



SVFPD MINUTES February 10, 2022

SCOTT VALLEY FIRE PROTECTION DISTRICT A California Special District

Siskiyou County, California
P.O. Box 130, Greenview, CA 96037
(530) 468-2170 messages only
Location: Fire Hall, 317 Maple St.
Greenview, CA. 96034
<http://www.scottvalleyfire.com>

Chief Paul Buchter
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Assistant Chief Steve Poling
530 340-3245
stevepoling64@gmail.com
Administrator Nancy Salucci
541 210-4618 joy@mind.net

Board of Commissioners:

James C. Roseman, Chair
Larry Alexander, Vice Chair
Kathleen Williams
Kevin Hullquist
Scott Frick

Summarized MINUTES from a regular Board of Commissioners meeting of Scott Valley Fire Protection District, Greenview, California. Chair Larry Alexander opened the meeting on Thursday, February 10, 2022. Present were Vice Chair James C. Roseman, and Commissioners Kevin Hullquist and Kathy Williams. Commissioner Scott Frick was absent. Also present were Chief Paul Buchter, Administrative Officer Salucci, plus community members Alvin Lewis and Wayne Drager.

Public Report Period

Wayne Drager inquired if there was any feedback from County Counsel as to whether the Board could sell Engine 1516 directly to him. Administrative Officer explained that, following County Counsel's protocol, a request in writing was submitted and we are awaiting a response.

Chief Paul Buchter

Mike Wilson memorial planning Chief Buchter will contact local, county, and state agencies to collaborate on an appropriate memorial for Mr. Wilson.

Training/Safety/Injury and Illness Prevention Program monthly report: No trainings were held in the last month. Chief Buchter will continue with Mike Wilson's training plan. The up-coming focus will be on preparing for wildland fire season.

Additions/deletions to roster, new firefighter applications None.

CalFire Wildland Prevention Grant We are not applying in this cycle. We continue to search for water drafting sites throughout the valley.

Consolidation of SVFPD/EtnaFD/FJFD Plans are in the works to resume meetings. City dynamics have changed and there may be more concurrence among the parties to move forward. Rick Kolomay will continue to offer his services. Consolidation will hopefully help with our ISO ratings.

Long- and Short-Range Plans Chief stated numerous accomplishments have been made since the 2020 plans were written. [Refer to the list at the end of these Minutes.]

Continuing/new business SVFPD collaborated with the Scott River Watershed Council's Proscribed Burn Association on a burn up Crystal Creek.

Administrative Officer Nancy Salucci

Update on transition to hiring outside bookkeeping service. Atwood Insurance confirmed that no additional insurance is needed to cover Bonnie's Bookkeeping Service since she carries a sufficient Errors and Omissions policy.

Monthly revenue deposits, transfers, payment of bills; strike team payments received: We received a \$100.00 anonymous donation from a community member, plus \$34,747.35 from the Alisal, and \$785.18 from the Crystal Fire. 2021 payments still due total \$356,697.83

\$102,803.18 Dixie Fire
\$189,039.73 River Fire (Trinity heliport)
\$ 62,148.90 KNP Complex (Kings National Park)
\$ 2,706.02 Scott Fire

Journal Voucher signed to pay \$23,744.31 IRS and \$6,605.40 January and February Q1 taxes.

Pacific Power	447.81	Utility
Siskiyou Tel	91.40	Utility
City of Ft. Jones	200.00	Med. Aid agreement
USBank	2,008.61	Misc. equipment/supplies
Mean Gene's	296.01	ATF fluid, kerosene
Scott Valley Auto Parts	97.20	Parts
Nancy Salucci	177.98	Mileage/supplies/internet

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Nancy Salucci 2881.32 Salary
Steve Poling 988.53 Salary
Paul Buchter 988.53 Salary

Motion to pay above bills Hullquist/2nd Roseman, three ayes. Motion passed.

Operations Data

	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Full Strength (goal)	25	25	25	25	25	25	25	25	25		
Active firefighters on roster	18	20	20	18	24	24	22	22	20		
Inactive firefighters	0	0	0	0	0		0	0	0		
Firefighters removed from roster	1	0	1	2	0	0	2	0	1		
New applications received	2	1	2	3	0	0	0	0	0		
Applications pending	3	2	5	4	1	1	0	0	0		
Attended 1st Tuesday drill	12	12	9	10	8	8	14		0		
Attended 2 nd Tuesday drill	21	12	7	7	7	11	0		0		
Station Staffing: Greenview	5	5	5		6				7		
French Creek	5	7	5						3		
Callahan	2	2	2						1		
Moffett Creek	5	6	6		7				9		

January 2022 totals per Cal-Fire dispatch records

Vegetation Fires	Vehicle Accident	Structure fires	Other fires	Medicals	Haz Mats	Public Assists	Others	Total
0	3	2	0	20		2		27

BOARD REPORTS

Larry Alexander, Chair

Election of Board Officers The positions for Chair and Vice Chair were nominated and approved as follows: James C. Roseman to fill the position of Chair: Motion Hullquist/2nd Williams, three ayes, passed; Larry Alexander to fill the position of Vice Chair: Motion Williams/2nd Hullquist, three ayes, passed.

