

**Alamo Police Services Advisory
Committee**

Ross A. Hillesheim, Chair
Joe Rubay, Vice Chair
Dr. Alden Harken, Secretary
Christy Campbell
Larry Shields
Robert Brannan



Office of the Sheriff
Lt. Scott Wooden,
Station Commander
Dep. Lance Wallace

The Alamo Police Service Advisory Committee serves as an advisory body to the Contra Costa County Board of Supervisors.

AGENDA

P2B/Alamo Police Services Advisory Committee

Monday, February 6, 2023

5:30pm

Alamo Plaza, Suite 170A

- 1. CALL TO ORDER, ROLL CALL**
- 2. PUBLIC COMMENT (3 minutes/speaker)**
- 3. REVIEW AND APPROVE PRIOR MEETING RECORD OF ACTIONS**
- 4. POLICE REPORT**
 - a. Officer Pruitt, CHP
 - b. Deputy Lance Wallace, CCCSO
- 5. NEW BUSINESS**
 - a. Neighborhood Watch Information and Marketing
- 6. OLD BUSINESS**
 - a. Status of FLOCK Cameras
 - b. Review Final Bylaws
- 7. FINANCIAL REPORT – Ross Hillesheim**
- 8. COMMUNITY ORGANIZATION REPORTS/UPCOMING DATES**
 - a. Alamo Improvement Association (Joe Rubay)
 - b. Alamo Rotary Club
 - c. Alamo MAC (Robert Brannan)
- 9. ONGOING ITEMS**
 - a. Patrol vehicle, equipment updates and needs, including bicycle, uniforms, and training and continuing education for Deputy Wallace.
 - b. Update on necessary supplies including stickers, shirts, hats, food, and beverages for volunteers.
 - c. Voluntary security camera registration program.
- 10. ADJOURN**

Mailing Address for Alamo Police Services Advisory Committee is Office of the Sheriff, Alamo Substation,
150 Alamo Plaza, Suite C, Alamo, CA 94507

The Alamo Police Service Advisory Committee will provide reasonable accommodations for persons with disabilities planning to attend the meeting who contact Cameron Collins at least 72 hours before the meeting, at 925.655.2300..

**Alamo Police Services Advisory
Committee**

Joe Rubay, Chair
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P2B/Alamo Police Services Advisory Committee

Monday, January 9 at 5:30pm

RECORD OF ACTIONS

VIRTUAL MEETING pursuant to Government Code Section 54953(e)

Zoom Meeting ID: 879 6613 0653

Password: 642564

1. CALL TO ORDER, ROLL CALL

Meeting called to order at 5:32pm. All Members Present.

2. PUBLIC COMMENT (3 minutes/speaker)

Austin Brannon told us that he is in the 8th grade at Stone Valley Middle School and that he is auditing our meetings in partial completion of his community service merit badge working toward an Eagle Scout

Ross suggested that we begin our meetings with the Pledge of Allegiance. This was accomplished

3. REVIEW AND APPROVE PRIOR MEETING RECORD OF ACTIONS

Move to approve the December 2022 Record of Actions. Unanimous approval.

4. POLICE REPORT

- a. Officer Pruitt, CHP
- b. Deputy Lance Wallace, CCCSO

Four home burglaries in the month of November and seven last month. A common theme for the rest of the meeting was residential home burglaries. Both Lt Wooden and Deputy Wallace assured us that crime is low in P2B but residential home burglaries in affluent neighborhoods have increased throughout the entire Bay Area.

Follow Up:

- Sheriff's Office regarding safety tips (to be used in our newsletter and on NextDoor)
- Follow up with Alamo Today and ask about space in the newspaper

Sharon noted that our LAFCO application requires names and addresses of about 1200 parcel owners and this process is a formidable burden for one person. Christy Campbell and Kristen Parker volunteered to help. Sharon wisely observed that this is going to be a "real slog"

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We returned to the discussions of LAFCO, residential burglaries, overtime for our P2B deputy, an additional police car and the schedule for the installation of our cameras. In developing a cohesive community process Sharon, Christy and Cameron questioned: “Do people who are not in P2B want to be in P2B?”; “Do most people know whether they are in P2B?”; “Do most people know the boundaries of P2B?” “Do most P2B residents know that we have a dedicated P2B deputy that cross covers with other communities when needed – and the reverse?” and “do members of P2B know that Round Hill has two dedicated deputies for which they pay \$ 450 annually per parcel while we in P2B have one deputy for which we pay \$ 67. This discussion rapidly morphed into a general need for enhanced community education, community communication and community participation. Fortunately, Ross indicated that we do have the funds for deputy overtime or the renting of an accessible/comfortable site for community education.

