



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS WORKSHOP MINUTES
MEETING DATE: May 13, 2019**

The Hidden Valley Lake Community Services District Board of Directors met this evening at the District office located at 19400 Hartmann Road, in Hidden Valley Lake, California.

Present:

Director Linda Herndon, President
Director Jim Freeman
Director Jim Lieberman
Director Carolyn Graham
Kirk Cloyd, General Manager
Penny Cuadras, Administrative Assistant

Absent: Director Judy Mirbegian, Vice President

CALL TO ORDER

The meeting was called to order at 5:30 p.m. by President Herndon.

APPROVAL OF AGENDA

Motion made by Director Lieberman and seconded by Director Freeman to approve the Agenda; the Board unanimously approved the agenda.

DISCUSSION

RGS Emergency Preparedness Table Top Exercise

Steven Hancock, Senior Advisor, RGS Emergency Management Program presented the Emergency Preparedness Table Top Exercise to members of the board and staff. Members of the Board and staff reviewed and discussed the actions they would take in a particular emergency.

Mr. Hancock discussed the steps the District should consider to better prepare for an emergency;

- o Formally adopt SEMS / NIMS by Policy / Resolution
- o Creating EOP's, update the Vulnerability Assessment Plan
- o Create specific Policies
 1. Communication Roles and Procedures
 2. Current Standards and Terminology
 3. Emergency Evacuation Alerts and Notification Responsibilities
 4. MOU Process
 5. Social Media during an Emergency
 6. Brown Act Violation and Process During and Emergency
 7. Authority to Allocate Resources
 8. Roles of Authority in the Absence of the General Manager and Board Members
 9. General Manager Purchasing Limits during an Emergency
 10. Review financial policies, confirm process for emergency
 11. Written drawdown policy for Staff (State Regs, hours work and required rest time)
 12. Boards roll as support to staff constituents and peers
 13. Situational Awareness
 14. Policy and Procedures for Disaster Services Workers
 15. Proclamation of Emergency; Legal Requirements of signing a Declaration / Proclamation

- o Consider formalizing a relationship with HVLA with an MOU.
- o Complete the required training through NIMS/SEMS (Staff and Elected Officials)
- o Board of Directors Response Guide
- o CalWARN Partnership / Vendor Contracts
- o Bottled Water Policy
- o Written Policy Limited Water Available During an Emergency

PUBLIC COMMENT

There was no Public present.


BOARD MEMBER COMMENT

Director Freeman expressed his appreciation to Mr. Hancock for his presentation and clarification of the roll and responsibilities of the District and a Board Member during an emergency.

ADJOURNMENT

On a motion by Director Graham and second by Director Freeman the board voted unanimously to adjourn the meeting.

The meeting was adjourned at 8:13 p.m.



Linda Herndon Date
President of the Board

 5-14-19

Kirk Cloyd Date
General Manager