DEPARTMENT OF FORESTRY AND FIRE PROTECTION
Office of the State Fire Marshal
Underground Facilities Safe Excavation Board
1131 S Street
SACRAMENTO, CA 95811
(916) 445-8200
Website: www.digsafe.fire.ca.gov/

BOARD MEETING ANNOUNCEMENT

Training Meeting	Business Meeting
Tuesday, January 9, 2017 10:00 am Natural Resources Building Auditorium 1416 Ninth St., Sacramento, CA 95814	Tuesday, January 9, 2017 1:00 pm Natural Resources Building Auditorium 1416 Ninth St., Sacramento, CA 95814

Underground Facilities Safe Excavation Board Members:

Jessica Arden
Vincent Bernacchi
Ron Bianchini
Randy Charland
Marjorie Del Toro
William Johns
Marshall Johnson
Carl Voss

Training Meeting Agenda

Tuesday, January 9, 2017
10:00 am

Natural Resource Building Auditorium
1416 Ninth St., Sacramento, CA 95814
(meeting not webcast)

1. **Call to Order**

2. **Public Comment**: Any person may comment on any item on the agenda and any topic within the subject matter jurisdiction of the Board.

3. **Bagley-Keene Open Meeting Act Training**: Staff will present training and encourage discussion regarding the requirements of the Bagley-Keene Open Meeting Act.

4. **Public Records Act Training**: Staff will present training and encourage discussion regarding the requirements of the California Public Records Act.

5. **Parliamentary Procedure Training**: Staff will present training and encourage discussion regarding the purpose and effective use of parliamentary procedure.

6. **Travel and Travel Expense Reimbursement Training**: Staff will present training on State Controller's Office, CAL FIRE, and Board procedures for travel and lodging booking and reimbursement.

7. **Adjournment**

Business Meeting Agenda
Tuesday, January 9, 2017
1:00 pm

Natural Resource Building Auditorium
1416 Ninth St., Sacramento, CA 95814

1. **Call to Order**

2. **Public Comment**: Any person may comment on any item on the agenda and any topic within the subject matter jurisdiction of the Board.

3. **Welcome, from the Executive Officer**: Executive Officer will provide welcome remarks to members at the beginning of the Board's first business meeting.

4. **Election of Chair**: Members will elect a chairperson pursuant to Government Code 4216.13(e).

5. **Member Reports**

6. **Board Policies**: Staff will present draft policies for discussion and potential adoption. **These are possible action items**.

    a) Legislative Framework L-01: 49 USC 60116 – Public Education Programs
    b) Legislative Framework L-01a: 49 CFR 192.614, 49 CFR 195.422 – Damage prevention program
    c) Legislative Framework L-02: 49 USC 60134(b) – Damage Prevention Program Elements
    d) Legislative Framework L-02a: 49 CFR 198.55 - What criteria will PHMSA use in evaluating the effectiveness of State damage prevention enforcement programs?
    e) Legislative Framework L-03: California's Dig Safe Law
    f) Organization B-01: History
    g) Organization B-02: Mission
    h) Organization B-03: Vision

i) Organization B-04: Values
j) Responsibilities and Accountabilities A-01: Responsibilities of the Board
k) Responsibilities and Accountabilities A-02: Responsibilities of Board Members
l) Responsibilities and Accountabilities A-03: Responsibilities of the Executive Officer
m) Responsibilities and Accountabilities A-04: Accountability to the Legislature
n) Responsibilities and Accountabilities A-05: Coordination with State and Federal Agencies
o) Compliance C-01: Compliance with Legislative and Administrative Process Requirements
p) Governance G-01: Parliamentary Procedure
q) Governance G-02: Election of Board Chair
r) Governance G-03: Role of the Board Chair
s) Governance G-04: Replacement of the Executive Officer
t) Governance G-05: Recommendations to the Governor and Legislature

7. **Annual Plan**: Staff will propose a 2018 Annual Plan, and members will discuss their responsibilities for elements of the plan. This item is for discussion only.

8. **Adjournment**

BOARD MEETING INFORMATION

CONTACT INFORMATION
Those requiring further information regarding this meeting notice may contact Tony Marino, Executive Officer, California Underground Facilities Safe Excavation Board, 1131 S Street, Sacramento, CA, 95811, (916) 322-5250. This meeting notice is also available in electronic format at http://www.digsafe.fire.ca.gov/

WEBCAST
To the extent possible, and unless otherwise indicated, Board meetings will be accessible via live audio webcast. Board members will be in attendance at the meetings' noticed locations, along with any members of the public that choose to attend. Directions to access audio webcast may be found at http://www.digsafe.fire.ca.gov/. The physical meetings will continue if the webcast broadcast is interrupted or terminated for any reason.

PERSONS WITH DISABILITIES
Pursuant to the Americans with Disabilities Act, individuals who, because of a disability, need special assistance to attend or participate in a California Underground Facilities Safe Excavation Board meeting may request assistance at the Board Office, 1131 S Street, Sacramento, CA. 95811 or by calling (916) 322-5250. Requests should be made one week in advance whenever possible. These facilities are accessible to persons with disabilities.

SUBMISSION OF WRITTEN MATERIALS
The public is encouraged to comment on any item on the agenda. You may submit your comments by one of the following methods (only one is necessary):

E-mail: digboard@fire.ca.gov

U.S. mail: California Underground Facilities Safe Excavation Board
1131 S Street, Sacramento, CA. 95811
Sacramento, CA 95811

All written submittals shall be due no later than 12:00 p.m. the Thursday before the Board meeting. Timely submittal of comments gives the Board staff and the Board members sufficient time to familiarize themselves with the content of written documents. Additionally, this timeline will allow for online posting of documents for public inspection.

SPEAKING AT THE MEETING
If you wish to speak on an agenda item, please line up behind the speaker's podium before the **Public Comment** portion of the meeting, usually at the beginning of the meeting.

- Individuals with a shared position are encouraged to select a spokesperson for their group.

- The order of speakers will be based on order of arrival and notification to Board staff of intention to speak, but public officials may be taken out of order.
- Individuals may speak to any issue subject to the Board's jurisdiction, and the Board Chair retains the right to stop any speaker who raises an issue that is not under the Board's jurisdiction.
- Individuals in need of interpreters or other special accommodations are encouraged to contact the Board one week in advance of the meeting if possible. Reasonable accommodations will be provided free of charge.
- Beverages, food, and sticks or any other objects with handles are strictly prohibited. Larger signs, or signs with handles, may be left in the area between the auditorium entrance and the security screening, for retrieval after the meeting.
- Speakers may bring written copies of their comments to the Board meeting for distribution to the Members of the Board. Copies of the written comments shall be given to the Clerk of the Board who will ensure the appropriate distribution of the comments. If possible, please provide eleven (11) copies.
- The Board retains the right to remove disruptive attendees from the Board meeting.
- The Board reserves the right to override the above rules in case of emergency or other unforeseen circumstances.

WHEN WILL MY AGENDA ITEM BE HEARD?

The Board begins each session at the time listed on the Meeting Notice and considers each agenda item in the sequence listed, however, the Board may take an agenda item out of order as time permits.