

TWAIN HARTE COMMUNITY SERVICES DISTRICT

WATER – SEWER – FIRE – PARK
22912 Vantage Pointe Drive, Twain Harte, CA 95383
Phone (209) 586-3172 Fax (209) 586-0424

REGULAR MEETING OF THE BOARD OF DIRECTORS THCSD CONFERENCE ROOM 22912 VANTAGE POINTE DR., TWAIN HARTE July 13, 2022 9:00 A.M.

NOTICE: Public May Attend this Meeting In-Person. Facial coverings are recommended for any person attending, regardless of vaccination status.

The meeting will be accessible via ZOOM for anyone that chooses to participate virtually:

- Videoconference Link: <https://us02web.zoom.us/j/83369656688>
- Meeting ID: 833 6965 6688
- Telephone: (669) 900-6833

AGENDA

The board may take action on any item on the agenda.

1. Call to Order

2. Pledge of Allegiance & Roll Call

3. Reading of Mission Statement

4. Public Comment

This time is provided to the public to speak regarding items not listed on this agenda.

5. Consent Agenda:

- A. Presentation and approval of financial statements through June 30, 2022.
- B. Approval of the minutes of the Regular Meeting held on June 8, 2022.

6. Public Hearing

- A. Open public hearing.
- B. Presentation regarding placing delinquent water and sewer bills on the Tuolumne County property tax roll.
- C. Receive public comment.
- D. Close public hearing.

- E. Discussion/action to adopt Resolution #22-28 – Authorizing District Staff to Place Delinquent Water and Sewer Charges on the 2022/23 Tuolumne County Secured Property Tax Bill.

7. New Business

- A. Discussion/action to regarding Fire Ordinance provisions related to enforcement and compliance of vegetation management on unimproved parcels.
- B. Discussion/action to review and comment on a draft Memorandum of Understanding with Tuolumne County for Use of Alert and Warning Systems (Including Sirens or Outdoor Audible Alerts) and to authorize the General Manager to approve once revisions are finalized.
- C. Presentation of the Strategic Plan progress report for Fiscal Year 2021-22.
- D. Discussion/action regarding review and possible revision of the Strategic Plan.
- E. Discussion/action to approve General Manager Objectives for Fiscal Year 2022-23.

8. Reports

- A. President and Board member reports.
- B. Fire Chief's report.
- C. Water/Sewer Operations Manager's report.
- D. General Manager's report.

9. Closed Session

- A. Conference with Legal Counsel – Anticipated Litigation:
Significant exposure to litigation pursuant to Government Code Section 54956.9(b)
(1 case)

10. Adjourn

HOW TO VIRTUALLY PARTICIPATE IN THIS THIS MEETING

The public can virtually observe and participate in a meeting as follows:

- **Computer:** Join the videoconference by clicking the videoconference link located at the top of this agenda or on our website. You may be prompted to enter your name and email. Your email will remain private and you may enter “anonymous” for your name.
- **Smart Phone/Tablet:** Join the videoconference by clicking the videoconference link located at the top of this agenda OR log in through the Zoom mobile app and enter the Meeting ID# and Password found at the top of this agenda. You may be prompted to enter your name and email. Your email will remain private and you may enter “anonymous” for your name.
- **Telephone:** Listen to the meeting by calling Zoom at (4669) 900-6833. Enter the Meeting ID# listed at the top of this agenda, followed by the pound (#) key.

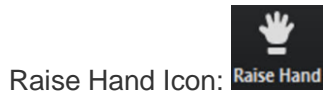
* NOTE: your personal video will be disabled and your microphone will be automatically muted.

FOR MORE DETAILED INSTRUCTIONS, CLICK [HERE](#)

SUBMITTING PUBLIC COMMENT

The public will have an opportunity to comment before and during the meeting as follows:

- **Before the Meeting:**
 - Email comments to ksilva@twainhartecsd.com, write “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments.
 - Mail comments to THCS Board Secretary: P.O. Box 649, Twain Harte, CA 95383
- **During the Meeting:**
 - Computer/Tablet/Smartphone: Click the “Raise Hand” icon and the host will unmute your audio when it is time to receive public comment. If you would rather make a comment in writing, you may click on the “Q&A” icon and type your comment. You may need to tap your screen or click on “View Participants” to make icons visible.



- Telephone: Press *9 if to notify the host that you have a comment. The host will unmute you during the public comment period and invite you to share comments.
- In-Person: Raise your hand and the Board Chairperson will call on you.

* NOTE: If you wish to speak on an item on the agenda, you are welcome to do so 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. Public comments must be addressed to the board as a whole through the President. Comments to individuals or staff are not permitted.

MEETING ETIQUETTE

Attendees shall make every effort not to disrupt the meeting. Cell phones must be silenced or set in a mode that will not disturb District business during the meeting.

ACCESSIBILITY

Board meetings are accessible to people with disabilities. 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.

WRITTEN MEETING MATERIALS

If written materials relating to items on this Agenda are distributed to Board members prior to the meeting, such materials will be made available for public inspection on the District’s website: www.twainhartecsd.com

TWAIN HARTE COMMUNITY SERVICES DISTRICT
BANK BALANCES
As of June 30, 2022

Account	Beginning Balance	Receipts	Disbursements	Current Balance
U.S. Bank Operating	2,085,667	370,402	(348,780)	2,107,289
U.S. Bank - D Grunsky #1**	73,454	1,196		74,650
U.S. Bank - D Grunsky #2**	76,083	1,038		77,121
LAIF	2,974,637			2,974,637
TOTAL	\$ 5,209,841	\$ 372,636	\$ (348,780)	\$ 5,233,697

**Davis Grunsky reserve money restricted for Davis Grunsky Loan Payments

TWAIN HARTE COMMUNITY SERVICES DISTRICT
21/22 OPERATING EXPENDITURE SUMMARY
As of June 30, 2022

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent <small>(Target 100%)</small>
Park	89,266	78,249	11,017	87.66%
Water	1,312,981	1,053,549	259,432	80.24%
Sewer	1,108,904	966,962	141,942	87.20%
Fire	1,238,616	1,146,734	91,882	92.58%
Admin	649,891	599,001	50,890	92.17%
TOTAL	\$ 4,399,658	\$ 3,844,495	\$ 555,163	87.38%

TWAIN HARTE COMMUNITY SERVICES DISTRICT
21/22 CAPITAL EXPENDITURE SUMMARY
As of June 30, 2022

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 100%)
Park	604,791	109,430	495,361	18.09%
Water	1,707,550	54,018	1,653,532	3.16%
Sewer	454,100	252,475	201,625	55.60%
Fire	515,100	126,273	388,827	24.51%
Admin		-	-	
TOTAL	\$ 3,281,541	\$ 542,196	\$ 2,739,345	16.52%

Reflects Budget Rev #6 - Approved 04/13/22

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting
June 8, 2022

CALL TO ORDER: President Sipperley called the meeting to order at 09:00 a.m. The following Directors, Staff, and Community Members were present:

DIRECTORS:

Director Sipperley, President
Director Bohlman
Director Mannix
Director Knudson
Director deGroot - Remotely

STAFF:

Tom Trott, General Manager
Neil Gamez, Fire Chief
Lewis Giambruno, Operations Manager
Carolyn Higgins, Finance Officer

AUDIENCE: 2 Attendees

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

CONSENT AGENDA:

- A. Presentation and approval of financial statements through May 31, 2022
- B. Approval of the minutes of the Regular Meeting held on May 11, 2022.
- C. Discussion/action to adopt Resolution #22-21 – Approve Continuance of the 1981 Special Tax for Fire Protection and Prevention.

MOTION: Director Knudson made a motion to accept the consent agenda in its entirety.

SECOND: Director deGroot

AYES: Mannix, Bohlman, Sipperley, Knudson, deGroot

NOES: None

ABSTAIN: None

PUBLIC HEARING

- A. President Sipperley opened the public hearing at 9:02 a.m.
- B. Finance Officer Higgins presented information on the continuation of assessments for Fire and Rescue, Fire Protection and Emergency Services and Parks and Recreation Maintenance Districts.
- C. There were no public comments regarding continuation of the assessments.
- D. General Manager Trott and Finance Officer Higgins presented the proposed Fiscal Year 2022-23 budget, salary plan, capital outlay plans and reserve designations.
- E. There were no public comments regarding the budget.
- F. President Sipperley closed the public hearing.

- G. Discussion/action to adopt Resolution #22-22 – Approval of Engineer’s Report, Diagram and Assessment and Order to Continue Assessments for the Fire and Rescue Assessment District for Fiscal Year 2022-23.

MOTION: Director Bohlman made a motion to adopt Resolution #22-22 – Approval of Engineer’s Report, Diagram and Assessment and Order to Continue Assessments for the Fire and Rescue Assessment District for Fiscal Year 2022-23.

SECOND: Director Mannix

AYES: Mannix, Bohlman, Sipperley, Knudson, deGroot

NOES: None

ABSTAIN: None

- H. Discussion/action to adopt Resolution #22-23 – Approval of Engineer’s Report, Diagram and Assessment and Order to Continue Assessments for the Fire Protection and Emergency Response Services Assessment District for Fiscal Year 2022-23.

MOTION: Director deGroot made a motion to adopt Resolution #22-23 – Approval of Engineer’s Report, Diagram and Assessment and Order to Continue Assessments for the Fire Protection and Emergency Response Services Assessment District for Fiscal Year 2022-23.

SECOND: Director Bohlman

AYES: Mannix, Bohlman, Sipperley, Knudson, deGroot

NOES: None

ABSTAIN: None

- I. Discussion/action to adopt Resolution #22-24 – Approval of Engineer’s Report, Diagram and Assessment and Order to Continue Assessments for the Parks and Recreation Maintenance District for Fiscal Year 2022-23. Director Knudson recused himself due the proximity of his property to the park and left the room during discussion, motion, and voting.

MOTION: Director Sipperley made a motion to adopt Resolution #22-24 – Approval of Engineer’s Report, Diagram and Assessment and Order to Continue Assessments for the Parks and Recreation Maintenance District for Fiscal Year 2022-23.

SECOND: Director Mannix

AYES: Mannix, Bohlman, Sipperley, deGroot

NOES: None

ABSTAIN: Knudson

- J. Discussion/action to adopt Resolution #22-25 – Adoption of the Fiscal Year 2022-23 Budget, Salary Plan, Capital Outlay Plans and Reserve Designations.

MOTION: Director Knudson made a motion to adopt Resolution #22-25 – Adoption of the Fiscal Year 2022-23 Budget, Salary Plan, Capital Outlay Plans and Reserve Designations.

SECOND: Director Bohlman

AYES: Mannix, Bohlman, Sipperley, Knudson, deGroot

NOES: None

ABSTAIN: None

NEW BUSINESS:

- A. Discussion/action to approve revisions to Policy #5070 – Rules of Order for Board and Committee Meetings.

MOTION: Director deGroot made a motion to approve revisions to Policy #5070 – Rules of Order for Board and Committee Meetings.

SECOND: Director Bohlman

AYES: Mannix, deGroot, Bohlman Sipperley, Knudson

NOES: None

ABSTAIN: None

- B. Discussion/action to adopt Resolution #22-26 – Supporting Tuolumne Utilities District’s Acquisition of Pacific Gas and Electric Company’s Water Rights and Water Storage and Conveyance System.

MOTION: Director Sipperley made a motion to adopt Resolution #22-26 – Supporting Tuolumne Utilities District’s Acquisition of Pacific Gas and Electric Company’s Water Rights and Water Storage and Conveyance System.

SECOND: Director Bohlman

AYES: Mannix, Bohlman, Sipperley, Knudson, deGroot

NOES: None

ABSTAIN: None

- C. Discussion/action to adopt Resolution #22-27 – Resolution of Appreciation for Fred Eldred.

MOTION: Director Mannix made a motion to adopt Resolution #22-27 – Resolution of Appreciation for Fred Eldred.

SECOND: Director Bohlman

AYES: Mannix, Bohlman, Sipperley, Knudson, deGroot

NOES: None

ABSTAIN: None

REPORTS:

President and Board Member Reports.

- *President Sipperley provided a report regarding his attendance at the May IRWM JPA Meeting.*
- *Director DeGroot provided a report regarding her attendance at the 2022 Special District Legislative Days.*

Fire Chief Report by Chief Gamez

- *A verbal summary of the written report was provided by Chief Gamez and Carol Hallet from CERT provided a verbal summary of her report as well.*

Water/Sewer/Park Operations Report Provided by Operations Manager Giamb Bruno

- *A verbal summary of the written report was provided.*

General Manager Report Provided by General Manager Trott

- *A verbal summary of the written report was provided.*

CLOSED SESSION: *The Board of Directors convened into closed session at 10:41 a.m.*

- A. Conference with Legal Counsel – Existing Litigation: Pursuant to Government Code Section 54956.9(a) Case Name: Junger v. Twain Harte Community Services District
- B. With respect to every item of business to be discussed in closed session pursuant to Section 54957: Public Employee Performance Evaluation, General Manager.

President Sipperley reconvened the meeting into regular session at 11:32 a.m. with no reportable action.

ADJOURNMENT:

The meeting was adjourned at 11:33 a.m.

Respectfully submitted,

APPROVED:

Carolyn Higgins, Finance Officer

Gary Sipperley, President

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 22-28**

**AUTHORIZING DISTRICT STAFF TO PLACE DELINQUENT WATER AND SEWER
CHARGES ON THE 2022/23 TUOLUMNE COUNTY SECURED PROPERTY TAX BILL**

WHEREAS, sections 61115(b) of California Government Code states that a special district's board of directors may provide that any charges and penalties can be collected on the tax roll in the same manner as property taxes; and

WHEREAS, the General Manager shall prepare and file with the board of directors a report that describes each affected parcel of real property and the amount of charges and delinquencies for each parcel; and

WHEREAS, the report describing each parcel and its related water/sewer charges and delinquencies as of June 30, 2022 is attached; and

WHEREAS, at a public hearing, the board of directors shall hear and consider any objections or protests to the report; and

WHEREAS, the General Manager gave notice of the filing of the report and notice of today's public hearing to each affected parcel owner; and

WHEREAS, the General Manager published notice of the report and public hearing in the Union Democrat on July 1 and July 8, 2022; and

WHEREAS, the THCSD Board of Directors has considered all objections and protests to the report at their regular board meeting on July 13, 2022.

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of Twain Harte Community Services District that the attached list of delinquent water and sewer charges is approved to be placed on the tax roll and District staff is authorized and directed to place said list on the 2022/23 Tuolumne County Secured Property Tax Bill.

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District, County of Tuolumne, State of California at their Regular Meeting held on July 13, 2022 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Gary Sipperley, Board President

Kimberly Silva, Board Secretary

**Delinquent Accounts for Consideration
of Tax Roll Placement**

APN	Delinquent Amount	
049-232-039-000	\$	1,078.59

NOTICE OF
PUBLIC HEARING

The Board of Directors for the Twain Harte Community Services District (District) will hold a Public Hearing to consider adding the below list of delinquent water/sewer charges to the annual taxes levied upon the property in accordance with California Govt Code 61115.b. At the public hearing, the board shall hear and consider any objections or protests to the list. The hearing will be held at the District's regular board meeting scheduled for July 13 th , 2022 at 9:00 a.m. located at 22912 Vantage Pointe Dr, Twain Harte, CA.

**Delinquent
Accounts for
Consideration of
Tax Roll Placement**

APN
049-232-039-000
Delinquent Amount
\$1,078.59

Publication dates:
7/1/22, 7/8/22
The Union Democrat,
Sonora, CA

Twain Harte Community Services District



ORDINANCE NO. 30-01 THCSD FIRE CODE

This Ordinance Replaces
Ordinance No. 30 in its Entirety

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- A. Structures not readily visible from the roadway shall have premises identification numbers posted at the driveway/access entrance visible from both directions of roadway travel.
- B. Numbers posted at driveway or other access entrances, or on structures, shall be posted at such a height above the ground to remain clear of snow.

SECTION 7 FIRE HAZARD ABATEMENT AND DEFENSIBLE SPACE

7.1 Basis of Regulations. The regulations in this Section 7 are designed to reduce the chances of a structure fire spreading to the wildland and growing into a conflagration and assist in the control of wildfire once an ignition occurs. Fire hazard abatement regulations pertaining to fuel modification are based upon the following premises:

- A. Persons inhabiting structures and their associated activities in around their homes are the primary source of potential ignition of a fire within the inhabited subdivisions, residential areas and commercial developments of the THCSO.
- B. Fuel loading on improved or unimproved lots within or adjacent to inhabited areas can significantly contribute to the intensity and spread of a wildfire making it more difficult to contain, control and extinguish.
- C. Hazardous vegetation abatement along roadways, driveways and on unimproved properties adjacent to improved properties reduces radiant heat and fire intensity, providing an increased margin of safety for fire suppression personnel, a point of attack and a place of defense for the protection of structures and safer civilian evacuation during wildfires.

7.2 Improved Parcel Requirements. Regulations pertaining to fire safe clearance, fuel reduction and maintenance of flammable vegetation and/or growth on improved parcels within the THCSO boundaries are set forth in California Public Resources Code ("PRC") section 4291. These regulations require clearance around structures, including, but not necessarily limited to:

- A. A defensible space zone thirty (30) feet around the structure and;
- B. A reduced fuel zone between thirty (30) and one hundred (100) feet from the structure, or to the property line, consisting of additional flammable vegetation reduction and maintenance.

7.2.1 Enforcement Authority. Inspection and enforcement of PRC 4291 clearance requirements for improved parcels are the responsibility of Cal Fire.

7.3 Unimproved Parcel Requirements. Regulations and standards pertaining to fire safe clearance, fuel reduction, and maintenance of flammable vegetation on unimproved parcels within the jurisdiction of THCS D are set forth in the most current printed edition of the “Twain Harte Community Services District Vegetation Management Requirements for Unimproved Parcels” (“THCS D Unimproved Vegetation Requirements”), attached hereto for reference as Appendix C.

The requirements set forth in the THCS D Unimproved Vegetation Requirements document are in addition to the requirements of PRC 4290 and 4291, and apply the reduced fuel zone standards to unimproved parcels located within or adjacent to subdivisions, developments, roadways, access ways, and all commercial and residential buildings within the jurisdiction of THCS D.

7.3.1 Enforcement Authority. Inspection and enforcement of the requirements set forth in the THCS D Unimproved Vegetation Requirements document is the responsibility of the THCS D Fire Code Official.

7.3.2 Compliance Intent. The intent of THCS D is that, over time, most unimproved parcels will be identified and inspected providing equal benefit to all similarly situated parcel owners. However, due to the large number of unimproved parcels and the amount of combustible material located on those parcels requiring removal and/or reduction, it is neither practical nor reasonable to expect that all hazardous vegetation on unimproved parcels be mitigated within any one calendar year or annual clean up cycle. Therefore, the requirements set forth in the THCS D Unimproved Vegetation Requirements document shall be enforced on a priority basis, determined by an objective risk assessment undertaken by the THCS D’s Fire Code Official.

7.3.3 Revisions to Unimproved Parcel Standards. The current standards for defensible space on unimproved parcels within the jurisdiction of THCS D are set forth in the “Twain Harte Community Services District Vegetation Management Requirements for Unimproved Parcels” (“THCS D Unimproved Vegetation Requirements”), attached hereto for reference as Appendix C. The THCS D General Manager, or his/her designee, is hereby authorized to revise and amend these standards as necessary to maintain adequate levels of protection from fire hazards on unimproved parcels.

7.4 Disposal of Material. Waste material caused by site development, construction, fuel modification or reduction shall be considered a public nuisance and shall be disposed of in accordance to the requirements set forth in the most current printed edition of PRC 4290 and 4291, TCO Chapter 15.20.060 and the THCS D Unimproved Vegetation Requirements document.

SECTION 8 ENFORCEMENT AND PENALTIES

8.1 Voluntary Compliance. It is the intent of the THCS D, whenever possible, to identify and mitigate hazards impacting residential structures, commercial structures and unimproved parcels through public education programs and voluntary compliance prior to using the enforcement and penalty process.

8.2 Enforcement Authorization. Pursuant to Penal Code Section 836.5, the THCS D Board of Directors authorizes the THCS D Fire Code Official, or his/her designee, to have primary enforcement authority for the requirements of the THCS D Fire Code within the jurisdiction and boundaries of the THCS D.

8.3 Inspection and Citation Process. The THCS D Fire Code Official, or designee, has the following responsibilities and authorities in the administration, inspection and enforcement of the provisions of the THCS D Fire Code:

8.3.1 Structure Compliance. The THCS D Fire Code Official shall follow the following process to ensure structure compliance:

- A. Plan and conduct annual inspections of all applicable occupancy types specified in the most current published edition of the CFC.
- B. Provide a notice of deficiencies, if any, to business operator and/or owner upon completion of initial inspection. Notice shall provide 30 days to correct deficiencies. If any deficiency poses an immediate threat to life, as determined by the THCS D Fire Code Official, such deficiency shall be corrected immediately.
- C. If the business operator and/or owner does not immediately correct deficiencies posing immediate threats to life, the THCS D Fire Code Official shall issue a citation and suspend business operations or occupancy until such deficiency is corrected.

