



**Fire and Emergency Services Committee**  
**Tuesday, December 13, 2016**  
**7:00 p.m.**  
**2502 Country Club Drive, Cameron Park**

**Agenda**

Members: Chair Director Holly Morrison (HM), Vice Chair Director Scott McNeil (SM)  
Alternate Director Amy Blackmon (AB)  
Staff: General Manager Mary Cahill, Battalion Chief Bob Counts, Battalion Chief Mike Smith

**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. Updates**

- Weed Abatement Program
- Hired Equipment Program - Verbal
- Public Outreach Events - Verbal
- Capital Improvement Plan (CIP) Tier 1 Projects - Verbal
- El Dorado County Chief/Joint Powers Authority (JPA) – Verbal

**2. Items for January Committee Agenda**

**3. Items to take to the Board of Directors**

**MATTERS TO AND FROM COMMITTEE MEMBERS**

**ADJOURNMENT**



**Fire and Emergency Services Committee**  
**Tuesday, November 8, 2016**  
**7:00 p.m.**  
**2502 Country Club Drive, Cameron Park**  
**DRAFT Conformed Agenda**

Members: Chair Director Holly Morrison (HM), Vice Chair Director Scott McNeil (SM)  
Alternate Director Amy Blackmon (AB)  
Staff: General Manager Mary Cahill, Battalion Chief Bob Counts, Battalion Chief Mike Smith

**CALL TO ORDER** – 7:00 p.m.

**ROLL CALL** – HM, SM

**ADOPTION OF AGENDA** - Adopted

**APPROVAL OF CONFORMED AGENDA** - Approved

**OPEN FORUM**

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*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**

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**1. Updates**

- Weed Abatement Program – Attachments A, B and C
- Hired Equipment Program - Verbal
- Public Outreach Events - Verbal
- Capital Improvement Plan (CIP) Tier 1 Projects - Verbal
- El Dorado County Chief/Joint Powers Authority (JPA) – Verbal
- County MCI Drill - Verbal

**2. Items for December Committee Agenda**  
*Weed Abatement*

**3. Items to take to the Board of Directors**  
*Weed Abatement (in December)*

**MATTERS TO AND FROM COMMITTEE MEMBERS**

**ADJOURNMENT** - 7:15 p.m.



# 2016 CAMERON PARK CSD WEED ABATEMENT UPDATE


# 2016 SUMMARY

- ❑ Acquired and edited new El Dorado County database of Vacant Lots (receive updated version every 6 months).
- ❑ Created new Vacant Lot Spreadsheet.
- ❑ Approximately 380 vacant lots in the Cameron Park Fire/Cameron Park CSD district.
- ❑ Inspected each lot and updated each file with current APN information, map, inspection log and photo.




# 2016 SUMMARY (CONTINUED)

## New Initial Notice to Abate Hazardous Vegetation Letter



**CAMERON PARK FIRE DEPARTMENT**  
Cameron Park Community Service District  
Weed Abatement Program  
Weed and Rubbish Abatement Ordinance No. 2016.03.16



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**INITIAL NOTICE OF DUTY TO REMOVE AND ABATE HAZARDOUS VEGETATION**

February 1, 2017

Dear Vacant Lot Owner,

This letter is to remind all vacant property owners of the Weed and Rubbish Abatement Ordinance (#2016.03.16). The fire hazard in Cameron Park is seasonal and reoccurring and shall be abated each year on or before April 1<sup>st</sup>. It is the responsibility of each property owner to provide and maintain fire clearance. Property owners must create a "Fire Safe" environment for the protection of their own property with the ultimate goal of minimizing the community's risk of a catastrophic wildfire.

Under the direction of the Weed and Rubbish Abatement Ordinance (#2016.03.16), you are hereby required to comply with the Cameron Park Unimproved Parcel Guideline. Failure to respond could result in the initiation of the lien process, as well as the collection of costs for third party cleanup of your property.

Guidelines are as follows:

- ✓ Parcels less than two (2) acres shall be completely treated by mowing of weeds, removal of brush and limbing of trees up to 8 feet.
- ✓ Parcels greater than two (2) acres or multiple contiguous properties under the same ownership shall install a 30 foot wide fuel break free of combustible vegetation around the perimeter.

Timeline:

1. Vacant lots have already been identified.
2. First inspections will be conducted the first week in April, 2017.
3. Lots that are non-compliant after April inspections will receive a lien letter with a deadline of May 1<sup>st</sup> and will be abated by a Fire Department contractor.
4. A direct charge, along with a 20% administrative fee, will be levied against the subject property and will be assessed on the secure tax roll.

For more information regarding the Weed and Rubbish Abatement Ordinance (#2016.03.16) or the Unimproved Parcel Guideline, please visit the Cameron Park CSD website or call the numbers listed below.


Thank you for keeping Cameron Park a "Fire Safe" community.

