

Orlando Fuentes, President  
Jim Luttrell, Vice President  
Gil Albiani, Director  
Rod Brewer, Director  
Jaclyn Moreno, Director



Joshua Green, General Manager  
Sigrid Asmundson, District Counsel  
Michael McLaughlin, Fire Chief  
Nitish Sharma, Chief Administrative Officer  
Paul Mewton, Chief of Planning,  
Design and Construction

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## REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY, AUGUST 19, 2020

**EXECUTIVE SESSION – 5:30 P.M.  
REGULAR MEETING – 6:30 P.M.**

**Live Broadcast  
via livestream**

<https://www.yourcsd.com/AgendaCenter/Board-of-Directors-2>

### CORONAVIRUS DISEASE (COVID-19) ADVISORY

**UPDATE:** On July 13, 2020 the California Governor announced the closure of indoor operations in certain sectors of the State. Pursuant to the Sacramento County Public Health Order, effective July 14, 2020 at 3:00 pm, most indoor gatherings are prohibited. For the health and safety of our Board, employees and the public, and to prevent the spread of COVID-19 in compliance with the new State and County Health Orders, the public will not be allowed to physically attend the Board meeting.

Consistent with Executive Order N-29-20, the meeting will be broadcast via livestream. In-person participation by the public will not be permitted and no physical location from which the public may observe the meeting will be available.

Public participation is available in the following ways:

- 1) Live Broadcast via livestream at: <https://www.yourcsd.com/896/Live-Board-Meeting>.
- 2) Email public comments to [clerkoftheboard@yourcsd.com](mailto:clerkoftheboard@yourcsd.com) by 6:30 pm, Wednesday, August 19. Public comments received after this time might not be received in time to be read into the record but will be included in the written record. The Clerk will read the comments submitted via email out loud during public comment, subject to the customary 3-minute time limitation. If your comment concerns a specific agenda item, please note the item in the subject line of your email.
- 3) Leave a voice mail for the Clerk of the Board at 916-405-7169, and the item you wish to comment on and the Clerk will play the voice mail when the item is up for consideration. The customary 3-minute time limitation will be observed.

If you encounter difficulties submitting a public comment via email, please contact the Clerk's office at 916-405-7169 by the 6:30 pm deadline and leave a message. Your comment will be played during the meeting.

## **AGENDA**

**Note:** All items submitted for the Agenda must be in writing. The deadline for submitting these items is 4:00 P.M. on the Monday one week prior to the meeting. The Secretary of the Board receives all such items.

### **EXECUTIVE SESSION – 5:30 P.M.**

1. Call to Order
2. Communications from the Public
3. Recess to Executive Session
  - a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Initiation of Litigation Pursuant to Paragraph (4) of Subdivision (d) of Section 54956.9: 1 case

### **REGULAR BOARD MEETING – 6:30 P.M.**

#### **A. CALL TO ORDER**

1. Report Out of Executive Session
2. Session Roll Call
3. Pledge of Allegiance
4. Moment of Silence

#### **B. ANNOUNCEMENTS/PRESENTATIONS**

None

#### **C. DEPARTMENT REPORTS**

5. Administrative Services Department Report – (N. Sharma)
6. Parks and Recreation Department Report – (S. Sims)
7. Fire Department Report – (M. McLaughlin)

#### **D. COMMUNICATIONS FROM THE PUBLIC (Non-agendized items)**

This is the time and place for the general public to address the Board of Directors. State law prohibits the Board from addressing any items not previously included on the Agenda. The Board of Directors may receive testimony and set the matter for a subsequent meeting. Comments are to be limited to three minutes per individual at the discretion of the President. Individuals representing a group or an organization shall be permitted five minutes. Comments relating to similar issues should be brief, concise and non-repetitious. Speakers should state their home or business address when commenting to the Board.

**Note:** Under the provisions of the California Government Code, the Board is prohibited from discussing or taking immediate action on any non-agendized item unless it can be demonstrated to be of an emergency nature or the need to take immediate action arose after the posting of the agenda.

## **E. CONSENT CALENDAR**

The following Consent Calendar items are expected to be routine and non-controversial. They may be acted upon by the Board at one time without discussion. Any item may be removed by a Board Member for discussion or clarification. Members of the public wishing to comment on any Consent Calendar item may do so before Board action.

8. Approve the August 5, Regular Board Meeting Minutes.
9. Receive and File the Informational Report on the Sacramento Tree Foundation Tree Planting Project at Emerald Lakes Golf Course.
10. Approve Resolution No. 2020-35 Designating Officials Authorized to Apply for Disaster Assistance.
11. Approve Resolution No. 2020-40 Consenting to the Recording of a Pedestrian Easement and Public Utility Easement on Station 78.
12. Approve Contract with FGI Group Investigations for Background Investigative Services.
13. Authorize the General Manager to Execute an Agreement with Integrated Fire Systems, Inc. for Monitoring, Testing, Inspection and Repair of District Fire System Equipment.
14. Adopt Resolution No. 2020-41, authorizing the General Manager to Appoint the Fire Chief, Deputy Fire Chief, or Assistant Fire Chief as the District's Representative to the SRFECC Board.

## **F. PUBLIC HEARINGS**

None

## **G. STAFF REPORTS**

The President will open the meeting for public input if the Board desires to take action on any item(s).

15. **SUBJECT:** Cosumnes Community Services District Inclusive Language Guide Presentation. (K. Gonzalez)

### **RECOMMENDATION:**

- 1) Receive and file the District Inclusive Language Guide.

## **H. INFORMATIONAL ITEMS**

16. Note from Mr. Brian Davis complimenting the District and staff for the excellent parks system.
17. Note from Mr. Mel Osborn from East Lawn Cemeteries thanking Public Education Officer Laurel Schamber for helping with their fire extinguisher training.
18. Note from Mr. Mark Smylie thanking the District's first responders for all the work they do for the community.
19. Note from the Sacramento County Sheriff's Office thanking the District for the mutual aid and support provided during the protests in Sacramento.

## **I. BOARD OF DIRECTOR'S BUSINESS**

20. Miscellaneous Reports
21. Meeting/Event Approval
22. Meeting/Event Report

## **J. IDENTIFICATION OF ITEMS FOR FUTURE MEETING**

This is the time for the Board of Directors to identify the items they wish to discuss at a future meeting. These items will not be discussed at this meeting, only identified for a future meeting. This is also the time for scheduling Board Workshops or special meetings.

## **K. ADJOURNMENT**

**Note:** *Disabled Accommodations.*

*The Cosumnes Community Services District will make reasonable accommodations for persons having special needs due to disabilities. Please contact Elenice Gomez, Assistant to the General Manager, at 8820 Elk Grove Blvd. Elk Grove, CA 95624, phone (916) 405-7169, at least 48 hours prior to the meeting, to allow time to provide for special accommodations.*

**Note:** *Review and Copies of Agenda, Agenda Reports and Material.*

*Prior to each Meeting, copies of the Agenda, Agenda Reports and other materials, as well as any public record relating to an open session agenda item that is distributed within 72 hours prior to the meeting, are available for public review at the Cosumnes Community Services District's Administrative Office during normal working hours. In addition, a limited supply will be available on a first come, first serve basis at the meeting.*

*Certificate of Posting of Agenda*

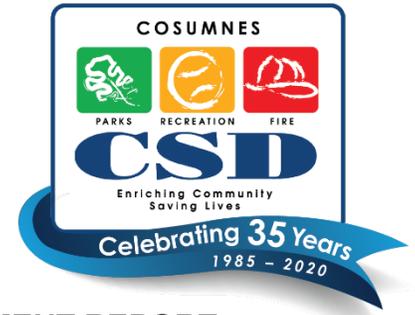
*I hereby declare that the foregoing Agenda for the August 19, 2020 Regular Meeting of the Cosumnes Community Services District Board of Directors was posted on August 13, 2020 at 8820 Elk Grove Blvd., Elk Grove, California, 95624, and was available for public review at that location.*

*Signed this 13<sup>th</sup> day of August 2020*



# STAFF REPORT

**DATE:** August 19, 2020  
**TO:** Board of Directors  
**FROM:** Nitish Sharma, Chief Administrative Officer  
**SUBJECT: MONTHLY ADMINISTRATIVE SERVICES DEPARTMENT REPORT – JULY 2020**



**VISION:** A regional leader dedicated to providing superior fire, emergency medical and parks and recreation services that enrich the community and save lives.

**MISSION:** To enhance the quality of life for those residing in, doing business in and visiting the community. The CSD strives to provide balanced services to all areas of the community, while being responsive to individuals.

## GOAL 1 – The CSD will make safety a priority in all operations.

- Business and Public Affairs staff hosted staff orientations with over fifty staff to review emergency action plans, and safety protocols.
- Business and Public Affairs staff ordered and distributed masks preparing for staff returning to work with the opening of pools.
- The Safety Committee continued discussions and reviewed safety trainings.

## GOAL 2 – The CSD will ensure its financial stability, accountability and transparency.

- Staff participated in the District's annual interim audit process to review and update the internal controls or other measures put in place to the safekeeping of the District assets.
- Human Resources conducted an informational session on the Deferred Compensation Plan Request for Proposal Process with District labor partners. The District is updating the deferred compensation vendor options for the employees to achieve a lower cost of services and maximizing the return on investments based on the employees desired risk.
- Sponsorship specialist collaborated with Chief of Planning to submit application for SMUD Shine Grant for Elk Grove Nature Park.
- Finance prepared and completed the District's interim audit for the 2019/20 fiscal year in preparation of the Comprehensive Annual Financial Report (CAFR).
- Finance reviewed and validated the Special District Risk Management Authority (SDRMA) COVID-19 Recreation revenue loss report for anticipated reimbursement. A total of \$1.7 million in revenue loss were reported to SDRMA. The District is likely to receive some reimbursement based on the pro-rata share of the revenue loss suffered by all member agencies.
- Finance attended and participated within the Sacramento Countywide Oversight Meeting regarding Galt Redevelopment Agency (RDA) settlement calculation. This is an ongoing project that may result in an additional distribution of funds to the District General Fund.

### **GOAL 3 – The CSD will promote a work environment where staff can thrive.**

- Human Resources conducted an informational session for internal staff on the Budget Analyst/Senior recruitment process.
- Human Resources held a community meeting seeking input on the Fire Chief recruitment.
- Human Resources, in conjunction with executive recruiting firm Peckham & McKenney, created and posted the brochure for the Administrator of Parks & Recreation recruitment.
- Human Resources continued the process of bringing staff back into employment with the District to fill critical positions in the Recreation Department.
- Communications team celebrated National Park and Recreation Month with a social media marketing campaign to show appreciation for our District's essential park and recreation professionals.
- Information Technology team worked with the RFP vendor to complete the network improvement equipment installation.

### **GOAL 4 – The CSD will provide excellent services, programs, and facilities to address the distinct needs of the community.**

- Staff submitted an application with the Sacramento Business Journal nominating the Cosumnes Community Services District for the "Best Places to Work Award". This effort will help the District evaluate the results from the survey and guide the process to focus on the employees at all levels.
- Communications team continued to produce a weekly, digital "Summer Fun Guide" for the community to browse the current offerings, including day camps, aquatics programs, enrichment classes, and more.
- Communications team coordinated live video segments with Good Day Sacramento and Fox 40 Morning to showcase the safe reopening of Recreation Swim at both Elk Grove Aquatics Center and Wackford Aquatic Complex.
- Communications team produced video public service announcement with the Park Rangers on why the public should not feed ducks and geese in the parks.
- Sponsorship specialist coordinated with the Communication team and business partners Republic Services to show appreciation to one of Elk Grove's youngest leaders, Elliot Bittner, 4-years old. Elliot and his family tend to the Whitehouse Creek Trail Loop collecting litter and cleaning up the earth. The surprise included a visit from Sammy the Duck, a cool garbage truck toy, a basket of goodies, and a Cosumnes CSD Directors' Coin for Excellence. His garbage truck and driver event stop to show appreciation of Elliot's inspirational stewardship.
- The Website Committee continues to work with the website provider with design of the new website as well as update current website content and create new content.
- IT facilitated various community public outreach meetings via Zoom.
- IT standardized phone system greetings and options for most District facility call in numbers.

