



**Fire and Emergency Services Committee**  
**Tuesday, January 10, 2017**  
**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 Staffing Proposal
  - Current Proposal – January 1, 2017 (Exhibit A)
  - Proposal to Board of Directors – May 18, 2016 (Exhibit B)
  - Proposal to Fire & Emergency Services Committee – May 10, 2016 (Exhibit C)
  - Weed Abatement Specialist Position Description (Exhibit D)
- Public Outreach Events – Verbal
- El Dorado County Chief/Joint Powers Authority (JPA) - Verbal

**2. Date of February Committee Meeting** – suggest changing meeting date to the first Tuesday of the month (Exhibit E)

**3. Items for February Committee Agenda**

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

**MATTERS TO AND FROM COMMITTEE MEMBERS**

**ADJOURNMENT**



**Fire and Emergency Services Committee**  
**Tuesday, December 13, 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**

*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**

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

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

- *Weed Abatement Program*

**MATTERS TO AND FROM COMMITTEE MEMBERS**

**ADJOURNMENT** – *8:05 p.m.*

Staffing and Abatement Funding Recommendations for  
Weed and Rubbish Abatement Ordinance No. 2016.03.16

**STAFFING RECOMMENDATIONS:**

**Employee #1: Hire part time employee for 2017 – FY 16/17 and 17/18**

**Start:** Hire employee January 15<sup>th</sup>- August 15<sup>th</sup> and implement our weed abatement program.

**Duties:** Under the Battalion Chief/Fire Marshal's supervision, enforce the Cameron Park Weed and Rubbish Abatement Ordinance and its associated tasks.

- Re-organize, re-establish weed abatement program
- Complete timelines from weed and rubbish abatement
- Update unimproved parcel list in Cameron Park fire department boundary
- Update all unimproved parcel folders
- Analysis of lots from our 5 lot bid request
- Prepare documents for upcoming season
- Send out Fire Hazard Clearance Letter
- First inspections (end of March/first of April with assistance from second person)
- Return phone calls from concern citizens regarding non-compliant parcels
- Comprise and send out certified Hazard Abatement Letter to all non-compliant lots
- Second compliance inspection
- Vendor Coordination/Enforcement Procedure/Hiring, depends on money allocated by the CSD
- Vacant property owners 7 day appeal process.
- Board resolution approving abatement charges on each vacant lot parcels to include;
  - Send out demand payment letter
  - Publish notification in newspaper(s) and/or at parcel
- Itemize report of cost for abatement to CSD Board
- Report filed of confirmation hearing to General Manager
- Transmit to County Auditor/Tax Collector

**Cost:** **January 15<sup>th</sup> – June 30<sup>th</sup>** – Hire employee @ \$27.00 per hour (loaded) x 30 hours per week = \$810 x 26 weeks = \$21,060 (FY 16/17)

**July 1<sup>st</sup> – August 13<sup>th</sup>** - Hire employee @ \$27.00 per hour (loaded) x 30 hours per week = \$810 x 6 weeks = \$4,860 (FY 17/18)

**Employee #2 Hire second part time employee for 2017 – FY 16/17 and 17/18**

**Start:** Second employee February 1<sup>st</sup> - August 1<sup>st</sup> to fully enforce our weed abatement program.

**Duties:** Under the Battalion Chief/Fire Marshal's supervision, enforce the Cameron Park Weed and Rubbish Abatement Ordinance and its associated tasks.

