

# TWAIN HARTE COMMUNITY SERVICES DISTRICT

WATER – SEWER – FIRE – PARK

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## REGULAR MEETING OF THE BOARD OF DIRECTORS

THCS D CONFERENCE ROOM

22933 TWAIN HARTE DR., CA

March 8, 2012 9:00 A.M.

### AGENDA

The Twain Harte Community Services District welcomes you to this meeting. This agenda contains general descriptions of each item to be considered at this meeting by the Board of Directors. If you wish to speak on an item on the agenda, you are welcome to do so during the Public Comment portion of the meeting or during consideration of the agenda item itself. If you wish to speak on a matter that does not appear on the agenda, you may do so during the Public Comment period. Persons speaking during the Public Comment will be limited to five minutes, or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board. Except as otherwise provided by law, no action or discussion shall be taken/conducted on any item not appearing on the agenda. When addressing the Board, please state your name for the record prior to providing your comments. Please address the board as a whole through the President. Comments to individual Board members or staff are not permitted.

Written materials relating to an item on this Agenda that are distributed to the Twain Harte Community Services District within 72 hours before it is to consider the item at its regularly scheduled meeting will be made available for public inspection at 22933 Twain Harte Drive, during normal business hours. Such written materials will also be made available on the Twain Harte Community Services District's website, subject to staff's ability to post the documents before the regularly scheduled meeting.

In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the District office 48 hours prior to the meeting at (209) 586-3172.

#### 1. Call to Order

#### 2. Pledge of Allegiance & Roll Call

#### 3. Public Comment: This time is provided to receive information from the public.

#### 4. Communications: Letters from SDRMA accompanied with longevity distribution checks for the Property/Liability and Workers' Compensation programs.

#### 5. Consent Agenda:

A. Approval of financial statements through February 29, 2012.

B. Approval of the minutes of the Regular Meeting of February 9, 2012.

#### 6. Old Business:

A. Approval of the second reading of the revised and amended Policy 2082 - Internet, Email and Electronic Communication Ethics, Usage and Security.

B. Approval of the second reading of the revised and amended Policy 2150, Employee Conduct/Discipline/Dismissal.

#### 7. New Business:

A. Discussion/action regarding Resolution #12-01, Directing Preparation of the Engineer's Report for the Continuation of the Assessment for Fiscal Year 2012-13 for the Twain Harte Community Services District Fire and Rescue Assessment District.

B. Discussion/action regarding Resolution #12-02, Directing Preparation of the Engineer's Report for the Continuation of the Assessment for Fiscal Year 2012-13 for the Fire Protection and Emergency Response Assessment District.

- C. Discussion/action regarding Resolution #12-03, Directing Preparation of the Engineer's Report for the Continuation of the Assessment for Fiscal Year 2012-13 for the Twain Harte Community Services District Park and Recreation Maintenance District.
- D. Discussion/action regarding Resolution #12-04, To Access Criminal History Information for Purposes of Pre-Employment Background Investigations.
- E. Discussion/action regarding approval of the first reading of the revised and amended Policy #2306, Job Description – Fire Captain/Relief Fire Captain.
- F. Discussion/action regarding approval of the first reading of the revised and amended Policy #2307, Job Description – Engineer/Relief Engineer.
- G. Discussion/action regarding approval of the first reading of the new Policy #2302, Program Description – Volunteer Firefighter/Operational Support Unit.
- H. Discussion/action regarding approval of the first reading of the new Policy #2303, Program Description – Firefighter Intern.
- I. Discussion/action regarding approval of the first reading of the new Policy #2304, Program Description – Apparatus Operator Intern.
- J. Discussion/action regarding approval of the first reading of the revised and amended Policy #2270, District Organizational Structure.

**8. Reports:**

- A. President and Board member reports
- B. Park/Recreation Committee report
- C. Admin/Policy Committee report
- D. Water/Sewer Committee report
- E. Water/Sewer Operations Manager's report
- F. Fire Committee report
- G. Fire Chief's Report
- H. Finance Report
- I. General Manager's report

**9. Adjourn**