

NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

Board Draft Minutes
September 29, 2015

Item 1 **Call the meeting to order. 6:09 p.m.**

Item 2 **Roll Call.**

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

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

Item 3 **Pledge of Allegiance**
 President Springer asked all present to rise, face the flag and recite the Pledge of Allegiance.

Item 4 **Welcome those in attendance.**
 President Springer welcomed those in attendance.

Item 5 **Review and Approval of the Agenda**
 Motion Director Deel to approve the agenda as written, Seconded Director Shaw.
 Director Deel Amended motion to move Item # 9 Sheriff's Report before Item #7. Seconded Shaw. Vote: Unanimous.

Item 6 **Public Comments:**
 Linda Snively asked the Board if they could have the park benches sanded and repainted before the Pistachio Festival in November.
 Ellen Johnson Informed us The Property Owners Association invited the candidates to a forum Saturday October 10, 2015 10:00 a.m. @ Newberry Community Center. The invite will also be going out direct mail.

Item 9 **Sheriff's Report**
 Lt. Mendoza updated us on what was going on in Newberry Springs.
 Total calls for service: 221

Item 7 **Representatives from other agencies in attendance.**
 No Comment

Item 8 **Approval of the Minutes for July 28, 2015 & August 25, 2015**

Motion Director Royalty to approve minutes for the meeting and request clarification or modification of the draft minutes prior to approval. Seconded Director Deel. **Director Royalty amended motion to approve minutes of July 28, 2015 and August 25, 2015.** Seconded Director Deel. Vote: President Springer, Director Deel, Director Royalty **Yes.** Director Shaw, Director Vasseur **No.**

Item 9 **Sheriffs Report**
Moved Item.

Item 10 **Treasurers Report**
Kerri Zurcher presented current financial report and budget for District in agenda packet of September 29, 2015.

Item 11 **Fire Department Report**
Asst. Fire Chief Cory Rogers Reported:
Fire 1
Good Intent Call 4
Rescue & Emergency Medical Service 15
Service Call: 2
Total: 22

August Training: 9Hours of Medical & Target Solution
September Training: Clean Fire Station/Tools FF 1-Unit K: Rescue- R.I.T (Rapid Intervention Team, or Crew) Ladder Rescue. How to carry victim, USAR (Urban Search and Rescue)

Item 12 **Pay bills and approve the bills already paid**
Motion Director Royalty, Seconded Director Deel Vote: President Springer, Director Deel, Director Royalty, Director, Vasseur **Yes.** Director Shaw **No.**

Item 13 **General Manager Status Report.**
General Manager Hayes reported he attended MWA Desert Garden Class.
The CSD office has gotten a new copy machine.
The CSD outside room between the bathrooms was broken into and a camera was taken, a report of the incident was reported to the Sheriff's.

Item 14 **MWA/CP Report**
Ellen Johnson reported about Baja Areawide Plan meeting that took place on September 28, 2015. Visit bajaplan.org to learn more about the plan.

- Item 15 **Should the General Manager inquire into (1) How copies of CSD checks apperared in a local citizens mail box and (2) whether Board Policy was violated by submitting checks with only one signature.**
Motion Director Vasseur, Seconded Director Shaw. **Amended Motion Director Vasseur, General Manager inquire into (1) How copies of CSD checks appeared in a local citizens mail box (2) whether Board Policy was violated by submitting checks with only one signature.** Seconded Director Shaw. Vote: Unanimous.
- Item 16 **Review and Approve Policy #2380 Staff Evaluations**
Motion Director Shaw, Seconded Director Deel. **Amended motion Director Deel to table this item to next meeting.** Seconded Director Shaw. Vote: Unanimous

President Springer called for a break 7:51 p.m.
Returned from break 8:06 p.m.
- Item 17 **Should the District Policy be modified to address District Fiscal and Legislative transparency issues?**
Information Only.
- Item 18 **Does SB272 'The California Public Records Act: local agencies: inventory (Hertzberg)', affect the District?**
Information Only.
- Item 19 **Amend Policy #1050 Copying Public Documents**
Motion Director Shaw, Seconded Director Deel. Vote: Unanimous
- Item 20 **Approve District Treasurer to move bank accounts from Desert Community Bank to Alaska USA or Union Bank.**
Motion Director Shaw Move to empower District Treasurer to move bank accounts from Desert Community Bank to Alaska USA or Union Bank. Seconded Director Royalty. **Amended Motion Director Shaw tabled to empower District Treasurer to move bank accounts from Desert Community Bank to Alaska USA or Union Bank until further notice.** Seconded Director Vasseur. Vote: Unanimous.
- Item 21 **Conduct Annual Staff Evaluation. Closed Session per Gov. Code 54957.**
Motion None.