- Assist Preparing documents for upcoming season
- Assist Sending out Fire Hazard Clearance Letter
- Assist with First inspections (end of March/first of April)
- Assist in Returning phone calls from concern citizens regarding non-compliant parcels
- Assist comprising and sending out certified Hazard Abatement Letter to all non-compliant lots

## Staffing and Abatement Funding Recommendations for Weed and Rubbish Abatement Ordinance No. 2016.03.16

- Assist with Second compliance inspection
- Assist with Vendor Coordination/Enforcement Procedure/Hiring, depends on money allocated by the CSD
- Vacant property owners 7 day appeal process
- Board resolution approving abatement charges on each vacant lot parcels to include;
  - Send out demand payment letter
  - Publish notification in newspaper(s) and/or at parcel
- Assist in Itemizing cost report for abatement to CSD Board
- Assist with creating Report Filed of confirmation hearing to General Manager
- Transmit to County Auditor/Tax Collector

**Cost:** **February 1<sup>st</sup> –June 30<sup>th</sup>** – Hire employee @ \$27.00 per hour (loaded) x 30 hours per week = \$810 x 22 weeks = \$17,820 (FY 16/17)  
**July 1<sup>st</sup> – August 1<sup>st</sup>** - Hire employee @ \$27.00 per hour (loaded) x 30 hours per week = \$810 x 4 weeks = \$3,240 (FY 17/18)

### **RECOMMENDATION FOR FUNDING REGARDING FORCE ABATEMENT ON UNIMPROVED PARCELS**

Unimproved parcel selections will be based on hazard conditions in and surrounding area(s) of the unimproved parcel, location of unimproved parcel(s), probability of return, etc.

- \$30,000 - Approximately 5-10 parcels depending on parcel size, vegetation, and slope.

Staffing recommendations for  
Weed and Rubbish Abatement Ordinance # 2016.03.16

**BACKGROUND:**

Weed and Rubbish Abatement program was established in 1999/2000 because of numerous complaints from property owners in Cameron Park but with no funding to support it. In 2003 Cameron Park Fire Safe Council was established and funded with Title III money to run program with two part time employees. Title III funds were exhausted for this program around 2008/2009 and the Fire Safe Council was dissolved. In 2011/2012 a retired annuitant position was partially funded by CSD to help with record keeping and inspecting unimproved parcels along with other CSD duties. From 2013 to present no funding has been given to hire an employee to implement and enforce the weed and rubbish abatement program.

**ORDINANCE TIMELINES:**

- **February 15** First letter goes out to vacant landowners with deadline for clearance April 1<sup>st</sup>.
- **4<sup>th</sup> wk March** Initial inspections of vacant lots per first letter
- **April 1st** Hazard Abatement Notice letter to all non-compliant property owners. Deadline May 1<sup>st</sup>.
- **May 2<sup>nd</sup>** Second compliance inspection.
- **May 3<sup>rd</sup>** Start Enforcement Procedure—bids from vendors
- **May 10** Timeline (7 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 vegetation removed by private contractor.
- **3<sup>rd</sup> wk June** Board adopts a resolution approving abatement charges on each parcel and mail out demand for payment letter(s) by July 1<sup>st</sup>.

**COLLECTION OF COSTS:**

- **July 9-15** Itemized report of costs for abatement to Board of Directors.
- **July 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).

## Staffing recommendations for Weed and Rubbish Abatement Ordinance # 2016.03.16

### STAFFING RECOMMENDATIONS:

#### Option #1: Hire part time employee

**Start:** Employee would start Jun 1<sup>st</sup> - Sept 15<sup>th</sup> of 2016.

**Duties:** Under the Battalion Chief/Fire Marshal's supervision, enforce the Cameron Park Weed and Rubbish Abatement Ordinance and its associated tasks.

- Re-establish weed abatement program
- Organize weed abatement program
- Update unimproved parcel list in Cameron Park fire department boundary
- Update all unimproved parcel folders
- Analysis of clearing unimproved parcels from our 5 parcel bid request

**Cost:** June 1<sup>st</sup>-31 – FY 15/16 - One employee @ \$27.00 per hour (loaded) x 40 hours per week = \$1080 x 4 weeks = \$4,320

July 1<sup>st</sup> – Sept 15<sup>th</sup> – FY 16/17- One employee @ \$27.00 per hour (loaded) x 30 hours per week = \$810 x 11 weeks = \$8,910

#### Option #2 : Hire part time employee for 2017 – FY 16/17

**Start:** Hire employee Jan. 15<sup>th</sup> - Aug 15<sup>th</sup> and implement our weed abatement program.

**Duties:** Under the Battalion Chief/Fire Marshal's supervision, enforce the Cameron Park Weed and Rubbish Abatement Ordinance and its associated tasks.

