

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

Item 1 **President Springer called the meeting of 8-23-16 to order at 6:00 pm and asked everyone to rise, face the flag, and recite the Pledge of Allegiance.**

Roll call

Present: President Springer
 Vice President Deel
 Director Clark
 Director Shaw
 Director Vasseur

Also Present: General Manager Hayes, Treasurer Kerri Zurcher, Fire Chief Miller, Field Representative Ron Frame, Sheriff's Lt. Mendoza and members of the public.

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

Motion VP Deel, Second Director Clark, Director Shaw said #10 (approve Reserve Policy) should be removed. VP Deel YES, Director Clark YES, Director Vasseur YES, President Springer YES, Director Shaw, NO. The Agenda was approved.

Item 3 **Public Comments**

Wayne Snively spoke on the water ramp downs.

Item 4 **Representatives from other Agencies.**

Supervisor Lovingood's Field Representative Ron Frame spoke saying that the Board of Supervisors rejected the Soda Mountain Project by a vote of 3-2.

Item 5 **Approve the Draft Minutes of June 28 and July 26, 2016.**

Motion by VP Deel to approve the Draft minutes of June 28, seconded by President Springer, President Springer YES, VP Deel YES, Director Shaw No, Director Clark Yes, Director Vasseur No. The Draft minutes of June 28 were approved.

Motion Director Vasseur to approve the Draft minutes of July 26, Seconded by VP Deel. VP Deel YES, Director Clark YES, Director Shaw No, Director Vasseur No, President Springer abstained due to his absence at that meeting.

The Draft minutes of July 26 were not approved.

Item 6 **Reports**

A. Lt Mendoza reported there were a total of 84 calls for service since the last meeting, including 1 vehicle theft, 1 residential burglary, 2 Petty thefts, and 4 arrests.

B. GM Hayes reported we had a camera stolen on August 10th at 0145 am, a second camera stolen on August 12th at 10:30 pm. The video was reviewed but it only showed the cameras being twisted, then going off, no persons. Hayes reported a tall ladder would have been required to steal each camera.

C. Treasurer Kerri Zurcher asked if anyone had any questions about the reports she had submitted. A Director asked about check #16223 for \$20.00 and Kerri explained it.

D. Board Secretary Jodi Howard was not present.

E. Fire Chief Miller reported the deadline on the Grant Application he was working on had been extended.

F. Ellen Johnson was not present.

G. Vice President Deel spoke of the recent CSD Luncheon.

President Springer called for a 10 minute break at 7:03pm, resumed at 7:15pm.

Item 7 **Pay bills and approve the bills already paid**

Motion Director Vasseur, Seconded by Director Shaw, vote unanimous.

Item 8 **Survey Residents for input on possible projects for the CSD.**

Ted Stimpfel spoke on Item 8.

Motion VP Deel, seconded by Director Vasseur. VP Deel YES, Shaw NO, Vasseur NO, President Springer voted NO. Motion failed.

Item 9 **Revise policy #2170 Staff Evaluations to include input from the Board of Directors.**

Director Vasseur voted YES, Directors Deel, Clark, Shaw and Springer voted NO.

Motion failed.

Item 10 **Approve Reserve Policy #3030**

Motion Director Vasseur, seconded by VP Deel, Director Vasseur voted YES, VP Deel NO, Director Shaw NO, Director Clark NO, President Springer NO. Motion failed to pass.

Item 11 **15% Wage increase for staff pursuant to COLI.**

Hayes clarified that the wage increase applied to Jodi Howard. Kerri Zurcher and himself.

Motion Director Shaw, Seconded by Director Vasseur. VP Deel, Director Shaw, and President Springer voted YES, Directors Clark and Vasseur voted NO. Motion passed.

There was no Item 12

Item 13 **Old and New Business.**

Nothing was added

Item 14 **Adjournment**

President Springer adjourned the meeting at 8:19pm.