- D. Schedule and conduct re-inspection after the expiration of the 30-day correction period on occupancies that have been notified of deficiencies.
- E. If deficiencies have not been corrected upon re-inspection, the THCS D Fire Code Official may, at his/her sole discretion, issue a citation requiring immediate correction of deficiencies, continue the restrictions on operations or occupancy, or approve an alternate means of compliance.
- F. An occupancy cited for deficiencies is subject to re-inspection by the THCS D Fire Code Official in as little as one full day after the issuance of a citation. If deficiencies are not corrected prior to such re-inspection, the THCS D Fire Code Official may, at his/her discretion, issue another citation requiring immediate correction, and maintain restrictions on operations or occupancy.

8.3.2 Unimproved Parcel Compliance. The THCS D Fire Code Official shall follow the following process to ensure compliance on unimproved parcels:

- A. Plan and conduct annual inspections of unimproved parcels within the jurisdiction of the THCS D in accordance with the requirements set forth in the most current edition of the THCS D Unimproved Vegetation Requirement document.
- B. Provide a notice of deficiencies, if any, to the parcel owner upon completion of initial inspection and review provisions of the THCS D Unimproved Vegetation Requirements document with owners to encourage voluntary compliance. Notice shall provide a set time period to correct deficiencies, which will be based on the nature of the deficiencies and at the sole discretion of the THCS D Fire Code Official. In no case will the period to correct deficiencies be less than 14 days.
- C. Schedule and conduct re-inspections after the deficiency correction period identified on the initial inspection notice has expired.
- D. If deficiencies have not been corrected upon re-inspection, the THCS D Fire Code Official may, at his/her sole discretion, issue a citation requiring immediate correction of deficiencies or approve an alternate means of compliance.

E. A parcel cited for deficiencies is subject to re-inspection by the THCS D Fire Code Official in as little as one full day after the issuance of a citation. If deficiencies are not corrected prior to such re-inspection, the THCS D Fire Code Official may, at his/her discretion, issue another citation requiring immediate correction.

8.3.3 Fire Management Plans. The THCS D Fire Code Official shall review and approve Fire Management Plans as required in Section 4 of this Code. Reviews will be performed in a reasonably expeditious manner as to not delay permitting process and/or initiation of project or development.

8.4 Violations. Any person who violates any provision of this Code will be guilty of an infraction and will be notified by issuance of a citation. Each and every day of which any violation of this Code is committed, continued or permitted by any person shall constitute a separate infraction.

8.4.1 First Infraction. The first infraction of this Code will be punishable by a fine of one hundred dollars (\$100).

8.4.2 Second Infraction. The second infraction of this Code will be punishable by a fine of five hundred dollars (\$500).

8.4.3 Third Infraction. The third, and each successive, infraction of this Code in the period of one year shall constitute a misdemeanor and shall be punishable by a fine of five hundred dollars (\$500), or by imprisonment not to exceed six months, or by both fine and imprisonment.

8.4.4 Other Causes of Infractions. In addition to violation of the provisions of this Code, the following shall be considered an infraction:

A. Any person who violates or omits any of the requirements under which a permit, certificate or approval for occupancy was granted, shall be guilty of an infraction.

B. Any person who fails to comply with any order as affirmed or modified by the THCS D Board of Directors, Fire Code Official, or by a court of competent jurisdiction within the time frame indicated upon notice and/or fixed herein shall be guilty of an infraction.

C. The THCS D Fire Code Official may impose conditions or improvements not specifically set forth in this Code, if he/she determines such

conditions or improvements are necessary to implement the intent and purpose of this Code. Any person who violates such conditions or improvements will be guilty of an infraction.

8.4.5 Proceedings. Proceedings against persons for violations of this Code shall not serve as a bar to civil enforcement proceedings.

8.4.6 Payment does not Constitute Compliance. The application and payment of fines and/or imprisonment shall not constitute compliance with required corrections and/or provision of requirements that initiated action against the developer/builder/owner.

SECTION 9 RELIEF, ALTERNATIVE COMPLIANCE AND APPEALS

9.1 Relief and Alternate Means of Compliance. The THCS D Fire Code Official shall have authority to allow relief from compliance with a section or sections of this Code or an alternate means of compliance that will satisfy the requirements of this Code. The THCS D Fire Code Official shall obtain approval of the THCS D General Manager and/or Board of Directors prior to granting relief or an alternate means of compliance.

9.1.1 Relief. Granting Relief and/or allowing an Alternate Means of Compliance may be allowed only when based upon the special circumstances and/or findings identified below. Financial hardship, community benefit, or the worthiness of a project are not considerations in determining whether to grant Relief.

A. A finding that the building and or development project cannot comply to the requirements because of special circumstances that are unique to the property or building, such as physical characteristics of the property or engineering issues related to the design and construction of a building.

B. A finding that an alternate means of compliance cannot be provided.

C. A finding that providing relief does not jeopardize life safety.

9.1.2 Alternate Means of Compliance. An alternate means of compliance may be allowed only when based upon a finding that the purpose and intent of the requirement for which the alternate means of compliance is granted will be substantially achieved by an alternate means or method.

9.1.3 Not a Right. Nothing in this Section shall be interpreted or implied that an owner and/or developer has the rights to relief and/or the allowance of an alternate means of compliance.

9.2 Appeals. Any decision made, requirement given or citation issued by the THCSO Fire Code Official may be appealed to the THCSO Board of Directors.

9.2.1 Appellate Body. The THCSO Board of Directors shall act as the final appellate body in matters regarding the implementation of requirements outlined in the THCSO Fire Code.

9.2.2 Notification and Timing. All appeals must be submitted to the THCSO Board of Directors in writing within fifteen (15) days of the applicant's receipt of notice of violation of the requirements of the THCSO Fire Code or receipt of a citation. Any appeal submitted after said time frame will be deemed to have been waived and will not be considered. The written appeal shall state the requirements being appealed and the basis for which the appeal is being submitted. The written appeal may request deletion of a requirement, reduction in requirements, a request for time extension to mitigate identified hazards, or a request for consideration of Relief or Alternate Means of Compliance.

9.2.3 Hearing Schedule. Appeals will be agendaized for hearing at a regular monthly Board meeting within sixty (60) days following the date the written appeal was received by THCSO. The applicant will be notified as to the date and time of the regular Board meeting at which the appeal will be considered. The appeal hearing may be postponed and rescheduled for a future Board meeting at the request of the applicant.

9.2.4 Hearing Process. At the appeal hearing, the Board will hear testimony by any and all parties involved and then make a determination to sustain, modify, overrule any condition or requirement, address any oversight, provide Relief, allow and Alternate Means of Compliance or any combination thereof. If new facts are presented during the appeal process, the matter shall be referred back to the Fire Code Official for review, reconsideration and recommendations. The Board may postpone the final decision to gather more facts and/or hear additional testimony.

9.2.5 Appeal Decisions. All actions taken by the Board regarding the granting or denial of an appeal will be documented as part of the minutes of the

meeting during which the appeal was heard. Within ten (10) days of a final decision being made, Board action shall be reported in writing to the applicant and any other affected person.

9.2.6 Precedent. All appeals will be determined on a case-by-case basis. Any action taken by the THCS D Board or Fire Code Official pursuant to THCS D Fire Code regarding appeals, Relief or Alternate Means of Compliance will not necessarily be deemed as a precedent for the granting of subsequent appeals, Relief or Alternate Means of Compliance.

9.2.7 Compliance during Appeals. The THCS D Fire Code Official maintains the authority to impose temporary requirements, impose restrictions and/or take necessary actions to ensure public safety during the appeals process. The filing of an appeal regarding any of the requirements of this Code shall not stay or postpone:

- A. Proceedings for criminal prosecution.
- B. An order for correction of a matter which, in the judgment of the Fire Code Official, poses a serious and immediate threat to life and property.

SECTION 10 REPEAL AND EFFECT ON PRIOR ORDINANCES

Ordinance No. 30 of the Twain Harte Community Services District is hereby repealed in its entirety. All ordinances, sections of ordinances and resolutions that are inconsistent with this Code are hereby repealed, including, but not limited to Ordinance No. 30. This repeal shall not affect or prevent the prosecution or punishment of any person for any act done or omitted in violation of this chapter prior to the effective date of this ordinance.

SECTION 11 SEVERABILITY

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional, ineffective or in any manner in conflict with the laws of the United States, or the State of California, such decision shall not affect the validity of the remaining portions of this Ordinance. The District Board hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentence, clause or phrase be declared unconstitutional, ineffective, or in any manner in conflict with the laws of the United States or the State of California.

APPENDIX C – UNIMPROVED PARCEL VEGETATION REQUIREMENTS

Twain Harte Community Services District Vegetation Clearance and Management Requirements for Unimproved Parcels

Why Do I Need to Maintain Vegetation?

In 2005, the State of California passed Public Resources Code 4291, in an effort to reduce the devastating impacts of wildfire across the state. This law requires homeowners to provide clearance around buildings and structures built within the wildland urban interface area of the state by providing and maintaining a 30-foot Defensible Space Zone with an additional 70-foot Reduced Fuel Zone around structures or to the property boundaries. Cal Fire has the primary responsibility for inspection and enforcement of these requirements on improved parcels (parcels with home and/or structures). Please see Cal Fire's web page or PRC 4291 for more information

In effort to improve the safety of our community and better enable our firefighters to protect life, property and the environment from wildland fires, Twain Harte Community Services District (THCSD) adopted *THCSD Ordinance No. 30-01 (THCSD Fire Code)* to extend PRC 4291 Reduced Fuel Zone requirements to unimproved (vacant) parcels.

Reducing the fuel load of hazardous and flammable vegetation on vacant parcels will help keep wildland fire from intensifying as it moves across the landscape by:

- Reducing heat intensity
- Reducing flame length
- Keeping flames out of the vegetation canopy

Does this Apply to my Parcel?

Section 7 of the *THCSD Fire Code* requires unimproved (vacant) parcels to comply with PRC 4291 Reduced Fuel Zone requirements. Unimproved parcels include:

- Parcels within established residential and/or commercial subdivisions
- Parcels adjacent to improved parcels or roadways

How do I Comply?

The following requirements explain what is needed to bring an unimproved parcel into compliance with the *THCSD Fire Code*.

- **Cut down and remove dead trees and their branches.**
If there are standing dead trees, they must be cut down. Newly cut trees and those which have fallen must be cut up and stacked or removed from the parcel entirely. Do not stack next to or under live trees. Branches from these and other

downed trees must be cut and removed from the parcel – they may NOT be left on the ground. Dead trees are both a fire and life safety hazard. Contact your local forester for information about bug infested trees.

- **Remove dead branches and trees that touch larger trees.**

If dead branches or dead trees are leaning into or against larger trees they must be removed. Any tree, live or dead, which has fallen into other trees, must be dropped to the ground, cut up and stacked or removed from the parcel. Dead branches and trees ignite quickly, creating a “fire ladder”. If the “fire ladder” has not been eliminated, a fire within those trees will quickly “climb” the ladder of limbs into the tree crowns and will spread faster, gaining heat, intensity and momentum with every tree consumed.

- **Remove and dispose of all dead tree limbs within six feet of the ground.**

This means that if ANY PORTION of a dead limb HANGS within six feet of the ground, the limb MUST be removed. Live limbs that hang closer than six feet must be removed. If there is a slope to the parcel, you may be required to limb higher, so there are six feet of clearance between the ground and the first set of limbs. Properly dispose of limbs by hauling chipping or by burning safely during periods of approved open burning and following all legal restrictions regarding burning of vegetation in Tuolumne County.

- **Remove dead branches on ground.**

During most winters, dead branches are blown from trees. These must be removed from the ground so they do not help fuel a fire and for the safety of the firefighters.

- **Remove all dead brush growing under trees.**

Dead brush (i.e. manzanita, white thorn, scotch broom, lilac, etc.), whether under trees, or lying on the ground is fire fuel. Maintain a vertical clearance space of at least three times the height of a shrub between its top and the closest overhanging tree or branch. If only a portion of the brush is dead, remove all of the dead section and dispose of properly.

- **Remove accumulations of dead material beneath trees and bushes.**

This accumulation of dead organic material and debris occurs because of wind and weather. Wind causes limbs to break, dead pine needles and leaves to blow off trees and for dead material to collect each year on the ground. This debris must be removed yearly or it continues to accumulate and significantly increase fire hazard. Debris must be removed properly and must not be left in piles on your parcel for a significant amount of time. One to three inches of organic material (i.e. leaves, pine needles, etc.) may be left to help control erosion and hold in soil moisture.

- **Thin the stands of brush whether under a tree canopy or not.**

Most brush species in this area are highly flammable and contain large amounts of volatile oils that greatly contribute to fire intensity. A simple rule is to break up

the continuity of the brush stand by creating spaces between the individual bushes equal to their height.

- **Remove dead and dying smaller trees beneath limbs of taller trees.**
These small dead trees are extremely flammable and can act as the fire ladder carrying fire from the ground into the crowns of the larger healthy trees causing damage and/or mortality and adding to the spread of fire.
- **Thin saplings and/or small trees in dense stands.**
All of the saplings in dense stands will not grow to maturity and tend compete with each other for limited resource leading to an unhealthy state of the whole stand. Remove saplings that are spaced tightly or directly under another tree to improve forest health.
- **Cut ground vegetation beneath trees and brush to four inches or lower.**
The native and non-native ground covers that are successful in our community are highly flammable and cause fire to spread rapidly. They must be kept to a maximum of four inches in height around trees and brush.
- **Create a 30-foot fuel break around the perimeter of the parcel.**
On larger unimproved parcels where it is not possible to meet Reduced Fuel Zone requirements across the entire parcel within one clearance cycle or year, focus on the edges of the parcel. Provide a minimum 30-foot wide Fuel Reduction Zone from all edges of the parcel towards the interior. Prioritize parcel edges that are adjacent to roads or access ways, or other likely sources of ignition. Work in successive years to maintain the initial thirty foot zone and extend the Reduced Fuel Zone through the remainder of the parcel.
- **Cut all dead and/or dying grass and weeds.**
All dead grass and weeds must be cut. Cut grass, along with leaves and pine needles may stay on ground, but may be no more than one to three inches deep. Any accumulation greater than three inches in depth must be removed and disposed of properly.
- **Create fuel breaks along property lines below other homes on a slope.**
Fuel breaks can be accomplished by removing all brush and hazardous fuel accumulation to a width of thirty feet from your property line. The intent of this regulation is to reduce fire from spreading quickly from your property uphill to the improved properties located above your unimproved parcel.
- **Work with adjacent property owners to collectively reduce hazardous fuels.**
Due to minimal building setbacks from property lines, some improved parcels cannot obtain the PRC 4291 required Defensible Space Zone or Fuel Reduction Zone before reaching your shared property line. In these instances, the THCS D strongly encourages surrounding owners to work together to accomplish the requirements of PRC 4291 and of the *THCS D Fire Code* by allowing adjoining owners to cross over property lines to perform hazardous fuel reduction activities.

This will prevent fire from spreading from your property to your neighbors and will enhance safety in your neighborhood and our community.

Under certain fire hazard conditions the THCS D Fire Code Official may require, more or less fuel reduction on one unimproved parcel than on another.

How do I Dispose of Removed Vegetation?

All cut and/or downed debris shall be disposed of by hauling, chipping, burning (following all legally established burning restrictions) or other methods of disposal approved by the property owner and by THCS D Fire Code Official. AT NO TIME shall debris be buried on the parcel, deposited on the property of another, dumped into holes on the parcel or covered by pine needles.

Before burning always call the Air Pollution Control Burn Day notification hotline to see if it is a legal "burn day" at 209-533-5598. Always have a legal burn permit in your possession during times they are required. Burn permits are issued by Cal Fire within the jurisdiction of THCS D.

Thank You for Helping Keep our Community Safe!

Fire safety/prevention is the obligation of every property owner in our community (whether improved or unimproved). Please do your part to keep our community safe!

Thank You in advance for you efforts and contributions to make our community safe from wildland fire!

For more information please call Twain Harte Fire at 209-586-4800, visit our web page (www.twainhartecsd.com), or send your questions to tmcneal@twainhartecsd.com

Twain Harte Community Services District



ORDINANCE NO. 30-01 THCSD FIRE CODE

This Ordinance Replaces
Ordinance No. 30 in its Entirety

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ORDINANCE NO. 30-01

**BOARD OF DIRECTORS, TWAIN HARTE COMMUNITY SERVICES DISTRICT,
CALIFORNIA**

**AN ORDINANCE REPEALING ORDINANCE NO. 30 OF THE TWAIN HARTE
COMMUNITY SERVICES DISTRICT AND ADOPTING BY REFERENCE THE 2016
EDITION OF THE CALIFORNIA FIRE CODE WITH AMENDED PROVISIONS**

WHEREAS, the Twain Harte Community Services District (“THCSD” or “District”) is a special district formed pursuant to California Government Code Section 61000 et seq.; and

WHEREAS, pursuant to Government Code Section 61100(d), the District is authorized to provide fire protection services, rescue services, hazardous material emergency response services, and ambulance services; and

WHEREAS, pursuant to Government Code Section 61060(b), the District is authorized to adopt, by ordinance, and enforce rules and regulations for the administration of its fire protection services; and

WHEREAS, the 2016 California Building Standards Code has been amended and adopted by the California Building Standards Commission; and

WHEREAS, the California Fire Code, which is Part 9 of the California Building Standards Code, was part of the triennial amendment and adoption by the California Building Standards Commission; and

WHEREAS, the Twain Harte Community Services District (“THCSD”) wishes to adopt fire code regulations in accordance with law and to use the most updated regulations for fire protection within THCSD;

WHEREAS, Government Code § 50022.2 authorizes special districts to enact ordinances adopting any code by reference; and

WHEREAS, because of THCSD’s unique climatic, geologic, and topographic conditions, THCSD desires to make amendments and additions to the building and fire code regulations, as set forth herein; and

WHEREAS, pursuant to California Health and Safety Code sections 18941.5 and 17958, the Board of Directors of THCSD hereby finds that the amendments adopted herein are reasonably necessary because of local climatic, geologic and topographic conditions; and

WHEREAS, in accordance with Health and Safety Code Section 17958.7, THCS D hereby finds that the findings attached and incorporated as Appendix A are applicable to the modifications described in this Ordinance; and

WHEREAS, prior to the effective date of this Ordinance, THCS D shall file a copy of the Ordinance, including the findings, with the California Building Standards Commission.

NOW THEREFORE, the Board of Directors of the Twain Harte Community Services District (“THCS D”) does hereby ordain as follows:

SECTION 1 RECITALS AND FINDINGS

The above recitals are true and correct and are incorporated herein by this reference.

The Board of Directors of THCS D finds that in order to best protect the health, safety and welfare of the citizens of THCS D, the fire code standards within THCS D must conform with state law except where local climatic, geological, and topographic conditions warrant more restrictive regulations. Therefore, THCS D Council should adopt the current state fire code, contained in Part 9 of Title 24 of the California Building Standards Code, and other uniform codes governing the construction and regulation of buildings and structures with the modifications and amendments contained herein.

Pursuant to California Health and Safety Code Section 17958.7 and California Public Resources Code Section 4291(a)(2), THCS D makes the factual findings set forth in “Appendix A”, attached hereto and incorporated herein by reference, finding that amendments, specifically set forth herein, to the California Building Standards Code Title 24, Part 9 and Public Resources Code Sections 4290 and 4291 are reasonably necessary because of the local conditions described in Appendix A.

SECTION 2 FIRE CODE ADOPTED

The California Fire Code, Title 24, Part 9, 2016 Edition, as modified by the amendments, deletions and additions set forth in this Ordinance, are adopted by the Twain Harte Community Services District, and may be cited as such.

This Ordinance shall be known as the “Twain Harte Community Services District Fire Code” and shall be referred to in this Ordinance as “this Code”.

SECTION 3 DEFINITIONS

For the purposes of this Code, the following terms shall have the following meanings:

Access Ways and/or Roads: A road or means that provides fire apparatus and/or firefighting personnel access from a fire station to a building, facility, or portion thereof.

This is a general term inclusive of all other terms such as, but not necessarily limited to, fire lane, public street, private street, driveway, fire road, easement access road, parking lot lane and access roadway.

Alternate Means of Compliance: An alternate method to meet the intent of the regulation or requirement allowed by the Fire Code Official which provides the same overall practical effect of the regulation or requirement.

Approved: Meeting all the requirements of the Fire Code Official as to the location, size, type, completeness and manner of installation.

Board: The Board of Directors of the THCS D.

Building: Any structure built upon any lot, parcel, or property within the jurisdiction of the THCS D including but not limited to, any dwelling classified as residential, commercial and accessory.

Chief: The Chief Officer of the THCS D Fire Division having the responsibility for the enforcement of this Code and/or his/her authorized and delegated representative.

Defensible Space: The area within the perimeter of a parcel where basic wildland fire prevention practices and measures are to be implemented and maintained, including, but not limited to, removing flammable vegetation, or combustible growth (both living and dead) that is located a distance up to, but not limited to, 100 feet away from a structure.

Developer: Any lot owner, parcel owner or other person, firm, corporation, association, partnership, trust, company, public or private, responsible for the improvement of land or project in question, be it for private or public use.

Development Project: Any project undertaken for the purpose of development, including a project involving the issuance of a permit for construction or reconstruction, but not a permit to operate.