- Re-organize, re-establish weed abatement program
- Complete timelines from weed and rubbish abatement
- Update unimproved parcel list in Cameron Park fire department boundary
- Update all unimproved parcel folders
- Analysis of lots from our 5 lot bid request
- Prepare documents for upcoming season
- Send out Fire Hazard Clearance Letter
- First inspections (end of March/first of April with assistance from second person)
- Return phone calls from concern citizens regarding non-compliant parcels
- Comprise and send out certified Hazard Abatement Letter to all non-compliant lots
- Second compliance inspection
- Vendor Coordination/Enforcement Procedure/Hiring, depends on money allocated by the CSD.
- Vacant property owners 7 day appeal process.
- Board resolution approving abatement charges on each vacant lot parcels to include;
  - Send out demand payment letter
  - Publish notification in newspaper(s) and/or at parcel
- Itemize report of cost for abatement to CSD Board.
- Report Filed of confirmation hearing to G.M.
- Transmit to County Auditor/Tax Collector

**Cost:** Jan 15<sup>th</sup> – Aug 15<sup>th</sup> – Hire employee @ \$27.00 per hour (loaded) x 30 hours per week = \$810 x 28 weeks = \$22,680



## Staffing recommendations for Weed and Rubbish Abatement Ordinance # 2016.03.16

### Option #3 : Hire second part time employee for 2017

**Start:** Second employee Feb 1<sup>st</sup> - Aug 1<sup>st</sup> to fully enforce our weed abatement program.

**Duties:** Under the Battalion Chief/Fire Marshal's supervision, enforce the Cameron Park Weed and Rubbish Abatement Ordinance and its associated tasks.

- Assist Preparing documents for upcoming season
- Assist Sending out Fire Hazard Clearance Letter
- Assist with First inspections (end of March/first of April)
- Assist in Returning phone calls from concern citizens regarding non-compliant parcels
- Assist comprising and sending out certified Hazard Abatement Letter to all non-compliant lots
- Assist with Second compliance inspection
- Assist with Vendor Coordination/Enforcement Procedure/Hiring, depends on money allocated by the CSD.
- Vacant property owners 7 day appeal process.
- Board resolution approving abatement charges on each vacant lot parcels to include;
  - Send out demand payment letter
  - Publish notification in newspaper(s) and/or at parcel
- Assist in Itemizing cost report for abatement to CSD Board.
- Assist with creating Report Filed of confirmation hearing to G.M.
- Transmit to County Auditor/Tax Collector

**Cost:** Feb 1<sup>st</sup> –Aug 1<sup>st</sup> – Hire employee @ \$27.00 per hour (loaded) x 30 hours per week = \$810 x 26 weeks = \$21,060

### ESTIMATED COST TO ABATE UNIMPROVED PARCELS

- For \$30,000 - Approximately 5-10 parcels depending on parcel size, vegetation, slope
- For \$40,000 - Approximately 10-15 parcels depending on parcel size, vegetation, slope
- For \$50,000 - Approximately 20-30 parcels depending on parcel size, vegetation, slope

Staffing recommendations for  
Weed and Rubbish Abatement Ordinance # 2016.03.16

**Phase #1: Hire one part time employee**

**Start:** This employee would start July 1<sup>st</sup> until September 1<sup>st</sup>.

**Duties:** Under the Battalion Chief/Fire Marshal's supervision, enforce the Cameron Park Weed and Rubbish Abatement Ordinance and its associated tasks.

- Update unimproved parcel list in Cameron Park fire department boundary
- Update all unimproved parcel folders
- Prepare documents for upcoming season

**Cost:** One employee (\$20.00 per hour x 40 hours per week = \$800.00 x 8 weeks = \$6,400)

**Phase #1A: Hire one part time employee**

**Start:** This employee would start Jan1<sup>st</sup> until August 11<sup>th</sup>

**Duties:** Under the Battalion Chief/Fire Marshal's supervision, enforce the Cameron Park Weed and Rubbish Abatement Ordinance and its associated tasks.

