



Fire and Emergency Services Committee
Tuesday, October 8, 2019
5:30 p.m.
2502 Country Club Drive, Cameron Park

Agenda

Members: Chair Director Holly Morrison (HM) and Vice Chair Director Felicity Wood Carlson (FC)
Alternate Director Eric Aiston (EA)

Staff: General Manager Jill Ritzman, Chief Sherry Moranz, Chief Mike Smith, Chief Jed Gaines

CALL TO ORDER

ROLL CALL

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

At this time, members of the Committee or public may speak on any item not on the agenda that falls within the jurisdiction of this Committee; however, no action may be taken unless the Committee agrees to include the matter on a subsequent agenda.

Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

DEPARTMENT MATTERS

PUBLIC COMMENT

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

- 1. Review & Discuss – Five Year Strategic Plan (S. Moranz)**
- 2. Changes to State Responsibility Area and Local Responsibility Area (S. Moranz; oral report with hand-outs)**

3. 2019 Amended California Fire Code (S. Moranz; report distributed at meeting)

4. Report Backs – Staff and Committee Members

- Number of households with Code Red
- Evacuation plan for those who don't drive
- Fire Marshall Plan Check Table

5. Items for November and Future Committee Agendas

6. Items to take to the Board of Directors

- 2019 Amended California Fire Code

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT

Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682



Fire and Emergency Services Committee
Tuesday, August 6, 2019
5:30 p.m.
2502 Country Club Drive, Cameron Park

Conformed Agenda

Members: Chair Director Holly Morrison (HM) and Vice Chair Director Felicity Wood Carlson (FC)
Alternate Director Eric Aiston (EA)

Staff: General Manager Jill Ritzman, Chief Sherry Moranz, Chief Mike Smith, Chief Jed Gaines

CALL TO ORDER – 5:30pm

ROLL CALL – HM/FC

ADOPTION OF AGENDA - *Approved*

APPROVAL OF CONFORMED AGENDA - *Approved*

OPEN FORUM

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1. Review and Discuss Capital Improvement Priorities in the Fire Department Master Plan

(J. Ritzman, S. Moranz)

- Discussed Capital Improvement Priorities in the 2015-2020 Fire Department Master Plan

2. Weed Abatement Ordinance Program Update (oral report; S. Moranz)

3. Report Backs – Staff and Committee Members

- Number of households with Code Red
- Evacuation plan for those who don't drive

4. Items for September and Future Committee Agendas

- *Report Back on Capital Improvement Priorities for Grant Writer*
- *District fines for violations to Weed Abatement Ordinance*
- *Number of households with Code Red*
- *Evacuation plan for those who don't drive*

5. Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT – 6:35pm



Agenda Transmittal

DATE: October 8, 2019

FROM: Jill Ritzman, General Manager

AGENDA ITEM #1: FIVE YEAR STRATEGIC PLAN REVIEW

RECOMMENDED ACTION: REVIEW AND DISCUSS

Background

On February 17, 2016, the Board of Directors approved the Five-Year Strategic Plan 2016-2021 (Plan) for the Cameron Park Community Services District (District). The Plan is a comprehensive document which is meant to serve as a roadmap for decision making over the prescribed five-year period. The effort kicked-off in late 2015 with two Special Board of Directors Meetings/Community Workshops to collect information and provide feedback about elements for the Plan. Brent Ives, BHI Management Consulting, coordinated the Plan's development.

A key part of the Plan process is to conduct annual reviews. These reviews allow for regular maintenance of the Plan so that it reflects the actual progress and current needs of the District. The reviews will be documented and followed up by either a Plan supplement or an updated Plan. Staff did not find record of any past reviews or updates. The Plan is now 3 ½ years into its term.

Introduction

On September 3, 2019, staff sought feedback from the Budget and Administration Committee regarding a process to review the status of the current Plan. The decision was to have the various Standing Committees review the Plan's objectives that related to their program area. Staff is seeking input from the Fire & Emergency Services Committee regarding objectives for Fire and Emergency Services (Attachment 1A).

Discussion

Staff is seeking input from the Fire and Emergency Services Committee and community to determine if the Strategic Objective is:

- ✓ Not Implemented,
- ✓ Partially Implement,
- ✓ Implemented,
- ✓ Objective recommended to Roll Forward?

The immediate task is to review the status of the current Plan objectives. Once each Standing Committee has reviewed their respective objectives, staff will compile a single report for presentation to the Board of Directors.

Attachment:

1A - Fire & Emergency Services Strategic Objectives

Excerpts from Five Year Strategic Plan 2016-2021

D. Continue to Follow our Top-Level Plans – Our objective is to leverage and implement existing long-range plans. Our strategy is to execute, integrate and update plans in the next five years.

