The District Secretary shall annually complete 4 hours continuing education related to the duties of this position.

**2360.2.1** The District Secretary ~~He/she should~~shall have the ability to: perform responsible clerical and secretarial duties and independently take care of administrative detail; compose correspondence independently or from general directions; take Board material and minutes quickly and accurately, and maintain cooperative relationships with those contacted in the course of work.

*Revised, Approved and Adopted* \_\_\_\_\_ *January 25, 2022*

Signature \_\_\_\_\_, Title \_\_\_\_\_



## **Newberry Springs Fire Department Office Administrator Job Description**

*Performs a variety of clerical and administrative work in keeping official records, providing administrative support to command staff and assisting in the administration of the standard operating guidelines and policies of the fire department.*

*The administrative works under the direction of the Fire Chief and Assistant Fire Chief.*

### **Essential Duties and Responsibilities:**

- *Answers telephones and routes callers or provides information as required.*
- *Receives, stamps and distributes incoming mail, process outgoing mail; maintains follow-ups. Composes, types and edits correspondence, reports and other written material requiring judgement as to content, accuracy and completeness.*
- *Works with Billing Company to ensure accuracy of billing and records.*
- *Maintains lists, charts, books and other departmental reference materials for communication to staff.*
- *Assist with Budgeting.*
- *Assist with preparing purchase requests.*
- *Maintain personnel file.*
- *Enter records into records management system as required.*
- *Assist with planning and hosting public events.*
- *Performs other duties within the Fire Department and Township as directed by Fire Chief.*





# Newberry Springs Fire Department

Est. 1958

Agenda Item 6.

Dedication ~ Compassion ~ Pride

## **DAPHNE LANIER**

**Fire Chief,**

*Administrative,*

*Public Relations*

*dllanier@gmail.com*

*NewberrySpringsFire@gmail.com*

## **CORY ROGERS**

**Assistant Chief,**

*Operations, Prevention*

*asstchief6001@gmail.com*

## **JAY POTTER**

**Captain,**

*Training Officer*

*jaypotter56@gmail.com*

Location's:

**FIRE STATION 391**

*30884 Newberry Rd.*

*NewberrySprings, CA 92365*

**\*FIRE STATION 392\***

*33759 Newberry Rd.*

*Newberry Springs, CA. 92365*

*(760) 257-3016*

*newberryspringsfire@gmail.com*

## **NewberryCSD OFFICE**

*30884 Newberry Rd.*

*P.O. Box 206*

*Newberry Springs, CA. 92365*

*(760) 257-3613*

*newberrycsd@gmail.com*

*Hours of Operations*

*Wed, Thurs, & Fri*

*12:00 - 4:00pm*

## **FIRE LETTER / CONDITIONING REQUIREMENTS**

Fire conditioning is a tool developed in recent years to help bridge the gap between Building and Safety's structural requirements and fire safety codes that have become stringent over the past twenty years. California is notorious for high loss fire events and has become a leader in fire safety standards in an effort to reduce those losses. Because Cities and Counties often adopt additions to the State Code it has become common practice for the local fire department to review plans to ensure that needed conditions are met for that location.

Newberry CSD has adopted the 2007 California Fire Code without amendments which is the current State Code. All conditioning is based on this standard. The following procedure shall be followed for all conditioning requests. Please understand that while Newberry Springs Fire takes pride in being customer oriented it is an all volunteer organization and thus work moves as fast as volunteers have the time to donate.

When the fire conditioning required:

Whenever you plan to pull a building permit through San Bernardino County Building and Safety.

Under certain applications for a Conditional Use Permit.

Conditioning is not required for land sub-division unless a specific use for that land is defined as part of the sub-division.

What is a "Fire Letter"?

A Fire Letter as they are often referred to is the fire conditioning document Issued stating the requirements for your project.

What is needed to obtain Conditioning or a "Fire Letter"?

This will vary based on your project. Residential projects usually require (2) copies of your project plans they must include a plot plan, one to be marked for any changes and returned, and one to be retained at the Office should later reference need to be made. Commercial projects also require at least (2) complete sets of plans (more may be required based on the scope of project) and a detailed description of any processes and operation. A list of planned hazardous materials and there respective quantities is also necessary. Other information including vendor specific information may also be required. If Newberry Fire determines that Department resources are not sufficient either due to time or complexity of scope of a project Newberry Fire reserves the right to contract conditioning services with an appropriate engineering firm to ensure proper completion.

Why is there a fee associated with Conditioning Services?

Providing conditioning services requires the Department to maintain current reference materials and a variety of specialized equipment that are very expensive. Personnel also require training and have other operational costs that needs funded through a stipend that is based on the projected amount of time to complete a project.