- Update unimproved parcel list in Cameron Park fire department boundary
- Update all unimproved parcel folders
- Prepare documents for upcoming season
- Send out Fire Hazard Clearance Letter
- First inspections (end of March/first of April)
- Return phone calls from concern citizens regarding non-compliant parcels
- Comprise and send out certified Hazard Abatement Letter to all non-compliant lots
- Second compliance inspection
- Vendor Coordination/Enforcement Procedure/Hiring, depends on money allocated by the CSD.
- Vacant property owners 7 day appeal process.
- Board resolution approving abatement charges on each vacant lot parcels to include;
  - Send out demand payment letter
  - Publish notification in newspaper(s) and/or at parcel
- Itemize report of cost for abatement to CSD Board.
- Report Filed of confirmation hearing to G.M.
- Transmit to County Auditor/Tax Collector

**Cost:** One employee (\$20.00 per hour x 30 hours per week = \$600.00 x 32 weeks = \$19,200)

## Staffing recommendations for Weed and Rubbish Abatement Ordinance # 2016.03.16

### **Phase #1B: Hire second part time employee**

**Start:** This employee would start Feb 15th until August 1<sup>st</sup>

**Duties:** Under the Battalion Chief/Fire Marshal's supervision, enforce the Cameron Park Weed and Rubbish Abatement Ordinance and its associated tasks.

- First inspections (end of March/first of April)
- Return phone calls from concern citizens regarding non-compliant parcels
- Comprise and send out certified Hazard Abatement Letter to all non-compliant lots.
- Second compliance inspection.
- Vendor Coordination/Enforcement Procedure/Hiring, depends on money allocated by the CSD.
- Vacant property owners 7 day appeal process.
- Board resolution approving abatement charges on each vacant lot parcels to include;
  - Send out demand payment letter
  - Publish notification in newspaper(s) and/or at parcel
- Itemize report of cost for abatement to CSD Board
- Report Filed of confirmation hearing to G.M.
- Transmit to County Auditor/Tax Collector

**Cost:** One employee (\$20.00 per hour x 30 hours per week = \$600.00 x 25 weeks = \$15,000)

### **Option 2: Utilize current CSD personnel**

**Start:** This employee would start additional duties on July 1<sup>st</sup> until September 1<sup>st</sup> , and again on Jan 1st until August 11<sup>th</sup>

**Duties:** Under the direction of Battalion Chief/Fire Marshal, enforce the Cameron Park Weed and Rubbish Abatement Ordinance and its associated tasks.

- Update unimproved parcel list in Cameron Park fire department boundary
- Update all unimproved parcel folders
- Prepare documents for upcoming season
- First inspections (end of March/first of April)
- Return phone calls from concern citizens regarding non-compliant parcels
- Comprise and send out certified Hazard Abatement Letter to all non-compliant lots
- Second compliance inspection.
- Vendor Coordination/Enforcement Procedure/Hiring, depends on money allocated by the CSD.
- Vacant property owners 7 day appeal process.
- Board resolution approving abatement charges on each vacant lot parcels to include;
  - Send out demand payment letter
  - Publish notification in newspaper(s) and/or at parcel
- Itemize report of cost for abatement to CSD Board.
- Report Filed of confirmation hearing to G.M.
- Transmit to County Auditor/Tax Collector

Staffing recommendations for  
Weed and Rubbish Abatement Ordinance # 2016.03.16

**Cost:** Added duties to CSD employee already being paid.

**Option #2A: Utilize CSD secretary/administrative assistant**

**Start:** This employee would start additional duties on July 1<sup>st</sup> until September 1<sup>st</sup> and again on Feb 1st until August 11<sup>th</sup>

**Duties:** Under the direction of Battalion Chief/Fire Marshal, enforce the Cameron Park Weed and Rubbish Abatement Ordinance and its associated tasks.