5. NEW BUSINESS

a. P2B 2023 Chair

Ross Hillesheim will be Chair for 2023; Joe Rubay will be Vice Chair

6. OLD BUSINESS

a. Status of FLOCK Cameras

b. Draft Bylaws

Our draft bylaws were approved at our last meeting, but the burdens of committee leadership were acknowledged. Cameron noted that we do not really have a treasurer because that position does recount our financial status but does not make fiscal policy. We therefore acknowledged the elimination of our treasurer position and Ross volunteered to accept chair responsibility, Joe will assume the position of vice-chair and Alden will remain secretary.

c. Membership Expirations

Karen McPherson’s board application apparently came in late and she will not formally rejoin APSAC until our next meeting

d. Discussion of the recent increase in home break-ins and burglaries

7. FINANCIAL REPORT – Ross Hillesheim

Ross provided a characteristically comprehensive report and the good news is that we seem to be spending \$ 4,000 to \$ 6,000 less than we are receiving each month so we do have some funds available for the community education that we appear to be planning. Indeed, Ross predicts as much as a \$ 170,000 surplus this year.

8. COMMUNITY ORGANIZATION REPORTS/UPCOMING DATES

a. Alamo Improvement Association (Joe Rubay)

b. Alamo Rotary Club (Karen McPherson)

c. Alamo MAC (Robert Brannan)

9. ONGOING ITEMS

a. Patrol vehicle, equipment updates and needs, including bicycle, uniforms, and training and continuing education for Deputy Wallace.

- b. Update on necessary supplies including stickers, shirts, hats, food, and beverages for volunteers.
- c. Voluntary security camera registration program.

10. ADJOURN

Adjourn at 6:59pm.

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Materials distributed for the meeting are available for viewing at the District III Office at
309 Diablo Road, Danville, CA 94526 (925) 820-8683

**BYLAWS
OF
CSA P-2 ZONE B CITIZENS ADVISORY COMMITTEE**

These Bylaws of the CSA P-2 Zone B Citizens Advisory Committee “Alamo Police Services Advisory Committee” (“Committee”) were submitted for approval to the Contra Costa County Board of Supervisors on _____, 20___. Upon approval, these Bylaws will take effect and supersede any and all previous bylaws.

ARTICLE 1

Membership

- A. Members; qualifications. This Committee is comprised of seven voting members and one alternate. All Committee members must reside or work in Zone B of CSA P-2. One Committee Member must also be a member of the Alamo Municipal Advisory Council.
- B. Appointments. All members of the Committee are appointed by the Contra Costa County Board of Supervisors upon recommendation by the Supervisor of the district in which CSA P-2, Zone B, is located.
- C. Terms. There is no limit on the number of terms a member may serve.
- D. Alternate. The alternate member may attend Committee meetings and participate in Committee discussions in the same manner as a voting member. The alternate member may vote in the absence of any voting member.
- E. Attendance. Attendance at meetings is an important responsibility of Committee members. If a member has more than three unexcused absences in one calendar year, the member will be considered to have resigned from the Committee.

ARTICLE 2

Officers

- A. Election. The Committee shall elect a Chairperson, Vice-Chairperson, and Secretary at the first regular meeting of the calendar year. Four affirmative votes are required to elect an officer. Officers must be members of the Committee. Any Committee member may nominate any Committee member to serve as an officer.
- B. Term. Officers will be elected to terms of one calendar year. There is no limit to the number of terms a member may serve as an officer. Terms may be consecutive.
- C. Duties.
- (1) Chairperson. The Chairperson shall: Conduct meetings; in coordination with the District Supervisor's office, prepare, distribute and post agendas; interact with the public; and represent the Committee as needed.
 - (2) Vice-Chairperson. The Vice-Chairperson will act as the Chairperson in the absence of the Chairperson.
 - (3) Secretary. The Secretary will draft minutes of each meeting of the Committee, in the form required by law, and distribute copies to the Committee for approval. The Secretary will send a copy of all agendas, minutes, resolutions and reports of the Committee to the office of the Supervisor of the district in which CSA P-2, Zone B, is located, where these documents will be maintained in a permanent file.
- D. Removal. An officer may be removed before the end of the officer's term by four affirmative votes.
- E. Unscheduled vacancies.
- (1) In the event of an unscheduled vacancy in the office of the Chairperson, the Vice-Chairperson vacates the office of Vice-Chairperson and becomes the Chairperson for the remainder of the term.

- (2) In the event of an unscheduled vacancy in the office of the Vice-Chairperson or Secretary, the Committee will elect a member to fill the vacancy for the remainder of the term.