General Manager Hayes

Board President Springer

Newberry Springs Community Service District
 FY 2016/17 Budget
 as of September 21, 2016

1000.0 ADMINISTRATION	Budgeted	Spent	Balance
1001.0 Advertising	\$500.00	\$0.00	\$500.00
1003.0 Auditor	\$7,000.00	\$0.00	\$7,000.00
1004.0 Bank Fees	\$100.00	\$0.00	\$100.00
1005.0 Director Stipends	\$5,000.00	\$700.00	\$4,300.00
1006.1 Education, Tuition	\$3,500.00	\$2,495.00	\$1,005.00
1006.2 Education, Books	\$200.00	\$0.00	\$200.00
1006.3 Education, Lodging	\$4,200.00	\$0.00	\$4,200.00
1006.4 Education, Mileage	\$500.00	\$0.00	\$500.00
Education Sub-Total	\$8,400.00	\$2,495.00	\$5,905.00
1007.0 Election Expenses	\$0.00	\$0.00	\$0.00
1008.0 LAFCO	\$100.00	\$0.00	\$100.00
1009.0 Legal Expenses	\$5,000.00	\$0.00	\$5,000.00
1010.0 Office Expenses			
1010.1 Office Supplies	\$1,500.00	\$183.41	\$1,316.59
1010.2 Office Equipment, Maint/Repair	\$1,500.00	\$331.59	\$1,168.41
1010.3 Office Equipment, Purchases	\$500.00	\$0.00	\$500.00
1010.4 Postage/Shipping	\$500.00	\$110.00	\$390.00
1010.5 Office Telephone	\$400.00	\$45.04	\$354.96
1010.6 Subscriptions/Membership Fees	\$3,000.00	\$87.17	\$2,912.83
1010.7 Office Internet	\$1,300.00	\$161.54	\$1,138.46
Office Expenses Sub-Total	\$8,700.00	\$918.75	\$7,781.25
1012.0 Administrative Personnel Expenses			
1012.1 Salary, Board Secretary	\$2,000.00	\$326.03	\$1,673.97
1012.2 Salary, General Manager	\$9,800.00	\$2,445.19	\$7,354.81
1012.3 Salary, Office Assistant	\$8,000.00	\$1,956.15	\$6,043.85
1012.4 Salary, Treasurer	\$6,500.00	\$1,141.17	\$5,358.83
1012.5 Payroll Tax Payment	\$7,000.00	\$1,790.83	\$5,209.17
1012.7 Dept of Justice-Live Scan	\$200.00	\$0.00	\$200.00
1012.8 Workers Comp Insurance	\$10,000.00	\$2,309.00	\$7,691.00
1012.9 Staff Mileage	\$1,000.00	\$154.85	\$845.15
Admin Personnel Expenses Sub-Total	\$44,500.00	\$10,123.22	\$34,376.78
1013.0 SDRMA Insurance, Liability/Bonding	\$3,700.00	\$0.00	\$3,700.00
Administrative Total	\$83,000.00	\$14,236.97	\$68,763.03

Newberry Springs Community Service District
 FY 2016/17 Budget
 as of September 21, 2016

