



MINUTES  
Recreation and Community Services Commission  
Adjourned Regular Meeting  
November 14, 2018

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MEETING WAS CALLED TO ORDER at 6:00 p.m. by Chairperson Dave Allen.

PLEDGE OF ALLEGIANCE was led by Commissioner Heiss.

ROLL CALL: PRESENT: Chairperson Dave Allen  
Vice Chairperson Ted Spaseff  
Commissioner Winnie Heiss  
Commissioner Kirk Real

ABSENT: Commissioner Ben Delarosa

APPROVAL OF MINUTES: Meeting of October 10, 2018. A motion was made by Commissioner Winnie Heiss and seconded by Commissioner Ted Spaseff. Minutes were approved as submitted.

ANNOUNCEMENTS AND PRESENTATIONS:

Assistant Director Kevin Bright provided information regarding programming and upcoming events. With the conclusion of Daylight Saving Time, he announced that parks would now close at 5 p.m., stating that staff would only be required to remain onsite if there was a scheduled event. With the Thanksgiving holiday approaching, it was said that parks and community centers would have adjusted hours of operation. All facilities will be closed on Thanksgiving Day. Parks will reopen at 12 noon on Friday, November 23. The Weingart Senior Center, the Burns Community Center, and DASH will be closed and/or out of service for the entirety of the weekend.

Mr. Bright reported that on Saturday, November 17, the annual Turkey Tournament, supporting Project Shepherd, would take place at San Martin Park. Six teams have registered to play and nine field signs were purchased by various sponsors for \$100 each. It was said that proceeds of around \$3000 were expected to be raised in support of Project Shepherd. Registration began on Monday, November 5 at both the Burns Community Center and Palms Park. Currently 150 families have registered for the holiday assistance program. The Project Shepherd warehouse is scheduled to open at the Lakewood Youth Center on Monday, December 3, with volunteers starting work on Tuesday, December 4.

The Senior Holiday Luncheon was said to be taking place on Monday, December 3 from 11 a.m. to 12:30 p.m. in the Weingart Ballroom at the Centre. Mr. Bright asked the Commission to inform their secretary if they wish to attend. Finally, on Tuesday, December 4, Community Services Manager, Chuck Martucci, and the Area E DMAC will host a citywide disaster preparedness exercise for Lakewood staff. A tabletop exercise will test staff on their readiness using a simulated earthquake scenario.

Parks Superintendent Philip Lopez provided updates on Rynerson Park. He reported that the gates

have been closed to prevent the public from driving into the park while the contractor installs the new sewer line. It was said that the installation should be complete within the next two weeks. The contractor will then complete the demolition and installation of the new restroom facility in the beginning of December.

Mr. Lopez went on to report on the status of the Mayfair Park Storm Water Capture Project, stating that this week concrete building blocks would be delivered for the installation of the new water capture bunker. He informed the Commission that staff would soon meet with the contractor to discuss the irrigation plan for the installation of a new irrigation system at field one, also known as the Lisa Fernandez Field. It was said that field three would also receive a new irrigation system that will be installed in-house, in conjunction with the contractors work on field one.

Director Valarie Frost reported that the Burns Community Center was open to the public and in full swing with Meals on Wheels operating in their newly remodeled and augmented workspace. A ribbon-cutting event was held on Monday, November 12, commemorating the completion of the 1½-year construction project at the facility. Ms. Frost thanked Commissioner Real for his attendance at the event. She mentioned that prior to the ribbon-cutting event, staff had hosted an inaugural Emergency Preparedness Fair on Saturday, November 3. There were 16 vendors and over 150 attendees at this first-time community event.

Nifty After Fifty was said to be closing their doors after 10 years as a tenant at the Burns Community Center. In accordance with their lease agreement, they have declined to extend their lease beyond December 31. In the New Year, city staff will work closely with the Public Works Department to refresh the second floor and offer recreation programming for active adults, 50 years and older. Programming will include fitness related contract classes and staff-coordinated drop-in sessions, thereby continuing health and wellness opportunities as previously offered by Nifty After Fifty. It was stated that long-term use of the second floor's open space and offices were currently being researched.

