

YERMO COMMUNITY SERVICE DISTRICT

DATE: January 18, 2011
38315 McCormick St.
Yermo, CA 92398

6:00 PM
OPEN TO THE PUBLIC

Regular Meeting Minutes

PARTICIPATION IS INVITED: *THE PUBLIC IS INVITED TO ADDRESS THE BOARD OF DIRECTORS ON ALL ITEMS ON THE AGENDA.* Anyone interested in commenting on an Agenda Item during any Board Meeting must submit a "Speaker Card" which is available on the front table of the Board Room, or from the Board Secretary. The "PUBLIC COMMENT" section below is the appropriate time for the public to address the Board.

CALL TO ORDER: President Smith Time: _____ 6:05 pm _____

PLEDGE OF ALLEGIANCE: Director Weems

INVOCATION: President Smith

ROLL CALL: General Manger Bryson: President Smith, VP Berner, Director Weems, Director Ray. Absent: Director Walker

PUBLIC HEARINGS

- **PUBLIC COMMENTS:** *this is the time and place for the general public to address the community service district on matters within our jurisdiction that are not currently on the agenda. State law prohibits the board directors from addressing any issue not previously included on the agenda. The community service district may receive comment and set the matter for a subsequent meeting. Speakers are asked to **limit their comments to five minutes; yielding time to another speaker is never allowed.** All "speaker cards" must be received prior to the agenda item being addressed.*

REVIEW AND APPROVAL OF AGENDA: *this is the time for members of the board of directors to call for rearranging the order of the agenda; adding items to or **removing items from the agenda; or removing items from the consent calendar for discussion and/or separate action.** Motion: _____ Berner _____ 2nd: _____ Chavez _____ : All*

STAFF REPORTS

- Clerk of the Board - Vice President Berner : Checks totaling \$13,000 and deposits totaling \$22,932 for the month
- Fire Commissioners Report - Director Walker : Absent. Given by President Smith. 36 calls for service. 2 swift water rescue, 17 medical calls and 3 fires.
- Fire Chief's Report - Chief Smith : See Chief's report
- District Park Maintenance/Street Lighting- Director Weems : Sundance to fax over estimate for roof bid. Bid for Villareal to be sent over soon. 16 gophers were trapped and one street light repaired. Contractor has placed four (4) picnic tables in the park. One (1) picnic table has been installed over at the fire department. Fire department poured a cement slab, Robertsons poured cement.
- Blight / Graffiti Abatement- Director Walker : Absent
- Water - President Smith/Vice President Berner : Public Utilities Commission conceded to Don Walker that he must sell to Yermo Community Services District. California Department of Public Health is requesting policies. Full amount for the water company purchase has been secured. Revenue will help with the improvements necessary to the system. Don Walker will have one year to contest and satisfy all liens against the water company. Money will be held in an impound account for one year to pay all liens. Walker will then receive remainder, less liens. Escrow will take approximately four (4) to six (6) months.

- Website – Paul Ray: Spoke to Jim barkdull, looking to transfer the website eventually to Paul Ray.
- General Manager – Erin Bryson : General Manager announced intent to resign position. Will be assisting district secretary to catch up. Final day to be determined.

BUSINESS OF THE BOARD OF DIRECTORS:

CONSENT CALENDAR ITEMS : Motion: _____ Berner _____ 2nd: _____ Weems _____ : All

1) Approval of Regular Minutes for the meeting: December 21st 2010

Recommended Action: Approve and ratify minutes.

2) Correspondence:

Recommended Action: Review, approve OR pull for discussion if necessary.

3) Calendar:

Recommended Action: Review, approve & sign OR pull for discussion if necessary.

4) Bills To Be Paid:

Recommended Action: Review, approve & sign OR pull for discussion if necessary

5) Development and Adoption of CSD Policy Manual (section by section):

Recommended Action: Review, approve & sign OR pull for discussion if necessary

NEW BUSINESS / DEFERRED ITEMS: (Items previously tabled or pulled from Consent Calendar will be considered by the Board of Directors at this time).

1) DISCUSSION ITEM: 2010 Fire Department Re-cap. –RWS-

See Chief's report. Average response time is nine (9) minutes, but would like to improve times.

2) ACTION/DICSUSSION ITEM: Investigation into replacement of the CSD (maintenance) Chevrolet pick-up truck. –PR-

Recommended Action: Motion: _____ Smith _____ 2nd: _____ Weems _____ : All

Replacement of maintenance vehicle, upgrade to a newer truck, looking at \$5,000 to \$6,000 price range. Requesting automatic utility truck with rack and locked storage. Motion to investigate replacement with Director Ray taking lead.

3) ACTION/DISCUSSION ITEM: Increase in hours for District Secretary. Request for board to approve four (4) additional hours per week. Financial impact: Additional \$1,536.00 per year. –RWS-

Recommended Action: Motion: _____ Ray _____ 2nd: _____ Berner _____ : All

Much of the President's time is spent on projects that should be taken on by the General Manager or District Secretary. These four hours shall not be interrupted. Start with a four (4) hours block of time and monitor it. Motion to increase weekly hours by four (4).

4) ACTION/DISCUSSION ITEM: Authorization for up to \$2,000.00 for construction of fire fighter quarters. –RWS-

Recommended Action: Motion: _____ Weems _____ 2nd: _____ Berner _____ :All

Fire Department office is currently in an L-shape, enclosing it into a box shape will allow for quarters for crew. Allows for a full-time stand-by. Work will be performed in-house, only incurring the cost of materials. Motion to spend up to \$2,000 to put in bunks at the Fire Department.