Division of Land: The division by any entity or developer of any unit or units of improved or unimproved land (or any portion thereof), shown on the most current equalized county assessment roll as a unit or contiguous units, for the purpose of sale, lease, financing transfer, or building development, whether immediate or future. Property shall be considered as contiguous units even if separated by roads, streets, utility easements or railroad right-of-ways.

Driveway: A vehicle access that serves a single parcel with not more than three dwelling units, and any number of accessory buildings, or any unimproved parcel.

Fire Code Official: The THCS D Fire Chief and or person(s) appointed by the Fire Chief to enforce the THCS D Fire Code. The Fire Code Official may have various titles

related to the specific duties to which they are assigned. The Fire Code Official is authorized by the Board of Directors of THCS D to enforce this THCS D Fire Code, to issue citations and to represent the THCS D in related legal proceedings.

Fire Hazard: Anything or act which increases or may cause an increase of the hazard or menace of fire to a greater degree than is customarily recognized as normal by persons in the public service regularly engaged in preventing, suppressing, or extinguishing fire; or which may obstruct, delay, hinder or interfere with the operations of the Fire Division or the egress of occupants or the access of emergency equipment in the event of a fire.

Fire Management Plan: A plan that addresses the fire protection needs of a development, with implementation methods necessary to achieve the standards of the THCS D Fire Code or having the same practical effect.

Improved Parcel: A portion of land of any size, whose area is determined by assessor's maps and records, that may have a parcel number and has a structure located upon it.

Inspection Authority: Refers to the THCS D Fire Division.

Judgment: The decision of the THCS D Fire Chief, or authorized designee, based upon sound fire protection principles. Such judgment shall be conclusive unless overruled by the THCS D Board of Directors through a regular appeal process, or the County, State of California, or Federal Court system.

Relief: An exemption from all or part of a requirement or regulation approved by the Fire Code Official.

Unimproved Parcel: A portion of land of any size, whose area is determined by the assessor's maps and records that may have a parcel number, but does not have a structure located on it.

Wildland: An area in which development is essentially non-existent, except for roads, railroads, power lines and similar transportation facilities.

SECTION 4 OCCUPANCY PERMITS AND FIRE MANAGEMENT PLANS

4.1 Permission for Occupancy. Permission for occupancy of any building, or permission to proceed with the development of any property created as a result of a subdivision and/or division of land shall not be granted by THCS D until: (1) the request has been reviewed for compliance with this Code and the applicable standards listed in the most current version of Tuolumne County's Fire Safety Standards, Chapter 15.20 of the Tuolumne County Code of Ordinances, (2) all necessary permits are granted by the County of Tuolumne and (3) review and approval is granted by the THCS D Fire Code Official.

4.2 Fire Management Plans. As a conditional requirement for approval of any subdivision of land, commercial development projects, and/or commercial building project, a Fire Management Plan must be submitted to the THCSO Fire Code Official for review and approval.

4.2.1 Timing. Fire Management Plans must be approved by THCSO prior to project initiation and the issuance of any building permit.

4.2.2 Required Plan Contents. Fire Management Plans must address all aspects of fire protection requirements and mitigation measures, including, but not limited to, the following:

- A. Impact on the existing level of service delivery systems/agency's ability to provide and/or maintain a level of service reasonably equal to services currently being provided.
- B. Availability of fire protection water, required fire flows and storage.
- C. Problems associated with ingress/egress, circulation and the response times of emergency equipment.
- D. Fire Hazards existing within the proposed project area or immediately adjacent to the area including vegetation and combustible fuels.
- E. Requirements of THCSO Fire Code which cannot be met due to project design or other constraints.
- F. Fire protection measures which are consistent with provisions of the THCSO Fire Code and/or other recognized fire protection standards

SECTION 5 FIREWORKS

5.1 General. The provisions of this section are in addition to existing state law and shall not be construed as all inclusive. Individuals shall also refer to the most recent standards, suggestions and procedures recommended by the California State Fire Marshal's Office in regard to the regulation of fireworks.

5.2 Definitions. All definitions of fireworks, dangerous fireworks, and safe and sane (private use) fireworks shall have respective meanings ascribed to them in the most recent published version of the California Health and Safety Code, or their most recent amendments or changes.

5.3 Restrictions. It is unlawful for any person to possess, store, to offer for sale, expose for sale, sell at retail, or use or explode any fireworks, dangerous

fireworks or safe and sane (private use) fireworks within the jurisdiction of the THCS D.

- 5.4 Violations.** Any violation of this Section will result in an infraction, as specified in Section 8 of this Code.

SECTION 6 ACCESS AND PREMISES IDENTIFICATION

- 6.1 Access.** It is the responsibility of property owners and/or property developers to make such provisions that may be deemed necessary by the Fire Code and the Fire Code Official in regard to access to roadways, streets, driveways and access ways in order to provide a reasonable means of safe, timely egress for evacuation of residents and safe access for fire suppression equipment and personnel. These provisions may include, but are not necessarily limited to, additional ingress/egress routes or changes in road design.

6.1.1 Fire Lanes. The Fire Code Official has authority to require areas, roads, driveways and other accesses to be cleared of obstructions and maintained as "FIRE LANES" for emergency access consistent with the requirements of the Fire Code. Such access may be required at any location where it is determined that without such emergency access for firefighting equipment, the entry by and use of fire apparatus and/or other emergency equipment would be obstructed or otherwise rendered unduly difficult.

6.1.2 Development Requirements. As part of any development or building project, the Fire Code Official has authority to require provisions for access and maneuvering of fire apparatus. Such provisions may include, but is not necessarily limited to, the provision of designated fire lanes, no parking areas, minimum turning radius and width of access ways, and emergency access roads.

6.1.3 Roadways and Driveways. Roadway and driveway standards shall be in conformance with the California Fire Code and the current versions of Section 15.20.050 and 15.20.055 of the Tuolumne County Code, as modified from time to time.

- 6.2 Identification of Premises.** Premise and building identification and signing shall be in conformance with standards outlined in the most current printed edition of Sections 15.20.040 and 15.20.045 of the Tuolumne County Code. Standards regarding premise, property, both improved and unimproved, buildings and structures shall be consistent with the California Fire Code and Sections 15.20.040 and 15.20.045 of the Tuolumne County Code, and shall enforced by the THCS D's Fire Code Official within the jurisdiction of THCS D. In addition to these standards, the following additional standards shall apply:

- A. Structures not readily visible from the roadway shall have premises identification numbers posted at the driveway/access entrance visible from both directions of roadway travel.
- B. Numbers posted at driveway or other access entrances, or on structures, shall be posted at such a height above the ground to remain clear of snow.

SECTION 7 FIRE HAZARD ABATEMENT AND DEFENSIBLE SPACE

7.1 Basis of Regulations. The regulations in this Section 7 are designed to reduce the chances of a structure fire spreading to the wildland and growing into a conflagration and assist in the control of wildfire once an ignition occurs. Fire hazard abatement regulations pertaining to fuel modification are based upon the following premises:

- A. Persons inhabiting structures and their associated activities in around their homes are the primary source of potential ignition of a fire within the inhabited subdivisions, residential areas and commercial developments of the THCSO.
- B. Fuel loading on improved or unimproved lots within or adjacent to inhabited areas can significantly contribute to the intensity and spread of a wildfire making it more difficult to contain, control and extinguish.
- C. Hazardous vegetation abatement along roadways, driveways and on unimproved properties adjacent to improved properties reduces radiant heat and fire intensity, providing an increased margin of safety for fire suppression personnel, a point of attack and a place of defense for the protection of structures and safer civilian evacuation during wildfires.

7.2 Improved Parcel Requirements. Regulations pertaining to fire safe clearance, fuel reduction and maintenance of flammable vegetation and/or growth on improved parcels within the THCSO boundaries are set forth in California Public Resources Code ("PRC") section 4291. These regulations require clearance around structures, including, but not necessarily limited to:

- A. A defensible space zone thirty (30) feet around the structure and;
- B. A reduced fuel zone between thirty (30) and one hundred (100) feet from the structure, or to the property line, consisting of additional flammable vegetation reduction and maintenance.

7.2.1 Enforcement Authority. Inspection and enforcement of PRC 4291 clearance requirements for improved parcels are the responsibility of Cal Fire.

7.3 Unimproved Parcel Requirements. Regulations and standards pertaining to fire safe clearance, fuel reduction, and maintenance of flammable vegetation on unimproved parcels within the jurisdiction of THCS D are set forth in the most current printed edition of the “Twain Harte Community Services District Vegetation Management Requirements for Unimproved Parcels” (“THCS D Unimproved Vegetation Requirements”), attached hereto for reference as Appendix C.

The requirements set forth in the THCS D Unimproved Vegetation Requirements document are in addition to the requirements of PRC 4290 and 4291, and apply the reduced fuel zone standards to unimproved parcels located within or adjacent to subdivisions, developments, roadways, access ways, and all commercial and residential buildings within the jurisdiction of THCS D.

7.3.1 Enforcement Authority. Inspection and enforcement of the requirements set forth in the THCS D Unimproved Vegetation Requirements document is the responsibility of the THCS D Fire Code Official.

7.3.2 Compliance Intent. The intent of THCS D is that, over time, most unimproved parcels will be identified and inspected providing equal benefit to all similarly situated parcel owners. However, due to the large number of unimproved parcels and the amount of combustible material located on those parcels requiring removal and/or reduction, it is neither practical nor reasonable to expect that all hazardous vegetation on unimproved parcels be mitigated within any one calendar year or annual clean up cycle. Therefore, the requirements set forth in the THCS D Unimproved Vegetation Requirements document shall be enforced on a priority basis, determined by an objective risk assessment undertaken by the THCS D’s Fire Code Official.

7.3.3 Revisions to Unimproved Parcel Standards. The current standards for defensible space on unimproved parcels within the jurisdiction of THCS D are set forth in the “Twain Harte Community Services District Vegetation Management Requirements for Unimproved Parcels” (“THCS D Unimproved Vegetation Requirements”), attached hereto for reference as Appendix C. The THCS D General Manager, or his/her designee, is hereby authorized to revise and amend these standards as necessary to maintain adequate levels of protection from fire hazards on unimproved parcels.

7.4 Disposal of Material. Waste material caused by site development, construction, fuel modification or reduction shall be considered a public nuisance and shall be disposed of in accordance to the requirements set forth in the most current printed edition of PRC 4290 and 4291, TCO Chapter 15.20.060 and the THCS D Unimproved Vegetation Requirements document.

SECTION 8 ENFORCEMENT AND PENALTIES

8.1 Voluntary Compliance. It is the intent of the THCS D, whenever possible, to identify and mitigate hazards impacting residential structures, commercial structures and unimproved parcels through public education programs and voluntary compliance prior to using the enforcement and penalty process.

8.2 Enforcement Authorization. Pursuant to Penal Code Section 836.5, the THCS D Board of Directors authorizes the THCS D Fire Code Official, or his/her designee, to have primary enforcement authority for the requirements of the THCS D Fire Code within the jurisdiction and boundaries of the THCS D.

8.3 Inspection and Citation Process. The THCS D Fire Code Official, or designee, has the following responsibilities and authorities in the administration, inspection and enforcement of the provisions of the THCS D Fire Code:

8.3.1 Structure Compliance. The THCS D Fire Code Official shall follow the following process to ensure structure compliance:

- A. Plan and conduct annual inspections of all applicable occupancy types specified in the most current published edition of the CFC.
- B. Provide a notice of deficiencies, if any, to business operator and/or owner upon completion of initial inspection. Notice shall provide 30 days to correct deficiencies. If any deficiency poses an immediate threat to life, as determined by the THCS D Fire Code Official, such deficiency shall be corrected immediately.
- C. If the business operator and/or owner does not immediately correct deficiencies posing immediate threats to life, the THCS D Fire Code Official shall issue a citation and suspend business operations or occupancy until such deficiency is corrected.

- D. Schedule and conduct re-inspection after the expiration of the 30-day correction period on occupancies that have been notified of deficiencies.
- E. If deficiencies have not been corrected upon re-inspection, the THCS D Fire Code Official may, at his/her sole discretion, issue a citation requiring immediate correction of deficiencies, continue the restrictions on operations or occupancy, or approve an alternate means of compliance.
- F. An occupancy cited for deficiencies is subject to re-inspection by the THCS D Fire Code Official in as little as one full day after the issuance of a citation. If deficiencies are not corrected prior to such re-inspection, the THCS D Fire Code Official may, at his/her discretion, issue another citation requiring immediate correction, and maintain restrictions on operations or occupancy.

8.3.2 Unimproved Parcel Compliance. The THCS D Fire Code Official shall follow the following process to ensure compliance on unimproved parcels:

- A. Plan and conduct annual inspections of unimproved parcels within the jurisdiction of the THCS D in accordance with the requirements set forth in the most current edition of the THCS D Unimproved Vegetation Requirement document.
- B. Provide a notice of deficiencies, if any, to the parcel owner upon completion of initial inspection and review provisions of the THCS D Unimproved Vegetation Requirements document with owners to encourage voluntary compliance. Notice shall provide a set time period to correct deficiencies, which will be based on the nature of the deficiencies and at the sole discretion of the THCS D Fire Code Official. In no case will the period to correct deficiencies be less than 14 days.
- C. Schedule and conduct re-inspections after the deficiency correction period identified on the initial inspection notice has expired.
- D. If deficiencies have not been corrected upon re-inspection, the THCS D Fire Code Official may, at his/her sole discretion, issue a citation requiring immediate correction of deficiencies or approve an alternate means of compliance.

E. A parcel cited for deficiencies is subject to re-inspection by the THCS D Fire Code Official in as little as one full day after the issuance of a citation. If deficiencies are not corrected prior to such re-inspection, the THCS D Fire Code Official may, at his/her discretion, issue another citation requiring immediate correction.

8.3.3 Fire Management Plans. The THCS D Fire Code Official shall review and approve Fire Management Plans as required in Section 4 of this Code. Reviews will be performed in a reasonably expeditious manner as to not delay permitting process and/or initiation of project or development.

8.4 Violations. Any person who violates any provision of this Code will be guilty of an infraction and will be notified by issuance of a citation. Each and every day of which any violation of this Code is committed, continued or permitted by any person shall constitute a separate infraction.

8.4.1 First Infraction. The first infraction of this Code will be punishable by a fine of one hundred dollars (\$100).

8.4.2 Second Infraction. The second infraction of this Code will be punishable by a fine of five hundred dollars (\$500).

8.4.3 Third Infraction. The third, and each successive, infraction of this Code in the period of one year shall constitute a misdemeanor and shall be punishable by a fine of five hundred dollars (\$500), or by imprisonment not to exceed six months, or by both fine and imprisonment.

8.4.4 Other Causes of Infractions. In addition to violation of the provisions of this Code, the following shall be considered an infraction:

A. Any person who violates or omits any of the requirements under which a permit, certificate or approval for occupancy was granted, shall be guilty of an infraction.

B. Any person who fails to comply with any order as affirmed or modified by the THCS D Board of Directors, Fire Code Official, or by a court of competent jurisdiction within the time frame indicated upon notice and/or fixed herein shall be guilty of an infraction.

C. The THCS D Fire Code Official may impose conditions or improvements not specifically set forth in this Code, if he/she determines such

conditions or improvements are necessary to implement the intent and purpose of this Code. Any person who violates such conditions or improvements will be guilty of an infraction.

8.4.5 Proceedings. Proceedings against persons for violations of this Code shall not serve as a bar to civil enforcement proceedings.

8.4.6 Payment does not Constitute Compliance. The application and payment of fines and/or imprisonment shall not constitute compliance with required corrections and/or provision of requirements that initiated action against the developer/builder/owner.

SECTION 9 RELIEF, ALTERNATIVE COMPLIANCE AND APPEALS

9.1 Relief and Alternate Means of Compliance. The THCS D Fire Code Official shall have authority to allow relief from compliance with a section or sections of this Code or an alternate means of compliance that will satisfy the requirements of this Code. The THCS D Fire Code Official shall obtain approval of the THCS D General Manager and/or Board of Directors prior to granting relief or an alternate means of compliance.

9.1.1 Relief. Granting Relief and/or allowing an Alternate Means of Compliance may be allowed only when based upon the special circumstances and/or findings identified below. Financial hardship, community benefit, or the worthiness of a project are not considerations in determining whether to grant Relief.

A. A finding that the building and or development project cannot comply to the requirements because of special circumstances that are unique to the property or building, such as physical characteristics of the property or engineering issues related to the design and construction of a building.

B. A finding that an alternate means of compliance cannot be provided.

C. A finding that providing relief does not jeopardize life safety.

9.1.2 Alternate Means of Compliance. An alternate means of compliance may be allowed only when based upon a finding that the purpose and intent of the requirement for which the alternate means of compliance is granted will be substantially achieved by an alternate means or method.

9.1.3 Not a Right. Nothing in this Section shall be interpreted or implied that an owner and/or developer has the rights to relief and/or the allowance of an alternate means of compliance.

9.2 Appeals. Any decision made, requirement given or citation issued by the THCSO Fire Code Official may be appealed to the THCSO Board of Directors.

9.2.1 Appellate Body. The THCSO Board of Directors shall act as the final appellate body in matters regarding the implementation of requirements outlined in the THCSO Fire Code.

9.2.2 Notification and Timing. All appeals must be submitted to the THCSO Board of Directors in writing within fifteen (15) days of the applicant's receipt of notice of violation of the requirements of the THCSO Fire Code or receipt of a citation. Any appeal submitted after said time frame will be deemed to have been waived and will not be considered. The written appeal shall state the requirements being appealed and the basis for which the appeal is being submitted. The written appeal may request deletion of a requirement, reduction in requirements, a request for time extension to mitigate identified hazards, or a request for consideration of Relief or Alternate Means of Compliance.

9.2.3 Hearing Schedule. Appeals will be agendaized for hearing at a regular monthly Board meeting within sixty (60) days following the date the written appeal was received by THCSO. The applicant will be notified as to the date and time of the regular Board meeting at which the appeal will be considered. The appeal hearing may be postponed and rescheduled for a future Board meeting at the request of the applicant.

9.2.4 Hearing Process. At the appeal hearing, the Board will hear testimony by any and all parties involved and then make a determination to sustain, modify, overrule any condition or requirement, address any oversight, provide Relief, allow and Alternate Means of Compliance or any combination thereof. If new facts are presented during the appeal process, the matter shall be referred back to the Fire Code Official for review, reconsideration and recommendations. The Board may postpone the final decision to gather more facts and/or hear additional testimony.

9.2.5 Appeal Decisions. All actions taken by the Board regarding the granting or denial of an appeal will be documented as part of the minutes of the

meeting during which the appeal was heard. Within ten (10) days of a final decision being made, Board action shall be reported in writing to the applicant and any other affected person.

9.2.6 Precedent. All appeals will be determined on a case-by-case basis. Any action taken by the THCS D Board or Fire Code Official pursuant to THCS D Fire Code regarding appeals, Relief or Alternate Means of Compliance will not necessarily be deemed as a precedent for the granting of subsequent appeals, Relief or Alternate Means of Compliance.

9.2.7 Compliance during Appeals. The THCS D Fire Code Official maintains the authority to impose temporary requirements, impose restrictions and/or take necessary actions to ensure public safety during the appeals process. The filing of an appeal regarding any of the requirements of this Code shall not stay or postpone:

- A. Proceedings for criminal prosecution.
- B. An order for correction of a matter which, in the judgment of the Fire Code Official, poses a serious and immediate threat to life and property.

SECTION 10 REPEAL AND EFFECT ON PRIOR ORDINANCES

Ordinance No. 30 of the Twain Harte Community Services District is hereby repealed in its entirety. All ordinances, sections of ordinances and resolutions that are inconsistent with this Code are hereby repealed, including, but not limited to Ordinance No. 30. This repeal shall not affect or prevent the prosecution or punishment of any person for any act done or omitted in violation of this chapter prior to the effective date of this ordinance.

SECTION 11 SEVERABILITY

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional, ineffective or in any manner in conflict with the laws of the United States, or the State of California, such decision shall not affect the validity of the remaining portions of this Ordinance. The District Board hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentence, clause or phrase be declared unconstitutional, ineffective, or in any manner in conflict with the laws of the United States or the State of California.

APPENDIX A – FINDINGS OF FACT

FINDINGS OF FACT AND NEED FOR CHANGES OR MODIFICATIONS TO THE CALIFORNIA BUILDING STANDARDS CODE TITLE 24, PART 9 AND/OR CALIFORNIA PUBLIC RESOURCES CODE SECTIONS 4290 AND 4291

CHANGES OR MODIFICATIONS: Pursuant to Section 17958 of the State of California Health and Safety Code, the governing body of THCS D in its ordinance adopting and amending the 2016 Edition of the California Fire Code changes or modifies certain provisions as it pertains to the regulation of buildings used for human habitation. A copy of the text of such changes or modifications is attached.

FINDINGS: Pursuant to Sections 17958.5 and 17958.7 (a) of the State of California Health and Safety Code, the governing body of THCS D has determined and finds that all the attached changes or modifications are needed and are reasonably necessary because of local climatic, geological and topographic conditions as discussed below. Specifically, the below stated climatic, geographical and topographical conditions warrant more stringent requirements. Below are adverse local climatic, geological and topographic conditions that necessitate the modifications to the California Fire Code.