It was reported that on Monday, October 22, the Park Development Committee met and discussed park improvements at Rynerson Park, the renewal of the Lakewood Equestrian Center contract, and the Lakewood Youth Hall of Fame Regulations. The Park Development Committee directed staff to report to the City Council with a recommendation to postpone the purchase of new picnic shelters for Rynerson Park due to a lack of available funding. Additionally, staff was directed to schedule a Park Development Committee Meeting to further discuss a Request for Proposals in search of a concessionaire to operate the Lakewood Equestrian Center beyond June 30, 2019 when the contract with Sandie Mercer Stables Inc. ends.

Ms. Frost reported that at a recent City Council meeting, as directed by the Park Development Committee, a revised list of Lakewood Youth Hall of Fame regulations was presented and subsequently approved by the City Council. Of note, is the creation of a new award category titled the Larry Van Nostran Future Star Award. The award will recognize a freshman class athlete for his or her outstanding achievement in a single sport. Ms. Frost explained that Larry Van Nostran was a co-founder of the Lakewood Youth Hall of Fame and the Chairman of the Board of Electors for over 30 years. She mentioned that this new award category honors Mr. Van Nostran's contributions to Lakewood youth sports, while recognizing a previously under-represented

population of athletes in the Lakewood Youth Hall of Fame.

Ms. Frost then reported that the Community Promotions Committee met on Tuesday, October 30. On the agenda was a staff report regarding the 2019 Civic Center Block Party. Considering the city's structural deficit, staff identified cost-saving measures in offering the event next year, including moving the event to Lakewood Center, thus avoiding the cost to close Clark Avenue for the day. After receiving pertinent information regarding the event's history, recommended changes for a 2019 event, and a full financial report detailing the cost to produce the event, the Council Committee recommended that a full report be provided to the City Council in a Study Session. A date for that Study Session has not yet been calendared.

Next, it was reported that a Budget Advisory Group had been formed by the City Manager's Office and that their first meeting was held on Monday, November 12. The Chairs of each city Commission were invited to be a part of the advisory group. Ms. Frost expressed thanks to Chairperson Allen for making time in his busy schedule to attend the meeting. She mentioned that the group was provided charts and figures detailing the city's current budget status and structural deficit. They were also given an overview as to how the group will contribute in making recommendations to help the city close the gap in its structural deficit.

Finally, Ms. Frost extended an invite to the Commission for the Senior Holiday Luncheon on Monday, December 3, and at the city's Tree Lighting event on Friday, December 7. She asked that the Commission please confirm their attendance with their secretary.

Commissioner Kirk Real shared that he recently attended the Burns Ribbon Cutting Ceremony and congratulated staff on a job well done. He expressed his appreciation for the tours staff provided both of the inside and outside of the new facility.

Vice Chairperson Ted Spaseff reported that he attended the Award of Valor. He said it was great as always and mentioned that it was neat that two RCS staff members, William Gombrich and Sam Smith, were recognized at the event. He mentioned that he also had the chance to attend the Halloween Carnival at Del Valle Park, and expressed how much he appreciates staff going beyond their normal work hours to help with these events. Lastly, he shared that he attended the Senior Adult Benefit Fair and noted that it was a great event.

## REPORTS:

### **1. Aquatics Program Annual Report**

Community Services Manager Nicole Duran displayed slides and highlighted the various aquatics programs and events that took place in the past year, as noted in the written report. Pre-summer swim lessons were said to have opened Memorial Day weekend at Mayfair Pool. Full operations at Mayfair and McCormick Pools began on Saturday, June 16, with morning and evening lessons, two sessions of daily recreation swim, and other swimming opportunities. Ms. Duran reported that a new addition to the Learn to Swim Program included private swim lessons, which were added to the Saturday lesson schedule at McCormick, and to the post-summer schedule at Mayfair. Sixteen participants were said to have attended the Saturday lessons at McCormick, with 52 participants having attended the

post-summer lessons at Mayfair. Ms. Duran mentioned, given the program's success, that it would continue to be offered in the summers to come.