Item 22

Old and New Business

Director Deel Suggested Future Agenda item to direct Staff to expand desert landscaping to other parts of the CSD grounds.

Director Vasseur Suggested an evaluation of Policy and Procedures. What changes should be made? Possibly getting a committee together to go through the Policy Manual.

Ted Stimpfel asked the Board to consider helping take on some Economic Development of Newberry Springs.

Ellen Johnson would like a copy of Policies and would be happy to help with a committee to go through them.

Item 23

Adjournment: 8:58 p.m.

Board Secretary

Board President

Newberry Springs FD

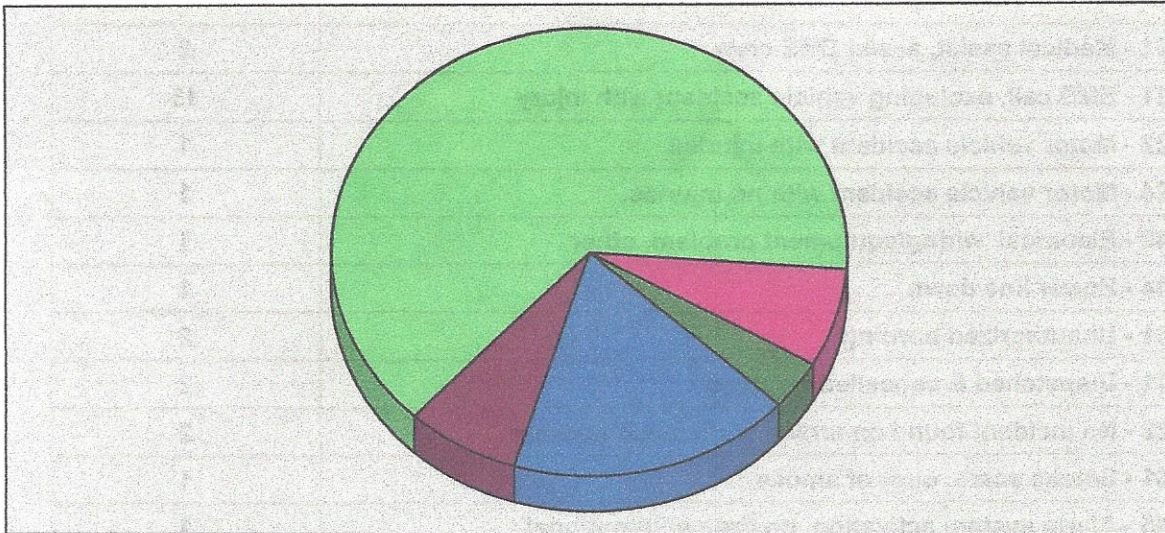
Newberry Springs, CA

This report was generated on 10/27/2015 3:08:16 PM



Major Incident Types by Month for Date Range

Start Date: 09/01/2015 | End Date: 09/30/2015



■ False Alarm & False Call	■ Hazardous Condition (No Fire)	■ Service Call
■ Good Intent Call	■ Rescue & Emergency Medical Service Incident	

INCIDENT TYPE	SEP	TOTAL
False Alarm & False Call	1	1
Good Intent Call	5	5
Hazardous Condition (No Fire)	2	2
Rescue & Emergency Medical Service Incident	18	18
Service Call	2	2
Total	28	28

NSVFD REPORT SEPTEMBER / OCTOBER 2015

Sept.(Thursday nights)Training: Clean Fire station/Tools FF 1- Unit K: RESCUE- R.I.T. or R.I.C. (Rapid Intervention Team, or Crew) Ladder rescue, How to carry victim, USAR (Urban Search and Rescue)
 October(Thursday nights)Training: Completed CPR for FF,& Explorers. Fire suppression (with live fires) Fire extinguishers.