Pursuant to Section 4117 of the Public Resources Code, Section 13869.7 (A) of the Fire Protection District Law and Sections 17958.5 and 17958.7 of the Health and Safety Code, this Section 2 represents the “Findings of Fact” document with regard to the adopting this Code. The THCS D Board of Directors bases the THCS D Fire Code on the following findings:

Suitability of Existing Code. The standards and regulations specified in the CFC and PRC 4290 and 4291 are widely accepted and utilized across California. The standards and regulations specified in TCO 15.20 are widely accepted and utilized across Tuolumne County. All three codes are used for regulating and governing the safeguarding of life and property, both improved and unimproved, from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises. As such, these codes are deemed suitable for regulating and governing the same within THCS D boundaries, except as specifically modified in Sections 4 – 7 of the THCS D Fire Code.

Climate, Topography and Geography. Under the provisions of Section 17958.5 of the Health and Safety Code, any modifications or exceptions of State codes adopted by this Ordinance must be based on climate, geographical and topographical conditions. The following findings of fact address each of these conditions, which necessitate the modifications set forth herein.

Climate Conditions. The THCS D annual rainfall averages 38 inches with most precipitation occurring between the months of October and April. During these wet

months, average temperatures range from 30 to 60 degrees and snowfall ranges between 1 to 2 feet. During the dry months of the year (May to September), average temperatures range from 45 to 85 degrees with high temperatures often exceeding 95 degrees during the summer months. Low fuel moistures, low relative humidity and high burn indexes are normal during these dry months, creating elevated “red flag” fire conditions. Frequent drought adds to these conditions, subjecting THCS D to frequent severe and critical fire seasons. The temperature and terrain features also blend to create gusty, prevailing winds and wind changes to occur regularly, further adding to the dry conditions and flammability of wildland fuels.

Geographic Conditions. The THCS D is located on the western edge of the Stanislaus National Forest in the Sierra Nevada Mountains. Elevations range from 3800 – 4200 feet. Residential structures are located throughout steep and varied terrain within THCS D. Most roads and driveways are long, winding, narrow and steep, limiting access to individual properties and dwellings. Many of the ingress and egress roads are narrow and substandard, built prior to the adoption of road standards. Most residential subdivisions converge onto one main collector road, which intersects with State Highway 108. This creates the potential for heavy traffic congestion should the need for evacuation occur. Congestion is common during the peak seasons when rentals and second homes are likely to be occupied. Peak season coincides with the fire season.

Topographic Conditions. Most of the THCS D topography is moderate to steep terrain with varying fuel types. Most residential structures are surrounded by timber and wildland vegetation common to similar elevations in the Sierra Nevada Mountain range. The THCS D is a mix of urban development and wildland, which has commonly become known as the wildland/urban intermix. Fuel loads average 45 – 80 tons per acre in developed residential areas and 80-100 tons per acre in adjacent areas. Terrain features are such that residential structures have been built on slopes, in drainages, and on ridge tops. The combination of which creates an environment where wildfire can develop and move quickly through residential areas. Additionally, Cal-Fire has determined that the THCS D is located within the State Responsibility Area (SRA) and is classified as a “Very High Fire Hazard Zone”.

Climatic, Geographic, Topographic Conclusions. The THCS D Board of Directors finds that the unique characteristics of the topography, geography and climatic conditions within the THCS D, combined with the intermix of residential and commercial structures within the wildland fuels, requires modification of the CFC, PRC and TCO in order to better protect the health, safety, welfare, material wealth, and economic wellbeing of the residents and property owners within the THCS D boundaries.

Hazardous Vegetation. Hazardous vegetation on unimproved parcels within the THCS D’s boundaries creates a fire threat to both unimproved parcels and adjacent improved parcels. The defensible space obligations found in PRC 4290 and 4291 address hazardous vegetation abatement on improved parcels, but do not address hazardous vegetation abatement on unimproved parcels. To ensure public safety, it is

necessary to apply defensible space clearances to unimproved parcels, especially those located adjacent to improved parcels, near roadways and along fire access easements. Such measures aid fire suppression forces to prevent and manage potential loss of property and life which exists within the THCS D as a result of wildland/intermix fire threat and the THCS D's unique climatic, geographic and topographic conditions.

Structure Fires. Due to THCS D's unique conditions, fire suppression forces must keep structure fires small so they can be controlled by a limited number of resources before spreading into the wildland. Requirements pertaining to the hazardous vegetation abatement on unimproved parcels along with fire resistive construction, road access and proper identification on improved parcels support that effort.

Wildland Fires. THCS D's unique climate, topographic and geographic conditions require suppression forces to quickly control wildland fires within the THCS D boundaries with a limited number of resources to avoid conflagration throughout the THCS D and surrounding areas. Requirements pertaining to clearance of defensible space around structures and the reduction of fuel loads on unimproved parcels within and adjacent to, residential and commercial developments support that effort.

Findings. THCS D finds that modifications to the CFC, PRC and TCO, as specified herein, are reasonably necessary to address the unique conditions found within the THCS D's boundaries. These modifications and additional requirements provide assistance in the rapid control of structure fires, wildland fires and the prevention of widespread conflagration. They also provide for increased safety for the public and fire suppression forces. While additional requirements will not eliminate fire, they will significantly reduce its severity and potential loss of life and property within THCS D boundaries.

APPENDIX B – SUMMARY EXPLANATION OF AMENDMENTS

CFC = California Fire Code

PRC = California Public Resources Code

TCO = Tuolumne County Fire Safety Standards Ordinance

CODE	Code Section	Title/Subject	THCSD Ordinance No. 30-01 Section	Intent and Summary Requirements of Amendments
TCO	15.20.010, E	Construction Plans	Section 4.2	To allow THCSD to impose more stringent mitigations if found necessary
CFC	5601.1.3	Fireworks	Section 5	Bans the sale and use of all fireworks within the Jurisdiction of THCSD
TCO	15.20.050	Roads and Driveways	Section 6.1	Gives authority to THCSD Fire Code Official to require that fire access roads, driveways and areas be cleared of obstruction
CFC	Appendix D	Fire Apparatus Access Roads	Section 6.1	Gives authority to THCSD Fire Code Official to require the provisions of fire lanes, no parking areas, etc., found necessary but not otherwise required by the CFC
TCO	15.20.040	Premises Identification	Section 6.2	Gives authority to the THCSD Fire Code Official to modify the requirements contained within the TCO to accommodate local climatic and topographical conditions
PRC	4290 and 4291 (a)	Defensible Space	Section 7	Extends the defensible space requirements contained in the Reduced Fuel Zone specification to unimproved parcels

APPENDIX C – UNIMPROVED PARCEL VEGETATION REQUIREMENTS

Twain Harte Community Services District Vegetation Clearance and Management Requirements for Unimproved Parcels

Why Do I Need to Maintain Vegetation?

In 2005, the State of California passed Public Resources Code 4291, in an effort to reduce the devastating impacts of wildfire across the state. This law requires homeowners to provide clearance around buildings and structures built within the wildland urban interface area of the state by providing and maintaining a 30-foot Defensible Space Zone with an additional 70-foot Reduced Fuel Zone around structures or to the property boundaries. Cal Fire has the primary responsibility for inspection and enforcement of these requirements on improved parcels (parcels with home and/or structures). Please see Cal Fire's web page or PRC 4291 for more information

In effort to improve the safety of our community and better enable our firefighters to protect life, property and the environment from wildland fires, Twain Harte Community Services District (THCSD) adopted *THCSD Ordinance No. 30-01 (THCSD Fire Code)* to extend PRC 4291 Reduced Fuel Zone requirements to unimproved (vacant) parcels.

Reducing the fuel load of hazardous and flammable vegetation on vacant parcels will help keep wildland fire from intensifying as it moves across the landscape by:

- Reducing heat intensity
- Reducing flame length
- Keeping flames out of the vegetation canopy

Does this Apply to my Parcel?

Section 7 of the *THCSD Fire Code* requires unimproved (vacant) parcels to comply with PRC 4291 Reduced Fuel Zone requirements. Unimproved parcels include:

- Parcels within established residential and/or commercial subdivisions
- Parcels adjacent to improved parcels or roadways

How do I Comply?

The following requirements explain what is needed to bring an unimproved parcel into compliance with the *THCSD Fire Code*.

- **Cut down and remove dead trees and their branches.**
If there are standing dead trees, they must be cut down. Newly cut trees and those which have fallen must be cut up and stacked or removed from the parcel entirely. Do not stack next to or under live trees. Branches from these and other

downed trees must be cut and removed from the parcel – they may NOT be left on the ground. Dead trees are both a fire and life safety hazard. Contact your local forester for information about bug infested trees.

- **Remove dead branches and trees that touch larger trees.**

If dead branches or dead trees are leaning into or against larger trees they must be removed. Any tree, live or dead, which has fallen into other trees, must be dropped to the ground, cut up and stacked or removed from the parcel. Dead branches and trees ignite quickly, creating a “fire ladder”. If the “fire ladder” has not been eliminated, a fire within those trees will quickly “climb” the ladder of limbs into the tree crowns and will spread faster, gaining heat, intensity and momentum with every tree consumed.

- **Remove and dispose of all dead tree limbs within six feet of the ground.**

This means that if ANY PORTION of a dead limb HANGS within six feet of the ground, the limb MUST be removed. Live limbs that hang closer than six feet must be removed. If there is a slope to the parcel, you may be required to limb higher, so there are six feet of clearance between the ground and the first set of limbs. Properly dispose of limbs by hauling chipping or by burning safely during periods of approved open burning and following all legal restrictions regarding burning of vegetation in Tuolumne County.

- **Remove dead branches on ground.**

During most winters, dead branches are blown from trees. These must be removed from the ground so they do not help fuel a fire and for the safety of the firefighters.

- **Remove all dead brush growing under trees.**

Dead brush (i.e. manzanita, white thorn, scotch broom, lilac, etc.), whether under trees, or lying on the ground is fire fuel. Maintain a vertical clearance space of at least three times the height of a shrub between its top and the closest overhanging tree or branch. If only a portion of the brush is dead, remove all of the dead section and dispose of properly.

- **Remove accumulations of dead material beneath trees and bushes.**

This accumulation of dead organic material and debris occurs because of wind and weather. Wind causes limbs to break, dead pine needles and leaves to blow off trees and for dead material to collect each year on the ground. This debris must be removed yearly or it continues to accumulate and significantly increase fire hazard. Debris must be removed properly and must not be left in piles on your parcel for a significant amount of time. One to three inches of organic material (i.e. leaves, pine needles, etc.) may be left to help control erosion and hold in soil moisture.

- **Thin the stands of brush whether under a tree canopy or not.**

Most brush species in this area are highly flammable and contain large amounts of volatile oils that greatly contribute to fire intensity. A simple rule is to break up

the continuity of the brush stand by creating spaces between the individual bushes equal to their height.

- **Remove dead and dying smaller trees beneath limbs of taller trees.**
These small dead trees are extremely flammable and can act as the fire ladder carrying fire from the ground into the crowns of the larger healthy trees causing damage and/or mortality and adding to the spread of fire.
- **Thin saplings and/or small trees in dense stands.**
All of the saplings in dense stands will not grow to maturity and tend compete with each other for limited resource leading to an unhealthy state of the whole stand. Remove saplings that are spaced tightly or directly under another tree to improve forest health.
- **Cut ground vegetation beneath trees and brush to four inches or lower.**
The native and non-native ground covers that are successful in our community are highly flammable and cause fire to spread rapidly. They must be kept to a maximum of four inches in height around trees and brush.
- **Create a 30-foot fuel break around the perimeter of the parcel.**
On larger unimproved parcels where it is not possible to meet Reduced Fuel Zone requirements across the entire parcel within one clearance cycle or year, focus on the edges of the parcel. Provide a minimum 30-foot wide Fuel Reduction Zone from all edges of the parcel towards the interior. Prioritize parcel edges that are adjacent to roads or access ways, or other likely sources of ignition. Work in successive years to maintain the initial thirty foot zone and extend the Reduced Fuel Zone through the remainder of the parcel.
- **Cut all dead and/or dying grass and weeds.**
All dead grass and weeds must be cut. Cut grass, along with leaves and pine needles may stay on ground, but may be no more than one to three inches deep. Any accumulation greater than three inches in depth must be removed and disposed of properly.
- **Create fuel breaks along property lines below other homes on a slope.**
Fuel breaks can be accomplished by removing all brush and hazardous fuel accumulation to a width of thirty feet from your property line. The intent of this regulation is to reduce fire from spreading quickly from your property uphill to the improved properties located above your unimproved parcel.
- **Work with adjacent property owners to collectively reduce hazardous fuels.**
Due to minimal building setbacks from property lines, some improved parcels cannot obtain the PRC 4291 required Defensible Space Zone or Fuel Reduction Zone before reaching your shared property line. In these instances, the THCS D strongly encourages surrounding owners to work together to accomplish the requirements of PRC 4291 and of the *THCS D Fire Code* by allowing adjoining owners to cross over property lines to perform hazardous fuel reduction activities.

This will prevent fire from spreading from your property to your neighbors and will enhance safety in your neighborhood and our community.

Under certain fire hazard conditions the THCS D Fire Code Official may require, more or less fuel reduction on one unimproved parcel than on another.

How do I Dispose of Removed Vegetation?

All cut and/or downed debris shall be disposed of by hauling, chipping, burning (following all legally established burning restrictions) or other methods of disposal approved by the property owner and by THCS D Fire Code Official. AT NO TIME shall debris be buried on the parcel, deposited on the property of another, dumped into holes on the parcel or covered by pine needles.

Before burning always call the Air Pollution Control Burn Day notification hotline to see if it is a legal "burn day" at 209-533-5598. Always have a legal burn permit in your possession during times they are required. Burn permits are issued by Cal Fire within the jurisdiction of THCS D.

Thank You for Helping Keep our Community Safe!

Fire safety/prevention is the obligation of every property owner in our community (whether improved or unimproved). Please do your part to keep our community safe!

Thank You in advance for you efforts and contributions to make our community safe from wildland fire!

For more information please call Twain Harte Fire at 209-586-4800, visit our web page (www.twainhartecsd.com), or send your questions to tmcneal@twainhartecsd.com

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE COUNTY OF TUOLUMNE
AND
[INSERT AGENCY NAME]
FOR
USE OF ALERT AND WARNING SYSTEMS, INCLUDING SIRENS OR
OUTDOOR AUDIBLE ALERTS**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is made and entered into this ___ day of _____, 20___, by and between the County of Tuolumne, (“County”), and the [INSERT AGENCY NAME], (“Agency”).

PURPOSE AND SCOPE:

This MOU is intended to establish and clarify the roles and responsibilities of the County and Agency related to the Emergency Outdoor Audible Alerts/Sirens (Alarm) located on a portion of Agency’s land known as (INSERT address or APN) (“Property”), as the Property is depicted on Exhibit “A”, attached hereto and made a part hereof.

WHEREAS, Agency is a (INSERT description of agency) and County is a political subdivision of the State of California; and

WHEREAS, the California Emergency Services Act (as set forth in the Government Code) established the Office of Emergency Services (“OES”) and directed OES to develop guidelines for alerting and warning the public of an emergency, including utilizing multiple forms of alerts; and

WHEREAS, County is responsible for and has established an Emergency Services Program as set forth in the Tuolumne County Ordinance Code, Chapter 2.40.80 to oversee and coordinate disaster preparedness and response measures within the County; and

WHEREAS, County is responsible for alerting, warning and evacuation in the unincorporated areas of the County, including oversight and coordination of alert and warning systems used within the County in order to ensure consistent application of alert and warning systems; and

WHEREAS, Agency has installed an alert and warning system on its Property by installing a siren; but the operation and testing of the alarm/siren falls under the County’s responsibility;

NOW, THEREFORE, in consideration of their mutual covenants and conditions, the parties hereto agree as follows: The Agency owns the Alarm and all

appurtenances now constructed or constructed in the future, and the County shall not claim, now or in the future, any property right or title to the alarm, its appurtenances or the Property. The Agency understands it does not have authority to issue the alarm/siren unless the County has directed it to do so. The Parties further agree to perform their obligations as set forth in this MOU and outlined below.

1. **TERM**

This MOU shall become effective as of the date first written above and continue for one (1) year. The parties may renew the MOU annually by written agreement.

2. **COUNTY'S RESPONSIBILITIES**

- a. Operate the Alarm as required for emergency response activities.
- b. Coordinate with District to test the Alarm to assure the continued operation of the alarm and appurtenances will satisfy County requirements.
- c. Perform community outreach in coordination with District, as deemed appropriate to ensure the public understands proper response to the Alarm.
- d. Provide District with reasonable notice for any access or testing or operation to be performed by County. In the event that notification cannot be provided, County shall provide notification as soon as is practicable after the site is accessed.

3. **AGENCY'S RESPONSIBILITIES**

- a. Construct, or cause to be constructed, any upgrades, improvements, or modifications necessary for the compliance of the Agency with Federal, State, and local laws and regulations.
- b. Provide the County with any and all plans and specifications, including studies performed related to the operation of the Alarm.
- c. Provide the Sheriff's Office and the Office of Emergency Services with the mechanism to operate the Alarm (i.e. link to the system, etc.)
- d. Perform maintenance and inspection of the alarm/siren and appurtenances as necessary for the continued reliable operation of the alarm/siren. Agency understands and acknowledges that if the Alarm is not maintained in operable condition, the County will not utilize it.
- e. Provide access for testing and operation of the alarm/siren and appurtenances to the County at all reasonable times.
- f. Provide reasonable notice to the County of any Agency activities that impact the maintenance, operation or access to the alarm/siren.

- g. District shall not activate or test the system unless expressly requested by the Tuolumne County Sheriff's Office and or Tuolumne County Office of Emergency Services.
- h. Coordinate with the County to provide education and outreach to the community to ensure the public understands proper response to the Alarm.

4. TERMINATION

This MOU may be terminated by either party upon the giving of thirty (30) days' advance written notice of an intention to terminate.

5. NON-ASSIGNMENT

Neither party shall assign, transfer or sub-contract this MOU nor their rights or duties under this MOU without the prior written consent of the other party.

6. RECORDS

All Parties subject to this MOU shall maintain a record of services provided in sufficient detail to permit an evaluation of the MOU. All such records shall be made available during normal business hours to authorized representatives of County, Agency, State, and Federal governments during the term of this MOU and during the period of record retention for the purpose of program review and/or fiscal audit.

7. COMPLIANCE WITH LAWS/POLICIES

The parties shall comply with all applicable rules and regulations and laws as set forth by federal, state or local government.

8. RELATIONSHIP OF PARTIES

It is understood that this is a Memorandum of Understanding by and between two (2) separate public agencies and is not intended to and shall not be construed to create a relationship of agent, servant, employee, partnership, joint venture or association.

9. NO THIRD PARTY BENEFICIARIES

The County and Agency agree it is their specific intent that no other person or entity shall be a party to or a third party beneficiary of this MOU or and attachment or addenda to this MOU.

10. INDEMNIFICATION

Each party hereto agrees to be responsible and assume liability for its own wrongful or negligent acts or omissions, or those of its officers, agents, or employees to the full extent required by law.

11. NOTICE

Any and all notices, reports or other communications to be given to County or Agency shall be given to the persons representing the respective parties at the following addresses:

AGENCY:

[INSERT CONTACT INFO]

COUNTY:

Office Of Emergency Services
County of Tuolumne
2 South Green Street
Sonora, CA 95370
Fax: (209) 533-_____

12. PUBLIC RECORDS ACT

Agency is aware that this MOU and any documents provided to the County may be subject to the California Public Records Act and may be disclosed to members of the public upon request. It is the responsibility of the Agency to clearly identify information in those documents that it considers to be confidential under the California Public Records Act. To the extent that the County agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.

13. ENTIRE AGREEMENT AND MODIFICATION

This MOU contains the entire agreement of the parties relating to the subject matter of this MOU and supersedes all prior agreements and representations with respect to the subject matter hereof. This MOU may only be modified by a written amendment hereto, executed by both parties. If there are exhibits attached hereto, and a conflict exists between the terms of this MOU and any exhibit, the terms of this MOU shall control.

14. ENFORCEABILITY AND SEVERABILITY

The invalidity or enforceability of any term or provisions of this MOU shall not, unless otherwise specified, affect the validity or enforceability of any other term or provision, which shall remain in full force and effect.

15. LIMITATIONS OF MOU

This MOU is not intended, and does not, create any right or benefit, substantive, contractual or procedural, enforceable at law or in equity, by any party against one another, or its officials, employees, or agents. Nothing in this MOU may be construed to obligate the parties to any current or future expenditure of resources. This MOU does not obligate any funds of either of the parties.

16. CAPTIONS

The captions of this MOU are for convenience in reference only and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this MOU.

17. COUNTERPARTS/ELECTRONIC, FACSIMILE, AND PDF SIGNATURES

This agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each Party of this agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act ("CUETA") Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this agreement. The Parties further agree that the electronic signatures of the Parties included in this agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among Parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the Parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code. Facsimile signatures or signatures transmitted via pdf document shall be treated as originals for all purposes.

18. OTHER DOCUMENTS

The parties agree that they shall cooperate in good faith to accomplish the object of this MOU and, to that end, agree to execute and deliver such other and further instruments and documents as may be necessary and convenient to the fulfillment of these purposes.

19. CONTROLLING LAW

The validity, interpretation and performance of this MOU shall be controlled by and construed under the laws of the State of California.