The Junior Lifeguard Program was said to have been a huge success this past summer. Ms. Duran reported that the class had been newly revised to an eight-week program with classes lasting one hour and a half, five days a week. The Mayfair class was said to have filled to capacity with 47 participants, and 17 were said to have registered at McCormick. On Saturday, July 7, the junior lifeguards attended a CPR/First Aid training. On Thursday, July 12, they went on an excursion to Bolsa Chica Beach, and on Thursday, August 2, they enjoyed a trip to Raging Waters. Throughout the summer, they volunteered at various swim lessons, and at the Save a Life event. On Friday, July 27, they competed in a variety of events at the eighth annual Mayfair and McCormick Junior Lifeguard Swim Meet. Ms. Duran reported that the junior lifeguards had worked hard all summer long preparing to become future lifeguards, and at the conclusion of the summer, they went through a mock interview with the junior lifeguard instructors to prepare them for next year's employment process.

Ms. Duran then informed the Commission that the staff training program had also been newly revised. This year, two separate weekends were offered to staff to streamline staff participation. An initial weekend kicked off on Friday, June 1, with the All Staff In-Service followed by a full day of training on Saturday, June 2, including Lifeguard In-Water Training Skills and Swim Instructor School. Weekend two, June 9 and 10, included all certification update courses including, Lifeguard Training, CPR for the Professional Rescuer, Title 22, Oxygen, Suctioning, and Blood-borne Pathogens. Throughout the summer, trainings were continued bi-weekly to keep staff informed and motivated in their assignment. All of these elements prepared staff for a successful and safe summer.

The annual Save a Life event was reported to have been held on Saturday, July 14. The event was designed to educate the community on how to be safe around water. Free swimming lessons were offered along with CPR demonstrations, life jacket fitting, and fun activity stations for kids of all ages. Ms. Duran reported that over 70 children registered for a free swimming lesson, and nearly 150 participants came to the event. A free Water Watcher Card and whistle were handed out to all in attendance. The Water Watcher Card reminds parents that there should always be a designated water watcher when children are playing in or around a swimming pool. Ms. Duran mentioned that each member of the Commission had been provided with a Water Watcher Card of their own to take home.

Ms. Duran went on to report that on Fridays throughout the summer, Mayfair and McCormick Pools offered a series of themed events for Lakewood residents. This fun and attractive event series meets residents' needs, targeting all age ranges from seniors to youth with themes such as Grandparent's Appreciation Day, Float with Friends, and Itty Bitty Beach Party. The events were said to have been offered every Friday from June 22 through August 24. It was reported that the lineup was a success and was well received by the residents. Attendance demonstrated this achievement and programs would continue to support interest.

Next, Ms. Duran highlighted the new aspects of the recruitment process that were implemented this year. A new and attractive job flyer and brochure were said to have been created to better advertise the city's open positions. The brochure was said to outline the details of the job and the many requirements of the positions. Lifeguards and swim instructors are required to hold up to as many as six American Red Cross certifications. Upfront costs were said to be nearly \$400. Ms. Duran reported that this cost drives many quality potential candidates to other employment opportunities, which do not require significant advanced investment. She mentioned that this fact was especially true for the target population of high school and college students who do not have extensive funds. Under the newly implemented plan, those candidates who met the requirements from the in-water testing and oral interview were invited to the certification school at no cost. At the conclusion of the Lifeguard Certification School the candidate received lifeguard training, CPR for the Professional Rescuer, and oxygen and suctioning certification. With this change, staff received a better pool of potential candidates to select. It was reported that this past summer 10 new hires went through the lifeguard instructor's school and are now part of the aquatics team.

Ms. Duran concluded her report stating that the 2018 season was another successful year for the aquatics program. Aquatics staff continued to facilitate excellent recreational opportunities while providing top-notch safety in and around the water. Lakewood residents of all ages had fun, while receiving state of the art education with regard to swimming and general water safety.

Ms. Duran confirmed for Commissioner Real that a few of the new hires did in fact go through the Junior Lifeguard Program. Commissioner Real expressed his appreciation to staff for giving incentive to many of the local children who have taken the time and the effort to become certified.

The Commission received and filed the report.

