



CAMBRIA COMMUNITY SERVICES DISTRICT

MEETING	TIME & DATE	LOCATION
Fire Protection Committee	10:30 AM Thursday, April 17, 2025	Cambria Veterans' Memorial Hall, 1000 Main Street, Cambria, CA 93428

AGENDA

Regular Fire Protection Committee Meeting April 17, 2025 10:30 AM

In person at:

**Cambria Veterans' Memorial Hall
1000 Main Street, Cambria, CA 93428**

AND via Zoom at:

**Please click the link to join the webinar: [HERE](#)
Webinar ID: 894 6807 5561
Passcode: 338146**

Copies of the staff reports or other documentation relating to each item of business referred to on the agenda are on file in the CCSD Administration Office, available for public inspection during District business hours. The agenda and agenda packets are also available on the CCSD website at <https://www.cambriacsd.org/>. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting or if you need the agenda or other documents in the agenda packet provided in an alternative format, contact the Confidential Administrative Assistant at 805-927-6223 at least 48 hours before the meeting to ensure that reasonable arrangements can be made. The Confidential Administrative Assistant will answer any questions regarding the agenda.

1. OPENING

- 1.A Call to Order**
- 1.B Establishment of Quorum**
- 1.C Chair Report**
- 1.D Committee Member and Staff Communications**
- 1.E Ad Hoc Subcommittee Reports**

2. PUBLIC COMMENT

Members of the public may now address the Committee on any item of interest within the jurisdiction of the Committee but not on its agenda today. Future agenda items can be suggested at this time. In compliance with the Brown Act, the Committee cannot discuss or act on items not on the agenda. Each speaker has up to three minutes.

3. CONSENT AGENDA

- 3.A Consideration to Approve the March 20, 2025 Regular Meeting Minutes**

4. REGULAR BUSINESS

- 4.A Discussion and Consideration of Task and Timetable for Evacuation Planning Ad Hoc**

Committee

4.B Discussion of Possible Follow-Up Actions to Cambria Community Emergency Preparedness Area Meetings

4.C Discussion and Consideration of New June 2025 Committee Meeting Date

5. FUTURE AGENDA ITEM(S)

6. ADJOURN

April 7, 2025

To: Tom Gray
Chair, Fire Protection Committee

From: David Pierson
Fire Protection Committee Member

Art Chapman
Fire Protection Committee Member

Subject: Ad Hoc Committee Assignment Regarding Fire Department Staffing for Expanded Weed Abatement Ordinance

This ad hoc committee was asked to recommend staffing needed to inspect and enforce the new ordinance that expanded the Fire Department's responsibility for weed abatement inspection and enforcement to both developed and undeveloped commercial and private properties. We looked at possible positions and funding options.

We understand that inspections of vacant lots are done by captains and engineers when they have time in their schedules. With the addition of developed properties, the workload will more than double. Many developed properties cannot be fully inspected without entering properties and walking areas not visible from the street. We conclude enforcing the new ordinance with the all important public relations component cannot be done without the addition of at least one full time equivalent position.

Positions

We looked at class specifications (position descriptions) from public agencies in California that might be applicable to the Fire Department. We identified Fire Marshall, Fire Inspector and Code Enforcement Officer as having relevant duties.

We eliminated Fire Marshall because it is a management level position found in larger fire departments and is often funded at the Battalion Chief level or above.

Fire Inspectors usually work under the delegated authority of a Fire Marshall. Most essential duties listed in class specifications are related to fire risk mitigation in buildings, but do usually include weed abatement. The more limited duties for weed abatement and defensible space inspections can be delegated to a firefighter under direct supervision.

Code Enforcement Officer is the most relevant position found within most public agencies. They often have to be Post Certified as law enforcement officers and the scope of potential violations is much broader than that contemplated for the new ordinance. Entry level positions are paid above \$65,000 per year plus benefits. Those positions are not ordinarily found within the Fire

Department, but like in the County of San Luis Obispo, are often attached to the Building and Planning Department.

Subject: Ad Hoc Committee Assignment Regarding Fire Department Staffing for Expanded Weed Abatement Ordinance

We note the updated Personnel Policies, Procedures, and Rules require the Board to amend the Classification Plan to add a position. So, we reviewed the Salary Schedule for current positions and noted the Fire Department has Reserve Firefighter and Reserve Recruit Firefighter positions that are paid at \$16 per hour. We assume one of these positions may be vacant.