Respectfully,


Michael Smith  
Battalion Chief, Fire Marshal  
Cameron Park Fire Department

Weed Abatement Telephone: (530) 672-7358 | Prevention Telephone: (530) 672-7336 | Fax: (530) 672-2248  
3200 County Club Drive, Cameron Park, CA 95602 | www.cameronpark.org

## New Hazard Abatement (Lien) Notice



**CAMERON PARK FIRE DEPARTMENT**  
Cameron Park Community Service District  
Weed Abatement Program  
Weed and Rubbish Abatement Ordinance No. 2016.03.16



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**HAZARD ABATEMENT NOTICE**

Date

Name  
Street Address  
City, State & Zip

APN:  
Situation Address:

On February 1, 2017, a letter was sent reminding you of the fire hazard on your property. You are required to comply with the Cameron Park Weed and Rubbish Abatement Ordinance (#2016.03.16).

As of this date, there is still a fire hazard on your property. As stated in our reminder notice sent to you in February of this year, failure to comply with the Weed and Rubbish Abatement Ordinance (#2016.03.16) may require us to begin legal proceedings, including having your property declared a public nuisance through the Cameron Park Community Service District Board of Directors, as well as collection of costs for third party cleanup of your property.

If you are no longer the owner of this property, please notify us immediately. If you have any questions regarding this notice or need additional time to abate the hazard, please contact the Cameron Park Fire Department at one of the numbers listed below.

Thank you for your prompt response.

Michael Smith  
Battalion Chief, Fire Marshal  
Cameron Park Fire Department

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# 2016 SUMMARY (CONTINUED)

New Vendor List (Internal use only)

New Weed Abatement Flowchart

**CAMERON PARK FIRE DEPARTMENT**  
Cameron Park Community Services District  
Weed and Rubbish Abatement Ordinance No. 2016.03.16

**2017 WEED ABATEMENT PROGRAM**  
Cameron Park CSD/Cameron Park Fire Department

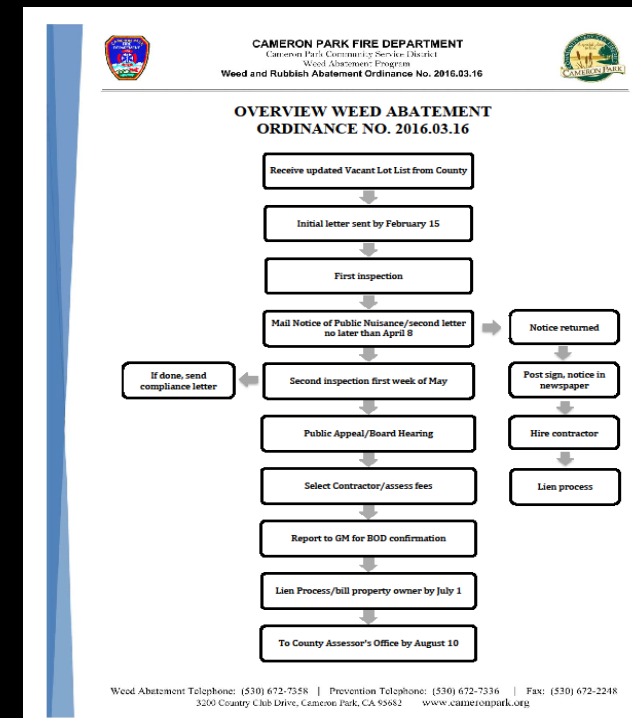
**Vendor List**

** Sierra Bushmen Chen Padilla	(530)-957-3333 (916)-620-9333	Cell Office
Talored Tree Service Micah Smith	(916) 934-3105	
Benuto Tree Service Jesus Benuto	(916) 990-3724	
Estabrook Tree Care Eddie Estabrook	(916) 533-0035	
Custom Agronomic Solutions Nick or Donovan	(866) 477-2307 (916) 303-1635	Office Fax
Elder Brothers Tree Service Casey Elder/ Cody Elder	(530) 409-4957 (530) 306-9940	

\* This list is for internal use only and not to be distributed to the public. The vendors listed above have indicated a willingness to perform weed abatement work in the Cameron Park area.

\*\* Verified for CSD Board approved prevailing wage jobs.

Weed Abatement Telephone: (530) 672-7358 | Prevention Telephone: (530) 672-7336 | Fax: (530) 672-2248  
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# ORDINANCE TIMELINES

- February 15 First letters go out to vacant landowners (Deadline April 1<sup>st</sup>)
  - End of March Initial Inspections of vacant lots
  - 1<sup>st</sup> Wk April Hazard Abatement Notice letter to all non-compliant property owners (Deadline May 1<sup>st</sup>)
  - May 1 Second compliance inspections
  - May 7 **START ENFORCEMENT PROCEDURE**
    - Bids from vendors
  - May 10 Timeline (15 days) for property owner to appeal to CSD Board of Directors
  - 3<sup>rd</sup> wk May Board of Directors will deny or grant appeal at board meeting and orders hazardous vegetation removed by private contractor(s)
  - 3<sup>rd</sup> wk June Board adopt a resolution approving abatement charges on each parcel and send out demand for payment in addition to published notice to property owners.
- **COLLECTION OF COSTS:**
  - July 9-15 Itemized report of costs for abatement to Board of Directors
  - Jul 24 Report filed within 15 days of confirmation hearing to GM
  - Aug 1-5 Transmit to County Auditor/Tax Collector (should be prior to Aug 10)