2000.0 PARK & RECREATION	Budgeted	Spent	Balance
2001.0 Community Events			
2001.1 Community Events, Advertising	\$300.00	\$0.00	\$300.00
2001.2 Community Events, Expenses	\$12,000.00	\$0.00	\$12,000.00
Community Events Sub-Total	\$12,300.00	\$0.00	\$12,300.00
2002.0 Community Center Expenses			\$0.00
2002.1 Consumable Supplies	\$400.00	\$0.00	\$400.00
2002.2 CSD Electric	\$3,500.00	\$1,271.71	\$2,228.29
2002.3 CSD Propane	\$2,300.00	\$0.00	\$2,300.00
2002.4 Contract Labor, Cleaning	\$4,200.00	\$900.00	\$3,300.00
2002.5 Health Permits	\$1,300.00	\$692.00	\$608.00
2002.6 CSD Building, Maint/Repair	\$3,500.00	\$90.72	\$3,409.28
2002.7 Pest Control	\$700.00	\$150.00	\$550.00
Community Center Sub-Total	\$15,900.00	\$3,104.43	\$12,795.57
2003.0 Grounds Expenses			
2003.1 Contract Labor, Landscaping	\$6,000.00	\$1,200.00	\$4,800.00
2003.2 Disposal Services	\$2,500.00	\$447.42	\$2,052.58
2003.3 Maint/Repair, Equipment	\$2,000.00	\$0.00	\$2,000.00
2003.4 Maint/Repair, Grounds	\$4,500.00	\$884.82	\$3,615.18
2003.5 Maint/Repair, Well	\$4,000.00	\$0.00	\$4,000.00
2003.6 Mojave Water Agency Fees	\$200.00	\$0.00	\$200.00
2003.7 Park, Capital Improvements	\$0.00	\$0.00	\$0.00
2003.8 Park, Electric	\$2,000.00	\$213.86	\$1,786.14
2003.9 Water Testing	\$500.00	\$35.00	\$465.00
1002.2 Parking Lot Electric	\$100.00	\$0.00	\$100.00
Grounds Expenses Sub-Total	\$21,800.00	\$2,781.10	\$19,018.90
TOTAL	\$50,000.00	\$5,885.53	\$44,114.47

3000.0 STREET LIGHTS	Budgeted	Spent	Balance
3001.0 Street Lights	\$6,000.00	\$1,098.06	\$4,901.94

Newberry Springs Community Service District
 FY 2016/17 Budget
 as of September 21, 2016

4000.0 FIRE DEPARTMENT	Budgeted	Spent	Balance
4001.0 Apparatus Lease/Purchase	\$0.00	\$0.00	\$0.00
4002.0 Capital Improvements			\$0.00
4002.1 Station	\$0.00	\$0.00	\$0.00
4002.2 Equipment	\$3,000.00	\$0.00	\$3,000.00
Capital Improvements Sub-Total	\$3,000.00	\$0.00	\$3,000.00
4003.0 Equipment Expense, Vehicle			
4003.1 Equip Exp, Vehicle, Fuel	\$5,500.00	\$650.56	\$4,849.44
4003.2 Equip Exp, Vehicle, Maint/Repair	\$10,000.00	\$1,887.96	\$8,112.04
4003.3 Equip Exp, Vehicle, SDRMA, Ins	\$5,000.00	\$0.00	\$5,000.00
Equipment Expense Sub-Total	\$20,500.00	\$2,538.52	\$17,961.48
4004.0 Equip Exp, Non-Vehicle			
4004.1 Equip Exp, Non-Vehicle, Purchase	\$15,000.00	\$642.68	\$14,357.32
4004.2 Equip Exp, Non-Vehicle, Maint/Repair	\$5,000.00	\$242.01	\$4,757.99
4004.3 Equip Exp, Non-Vehicle, First Aid Supplies	\$2,000.00	\$288.95	\$1,711.05
4004.4 Equip Exp, Non-Vehicle, Equip Fuel	\$300.00	\$0.00	\$300.00
Equipment Exp, N-V Sub-Total	\$22,300.00	\$1,173.64	\$21,126.36
4005.0 Dispatching Expense			
4005.1 Equipment Purchase	\$1,000.00	\$0.00	\$1,000.00
4005.2 Equipment Maint/Repair	\$2,000.00	\$0.00	\$2,000.00
4005.3 Cal Fire Dispatching	\$7,000.00	\$0.00	\$7,000.00
Dispatching Expense Sub-Total	\$10,000.00	\$0.00	\$10,000.00
4006.0 Station Expenses			
4006.1 Internet/Phone Service	\$1,300.00	\$162.86	\$1,137.14
4006.2 Station, Maint/Repair	\$3,000.00	\$86.01	\$2,913.99
4006.3 Office Supplies	\$1,000.00	\$129.27	\$870.73
4006.4 Pest Control	\$600.00	\$150.00	\$450.00
4006.5 Subscriptions/Memberships	\$2,100.00	\$215.00	\$1,885.00
4006.6 Station, Electric	\$2,000.00	\$483.21	\$1,516.79
4006.7 Drinking Water	\$300.00	\$0.00	\$300.00
Station Expenses Sub-Total	\$10,300.00	\$1,226.35	\$9,073.65
4007.0 Firefighter Personnel Expenses			
4007.1 Fire Department Office Administrator	\$8,000.00	\$1,956.15	\$6,043.85
4007.4 Firefighter Appreciation	\$3,000.00	\$0.00	\$3,000.00
4007.5 Firefighter Callout Stipend	\$8,000.00	\$576.00	\$7,424.00
4007.6 Training Exp, Certification/Books/Tuition	\$5,000.00	\$0.00	\$5,000.00
4007.8 Dept of Justice, Live Scan	\$300.00	\$0.00	\$300.00
4007.10 Uniform Expense	\$400.00	\$0.00	\$400.00
Personnel Sub-Total	\$24,700.00	\$2,532.15	\$22,167.85
4008.0 Public Relations			
4008.1 Prevention	\$200.00	\$0.00	\$200.00
Public Relations Sub-Total	\$200.00	\$0.00	\$200.00
TOTAL	\$91,000.00	\$7,470.66	\$83,529.34