## GOAL 5 – The CSD will ensure access, equity and inclusion in all of its programs, services and operations.

- Business and Public Affairs submitted a grant application to Race Forward Innovation and Implementation Fund, Summer 2020 Arts and Culture. The funding would enhance an existing partnership with a non-profit in providing a youth conference for children of color. As part of this partnership, the grant includes funding for additional training for staff and the community on cultural sensitivity.
- Staff from the Diversity, Equity and Inclusion committee participated in a region workshop with discussions on justice, diversity, equity and inclusion.

### Webpage Visits

July	2020
Sessions	33,778
Unique Visitors	22,696
Pageviews	92,996

	Top Pages	Users
1	Home	5,352
2	Recreation-Swim	4,352
3	Coronavirus-Disease-2019-COVID-19	3,529
4	Parks-Recreation	2,907
5	Elk-Grove-Aquatics-Center	2,842
6	Wackford-Aquatic-Complex	2,470
7	Aquatics	2,271
8	Activity-Guide	1,711
9	Parks-List	992
10	Parks-Facilities-Stations	972

### Planning, Design & Construction Project Status (Facilities & Parks)

Planning		
Sheldon Farms North Project	Goal 1	Working w/ developer and City on Developer Agreement for new 2.5 acre park and trail in Laguna
Climate Action Plan	Goal 4*	Draft report completed and in staff review 7/15 Virtual Community Outreach held on 7/29
Fire & Park Impact Fee Updates	Goal 2	Completed final list of CIP projects for Nexus study work for Park Impact Fee
Elk Grove Nature Park	Goal 1*	Develop phased concept for purposes of obtaining Grants. Applied for SMUD Grant. Prop 68 applications in process
Morse Park Recreation Center	Goal 1	Draft Operations Plan/Feasibility Study in review. Board Presentation scheduled for Sept
Design & Bidding		
Fire Station 77	Goal 4	Construction Documents 60% complete. Architect revised Value Engineering proposal based on staff design committee budget. Out to bid October 2020.

Administrative Services Department Report – July 2020  
August 19, 2020

MacDonald Park Phase 2 (1 acre)	Goal 1*	Construction Documents (CD) 75% complete. Out to Bid September 2020. Scheduled completion Summer 2021
Fire Systems Monitoring, Testing, Inspection and Repair Contract - RFP	Goal 2	RFP to standardize facility fire system management in one multi year contract. RFP's due 8/4. Board Approval 8/19
Lichtenberger/Pederson Park Revitalization	Goal 2*	CD's 80% complete. Prepared letter & restroom exhibit for community outreach via mail out
BSP & Admin Flag pole installations	Goal 2*	BSP Construction scheduled for August. Admin Flagpole materials ordered, install scheduled for August
Albiani Recreation Center	Goal 2*	Board approved new name 7/15. Bid Award recommendation 8/5. Construction Sept 2020 to Jan 2021

*Construction*

Fire Station 76	Goal 4	Replaced noncompliant backflow device
Fire Headquarters	Goal 3	Built stands for new TV monitors
CSD Administration Building	Goal 3	Installed new water line for filtered drinking water
CSD Administration Building	Goal 1	Disassembled, cleared and reinstalled waste lines to achieve proper slope
Fire Station 74	Goal 3	Repaired HVAC unit
Wackford Center	Goal 3	Painted lifeguard room
Fire Station 45	Goal 4	Modified work bench to accommodate replacement extractor
Wackford Center	Goal 3	Painted 5 outside benches
Playground Surfacing Sealing	Goal 4*	Completed
Landscape Bark Installation	Goal 4*	Completed – includes Perry Ranch
Filter & Pump Replacement - Morse Park Spray-ground	Goal 4*	Completed
Oasis Community Park (20 acres)	Goal 1*	Construction is 85% complete. water play features installed, colored concrete at water play complete, multipurpose field turf installed, All shade structures installed except for roof at large structure, Planting, dog park turf install and tennis and pickleball court surfacing in progress. Phased opening, phase 1 - Fall 2020
Fieldstone North/ Milestone Trail Corridor	Goal 1*	Installing landscape along powerline and Elk Grove creek trail corridor. Construction 15%
Singh & Kaur Park (5 acres)	Goal 1*	Construction 25%, Rough Grading, underground utilities, irrigation mainline and concrete curbs completed. Fine grading and concrete flatwork in progress.

\* Indicates Goal from Parks and Recreation 2019-2022 Strategic Plan

## Finance: Accounts Payable

**735**  
INVOICES

**609**  
CHECKS

**157**  
RECEIVABLES



## Human Resources

**53**  
APPLICANTS

**5**  
RECRUITMENTS

**13**  
ON-BOARDED

**96**  
PERSONNEL  
ACTION FORMS

**27**  
PERSONNEL  
EVALUATION FORMS

## Communications

### Social Media Statistics

*Cosumnes Fire and Cosumnes Parks & Rec*

**233,498** Impressions

**13,708** Engagements

**548** Link Clicks



**60**  
GRAPHICS  
WORK ORDERS

**142**  
COMMUNICATIONS  
WORK ORDERS

## Information Technology



**80** WORK ORDERS

**20**  
FIRE  
DEPARTMENT

**36**  
ADMINISTRATIVE  
SERVICES

**24**  
PARKS AND  
RECREATION

**22,696** Unique Website Views  
**92,996** Website Page Views  
**33,778** Website Sessions



## Business Operations

**278**  
FACILITY  
RENTALS

**2,463**  
REGISTRATIONS

**2,868**  
CUSTOMER  
SUPPORT



**\$1,800** IN KIND DONATION

## Customer Service

**2,463**

Online ..... **1,934**

Main Office..... **122**

### Registrations

PHONE, FAX, MAIL,  
AND ONLINE

Wackford Aquatic Complex.... **231**

Elk Grove Aquatic Center ..... **176**



**COSUMNES**  
COMMUNITY SERVICES DISTRICT  
Administration Offices

# STAFF REPORT

**DATE:** August 19, 2020

**TO:** Board of Directors

**FROM:** Steve Sims, Director of Parks and Neighborhood Services

**SUBJECT: PARKS AND RECREATION DEPARTMENT REPORT – JULY 2020**



**VISION:** An inclusive and connected park, recreation, and trails system that delivers opportunities for health and wellness, social interaction, and delight to the Elk Grove community.

**MISSION:** At Cosumnes CSD, we provide exceptional parks and recreation services to our diverse Elk Grove community.



## **GOAL 1 – Meeting the Needs of Our Growing Community**

*Create responsive programs, parks and facilities for Elk Grove's diverse and growing community.*

- The PGA Junior League started their matches at the Golf Course for the summer season. This league has been re-formatted to follow COVID-19 safety precautions.
- The new Operation 36 golf program started for adults. This program is an online based learning module that helps to coach players, and caters to a wider level of golf players
- The Partnerships team began offering in person, physically distanced, outdoor classes to the community.
- Preschool Staff were redeployed in Childcare during the first three weeks of the month and prepared for opening in person and distance learning programming scheduled to begin in August.
- Preschool Staff attended virtual Mandated Reporter training in preparation for the new school year.
- Weekend Recreation Swim opened for the July 4<sup>th</sup> holiday weekend at both Wackford Community and Aquatic Complex (WCAC) and Elk Grove Aquatic Center (EGAC).
- The Swim For Fitness program was extended to EGAC in limited capacity starting on July 20<sup>th</sup>, offering lap swimming for community members ages 16 and older. Additionally, program availability was increased weekdays at WCAC, with the opening of an additional morning time slot (7AM).
- The Splash edition of Sammy's Summer Club was extended to a second site, with offerings at WCAC beginning July 20<sup>th</sup>.
- The Jr. Guard and Splash editions of Sammy's Summer Club program registered a total enrollment of 37 and 71 participants, respectively, for the month of July.



## **GOAL 2 – Revitalizing & Developing Community Spaces**

*Strengthen parks and recreation facilities for future generations.*

- Due to the increase in daytime high temperatures, the Golf Course began focusing efforts on irrigation-related adjustments and hand watering to ensure grass health.
- The greens at the Golf Course were aerated to ensure more air and water movement for grass health.
- Park Operations staff re-staked 19 trees along Elk Grove Blvd. to promote proper growth and structure.
- Park Operations staff installed three new shade sails at the Wackford Community and Aquatic Complex pool area.
- Park Operations staff repaired and re-installed a large bridge on the playground at Laguna Town Hall.
- Park Operations staff grinded and repaired sidewalk lifts at Herburger and Laguna Town Hall Parks to eliminate potential trip hazards.
- Park Operations staff completed a tree replacement plan to replant nearly 200 trees over the next 2 fall seasons. These young trees are located throughout the Laguna Ridge area and have died or are struggling to thrive due to their incompatibility with area conditions. Staff is working with the Sacramento Tree Foundation to obtain trees.
- Park Operations staff repaired and poured new concrete for the walkway around the Elk Grove Park lake. A large section of concrete had been damaged due to mainline break and repair.
- Park Operations staff removed a damaged slide at Hrepich Park and placed new panel for safety.
- Park Operations staff pressure washed and cleaned massive amount of graffiti at Derr-Okamoto Skate Park.



## **GOAL 3 – Enhancing Community Connections**

*Foster collaborative partnerships that leverage strengths and resources to enhance recreation experiences.*

- Park Rangers responded to numerous reports of Covid-19 safety precaution related infractions, primarily related to improper gatherings, social distancing, and using park amenities that were closed.
- The Golf Course hosted a Cobra brand golf products demo day on July 15<sup>th</sup>.
- Golf Course staff fertilized the soccer field at Kammerer Park and worked with Park Operations staff to get the field ready to open.
- The Partnerships section created a process for volunteers to provide enrichment classes through the District, while donating all proceeds to the Cosumnes Recreation Opportunity Fund.
- The Sports Section continues to issue permits to field users who adhere to CDC guidelines and Sac County restrictions for training, fitness, and sports conditioning.



## **GOAL 4 – Ensuring a Sustainable Parks & Recreation System**

*Allocate staff and resources based upon sound operational practices to ensure long-term operation and maintainability.*

- Park Operations staff continued their efforts sanitizing park restrooms and work vehicles to comply with health and safety standards due to COVID-19.
- The Golf Course conducted trainings for new staff, and made adjustments to current duties to ensure customer services standards were not compromised.
- Both EGAC and WCAC received and passed a visit from the Sacramento County Health department on July 14<sup>th</sup>.
- The Aquatics management team held two assessment centers as part of recruitment efforts and offered two lifeguard courses to participants.
- The Aquatics department continues to facilitate in-service training for all lifeguard staff. These 2-hour trainings take place once a week and cover critical rescue topics such as: emergency action plan scenario drills, CPR/AED skill work, patient assessment, first aid and sudden illness emergencies, spinal injury management, and victim recognition.



**344**

**Park Maintenance  
Hotline Calls & Emails**



Responded to **726** tree maintenance related work orders.

**120** other parks maintenance work orders.

**590,570**

**Range Balls Sold**

**266** Golf Lessons

**5,496** Rounds of Golf Played



**Sammy's  
Summer Club**

**391**

Participants



## Park Rangers

**49**

Concerns  
Responded To



**1,439**

District Park  
Visits



## 953 Rentals

**575** Field Rentals

**214** Church Rentals

**100** Pool Rentals

**64** Meeting Room Rentals

## Recreation Swim

*July Participation*

**5,391**

Wackford  
Aquatic Complex

**5,296**

Elk Grove  
Aquatics Center

## Swim for Fitness

*July Participation*

**1,306**

Both Sites

## Mission

At Cosumnes CSD, we provide exceptional parks and recreation services to our diverse Elk Grove community.

## Vision

An inclusive and connected park, recreation, and trails system that delivers opportunities for health and wellness, social interaction, and delight to the Elk Grove community.



**Park Rangers Visit  
Sammy's Summer Club**

# STAFF REPORT

**DATE:** August 19, 2020  
**TO:** Board of Directors  
**FROM:** Michael W. McLaughlin, Fire Chief  
**SUBJECT:** FIRE DEPARTMENT REPORT – JULY 2020



**VISION:** Committed to providing extraordinary service through prevention, preparedness, and emergency response.

**MISSION:** The Men and Women of the Cosumnes Fire Department strive to exceed expectations at all times.



**Administration – Achieve excellence through leadership, sound fiscal management, industry best practices, transparency, and innovation.**

- Staff attended the Virtual Conference 2020 for Image Trend. Webinars included training in Fire and EMS, information on new exciting updates to Image Trend, and information on new software options. (Objective 3.b.)
- Staff hosted the Sacramento County Chiefs meeting via Zoom. (Objective 4.a.)
- Staff hosted the Fire Service and Private Ambulance meeting via Zoom. (Objective 4.a.)



