



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
SAFETY & SECURITY COMMITTEE REPORT
MEETING DATE: March 5, 2019**

The Hidden Valley Lake Community Services District Safety & Security Committee met at the District office located at 19400 Hartmann Road, in Hidden Valley Lake, California. Present were:

Director Graham
General Manager, Kirk Cloyd
Administrative Assistant, Penny Cuadras

CALL TO ORDER

The meeting was called to order at 12:05 by Director Graham.

APPROVAL OF AGENDA

Director Graham moved to approve the March 5, 2019 Safety and Security Agenda and seconded by General Manager, Kirk Cloyd the Committee unanimously approved the agenda.

DISCUSS AND REVIEW:

RGS proposal for Board of Directors Guide to Disaster Operations and Workshop

Committee recommend to proceed with this if it can be included in the 2019/20 budget or other funds can be identified in the current budget as all funds in the Safety and Security line item have been expended for the 2018/19 fiscal year. Cost to be split between water and sewer for a total of \$13,500.

DISCUSS AND REVIEW:

Improved staff & HVLA communication/coordination during emergency events

Staff is currently working with HVLA Security to purchase 16 hand held Motorola radios with batteries and a desk charger for each radio, at a total cost of \$1,600.00. HVLA has discussed a Mutual Aid Agreement with HVLCSD that will allow the District to use HVLA License and FCC Frequencies daily and during emergencies.

DISCUSS AND REVIEW:

Committee Charter-Does the Committee have a draft charter? Board has agreed on format to follow Finance Committee charter

The Committee will continue to work on the charter. A schedule has been set by the Committee to meet on the first Thursday of every month at 12:00 PM

DISCUSS AND REVIEW:

CSDA Webinar-Emergency Preparedness and Response & the District's Emergency Action Plan

Staff stressed the importance of the Boards knowledge of their Constitutional responsibility as a Civil Servant.

Staff recommend bringing before the Board during Committee Report for discussion. Director Graham will view the Webinar and discuss with the Board.

DISCUSS AND REVIEW:
Emergency/Backup Generators for the water system

Staff provided a conceptual study estimate and funding options for emergency/backup power for the District water system. This is vital during PG&E scheduled outages and emergencies.

DISCUSS AND REVIEW:
District policy to review Vulnerability Assessment, Emergency Response Plan and District's Facilities Annually

Discussed the District Vulnerability Assessment and Emergency Response Plan, to be reviewed annually and updated as needed as well as Board policy to tour District facilities annually.

DISCUSS AND REVIEW:
Improving the safety and security of staff and assets

Staff provided an update on items discussed in previous meetings.

Director Graham requests a tour be scheduled to tour the WWTP and District water/wastewater infrastructure.

PUBLIC COMMENT

No Public present.

COMMITTEE MEMBER COMMENT

Director Graham asked that staff be reminded to wear safety vests and run safety lights when reading meters and when driving the golf carts.

ADJOURNMENT

The meeting was adjourned at 1:32 p.m.