Newberry Springs Community Service District
 FY 2016/17 Budget
 as of September 21, 2016

5000.0 INCOME	Budgeted	Balance
5001.0 Interest		
5001.1 Checking Interest	\$250.00	\$95.17
5001.2 CD Interest	\$500.00	\$80.66
5001.3 Savings Interest	\$62.00	\$6.68
Interest Total	\$812.00	\$182.51
5002.0 Rental Income		
5002.1 Building Rental	\$500.00	\$130.00
5002.2 Equipment Rental	\$0.00	\$0.00
Rental Income Total	\$500.00	\$130.00
5003.0 Fire Department Income		
5003.1 FD, Burn Permits	\$2,500.00	\$462.00
5003.2 FD, Response Charges	\$300.00	\$0.00
5003.3 FD, Grant Income	\$0.00	\$0.00
5003.4 FD, Donations	\$0.00	\$0.00
Fire Department Income Total	\$2,800.00	\$462.00
5004.0 Other Income		
5004.2 Purchase Card Rebate	\$100.00	\$199.22
5004.3 Copies	\$20.00	\$0.00
5004.4 Fireworks Donations	\$2,500.00	\$3,403.00
5004.5 Misc. Income	\$0.00	\$0.00
Other Income Total	\$2,620.00	\$3,602.22
5005.0 San Bernardino County Tax Share	\$223,268.00	\$2,707.54
TOTAL	\$230,000.00	\$7,084.27

3.1% to Anticipated Income

EXPENSE TOTALS	Budgeted	Spent	Balance
1000.0 Administration	\$83,000.00	\$14,236.97	\$68,763.03
2000.0 Park and Recreation	\$50,000.00	\$5,885.53	\$44,114.47
3000.0 Street Lights	\$6,000.00	\$1,098.09	\$4,901.91
4000.0 Fire Department	\$91,000.00	\$7,470.66	\$83,529.34
TOTAL	\$230,000.00	\$28,691.25	\$201,308.75

12.5% Budget Spent

CASH ACCOUNT BALANCES (as of 09/21/2016)

116. CD Account	\$137,691.41
117. Savings Account	\$11,239.20
120. Checking Account*	\$352,388.69
*General Fund:	\$322,465.51
*5003.5 FD Reserve:	\$29,923.18
Total Cash Balance	\$501,319.30

