

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



Fire & Emergency Services Committee
Tuesday, August 8, 2023
5:30 p.m.

Cameron Park Community Center – Social Room

2502 Country Club Drive
Cameron Park, CA 95682

Agenda

Members: Director Eric Aiston (EA) & Director Dawn Wolfson (DW)
Alternate, Director Tim Israel (TI)

Staff: Interim General Manager Jill Ritzman, Chief Dusty Martin

CALL TO ORDER

ROLL CALL

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Committee; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Committee. The Committee reserves the right to waive said rules by a majority vote.

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.

DEPARTMENT MATTERS

1. **Review and Forward to the Board of Directors** - Revision to Fire Prevention Specialist

STAFF REPORTS

2. **Receive and Discuss** - Fire Department Report for July 2023 (C. Siebert)
3. **Receive and Approve** - Fire Prevention update for July 2023 (K. Richards)
4. **El Dorado County Emergency Services Authority** - Notification sent to cancel agreement for ambulance services (oral update, Martin & Ritzman)

ITEMS FOR FUTURE COMMITTEE AGENDAS

-

ITEMS TO TAKE TO THE BOARD OF DIRECTORS

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MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT



Agenda Transmittal

DATE: August 8, 2023

FROM: Chief Dusty Martin
Chief Kalan Richards

AGENDA ITEM #1: **REVISION TO Fire Prevention Specialist Job Description**

RECOMMENDED ACTION: Review and Forward to the Board of Directors for consideration

Introduction

In 2022, the Board of Directors approved creating a new Fire Prevention Specialist position to support the Cameron Park Community Services District weed abatement ordinance education and enforcement, and the fire marshal activities.

Discussion

When the position was vacated in recent weeks, staff took time to review the job description requirements to ensure that the position would be attractive to potential candidates. Adjustments were made to lessen the skill and education requirements to attract a bigger candidate pool. Many of the job functions are taught and learned in a new employee's first few months.

Attachment

1A. Fire Prevention Specialist job description in track changes

Job Title:	Fire Prevention Specialist	Department/Group:	Fire Department
Location:	Cameron Park Fire Department	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	Level/Salary Range	Position Type:	

Applications Accepted By:	
OFFICE ADDRESS: Cameron Park Community Services District 3200 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org	BENEFITS: <input checked="" type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with all Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits

Job Description
<p>GENERAL DESCRIPTION OF POSITION</p> <p>Under supervision of the Fire Marshal at the direction of the General Manager (or his/her designee) this position is assigned work in the Fire Prevention Program to conduct inspections of public occupancies and enforce applicable sections of Title 19 and Title 24 of the California Code of Regulations; conduct inspections of public assembly buildings, commercial, industrial, and specialized and hazardous occupancies; conduct field inspections of developments, buildings, water systems, fire warning alarm systems, and fire extinguishing systems to ensure compliance with all applicable fire laws, ordinances, and other regulations pertaining to fire protection and life safety; examine applications and project plans for buildings, and monitor assigned budget. This position will assist with the administration of the District's Weed and Rubbish Abatement Program, provide information on fire and life safety; design, construct, and display fire prevention materials; maintain fire and life safety and other public education information materials; develop cooperative relationships with homeowners, contractors, and landowners; and assist or act as a Public Information Officer</p> <p>SUPERVISION EXERCISED/RECEIVED</p> <p>Receives supervision from Fire Marshal under the direction of the General Manager (or his/her designee).</p> <p>ESSENTIAL JOB DUTIES:</p> <ul style="list-style-type: none"> • Greets and assists the public, on the telephone and in person, with local and county information; answers questions about the Fire Prevention Program and Weed and Rubbish Abatement Ordinance. • Performs a variety of office tasks and related functions as needed including, but not limited to, word-processing, data entry, social media posting and other administrative support. • Maintains a professional work ethic, and confidentiality as required. • Establishes positive working relationships with representatives of community organizations, state/local agencies, district staff, fire department personnel, contractors, and the public. • Performs grant research and implementation. • Basic understanding of fire prevention codes, laws, policies and procedures. • Performs routine to fire and life safety inspections on new and existing buildings to include construction inspections, state mandated inspections; performs and assists with the District's Weed and Rubbish Abatement Ordinance. • Reviews and approves plans presented by contractors, engineers, architects, and property owners to ensure compliance with the portions of the California Health and Safety Code that apply, the California Code of Regulations Title 14, Title 19, and Title 24 as adopted by the California State Fire Marshal, the District's Weed and Rubbish Abatement Ordinance, all pertinent local El Dorado County, CA ordinances, and locally amended ordinances pertaining to fire protection systems, civil, plumbing, electrical, mechanical, other pertinent work, and structural work to be performed. • Performs as the fire department liaison for the creation and maintenance of Firewise Communities in Cameron Park. • Performs other related duties as required.