We believe a temporary position such as the reserve firefighter could be used to jump start the expanded inspection and enforcement weed abatement program. Candidates could be recruited from recent fire academy graduates. The firefighter could be tapped as needed in an emergency to supplement staffing on the apparatus.

In the alternative, a code enforcement position could be added to the Classification Plan and a recent retiree or college student(s) from Cal Poly or Cuesta College could be recruited. Hearst Castle pays entry level tour guides and security guards approximately \$20 per hour.

We note that these positions would have to be part time not to exceed 30 hours per week to avoid paying benefits, increasing costs.

Funding

We assumed that there is no current funding for an additional position in the Fire Department given there are grant funded firefighter position(s) in the current salary schedule. We explored possible funding sources and concluded a modest administrative fee on the order \$25 to \$40 per year could be assessed. Non-compliance administrative fees could be increased and the volume of noncompliance cases would increase with the doubling of properties under inspection. Those additional fees may be sufficient to fund a full time equivalent position with part time employees until a permanent funding solution is found.

That position would need a vehicle for inspections. The District may have a spare or reserve vehicle in District inventory, keeping the cost of entry low. Personnel policies permit personal vehicles to be used on District business with the payment of a mileage fee if a vehicle was not available. Or the cost of a vehicle could be added in the calculation of the assessment.



CAMBRIA COMMUNITY SERVICES DISTRICT

MINUTES OF MARCH 20, 2025, REGULAR FIRE PROTECTION COMMITTEE MEETING OF THE CAMBRIA COMMUNITY SERVICES DISTRICT

A regular meeting of the Fire Protection Committee of the Cambria Community Services District was held at the Cambria Veterans' Memorial Hall, 1000 Main Street, Cambria, CA 93428, on Thursday, March 20, 2025, at 10:30 AM

1. OPENING

1.A Call to Order

Chair Gray called the meeting to order at 10:31 A.M.

1.B Establishment of Quorum

A quorum was established.

There was a quorum present.

Committee members present: Tom Gray, Ronald De Luca, Arthur Chapman, and Gordon Heinrichs. Members not present are Tony Safford and David Pierson.

Staff present: General Manager Matthew McElhenie, Confidential Administrative Assistant Haley Dodson and Fire Chief Michael Burkey.

1.C Chair Report

The chair made his report to the committee and public in attendance.

Chair Gray presented the Board's standing committee bylaws 1.6.4 Fire Protection Committee and discussed the mission priorities elicited for the Committee.

2. PUBLIC COMMENT

Chair Gray asked for public comment from those present and those attending via Zoom. Being none, Chair Gray closed the public comment period.

3. CONSENT AGENDA

3.A Consideration to Approve the February 20, 2025 Regular Meeting Minutes

Mr. Chapman moved to approve the minutes; Mr. Heinrichs seconded.

The motion was approved: 3-Ayes; 0-Nays; 0-Abstain; 2-Absent

4. REGULAR BUSINESS

4.A Discussion and Consideration of Establishing Ad Hoc Committees and Appointing Members

The Fire Chief recommended that the Committee discuss and consider the appointment of ad hoc committees for the following purposes:

1. Staffing for inspection of developed and undeveloped properties
2. Evacuation planning
3. Public information and outreach to the community

Chairperson Gray requested public comment. Being none, he closed the public comment period.

Chairperson Gray proposed forming three ad hoc committees as proposed by the Fire Chief.

Mr. Chapman moved that the Committee establish three ad hoc committees as proposed by the Fire Chief and authorize the Chair to appoint members to those ad hoc committees.

Mr. Heinrichs seconded.

The motion was approved: 3-Ayes; 0-Nays; 0-Abstain; 2-Absent.

4.B Discussion of Public Information Needs Related to New and Current Wildfire Prevention Initiatives, Including Weed Abatement and Defensible Space

The Fire Chief recommended that the committee discuss the state code provisions and give guidance to the ad hoc committee about defensible space and weed abatement and with preparing materials to help Cambria residents in complying with the new provisions.

Mr. Chapman moved to direct the ad hoc community on public information and outreach to summarize available information regarding weed abatement and defensible space and provide the information to the Committee and District Staff for use in public materials.

Mr. Heinrichs seconded.

The motion was approved: 3-Ayes; 0-Nays; 0-Abstain; 2-Absent.

5. FUTURE AGENDA ITEM(S)

Committee members proposed the following items for future consideration:

- Evacuation routes and zones
- Funding for fire marshal position
- Community training and engagement
- Setting up a fire prevention website
- Clarification on weed abatement and defensible space requirements

6. ADJOURN

The meeting was adjourned at 11:55 a.m.