September 2016 Expenditures

<u>Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Acct</u>	<u>Split</u>	<u>Amount</u>
09/01/2016	EFT	CA SDU	4007.1		\$ 277.05
09/13/2016	16238	Advance Copy System	1010.2		\$ 36.86
09/13/2016	16239	AllStar Fire Equip	4004.2		\$ 242.01
09/13/2016	16240	Bradford Montgomery	4007.5		\$ 8.00
09/13/2016	16241	Clark Pest Control	2002.7		\$ 50.00
09/13/2016	16242	Cory Rogers	4007.5		\$ 120.00
09/13/2016	16243	Daphne Lanier	split		\$ 340.00
			2002.4	\$ 300.00	
			4007.5	\$ 40.00	
09/13/2016	16244	DeLage Laden	1010.2		\$ 24.27
09/13/2016	16245	Desert Disposal	2003.3		\$ 149.09
09/13/2016	16246	Essex Vanardo	4007.5		\$ 8.00
09/13/2016	16247	Jay Potter	4007.5		\$ 176.00
09/13/2016	16248	Johnathan Luddy	4007.5		\$ 8.00
09/13/2016	16249	Jose Prieto	4007.5		\$ 40.00
09/13/2016	16250	Kyle Whitehead	4007.5		\$ 72.00
09/13/2016	16251	Mitch Ward	4007.5		\$ 8.00
09/13/2016	16252	Morgan Anderson	4007.5		\$ 8.00
09/13/2016	16253	Robert Robertson	4007.5		\$ 48.00
09/13/2016	16254	SCE	split		\$ 1,043.84
			2002.2	\$ 402.20	
			2003.8	\$ 26.34	
			3001.0	\$ 366.03	
			4006.6	\$ 249.27	
09/13/2016	16255	Steve Miller	split		\$ 138.78
			4006.3	\$ 106.78	
			4007.5	\$ 32.00	
09/13/2016	16256	Travis Hull	4007.5		\$ 8.00
09/13/2016	16257	US Postal Service	1010.4		\$ 110.00
09/13/2016	16258	Verizon	split		\$ 45.05
			1010.5	\$ 22.52	
			4006.1	\$ 22.53	
09/13/2016	16259	Daphne Lanier	4007.1		\$ 382.46
09/13/2106	16260	Jodi Howard	split		\$ 704.45
			1012.1		
			1012.3		
09/13/2016	16261	Kerri Zurcher	1012.4		\$ 384.79
09/13/2016	16262	Le Hayes	1012.2		\$ 787.41
09/13/2016	16263	Clark Pest Control	4006.4		\$ 50.00
09/21/2016	16264	Allen Docimo	2003.4		\$ 273.00
09/21/2016	16265	Clark Pest Control	4006.4		\$ 50.00
09/21/2016	16266	DeLage Laden	1010.2		\$ 58.20
09/21/2016	16267	Fire Service Spec.	4004.4		\$ 241.92

09/21/2016	16268	Larry Clark	1005.0	\$ 50.00
09/21/2016	16269	Mike Strojek	2003.1	\$ 400.00
09/21/2016	16270	Paula Deel	1005.0	\$ 50.00
09/21/2016	16271	Robert Shaw	1005.0	\$ 50.00
09/21/2016	16272	Robert Springer	1005.0	\$ 50.00
09/21/2016	16273	Robert Vasseur	1005.0	\$ 50.00
09/21/2016	16274	SCE	2002.2	\$ 445.76
09/21/2016	16275	US Bank	split (see attached)	\$ 3,212.60
09/21/2016	16276	Clark Pest Control	2002.7	\$ 50.00
09/22/2016	EFT	CA SDU	4007.1	\$ 277.05