**Operations – Provide exceptional emergency response operations consistent with the communities' needs and expectations.**

- Operations Crews arrived on scene of emergency calls in seven minutes and fourteen seconds from the receipt of the dispatch by Sacramento Regional Fire/EMS Communications Center Systems (SRFECC), 90% of the time for the month of July. The Cosumnes Fire Department's standard is seven minutes from the time the call is received in SRFECC. (Objective 1.a.)
- Cosumnes Fire deployed personnel to the Numbers Fire in Nevada. Personnel were also deployed to Mineral Fire west of Coalinga, California and then this team was reassigned to the Hog Fire, outside of Susanville, California along with other personnel from Cosumnes Fire. (Objective 3.b.)
- Two personnel were deployed to Hawaii as part of USAR Task Force 7 for the potential impacts of Hurricane Douglas. (Objective 3.b.)



## **Emergency Medical Services – Provide exceptional medical care and customer service while supporting the needs and well-being of our members who provide that care.**

- Staff have been actively engaged with the developing COVID19 field response guide, patient monitoring, employee health, and supply chain disruptions. (Objective 1.c.)
- Staff have continued discussions with Dignity Health and Kaiser Medical Foundation regarding the long-term potential of a sustainable Mobile Integrated Health Model. (Objective 2.c.)
- Staff deployed Policy and Protocol updates to all line personnel as a county mandate. (Objective 1.a., 1.c.)
- Staff worked with community partner, Elk Grove Police Department, to provide EMS care training during the annual Officer Update Training. (Objective 1.b.)
- Staff continued to work on the cardiac monitor medical recertification, IV tubing medical recall, and routine equipment maintenance and inspections. (Objective 1.a.)
- 15 subpoenas were processed and 1,220 Patient Care Reports were processed. Overall, medical transport was up 9% from last month, but still trending below that of the pre-covid19 volume levels. (Objective 3.a.)
- Staff assisted eight personnel with licensure. (Objective 3.a.)



## **Fire Prevention – Proactively improve life safety, minimize losses, and reduce the risks from fire through education, application of codes, and investigation.**

- Fire Investigators performed nine fire investigation responses and issued four infractions for \$452 in fines. (Objective 4.a.,4.b.,4.c.)
- Staff completed 100% of the 204 requested construction inspections within 48 hours. (Objective 3.c.)
- Staff completed 37 state-mandated inspections representing 57% completion on all required inspections. (Objective 1.a.)
- Public Education Officer performed five virtual car seat inspections. (Objective 5.a.)
- Staff loaned out 45 life jackets to our community members to help keep them safe. (Objective 5.a.)
- Public Education Officer conducted two virtual fire and life safety presentations. (Objective 5.a.)
- Fire and life safety information was provided through social media and reached over 15,537 community members. (Objective 5.d.)



**Fleet Management – Provide effective management of vehicles and equipment to ensure that they are safe, properly designed, and well maintained.**

- Staff completed 14 services and 104 other repairs. (Objective 1.b.)



**Training & Special Operations – Create effectiveness through innovative and diverse training programs.**

- Staff administered 15 hours of Administration training, 166 hours of Daily Training, 85 hours of Emergency Medical Services Continued Education training, 872 hours of Monthly training, and 607 hours of Taskbook Completions, totaling 1197 hours of training. (Objective 1.a)
- Staff organized and facilitated an Emergency Vehicle Operations Course (EVOC) refresher training. (Objective 1.b., 1.c.)

### Total Number of Monthly Incidents

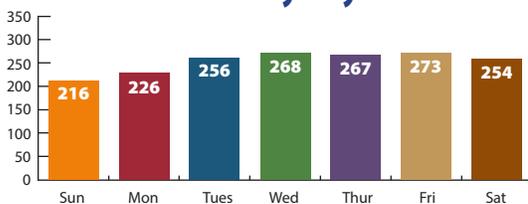
# 1,760

	Fire .....	<b>98</b>
	Explosion .....	<b>2</b>
	EMS .....	<b>1,267</b>
	Hazardous Conditions .....	<b>18</b>
	Service Call .....	<b>115</b>
	Good Intent .....	<b>184</b>
	False Alarm .....	<b>62</b>
	Severe Weather .....	<b>1</b>
	Special Incidents .....	<b>1</b>
	Not Reported .....	<b>12</b>

### Total Loss For The Month

# \$168,500

### Call Volume by Day of Week



### Total Responding Units

# 3,179 ↑

June 2019  
3,178 Responding Units

### Response Time

*Alarm to Arrival Emergent Only*

90th Percentile  
CFD Standard is 7:00



# 0:07:14

### Average Commitment Time

*Dispatch to Clearing Scene*

# 0:40:16



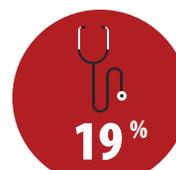
### Unit Hour Utilization

*Total hours for 31 days for 24 hours per day*

*\*Note: M78 based on 4 days/10hrs/day*



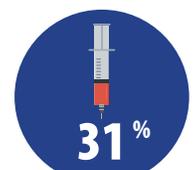
Medic 45



Medic 46



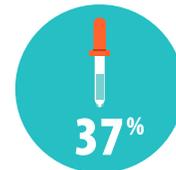
Medic 71



Medic 72



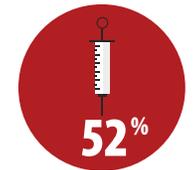
Medic 73



Medic 74



Medic 76



Medic 78\*

### Public Education

Car Seat Inspections (Virtual) .....	5
Site Visits (Virtual) .....	2
Community Outreach... Life Jackets Loaned .....	45
People Reached via Social Media.....	15,537



**COSUMNES COMMUNITY SERVICES DISTRICT  
EXECUTIVE SESSION – 5:00 PM  
REGULAR BOARD MEETING – 6:30 PM  
WEDNESDAY, AUGUST 5, 2020  
MINUTES**

**EXECUTIVE SESSION – 5:00 PM**

1. CALL TO ORDER

President Fuentes called the meeting to order at 5:00 p.m.

2. COMMUNICATIONS FROM THE PUBLIC

None

3. RECESS TO EXECUTIVE SESSION

President Fuentes recessed to Executive Session at 5:00 p.m.

a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2): 1 Case

b. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code Section 54956.8

Property: 10651 E Stockton Blvd, Elk Grove, California 95624

Agency Negotiator: Nitish Sharma, Chief Administrative Officer

Negotiating Parties: OUTFRONT Media Incorporated and Clear Channel Outdoor

Under negotiation: price and terms of payment

**REGULAR BOARD MEETING – 6:30 PM**

**ATTENDANCE**

Directors present included Gil Albiani, Rod Brewer, Orlando Fuentes, Jim Luttrell and Jaclyn Moreno.

General Manager Joshua Green, Fire Chief Michael McLaughlin, Chief Administrative Officer Nitish Sharma, Legal Counsel Sigrid Asmundson and Chief of Planning Design and Construction Paul Mewton were also present.

**A. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

1. President Fuentes had nothing to report out of Executive Session.
2. President Fuentes called the meeting to order at 6:34 p.m.
3. Fire Inspector Reuben Burton, led the Pledge of Allegiance.
4. A moment of silence was observed in honor of Jose Perez, from the Los Angeles City Fire and Robbie Waters former Sacramento City Councilmember who passed away from complications from COVID-19.

## **B. ANNOUNCEMENTS/PRESENTATION**

None

## **C. COMMUNICATIONS FROM THE PUBLIC**

Ms. Carol Dyer's email letter regarding the invasive effects of waterfowl in Elk Grove was read into the record and her power point presentation was printed and given to the Board for their information and consideration.

Ms. Mona Dopson's email letter regarding the effects of feral cats in Elk Grove was read into the record and her power point presentation was printed and given to the Board for their information and consideration.

Management Analyst Josh Branco gave a brief update about work that is currently being done by the Parks and Recreation Department in collaboration with the City of Elk Grove to promote public education and mitigate the effects of feeding the wildlife.

## **D. CONSENT CALENDAR**

5. Approve the July 15, 2020, Regular Board Meeting Minutes.
6. Authorize the Fire Department to Surplus Exercise Equipment.
7. Receive and File Report on the Landscape and Lighting Districts Advisory Committee.
8. Approve the District Response to the 2019-2020 Grand Jury Report.
9. Approve and Adopt Resolution No. 2020-39 – Revisions to Part-time and Full-time Pay Schedules.
10. Approve a Ten-year Agreement with the Sacramento County, Sacramento Regional Radio Communications Services, for 800 MHz Radio Backbone Services.
11. Authorize the General Manager to enter into an Agreement with CivicPlus, for the Agenda Management Software.

Director Albiani moved to approve consent items 5 to 11 as presented; seconded by Director Brewer. The Clerk did the roll call: vote was 5 yes and 0 no.

## **E. PUBLIC HEARINGS**

12. **SUBJECT:** Consider Objections to Proposed Abatement of Weeds and Adoption of Resolution No. 2020-34.

### **RECOMMENDATIONS:**

- 1) Open the public hearing to consider objections or protests to the proposed weed abatement program;
- 2) Modify the itemized report if necessary; and
- 3) Adopt Resolution 2020-34, ordering the Fire Chief to continue with the special assess process for District reimbursement of abated parcels.

Fire Inspector Reuben Burton presented the staff report.

President Fuentes opened the Public Hearing at 6:49 p.m.

There were no communications from the public.

President Fuentes closed the public hearing at 6:49 p.m.

Director Luttrell moved to accept staff's recommendations and adopt Resolution No. 2020-34, ordering the Fire Chief to continue with the special assess process for District reimbursement of abated parcels; seconded by Director Brewer. The Clerk did a roll call and: vote was: 5 yes and 0 no.

13. **SUBJECT:** Annexation #27 – Community Facilities District No. 1 (Elk Grove Fire Protection) (CFD1).

**RECOMMENDATIONS:**

- 1) Open the public hearing and take testimony on the proposed annexation of properties into Community Facilities District No. 1 (Elk Grove Fire Protection) (CFD1);
- 2) Approve Resolution No. 2020-36 to annex territory to CFD1;
- 3) Approve Resolution No. 2020-37 calling a special election of the qualified electors of the territory to be annexed to CFD1; and
- 4) Approve Resolution No. 2020-38 declaring the results of Special Tax Election, determining validity of prior proceedings, and directing recording of notice of special tax lien.

Senior Management Analyst John Ebner reviewed the staff report.

President Fuentes opened the Public Hearing at 6:54 p.m.

There were no public comments.

President Fuentes closed the Public Hearing at 6:54 p.m.

Director Brewer moved to approve Resolution No. 2020-36 to Annex Territory to Community Facilities District No. 1 (Elk Grove Fire Protection) and authorize the Levy of Special Taxes Therein; seconded by Director Luttrell. Vote was 5 ayes and 0 noes.

Director Brewer moved to approve Resolution No. 2020-37 calling a Special Election of the Qualified Electors of the Territory to be annexed to Community Facilities District No. 1; seconded by Director Luttrell. Vote was 5 ayes and 0 noes.

President Fuentes directed the Clerk to open the ballots. 1 ballot was cast with 7 votes: 7 ayes and 0 noes.

Director Brewer, moved to approve Resolution No. 2020-38 Declaring Results of Special Tax Election, Determining Validity of Prior Proceedings, and Directing Recording of Amended Notice of Special Tax Lien on the properties within the annexation area; seconded by Director Luttrell. Vote was 5 ayes and 0 noes.

**F. STAFF REPORTS**

14. **SUBJECT:** Contract for the Construction of the Recreation Center at Beeman Park (AKA Gil Albiani Recreation Center).

**RECOMMENDATIONS:**

- 1) Finds that the Recreation Center at Beeman Park Tenant Improvements (“Project”) is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15301;
- 2) Awards the contract for the construction of the Recreation Center at Beeman Park Improvements to Kayler/Dobler Construction, Inc. in the amount of \$529,000 plus a contingency in the amount of 52,900 (10%) for a total of \$581,900; and
- 3) Authorizes the General Manager to sign the Contract Completion Notice upon acceptance of the project.

Chief of Planning Design and Construction Paul Mewton presented the staff report.

After deliberating Director Brewer moved to accept staff’s recommendations 1, 2 and 3; seconded by Director Moreno, Vote was 4 yes and 1 abstention, Albiani.