20. AUTHORITY

Each party and each party's signatory warrant and represent that each has full authority and capacity to enter into this MOU in accordance with all requirements of law. The parties also warrant that any signed amendment or modification to the MOU shall comply with all requirements of law, including capacity and authority to amend or modify the MOU.

Signatures on following page.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding on the day and year first herein above written.

COUNTY:

COUNTY:	[INSERT AGENCY NAME]:
Tracie Riggs, County Administrative Officer	[INSERT NAME], [INSERT TITLE]
APPROVED AS TO LEGAL FORM:	
Sarah Carrillo , County Counsel	

APPENDIX A: Progress Reports

A brief description of the District’s annual accomplishments is listed below each objective.

1. INFRASTRUCTURE OPTIMIZATION	
GOAL	
<i>Prioritize and replace deteriorated infrastructure and enhance existing infrastructure to improve system and operational efficiency.</i>	
OBJECTIVES	
<input checked="" type="checkbox"/> 1.1	Conduct a hydraulic assessment of the water system to analyze fire flow, water loss and potential for operational efficiencies.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Completed water system mapping revisions to ensure accurate hydraulic assessment. Initiated hydraulic assessment. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Completed system hydraulic modeling, identified fire flow deficiencies and developed a feasible way to eliminate the deteriorating Laurel Pump Station and Cedar Pines Tank while improving operations. Completed a condition assessment of the Water Treatment Plant and identified deficiencies and prioritize capital projects.
<input checked="" type="checkbox"/> 1.2	Utilize water system hydraulic assessment to prioritize and complete capital projects.
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Obtained a \$499,000 grant to improve the hydraulic model, perform a condition assessment on the entire water system, and develop/prioritize capital projects that address the critical issues. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Refined hydraulic assessment on the entire water system and identified/prioritized capital projects that address the critical issues. Initiated design of the highest priority project.
<input checked="" type="checkbox"/> 1.3	Identify sources of water loss and prioritize projects to reduce water loss below 10%.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Identified and repaired a major ongoing leak, reducing water loss by approximately 5-10%. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Obtained a \$499,000 grant to identify locations and causes of water

	<p>loss and develop/prioritize capital projects to reduce water loss.</p> <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Performed a water audit, water loss analysis and leak detection survey and identified large majority of water loss is due to excessive water line breaks due to deteriorating lines and high pressures. • Performed a risk assessment of all water facilities to prioritize capital replacement projects that will significantly reduce water line breaks and water loss.
<input checked="" type="checkbox"/> 1.4	Complete Well 3
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Completed Well 3 and put into service.
<input checked="" type="checkbox"/> 1.5	Replace water lines in Sherwood Forest
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Obtained a \$499,000 grant that will assess the condition of Sherwood Forest water lines (along with the rest of the system) and initiate design of replacement if it is found to be a significant priority. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Initiated grant-funded design for a complete replacement and upgrade of Sherwood Forest water lines. Design will be used to apply for a construction grant in FY 22-23.
<input checked="" type="checkbox"/> 1.6	Conduct a sewer system condition assessment with CCTV to identify degradation and sources of inflow and infiltration (I&I).
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Performed CCTV sewer system condition assessment on approximately 25% of sewer system and identified several locations of I&I. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Completed CCTV sewer system condition assessment, including report identifying degradation and sources of I&I.
<input checked="" type="checkbox"/> 1.7	Conduct a sewer system hydraulic assessment.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Completed sewer system mapping revisions to ensure accurate hydraulic assessment. • Initiated hydraulic assessment. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Completed sewer system hydraulic assessment, identifying sewer lines that have limited capacity.
<input checked="" type="checkbox"/> 1.8	Utilize sewer system condition and hydraulic assessments to prioritize and complete capital projects.

	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Identified a major source of I&I on the Dogwood Sewer Main due to damage and degradation. Replaced 350' of line and two manholes to eliminate source of I&I. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Completed a draft report identifying and prioritizing sewer capital projects based on condition and hydraulic assessments. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Identified, prioritized, and estimated sewer capital projects based on sewer system condition and hydraulic assessments. Completed environmental documentation and applied for a construction grant to replace about 2.2 miles of sewer line that ranked as the highest risk lines.
☒ 1.9	Improve accuracy of asset information in water and sewer GIS database.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Updated water system GIS mapping with accurate meter locations. Revised water and sewer system mapping to match as-built conditions.
☑ 1.10	Upgrade SCADA system to monitor and control all critical water and sewer facilities.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Identified SCADA system upgrade needs and evaluated upgrade technology options. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Completed preliminary design of the SCADA system.
☒ 1.11	Develop and implement a water/sewer maintenance program for valve turning, sewer cleaning, and manhole inspection to attain an annual goal of 25% of the system.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Developed and initiated maintenance plan for valve turning, sewer cleaning and manhole inspection to be tracked in GIS system. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Implemented maintenance plan to achieve more than 25% of the system for valve turning and manhole inspection. Sewer cleaning plan was implemented, but less than 25% was completed due to COVID. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> 62% of Sewer Lines Cleaned 38% of Manholes Inspected 30% of Valves Turned

<input checked="" type="checkbox"/> 1.12	Develop and implement a plan for regular hydrant testing.
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Developed a plan for regular hydrant testing, but delayed implementation due to drought conditions. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Began limited hydrant testing due to drought conditions – tested 9% of hydrants.
<input checked="" type="checkbox"/> 1.13	Enhance work order system for better tracking and querying of maintenance, breaks and repairs.
	<p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Enhanced GIS to track critical maintenance activities and waterline breaks/repairs. Streamlined work orders to move away from fax and quickly identify multiple operators to ensure quick response and better tracking.
<input checked="" type="checkbox"/> 1.14	Explore options to expand fire station living facilities.
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Evaluated several options, but none feasible at this time due to funding constraints. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Evaluated several options and grants, including multi-purpose buildings that also provided indoor park facilities, but none feasible at this time due to funding constraints.
<input type="checkbox"/> 1.15	Fix or replace old park bathroom building.

2. EMERGENCY PREPAREDNESS	
GOAL	
<i>Prepare staff, community and infrastructure for wildfire and other events that threaten our community and services.</i>	
OBJECTIVES	
<input checked="" type="checkbox"/> 2.1	Add generators at critical facilities.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Installed standby generators at Redwing Sewer Lift Station and Mark Twain Sewer Lift Station. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Installed standby generators at Well #1 and Well #3 via a grant. Replaced failing generator at the Fire Station with a \$15,000 grant. Obtained a \$60,000 grant to install generators at the Community

	Center and SCBA Fill Station/Fuel Station. <u>FY 21-22</u> <ul style="list-style-type: none"> Installed standby generators at the Community Center and SCBA Filling Station/Fuel Station.
<input checked="" type="checkbox"/> 2.2	Harden all critical facilities and establish 100 feet of defensible space.
	<u>FY 20-21</u> <ul style="list-style-type: none"> Applied for a CalFire grant to perform comprehensive clearing around all critical facilities and procure mastication equipment to maintain clearance around facilities and other locations in the District. <u>FY 21-22</u> <ul style="list-style-type: none"> Utilized CalFire vegetation crews to create 100 feet of defensible space around Well 3 and the District offices.
<input checked="" type="checkbox"/> 2.3	Evaluate cyber security and make any necessary improvements.
	<u>FY 20-21</u> <ul style="list-style-type: none"> Held an all-staff cyber security training with a cyber security expert. Entered into agreement with an IT professional to perform regular monitoring of District's computer network. <u>FY 21-22</u> <ul style="list-style-type: none"> Attended cyber security training. Evaluated state cyber security programs.
<input checked="" type="checkbox"/> 2.4	Install compatible radio systems in all vehicles to improve inter-department emergency communications.
	<u>FY 20-21</u> <ul style="list-style-type: none"> Procured radios to provide for inter-department communications. <u>FY 21-22</u> <ul style="list-style-type: none"> Conducted inter-departmental radio programming and use training to improve communications.
<input checked="" type="checkbox"/> 2.5	Collaborate with cooperative agencies to perform vegetation management along major roads.
	<u>FY 19-20</u> <ul style="list-style-type: none"> Collaborated with Tuolumne County to perform vegetation management along Twain Harte Drive.
<input checked="" type="checkbox"/> 2.6	Explore and implement new ways to encourage/assist with local fuels management.
	<u>FY 20-21</u> <ul style="list-style-type: none"> Explored establishment of a Volunteer-in-Prevention program that empowers local volunteers to perform defensible space inspections. <u>FY 21-22</u> <ul style="list-style-type: none"> Collaborated with CalFire vegetation crews to remove overgrown vegetation in critical areas in the District along sewer line easements.

	<ul style="list-style-type: none"> • Collaborated with local volunteers and CalFire to work toward establishing a Volunteer-in-Prevention program for inspection of improved parcels. • Promoted and assisted the formation of Fire Wise Communities to encourage neighborhoods to work together to remove fuels.
<input checked="" type="checkbox"/> 2.7	Work with community to promote and establish Fire Wise Communities.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Worked with several small neighborhoods through the process to become Fire Wise Communities. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Assisted two neighborhoods in becoming Fire Wise Communities. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Assisted three neighborhoods in becoming Fire Wise Communities. • Worked with CERT to conduct a community-wide Fire Wise Community informational training and promotion.
<input checked="" type="checkbox"/> 2.8	Improve the emergency alert horn system.
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Applied for a grant to procure a new alert horn after unsuccessful long term repair of the existing horn. New horn will be compatible with other fire departments across the County. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Installed new state-of-the-art emergency alert siren that can be used in coordination with the Sheriff and other local agencies.
<input checked="" type="checkbox"/> 2.9	Develop multiple methods of direct communications with customers.
	<p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Conducted an emergency contact outreach to build our customer email database for critical communications.
<input checked="" type="checkbox"/> 2.10	Work with CERT to continue and expand community emergency trainings.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Worked with CERT to continue community emergency trainings. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • CERT provided a few community emergency trainings, but were limited due to COVID-19 restrictions. • CERT provided outreach regarding COVID-19 safety and vaccinations and assisted the County to run the vaccination clinic. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • CERT provided several community emergency trainings, including grant-funded trainings with subject matter experts.

☑ 2.11	Identify potential high risk emergency incidents, develop response procedures and perform inter-department tabletop training exercises.
	<p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Collaborated internally and with external groups to identify high risk emergency incidents and developed response plan outlines.
☒ 2.12	Conduct a public outreach campaign to encourage installation of 2-way cleanouts and reduce common sources of sewer system blockages.
	<p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Created and sent educational bill inserts to all customers. • Performed social media outreach.
☑ 2.13	Improve and expand fire training facility and equipment.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Improved interior and venting of burn prop for safety and realism. • Added a safer fire behavior prop. • Procured grant-funded, thermal-imaging UAV that assists with capture and review of training exercises.
☒ 2.14	Promote and conduct trainings with local cooperator agencies.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Held multiple simulated event training exercises with local cooperator agencies, state agencies and Columbia College. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Provided training for Columbia College Fire Academy and limited (due to COVID-19) trainings with cooperator agencies. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Provided training for Columbia College Fire Academy. • Conducted several multi-agency trainings to improve cooperative response to fire and other emergencies.
☑ 2.15	Establish a communitywide AED program, including install of AEDs.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Installed one AED in the District board room. • Identified key locations for AED's throughout the community. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Created a plan to partner with local businesses to strategically place AED's throughout the community and train business employees to use AED's and perform CPR. • Applied for a grant to procure AED's and implement the AED plan. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Obtained grant to procure and install AED's in five strategically located businesses throughout Twain Harte. All equipment has been ordered and is awaiting delivery.

<input checked="" type="checkbox"/> 2.16	Explore options to expand services to include ALS.
	<p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Explored options to offer ALS services and found high start-up costs are financially infeasible without tax increases. ALS services also requires costly/lengthy negotiations with the County who currently provides ALS services. • Obtained Advanced Scope EMT status, allowing staff to expand the scope of medical response services to the community. • Worked with Sierra College and County to implement a pilot training program that would allow the District to train and perform EMT-Pre-Paramedic services, further expanding the scope of emergency response medical services the District could provide.
<input checked="" type="checkbox"/> 2.17	Obtain funding for a firefighter rehab vehicle.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Obtained grants through CERT and procured a used firefighter rehab vehicle.
<input type="checkbox"/> 2.18	Procure water and sewer emergency response trailers.
<input checked="" type="checkbox"/> 2.19	Procure and install a WiFi cradle point to enable District internet access during power outages and other emergencies.
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Installed back-up wireless internet service at District offices, Water Treatment Plant and Fire House to ensure continuous internet access.

3. EXPANDED PARK FACILITIES	
GOAL	
<i>Build Twain Harte Meadows Park and identify recreational opportunities to improve quality of life in Twain Harte.</i>	
OBJECTIVES	
<input checked="" type="checkbox"/> 3.1	Obtain funding for Twain Harte Meadows Park.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Applied for two funding grants. Obtained grants and donations to complete the first phase – Bocce Courts Improvements. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Obtained a grant to construct approximately 60% of Meadows Park. • Applied for a grant that will fund the remainder of Meadows Park. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Managed funding agreement for grant to construct approximately

	<p>60% of Meadows Park.</p> <ul style="list-style-type: none"> • Obtained grant to construct most of the Outdoor Pavilion. • Applied for a grant that will fund the remainder of Meadows Park.
<input checked="" type="checkbox"/> 3.2	Complete construction of Twain Harte Meadows Park.
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Completed construction of Phase 1 of Meadows Park – Bocce Court Improvements. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Completed 60% level design for Meadows Park.
<input checked="" type="checkbox"/> 3.3	Improve Community Center by remodeling bathrooms and kitchen, paving or repairing parking lot and adding internet capabilities.
	<p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Worked with Rotary to replace windows, add insulation, improve electrical, add drywall and paint the main meeting room. • Added sound panels to the main meeting room to reduce noise.
<input type="checkbox"/> 3.4	Explore developing recreational programs to promote community health and relationships.
<input type="checkbox"/> 3.5	Recruit local partners to offer community recreation programs.
<input checked="" type="checkbox"/> 3.6	Advertise park rental opportunities and improve ease of rental process.
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Created a plan to advertise park facilities via Facebook and bill inserts. • Developed a community calendar that will help customers see facility rental availability on the District website. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Promoted several park facilities on Facebook and in a bill insert. • Created an option to pay for reservations online and developed a plan to further ease facility rental through the District website.
<input checked="" type="checkbox"/> 3.7	Develop an easy method for collecting continual resident input on park facilities.
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Developed a plan to install a QR sign that enables people at the park to provide park input directly from their phone. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Created a park feedback survey on the District’s website and designed/procured signs with QR codes to enable park users to easily link to the survey and provide feedback.

4. COMMUNITY ENGAGEMENT	
GOAL	
<i>Promote community engagement through active education, promotion of District activities and sensitivity to community needs.</i>	
OBJECTIVES	
<input checked="" type="checkbox"/> 4.1	Develop and hold annual open house or community event.
	<p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Initiated monthly community engagement events at District facilities and other places around town, inviting residents to learn more about the District, ask questions, and express concerns.
<input checked="" type="checkbox"/> 4.2	Participate in local parades and community events.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Participated in 2019 4th of July and Christmas parades. Initiated an annual 4th of July community event. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Participated in 2021 Christmas parade and hosted photos with Santa in the Park. Presented District updates at the annual Twain Harte Homeowners meeting.
<input checked="" type="checkbox"/> 4.3	Conduct four community tours and/or educational programs each year.
	<p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Conducted four fire prevention/education programs with local schools, including one tour of the Fire Station. Led one Water Treatment Plant tour for Twain Harte Elementary.
<input checked="" type="checkbox"/> 4.4	Develop video outreach program to educate public about projects, staff and other District activities.
	<p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Initiated video outreach program through Facebook and website, including educational videos on fire prevention and leak detection.
<input checked="" type="checkbox"/> 4.5	Increase social media, website articles and mailers to educate customers and promote District activities and respond to community questions.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Developed and began implementation of social media outreach plan, greatly improving social media presence. Posted multiple educational and promotional web articles. Created and sent out multiple educational billing inserts. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Continued to establish strong, effective social media presence that

	<p>now consistently reaches thousands of social media users.</p> <ul style="list-style-type: none"> • Implemented plan to consistently provide billing inserts, bill messaging and web articles to inform and engage customers. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Continued to establish strong, effective social media presence that consistently reaches thousands of social media users. • Created and provided consistent billing inserts, bill messaging and web articles to inform and engage customers.
<input checked="" type="checkbox"/> 4.6	<p>Improve outreach to local students.</p>
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Conducted a Twain Harte Meadows Park design workshop with 6-8th grade students at Twain Harte Elementary. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Conducted first annual Water Treatment Plant tour for Twain Harte Elementary students. • Performed four fire prevention trainings for local students.
<input checked="" type="checkbox"/> 4.7	<p>Expand website to include ordinances, key policies and FAQ's.</p>
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Added FAQ's and key policies to website.
<input checked="" type="checkbox"/> 4.8	<p>Implement paperless billing and conduct outreach on billing and payment options.</p>
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Researched billing system requirements and prepared system to implement paperless billing in summer 2021. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Implemented paperless billing and conducted outreach to customers, including a promotional drawing/reward for those who signed up. Currently 1/8th of customers have signed up for paperless billing.
<input checked="" type="checkbox"/> 4.9	<p>Conduct regular outreach to identify community needs and explore options to meet said needs.</p>
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Conducted a survey regarding fire staffing needs to gauge community interest in participating in the County Fire Tax proposal. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Created an online survey and signs for all park facilities that enables customers to easily express feedback, ideas and concerns.
<input type="checkbox"/> 4.10	<p>Obtain a District of Distinction certificate from Special District Leadership Foundation.</p>
<input checked="" type="checkbox"/> 4.11	<p>Conduct an outreach campaign in Sherwood Forest to educate regarding water quality and septic systems and explore the potential of</p>

	converting septic systems to sewer.
	<p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Conducted a grant-funded survey of the Sherwood Forest neighborhood and completed a 30% design of a sewer system. Discussed ideas with some residents during survey work.

5. ORGANIZATIONAL SUSTAINABILITY	
GOAL	
<i>Establish organizational structures, staffing models, and procedures that support long term District health.</i>	
OBJECTIVES	
<input checked="" type="checkbox"/> 5.1	<p>Conduct an evaluation of organizational needs, staffing model and outsourced services for improved efficiency and sustainability. Implement any necessary changes.</p> <p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Evaluated organization for efficiency and sustainability. Hired a part-time administrative position to fill gaps and improve effectiveness. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Evaluated and restructured the Operations Division staffing model to add an additional staff member at minimal additional cost, providing greater effectiveness and sustainability while meeting staffing needs. Explored staffing model options in the Fire Division to improve depth and effectiveness. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Restructured administration staffing to enable the District to more efficiently meet needs of special projects that would require expensive consulting contracts.
<input checked="" type="checkbox"/> 5.2	<p>Improve management depth and redundancy through recruitment and training.</p> <p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Developed recruitment plan and key job description revisions for effective filling of vacant Fire Chief and Operations Manager positions. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Recruited and filled vacant Fire Chief and Operations Manager positions and implemented training plan and expectations to maximize skills and effectiveness. Added Assistant General Manager duties to the Operations Manager

	<p>position to provide overlap, depth and greater sustainability.</p> <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Recruited and filled vacant Operator 3 position with an operator with extensive utility management experience.
<input checked="" type="checkbox"/> 5.3	<p>Explore options to create a full-time engineer position on each fire shift.</p>
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Explored multiple options to add full-time engineer positions with limited funding resources. Developed a plan to adjust staffing model to hire seasonal, full-time engineers for five months per year to assist during fire season. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Initiated a SAFER grant application to provide for full-time engineers and firefighters for 3-5 years. Rearranged staffing to enable annual hiring of three seasonal full-time engineers for five months.
<input checked="" type="checkbox"/> 5.4	<p>Hire water/sewer/park summer staffing to assist with annual maintenance activities.</p>
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Hired two seasonal interns to conduct annual valve turning and inspection activities. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Restructured Operations Division to add an additional permanent full-time operator to eliminate the need for temporary summer staffing.
<input checked="" type="checkbox"/> 5.5	<p>Establish an improved District-wide health and safety program.</p>
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Explored wellness program options and successfully tested a temporary wellness plan with employee feedback. Developed a plan to implement an ongoing wellness program. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Developed and implemented an ongoing wellness program to promote overall health of District employees.
<input checked="" type="checkbox"/> 5.6	<p>Conduct District-wide staff meeting and trainings to improve inter-department coordination and efficiency.</p>
	<p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Conducted one all-staff training and coordination meeting, but was limited due to COVID-19 restrictions. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Conducted regular inter-departmental coordination meetings to improve coordination and efficiency between departments.