CAMERON PARK FIRE DEPARTMENT  
WEED ABATEMENT INSPECTION FORM

PROPERTY ADDRESS: \_\_\_\_\_  
APN # \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OWNER NAME: \_\_\_\_\_  
OWNER ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
OWNER PHONE: \_\_\_\_\_

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**ACTION TAKEN:**

**Date of 1<sup>st</sup> Inspection:** \_\_\_\_\_ **Inspector:** \_\_\_\_\_  Local Ordinance  
**Lot Description:**

STREET: _____		

Clearance Required:  Yes  No  
Completion Required By: \_\_\_\_\_  
Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Date of 2<sup>nd</sup> Inspection:** \_\_\_\_\_ **Inspector:** \_\_\_\_\_ **Completed**  Yes   
Notes: \_\_\_\_\_

Board Action –Declared Nuisance: \_\_\_\_\_  
Authorization to Contract for Abatement: \_\_\_\_\_ 15-day Notice: \_\_\_\_\_  
Referred to Contractor: \_\_\_\_\_  
Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WEED ABATEMENT COMPLAINT FORM**

**CAMERON PARK FIRE DEPARTMENT**

COMPLAINT IS:       Phone-in    Walk-in  
DATE OF COMPLAINT: \_\_\_\_\_  
REPORTED BY (R.P.): \_\_\_\_\_  
R.P. PHONE #: \_\_\_\_\_  
R.P. ADDRESS: \_\_\_\_\_  
NATURE OF COMPLAINT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
COMPLAINT TAKEN BY: \_\_\_\_\_

VACANT LOT:     Yes    No\*  
LOCATION OF VIOLATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
APN #: \_\_\_\_\_  
OWNER NAME / ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**ACTION TAKEN:**

**Date of 1<sup>st</sup> Inspection:** \_\_\_\_\_ **Inspector:** \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STREET: _____		

Clearance Required:  Yes    No  
Completion Required By: \_\_\_\_\_  
Board Action - Declared Nuisance: \_\_\_\_\_  
Notes: \_\_\_\_\_

Reporting Party Compliance:  Yes    No

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**Date of 2<sup>nd</sup> Inspection:** \_\_\_\_\_ **Inspector:** \_\_\_\_\_ **Completed**  Yes    No

Notes: \_\_\_\_\_  
\_\_\_\_\_

Board Action – Authorization to Contract for Abatement: \_\_\_\_\_ 15-day Notice: \_\_\_\_\_  
Referred to Contractor: \_\_\_\_\_ Date: \_\_\_\_\_  
Notes: \_\_\_\_\_



Cameron Park Community Services District  
**Weed Abatement Call-In Log**  
2015/16

Date	Caller Name	Caller Phone	Information/purpose	Address/Location of Complaint	Follow up



**CAMERON PARK FIRE DEPARTMENT**  
Cameron Park Community Service District  
Weed Abatement Program  
**Weed and Rubbish Abatement Ordinance No. 2016.03.16**



February 1, 2017

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Michael Smith  
Battalion Chief, Fire Marshal  
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Cameron Park Community Service District  
Weed Abatement Program  
**Weed and Rubbish Abatement Ordinance No. 2016.03.16**



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Name  
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As of this date, there is still a fire hazard on your property. As stated in our reminder, failure to comply will result in a citation as well as the collection of costs for third party cleanup of your property. If your property has not been cleared according to the Weed and Rubbish Abatement Ordinance (#2016.03.16) by May 1, 2017, we will be required to begin legal proceedings, including having your property declared a public nuisance through the Cameron Park Community Service District Board of Directors.

If you are no longer the owner of this property, please notify us immediately. If you have any questions regarding this notice or need additional time to abate the hazard, please contact the Cameron Park Fire Department at one of the numbers listed below.

Thank you for your prompt response,

Michael Smith  
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Cameron Park Fire Department



**CAMERON PARK FIRE DEPARTMENT**  
 Cameron Park Community Service District  
 Weed Abatement Program  
**Weed and Rubbish Abatement Ordinance No. 2016.03.16**



2017 WEED ABATEMENT PROGRAM

Cameron Park CSD/Cameron Park Fire Department

Vendor List

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	Tailored Tree Service Micah Smith	(916) 934-3105	
	Benuto Tree Service Jesus Benuto	(916) 990-3724	
	Estabrook Tree Care Eddie Estabrook	(916) 533-0035	
	Custom Agronomic Solutions Nick or Donovan	(866) 477-2307 (916) 303-1635	Office Fax
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## OVERVIEW WEED ABATEMENT ORDINANCE NO. 2016.03.16