15. **SUBJECT:** Fiscal Year 2019-20 Financial Update.

**RECOMMENDATIONS:**

- 1) The Board of Directors receives the Chief Administrative Officer’s report on the financial update related to COVID-19 pandemic for the Fiscal Year end June 30, 2020.

Chief Administrative Office Nitish Sharma presented the staff report.  
No Action was required.

**G. INFORMATIONAL ITEMS**

16. Note from the Elk Grove Food Bank thanking the District for the unconditional support and partnership.
17. Note thanking Public Education Officer Laurel Schamber for making life jackets available for use by community members.

**H. BOARD OF DIRECTORS BUSINESS**

18. City of Elk Grove Liaison – No report
19. City of Elk Grove Two by Two –

Director Brewer reported that he, General Manager Josh Green, Director Albiani, Fire Chief McLaughlin and Parks and Recreation Director Mike Dopson participated in a productive 2 by 2 meeting with the City of Elk Grove.

20. City of Galt Liaison – No report
21. City of Galt Two by Two — No report
22. Elk Grove Cosumnes Cemetery District Two by Two – No report
23. Elk Grove USD Two by Two – No report
24. Senior Center Board – No report
25. Elk Grove Historical Society – No report

- 26. Elk Grove Chamber of Commerce – No report
- 27. Galt Chamber of Commerce – No report
- 28. Diversity Work Group – No report
- 29. Northern California Special Districts Insurance Authority – No report
- 30. Fire Communications Center – No report
- 31. Sacramento County Treasury Oversight Committee – No report
- 32. Miscellaneous Reports
- 33. Meeting/Event Approval
- 34. Meeting/Event Report

**H. IDENTIFICATION OF ITEMS FOR FUTURE MEETING**

Director Albiani asked for a report on the amount of the District’s unfunded liabilities. General Manager Joshua Green asked if it would be acceptable if it is presented with the Quarter 1 Budget update that will be scheduled for the second Board meeting in September. The Board concurred.

Director Brewer, offered sympathies to all who have had friends or relatives affected by COVID and urged all to follow protocols and do their part in beating this virus.

**I. ADJOURNMENT**

With no further business, the meeting was adjourned at 7:42 p.m.

Approved: \_\_\_\_\_  
Board President

Attest: \_\_\_\_\_  
Secretary to the Board

# INFORMATIONAL REPORT

**DATE:** August 19, 2020

**TO:** Board of Directors

**FROM:** Steve Sims, Director of Parks and Neighborhood Services  
Parks and Recreation Department

**SUBJECT: SACRAMENTO TREE FOUNDATION TREE PLANTING**

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## **RECOMMENDATION**

The Board of Directors receives and files this informational report about an upcoming tree planting project at Emerald Lakes Golf Course.

## **BACKGROUND/ANALYSIS**

For nearly 20 years, the District and Sacramento Tree Foundation (STF) have enjoyed a partnership with the shared goal to sustain and grow Elk Grove's urban forest. This partnership is ideal as STF has resources to provide trees at no cost to the District, and the District has acres of space to build and sustain an ever-growing urban forest. The beneficiaries of this partnership is our community who can enjoy the beauty and shade that trees provide, as well as helping the District do its part to improve air quality in the region and world.

A late 2019 meeting between Director Albiani, STF Executive Director Ray Tretheway, STF staff, and District staff inspired the District to push further the endeavor to find new spaces to plant additional trees. District and STF staff set out to find new tree planting locations and the efforts found an ideal location at Emerald Lakes Golf Course where up to 180 new native trees will be planted. The location surrounds a water retention basin situated at the southern end of the course (Attachment A). Tree species to be planted include: Valley Oak (*Quercus lobata*), Interior Live Oak (*Q. wislizeni*), Blue Oak (*Quercus douglasii*), Box Elder (*Acer negundo*), Alder (*Alnus rhombifolia*), Cottonwood (*Populus fremontii*), and Buckeye (*Aesculus californica*).

The STF will facilitate the planting of the new trees, install a temporary irrigation system, and maintain the new trees for three years. The District will prepare the site for planting, provide an irrigation connection, and maintain the trees from year three onward. The 180 new trees are scheduled to be planted in the Fall of 2020 when weather conditions are more conducive for tree planting.

## **FINANCIAL ANALYSIS**

There is no fiscal impact to the District as a result of what is being presented today.

**SUSTAINABILITY ANALYSIS**

According to information obtained from the Sacramento Tree Foundation website, planting of trees remove CO2, ozone, and particulates from the air. Upon maturity, these 180 trees alone have the potential to remove an estimated 7.5 tons of CO2, 720 pounds of ozone, and 540 pounds of particulate matter from the air. In addition, the filtering effect of tree canopies and root systems will improve water quality within the surrounding water retention basin.

Should you have any questions, please contact me prior to the Board meeting.

Respectfully submitted,



Steve Sims, Director of Parks and Neighborhood Services  
Parks and Recreation Department

Staff Report recommendation authorized by:

Staff Report recommendation authorized by:

  
\_\_\_\_\_  
General Manager

Approved as to Form:

  
\_\_\_\_\_  
General Counsel

**Attachment:**

A – New Tree Planting Area



**ATTACHMENT A**  
Emerald Lakes Golf Course--new tree planting area

# STAFF REPORT

**DATE:** August 19, 2020  
**TO:** Board of Directors  
**FROM:** Michael W. McLaughlin, Fire Chief  
**BY:** Pamela Dawson, Management Analyst  
**SUBJECT:** **RESOLUTION 2020-35, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COSUMNES COMMUNITY SERVICES DISTRICT DESIGNATING OFFICIALS AUTHORIZED TO APPLY FOR DISASTER ASSISTANCE**



## RECOMMENDATION

The Board of Directors:

- 1.) Approves Resolution No. 2020-35, a Resolution of the Board of Directors of the Cosumnes Community Services District Designating Officials Authorized to Apply for Disaster Assistance.

## BACKGROUND/ANALYSIS

On March 13, 2020, the President of the United States of America declared a national emergency concerning the COVID-19 pandemic. The presidential declaration resulted in local, regional, and state public agencies taking action to safeguard public health. In Sacramento County, shelter-in-place orders were initiated and on March 18, 2020, the Cosumnes Community Services District (District) Board adopted Resolution 2020-20, proclaiming a local emergency.

The District is eligible for public assistance for both emergency operations and expenses related to the ongoing pandemic beginning on March 1, 2020.

In order to access public assistance related to the COVID-19 pandemic, the District has completed the Request for Disaster Assistance with the California Office of Emergency Services for this declared emergency.

To continue to pursue federal emergency public assistance, the District must approve a resolution designating officials authorized to apply for the disaster assistance. This allows the District to file form Cal EMA 130: Designation of Applicant's Agent Resolution for Non-State Agencies (Attachment A).

Resolution 2020-35, a RESOLUTION OF THE BOARD OF DIRECTORS OF THE COSUMNES COMMUNITY SERVICES DISTRICT DESIGNATING OFFICIALS AUTHORIZED TO APPLY FOR DISASTER ASSISTANCE, satisfies the aforementioned requirement.

**FINANCIAL ANALYSIS**

The District shall pursue reimbursement of COVID-19 related costs incurred by the Fire Department, Administration Department and Parks and Recreation Department. FEMA Public Assistance reimburses 75% of approved costs. Cost reimbursement includes cost for PPE, unbudgeted wages and over-time directly related to the COVID-19 pandemic, as well as other identified costs.

**SUSTAINABILITY ANALYSIS**

There are not any sustainability impacts.

Should you have any questions, please contact me prior to the Board meeting.

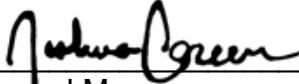
Respectfully submitted,



Michael McLaughlin  
Fire Chief

**Attachment A** - Cal EMA 130: Designation of Applicant's Agent Resolution for Non-State Agencies.

Staff Report recommendation authorized by:



General Manager

Approved as to Form:



General Counsel

# Attachment A

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION  
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE Board of Directors OF THE Cosumnes Community Services District  
(Governing Body) (Name of Applicant)

THAT The General Manager, OR  
(Title of Authorized Agent)

Fire Chief, OR  
(Title of Authorized Agent)

Chief Administrative Officer  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Cosumnes Community Services District, a public entity  
(Name of Applicant)  
established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Cosumnes Community Services District, a public entity established under the laws of the State of California,  
(Name of Applicant)  
hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

**Please check the appropriate box below:**

- This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
- This is a disaster specific resolution and is effective for only disaster number(s) \_\_\_\_\_

Passed and approved this 19th day of August, 2020

Orlando Fuentes, President  
(Name and Title of Governing Body Representative)

Jim Luttrell, Vice President  
(Name and Title of Governing Body Representative)

Gil Albiani, Director  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, Joshua Green, duly appointed and Secretary of the Board of  
(Name) (Title)  
Cosumnes Community Services District, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

Resolution passed and approved by the Board of Directors of the Cosumnes Community Services District  
(Governing Body) (Name of Applicant)

on the 19th day of August, 2020

\_\_\_\_\_  
(Signature)

Secretary of the Board  
(Title)

**Cal OES Form 130 Instructions**

**A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.**

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

**Resolution Section:**

**Governing Body:** This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

**Name of Applicant:** The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

**Governing Body Representative:** These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

**Certification Section:**

**Name and Title:** This is the individual that was in attendance and recorded the Resolution creation and approval.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification.")

**RESOLUTION NO. 2020-35**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
COSUMNES COMMUNITY SERVICES DISTRICT  
DESIGNATING OFFICIALS AUTHORIZED TO APPLY FOR DISASTER ASSISTANCE**

**RESOLVED** by the Governing Board of Directors (“Board”) of the Cosumnes Community Services District (the “District”), County of Sacramento, State of California, that:

**WHEREAS**, the Board must designate the District’s agents for application for federal financial assistance under Public Law 93-288, as amended, or state financial assistance under the California Disaster Assistance Act; and

**WHEREAS**, the California Office of Emergency Services (Cal OES) requires the designation of the District’s authorized applicants be on file and updated every three years; and

**WHEREAS**, in order to apply for federal or state disaster financial assistance, the District must adopt a resolution and file it with Cal OES; and

**WHEREAS**, the District desires to designate by title the General Manager, the Fire Chief, and the Chief Administrative Officer as designated agents for applying for federal and state disaster financial assistance and making the assurances required in order to obtain such assistance.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE COSUMNES COMMUNITY SERVICES DISTRICT DOES HERBY RESOLVE AS FOLLOWS:**

**Section 1. Recitals.** The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference

**Section 2. Authorized Agents.** The following agents are hereby authorized to execute for and on behalf of the Cosumnes Community Services District, a public entity established under the laws of the State of California, the District’s applications for disaster relief, and to file them with the California Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1998, and/or state financial assistance under the California Disaster Assistance Act:

General Manager  
Fire Chief  
Chief Administrative Officer

**Section 3: Necessary Acts.** The Cosumnes Community Services District, a public entity established under the laws of the State of California, hereby authorizes its agents to provide the California Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

**Section 4. Effective Date of Resolution.** This Resolution shall take effect immediate upon its adoption and is effective for all open and future disasters up to three years following the date of adoption below.

**Section 5: Authorization to Certify.** The Clerk of the Board is authorized to certify that this is a true and correct copy of a Resolution passed and approved by the Board of Directors of the Cosumnes Community Services District and to execute the California Office of Emergency Services Designation of Applicant's Agent Resolution form attached to this Resolution as Exhibit A and to make such modifications to such as requested by the California Office of Emergency Services, consistent with the terms of this Resolution. The Fire Department Management Analyst, or his/her designees, is hereby directed to submit a copy of this Resolution to the California Office of Emergency Services.

**PASSED AND ADOPTED** by the Board of Directors of the Cosumnes Community Services District, this 19th day of August 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Orlando Fuentes, President

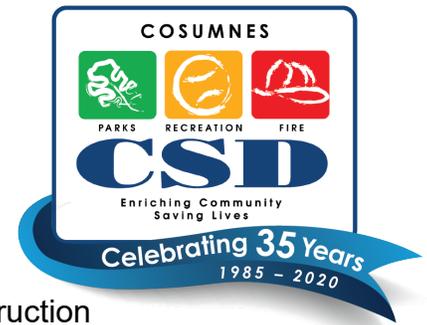
**ATTEST:**

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Joshua Green, Secretary

# STAFF REPORT

**DATE:** August 19, 2020  
**TO:** Board of Directors  
**FROM:** Paul Mewton, Chief of Planning, Design and Construction  
Administrative Services Department



**SUBJECT: APPROVAL OF PEDESTRIAN AND PUBLIC UTILITY EASEMENTS AT STATION 78**

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## **RECOMMENDATION**

The Board of Directors approves Resolution No. 2020-40 consenting to the recording of a Pedestrian Easement (PE) and a Public Utility Easement (PUE) on the Station 78 property (APN 132-2390-006) and authorizes the General Manager to execute all documents necessary to complete the recordation process.