KNOWLEDGE OF:

- Proper grammatical usage, punctuation, and spelling; basic mathematical functions; Standard office procedures, practices, and equipment, including a computer and applicable software programs – Word, Outlook, Excel, Publisher, Adobe, etc.; and social media and publishing software.
- Building and fire codes related to fire prevention inspections.
- Basic inspection techniques (e.g., observation, documentation, interpretation, code compliance) to conduct an inspection program ensuring compliance with State and local laws, codes, and standards.
- Basic fire protection engineering for inspections to ensure safe operating conditions and compliance with appropriate laws, regulations, and ordinances.
- Fire prevention programs and regulations to reduce fuel loading and ignition sources to educate the public about fire-safe landscapes (e.g., defensible space).
- Building codes and fire laws to ensure proper compliance and education to the public.
- Fire prevention requirements (e.g., equipment, industrial operations, clearance) to plan and conduct inspections ensuring compliance with Federal and State laws and local ordinances.

SKILL TO:

- Safely operate/drive different makes and models of District vehicles in a variety of conditions (e.g., inclement weather, rugged terrain) to travel as needed for job assignments.
- Tactfully and diplomatically mitigate complaints from the public to accomplish program goals.
- Work effectively in a team to complete tasks, event/incident planning, problem solving, and decision making.
- Develop and deliver effective oral and written presentations for information exchange and education of the public, employees, and others.
- Plan, organize, and prioritize tasks to ensure efficient completion of assignments.
- Operate computers and software programs effectively (e.g., e-mail, spreadsheets, presentations) to provide accurate reports and information exchange with the public, district, and fire department employees.
- Communicate performance standards and expectations to personnel for successful job performance.
- Read and interpret maps, street signs, reference manuals, training materials, policies, procedures, reports, and correspondence for successful job performance.
- Create graphic visual reports and conduct presentations (e.g., PowerPoint) for successful job performance.
- Produce accurate and timely social media content.
- Effectively organize and manage time to accomplish the timely completion of multiple assignments, deadlines, projects, and goals.

ABILITY TO:

- Read and understand written materials (e.g., reference manuals, training materials, policies) to effectively educate a variety of audiences (e.g., public, media, personnel).
- Utilize mobile communication devices (e.g., cell phones, two-way radios, tablets) to communicate with a variety of audiences (e.g., public, media, personnel).
- Explain appropriate rules, laws, and codes as they relate to inspections and fire prevention to promote compliance.
- Enforce appropriate rules, laws, and codes as they relate to inspections and fire prevention to ensure compliance.
- Read the topography of the land analyzing the relationship between the natural landscape and fire behavior to advise stakeholders and the public (e.g., homeowners, land owners, builders) regarding fire and life safety requirements (e.g., defensible space, applicable codes, building placement on property) ensuring compliance with State and local laws, codes, and standards.
- Assert yourself on behalf of the district to ensure enforcement of and compliance with State and local laws, codes, and standards.
- Be resourceful (e.g., locating vendors, funding, networking) to accomplish job assignments.
- Demonstrate patience when dealing with coworkers and the public to facilitate cooperation and effective communication.
- Use situational awareness to maintain personal and public safety.

- Maintain confidentiality regarding sensitive information and situations encountered during the performance of the job.
- Perform intermediate mathematics (e.g., algebra, percentages, ratios) to complete various tasks, including inspections, budgets, grant proposals, inventory control, and other calculations.
- Communicate in writing to convey clear and concise ideas and information to various audiences (e.g., public, media, personnel).
- Speak professionally (e.g., courteously, precisely, effectively) to the public, media, and personnel to provide information (e.g., complex issues, specifics, instructions).
- Make formal and informal public presentations on various topics (e.g., defensible space, fire and life safety, volunteer training) to communicate and educate a variety of audiences with varying levels of understanding.
- Demonstrate computer literacy by utilizing computer software (e.g., Microsoft) to create documents and reports.
- Perform administrative duties (e.g., filing, inventory, completing paperwork) necessary to meet operational needs.
- Maintain cooperative relationships with various entities (e.g., personnel, public, contractors, stakeholders, media, allied agencies) to complete tasks and reach common goals.
- Position can require sitting, standing, walking, reaching, twisting, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.
- Ability to walk on uneven terrain and hike up and down hills. Ability to climb in and out of a pickup truck.