<input checked="" type="checkbox"/> 5.7	Develop operating procedures for administrative functions.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Identified key administrative functions requiring operating procedures and initiated development of operating procedures. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Completed operating procedures for critical administrative functions. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Refined operating procedures for critical administrative functions and identified other administrative functions needing written procedures.
<input type="checkbox"/> 5.8	Organize Standard Operating Procedures (SOP) for all departments into a single manual.
<input checked="" type="checkbox"/> 5.9	Identify gaps in SOPs and develop procedures to address gaps.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Identified gaps in water/sewer SOP's and began to develop procedures to fill some of the gaps. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Identified gaps in Fire and Administrative procedures and initiated development of procedures. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Identified gaps in Water/Sewer procedures and developed procedures to address gaps.
<input checked="" type="checkbox"/> 5.10	Develop a central paper filing and records management system.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Completed inventory of all District files. Initiated development of a thorough records retention policy that enables simple ongoing file management. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Completed and adopted an updated and manageable Records Retention Policy. Initiated development of a simple filing structure system. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Developed a draft file structure. Initiated implementation of the Records Retention Policy with existing historical files.
<input type="checkbox"/> 5.11	Convert electronic filing system to closely match paper filing system.
<input type="checkbox"/> 5.12	Store all divisions' electronic files on the central server.
<input checked="" type="checkbox"/> 5.13	Review all policies and update.
	<u>FY 19-20</u>

	<ul style="list-style-type: none"> Completed review and any necessary revisions to all policies within Section 1000 of the District’s Policy Manual. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Completed review and any necessary revisions to all policies within Section 3000 of the District’s Policy Manual. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Completed review and any necessary revisions to all policies within Sections 4000 and 5000 of the District’s Policy Manual.
<input checked="" type="checkbox"/> 5.14	Review and update all ordinances.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Performed thorough review of Water Ordinance and initiated development of an amended Water Ordinance.
<input type="checkbox"/> 5.15	Codify and digitize all ordinances.
<input type="checkbox"/> 5.16	Review and update Water and Sewer Standards and Specifications.
<input checked="" type="checkbox"/> 5.17	Develop/adopt CEQA guidelines to streamline capital projects.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Developed and adopted District CEQA Guidelines.
<input checked="" type="checkbox"/> 5.18	Develop a central, easily accessible source for common employee documents and information.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Initiated development of Intranet for easy access to documents/forms. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Completed development of Intranet for employees. Implemented a cloud-based system for all employees to improve communication, shared documents and access to electronic files.
<input checked="" type="checkbox"/> 5.19	Improve remote server access for employees.
	<p><u>FY 21-22</u></p> <ul style="list-style-type: none"> Installed hardware and software to improve speed and accessibility for Operations and Fire employees to remotely access the server.
<input checked="" type="checkbox"/> 5.20	Explore cooperation with other agencies to provide more efficient or quality services.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> Discussed formation of a Countywide fire internship program to improve efficiencies and standardize Countywide training. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> Engaged with County and other fire districts in formation of JPA for a countywide fire tax to improve fire efficiencies. Collaborated with Columbia College and other fire districts in an

	<p>attempt to develop a countywide intern program.</p> <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Entered into agreement with Columbia College to participate in a Countywide internship program. • Explored serving as a pilot program for Sierra College to provide interns and upgrade District medical services to Pre-Paramedic EMT. • Implemented a “Move Up and Cover” procedure with CalFire to ensure command coverage of District at all times. • Collaborated and supported TUD’s efforts to acquire PG&E water supply infrastructure and water rights. • Entered into agreement with RC Health Services to become the only EMT skills training facility in the region.
<input checked="" type="checkbox"/> 5.21	Perform a water and sewer rate study in 2021 and implement any recommended rate changes.
	<p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Performed 5-year revenue and expense projections for the Water - and Sewer Funds and identified that rate increases would not be necessary until FY 22-23.
<input checked="" type="checkbox"/> 5.22	Obtain special district representation on Tuolumne County Local Agency Formation Commission (LAFCO).
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Collaborated with County LAFCO and other special districts to obtain special district representation on County LAFCO
<input checked="" type="checkbox"/> 5.23	Evaluate new technology and applications to improve efficiency.
	<p><u>FY 19-20</u></p> <ul style="list-style-type: none"> • Evaluated several forms of technology to monitor and control critical water and sewer system components remotely. • Initiated development of an intranet site to improve communications between employees, reduce errors and improve admin efficiencies. <p><u>FY 20-21</u></p> <ul style="list-style-type: none"> • Implemented a cloud-based email, software and communication system to provide greater connection between staff and easy access to information from anywhere. <p><u>FY 21-22</u></p> <ul style="list-style-type: none"> • Identified several cloud-based software options that will improve operational flexibility and efficiency and eliminate the need for a central server, which requires ongoing maintenance and replacement every 5 years. • Explored and identified an internet-based phone system that will improve connectivity, ease of use for customers, and flexibility.

EVALUATION OF REMAINING STRATEGIC PLAN OBJECTIVES

STRATEGIC GOALS

1. *Prioritize and replace deteriorated infrastructure and enhance existing infrastructure to improve system and operational efficiency.*
2. *Prepare staff, community and infrastructure for wildfire and other events that threaten our community and services.*
3. *Build Twain Harte Meadows Park and identify recreational opportunities to improve quality of life in Twain Harte.*
4. *Promote community engagement through active education, promotion of District activities and sensitivity to community needs.*
5. *Establish organizational structures, staffing models, and procedures that support long term District health.*

Objectives – Partially Finished / Ongoing

- 1.2 Utilize water system hydraulic assessment to prioritize and complete capital projects.
- 1.5 Replace water lines in Sherwood Forest.
- 1.8 Utilize sewer system condition and hydraulic assessments to prioritize and complete capital projects.
- 1.10 Upgrade SCADA system to monitor and control all critical water and sewer facilities.
- 1.12 Develop and implement a plan for regular hydrant testing.
- 1.14 Explore options to expand fire station living facilities.
- 2.2 Harden all critical facilities and establish 100 feet of defensible space.
- 2.3 Evaluate cyber security and make any necessary improvements.
- 2.9 Develop multiple methods of direct communications with customers.
- 2.11 Identify potential high risk emergency incidents, develop response procedures and perform inter-department tabletop training exercises.
- 2.13 Improve and expand fire training facility and equipment.
- 2.15 Establish a communitywide AED program, including install of AEDs.
- 2.16 Explore options to expand services to include ALS.
- 3.1 Obtain funding for Twain Harte Meadows Park.
- 3.2 Complete construction of Twain Harte Meadows Park.
- 3.3 Improve Community Center by remodeling bathrooms and kitchen, paving or repairing parking lot and adding internet capabilities.
- 3.6 Advertise park rental opportunities and improve ease of rental process.

- 4.1 Develop and hold annual open house or community event.
- 4.2 Participate in local parades and community events.
- 4.3 Conduct four community tours and/or educational programs each year.
- 4.4 Develop video outreach program to educate public about projects, staff and other District activities.
- 4.7 Expand website to include ordinances, key policies and FAQ's.
- 4.9 Conduct regular outreach to identify community needs and explore options to meet said needs.
- 4.11 Conduct an outreach campaign in Sherwood Forest to educate regarding water quality and septic systems and explore the potential of converting septic systems to sewer.
- 5.3 Explore options to create a full-time engineer position on each fire shift.
- 5.6 Conduct District-wide staff meeting and trainings to improve inter-department coordination and efficiency.
- 5.7 Develop operating procedures for administrative functions.
- 5.10 Develop a central paper filing and records management system.
- 5.13 Review all policies and update.
- 5.14 Review and update all ordinances.
- 5.20 Explore cooperation with other agencies to provide more efficient or quality services.
- 5.21 Perform a water and sewer rate study in 2021 and implement any recommended rate changes.
- 5.23 Evaluate new technology and applications to improve efficiency.

Objectives – Not Started

- 1.15 Fix or replace old park bathroom building.
- 2.18 Procure water and sewer emergency response trailers.
- 3.4 Explore developing recreational programs to promote community health and relationships.
- 3.5 Recruit local partners to offer community recreation programs.
- 4.10 Obtain a District of Distinction certificate from Special District Leadership Foundation.
- 5.8 Organize Standard Operating Procedures (SOP) for all departments into a single manual.
- 5.11 Convert electronic filing system to closely match paper filing system.
- 5.12 Store all divisions' electronic files on the central server.
- 5.15 Codify and digitize all ordinances.
- 5.16 Review and update Water and Sewer Standards and Specifications.



Twain Harte Community Services District

P. O. Box 649 ▪ Twain Harte, CA 95383
Phone: (209) 586-3172 ▪ Fax: (209) 586-0424
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Directors: Gary Sipperley ▪ Kathryn deGroot ▪ Eileen Mannix ▪ Charlotte Bohlman ▪ Richard Knudson

GENERAL MANAGER OBJECTIVES

Fiscal Year 2022/23

Infrastructure Optimization

Objective [SP 1.2, 1.5]: Water System Assessment / Sherwood Forest Water System

1. Complete assessment of the Water System and prioritize capital projects based on the results.
2. Complete 90% design for replacement/upgrade of water lines in Sherwood Forest.
3. Complete a grant application to fund replacement/upgrade of Sherwood Forest water lines.

Objective [SP 1.8]: Sewer System Assessment Capital Projects

1. Complete the Inflow & Infiltration Manhole Repair/Replacement project, to address priority failing manholes identified in the Sewer System Assessment Design Report.
2. Continue to pursue funding for construction of the Twain Harte Pipeline Replacement Project.

Objective [SP 1.10]: Upgrade Water and Sewer SCADA System

1. Complete design of SCADA upgrades to monitor and control critical water/sewer facilities.

Objective [SP 1.14]: Fire Station Living Facilities

1. Continue to explore options to expand the Fire Station living facilities to improve participation in the volunteer and intern programs.

Emergency Preparedness

Objective [SP 2.1]: Critical Facility Protection

1. Work with Cal Fire vegetation crews to create defensible space around Shadybrook Pump Station and Well 2.

Objective [SP 2.3]: Cyber Security Evaluation

1. Evaluate cyber security in connection with new SCADA system design.

Objective [SP 2.6, 2.7, 2.10]: Improve Vegetation/Fuels Management

1. Continue to work with residents to improve vacant lot vegetation management compliance.
2. Promote the formation of Fire Wise Communities.

Objective [SP 2.9]: Improve Emergency Customer Communication

1. Perform outreach to customers to gain email contact information for emergency communication.

Objective [SP 2.11]: Planning for Potential High Risk Emergency Incidents

1. Complete draft procedures/plans to respond to high risk emergency incidents.

Objective [SP 2.15]: Establish a Communitywide AED Program

1. Install AED's in strategic District locations and initiate training for business employees.

Expanded Park Facilities

Objective [SP 3.1, 3.2]: Twain Harte Meadows Park Development

1. Obtain funding for remaining portions of Twain Harte Meadows Park.
2. Initiate construction of Twain Harte Meadows Park.

Objective [SP 3.6, 4.8]: Park Engagement

1. Promote park facility rental and simplify the rental process.
2. Gather and analyze park facility survey information collected through QR feedback signs and discuss ideas to improve park facilities.

Community Engagement

Objective [SP 4.4, 4.6]: Promote District Activities and Customer Education

1. Continue to build on outreach and education through creation of short educational videos about projects, staff or other District activities of interest.
2. Write and submit press releases for noteworthy District activities.
3. Offer water treatment plant tours to Twain Harte Elementary and community.

Objective [SP 4.10]: Obtain District of Distinction

1. Complete all requirements to obtain a District of Distinction certification from CSDA.

Organizational Sustainability

Objective [Not in SP]: Labor Negotiations

1. Negotiate a sustainable, mutually beneficial union contract for Fire Employees.

Objective [SP 5.3]: Fire Staffing

1. Continue to explore options to improve fire staffing levels.
2. Apply for a SAFER grant for additional full-time fire staffing.

Objective [SP 5.7]: Standard Operating Procedures (SOP)

1. Write and compile SOP's for standard administrative functions.

Objective [SP 5.10, 5.12]: Central Filing System

1. Complete central filing system structure based on records management requirements and perform a majority of filing system organization.
2. Convert electronic files to web-based platform to enable employee access to all electronic files.

Objective [SP 5.13, 5.14]: Policy and Ordinance Update

1. Review and update (as needed) Policies 2000 through 2120 of the District Policy Manual.
2. Review the District's Water Ordinance and work with stakeholders to draft an ordinance update.

Objective [SP 5.16]: Sewer Standards Update

1. Review and update the District's Sewer Standards.

Objective [SP 5.21]: Water and Sewer Rate Study

1. Complete a water and sewer rate study.
2. Initiate the Proposition 218 process for 5-year water and sewer rate increases (if needed).

Objective [SP 5.23]: Improving Efficiency through New Technology

1. Convert to cloud-based server operations to improve access, efficiency and eliminate costly ongoing server maintenance and replacement costs.

June 2022

Operations Report Fire Division



STAFFING



Full-Time Captains-3
Relief Captains-6
Intern Operator-2
Intern Firefighter-1
Reserve Firefighters-4



Intern Program



On behalf of the Twain Harte Fire Department, we would like to thank Intern Operator Landon Bryant for his time as an Intern with us. In the two years Landon was with us, he completed;

- **State Firefighter 1 & 2**
- **EMT**
- **State Fire Training certification apparatus Driver Operator**
- **Associates Degree in Fire Science**

He has accepted a full-time position as an EMT for Tuolumne County Ambulance. Landon will be starting Paramedic school next year. We wish Landon the best of luck and are very proud of his accomplishments. Landon will still be with the department as a Reserve Operator.



FLEET/FACILITIES



Before



After

E-723 was involved in a backing accident during a training exercise. The rear bumper was damaged and replaced.



We have received our new Hose bed training prop. This prop will allow fire staff to train on hose deployments without putting an Engine out of service. It is also mobile, allowing us to share the prop with our cooperators in the county.



June Responses-42



June 7th, E-723, C-720 responded to a solo vehicle rollover on Middle Camp road. The patient was trapped in the vehicle.



On June 20th, E-723, C-720 responded to a Structure Fire in the Phoenix Lake area. The fire extended into the vegetation but was quickly brought under control.



On June 24th, WT-721, C-720 responded to a vegetation fire in the Middle Camp Sugar Pine road area. The fire cause was due to lightning fire was contained to a 50x50 spot.



Projects



All shifts have compleated thier annual hose testing

Vacant Lot Inspections



Before



After



Before



After



Training Hours-355



All shifts participated in a multi-company rope rescue training with Cal Fire Twain Harte.



Community Meetings



Thank you to Carol Hallett for facilitating the Fire Wise quick start program. I was excited to see the report from Carol on the Fire Wise community in the process.

- Lakewood
- Mt Elizabeth
- Gurney Station (including Lizzy & Corey)
- Crystal Falls
and two in Strawberry