- Update unimproved parcel list in Cameron Park fire department boundary
- Update all unimproved parcel folders
- Prepare documents for upcoming season
- Send out Fire Hazard Clearance Letter
- Return phone calls from concern citizens regarding non-compliant parcels
- Comprise and send out certified Hazard Abatement Letter to all non-compliant lots

**Cost:** Added duties to CSD employee already being paid.

# Cameron Park Community Services District

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## **Cameron Park Fire Department Weed Abatement Specialist**

### **Definition:**

The contract position exists to provide support to the Cameron Park Fire Department /Fire Prevention Bureau, a department of the Cameron Park Community Services District to enforce the “Weed and Rubbish Abatement Ordinance No. 2016.03.16”. Under the direction and supervision of the Fire Marshal/Battalion Chief, the Weed Abatement Specialist reforms a variety of duties to ensure compliance with the Ordinance. This is a part-time position and requires attendance of job-related or required training and attendance of meetings during or after normal hours.

### **Responsibilities:**

- Update unimproved parcel list in Cameron Park Fire Department boundary.
- Update all unimproved parcel folders.
- Prepare documents for upcoming season.
- Picking up phone messages and returning phone calls to concerned citizens regarding non-compliant lots.
- Merging phone call logs into one.
- Program research and development.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Basic understanding of codes, laws, policies and procedures in relation to weed abatement.
- Program research and development.
- Retrieve phone messages from public.
- Merging phone call logs into one.
- Prepare correspondence and documentation.
- Perform related inspections.
- Respond to inquiries, complaints and requests for services.
- General administrative duties.
- Communicate clearly and concisely both orally and in writing.
- Interact and assist the general public on a day to day basis.
- Deal effectively with property owners, managers and the general public in difficult work situations.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Basic understanding of basic fire hazards, related prevention and abatement methods.
- Basic understanding of codes, laws, policies and procedures in relation to weed abatement.
- Other duties as assigned by Fire Marshal/Battalion Chief.

## **Requirements:**

- Proficient in computer use and proficient with Microsoft Office Suite.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and governmental regulations.
- Ability to write reports, business correspondence and general information as needed.
- Ability to interact with the public and fellow employees in a courteous manner, customer service oriented.
- Knowledge of computers, copiers, calculators and miscellaneous office equipment.
- Ability to sit, stand, walk, stoop, kneel, crouch, crawl, reach with hands and arms, climb and balance.
- Ability to lift and/or move up to 25 pounds.
- In possession of a valid California driver's license.
- Must have valid CPR Certification within 90 days of start date.
- Must maintain all required certifications.

## **Education:**

- Candidate must have a High School diploma or GED.
- Must be 18 years of age at time of appointment.

## **Desirable Qualifications:**

- One (1) year experience as a Fire Department member, either as a line firefighter or support member.
- Two (2) years clerical or management experience.

## **Uniform:**

The employee will be required to wear an agency issued shirt with agency logo or a solid dark color shirt with agency identification and name tags. This shall be worn in concert with appropriate business attire, long plain pants and closed toe shoes, for both office and field work.

## **Pay Scale/Wages:**

This is a part-time, 960 hour position. The hours worked shall be 20-30 hours per week and be determined based on the needs of the department. The position may require attendance of job related or required training and attendance of meetings during or after normal hours. The wages are \$20.00 per hour (\$27.00 per hour fully loaded). Mileage will be paid for personal vehicle use according to IRS regulations with completion and submittal of appropriate reports. Advance approval is required.

This position is based at Fire Station 89, 3200 Country Club Drive, Cameron Park, CA 95682

# February 2017

# Exhibit E

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
						4
	5	6	7	8	9	10
	<b>Proposed date for Parks &amp; Recreation Committee Meeting</b>	<b>Proposed date for Budget &amp; Admin and Fire &amp; Emergency Services Committee Meetings</b>				11
12	13	14	15	16	17	18
			<b>Board of Directors' meeting</b>			
19	20	21	22	23	24	25
26	27	28				