



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



PLATINUM LEVEL

President – Bryon Gutow • Vice President – Kevin Graves • Director – Ashley Porter • Director – Michael Callahan • Director – Carolyn Graham

**MINUTES OF THE REGULAR MEETING
OF THE STANDING INTERNAL OPERATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, August 4, 2021
3:30 P.M. – 4:30 P.M.**

**NOTICE
Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-08-21, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Board will hold public meetings via teleconferencing as Board Chambers remain closed to the public.

To accommodate the public during this period of time that the Committee's Chambers are closed to the public, the Town of Discovery Bay Community Services District Committee Members have arranged for members of the public to observe and address the meeting telephonically.

**TO ATTEND BY TELECONFERENCE:
Toll-Free Dial-In Number: (866) 848-2216
CONFERENCE ID **5193676302#****

Download Agenda Packet and Materials at www.todb.ca.gov/

Internal Operations Committee Members

*Chair Michael Callahan
Vice-Chair Carolyn Graham*

- A. ROLL CALL**
1. Call business meeting to order 3:30 p.m. By Chair Callahan
 2. Roll Call – All present.
- B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**
- None.
- C. DRAFT MINUTES TO BE APPROVED**
1. Approve DRAFT minutes of June 2, 2021, Internal Operations Committee Meeting.
Motion by Vice-Chair Graham to approve Draft Minutes of June 2, 2021.
Second by Chair Callahan.
- D. PRESENTATIONS**
1. Internal Operations Update.
None.
- E. DISCUSSION ITEMS**
1. Discussion Regarding the Draft Emergency Response Plan.
Executive Assistant Maddie Kibriya presented the Draft Emergency Response Plan (ERP). This plan was created as a guide to establish how to respond to certain emergencies or hazards that threaten our jurisdiction. The last time the ERP was updated was in 2015. ERPs are located inside of each emergency backpack.
Vice-Chair Graham asked if a staff roster will be included in each binder.
Executive Assistant Maddie Kibriya advised a listing of all Town employees as well as temporary employees is located in each binder.

Chair Callahan asked if staff will be assigned roles in the event of an emergency.
General Manager Mike Davies advised that needs would determine assignments of each employee.
General Manager Mike Davies advised Vice-Chair Graham the Board of Directors will be notified of any emergency as soon as there is an opportunity and time allows for an emergency situation.

F. FUTURE DISCUSSION/AGENDA ITEMS

G. ADJOURNMENT

1. Adjourned at 3:40 p.m. to the next Standing Internal Operations Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."

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