County Fire Chiefs



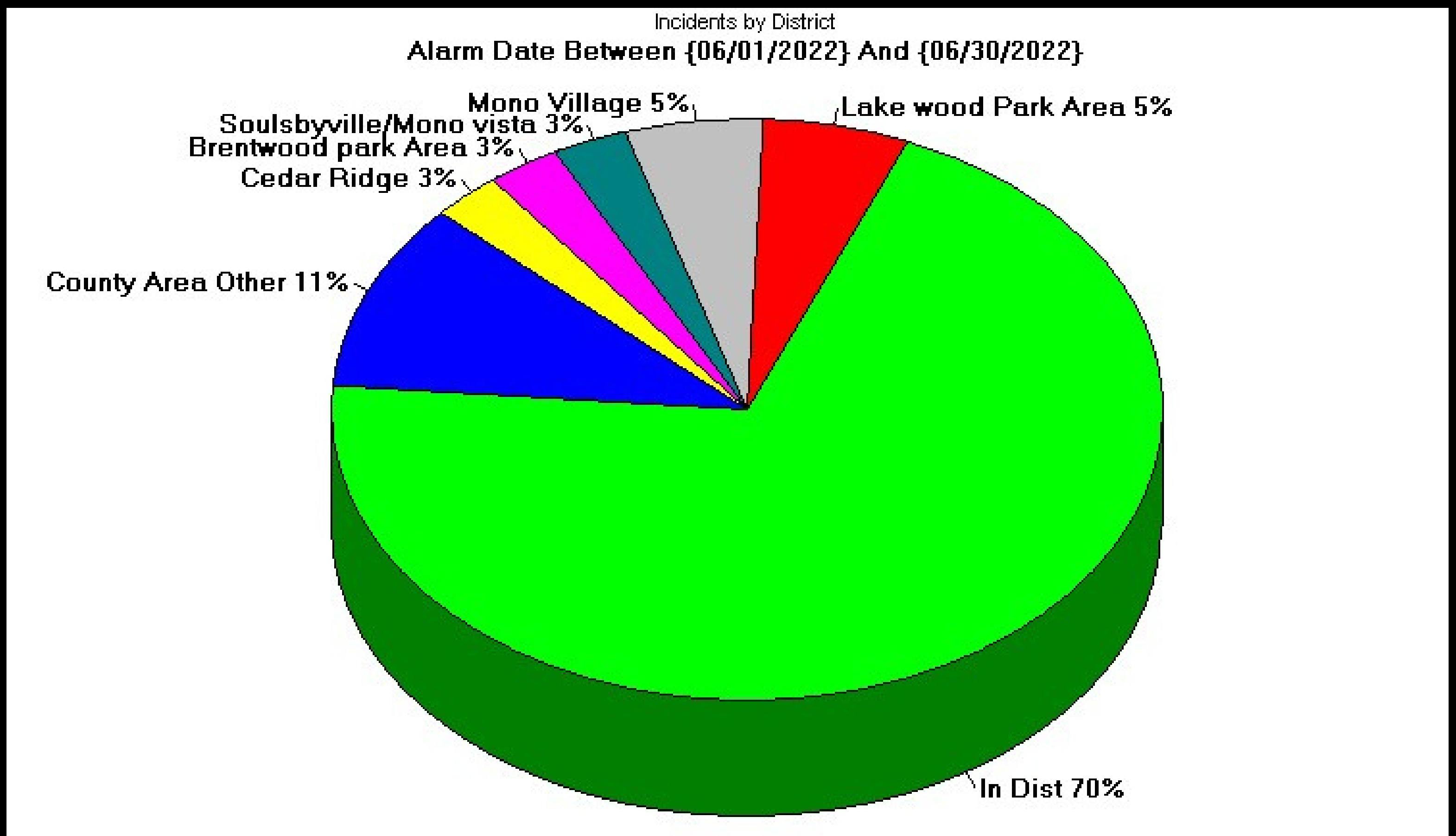
Nothing to report



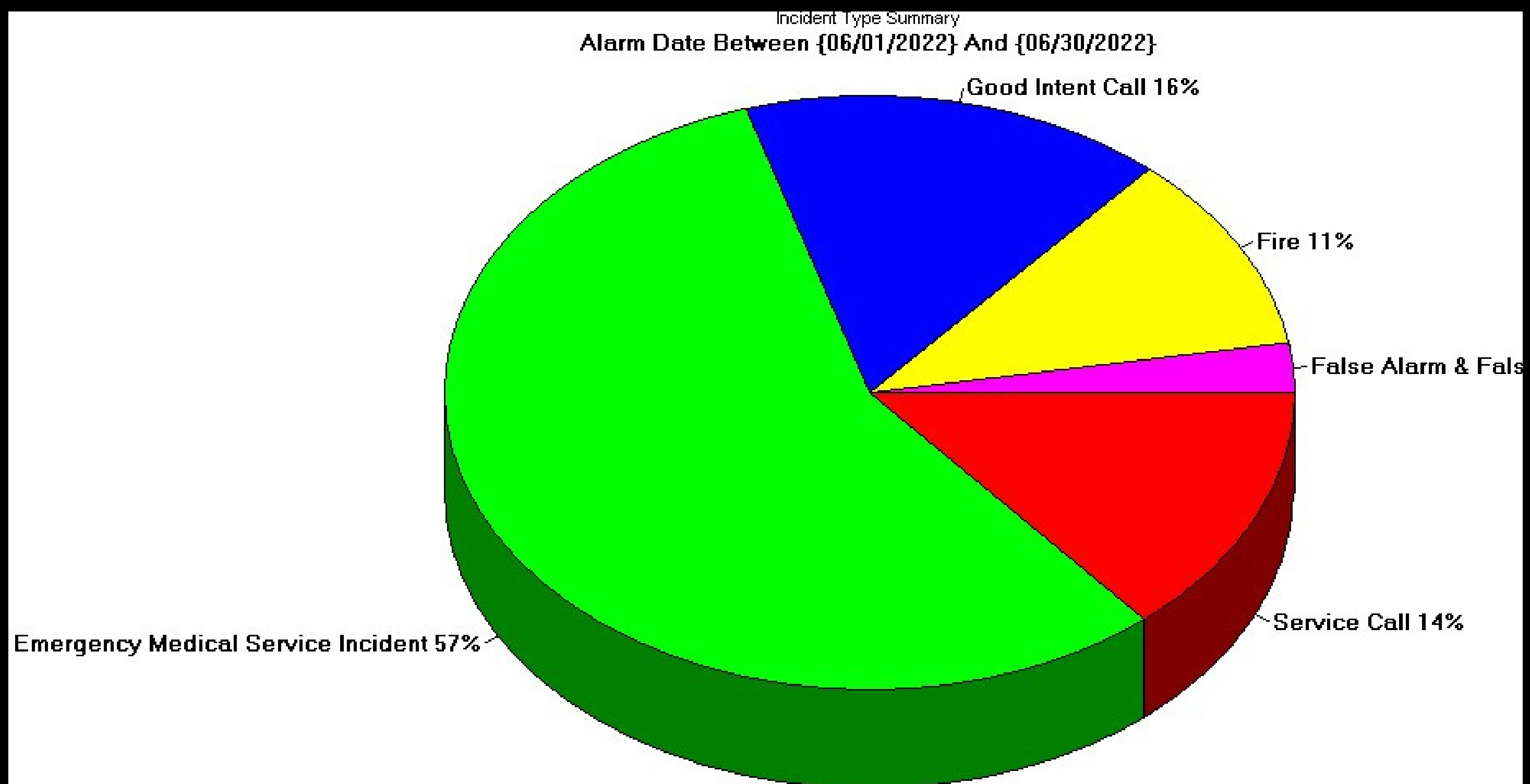
May CERT Report



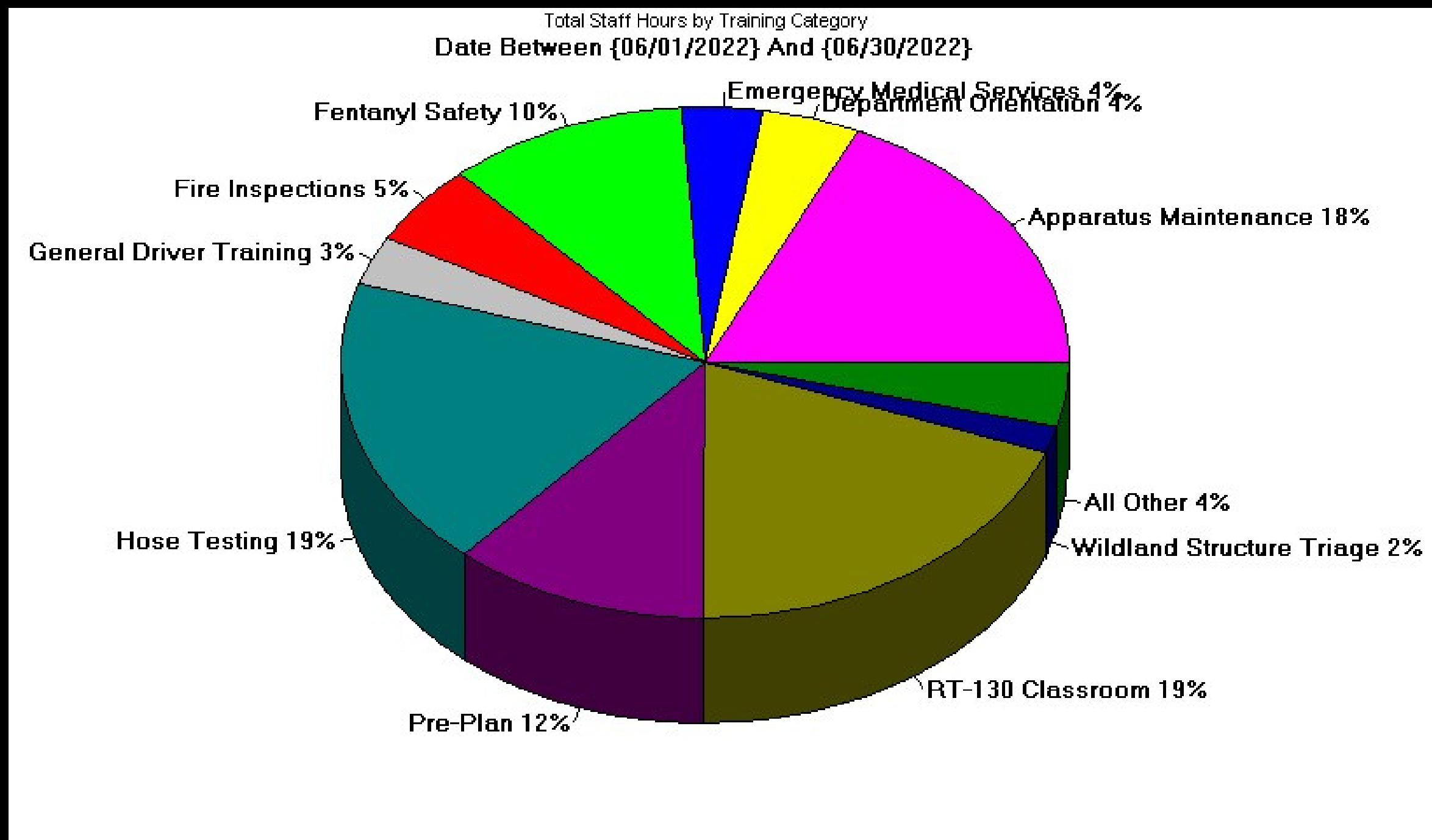
June incidents by district



June Incidents by type



June Training by type





MONTHLY UPDATE

June 2022

Mary Schreiner, Editor
Michelle Wagner and Carol Hallett, Assistant Editors
twainhartecert@gmail.com

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IN THIS ISSUE...

We hear from Program Manager Carol Hallett as we start off the warm summer months. Margaret Lawrence, our new Traffic and Crowd Control Unit Leader, is the subject of this month's Member Profile. We have some summer safety tips, in honor of National Safety Month, and we hear about our Firefighter Rehab deployment.

We also get updates on our Vehicle Maintenance and training, and from our UAS Unit Leader on mapping of emergency routes. We have a reminder on water conservation, and, with the upcoming 4th of July holiday, a reminder that **all fireworks**, including those marked "safe and sane", are **illegal in Tuolumne County**. And mark your calendars for some exciting upcoming events, including our THA-CERT/THFD fundraiser, coming up in October.

We hope you enjoy this month's issue. Our goal is to provide information to the community, focusing on safety and health.

If you have a suggestion for future articles, please contact us at twainhartecert@gmail.com for consideration of the topic by the board.



Enjoy a safe and happy 4th of July

NOTES FROM THE PROGRAM MANAGER

by Carol Hallett



Summer is upon us once again. It is hot during the day but the cooling breezes of the morning and the afternoons are absolutely spectacular. I am so thankful to live in a place called Twain Harte...that said, we all must be aware of the safety precautions for this time of year.

This newsletter will brief through those things, we all know what to do but sometimes it is how to get it done. Make big projects smaller by dividing them up and then do those smaller projects over several days. Take advantage of those cooler hours in the morning and later in the evening. Do not beat yourself up for not completing a task...there is always tomorrow.

Remember to dot your calendar with things you love to do. I decided this month to take my own advice. I sat on my deck to think about what I really like to do...and I came up with, I love picnics. I have so many meetings that I decided that some of them should include a picnic. It has made the month of June a blast.



I have had picnics with friends and family. I have had picnic meetings and picnic dinners. The locations have varied from on my property by the creek (Nana's Beach), Pinecrest Lake, Eproson Park, and I even hiked to a destination picnic. I am in heaven. Take the time and effort to make your own slice of heaven here on earth.

Do you want to meet with me? Let's plan a picnic!



DE'JA' VU FIRE

by: Matt Kain, POD Unit Leader, THA-CERT



We received a call to deploy our Firefighter Rehab crew to the Bluebell West Fire but we had been there a few months back. Could this be correct?



Same neighborhood, different house

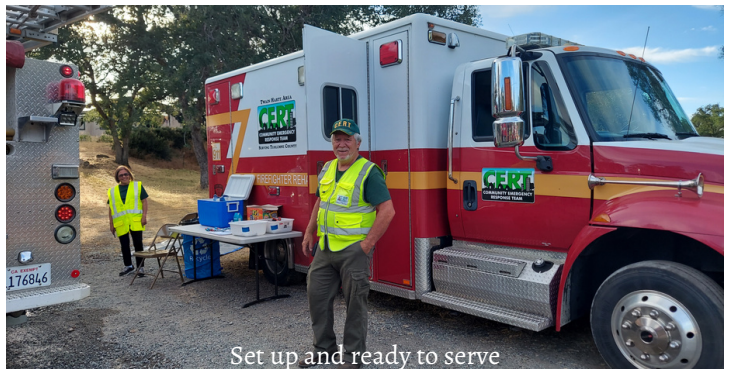
We did not question the request it was just acknowledged. Crew B was on call and responded immediately. I was to be the leader with Luz and Carol on the team. Carol was first to arrive at Vantage Point and she started getting the Firefighter Rehab truck ready to go. We went through the start up procedures, took our places in the vehicle and off we went.

We arrived on scene in 22 minutes. It was the same neighborhood as we had been to before, just a different house. Carol jumped out to find the Incident Commander. The street was lined with fire trucks, water tenders and other support vehicles from all around the county. There was no way I was going to get our truck up this narrow road.



Crew B: Carol, Luz & Matt

In no time we saw Carol coming back with the incident Safety Officer. They worked to clear a path for me to drive our truck right up front.



Set up and ready to serve



First responders came in force

Crew B worked together like a well-oiled machine, we assessed our situation, made some decisions and then set up our station. Within minutes we welcomed our first firefighters.

The sun was setting as the water doused the flames and the crews soon were taking items out of the house to make sure there were no smoldering items. Mop up is a messy job but vital to ensuring the fire will not flare up again.



After Action Brief

In the end the fire fighting team assembled to have an After Action Brief and then we were all dismissed.

We packed up our gear and made the drive back to Vantage Point. We put everything away so that the next crew that is called out will have a safe and effective deployment.

FIREWISE QUICK START MEETING

by Ann McInerney, Twain Harte Heights
FireWise Community



A FireWise Quick Start Meeting was held at the Twain Harte Community Services Division building on June 13th. There were 21 enthusiastic attendees. The geographic focus of this meeting were the cities of Twain Harte up to Strawberry. Carol Hallett was the facilitator. Two FireWise Neighborhood Leaders also were in attendance: Patricia Herrera (Mark Twain/Sierra) and Anne McInerney (Twain Harte Heights). Fire Chief Neil Gamez was called away so was unable to attend the meeting. He is a strong proponent of the FireWise program. The first FireWise neighborhood created in Twain Harte was Cedar View. There are now 6 certified FireWise communities in the area and we may be adding an additional 7 neighborhoods based on the attendees. Our goal is to have contiguous properties/neighborhood in our area of focus



Carol started with the “5 steps”. The first step is to create your committee of at least two people. Step two is to define your neighborhood. You can start with 8 households and if you are really ambitious, 2,500!! She suggested not to do that! The third step is the map of your neighborhood. The fourth step is the Risk Assessment and the final step, is your three year Action Plan.

She then went into some detail on the Five Steps. When looking at the parameters of your neighborhood for step two, what makes sense to you? After you define your

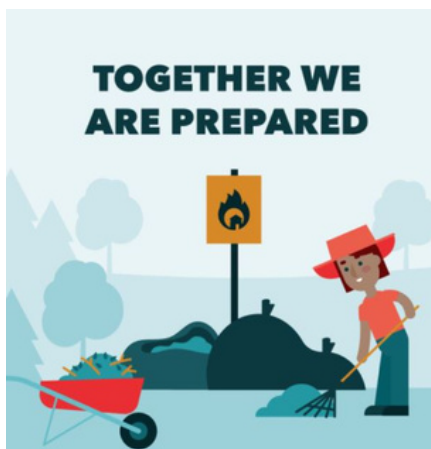
neighborhood, give it a name. The map is the next step – you will contact the county’s GIS specialist and provide him the streets of your neighborhood. He will provide you a map with parcel numbers, owner’s names and addresses. The Risk Assessment sets the baseline for the conditions in your neighborhood. The Action Plan delineates the line of attack that comes as a result of your Risk Assessment. The Action Plan could take the form of monthly work parties in which a specific property is cleaned up. Carol suggested that you make a folder in which to place your map, Risk Assessment, Action Plan and neighborhood contact list. On the front of the file, write in your FireWise User Name and Password for the FireWise website (this is where you will upload your documents and complete the application).

The attendees of the meeting will be sent a package that will include samples of the Neighborhood Map, Risk Assessment and Action Plan, a task list which will enumerate the steps to be taken and provide contact information for the county department that will provide your neighborhood map, Fire Department and CalFire personnel as well as contacts on the county level. Some of these contacts will be utilized during the application process, others when you hold your neighborhood meetings after your application has been submitted. Carol pointed out that we are the worker bees, the list of contacts provide us support. FireWise is a grassroots organization, where neighbors help neighbors.

FIREWISE QUICKSTART MEETING, cont'd

Carol then introduced TJ Moyle, from the company “A Cut Above”, a property management company who is now offering dumpster rentals for green waste as well as hauling and brush removal. Additional steps Carol talked about were road side clearance so no driver would need to drive through a “fire tunnel”. There was discussion about what a shaded fuel break is (create a park-like setting by thinning trees, trimming them up and removing ladder fuels.). A side benefit to that, is you create a healthier environment for your trees by taking away the competition for water and soil nutrients. The meeting was then opened up to questions and answers.

We look forward to welcoming in new FireWise communities and will be holding another Quick Start meeting soon.



FIREWISE USA[®]
Residents reducing wildfire risks

THA-CERT VEHICLE MAINTENANCE

by Mike Mandell, Team Leader, THA-CERT



Our CERT vehicles are in great shape, thanks to some recent vehicle maintenance, The Firefighter Rehab vehicle got two new front tires, thanks to Chief Neil Gamez, THFD, and an alignment, donated by G&H Service in Sonora. Thanks to you both for your donations; our FF Rehab vehicle is in the best condition it has ever been.

The UAS truck had an oil change this month, too.



We also trained a new driver for the Firefighter Rehab vehicle. Margaret Lawrence is our new relief driver for FF Rehab.

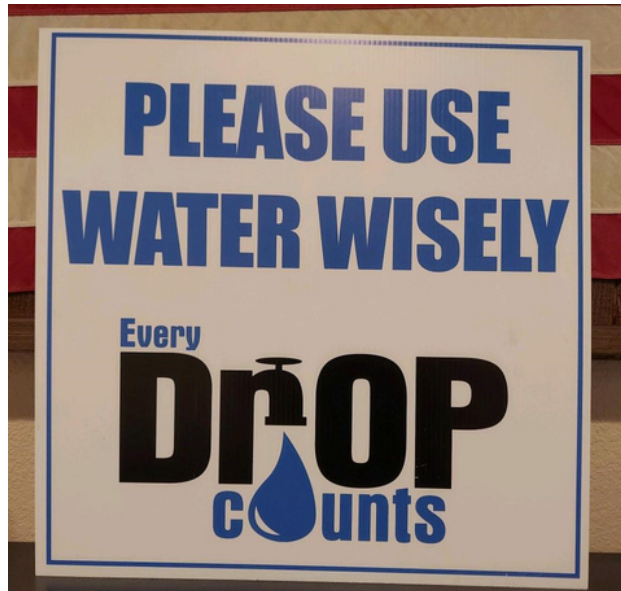
Any THA-CERT members who are interested in becoming trained as drivers, please let me know

WATER CONSERVATION

by Twain Harte Community Services District



The last six months rank as the 4th driest on record. The Sierra snow pack, which provides more than 40% of California's water supply, melted quicker than normal and much more of it absorbed into the ground and evaporated into the air than we have seen historically. This means that the flows coming into our two small water storage reservoirs (Lyons and Pinecrest) are not sufficient to keep them as full as normal. In other words, our region's water supply is very limited this year.



Drought is "normal" in California and so we are always watching the water supply and planning to ensure our community has a reliable water supply no matter what may come. We have made several water supply reliability improvements since the last drought, such as installing grant-funded groundwater wells, but we still need to work together to protect our water supply.

While we are not requiring you to conserve water at this time, with an extremely limited water supply this year, we would like encourage you not to waste water.

For more information regarding drought, rainfall, snow pack, water supply, and ways in which you can conserve water, please check out the links at:

<https://www.twainhartecsd.com/water-supply-information>



Reminder: All Fireworks are illegal in Tuolumne County, including those labeled "Safe and Sane"

MEMBER PROFILE: MARGARET LAWRENCE

by Mary Schreiner, PIO, THA-CERT



As you may have read in last month's issue, Margaret Lawrence is now the Traffic and Crowd Control Unit Leader. We first met Margaret when we were assisting Tuolumne County Public Health with the drive-through COVID vaccine clinics last year. She made an immediate impression on us all and I know at least one of us (me) gave her the hard sell on joining CERT (I think it was the free backpack that finally convinced her to join). I sat down with Margaret over coffee the other day to learn a bit more about her.

Margaret was born and raised in Vermont. After graduating from the University of Vermont with a degree in biology, she found a job with the US Forestry Service as a firefighter in Porterville, CA. While with the USFS, she also earned her EMT certificate, along with qualifying to teach first aid and CPR.



Margaret hiking at Pinecrest

Her job took her to Shasta Trinity NF, where she worked as a biologist. It was while she was



Margaret and Maria bird watching

working at Shasta Trinity that Margaret met her wife, Maria. When Maria got a job working in Stanislas NF in 1990, the couple moved to Tuolumne county. Margaret got a job working with CalTrans as a biologist and worked there for 26 years, retiring as an Environmental Manager.

Margaret is an avid bike rider, completing the AIDS ride in 2014 riding from San Francisco to Los Angeles. She and Maria enjoy hiking with their two dogs, bird watching and clearing brush around their property, well not that so much!



Margaret "half way to LA" during the 2014 AIDS bike ride

Like a lot of us, Margaret wanted to contribute and help the community during the pandemic and volunteered with Tuolumne County Public Health at the vaccine clinics. She says she was somewhat familiar with CERT prior to that, having seen CERT volunteers somewhere. That chance assignment from Public Health was our good fortune as we gained an active member who fits naturally into our team.



Margaret taking a nap with Scout

SUMMER SAFETY TIPS

by: John Buckingham, Safety Officer, THA-CERT



In 1996, the National Safety Council designated June as National Safety Month. The goal was to increase awareness of the leading safety and health risks facing employees and decrease the risk for workplace injuries and deaths in the U.S. 2022 marks 26 years of National Safety Month.

Here are some safety tips for Summer:

1. Stay Hydrated. Thirst isn't always a reliable early indicator of the body's need for water. Many people, particularly older adults, don't feel thirsty until they're already dehydrated. That's why it's important to increase water intake during hot weather or when you're ill.
2. Protect Your Skin. Use a sunscreen 30 minutes before going out and reapply after heavy exertion or spending time in the water.
3. Water Safety.
 - Remember to always have adult supervision for children.
 - Every person on a boat or other water craft needs to wear a life vest or PFD (personal flotation device). Pets on boats need PFDs, too.
 - Be aware of the signs of drowning; drowning isn't about loud splashing and noise (though you should respond to that too!):
 - Head low in the water, mouth at water level.
 - Head tilted back with mouth open.
 - Eyes glassy and empty, unable to focus.
 - Eyes closed.
4. Eye Safety. The sun's ultraviolet (UV) light can harm the eyes.
 - Wear eye protection when outdoors, especially on sunny days.
5. Sports Safety. To help prevent sports injuries:
 - Wear the right safety gear and equipment.
 - Make sure the playing environment is well-lit and appropriate for the sport.
 - Enforce safety rules.
 - Stay hydrated during and after sports.
 - Take breaks while training and during games to prevent overuse injuries.
6. Pet Safety. Remember your furry friends during warm weather.
 - Have water available for your pets at all times; Outdoor pets need access to shade at all times.
 - During extreme heat (and cold), bring outdoor pets inside
 - Avoid walking dogs during the hot part of the day.
 - Don't leave dogs alone in cars in hot weather
7. Yard Work Safety.
 - Always use appropriate protective gear when using power tools and yard equipment.
 - Stay fire safe by only using lawn mowers to mow grass; for dry weeds and vegetation, use a line trimmer or other equipment that will not cause a spark.
 - Follow the owner's manual for each piece of equipment for instructions on how to use it safely.
 - Follow all burning restrictions and guidelines.



KNOW WHERE TO GO

by Michelle Wagner, UAS Unit Leader, THA-CERT

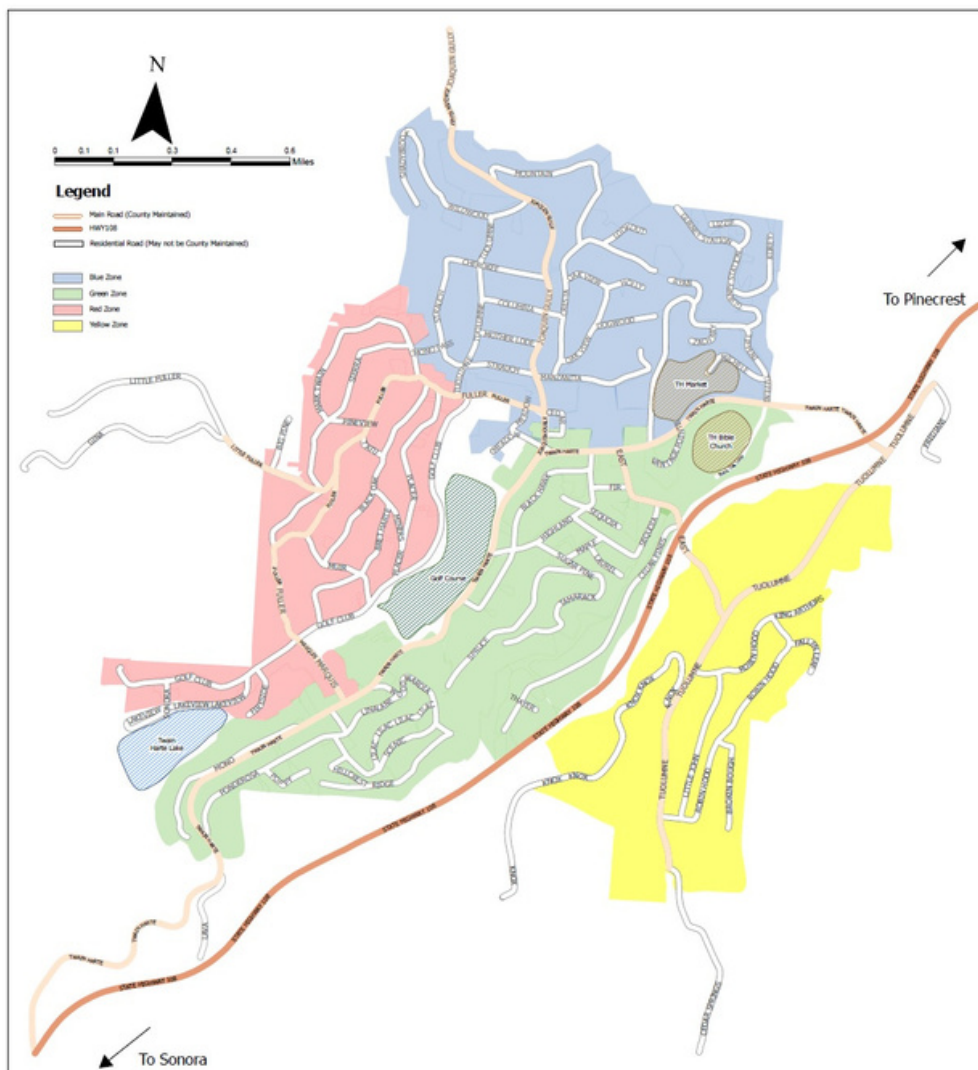


The Twain Harte Community Services District along with the Twain Harte Fire Department (and a little help from THA-CERT member Michelle Wagner) have developed an “Egress Map” to help residents and visitors alike learn and plan their evacuation routes in the case of a wildland fire.