September 2016 Expenditures

<u>Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Acct</u>	<u>Split</u>	<u>Amount</u>
09/01/2016	EFT	CA SDU	4007.1		\$ 277.05
09/13/2016	16238	Advance Copy System	1010.2		\$ 36.86
09/13/2016	16239	AllStar Fire Equip	4004.2		\$ 242.01
09/13/2016	16240	Bradford Montgomery	4007.5		\$ 8.00
09/13/2016	16241	Clark Pest Control	2002.7		\$ 50.00
09/13/2016	16242	Cory Rogers	4007.5		\$ 120.00
09/13/2016	16243	Daphne Lanier	split		\$ 340.00
			2002.4	\$ 300.00	
			4007.5	\$ 40.00	
09/13/2016	16244	DeLage Laden	1010.2		\$ 24.27
09/13/2016	16245	Desert Disposal	2003.3		\$ 149.09
09/13/2016	16246	Essex Vanardo	4007.5		\$ 8.00
09/13/2016	16247	Jay Potter	4007.5		\$ 176.00
09/13/2016	16248	Johnathan Luddy	4007.5		\$ 8.00
09/13/2016	16249	Jose Prieto	4007.5		\$ 40.00
09/13/2016	16250	Kyle Whitehead	4007.5		\$ 72.00
09/13/2016	16251	Mitch Ward	4007.5		\$ 8.00
09/13/2016	16252	Morgan Anderson	4007.5		\$ 8.00
09/13/2016	16253	Robert Robertson	4007.5		\$ 48.00
09/13/2016	16254	SCE	split		\$ 1,043.84
			2002.2	\$ 402.20	
			2003.8	\$ 26.34	
			3001.0	\$ 366.03	
			4006.6	\$ 249.27	
09/13/2016	16255	Steve Miller	split		\$ 138.78
			4006.3	\$ 106.78	
			4007.5	\$ 32.00	
09/13/2016	16256	Travis Hull	4007.5		\$ 8.00
09/13/2016	16257	US Postal Service	1010.4		\$ 110.00
09/13/2016	16258	Verizon	split		\$ 45.05
			1010.5	\$ 22.52	
			4006.1	\$ 22.53	
09/13/2016	16259	Daphne Lanier	4007.1		\$ 382.46
09/13/2106	16260	Jodi Howard	split		\$ 704.45
			1012.1		
			1012.3		
09/13/2016	16261	Kerri Zurcher	1012.4		\$ 384.79
09/13/2016	16262	Le Hayes	1012.2		\$ 787.41
09/13/2016	16263	Clark Pest Control	4006.4		\$ 50.00
09/21/2016	16264	Allen Docimo	2003.4		\$ 273.00
09/21/2016	16265	Clark Pest Control	4006.4		\$ 50.00
09/21/2016	16266	DeLage Laden	1010.2		\$ 58.20
09/21/2016	16267	Fire Service Spec.	4004.4		\$ 241.92

09/21/2016	16268	Larry Clark	1005.0	\$ 50.00
09/21/2016	16269	Mike Strojek	2003.1	\$ 400.00
09/21/2016	16270	Paula Deel	1005.0	\$ 50.00
09/21/2016	16271	Robert Shaw	1005.0	\$ 50.00
09/21/2016	16272	Robert Springer	1005.0	\$ 50.00
09/21/2016	16273	Robert Vasseur	1005.0	\$ 50.00
09/21/2016	16274	SCE	2002.2	\$ 445.76
09/21/2016	16275	US Bank	split (see attached)	\$ 3,212.60
09/21/2016	16276	Clark Pest Control	2002.7	\$ 50.00
09/22/2016	EFT	CA SDU	4007.1	\$ 277.05

Item #8

Agenda Item – Purchase folding chairs

Action Item

Purchase folding chairs to bring us to the maximum quantity allowed by the building's Occupation Limit and have racks build to hold them.

Building Occupancy:

To provide At 1565 sq ft. for the main hall of the Community Center building has a gross seating capacity of 222. After some consideration that there is almost always a reception table at the door and one or two tables, a lectern and seating for a presiding body I am going to set the maximum seating at 200 for chairs in a theater arrangement. Maximum occupancy for any other seating arrangement including with tables such as a banquet format will be 110.

Regards,

Stephen Miller
Fire Chief
Newberry Springs Fire Department
PO Box 206
30884 Newberry Rd.
Newberry Springs CA 92365
(760) 257-3613, (760) 403-3299 cell

NEWBERRY SPRINGS FIRE DEPARTMENT

Policies and Procedures

Rev. Date: 09/07/2016

Policy No: 102

Policy Title: Disciplinary Process

Recognizing that our volunteers are our most valuable asset to our operation, consideration toward retraining and correcting undesired behaviors is the first goal of this process. Management and Supervisors have the obligation to explain and facilitate the desired outcome. Personnel within the Department have an obligation to complete tasks as assigned and done correctly in a timely manner. Behaviors that jeopardize the safety of the public, their coworkers or themselves may be placed on an immediate stand down which consists of immediate relief of duty and all actions and removing themselves to a safe place within the confines of the event where they are to wait quietly until further action can be taken. They shall not leave the scene nor disrupt ongoing operations. Doing so is grounds for immediate suspension and or termination.