## **BACKGROUND/ANALYSIS**

The District purchased a 2.24-acre parcel for the purposes of developing Station 78 as part of the Sterling Meadows Developer Agreement which was approved by the Board in June 2008. Normally the PE and PUE are recorded with the Small Lot Subdivision Map which is scheduled to be recorded in the next few months. However, the CSD already owns this parcel and therefore the granting of the easements must be approved by the District as the property owner prior to the Small Lot Subdivision Map being recorded.

## **IMPACT ON DISTRICT RESOURCES**

There is no fiscal impact to the district with the dedication of the easements. The plat and legal has been prepared by the Engineering Consultants Mackay & Soms Civil Engineers Inc. at no cost to the District.

## **ENVIRONMENTAL SUSTAINABILITY**

There are no direct impacts on environmental sustainability associated with the granting of these easements.

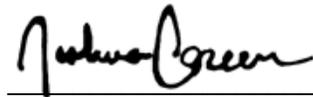
Should you have any questions regarding this report, please contact me before the meeting.

Respectfully submitted,



Paul Newton  
Chief of Planning, Design and Construction  
Administrative Services Department

Staff Report recommendation authorized by:



General Manager

Approved as to Form:



General Counsel

ATTACHMENTS:

- A – Resolution No. 2020-40
- B – Pedestrian Easement at Station 78
- C – Public Utility Easement at Station 78
- D – Small Lot Subdivision Map

# **Attachment A**

## COSUMNES COMMUNITY SERVICES DISTRICT

**RESOLUTION NO. 2020-40**  
GRANTING  
**OF PEDESTRIAN EASEMENT AND PUBLIC UTILITY EASEMENT**  
BY THE COSUMNES COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
**APN: 132-2390-006**

**WHEREAS**, the Cosumnes Community Services District, a political subdivision of the State of California, heretofore grants to the **City of Elk Grove**, a municipal corporation, a Pedestrian Easement (PE) and a Public Utility Easement (PUE) described in the attached document and made a part hereof by reference for all purposes; and

**NOW THEREFORE BE IT RESOLVED** that the Board delivers the Grant of the PE and PUE dated July 28, 2020 attached hereto and directs the same to be forwarded to the Recorder of Sacramento County, California for recording.

Passed and adopted by the Board of Directors of the Cosumnes Community Services District at a regular meeting held on August 19, 2020, by the following votes:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

Orlando Fuentes, President

ATTEST:

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Joshua Green, Secretary

# **Attachment B**

RECORDING REQUESTED BY AND  
WHEN RECORDED MAIL TO:

Cosumnes Community Services District  
8820 Elk Grove Blvd.  
Elk Grove, CA 95624  
Attn: Chief of Planning, Design &  
Construction

APN: 132-2390-006

SPACE ABOVE THIS LINE FOR RECORDER'S USE  
No Recording Fee Pursuant to Gov. Code § 27383

### GRANT OF PEDESTRIAN EASEMENT

COSUMNES COMMUNITY SERVICES DISTRICT ("Grantor") hereby grants to CITY OF ELK GROVE ("Grantee"), its successors and assigns, a pedestrian easement across that certain real property located in Sacramento County, California, which is more fully described in Exhibit "A" attached hereto and incorporated herein by reference ("Easement Area").

Grantee and any successors thereto shall:

1. Notify Grantor at least forty-eight (48) hours prior to making repairs or improvements to the Easement Area including, without limitation, trimming of any trees or foliage within the Easement Area necessary for the purpose of exercising and performing all rights and privileges granted herein. Grantee may not trim any trees or foliage without prior written approval of Grantor. Approval by Grantor shall not be unreasonably withheld or delayed.
2. Grantee shall indemnify, defend, and hold harmless Grantor, its directors, officers, agents and employees, against all claims, losses, damages, expenses and liabilities, including attorneys' fees, asserted or incurred by other parties, including but not limited to, asserted or incurred by Grantor's employees and Grantee's employees, arising out of or in any way connected with Grantee's use of this Easement and which are caused by the acts, omissions, intent, or negligence, whether active or passive, of Grantee, its agents, employees or suppliers, excepting only such loss, damages or liability as may be caused by the intentional acts or the sole negligence of Grantor.

Dated: \_\_\_\_\_

COSUMNES COMMUNITY SERVICES DISTRICT

By \_\_\_\_\_  
Joshua Green, General Manager

# **Attachment C**

RECORDING REQUESTED BY AND  
WHEN RECORDED MAIL TO:

Cosumnes Community Services District  
8820 Elk Grove Blvd.  
Elk Grove, CA 95624  
Attn: Chief of Planning, Design &  
Construction

APN: 132-2390-006

SPACE ABOVE THIS LINE FOR RECORDER'S USE  
No Recording Fee Pursuant to Gov. Code § 27383

### GRANT OF PUBLIC UTILITIES EASEMENT

COSUMNES COMMUNITY SERVICES DISTRICT ("Grantor") hereby grants to CITY OF ELK GROVE ("Grantee"), its successors and assigns, a public utility easement over, across and under that certain real property located in Sacramento County, California, which is more fully described in Exhibit "A" attached hereto and incorporated herein by reference ("Easement Area").

Grantee and any successors thereto shall:

1. Notify Grantor at least forty-eight (48) hours prior to entering or making repairs or improvements in, under, or on the Easement Area including, without limitation, trimming of any trees or foliage within the Easement Area necessary for the purpose of exercising and performing all rights and privileges granted herein. Grantee may not trim any trees or foliage without prior written approval of Grantor. Approval by Grantor shall not be unreasonably withheld or delayed.
2. Upon completion of each entrance on and use of the Easement Area, Grantee shall return the Easement Area to the same, preexisting condition that existed before Grantee entered the Easement Area.
3. Grantee shall indemnify, defend, and hold harmless Grantor, its directors, officers, agents and employees, against all claims, losses, damages, expenses and liabilities, including attorneys' fees, asserted or incurred by other parties, including but not limited to, asserted or incurred by Grantor's employees and Grantee's employees, arising out of or in any way connected with Grantee's use of this Easement and which are caused by the acts, omissions, intent, or negligence, whether active or passive, of Grantee, its agents, employees or suppliers, excepting only such loss, damages or liability as may be caused by the intentional acts or the sole negligence of Grantor.

Dated: \_\_\_\_\_

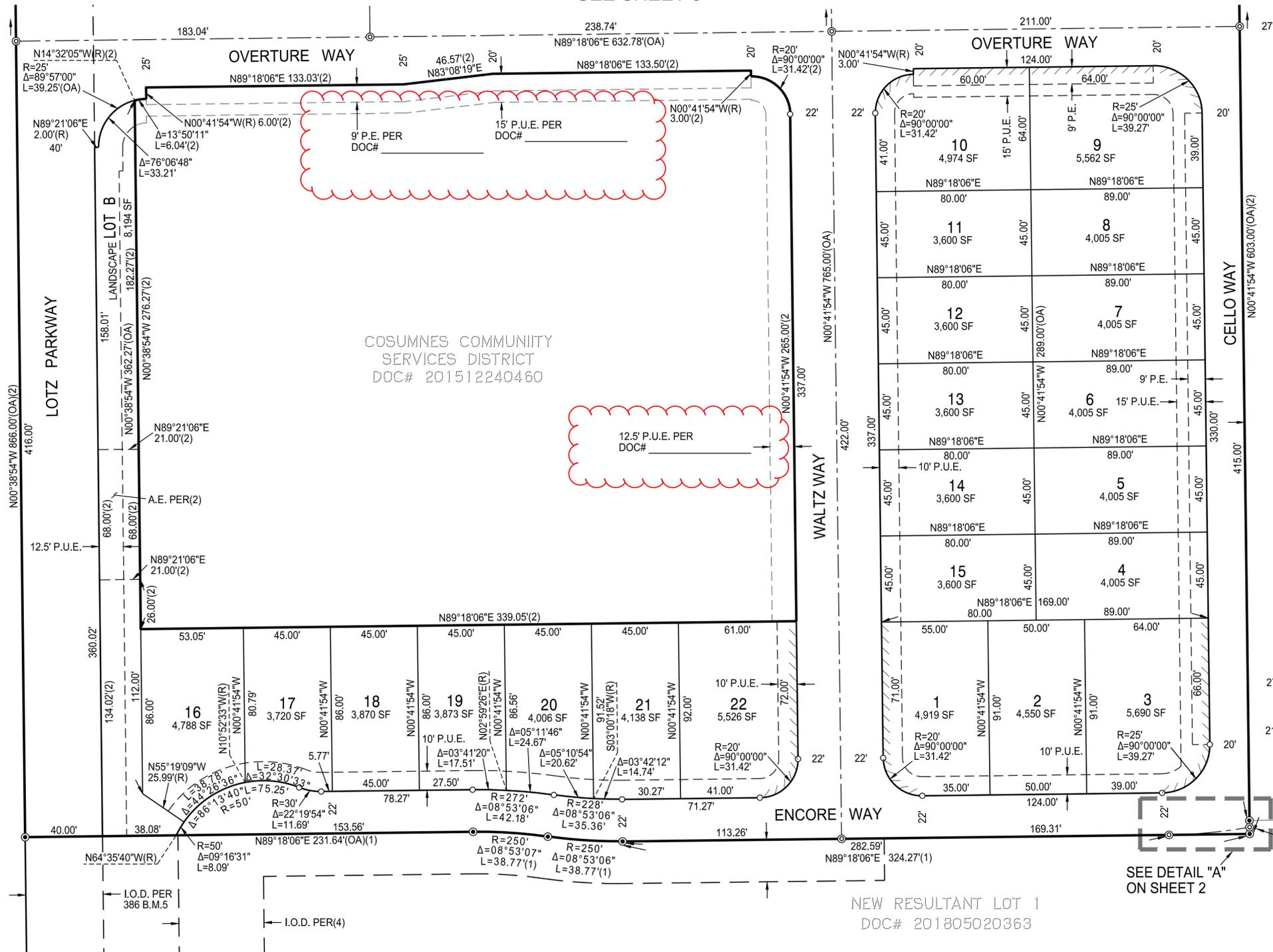
COSUMNES COMMUNITY SERVICES DISTRICT

By \_\_\_\_\_  
Joshua Green, General Manager

# **Attachment D**

SEE SHEET 3

JACOBI ELK GROVE RANCH, LLC  
20090306 O.R. 0847



COSUMNES COMMUNITY SERVICES DISTRICT  
DOC# 201512240460

LOT 5  
386 B.M. 5

### SUBDIVISION NO. 01-130-02B STERLING MEADOWS UNIT 2B

BEING ALL OF LOT 7 OF THE STERLING MEADOWS LARGE LOT PHASE 2 PHASE 2 MAP  
SUBDIVISION NO. 01-130-02 FILED FOR RECORD IN BOOK 386 OF MAPS AT PAGE 5, S.C.R.  
LOCATED WITHIN THE NORTHEAST ONE-QUARTER SECTION 13 T.6 N., R.5 E., M.D.M.  
CITY OF ELK GROVE • SACRAMENTO COUNTY • CALIFORNIA

**Mackay & Somp**  
ENGINEERS PLANNERS SURVEYORS  
1552 Eureka Road, Suite 100, Roseville, CA 95661 (916) 773-1189

FEBRUARY 2020

SHEET 4 OF 4 27113.02B

SEE SHEET 2 FOR NOTES, LEGEND,  
REFERENCES & BASIS OF BEARINGS

# STAFF REPORT

**DATE:** August 19, 2020  
**TO:** Board of Directors  
**FROM:** Fire Chief Michael McLaughlin  
**BY:** Pamela Dawson, Management Analyst  
**SUBJECT: APPROVAL OF BACKGROUND INVESTIGATION SERVICES**



## RECOMMENDATION

The Board of Directors:

- 1.) Approves a three-year contract, with the option for the District to renew agreement for two additional one-year terms, upon the same terms and conditions, with FGI Group Investigations for background investigative services, and
- 2.) Authorizes the General Manager to execute all contract documents and addendums.