Approval of minutes. Motion to approve the January 2022 minutes: Hullquist/2nd Roseman, all ayes, passed.

Continuing/new business Chair Alexander mentioned fire season is underway in Southern California.

Oral communication; correspondence; continuing/new business Nothing to report.

James C. Roseman, Vice Chair, (Personnel Liaison)

Policy 2010.50 was approved in the January 2022 meeting.

POLICY TITLE: Employee Status

POLICY NUMBER: 2010

2010.10 A "part-time" employee is one who is hired to work within any job classification, but whose position is not full-time in nature. This policy shall apply to the Chief, Assistant Chief, and the Administrative Officer.

2010.20 The Chiefs may be compensated as determined by the Board of Commissioners.

2010.30 (Revised 2/11/10) The Administrative Officer shall be paid a salary as determined by the Board of Commissioners.

2010.40 The Chiefs and the Administrative Officer shall be eligible for compensation changes when deemed appropriate by the Board of Commissioners and/or in conjunction with the annual performance evaluation (see Policy Number 2170).

2010.50 Employment at the Scott Valley Fire Protection District is at will. This means that employment may be terminated for any or no reason, with or without cause or notice, at any time by the employee or SVFPD.

Because SVFPD is funded primarily by tax dollars, grants, and mutual aid reimbursements, the working capital revenue varies from year to year and therefore is not sustainable as such. In the event of a loss in revenue, it may become necessary to reduce an employee's compensation and or work hours as the available funding dictates. Subject to funding, compensation will be returned to the "normal" level when finances allow.

Annual evaluations for all firefighting personnel Operations Officers will conduct annual evaluations of firefighting personnel in accordance with current policies.

POLICY TITLE: Performance Evaluation

POLICY NUMBER: 2170 (revised 7/8/98)

2170.10 This policy shall apply to all personnel.

2170.20 The Chairperson or his/her designated representative shall conduct a scheduled performance review of the Chief and the Administrative Officer. The Chief will evaluate the Assistant Chief, and the Chief and Assistant Chiefs will evaluate the Captains, Engineers, and Firefighters. Captains will evaluate Firefighters.

2170.30 Performance evaluations shall be in writing on forms prescribed by the Chief and/or Chairperson. Said evaluations shall provide recognition for effective performance and identify areas that need improvement.

2170.40 The performance evaluation shall be signed by the evaluator and shall be discussed with the personnel.

2170.50 Unscheduled performance evaluations of members may be made at the discretion of the Chairperson or his/her designated representative or the Chief.

Minimum staffing A discussion opened about establishing a policy or guidelines concerning minimum staffing. The minimum staffing proposal was continued.

Kevin Hullquist

Continuing/New business Nothing to report.

Kathy Williams

Scott River Station Pam and Dave Merchant are interested in granting access to two acres of their land for placement of a SVF station on their property at Scott River Road and Tyler Gulch. The Merchant's were to our March meeting to discuss details.

Dalmatians Report No report this month.

Continuing/New business Nothing to report.

Scott Frick (Fiscal Oversight) ABSENT

Continuing/New business

Motion to Adjourn Hullquist/ 2nd Williams. All ayes, passed.

Date _____

Chair

Administrative Officer

[See below for Long and Short Range Plans]

Proposed short- and long-range plans for the District, February 2022
Prepared by Chief Paul Buchter

2017-2021 Plan

1. Station exhaust ventilation (**continued**) [Chiefs and volunteers will install a ventilation system est. cost \$3,000]
2. Continue dialog re merging Valley departments (**continued**)
3. Recruit enough people to have twenty-five active volunteers on the roster (**ongoing**)
4. Sell surplus equipment: lights, radios, etc. (**ongoing**) [Roseman asked for County Counsel input.]
5. The Albert Buchter Training Facility (**ongoing**) [Approval is still delayed at the County level.]

2022 Plan

1. Compete continued and ongoing items from previous years, with emphasis on:
 - Recruit 25+ volunteers
 - Complete A. Buchter Training Facility
 - Continue talks regarding potential consolidation
2. Identify and apply for grants
3. Develop record keeping procedures, including:
 - Equipment records, inventories, and replacement schedules
 - Create digital workspace to house important records
 - Create Individual Development Plans (IDP) for each volunteer
4. Create departmental standards for equipment purchasing to meet NFPA and ISO requirements
 - Develop standard typing for engines, water tenders and rescues, to aid in purchasing and grant proposals
 - Develop standard types for equipment purchases to maintain consistency, meet requirements and aid in purchasing
5. Develop a recruitment and retention plan for the board and firefighters
6. Explore strategies to reduce ISO ratings
7. Develop an annual purchasing budget

Long range plans

2022-Replace engine 1514 and engine 1516

2023-Replace engine 1519

2024-Replace 40 SCBA tanks which will be obsolete (purchased 2009, 15-year life span)

- Explore grant opportunities to facilitate

2028-Replace Water Tender 1531

2033-Replace Engine 1510, Water Tender 1530

2034- Replace Water Tender 1534

2035-Replace Water Tenders 1533 and 1537

2047-Replace Rescue 1540