D.5 Fire Department Master Plan, Capital Improvement Plan 2015-2020 Update – Planning tool for future expenditures. (Adopted August 19, 2015)

D.6 Fire Impact Fee Nexus Study Update – Establishes the legal and policy basis for a new fire impact fee program for the District. (Adopted September 16, 2015)

E. Maintain and Improve Fire Service – Our objective is to provide our highest standards of fire and emergency services possible to our community. Our strategy is to follow our fire master plans and implement those plans while addressing fiscal strategies.

E.1 Fire Station 88 Improvements – The District will renovate Fire Station 88 to accommodate and modernize staff living quarters and work space. Designed to meet current construction standards.

E.2 Long-Range Financial Planning – The District will maintain current staffing levels and review increased staffing needs. Review funding strategies that would address increased staffing and operational costs such as benefits assessments.

E.3 Capital Improvement Plan – We will continue to participate in updates of a District-wide Capital Improvement Plan that identifies Department needs for replacement of apparatus, equipment, and facilities.

E.4 Training Facility – The District will develop an analysis of a training facility for local training of Cameron Park Fire Department (CPFD) staff which would minimize extended travel and overtime costs and identify revenue potential.

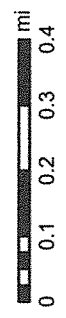
Excerpts from Five Year Strategic Plan 2016-2021

E.5 Maintain and Improve Fire Prevention Program – CSD will review our Fire Prevention program periodically. The responsibilities include civil plan reviews, public fire safety education, weed abatement ordinances, alarm and sprinkler plan review, business inspections, State mandated school and convalescent home inspections, and community fire safe plans.

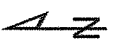
H. Address Deferred Maintenance Needs – Our objective is to make significant strides on identified deferred maintenance needs within the five-year term of this Plan. Our strategy is to update plans and to prioritize and implement them in a fiscally responsible manner.

H.1 Browning Reserve Study – A detailed analysis of the District’s physical assets is necessary to plan for future needs and allow the District to set aside the money required to meet those needs. Staff has engaged the Browning Reserve Group to create a detailed study that recommends the appropriate reserve levels needed to keep the District’s physical assets in good working condition. The Board will strategically use and update this study when considering the amount to be reserved each year for maintenance or replacement of District assets, including vehicle replacement considerations.

H.2 Adopt Reserve Plan – As mentioned in Part A above, the District must set aside funds for the purpose of maintaining its physical assets. This is a necessary strategy to insure that repair or replacement work can take place immediately when it is required. Funding and expense decisions will be based on a Reserve Program developed by staff and adopted by the Board.

