POLICY COMMITTEE MEETING OF THE BOARD OF TRUSTEES
February 17, 2016
6:00 PM
AGENDA

Policy Committee Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact District Manager Chindi Peavey at least five working days before the meeting at (650) 344-8592. Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it.

Public records that relate to any item on the open session agenda for a Policy Committee meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all Policy Committee members. The Policy Committee of the Board has designated the office of the San Mateo County Mosquito and Vector Control District, located at 1351 Rollins Road, Burlingame, for the purpose of making those public records available for inspection.

1. CALL TO ORDER.

2. PLEDGE OF ALLEGIANCE.

3. ROLL CALL.

- Chairperson Kati Martin will take roll call.
- Robert Riechel, City of San Bruno
- Christine Fuller, City of Daly City
- Ed Degliantoni, City of San Mateo
- Donna Rutherford, City of East Palo Alto

4. PUBLIC COMMENTS AND ANNOUNCEMENTS.

- This time is reserved for members of the public to address the Finance Committee of the Board relative to matters of the Committee not on the agenda. No action
may be taken on non-agenda items unless authorized by law. Comments will be limited to five minutes per person and twenty minutes in total.

4. REGULAR AGENDA

A. Policy section 4020

B. Policy Section 2180

C. Legislative Committee – construct and responsibilities

D. Executive Committee – responsibilities and necessity

E. Governance Manual – next steps

5. SCHEDULE NEXT MEETING AND ADJOURNMENT
TITLE: Meeting Attendance

NUMBER: 4020

4020.10 Members of the Board of Trustees shall attend all regular and special meetings of the Board unless there is good cause for absence. An excused absence will be recorded in the Board minutes if the Trustee notifies either the Board Secretary or the President of the Board of Trustees prior to being absent from a regular or special meeting. Acceptable methods of notification include electronic transmission (email), telephone communication and letters.

4020.20 A vacancy may occur if any member ceases to discharge the duty of their office (including unexcused Board of Trustee meeting absences) for the period of three (3) consecutive months except as authorized by the Board of Trustees. The Board Secretary will note in the meeting minutes those trustees who have excused or Board authorized meeting absences.

4020.30 The District Manager may request specific staff to attend regular meetings of the Board of Trustees to present reports concerning their respective areas of responsibility within the District or on special projects in which they are involved on behalf of the District. Such reports shall include, but not be limited to: ongoing entomological programs from the field and laboratory settings, operational updates on mosquito control programs, and financial and administrative data.

4020.40 Trustee attendance is encouraged at meetings and conferences directly related to the functions and interests of the District.

4020.50 All Trustees are encouraged to attend the Annual Meeting of the Mosquito and Vector Control Association of California (MVCAC).

4020.501 Upon returning from the MVCAC meeting, trustees and staff are required to prepare a written report for distribution to the Board or make a verbal report during a subsequent meeting of the Board. Such reports shall detail what was learned at the session(s) that may be of benefit to the District. Materials from the session(s) may be delivered to the
District office to be included in the Trustee Board meeting pre-packet and filed in the District library for the future use of other Trustees and staff.

4020.60 Trustees are encouraged to attend the Annual Meeting of the California Special District Association (CSDA).

4020.601 Trustee attendance at the CSDA Annual Meeting is restricted to the Board President, or another Board Officer, or a representative (appointed by the Board President per Policy 4040.80) and up to three (3) Trustees of the Board with preferences to Board Trustees who have never attended a CSDA Annual Meeting, followed by those who have not attended for at least the last three (3) years.

4020.602 Board Trustees who have attended within the last two (2) years will not be eligible to attend.

4020.603 Trustee declining the invitation to attend the CSDA Annual Meeting will automatically drop to the bottom of the attendance preference list and the next eligible Board Trustee will be selected.

4020.604 Once a Board Trustee attends the CSDA Annual Meeting that Trustee will be placed at the bottom of the attendance preference list.

4020.605 Upon returning from the CSDA Annual Meeting, trustees and staff are required to prepare a written report for distribution to the Board or make a verbal report during a subsequent meeting of the Board. This report shall detail what was learned at the session(s) that may be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the Trustee Board meeting pre-packet and filed in the District library for the future use of other Trustees and staff.

4020.606 District Manager regulates staff attendance at the CSDA Annual Meeting, giving consideration to training opportunities.