Shift; (Thurs) Asst. Chief Rogers; 09/03/15 07:00-21:00, 09/10/15 07:00- 21:00, 09/17/15 07:00-21:00.
 (total hrs.110) 09/24/15 07:-21:00. 10/01/15 07:00-20:30, 10/08/15 07:00-20:30,
 10/15/15 07:00-20:30, 10/22/15 07:00-20:30.

Saturday Captain Robertson: 09/05/15 08:00-15:45, 09/12/15 08:00-16:30, 09/19/15 08:45-15:00,
 (total hrs. 43) 09/26/15 09:00-13:00. 10/03/15 08:00-15:00, 10/24/15 08:00-16:00.

E392: Repairs; foam tank leak repairs were started, now waiting on parts. Wig-wag flashers out, & back brakes will be needed.

September: 11th , Nby American Legion had 9-11 spaghetti dinner for all Fire Dept.'s.

October: Chief Lanier, & Asst.Chief Rogers had a meeting with SB CalFire dispatching Re: future changes, on their end for future 911 calls.

17th, CPR for FF & Explorers in the afternoon, & NBS Trunk-R-Treat in the evening. 24th Participated with Nby Elementary in their Multi cultural fair.

Newberry Community Service District

POLICY HANDBOOK

POLICY TITLE: Staff Evaluations

POLICY NUMBER: 2170

2170.1 It shall be the policy of Newberry Community Service District to annually review the performance of the Staff (For General Manager Evaluation see Policy 2175).

2170.1.1 These performance evaluations shall be done between January 1st and March 31st of each year or on another date mutually acceptable to the General Manager, Board of Directors, and Staff.

2170.2 The General Manager or his/her designated representative shall conduct a scheduled performance review of each staff member prior to the merit advancement date. If the staff's immediate supervisor is not the evaluator, he/she shall be consulted during the preparation of the evaluation.

2170.3 To aid in his/her review of Staff the General Manager shall use the five (5) page form titled "Staff" which follows. Performance evaluations shall be in writing. Said evaluation shall provide recognition for effective performance and also identify areas that need improvement. In addition to providing scaled scores in each performance and characteristic category, the evaluator will also provide a narrative explanation of the reason for each score.

2170.3.1 The performance evaluation shall be signed by the evaluator and shall be discussed with the staff. The staff will be provided an opportunity to prepare a written response to the evaluation that will be attached to the evaluation.

2170.4 When completed the review shall be placed in the staff's personnel file.

2170.5 Unscheduled performance evaluations may be made at the discretion of the General Manager or his/her designated representative.

Newberry Community Service District

POLICY HANDBOOK

POLICY TITLE: Performance Evaluations – General Manager

POLICY NUMBER: 2175

2175.1 The General Manager of the District is retained and serves at the will of the Board of Directors. The Board of Directors shall review the performance of the General Manager after the initial six (6) months of service after appointment and then annually thereafter, using a process that provides for discussion and encourages feedback in the development of goals and the performance evaluation.

2175.1.1 After the initial review, these performance evaluations shall be done between January 1st and March 31st of each year or on another date mutually acceptable to the Board of Directors and the General Manager. The Board Secretary shall maintain a notification system that tracks the date when the evaluation is due to ensure the Board agenda is properly noticed and to provide adequate advance notice to the Board and the General Manager.

2175.2 The performance evaluations should occur in closed session .

2175.2.1 To aid in its review of the General Manager, the Board of Directors shall use the three (3) page form titled “General Manager” which follows. The form will be completed prior to the formal performance review session. Directors shall be encouraged to prepare input on the form prior to the Board of Directors meeting.

2175.3 During the scheduled closed session(s), the Board should meet as a group with the General Manager to verbally discuss the components of the performance evaluation and received feedback from the General Manager relative to his/her assessment. If requested by the Board and/or the General Manager, the District’s Legal Counsel may attend the evaluation session.

Following the meeting with the General Manager, the Board shall meet and determine an overall evaluation of the General Manager’s performance for the past review period and provide written notification to the General Manager of the assessment and any recommended compensation adjustment, as appropriate. A copy of this written assessment should be provided to the General Manager and a copy kept in the General Manager’s personnel file. The performance evaluation shall be kept confidential. Any decision on a compensation award shall be made at a public meeting following the closed session evaluation meeting.

2175.4 The Board of Directors and General Manager should jointly develop mutually agreed upon written goals and objectives for the subsequent evaluation period.