## BACKGROUND/ANALYSIS

The District utilizes background investigation services (backgrounds) primarily for final candidates applying for open positions within the Fire Department (such as Academy Recruits or Chief Officers), to ensure new hires meet the high standards set by the Fire Departments mission, vision, and values, and aligns with the Departments organizational priorities.

To maintain equity, inclusivity and confidentiality, backgrounds meet the California Police Officer Standards and Training (POST) requirements, California Government Codes, American with Disabilities Act (ADA), Fair Credit Reporting Act (FCRA), Health Insurance Portability and Accountability Act (HIPPA), and other state regulations.

On June 18, 2020, a Request for Proposals (RFP) for backgrounds was posted to the District's bid website and notifications/alerts were emailed and texted to all persons or organizations who are registered to receive alerts. The RFP was posted for just over 4 weeks. Three responsible bids were received.

A committee consisting of cross departmental managers reviewed and scored the proposals on a rubric following the criteria of the RFP. The winning vendor, FGI Group Investigations, had the highest combined rubric scores from all reviewers and the best pricing options.

Date: August 19, 2020

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**Bidder**

FGI Group Investigations  
DR Associates International  
Hall Investigation Services

**Pricing per Investigation (Sworn)**

\$795 to \$995 (\$1295 for out of town)  
\$1250 (additional mileage charges for out of town)  
\$1,500

FGI Group Investigations, and proprietor, Michael Frasier, has performed satisfactory backgrounds for the District for many years and is in good standing with the District.

**FINANCIAL ANALYSIS**

The service contract will be on an “as needed” basis. Costs are incurred only when services are performed. In 2021, the Board approved \$21,600 in the General Fund towards the background investigations services. . Any unused funds will be allocated back to the General Fund at the closing of the current fiscal year.

**SUSTAINABILITY ANALYSIS**

There are not any sustainability impacts.

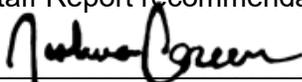
Should you have any questions, please contact me prior to the Board meeting.

Respectfully submitted,



Michael McLaughlin  
Fire Chief

Staff Report recommendation authorized by:



General Manager

Approved as to Form:



General Counsel

# STAFF REPORT

**DATE:** August 19, 2020  
**TO:** Board of Directors  
**FROM:** Paul Mewton, Chief of Planning, Design and Construction  
**BY:** Fred Bremerman, Project Manager  
 Justin Ellermeyer, Facilities Manager



**SUBJECT: AWARD OF CONTRACT FOR FIRE SYSTEM MONITORING, TESTING, INSPECTION, AND REPAIR # DA-21-002**

## RECOMMENDATION

The Board of Directors authorizes the General Manager to execute all documents necessary to enter into an agreement with Integrated Fire Systems, Inc for monitoring, testing, inspection, and repair of District fire system equipment for two years, with an option for three (3) one-year extensions.

## BACKGROUND/ANALYSIS

The District has fire system equipment at 22 facilities: 10 fire buildings, 11 park and recreation buildings, and the administration office. Equipment includes fire alarms, fire sprinklers, kitchen hood suppression, and a fire pump. All fire systems require monitoring, testing, inspection and repair (“services”) per National Fire Protection Association (NFPA) fire code requirements.

Over the years, as new CSD buildings were constructed, fire system services were established by different staff securing services from multiple vendors without a standardized scope of work. This has resulted in fire system services provided by six different vendors.

Fire system service oversight is now centralized under the Facilities Manager. However, managing six vendors has proved both time consuming and problematic. A single vendor overseeing all fire systems is needed to create efficiency.

Staff conducted a Request for Proposals (RFP) process to secure a single vendor for fire system services. The scope of work in the RFP was developed in coordination with the CSD Acting Fire Marshal to address all NFPA fire code requirements. Proposers were also asked to include the cost to convert analog dialers to a cellular dialers. This conversion would fix ongoing trouble signal issues currently occurring at three locations, plus reduce costs by eliminating analog land lines used in fire alarm panels.

Five proposals were received including one deemed non-responsive. Each proposal was rated for effectiveness in addressing the scope of work, communication plan with staff, contractor qualifications, cost of services in Year 1 (partial year for some locations) and Year

Date: August 19, 2020

2 (full year at all locations), and client references. Table A identifies proposals by vendor, proposal score, and cost for services.

**Table A: Fire System Services Proposals**

Vendor	Proposal Score (25 points max)	Year 1 - Annual Cost for Fire System Services	Year 2 - Annual Cost for Fire System Services	Cost to convert analog dialers to cellular dialers
Integrated Fire Systems, Inc.	24	\$46,149	39,779	\$11,100
Foothill Fire Protection	22	\$82,648	\$82,648	\$12,495
Cosco	20	\$89,841	\$89,841	\$37,525
Communication Service Co.	19	\$101,905	\$103,965	\$14,250
Sonitrol	Non-responsive			

Integrated Fire Systems, Inc. submitted the highest-ranking proposal which also includes the lowest cost for both annual fire system services and conversation to cellular dialers. Staff contacted references and learned that other clients are very pleased with Integrated Fire Systems, Inc. Staff recommends awarding a contract to Integrated Fire Systems, Inc.

**FINANCIAL ANALYSIS**

Annual costs for basic fire system services at 22 CSD facilities currently total \$63,724. Switching to Integrated Fire Systems will save \$6,575 in Year 1 (\$63,724 vs \$57,249 [Year 1 cost plus one-time cost to convert to cellular dialers]) and \$23,945 in Year 2 (\$63,724 vs \$39,779). Additional savings are anticipated as analog phone line charges are removed after installation of cellular dialers. The approval of this contract will not result in any additional General Fund allocation during the contract terms; however, the District may realize financial and non-financial savings to contract out all facilities to one vendor.

**SUSTAINABILITY ANALYSIS**

There is no impact to the District’s sustainability practices as a result of this report.

Should you have any questions, please contact me prior to the Board meeting.

Respectfully submitted,



Paul Mewton  
Chief of Planning, Design, and Construction

Staff Report recommendation authorized by:

  
\_\_\_\_\_  
General Manager

Approved as to Form:

  
\_\_\_\_\_  
General Counsel

# STAFF REPORT

**DATE:** August 19, 2020  
**TO:** Board of Directors  
**FROM:** Michael W. McLaughlin, Fire Chief



**SUBJECT: SACRAMENTO REGIONAL FIRE/EMERGENCY MEDICAL SERVICES COMMUNICATION CENTER (SRFECC) JOINT POWERS AUTHORITY (JPA) BOARD MEMBER APPOINTMENT**

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## **RECOMMENDATION**

The Board of Directors:

Adopts Resolution No. 2020-41 authorizing the General Manager to appoint the Fire Chief, Deputy Fire Chief, or Assistant Fire Chief as the District's Primary and Alternate Representative to the SRFECC Board.

## **BACKGROUND/ANALYSIS**

In accordance with the *Joint Powers Agreement to Establish, Operate, and Maintain a Public Safety Communications Center for Fire Agencies*, each Member Agency shall appoint one primary representative and one alternate representative. Each Member Agency shall have on file with the Center a current letter designating its primary representative and its alternate representative. Pursuant to Section D(1)(a)(2)(a) of the Joint Powers Agreement, the primary and alternate representatives may only be a member of the District's Board of Directors, the Fire Chief, or an Assistant/Deputy Fire Chief.

In 2017, Cosumnes Community Services District (District) Board of Directors appointed Fire Chief Michael W. McLaughlin as the primary representative on the Sacramento Regional Fire/EMS Communications Center (SRFECC) Governing Board, and appointed Deputy Fire Chief of Administration Paul Zehnder as the alternate representative.

With Chief McLaughlin's retirement effective December 31, 2020, staff recommends that the Board adopt Resolution No. 2020-41 authorizing the General Manager to appoint the Fire Chief as the Primary Representative to the SRFECC Board unless the Fire Chief declines, is unavailable, is unable to perform the duties of primary representative, or the position is vacant, in which case the General Manager shall appoint an Assistant or Deputy Fire Chief as the Primary Representative; and authorizing the General Manager to appoint the Fire Chief, if applicable, an Assistant Fire Chief or Deputy Fire Chief as the Alternate Representative.

Although Chief McLaughlin will not retire until the end of December, Chief McLaughlin desires to end his appointment as the Primary Representative as of September 1, 2020, in order for Deputy Fire Chief Paul Zehnder, the current Alternate Representative, to serve as Primary Representative, with Deputy Fire Chief Troy Bair as the Alternate Representative,

to ensure that there is a clear succession and transition for this important role. If Resolution No. 2020-41 is adopted the General Manager will make these and all future appointments and take all actions necessary to notify SRFECC.

**FINANCIAL ANALYSIS**

There are not any fiscal impacts associated with this action.

**SUSTAINABILITY ANALYSIS**

There are not any sustainability impacts associated with this action.

Should you have any questions, please contact me prior to the Board meeting.

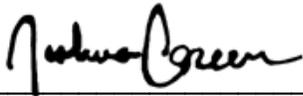
Respectfully submitted,



Michael W. McLaughlin, CFO  
Fire Chief

**Attachment:** Resolution No. 2020-41

Staff Report recommendation authorized by:



General Manager

Approved as to Form:



General Counsel

# **Attachment A**

**RESOLUTION NO. 2020-41**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
COSUMNES COMMUNITY SERVICES DISTRICT  
AUTHORIZING THE GENERAL MANAGER TO APPOINT  
THE FIRE CHIEF OR ASSISTANT/DEPUTY FIRE CHIEF  
AS THE PRIMARY REPRESENTATIVE AND ALTERNATIVE REPRESENTATIVE  
TO THE SACRAMENTO REGIONAL FIRE/EMS COMMUNICATIONS CENTER  
GOVERNING BOARD**

**RESOLVED** by the Governing Board of Directors (“Board”) of the Cosumnes Community Services District (the “District”), County of Sacramento, State of California, that:

**WHEREAS**, the District is a member agency of the Third Amended Joint Powers Agreement to Establish, Operate, and Maintain a Public Safety Communications Center for Fire Agencies (“JPA Agreement”), which forms the Sacramento Regional Fire/EMS Communications Center (“SRFECC”); and

**WHEREAS**, SRFECC is administered by its Governing Board, which is composed of one (1) appointee from each member agency; and

**WHEREAS**, pursuant to Section D(1)(a)(2) of the JPA Agreement, each SRFECC member agency must appoint one (1) primary representative and one (1) alternate representative, and the member agency’s representatives may only be a member of the member agency’s governing body, the Fire Chief, or an Assistant/Deputy Fire Chief, who shall serve at the pleasure of the member agency by which s/he was appointed; and

**WHEREAS**, each member agency must have on file with SRFECC a current letter designating its primary representative and its alternative representative; and

**WHEREAS**, the Board desires for the General Manager to take all actions necessary to ensure that the District has a named primary representative and alternate representative by naming the Fire Chief as the primary representative unless the Fire Chief declines, is unavailable, is unable to perform the duties of primary representative, or the position is vacant, in which case the General Manager shall appoint an Assistant or Deputy Fire Chief as the primary representative, and for the General Manager to appoint the Fire Chief, if applicable, an Assistant Fire Chief, or a Deputy Fire Chief as the alternate representative.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE COSUMNES COMMUNITY SERVICES DISTRICT DOES HERBY RESOLVE AS FOLLOWS:**

**Section 1. Recitals.** The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

**Section 2. General Manager Authorization.** The Board of Directors hereby authorizes and directs the General Manager to take all actions necessary to ensure that the District has a named primary representative and alternate representative in compliance with the JPA Agreement including, without limitation, providing a letter to SRFECC with the names of the primary representative and alternate representative. The General Manager shall additionally be authorized and directed to remove and replace the primary representative and alternative representative at any time as deemed necessary or appropriate by the General Manager.