## **2. Incident and Injury Annual Report**

Community Services Supervisor Jonathan Gorne expanded on information on the department's incident and injury reporting process as noted in the written report. He informed the Commission that included in their agenda packet, for their reference, were blank copies of the injury and incident report form, the vehicle accident report form, and the head injury protocol form. He noted that in the event that an incident or injury occurs on a city recreation facility, recreation staff completes a department incident and injury report form detailing the events that occurred. Management personnel, including the department director, then review the reports for completeness and to identify potential trends. Statistical information, including type of incident, and an estimate of loss to the city, is transferred into a spreadsheet, allowing staff to recognize specific types of incidents and injuries occurring on a facility. He pointed out that a spreadsheet was included with the report detailing the 2018 incident and injury reports, and a three-year comparison of statistics, by facility and by type.

Mr. Gorne went on to report that through October 2018, there have been 403 incidents reported across all facilities for the year. In 2017, there were 429 incidents reported, which reflects a 16.5% decrease from the amount reported in 2016. He mentioned that facility patron injuries remain the department's single most frequent classification of incident. This category was said to cover a wide range of park visitors, including participants of Lakewood Youth Sports, contract class participants, facility permits and aquatics programming. Of all the facilities, Palms Park, Bloomfield Park, Mayfair Park and Mayfair Pool have reported the highest volume of incidents each of the past three years. In regards to the types of incidents, Mr. Gorne reported that emergency calls for Sheriff's assistance, and Public Works Gatekeeper assistance calls, join patron injuries as frequently cited types across all facilities. He noted that in 2018, emergency calls to the Los Angeles County Sheriff's Department had already seen a 35% increase when compared to the 2017 total. The final count was said to be on track to be in line with the 2017 reports.

Mr. Gorne pointed out that since 2016, city staff has classified head injuries as its own category as part of California Assembly Bill 2007 and the monitoring of concussions and other head injuries in youth sports. In response to the bill, recreation staff created a head injury protocol form to use when documenting head injuries. This form was said to include the proper protocol to follow after a head injury occurs.

Vehicle accidents were said to account for less than 5% of the overall total of incidents each year. Mr. Gorne stated that these types of incidents include any city vehicle involved in an accident, including park utility vehicles, as well as vehicles that belong to the public that may have caused damage to City property. He mentioned that supplemental Vehicle Accident Form was also included when a vehicle is involved in an incident.

Commissioner Winnie Heiss expressed her appreciation to staff for including this report on the agenda, stating that she had not previously had the opportunity to view an incident and injury report. She then inquired as to why the incident count at Palms Park was so high. Mr. Bright replied stating that several factors contributed to the high incident count at Palms Park. The park's position within the city was listed as one factor, another was the increase in homeless individuals inhabiting the park, and lastly, vandalism, mainly in the form of graffiti, was listed as a factor.

Commissioner Real inquired as to why the incident count at Monte Verde Park had doubled from a year ago. Mr. Bright replied stating that many of those incidents were contributed to gatekeeper calls regarding the fob system at the facility.

Mr. Gorne confirmed for Chairperson Dave Allen that a head injury training, offered by the CDC, was a requirement for all recreation staff to take on an annual basis. He stated that a refresher course was also provided at the supervision training which occurs prior to the start of each sports season.

Mr. Gorne then clarified for Commissioner Real that while all coaches do in fact undergo a concussion protocol training at the start of each LYS season, it is trained recreation staff who handle the head injury incidents at each game. Coaches are asked to pay attention and to

report any signs of concussion to staff. Staff will then conduct the head injury evaluation and handle the issue from that point on.

Vice Chairperson Spaseff expressed his appreciation for this protocol, stating that with his grandson being active in the LYS flag football league, he has had the opportunity to witness firsthand how attentive staff is to these types of injuries.

The Commission received and filed the report.

**3. Activities and Maintenance Report No. 5**

A written report and discussion of the Recreation and Community Services Department Programs, Services and Maintenance Activities for the month October 2018 and a listing of upcoming activities for December 2018.

**WRITTEN COMMUNICATIONS:**

1. Letters to Employee of the Month, Matt Munoz – September 2018.

**ORAL COMMUNICATIONS:**

None.

**ADJOURNMENT:**

There being no further business to be brought before the Recreation and Community Services Commission, Chairperson Dave Allen adjourned the meeting at 6:50 p.m. to December 12, 2018 at 6 p.m. in the City Council Chambers.

Michelle Williams, Administrative Secretary  
Recreation and Community Services Commission