The map enumerates different evacuation zones and identifies larger “feeder” roads that may be the fastest routes out in the event of an emergency. If those roads are impacted by heavy traffic, then the map can be used to plan other ways out.

The time is now to start planning. Pick up a copy of the map at the Twain Harte Community Services District office at 22912 Vantage Point Drive in Twain Harte.

Know Your Twain Harte Egress Routes



Get to Know Your Egress Route:

1. Find your home on the map and identify your Zone.
2. Identify the shortest routes from your home to the Main Roads.
3. Identify multiple routes out of town.
4. Pick a different route to take home once a week to become familiar with road conditions and the amount of time each route takes you.
5. Knowing and practicing your egress routes will enable you to leave the area quickly and safely in an emergency and will help you follow any evacuation orders issued by the Tuolumne county Sheriff.

WHERE DOES THE TIME GO?

by Lise Lemonnier, Planning Section Chief, THA-CERT



The total THA-CERT volunteer hours for June are:

Administration = 120

Training = 14

Deployment = 9

Total May hours = 143



WHAT'S NEXT?

July

Events

Visit Tuolumne County:

<https://www.visittuolumne.com/events>

Twain Harte Chamber of Commerce:

<https://www.twainhartecc.com/events>

Summer Outdoor Market & Car Show - Gearhead Revival

Location: Downtown Twain Harte

Date, Day & Time: Saturday, July 23 & Sunday July 24, 2022
10:00-5:00

Training

Traffic Control Training - Twain Harte

Subject: Training & Drill on Traffic Control

Trainer: California Highway Patrol (CHP)

Location: 18775 Manzanita Dr, Twain Harte, CA

Date, Day & Time: Saturday, July 30, 2022 0900-noon

Save The Date!

Support our Firefighters Dinner & Music

Location: Inner Sanctum Cellars, 22004 Parrotts Ferry Rd

Date, Day & Time: Wednesday, October 19, 2022

6:00-9:00 pm (1800-2100) Buy your tickets NOW!

Holidays

Independence Day, Monday, July 4, 2022

Reminder: All fireworks are illegal in Tuolumne County, including those marked "safe and sane".

Meeting

THCSD Board Meeting

<https://www.twainhartecsd.com/board-meetings>

Wednesday, July 13, 2022, 9:00 am

CERT & Fire Association Board Meeting

Thursday, July 14, 2022, 9:30 am



Happy Independence Day

SAVE THE DATE!

You Are Cordially Invited...

...to join us for our July training. This month's training is on Traffic and Crowd Control

- Instructor from CHP
- Learn how to stay safe while helping your community
- Be prepared to help your neighbors during an evacuation event or other emergency



Saturday, July 30th
9 am to 12 pm

Twain Harte Community Center,
18775 Manzanita Drive, Twain Harte
(behind car wash)

Twain Harte Area CERT members,
please bring your high-visibility vests to
the training.

Community members who attend will
be provided with high-vis vests.



For more information, please contact THA-CERT at TwainHarteCERT@gmail.com

Have dinner with us and support

TWAIN HARTE AREA
CERT
COMMUNITY EMERGENCY
RESPONSE TEAM
SERVING TUOLUMNE COUNTY

THFD
TWAIN HARTE FIRE DEPARTMENT

Cost: \$45 per person
after Labor Day the price goes up to \$50/person

Your Ticket Includes:

- All you can eat Taco Dinner
- One beverage
- Live Music

Tacos by Sergio

Music by Jill Warren

Wednesday, October 19, 2022
6:00 - 9:00 pm (1800-2100)
Inner Sanctum Cellars Basecamp
22004 Parrotts Ferry Road, Columbia, Ca

Purchase tickets:

- Venmo: @CERT_Fire
- twainhartecert@gmail.com

This event will sell out so get your tickets NOW!

All profits will go towards feeding and rehydrating our firefighters during a fire.



TWAIN HARTE CSD OPERATIONS REPORT

What's New

- Jason Karney passed his Distribution 3 license state exam.
- We gave a water plant tour to the Twain Harte Elementary 7th grade class.



Water/Sewer/Park
Division

For June 2022

Board Meeting 7/13/22

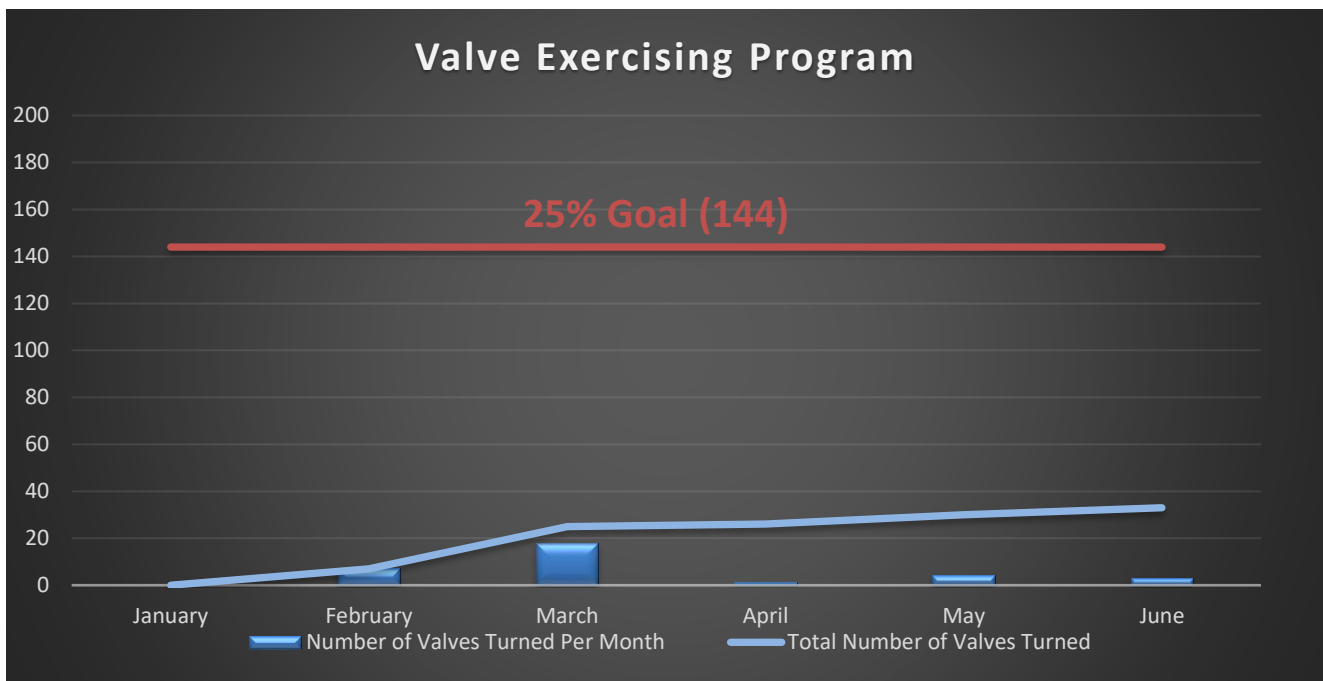


Highlights



Water

- Number of customer service calls were below average for this time of year (25-45) for a total of 21.
- 7 USA North Dig Alerts marked out (context in development).
- Valves inspected and maintained out of 575: 33 or 5.7%.
(Context: 25 were inspected and maintained by this time last year with an annual goal of 25%)



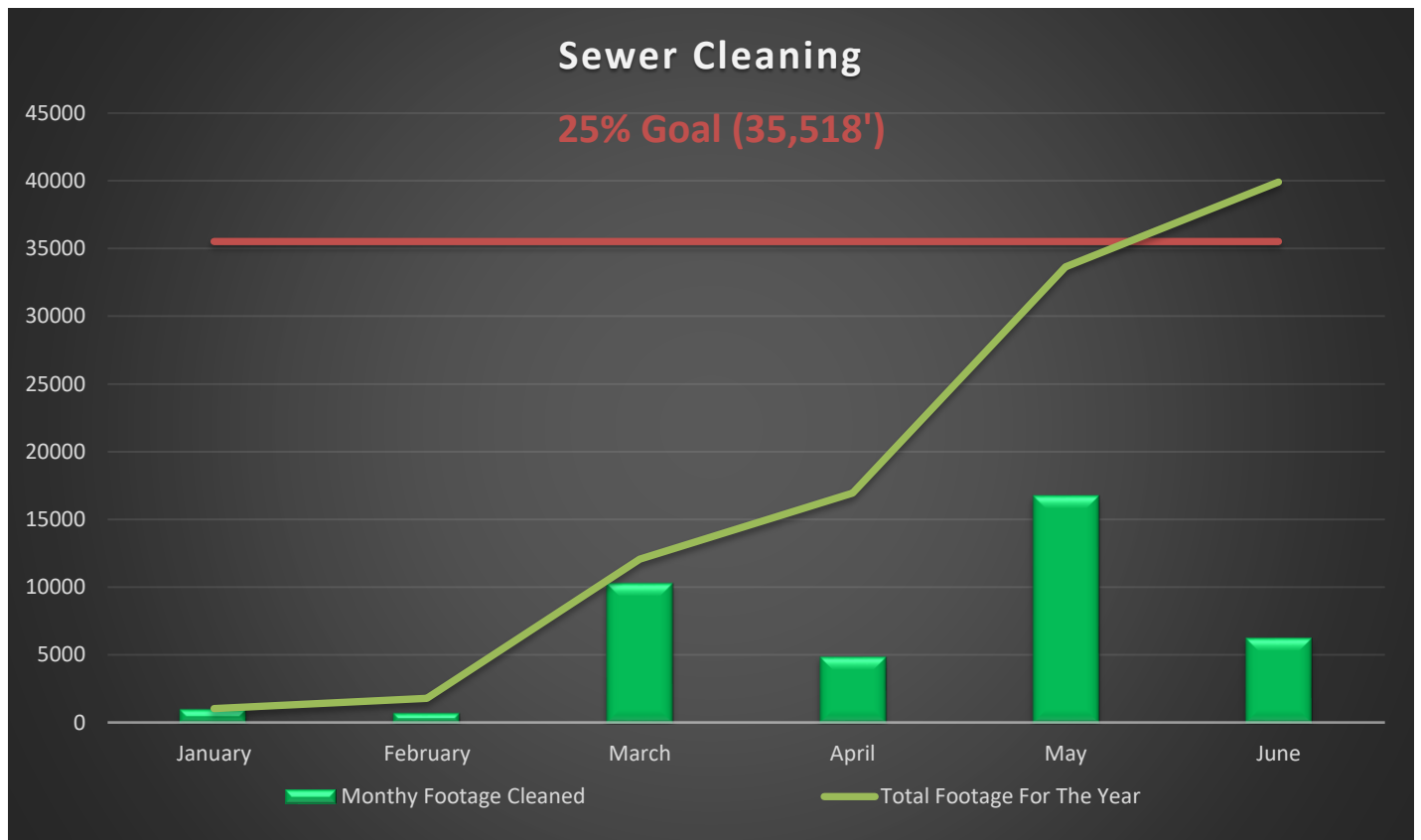
- Multiple service line and valve leaks repaired on Golfclub and Meadow



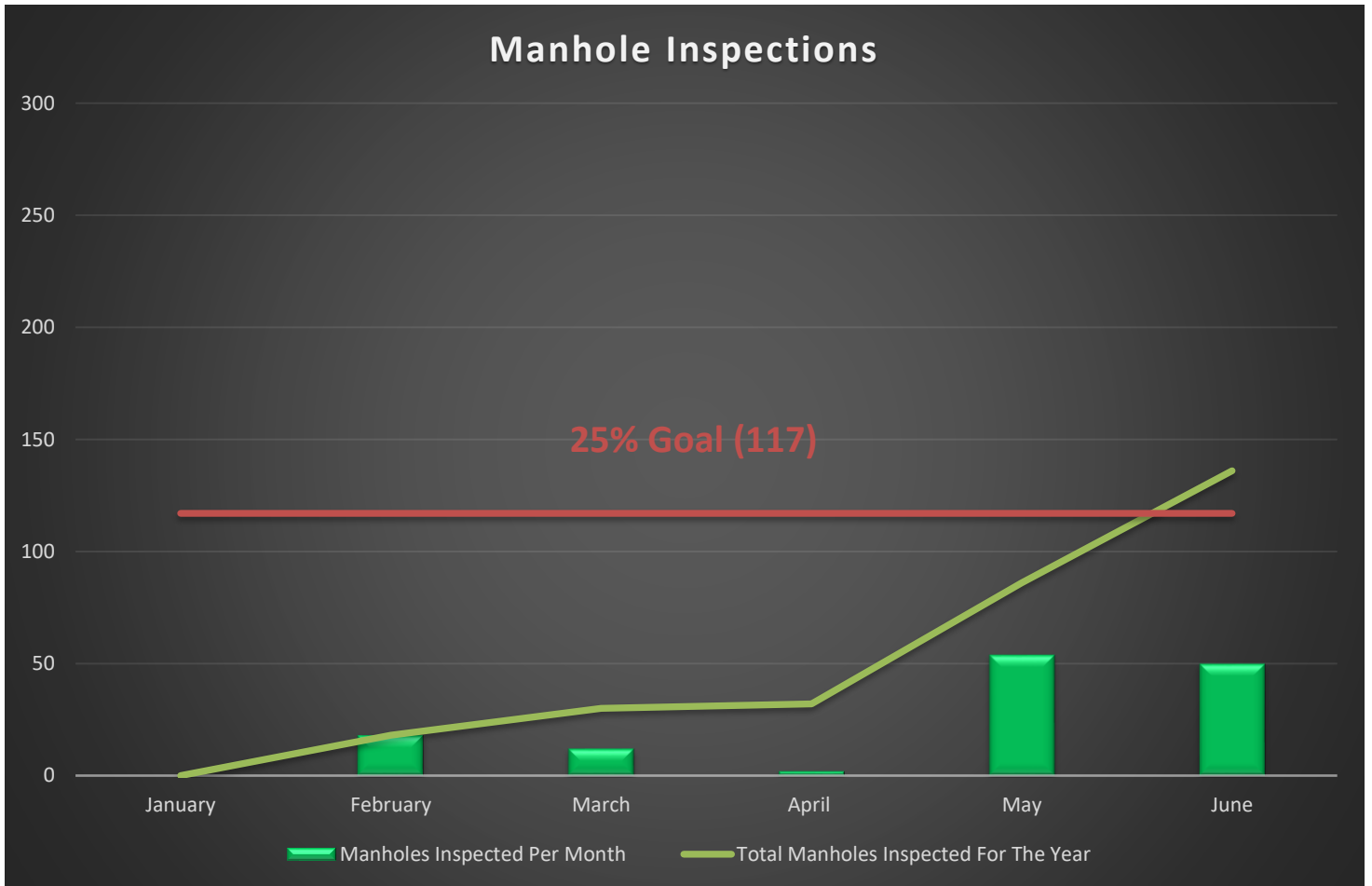


Sewer

- Number of customer service calls were slightly above average for this time of year (1-5) for a total of 6.
- Sewer main footage cleaned out of 142,072': 39,910' or 28.1%.
(Context: 5622' were cleaned by this time last year with an annual goal of 25% cleaned).



- Manholes inspected and maintained out of 468: 86 or 29.1%. (Context: 84 were cleaned by this time last year with an annual goal of 25%).



Parks and Recreation

- Additional toilet paper dispensers were installed in the park restrooms.
- Pergola posts got some well-deserved love by Chris Bjornmose. Caps to be completed shortly.



- Tennis and Pickleball courts cracks repaired and the screens were put back up.



- Majority of the ballfield lights were replaced by Motherlode Tree Service



Vehicles and Equipment

- Several of our standby generators received break-in, annual servicing as well as some repairs (corroded battery cable below).





THCSD Water Sewer and Park crew would like to wish Fred Eldred a wonderfully rich and enjoyable retirement!!!

Year: 2022

Month	Treatment Plant (Gal)	Well #1 (Gal)	Well #2 (Gal)	Well #3 (Gal)	Total Recycled (Gal)	Total Production (Gal)	2013 Total Production (Gal)	Percentage Conserved (%)	Rain (inches)	Snow (inches)
Jan	2,615,579	1,154,015	1,991,891	204,178	243,611	5,965,663	8,304,262	28.16%	0.15	0
Feb	2,020,580	980,732	1,821,746	0	157,417	4,823,058	5,836,362	17.36%	0	2
Mar	2,634,940	1,059,070	2,080,661	0	172,648	5,774,671	5,776,198	0.03%	1.39	4
Apr	2,354,273	996,645	2,046,546	0	155,127	5,397,464	6,737,931	19.89%	2.22	0.5
May	4,375,366	1,006,241	2,125,140	0	210,770	7,506,747	9,624,851	22.01%	0.08	0
Jun	6,039,675	935,880	2,066,959	0	286,358	9,042,514	11,912,958	24.10%	0.016	0
Jul						0				
Aug						0				
Sep						0				
Oct						0				
Nov						0				
Dec						0				
Total	20,040,413	6,132,583	12,132,943	204,178	1,225,931	38,510,117	48,192,562	20.09%	3.856	6.5

GM REPORT

JULY 13, 2022



ADMIN ACTIVITIES

- Annual Reviews & FY 22-23 Goal Setting
- TH Meadows Park Design
- Water System Planning Grant
- Engine 721 Replacement & Insurance Claim
- New Budget Set-up and FY 21-22 Budget Closeout
- Ongoing Lawsuits
- Records Retention Organization & Destruction

CAPITAL PROJECTS

Motor Control Center (MCC) Upgrade

Budget: \$150,000

Condition assessment revealed complete MCC replacement is necessary instead of upgrade, which may cost more than original upgrade budget. Design is almost complete and will be followed by 6-month procurement and installation in early 2023.

Twain Harte Meadows Park

Budget: \$1,632,400

A grant-funded project to build a new, community-designed park adjacent to Eproson Park. 60% design is complete. Initial construction anticipated to begin in fall.

Million Gallon Tank #2 Rehabilitation

Budget: \$1,275,000

Grant-funded project to replace tank roof, reinforce support structure and recoat interior and exterior of tank. Anticipated design in fall 2022 and construction in summer 2023.

Fire Station Backwall Excavation & Sealing

Budget: \$35,000

Awarded a construction contract to keep drainage from seeping through apparatus bay walls. Completion anticipated this summer.

SCADA Upgrade Project

Budget: \$300,000 Water / \$100,000 Sewer

Design of SCADA system to remotely operate, monitor and control water and sewer system facilities to begin in summer 2022.

MEETINGS OF INTEREST

- 6/24 Tennis Court Resurfacing Meeting
- 7/2 TH Homeowners Annual Meeting
- 7/11 Eagle Scout Project Meeting
- 7/13 Bocce with the GM & Ops Manager
- 7/14 Twain Harte Download

PLANNING PROJECTS

Water and Sewer Rate Study

Budget: IN-HOUSE STAFF

Staff has initiated a new water and sewer rate study to evaluate if rate increases are needed over the next five years. Anticipated 2022 completion.

Water System Evaluation/Analysis

Budget: \$499,053

Hydraulic model, water loss analysis and risk assessment complete. Identification/prioritization of capital projects is underway, as well as design of Sherwood Forest water lines replacement.

FUNDING OPPORTUNITIES

PROP 68 RURAL RECREATION - \$1.25M

TH Meadows Park / Awards: September 2022

FEMA SAFER GRANT - \$1M

Engineer Staffing / Due: Fall 2022

MULTI-BENEFIT DROUGHT GRANT - \$1.275M

MG Tank #2 Rehab / AWARDED

PROP 68 PER CAPITA GRANT - \$177,953

New Park Improvements / AWARDED