- 5) ACTION ITEM: Reorganization of Yermo CSD Board. President, Vice President, Parks Commissioner and collateral duty assignments. –GM Bryson-

Nomination: Motion: _____ 2nd: _____ :All

For 2011, the board assignments are: President: Robert W. Smith, Vice President/Clerk of the Board: Geoff Berner, Parks Director: Loney Weems, Fire Commissioner: Paul Ray, and Graffiti Abatement: Scott Walker.

- 6) ACTION ITEM: Authorization, addition/removal of account signers for Yermo CSD account. –GM Bryson-

Recommended Action: Motion: _____ Berner _____ 2nd: _____ Weems _____ : All

Paul Ray - Authorize
Orlando Chavez – Remove
Joseph Hisquierdo – Authorize (not as signer)

Motion for removal of Chavez, authorization of Ray

- 7) ACTION/DISCUSSION ITEM: Possible professional services needed to connect Fire Department with the network in the Yermo CSD main office. Financial Impact: \$500. –RWS-

Recommended Action: Motion: _____ Berner _____ 2nd: _____ Weems _____ : All

Antenna will send the signal to the Fire Department across the street. President Smith is requiring technical assistance to get the network up and going. Paul Ray suggests to all him to look at the system before expenditure. Motion in the event Director Ray is unable to remedy the situation to spend up to \$500 to fix the network.

- 8) ACTION/DISCUSSION ITEM: Purchase of two (2) fire fighter instructor manuals. Financial Impact: \$300. –RWS-

Recommended Action: Motion: _____ Berner _____ 2nd: _____ Weems _____ : All

Training instructors guides to effectively train fire and EMS. Motion to purchase manuals at \$300, revisions every three (3) to five (5) years.

- 9) ACTION/DISCUSSION ITEM: Establishment of an intern program at the fire department. No financial impact. –RWS-

Recommended Action: Motion: _____ Weems _____ 2nd: _____ Berner _____ : All

Met with Victor Valley College, Apple Valley fire, Big Bear Lake fire, Barstow fire and Yermo fire. Interns left over after earmarks. Victor Valley College issued the equipment and insurance paid for by the college. Cost of t-shirts issued is the only expense to come out of Yermo fire. Put in for five (5) interns at 24hrs per week. Objectives have been established. Motion to approve set-up.

- 10) ACTION/DISCUSSION ITEM: Repair/replacement of security monitoring computer. –LW-

Recommended Action: Motion: _____ Smtih _____ 2nd: _____ Ray _____ : All

During the rain storms the week of Christmas, the computer controlling the security cameras failed. Motion for Barstow Alarm to come out and asses problems.

11) ACTION ITEM: Approve District Secretary to attend General Manager Rules and Responsibilities training given by California Special Districts Association on March 22, 2011 and to reimburse all associated costs. CSD Policy 2120. –RWS-

Recommended Action: Motion: _____ Smith _____ 2nd: _____ Ray _____ : All

\$225 plus travel and hotel costs motion to send Joseph for training not to exceed \$600. Training occurs in Sacramento.

12) ACTION/DISCUSSION ITEM: Fire fighter appreciation dinner. –RWS-

Recommended Action: Motion: _____ Weems _____ 2nd: _____ Berner _____ : All

Appreciation dinner as an incentive for running on calls. Purchase of belt buckles and jackets. Dinner at either Calico \$12 per person, not to exceed \$500. Target date, end of February. Motion to have appreciation dinner.

13) INFORMATION ITEM: PUC transfer of Water Co. ownership. –RWS-

Recommended Action: Motion: _____ 2nd: _____

Informational packet was passed around at the meeting.

14) ACTION ITEM: Community Development Block Grant selection of proposed projects. –RWS-

Recommended Action: Motion: _____ Smith _____ 2nd: _____ Berner _____ : All

Director Weems proposed to get the roof fixed due to leaking when it rains. Two bids, one for possible pitch roof/redoing roof. Options for all roof bids to include gym as well. Motion to put in/and/or for replacement and/or repair of roof. Obtain bids for all options.

15) INFORMATION ITEM: Review of District policy. –SW-

Recommended Action: Motion: _____ 2nd: _____

Tabled for February meeting

BOARD OF DIRECTOR REPORTS: (requests for future Board Items / comments on projects / suggestions for future awards / requests for invited guests /)

Board President Smith: None

Vice President Berner: None

Director Weems: None

Director Ray: None

Director Walker: Absent

CLOSED SESSION: (Employee Evaluation / Discipline / Dismissal / Real Property Negotiations / Conference with legal counsel / etc. / per Govt Code 54954.5)

- A) District Employee evaluations: General Manager, Secretary, Fire Chief and Maintenance employee. CSD Policy 2175 and 2170
- B) District Employee Discipline/Dismissal/Release

ADJOURNMENT Motion: Weems 2nd: Ray Time: 8:18 pm

*I hereby certify, **UNDER PENALTY OF PERJURY**, that this agenda had been posted 72 hours prior to the stated meeting in a place accessible to the public.*

Posted on 14th day of January, 2011.

Approved:

Robert W. Smith, Board President

Erin J. Bryson, General Manager/Treasurer

Respectfully Submitted,

_____ Director Smith

_____ Director Berner

_____ Director Weems

Erin J. Bryson
General Manager

_____ Director Ray

_____ Director Walker