**Section 3. Effective Date of Resolution.** This Resolution shall take effect immediate upon its adoption.

**PASSED AND ADOPTED** by the Board of Directors of the Cosumnes Community Services District, this 19th day of August 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Orlando Fuentes, President

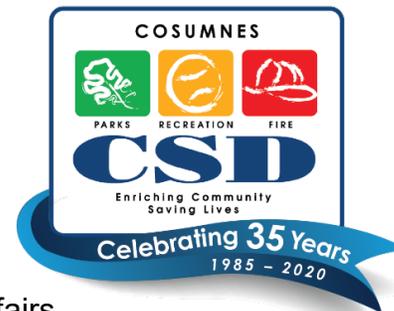
**ATTEST:**

---

Joshua Green, Secretary

# STAFF REPORT

**DATE:** August 19, 2020  
**TO:** Board of Directors  
**FROM:** Nitish Sharma, Chief Finance Administrator Officer  
**BY:** Kelly Gonzalez, Director of Business and Public Affairs  
**SUBJECT: INCLUSIVE LANGUAGE GUIDE**



## RECOMMENDATION

The Board of Directors receives and files the Cosumnes Community Services District (“District”) Inclusive Language Guide (“Guide”).

## BACKGROUND/ANALYSIS

The District takes pride that all members of the community and staff feel welcomed and valued. As part of the District priorities and goals, in 2018 the Diversity Equity and Inclusion Committee (“Committee”) was formed. The Committee’s goals are to develop and find resources to support a positive and inclusive environment.

Recently, the Committee created the Inclusive Language Guide which provides a clear direction of best practices in communicating with members of the public and staff. The Guide represents collaborative information and resources from a variety of school districts, public safety, and parks and recreation agencies, as well as, containing current best practices. The Committee will spend the next few months to educate staff on the contents of the Guide:

1. Purpose of the Guide – The District will operate in a professional, unbiased manner in all communications with our diverse community and workforce. The document allows for use of respectful verbiage and terminology when communicating with people. The District chooses to positively reflect the diversity of the community by having staff use language that affirms differences in lifestyles, values and experiences.
2. Derogatory Labeling – The District does not promote use of language that labels a targeted group of people apart based on unfair assumptions. Personal characterization of people such as gender, sexual identity, marital status, ethnicity or age are often identified when they are unnecessary or irrelevant. The Guide highlights that some behaviors may be subconscious. The purpose of the Guide is that staff will make conscious decisions to use language that is inclusive.
3. Sexual Orientation and Gender – The District provides guidance on inclusive messaging and guidelines for appropriate terms to use when describing the range of possibilities in relationships and families. The Guide provides appropriate language for individuals of the lesbian, gay, bi-sexual, transgender and queer (LGBTQ+) community and appropriate language and direction on professional ways to address employees when referencing job titles and duties that are gender neutral.

4. Ability – The Guide provides guidelines using “person first” language. Guidelines include affirming language instead of using terms that focus on the individual’s disability.
5. Culture, Ethnicity and Faith Group – The Guide outlines appropriate language in reference to different cultural, ethnic, religious and linguistic backgrounds. The Guide includes information on how to respect a person or group’s individual preference with a focus to ask individuals how they wished to be addressed.
6. Tone of Voice and Non-Verbal Inclusive Language – The Guide provides direction regarding the impact to our communication based on how we speak. A professional tone should always be followed that is respectful and courteous. Avoid patronizing, condescending, sarcastic and other inflections that might be misunderstood.

The Guide will be updated and revised on an as needed basis. The Committee will work with the Senior Leadership Team to educate and distribute the contents of the Guide. Members of the Committee are developing workshops and presentations for the District workforce. The long-term goal is that this document will be included as part of the employee on-boarding and orientation process.

### **FINANCIAL ANALYSIS**

This Guide was developed internally and therefore did not require an additional allocation from the General Fund to complete this project. There may be minimal expenses related to the printing of the Guide.

### **SUSTAINABILITY ANALYSIS**

This request has no environmental impact.

Should you have any questions, please contact me prior to the Board meeting.

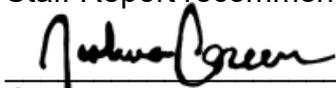
Respectfully submitted,



Nitish Sharma,  
Chief Administrative Officer

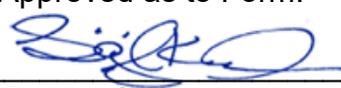
### **Attachment A: Inclusive Language Guide**

Staff Report recommendation authorized by:



General Manager

Approved as to Form:



District Counsel

# **Attachment A**



# Cosumnes Community Services District

## Inclusive Language Guide

Compiled by the Diversity, Equity, and Inclusion Committee

August 19, 2020



## Acknowledgement

The District Inclusive Language Guide was compiled through a collaborative effort between District staff and members of the Diversity, Equity and Inclusion Committee.

### **Board of Directors:**

Orlando Fuentes, President  
Jim Luttrell, Vice President  
Gil Albiani  
Jaclyn Moreno  
Rod Brewer

### **Strategic Management Team:**

Joshua Green, General Manager  
Sigrid Asmundson, District Counsel  
Mike McLaughlin  
Paul Mewton  
Nitish Sharma

### **Diversity Equity and Inclusion Committee:**

Kelly Gonzalez, Committee Champion  
Traci Farris, Committee Chair  
Billy Daniels  
Jose Garcia  
Liz Hughes  
Adriana Orozco  
Bernadette Ramirez  
Elizabeth Rhoan  
Sandhya Sami  
Clyde Udasco



## Introduction

**The Inclusive Language Guide** provides a professional, unbiased guideline for communicating with the public. Inclusive language allows for use of respectful verbiage and terminology for communicating with people.

Our commitment is to provide exceptional parks and recreation services to our diverse Elk Grove and Galt communities. The Parks and Recreation Department will persist in ensuring that inclusive language is used in written and verbal forms of communicating.

We believe that having an inclusive practice will create a more welcoming environment for patrons and better working conditions for staff.

Our District is growing; as a result, we must remain flexible and adaptive while focusing on practices that will make our department a role model for inclusion.



## Inclusive Language

**Language** has a powerful impact on shaping ideas, perceptions, and attitudes. Language can be used in a positive way by promoting feelings of respect and equality among people; however, it also can be used in the expression of prejudice or discrimination.

Demeaning, belittling, and negative words not only create barriers to understanding, but they can be offensive. Individuals must develop sensitivity to the ongoing changes in the appropriate use of language and adapt accordingly.

The CSD Parks and Recreation Department strives to increase the cultural humility of staff.

**Cultural Humility** is a lifelong process. It involves the ongoing process of self-exploration and self-critique combined with the willingness to learn from other cultures. It focuses on self-humility rather than achieving a state of knowledge or awareness.

The purpose of this Guide is to encourage the Parks & Recreation Department's staff to educate themselves on cultural humility and

actively use inclusive language when interacting with co-workers and community members.

This document highlights the need for understanding in the use of language within our workplace.

This Guide also provides examples of recommended terminology and inclusive language as well as examples of non-inclusive language that should not be used.



## Diversity

**Diversity** refers to the wide range of human qualities including, but not limited to; ability, age, ancestry, culture, ethnicity, family dynamics, gender, gender identity, gender expression, language, race, religion, sex, and sexual orientation.

The *Unruh Civil Rights Act of 1959* is a piece of California legislation that specifically outlaws discrimination based on sex, race, color, religion, ancestry, national origin, age, disability, medical condition, genetic information, marital status, or sexual orientation.

This Guide provides recommended language that reflects the diversity of our communities in an accurate and respectful way.





## Why Use Inclusive Language?

**Inclusive language** positively reflects the richness of the diversity of our community by acknowledging the lifestyles, experiences, and values of a wide variety of people. The use of inclusive language by CSD Parks & Recreation Department's staff:

- Promotes feelings of respect, understanding, and equality in the community;
- Contributes to a harmonious, productive, positive, and respectful workplace;
- Demonstrates sensitivity and awareness of staff;
- Positively reflects the richness of the social and cultural diversity of our community.

Development of inclusive language is an evolutionary, collective group process. Although this Guide recommends certain terminology, staff should be aware that inclusive language is a fluid concept and staff should always take into account individual preferences. Staff may need to ask individuals what their preference is, in a respectful manner, as they may not be aware.

## Non-Inclusive Language

There are many ways that the use of non-inclusive language can be considered a form of discrimination.

**Discrimination** is treating people a certain way based on preconceived attitudes and beliefs about a group of people rather than on the merits of the individual person.

Discrimination can be intentional or unintentional, much like the use of non-inclusive language. Again, most people do not want to intentionally

discriminate against people; often it is done unintentionally because people are not aware of the effect that their language and actions are having on the other person.

Some of the ways language can be used to express discrimination include derogatory labelling, imposed labelling, stereotyping, undue emphasis on differences, invisibility, discriminatory humor, put-downs, and self-deprecating comments.

### Stereotyping

Stereotyping is inaccurate and often derogatory. It prejudices a person's ability, skills, and personality based on unfair assumptions.

**Ableism** is also a form of stereotyping where people with disabilities are devalued or their potential is perceived to be limited.





### Derogatory Labelling

Using language that refers to an individual’s gender, sexual identity, culture, ability, or other dimension of diversity in derogatory terms is unacceptable.

**Derogatory** terms are offensive, belittling, critical, and insulting. Derogatory labelling sets a targeted group of people apart based on unfair assumptions. Use of derogatory words shows ignorance and insensitivity. Examples of derogatory labelling: homo, colored, Paki, retarded.

### Undue Emphasis on Difference

Personal characteristics of people, such as a gender, sexual identity, marital status, family status, ethnicity, or age are often identified even when they are unnecessary or irrelevant.

Personal characteristics of the majority are seldom mentioned, whereas characteristics of marginalized groups are frequently stressed. **Undue emphasis** on difference establishes a certain group as the norm against which all other groups are measured.

It is generally not appropriate to refer to personal or physical characteristics, disabilities, or illnesses of a person or a group unless there is a valid reason for doing so.

Examples of inappropriate expressions that place an undue emphasis on difference:

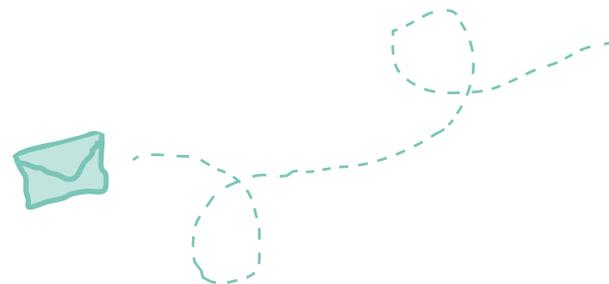
- Meet our new lifeguard – she’s Aboriginal.
- She’s a black engineer.
- Let me introduce you to our young, male secretary.

It is important to be aware that these behaviors may be subconscious, but staff must consciously make decisions that are inclusive.



## Practical Examples of Inclusive Language

This section will present guidelines to using inclusive language, including examples of inclusive language that CSD Parks & Recreation staff should use and discriminatory language that staff should avoid.





### Inclusive Language and Gender

Language may portray women as being invisible, subordinate or dependent on others. **Inclusive language** in relation to gender avoids creating false assumptions about the nature and role of men and women in society by removing ambiguities and false assumptions, and increasing clarity and accuracy.

### Job and Position Titles

Forms of address and occupational descriptions should identify the positions or the role held by an individual rather than the gender of the person. Words that portray ‘masculine’ and ‘feminine’ characteristics are not always appropriate.

### Stereotypical Generalizations

Avoid the use of stereotypical generalizations about the character and behavior of men and women.

- Example: You’re behaving like such a girl. Revised: Your behavior is... (Specifically describe the behavior).

Preferred Terms	Terms to Avoid
Chair, Chairperson	Chairman, Chairwoman
Foreperson	Foreman
Workforce, Staff	Manpower
Firefighter	Fireman
Humans, people	Mankind
We need someone to staff the desk	We need someone to man the desk
The best [person or candidate] for the job	The best man for the job
Staff hours, work hours	Man hours





## Inclusive Language and Sexual Orientation and Gender Identity

Language used in everyday social conversations that make reference to families or personal relationships tend to be based on the assumption that everyone is heterosexual.

Language that depicts all relationships as heterosexual denies the complexity of relationships, families and ways in which various sexualities are lived in our community.

Appropriate and inclusive language uses terms that include a range of possibilities in relationships and families. Unless you know the individual, it is important to not assume that you know someone's sexual identity and/or the gender of one's romantic/sexual interests.

Some examples of Inclusive Language:

- “Will you be attending the party with your partner?” is more inclusive and addresses a range of possibilities, rather than asking “Will you be attending the party with your husband?”
- “Partners are welcome too” is more inclusive and accepts the possibility of relationships other than a heterosexual marriage, rather than “Husbands and wives are welcome too.”