4020.70 The District Manager will represent the District at the Quarterly and Annual Meeting of the Vector Control Joint Powers Agency (VCJPA). If a District Trustee becomes a member of the VCJPA Board of Directors they will also attend the Quarterly and Annual VCJPA meetings.

4020.701 Reports of the VCJPA Annual Meeting will be provided at a subsequent District Board of Trustee meeting, detailing what was learned at the session(s) that may be of benefit to the District. Materials from the session(s) may be delivered to the District
office to be included in the Trustee Board meeting pre-packet and filed in the District library for
the future use of other Trustees and staff.

4020.80 District Board of Trustees President is required to attend meetings of the Special District Selection Committee (SDSC) at which a Special District representative is elected to serve on the Local Agency Formation Commission (LAFCo). These meetings are called by the LAFCo Executive Officer to fill a vacancy of the special district representative to LAFCo whenever a vacancy occurs. The President of the District's Board of Trustees is the District's only voting member authorized to vote at the LAFCo-SDSC meetings for the election of a special district representative to LAFCo. If the District Board President is unable to attend, the District Board of Trustees must appoint another Board Trustee by Board Resolution or Minute Order to be the authorized voting member at the SDSC at the LAFCo meeting. All District Board Officers are encouraged to attend the LAFCo local CSDA meetings.

4020.801 Upon returning from the LAFCO-CSDA meeting, the Board President and attending trustees are required to prepare a written report for distribution to the Board or make a verbal report during a subsequent meeting of the Board. This report shall detail what was learned at the meeting that may be of benefit to the District. Materials from the meeting may be delivered to the District office to be included in the Trustee Board meeting pre-packet and filed in the District library for the future use of other Trustees and staff.

4020.90 Trustees are encouraged to attend the Annual County Legislative Breakfast.

4020.901 Upon returning from the Annual County Legislative Breakfast, trustees are required to prepare a written report for distribution to the Board or make a verbal report during a subsequent meeting of the Board. This report shall detail what was learned at the meeting that may be of benefit to the District. Materials from the meeting may be delivered to the District office to be included in the Trustee Board meeting pre-packet and filed in the District library for the future use of other Trustees and staff.

4020.100 Trustee attendance is also encouraged at the National Conference of the American Mosquito Control Association (AMCA).

4020.1001 Trustees attendance is restricted to the Board President, or another Board Officer, or a representative appointed by the Board President according to Policy 4040.80 and up to two (2) members of the Board on a rotational basis.

4020.1002 Any trustee declining the invitation will automatically drop to the bottom of the list and the next eligible member will be selected. Once a trustee attends a conference, they will then be placed on the bottom of the list.

Commented [C2]: Elections occur once every 2 to 4 years
Commented [C3]: Our District is not on the LAFC Commission currently. The District has a vote in the election of a member of LAFCo representing Special Districts. The local CSDA meets quarterly
Trustee attendance is encouraged at the American Mosquito Control Association (AMCA) Annual Legislative Conference in Washington D.C. The Board of Trustees President and District Manager select two (2) one District Trustees to represent our District and visit our Federal Legislators. These two (2) selected trustees will also be eligible to attend the AMCA Annual Meeting. The AMCA Annual Meeting provides full day training for those trustees attending the AMCA Annual Legislative Conference in Washington D.C.

District Manager determines staff attendance at the AMCA Annual Meeting, giving consideration to training opportunities.

Upon returning from the AMCA meeting, Trustees and staff are required to prepare a written report for distribution to the Board or make a verbal report during the next subsequent regular meeting of the Board. This report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the Trustee board packet and filed in the District library for the future use of other Trustees and staff.

The District Manager coordinates and authorizes all staff attendance at annual meetings and conference, educational courses, and state and federal training events, consistent with the functions and interests of the District.

Expenses for attendance at such meetings and conferences by Trustees and staff shall be paid in accordance with the established reimbursement schedule of the District as outlined in District Policy 1120.

All Trustees and designated staff members are required to attend Ethics Training every two years as outlined in District Policy 4010.30.

All Trustees and supervisory staff members are required to attend Prevention of Sexual Harassment Prevention Training every two years as mandated by state law.