REQUIRED EDUCATION AND EXPERIENCE:

- Minimum of eighteen (18) years of age
- School diploma or equivalent GED Certificate
- Possess and able to maintain a valid California Class C Driver License
- Must have Hazardous Materials First Responder Awareness training within twelve (12) months of date of hire
- ~~Must obtain CSFM Community Risk Educator within twelve (12) months of the date of hire and successful completion of Task Book within twenty-four (24) months of the date of hire~~
- — Must have or obtain a valid CPR certification within 90 days of hire
- Must be able to pass a drug screening and Department of Justice (DOJ) background check

PREFERRED SKILLS AND/OR CERTIFICATIONS

- Associates Degree or higher.
- 1 year as a Fire Department Member or support person
- COMMUNITY RISK EDUCATOR CERTIFICATION
- COMMUNITY RISK SPECIALIST CERTIFICATION
- ~~COMMUNITY RISK OFFICER CERTIFICATION~~
- CSFM FIRE INSPECTOR I CERTIFICATE
- ~~CSFM CERTIFIED PLANS EXAMINER CERTIFICATION OR EQUIVALENT~~

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

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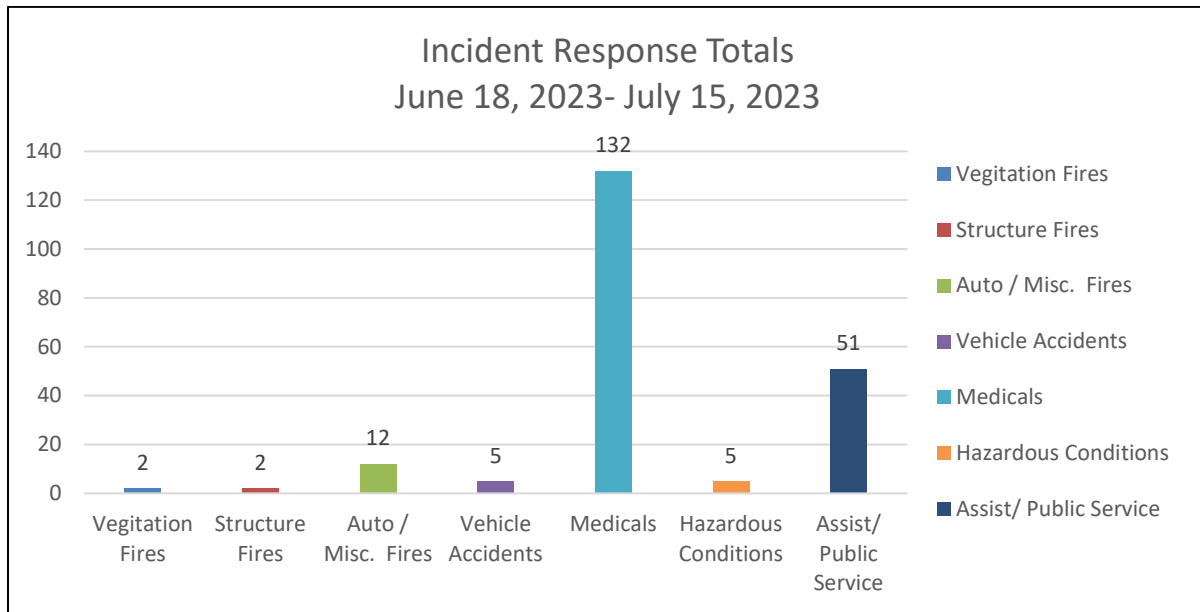
Cameron Park
Community Services District



Agenda Transmittal

Date: August 8, 2023
From: Clinton Siebert, Battalion Chief
Agenda Item #2: Fire Department Report
Recommended Action: Receive and File

Cameron Park Fire Department Incident Totals



Total Incident Count Comparatives: Response Statistics – 8 Medic Units

Monthly	June 2023	July 2023	Decrease
	219	209	4.5%
Yearly	July 2022	July 2023	Decrease
	268	209	22 %
YTD	YTD 2022	YTD 2023	Decrease
	1819	1736	4.5%

