

# NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

Board Draft Minutes  
July 28, 2015

- Item 1      **Call the meeting to order. 6:11 p.m.**
- Item 2      **Roll Call.**  
**Present :**      President Springer  
                         Director Deel  
                         Director Royalty  
                         Director Vasseur  
**Absent :**      Director Shaw
- Also Present :** General Manager Le Hayes, Board Secretary Jodi Howard, District Treasurer Kerri Zurcher , Fire Chief Daphne Lanier, Asst. Fire Chief Corey Rogers, Ron Frame Field Rep. for Lovingood 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      **Public Comments:**  
                         Ellen Johnson
- Item 6      **Representatives from other agencies in attendance.**  
                         Ron Frame
- Item 7      **Approval of the Minutes for 6-23-15 and Special meeting 6-30-15.**  
                         Motion Director Vasseur, Seconded Director Royalty. **Amended motion Director Vasseur approve 6-23-15 and 6-30-15 with approved modifications. Seconded Royalty. Vote: Unanimous Absent: Director Shaw.**
- Item 8      **Sheriffs Report**  
                         Not present
- Item 9      **Treasurers Report**  
                         Kerri Zurcher Reported
- Item 10      **Fire Department Report**  
                         False Alarm & False calls 1

**Board Draft min.**  
**7-28-15 Pg.2**

Fire 2  
Good Intent Call 1  
Rescue & Emergency Medical Service 14

June Training: 12 Hours of Wildland & Pumping BP393  
July Training: 9 Hours of Medical, Radio & Ladder

- Item 11      **Pay bills and approve the bills already paid**  
Motion Director Vasseur, Seconded Director Royalty Vote: Unanimous  
Absent: Director Shaw
- Item 12      **General Manager Status Report.**  
General Manager Hayes reported.
- Item 13      **MWA report**  
No Comment
- Item 14      **Approve Budget for FY 2015/16**  
Motion Director Vasseur, Seconded Director Royalty Vote: Unanimous  
Absent: Director Shaw.
- Item 15      **Should a Resolution be prepared by staff to modify the text of District Policy #1020, Conflict of Interest, to reflect per State Law the submission frequency and the offices/position of those responsible for one-time event and Annual Conflict of Interest Statement submission?**  
Motion Director Deel, Seconded Director Vasseur, **Amended Motion Director Vasseur to modify Conflict of Interest Policy # 1020.2 Specified District Employee/Directors shall file Conflict of Interest Statements with Newberry CSD. Seconded Director Royalty.** Vote: Unanimous  
Absent: Director Shaw.
- Item 16      **Approve Final Budget for FY 2014/15**  
Motion Director Deel, Seconded Director Royalty. Vote: Unanimous  
Absent: Director Shaw.
- Item 17      **Approve Policy# 2025 Sick Leave.**  
Motion Director Deel, Seconded Director Royalty. **Amended motion Director Deel Table this Item to the next meeting Seconded Director Vasseur.** Vote: Unanimous  
Absent: Director Shaw.

Item 18      **Old and New Business**  
Put "Approval of agenda" Item back on the agenda.

Item 19      **Adjournment: 7:51p.m.**

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Board Secretary

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Board President

# Newberry Community Services District

Established 1958

August 4, 2015

**Robert Springer**  
President/Director

**Paula Deel**  
Vice President/Director

**Robert Royalty**  
Director

**Robert Shaw**  
Director

**Robert Vasseur**  
Director

**Le Hayes**  
General Manager

**Jodi Howard**  
Board Secretary  
Office Administrator

**Kerri Zurcher**  
Treasurer

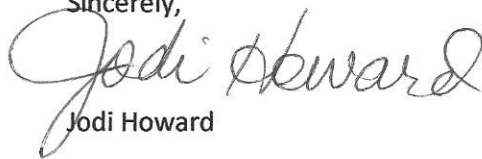
**Daphne Lanier**  
Fire Chief

**Corey Rogers**  
Assistant Fire Chief  
Fire Dept Admin.

Kathleen Rollings-McDonald,  
215 North D Street, Suite 204  
San Bernardino, Ca 92415-049  
Regarding: Newberry CSD

In response to your requested Items #1 and #2 at our Newberry CSD meeting August 25, 2015, we will adopt a Reserve Policy pursuant to Community Services District Law Section 61112 and send you a copy. Item #2 will also be addressed at our meeting and finalized a copy of our final 2015-16 Budget will be mailed to the County Auditor.

Sincerely,



Jodi Howard

Board Secretary



*NEW*

# Newberry Community Services District

## POLICY HANDBOOK

**POLICY TITLE:** Budget Preparation

**POLICY NUMBER:** 3020

**3020.1** An annual budget proposal shall be prepared by the District Treasurer in cooperation with the General Manager and the Fire Department Administrator.

**3020.2** Section 5003.5 of the budget shall be designated as a Reserve Fund for replacement of the Fire Engine and it shall be review annually pursuant to Community Services District Law Section 61112.

**3020.3** The proposed annual budget shall be reviewed by the Board at its regular meeting in May.

**3020.4** The proposed annual budget as amended by the Board during its review shall be adopted at its regular meeting in June and will go into effect on July 1<sup>st</sup>.

**3020.5** A copy of the adopted Budget shall be sent to the State Controller and San Bernardino County Auditor/Controller not later than September 1<sup>st</sup> each year.

Revised, Reviewed and Adopted \_\_\_\_\_



*add*

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# Newberry Community Services District

## POLICY HANDBOOK

**POLICY TITLE:** Budget Preparation  
**POLICY NUMBER:** 3020

**3020.1** An annual budget proposal shall be prepared by the District Treasurer in cooperation with the General Manager.

**3020.2** Prior to review by the Board of Directors, the Board's standing Budget Committee shall meet with the Treasurer, the Fire Department Administrator and the General Manager and review the annual budget proposal.

**3020.3** The proposed annual budget as reviewed and amended by the Budget Committee shall be reviewed by the Board at its regular meeting in May.

**3020.4** The proposed annual budget as amended by the Board during its review shall be adopted at its regular meeting in June and will go into effect on July 1<sup>st</sup>.

**3020.5** A copy of the adopted Budget shall be sent to the State Controller and San Bernardino County Auditor/Controller not later than September 1<sup>st</sup> each year.

# Newberry Community Services District

## POLICY HANDBOOK

POLICY TITLE: Conflict of Interest

POLICY NUMBER: 1020

1020.1 The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. §18730) which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission constitute the conflict of interest code of the Newberry Community Services District.

1020.2 Persons who must file a form 700 with the Newberry Community Services District office every year include elected Board Members and appointed Board Members.

1020.3 Designated employees who must file a form 700 with the Newberry Community Services District office include the General Manager, Treasurer and Board Secretary.

1020.4 Candidates for the Board of Directors must file with San Bernardino County Elections Office and if elected with the Newberry C.S.D. the following year, each year thereafter, and upon leaving office with the Newberry C.S.D. office.

Adopted \_\_\_\_\_

# Newberry Community Service District

## **POLICY HANDBOOK**

POLICY TITLE: Sick Leave

POLICY NUMBER: 2025

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

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

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

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

2025.5 In order to receive compensation while on sick leave, the employee shall notify his/her supervisor prior to the time for beginning the regular day, or as soon thereafter as practical.

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

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

Adopted: \_\_\_\_\_