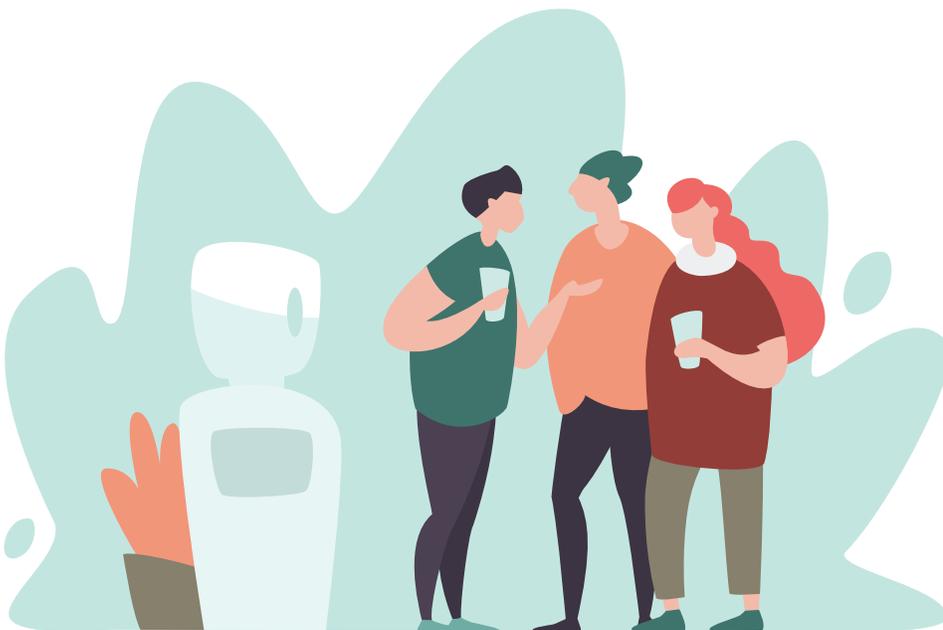
People of all nationalities, races, ethnicities, and cultural affiliations are represented in the lesbian, gay, bisexual, transgender, and queer (LGBTQ) populations.

For LGBTQ persons who also identify with and belong to other ethnic/racial groups, the stigmatization and discrimination they experience can be compounded.

For these individuals, it may be comforting to find a group that is more accepting and that shares a common cultural identity.

It is important to remember that culture affects our experience, how we think and act, how we relate to others, how we respond to our environments, and what we believe.

Racial and ethnic slurs and labels set groups apart from one another and create and maintain tensions between groups. Slang terms for particular groups may also be considered offensive.



## Inclusive Language and Ability

It is important to recognize that not all disabilities are visible or readily observable. Therefore, it is best to use inclusive language all the time.

**Discriminatory language** in relation to the portrayal of people with disabilities is characterized by **derogatory labelling**, by depersonalizing, by emphasizing the disability rather than the person, and by stereotyping.

If it is necessary or desirable to be more specific about the type of disability involved, the same strategy is recommended - that is, not to focus entirely on the person's disability in the description. Do not put the disability first and the person second.



The term 'handicapped', originated from a 17th century game, in which it meant "put at a disadvantage".

In the 19th century the term became common to mean "equalization" in many different areas other than sports. Although the term 'handicapped' may still be used today, it is considered offensive and should not be used. "A person with a disability," or "persons with a disability" are acceptable. However, it is best to not put undue emphasis on the difference, and simply use "person".

Similarly, to other groups, people with disabilities are rejecting the language that has been created for them by the majority.

Through collective efforts, people with disabilities are developing positive, self-affirming language to define their identities.

Avoid the stereotype of portraying people with a disability as weak, helpless people who deserve our sympathy. These terms dehumanize the person, emphasize powerlessness, and are patronizing.

## Inclusive Language and Ability *(continued)*

For example, a person who uses a wheelchair is not confined to a wheelchair, but sees the wheelchair as an aid to mobility and independence.

Some guidelines for inclusive language and disability:

- Examine your own attitudes towards people with disabilities.
- Always remember to put the person first, and the disability second.
- Remember that a disability does not define who the person is.
- Do not focus on the disability unless it is relevant to the situation. This does not mean that a person's disability should be ignored, hidden, or seen as irrelevant. This means that the disability should not be the focus of description except when the topic is related to the disability.

- Do not imply that people with a disability are to be feared, pitied, or ignored. Also do not imply that people with a disability are somehow more heroic, courageous, special, or patient than others.

- Do not make assumptions about what people can and cannot do based on their disability. Individuals with a disability, like those without a disability, have a wide range of interests, skills and qualities.

- Do not define people by their diagnosis.

An issue that regularly arises and contributes to the stigma and exclusion of persons with a mental health condition or illness is reference to people by their diagnosis. People are more than their diagnosis and shouldn't be defined as such.



## Inclusive Language and Culture, Ethnicity and Faith Groups

The United States population is made up of people from different cultural, ethnic, religious, and linguistic backgrounds. United States population also includes Aboriginal peoples, or people who are indigenous to America.

Ethnic and racial labels and jokes can portray groups of people as superior or inferior to others. Inclusive language in relation to culture and ethnicity is intended to recognize and present the diversity of United States population in positive ways.

Racial, Ethno-cultural, Language, and Faith Groups will have diverse ways of naming and referring to themselves. It is important that we respect a group's or an individual's preference about how they wish to be addressed.

**Racial put-downs and slurs** are never acceptable and it is important to realize that these change with time. If the listening person perceives the term to be a put down, then it is the listener's preference that takes precedence, not the speaker's preference.

People-first language would indicate that it is better to refer to the "person who is Muslim" rather than "the Muslim", or "the Jewish Community" rather than "the Jews."

The phrase "those people" indicates an 'us versus them' attitude that further divides us and should be avoided.

Generalizations about any community are inappropriate, particularly if they contribute to a negative stereotype about that community.





## Tone of Voice and Non-Verbal Inclusive Language

Regardless of the words we choose, our non-verbal communication and tone of voice expresses emotions, opinions, and attitudes. We all need to ensure that we think about how we speak to each other and that our professional tone is one of respect and courtesy, particularly when we are working within a diverse workplace.

It is important to avoid patronizing, condescending, sarcastic, and other inflections that might be misunderstood as being disrespectful.

As a diverse community, we also use different non-verbal communication to express ourselves.

Some people prefer not to shake hands, particularly with people of the opposite gender, as a way of showing respect. Some people will not look someone older directly in the eye as a form of respect.

As people integrate into American society, mannerisms and non-verbal communication may or may not change and adapt. It is important that we do not assume that anyone from a particular cultural group will behave in any fixed way.

## References



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[www.ddsb.durham.edu.on.ca/DDSBmain.htm](http://www.ddsb.durham.edu.on.ca/DDSBmain.htm)

Durham Regional Police Service - Diversity Advisory Committee November 2012 Durham Region Strategic Plan 2009-2014, visit the Region's website at:

[www.durham.ca/corpooverview/communityplan/CSPFinalColour.pdf](http://www.durham.ca/corpooverview/communityplan/CSPFinalColour.pdf)

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**Please note** that the Inclusive Language Guide is intended as a working document and items will be regularly reviewed and updated as terms and phrasing may change over time.



**Cosumnes Community Services District**

*Providing superior fire, emergency medical, and parks and recreation services*

**From:** "[noreply@civicplus.com](mailto:noreply@civicplus.com)" <[noreply@civicplus.com](mailto:noreply@civicplus.com)>

**Date:** Tuesday, August 4, 2020 at 9:47 AM

**To:** General Manager <[GeneralManager@yourcsd.com](mailto:GeneralManager@yourcsd.com)>

**Subject:** Online Form Submittal: Contact Us

[CAUTION-EXTERNAL SENDER]

## Contact Us

### SUBMIT A MESSAGE

*Please complete the online form below to submit your message. If you desire a reply or follow up call, please include your contact information.*

First Name	Brian
Last Name	Davis
Would you like a response?	No need for an email response
Address	
City	Elk Grove
State	CA
Zip	95757
Phone Number	[REDACTED]
Email Address	[REDACTED]
Whom would you like to contact?	General Manager

**Submit a Message**

I would like to compliment you and your staff for such an excellent Park system! I have lived in Elk Grove for a year and a half and have been impressed by the number of parks in our community and the outstanding attention to maintenance. For example, Monday of last week I was walking through Horseshoe Park a little after 6 am when I saw two guys working very hard to clean up a mess left by some very inconsiderate people in the playground area. I have seen them from time to time on other occasions and they are always friendly when I wave to them. I lived in Santa Rosa for 40 years and the park maintenance there was minimal. Congratulations on having a great park system and kudos to your fine maintenance people!

Thank you for your comment or question.



LAUREL -

THANK YOU AGAIN FOR HELPING US OUT  
WITH OUR FIRE EXTINGUISHER TRAINING THIS WEEK!  
THANK YOU ALSO FOR YOUR SERVICE AND HELPING  
US OUT ON SPECIAL EVENTS SUCH AS MEMORIAL DAY!

SO MUCH APPRECIATED!

TAKE CARE AND STAY SAFE!

ME

Mark Smylie

July 4, 2020

Cosumnes Community Services District Fire Department  
10573 E Stockton Blvd  
Elk Grove, CA 95624-9743

Dear First Responders,

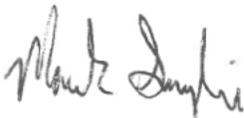
I wanted to write to you to express my sincere thanks for the hard work you do in behalf of the community. I know that every day your work involves helping people in desperate need. This takes a great deal of personal commitment on your part to endure working in hazardous conditions, dealing with stressful situations and being willing to put yourselves out there to help others. I commend you for being willing to work so hard to help others. It is obvious to me that your work is way more than just a job to you and that the primary motivation for you must be a sincere desire to help others and a desire to make a difference in your community. For this I want to applaud you.

I sincerely hope that you are able to continue to safely do your job and I want you to know that I really do appreciate what you do for us and I thank you for the sacrifices you make in our behalf. I know that often your sacrifices for others go unthanked, but please know that they do not go unnoticed!

I too want to help people to see the future as bright and to stay encouraging even under discouraging events. I have found a great deal of help to stay positive in a few of the promises from the Holy Bible. In the scriptures there is a promise that one day in the near future no one will be sick (Isaiah 33:24) and also there will be no bad people to cause careless or deliberate acts that harm others (Psalms 37:10, 11, 29). God even promises to bring back dead loved ones (John 5:28,29) and make the world free of all troubles that cause us pain and suffering (Revelation 21:3,4). These promises and many more have helped me to stay positive and I wanted to share them hoping that it may bring you some encouragement. There is a great deal more information and encouragement at an excellent website that is designed to encourage, it is simply JW.org. This website has many fine articles you may find helpful to share with people you come in contact with, it has been a valuable resource for me.

Again, I want you all to know that your work is greatly appreciated and you are much needed and welcomed in the community. Please stay positive and continue your commendable efforts to help others.

Thank you,



Mark Smylie



# SACRAMENTO COUNTY SHERIFF'S OFFICE

**Scott R. Jones**  
*Sheriff*

June 22, 2020

Chief Mike McLaughlin  
Cosumnes Fire Department  
10573 E. Stockton Blvd.  
Elk Grove, CA 95624

RE: LETTER OF APPRECIATION

Dear Chief McLaughlin:

In response to the death of George Floyd in Minneapolis, Minnesota, civil unrest began occurring throughout the City of Sacramento, including the Sacramento Region. The Sacramento Sheriff's Office was requested by the Sacramento Police Department to join in Unified Command to support and protect individuals and groups exercising their 1<sup>st</sup> Amendment rights, and to prevent potential civil unrest resulting in violence, looting or vandalism. From May 30, 2020, through May 31, 2020, the City of Sacramento and County of Sacramento experienced large scale violence toward law enforcement, mass looting, arson, and vandalism throughout the region.

These events resulted in the required use of mutual aid and support by the National Guard and many other agencies. Team members from your agency assisted this effort as part of the Sacramento Regional Incident Management Team. The National Guard Command Staff commented on the successful use of the SRIMT and suggested it be used as a model for the rest of the state. I want to thank you and your personnel for coming to the aid of the region and our public safety partners. I can say with confidence, this incident would not have been as successful without your agency's involvement.

Very truly yours,

A handwritten signature in blue ink that reads "Scott Jones".

SCOTT R. JONES, SHERIFF