When are fees due?

Fees are due at the time of request.



# Newberry Springs Fire Department

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## APPLICATION FOR FIRE CONDITIONING LETTER

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Physical Address For Project: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail \_\_\_\_\_

Address: \_\_\_\_\_

APN: \_\_\_\_\_ Permit #: \_\_\_\_\_

Type of Project: \_\_\_\_\_

### Residential:

Submit (2) complete sets of drawings including plot plans and (1) copy of permit application.

Square Footage:	_____		
Single Family	Remodel / Addition	\$100.00	\$ _____
Multi Family	Remodel / Addition	\$150.00	\$ _____
Detached / Out Building		\$10.00 / 100 sqft.	\$ _____
New Single or Multi Family (up to 4 plex)		\$10,00 / 100 sqft.	\$ _____
New Single Family over 3500 sqft.		\$25,00 / 100 sqft.	\$ _____
Sprinklers? Y ___ N ___ @ \$ 150.00			\$ _____

Water system capacity \_\_\_\_\_ GPM Private Well \_\_\_\_\_ Community System \_\_\_\_\_

Is this for commercial use? \_\_\_\_\_

### COMMERCIAL:

Submit two (2) complete copies of project drawing and a description of operation or process including chemical inventory or MSDS sheets for evaluation and estimate of conditioning costs. All costs shall be paid in advance before conditioning is started.

Conditional Use Permits and Hazardous Materials permits and Plans are to be processed through San Bernardino County Land Use and Fire Departments respectively.





**Newberry Springs Fire Department**

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**RATE SCHEDULE**

**PREVENTION ACTIVITIES:**

Construction Conditioning: (Less than 3500 sqft to existing structure)

Single Family dwelling, plan review. Site visit / inspection	\$100.00
Multi Family dwelling, plan review, site visit / inspection	\$150.00
Out building, storage structure, detached from residence	\$10.00 / 100sqft
Public Assembly	\$35.00 / hr*
Commercial Occupancy	\$35.00 / hr*
Sprinkler, Residential, inspection during construction, pre-final	\$100.00
Sprinkler, Residential, Final acceptance inspection	\$50.00
Sprinkler / System inspection, Commercial	\$50.00 / hr*

New Construction:

New construction, addition exceeding 3500 sqft to existing structure	\$25.00 / 100sqft
New Structure, single or multi family dwelling (up to 4 plex)	\$10.00 / 100 sqft
Public Assembly	\$35.00 / hr*
Commercial Occupancy	\$35.00 / hr**
Commercial Fire Conditioning with Hazmat	\$45.00 / hr**
Standby for UST removal / cleanup, 1 Engine or 1 Water Tender	\$250.00 / hr

\*Newberry Springs Fire reserves the right to contract unusually difficult, time consuming or back -logged conditioning requests either due to urgency or complexity issues. Under such conditions the applicant shall pay the full cost of the contract services plus a 10% administrative fee and all other applicable service / inspection fees. Estimated fees shall be collected prior to commencement of any contracted work.

\*\*Commercial and Commercial with Hazardous materials may require additional permitting and business plans to be filed with San Bernardino County Fire's Hazardous Materials Unit. Proof of submission to San Bernardino County Fire is required before final inspection.

**INSPECTIONS:**

Residential, pre-plan, insurance letter	\$25.00
Missed scheduled site inspection	\$50.00 1 <sup>st</sup>
Missed scheduled site inspection	\$100.00 2 <sup>nd</sup>
Commercial annual walk-around	\$25.00 / No Charge
Citation clearance, first time offence	\$25.00 / No Charge
Citation clearance, repeat offence	\$100.00
Hydrant flow test, pressurized	\$50.00 1 <sup>st</sup>
Hydrant flow test, pressurized, multiples	\$25.00 each
Hydrant flow test, pumped	\$75.00 1 <sup>st</sup>
Hydrant flow test, pumped, multiples	\$35.00 each

Newberry CSD Salary Schedule 2021/2022		Step A (As of 7/1/2021)									
		Position Title	Step B	Step C	Step D	Step E	10 Years Service = Step E+5%	15 Years Service Step E+7.5%	20 Years Service Step E+10%		
Newberry CSD 2021/2022	Board Secretary	2,000.00	2,100.00	2,205.00	2,315.25	2,431.01	2,552.56	2,613.34	2,674.11		
Newberry CSD 2021/2022	General Manager	12,000.00	12,600.00	13,230.00	13,891.50	14,586.08	15,315.38	15,680.03	16,044.68		
Newberry CSD 2021/2022	Office Assistant	8,500.00	8,925.00	9,371.25	9,839.81	10,331.80	10,848.39	11,106.69	11,364.98		
Newberry CSD 2021/2022	Treasurer	4,500.00	4,725.00	4,961.25	5,209.31	5,469.78	5,743.27	5,880.01	6,016.76		
Newberry CSD 2021/2022	Fire Dept. Office Administrator	9,000.00	9,450.00	9,922.50	10,418.63	10,939.56	11,486.53	11,760.02	12,033.51		
Salary Increases are dependent on Employee evaluation and taking training to further develop job skills.											

