



**SAN MIGUEL COMMUNITY SERVICES DISTRICT
ORGANIZATION & PERSONNEL COMMITTEE**

MEETING SUMMARY NOTES

For Wednesday, May 18, 2016 – 10:00 am

I. Called to Order at 5:00 p.m. by Chair Green

II. Pledge of Allegiance

**III. Roll Call – Director Green – Present
Director Kalvans – Present**

Staff in Attendance: General Manager and Fire Chief

IV. Public Comment – None

V. AGENDA

1. Review and Discuss Draft Amendment to Ordinance No. 01-2013 adopting amendments to the California Fire Code 2013 edition related to no parking restrictions in alleyways and designated fire lanes.

Staff presented a written report of discussion about the current District Fire Code statutes which provide some authority to the Fire Chief for removal of any vehicle or object that is placed in violation of obstructing No Parking alleyways and designated fire lanes.

Chief Roberson explained the Fire Code regulations in more detail and also spoke about the existing designated No Parking alleyways and fire lanes located in the District that includes all alleyways and a designated fire lane in White Oaks Mobile Home Park.

He also explained that fire officials do not have authority, under the Fire Code, to write traffic violations or issue citations. Violations and citations would need to be a part of the County Traffic Code for enforcement purposes. The existing No Parking signs would need to be properly identified, under County Traffic Code regulation, and a County sticker (other than a sign id number tag) be applied. Additional markings and/or striping may also be needed as required by County Transportation Division for installing an enforceable No Parking sign.

Director Green asked staff what action needs to be taken by Committee and ultimately the Board. GM and Fire Chief replied that a Board action item is scheduled for June Board meeting then follow-up with County Transportation staff for final authorization through the Board of Supervisors and Transportation.

Director Kalvans asked about signage near his residence. Fire Chief was unable to answer the question since there were no District signs posted to his knowledge. Staff also spoke about a potential amendment to District Fire Code to add some language, if needed, before the scheduled 2017 update of the California Fire Code.

Chair Green indicated that there was no one in public attendance and there were no request to speak or written communication.

Committee members unanimously, by voice vote, agreed to forward a recommendation to pursue the procedural steps described for re-establishing and re-designating District alleyways and fire lanes as No Parking so that County could follow through on amending its Traffic Code to include these designated fire lanes for parking restriction signage.

Committee also requested that this item be scheduled for the June Regular Board meeting.

2. Review and Discuss Section 2020 of Existing Personnel Policies for Recruitment and Hiring of new employees.

Staff presented a written report on Section 2020 Recruitment and Hiring policy. Chair Green asked if there were any questions. There were none. Committee agreed that this Section as written is Board policy. Board intended that hiring reviewed and confirmed by the Board in accordance with Section 2020.

Committee discussed language amendment to Section 2020 policy for requiring background, financial and criminal checks for pre-hiring. Committee directs GM to bring this back to July meeting. Committee recommended and directed GM to act on Section 2020 policy to resolve any open Board confirmation and to present for Board review and confirmation at next Regular Board meeting.

There were no requests to speak and no written communication on this item.

VI COMMITTEE COMMENTS:

Chair Green asked GM to tentatively schedule the next O & P Committee meeting for July 8, 2016 at 10 AM. Also to send out a reminders to Committee.

VII. ADJOURNMENT

Time: 5:50PM