Egregious offenses involving theft, acts or moral turpitude or commission of a crime require immediate suspension until an investigation, review and decision can take place. It is the responsibility of supervision and management to ensure the review takes place in a timely manner. Review of events that rise to this level shall be decided by two Chief Officers in counsel with the General Manager who at his / her option will sit in on the process.

Issues involving work performance, quality or participation shall be addressed through a progressive process starting with a review or counseling session to explain the gap in expectations and work out a means of closing that gap through evaluation of the task, additional training or additional resources if they can be made available. This process shall have a set time agreed upon by both parties to review the outcome.

If expectations are not met and / or no progress is made, the supervisor shall report the outcome up the chain of command and the outcome shall be documented in that person's employee file. At this point, a letter detailing the issues shall be provided to that person with a clear definition of the corrective actions / outcomes required and a compliance date.

In the event that supervisory counseling and a written corrective action(s) are not heeded, a review shall be held involving at least two Chief Officers and the General Manger at his / her discretion. At this point a determination shall be made if additional steps can be made to correct the issue or if termination should prevail.

APPROVAL DATE:

NEWBERRY SPRINGS FIRE DEPARTMENT

Policies and Procedures

Rev. Date: 09/17/2016

Policy No: 202

Policy Title: Use / Operation of Personal Vehicles

In the day to day operation of the Department personnel will operate their personally owned vehicles (POV) under a variety of conditions and needs. ALL members shall observe ALL laws, regulations, vehicle codes and drive in a skilled and courteous manner at all times whether on emergency or errand. Any and all operation of a POV is at the sole risk of the operator. Newberry CSD / Fire Department shall not have any liability for loss or damage to a POV. It is the responsibility of the vehicle owner / operator to maintain insurance coverage as required by California law.

Response to calls:

The first priority during emergency response is to ensure that the required resources arrive at the scene safely. Under most circumstances this requires personnel to respond to their designated station and board Department apparatus. There are several exceptions.

1. If directed by an Officer of the Department to divert to another location to pick up resources, apparatus or to conduct an initial size up.
2. If all apparatus is enroute personnel may respond to the scene so long as it does not require stopping on an Interstate right of way. Responding onto the freeway is explicitly prohibited by CHP policy.
3. Stopping as a Good Samaritan when traveling prior to alarm is excepted, however CHP may instruct you to leave. Follow their direction.

If responding to the scene via POV, the vehicle shall be parked in an out of the way location so as not to interfere with the placement or operation of apparatus.

Routine Operation:

Your driving skills are on display at all times. Newberry Springs is a small community and dangerous or discourteous driving reflects on the Department, especially if in Department attire.

Reimbursement for mileage:

Reimbursement for mileage when on errand for the Department shall only occur following specific prior approval by a Chief Officer and within the guidelines of Newberry CSD Policy.

APPROVAL DATE:

**MEMORANDUM OF AGREEMENT
BETWEEN THE
FIRE SERVICE TRAINING INSTITUTE
AND
NEWBERRY SPRINGS FIRE DEPARTMENT**

1. **PARTIES:** The parties to this Agreement are the Fire Service Training Institute (FSTI) based in Santa Barbara, California and the NEWBERRY SPRINGS FIRE DEPARTMENT, based in San Bernardino, California.
County
2. **AUTHORITY:** This Agreement is authorized under the policies and procedures of FSTI and NEWBERRY SPRINGS FIRE DEPARTMENT which is a legally recognized entity functioning under their respective state laws.
3. **PURPOSE:** The purpose of this Agreement is to set forth terms by which FSTI will provide training and education materials free of charge to the NEWBERRY SPRINGS FIRE DEPARTMENT . The District deploys volunteer and combination fire and EMS firefighters who need to receive basic training before entering dangerous environments.
4. **BACKGROUND:** The goal of FSTI is to support the activities and efforts of local firefighting and emergency services agencies. The NEWBERRY SPRINGS FIRE DEPARTMENT shall commit to the goal of providing adequately trained individuals to respond to emergencies under the provisions of their state law and under guidance provided by the State Fire Marshal, National Wildland Coordinating Group (NWCG) and where appropriate, the California Incident Command Certification System (CICCS).
5. **RESPONSIBILITIES:**
 - A. FSTI agrees to provide to the DEPARTMENT/ASSOCIATION, at no charge, a number of firefighting training manuals termed, “Basic Firefighter Orientation Curriculum” including but not limited to materials published by Fire Protection Publications (FPP), 6th Edition Essentials of Fire Fighting utilizing an on-line format. This will include access to IFSTA’s supporting documents and training materials. FSTI agrees to provide curriculum updates as they become available.
 - B. FSTI will provide a copy of the 3rd Edition, Volunteer Firefighter Training Syllabus.
 - C. FSTI agrees to provide training to the NEWBERRY SPRINGS FIRE DEPARTMENT regarding access the volunteer library portal.
 - D. The NEWBERRY SPRINGS FIRE DEPARTMENT agrees to develop a formal, structured firefighter training and education plan for the members of its representative fire departments. In addition, the NEWBERRY SPRINGS FIRE DEPARTMENT agrees to the following for the duration of this agreement:
 - Provide the name and supporting qualifications documentation of the designated “instructor of record” to supervise the firefighter 1 program and provide the didactic components of the program.

- Adopt by written policy the minimum standards proposed within the Basic Firefighter Orientation Curriculum.
- Establish goals for training objectives within a structured three-year program including an annual training schedule.
- Develop policies and procedures for maintaining training records on individuals participating in the program.
- Provide FSTI copies of the agency adoption of the Basic Firefighter Orientation Curriculum, agency training objectives, annual training schedule and formal training program.
- A list of program participants and copies of completion certificates.

6. **ADMINISTRATIVE:** The original copy of this MOA and supporting communications will be maintained by FSTI with a copy on file with at your Department.

You agree to provide access to program sponsors of the program and access to facilities and staff for promotional activities.

7. **POINTS OF CONTACT:**

Michael S. Williams, President-Executive Director
 FIRE SERVICES TRAINING INSTITUTE
 PO Box 550
 Santa Barbara, CA 93116
 888-977-1635
mike.williams@cafsti.net

PO Box 206
 Stephen Miller, Fire Chief
 NEWBERRY SPRINGS FIRE DEPARTMENT
 30884 Newberry Road
 Newberry Springs, CA 92365
 760-257-3613, 760-403-3299
Nby6001@csfa.net

8. **OTHER PROVISIONS.** Nothing in this Agreement is intended to conflict with current state and federal laws, regulations, directives, participating agency policies and procedures, or other activities of FSTI.
9. **EFFECTIVE DATE.** This Agreement shall be effective on the date of the last signature by the parties.
10. **MODIFICATION.** This Agreement may be modified only upon the mutual written consent of the parties whenever required.
11. **TERMINATION.** The terms of this Agreement will remain in effect until terminated by either party with a 30 day written notice.

12. **WARRANTIES:** There are no warranties expressed or implied. The NEWBERRY SPRINGS FIRE DEPARTMENT shall be solely responsible for instruction and compliance with local, state and federal standards. FSTI assumes no responsibility if a participating agency fails to satisfy established standards, certifications or qualifications.

This agreement shall be governed by the laws of the State of California and is executed under its jurisdiction thereof on the dates indicated in Santa Barbara, California.

For FSTI:

Michael S. Williams, President

Date

For NEWBERRY SPRINGS FIRE DEPARTMENT:

Stephen Miller, Fire Chief

Date