ARTICLE 3

Meetings

- A. Regular meetings. Regular meetings shall be held at 5:30 p.m. on the first Monday of each month at Alamo Plaza, Suite 170-A. A regular meeting may be cancelled by the Chairperson.
- B. Special meetings. By County policy, special meetings of advisory bodies to the Board of Supervisors are discouraged. Only in the event of an urgent matter that requires Committee action before the next regular meeting should a special meeting be called, either by the Chairperson or by the majority of all members of the Committee, in accordance with the procedures set forth in Government Code section 54956, including but not limited to the requirement to deliver and post the call and notice at least 24 hours in advance of the meeting.
- C. Conduct of meetings. All meetings shall be open to the public and conducted in accordance with the provisions of the Ralph M. Brown Act (Gov. Code, § 54950 et seq.) and Better Government Ordinance (Contra Costa County Ord. Code, chapter 25-2). The Chair will conduct all meetings in a fair and proper manner and make all required procedural rulings. Prior to the public comment portion of a meeting, the Chairperson or Secretary may ask that speakers fill out speaker cards; however, no person may be required to provide any identifying information as a condition of attending or speaking at a Committee meeting.
- D. Quorum. The Committee may meet and take official actions only if a quorum is present. A quorum consists of a majority of all authorized voting member seats on the Committee, whether vacant or filled. In the event that a voting member is absent, the alternate member, if present, may be counted towards the quorum.
- E. Actions. The Committee may take action by majority vote of the members present, except as otherwise set forth in article 2, sections A and D.

- F. Notice requirements. Agendas of each meeting shall be posted within Zone B of CSA P-2 at a place freely accessible to the public and on the Contra Costa County website. Agendas of all regular meetings must be posted at least ninety-six (96) hours before each meeting.

ARTICLE 4

Bylaws

The Committee may recommend Bylaws and amendments to Bylaws to the Board of Supervisors. Bylaws and amendments to Bylaws take effect upon approval by the Board of Supervisors.

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Monthly Officer Fixed Cost Detail Report
Alamo P-2 Zone B
FY 2022-2023

FY 2022-2023	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	Current Total
Fund 265700 Org 7657	7/1-8/11	8/12-9/13	9/14-10/12	10/13-11/14	11/15-12/12	12/13-1/12	1/13-2/13	2/14-3/13	3/14-4/12	4/13-5/11	5/12-6/12	6/143-7/13	
Personnel Fixed Costs													
	Sub Obl.												
Retiree Health Cost	3611	1,234.18	0.00	2,370.17	1,171.50	1,214.30	0.00	0.00	0.00	0.00	0.00	0.00	5,990.15
Other Post Emp Benefits	3611	227.05	0.00	227.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	454.10
Operational Fixed Costs													
Communications Costs	3611	402.83	0.00	805.66	402.83	402.83	0.00	0.00	0.00	0.00	0.00	0.00	2,014.15
Liability Insurance	3611	215.83	0.00	431.66	215.83	215.83	0.00	0.00	0.00	0.00	0.00	0.00	1,079.15
Supplies/Svcs Costs	3611	125.00	0.00	250.00	125.00	125.00	0.00	0.00	0.00	0.00	0.00	0.00	625.00
Total Expenditures	0.00	2,204.89	0.00	4,084.54	1,915.16	1,957.96	0.00	0.00	0.00	0.00	0.00	0.00	10,162.55

Notes to Fixed Costs:
 Retiree Health Cost &
 Liability Insurance cost is
 Other Post Employee Benefits (OPEB) is a rate set by the County
 Communication Charges & Supplies/Services cost is a annual set rate

Traffic Safety Fund Report
Alamo P-2 Zone B
FY 2022-2023

FY 2022-2023		Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	Current Total
Fund 113900 Org 3683		7/1-8/11	8/12-9/13	9/14-10/12	10/13-11/14	11/15-12/12	12/13-1/12	1/13-2/13	2/14-3/13	3/14-4/12	4/13-5/11	5/12-6/12	6/13-7/13	
Beginning Fund Balance		34,787.87	34,787.87	34,787.87	34,808.94	34,810.33	34,810.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE	Sub Obj:													
Traffic Fines	9150	0.00	0.00	21.07	1.39	0.00	0.22	0.00	0.00	0.00	0.00	0.00	0.00	22.68
Drivers Education	9684	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Fines	9161	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest	9181	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue		0.00	0.00	21.07	1.39	0.00	0.22	0.00	0.00	0.00	0.00	0.00	0.00	22.68
EXPENDITURES	Sub Obj:													
Gov. to Gov. fund trnsf	5011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Estimated Ending Fund Balance		34,787.87	34,787.87	34,808.94	34,810.33	34,810.33	34,810.55	0.00	0.00	0.00	0.00	0.00	0.00	22.68

Notes to Traffic Safety Fund:
 IIIIIBESI REVENUES: A/B
 distributed from annually.
 Expenditures consist of approved individual purchases or are related to investment costs