

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
Admin/Policy Committee Meeting**

Chairman: *Jim Johnson*

Co-Chair: *Gordon Molloy*

August 31, 2010 12:30 p.m.

**THCSD Conference Room
22933 Twain Harte Drive, Twain Harte**

AGENDA

- 1. Review Policy 2030, Holidays for second reading at next Board Meeting.**
- 2. Review of Policy 2161, Whistleblowers Policy for second reading at next Board Meeting.**
- 3. Review Policy 2306, Job Description - Fire Captain and Policy 2307, Job Description – Engineer for second readings at next Board Meeting.**
- 4. Review Policy 2308, Job Description - Administrative Captain (Exempt) and Policy 2309, Job Description – Assistant Fire Chief for first readings at next Board Meeting.**
- 5. Annual review of various policies (#1015 – Identity Theft Prevention Program; #2002 – Discrimination; #2140 – Employee Safety Award; #2170 – Sexual Harassment) .**
- 6. Review/discuss cellular telephone proposal.**
- 7. Review of Ordinance 25-05.**
- 8. Discussion regarding the need for strategic planning.**
- 9. Discussion regarding a customer service policy.**
- 10. Discussion regarding Union status quo.**
- 11. Adjourn.**