Issued: November 13, 2002
Revised: May 29, 2012
Legal Review: May 29, 2012
Reviewed by Policy Committee January 2016
2180.150 Emergency Safety Procedures

The referenced Communications Plan is to be referred to in the event of any emergency.

a. **Important Numbers**
   1. Fire Department   911
   2. Police      911
   3. Ambulance/Paramedics 911
   4. Local Hospitals
      - Mills/Peninsula Hospital  (650) 696-5400
   5. Poison Control Center    (800)876-4766
   6. Phone number information can be obtained by dialing 411 on your cell phone

b. **Serious Injury or Illness**
   1. Notify the local Fire Department and Paramedics - dial 911. Inform them that you need an ambulance or immediate medical care. Stay on the line until the person on the other end tells you to hang up.
   2. Stay with the person. Designate a person to meet the responding authority.
   3. Notify the District Manager or designee of the situation
   4. Keep first aid equipment on the premises for minor injuries. All employees are trained on the exact locations of First Aid equipment

c. **Office Security**
   1. All employees should be alert to unknown persons on the property. Notify your immediate supervisor or District Manager of anyone or anything suspicious.
   2. Lock all doors after business hours.
   3. Keep all valuables locked when possible. Valuables should not be stored near an exit and should be kept out of sight.
   4. Engrave serial numbers on valuable office items and equipment and keep a record of these numbers.
5. All keys will be collected prior to an employee leaving employment with the District.

6. Document all security incidents. The District will report all incidents to local authorities.

d. Civil Disorder

1. In the event of an emergency, local authorities shall be called immediately.

2. Do not attempt to remove demonstrators. The District should use the local authorities for such removal.

3. If there is a crowd in the street or parking area:
   a) Lock all exterior doors;
   b) Warn all employees to stay away from windows;
   c) Document events by the use of written notes, dictation equipment, and photography.
e. **Evacuation Procedures**

1. The District shall designate specific personnel to be responsible for monitoring an evacuation.

2. All employees shall be informed of the following:
   a) The location of exits;
   b) The location of fire extinguishers;
   c) The location of first aid kits; and
   d) Emergency telephone numbers and contacts.

3. Check for handicapped persons or visitors unfamiliar with the layout of the office.

f. **Fire Procedures**

1. If you discover a fire of any size, immediately call the Fire Department - 911.

2. Immediately notify the District Manager, designee, or your Supervisor.

3. If possible, use fire extinguishers to extinguish small controllable fires. Fire extinguishers are available and maintained. It is important that all employees know the location of all fire extinguishers, and how to operate them.

4. Do not return to your office for any reason until the fire has been controlled and you have been advised to return by the fire officials.

5. The District Manager, Supervisor, or designee shall take a head count of those in the office. Check for the following:
   a) Injured or handicapped person;
   b) Persons refusing to evacuate; and
   c) Visitors or contractors.

6. Notify neighboring tenants of the situation.
g. Earthquake

1. In the event of an earthquake, remain calm and stay where you are – either outside the building or inside the building.

2. If you are inside of the building during an earthquake:
   a) Do not evacuate;
   b) Take cover under desk, table, or bench;
   c) Sit or stand against an inside wall;
   d) Sit or stand in an inside doorway; and
   e) Avoid glass and outside doors.

3. If you are outside of the building during an earthquake:
   a) Do not enter the building;
   b) Stay away from overhead electric wires;
   c) Stay away from poles, trees, or buildings; and
   d) If driving an automobile, stop as soon as it is safely possible and remain in car. Do not stop under or on an overpass.

4. After the shaking:
   a) The District Manager, Supervisor or designee shall account for those in the office;
   b) Everyone should be located in the one designated area;
   c) Remain calm; and
   d) Be prepared to report injuries and property damage.

Commented [r7]: This is not taught anymore since many of your doorways are non-bearing. Focus on Duck and Cover!
h. **Bomb Threats**

1. Remain calm and attempt to keep the caller on the telephone to gather as much information as possible regarding the location of the bomb. Listen for background noise or for other clues that may indicate who is calling and the location of the caller.

2. After receiving a bomb threat, immediately call 911.

3. Immediately notify the District Manager or designee of the bomb threat.

4. Safely evacuate the building.

5. Take notes of anything out of the ordinary in the office such as items that are out of place.

6. If a suspicious object is discovered, under no circumstances should it be handled or disturbed. Immediately advise authorities of any such object.