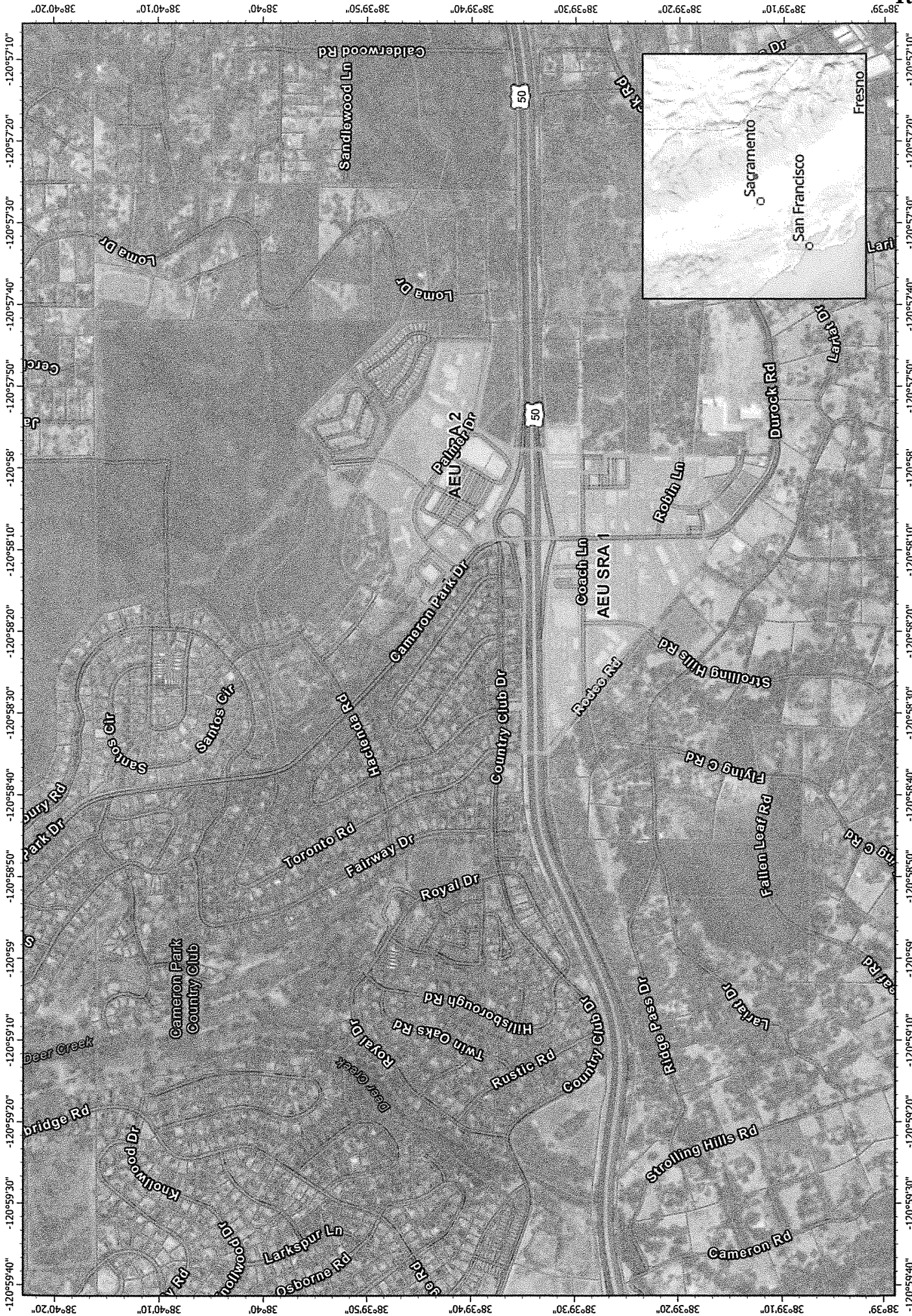


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2020 SRA Review Map

- SRA to FRA
- FRA to LRA
- LRA to SRA
- SRA to LRA
- FRA to SRA
- LRA to FRA



SRA Review Edits

Record Type	Category	County	Unit	Acres	Review Year	SRA ID
Review	Other	El Dorado	AEU - Amador -	80	2020	alcSRANumber

Jurisdiction Change: SRA to LRA

Field Key Results: B-III: SRA to LRA - Boundary change due to development, crops, line of convenience or SRA island

Reason for Change: Area comprised of 100% build-out

Review	Land Use- Densification	El Dorado	AEU - Amador -	0	2020	alcSRANumber
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Jurisdiction Change: SRA to LRA

Field Key Results: B-III: SRA to LRA - Boundary change due to development, crops, line of convenience or SRA island

Reason for Change:

Report Totals

Total Number of SRA Changes: 2
Total Affected Acres: 80
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Unit Chief	Signature	Date
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Local Fire Chief, if appropriate	Signature	Date
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Contract County Fire Chief, if appropriate	Signature	Date
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Fire and Emergency Services Committee October 8, 2019

- Community Cleanup day was a great success. 10 Explorer Firefighters, 6 Resident Firefighters, and 10 paid staff participated. The Explorer program made \$1,000 in donations. This was thought to be the busiest cleanup day yet. The line of vehicles extended onto Merrychase Dr. There were two reported injuries. Two of the Explorers were exposed to an unknown substance which caused hives to both and difficulty breathing to one. Both treated and released at scene.
- Engineer Paramedic Mike Garrison graduated the CAL FIRE 14-week firefighter and company officer academy on September 27th.
- Fire Captain Jonah Winger was deployed with the Sacramento County Rescue Task Force team to Charlette North Carolina behind Hurricane Dorian. All have returned home safely.
- Engine 388 and 389 were rented to CAL FIRE during the month of September for a total of 13 days. We made approximately \$20,000 in rental income.
- El Dorado Disposal trash truck caught fire on Cameron Park Dr. near Meder Rd. Fire was contained to the engine compartment and cab. Engine 88 and Engine 89 responded. One lane on Cameron Park Dr. was closed for several hours for cleanup.

Weed abatement summary

- Received approximately 12 phone calls from property owners regarding the letters we sent out in July.
- Continue vacant lot inspections to determine properties to lien for the following year.
- Explaining to residents that call in how the weed abatement program works.
- Worked on updating the vendor list and adding some new vendors for the upcoming year.
- Completed some improved lot inspections.
- Completed property inspections on vacant lots that needed to be re- inspected where the owner got our July letter, and did the work.