**The Process:**

Searched for Salary Schedule for an existing CSD. Found Cambria CSD's current Salary Schedule.

Determined their yearly Step increases to be 5%.

Set up a Newberry CSD Salary Schedule that includes each employee; entered July 1, 2021 Salary as Step A.

Step A amounts are Budgeted amounts.

Following Cambria CSD's schedule, extended Steps through Step E then 20 Years.

Each Step or Year receiving a 5% increase over the prior year until Step E.

Next Step is 10 Years of Service @ 5%; 15 Years of Service @ 7.5%; 20 Years of Service @ 10%.

Then for comparison, I extended the Yearly Salary to show the Weekly (12 hrs/week) wages and finally the hourly amount.

We need a Job Description for our FD Office Administrator and their hours to more accurately complete the table.

Minimum hourly wage for 2022 is \$14 for employers with 25 or less employees; \$15 with 26 or more employees.



This information is not part of the Schedule.

Step A Weekly for 52 Weeks		Per hr@12hr per week
38.46	\$ 3.21	2,000.00
230.77	\$ 19.23	12,000.00
163.46	\$ 13.62	8,500.00
86.54	\$ 7.21	4,500.00
173.08	\$ 14.42	9,000.00

These figures show hourly amounts based on our currently 12 hr/week work schedule.

# NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

## REGULAR MEETING MINUTES

November 16, 2021

**Call the meeting to order- 6:13 p.m.**

### **Pledge of Allegiance**

Vice-President Deel asked all present to recite the Pledge of Allegiance.

### **Roll Call.**

### **Present:**

President Springer- Arrived at 6:17 p.m.  
Director Deel  
Director Roberts.  
Director Paulsen  
Director Unger- Arrived at 6:18 p.m..

### **Absent:**

**Also Present:** General Manager Jodi Howard and members of the public.

### **1. Approval of Agenda**

Motion Director Paulsen to approve agenda as presented. Seconded Director Roberts.

Vote: **Yes-** Director Roberts, Paulsen and Deel

**Absent-** Director Springer and Unger

**Motion Passed**

### **2. Public Comments:**

#### **a. General Public-**

**Mike Matson-** wants CSD to write School District a letter to look into ways of slowing down the traffic by Newberry Elementary.

#### **Community Reports**

**Board of Supervisor Cooks Representative-**County is working on the approval of redistricting maps attached [newberrycsd.net](http://newberrycsd.net) website- found under supporting documents for this meeting

**Sheriff Report-** N/A

### **3. Reports**

#### **a. General Manager-**Working on well permits

Need to file the last of the grant paper work down in San Bernardino.

Park equipment has been ordered.

#### **b. Fire Department-** Fire Dept. Report attached [newberrycsd.net](http://newberrycsd.net) website.

#### **c. Air Quality Monitoring Report-** 2 monitors are left.

#### **d. Civic Hub- Available Properties Report-**



**4. Agenda Items- Discussion/Possible Action**

**a. Update Ballfield/Park**

Motion Director Springer Board declared excess used fencing surplus and associated parts from ballfield to Silver Valley School District at no cost for use at Newberry Elementary School. Seconded Roberts.

Vote- **Unanimous**

**Motion Passed**

**b. Update CSD Park/Fire Water Delivery Project.**

Working with the county to get required permits to start.

**c. Approval of Minutes for October 26, 2021**

Motion Director Deel to accept as presented. Seconded Director Paulsen

Vote: **Unanimous**

**Motion Passed**

**d. Approve Bills Paid and Presented**

Motion Director Deel accept bills paid and presented. Seconded Director Roberts.

Vote: **Unanimous**

**Motion Passed**

**5. Old and New Business-**

Agenda Item for Letter to School District

**6. Directors Comments (1 min)**

**Director Deel-** Pistachio Festival went well Committee worked so hard. Solar 33 Thursday going to Planning Commission.

Redistricting Map

**Director Springer-** Covid extension Jan 4<sup>th</sup> Federal Mandate.

**7. Adjournment 8:02 p.m.**

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Board Secretary

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Board President