Total Response by Medic Unit: June 18 - 24, 2023

Total Response by Medic Unit (includes Move-Ups)							
M17	M19	M25	M28	M49	M61	M85	M89
44	50	67	48	57	37	59	47
Total Incident Response by Medic Unit							
25	26	66	40	54	29*	57	42
Total Medical Response by Medic Unit							
24	25	62	40	51	25	53	42
Total Transport Response by Medic Unit							
17	14	43	30	35	13	36	25

Total Response by Medic Unit: June 25 - July 1, 2023

Total Response by Medic Unit (includes Move-Ups)							
M17	M19	M25	M28	M49	M61	M85	M89
48	49	60	55	66	35	58	51
Total Incident Response by Medic Unit							
31	29	57	47	54	28	52	47
Total Medical Response by Medic Unit							
30	28	50	43	51	25	50	43
Total Transport Response by Medic Unit							
20	16	37	36	34	14	35	33

Total Response by Medic Unit: July 2 - 8, 2023

Total Response by Medic Unit (includes Move-Ups)							
M17	M19	M25	M28	M49	M61	M85	M89
45	60	67	64	68	38	61	62
Total Incident Response by Medic Unit							
32	31	65	48	59	32	56	58
Total Medical Response by Medic Unit							
31	28	64	44	57	30	54	55
Total Transport Response by Medic Unit							
18	18	45	32	46	22	31	32

FY 23/24 Batt 5 Vehicle Maintenance Per Apparatus

<u>E89</u>	\$
<u>E88</u>	\$
<u>E289</u>	\$
<u>E288</u>	\$
<u>E389</u>	\$
<u>E388</u>	\$
<u>B2705</u>	\$
<u>B2715</u>	\$
<u>U89</u>	\$
<u>U88</u>	\$
<u>U289</u>	\$
<u>Mech. Time</u>	\$
<u>Misc</u>	\$
<u>Total</u>	\$

Rental Income for Engines at Cameron Park

FY 23/24

E89	E88	E288	E289	E388	E389	U89/289 /88	B2705/ 2715	OES T/F	Total
				8097.92					
				8097.92					8097.92

Cameron Park Fire Department Operations and Administration Report

On 7/1/23 E88 was dispatched to a vegetation fire at the above address. On arrival, E88 found 30'x50' of riparian brush and trees burning at a slow rate of spread with a potential of a quarter acre. E88 extinguished the fire and contained it to the original footprint thus protecting the multiple homes nearby. B2711, E88, E2751, Red Hawk Crew, and P2722. Resources cut hand line around the fire perimeter and controlled the fire. Prevention 2722 investigated the incident. A Growlersburg Crew will chip the cut tree branches and brush along the road early next week to beautify the burn scar for the community.

On 7/06/23, at approximately 9:16 PM, B2715, E89, M89, & E88 were dispatched to Baskin Robbins for a reported structure fire. Upon arrival, light laminar smoke was seen from inside the building. E89 & M89 aggressively made entry and began a hasty search of the premises to locate the area of origin. Crews checked the bathroom and discovered charged black smoke inside. A hose line was deployed to extinguish the fire in the ceiling while limiting the impact and damage to the occupancy.

On 7/04/23 E88 was dispatched to a Vehicle into a structure at the above address. On arrival, E88 found a single vehicle had crashed into a covered patio area and a Patient in the custody of EDSO. Pt treated and transported, the vehicle was removed, the Patio was cleared of debris, and the second-story overhang was stabilized with spot shore. Tenants in units 7 and 8 were notified to not use their porch areas till repaired





Cameron Park
Community Services District



Agenda Transmittal

Date: August 8, 2023
From: Kalan Richards, Fire Marshal
Agenda Item #3: Fire Prevention Report
Recommended Action: Receive and File

Cameron Park Fire Prevention Inspections

<i>Monthly Totals – July 2023</i>		
<i>Inspection Hours</i>	<i>Total Violations</i>	<i>Corrected Violations</i>
17	24	18

Cameron Park Fire Department Prevention Report

- The CAL FIRE Ponderosa firefighter hand crews were able to clear 75 overgrown fire hydrants, 15 stop signs and multiple blind corners of hazardous vegetation.
- Growlersburge crews have assisted CSD parks staff with clearing of the disc golf course of hazardous vegetation
- Fire Prevention Specialist Job has been posting online and added to job posting boards.