



BOARD MINUTES November 14, 2019

**SCOTT VALLEY FIRE
PROTECTION DISTRICT
A California Special District
Siskiyou County, California**

Location: Fire Hall, 317 Maple St.
Greenview, CA. 96034
530 468-2170 messages only
<http://www.scottvalleyfire.com>

Chief Ben Austin
530-598-4950
Assistant Chief Scott Frick
530 643-1413
Assistant Chief Paul Buchter
530 598-7249
Administrator Nancy Salucci
541 210-4618 joy@mind.net

Board of Commissioners:
Larry Alexander, Chair
Jay Akerman, Vice Chair
Kathleen Williams
Kevin Hullquist
James C. Roseman

Summarized **MINUTES** from a regular Board of Commissioners meeting of Scott Valley Fire Protection District, Greenview, California. The meeting was held on Thursday November 14, 2019 and was opened at 6:00 by Chair Larry Alexander. Present were Vice Chair Jay Akerman and Board members Kathy Williams, Kevin Hullquist and James C. Roseman. Chief Benny Austin, Assistant Chiefs Scott Frick and Paul Buchter and Administrative Officer Nancy Salucci were also present as was Volunteer Firefighter Brooklyn Tupman

PUBLIC COMMENTS Firefighter Tupman expressed her interest in managing SVFPD's Facebook and social media page(s). Firefighter Tupman has been taking classes in social media management, public information, rules for engagement, et al. The offer was well-received and she and current Facebook manager Vice Chair Akerman will collaborate on the transition.

Chief Ben Austin

New firefighter applications, deletions from roster None
Highlights of recent firefighting activities Nothing to report
Vehicle maintenance Nothing to report
Training/Safety/Injury and Illness Prevention Program monthly report

The recent meetings focus was on safely executing forcible entries, and safely using saws and hand tools.

Scott Valley Fire and Rescue Alliance Report

Taking into consideration that so many locales have narrow, one-way ingress and egress roads, the Alliance is also developing a pre-planning and evacuation procedure for Scott Valley.

The Alliance also is in the process of drafting a dual membership standard operating procedure.

Acquisition of vehicles from QVIR Clarifying last month's report that a vehicle

was donated to SVFPD from Bob Cox at Quartz Valley Indian Reservation, Chief Austin explained that QVIR was not involved. This donation was donated by W.T. Properties, P.O. Box 37, Weed, CA 96094 through Bob Cox. Chief Austin explained that many people want to donate vehicles to non-profits and community organizations rather than sell their old cars and trucks. The vehicle that Chief Austin acquired for \$75.00 is a 2011 Ford F150, 4WD automatic, flex fuel, with a bed liner, and 147,000 miles with a Blue Book value of approximately \$10,000 (VIN1FTMF1EMOBKE19085). Salucci has insured the vehicle. Chief Austin said, "The truck ran fine on the flat, but had trouble on a hill. The truck is now at the Ford place in Yreka getting a new timing belt."

Annual merit and length of service awards Chief Austin announced that Captain Al Buchter was voted Firefighter of the Year. Chief Austin confirmed that Assistant Chief Paul Buchter will become the new chief upon Chief Austin's retirement.

Continuing/New business Chief Austin requested that a Closed Session (personnel) be placed on the January agenda.

Assistant Chief Scott Frick

New/Continuing business Regarding purchasing chain-link fencing the Greenview Station and adjoining property, Assistant Chief Frick is in the process of getting a bid from Inline Fencing. The Board discussed several options and decided to request bids for 6' and 8' fencing plus two 16' gates.

Assistant Chief Paul Buchter

Kellems Lane Fuel Reduction Project Within three days, the five member SVFPD volunteer crew and local individuals were able to get one-third of the project completed. "It looks really good. We got lots done," said

Assistant Chief Buchter. Volunteer Brooklyn Tupman took pictures and has posted them on social media. Volunteer Firefighter Jerry Padilla brought his chipper. Larry Hicks may also have access to a chipper. Captain Steve Poling had an engine standing-by. With the generous \$1,000 donation by property owner Richard Armstrong, the department was able to purchase a gas powered pole-saw and other equipment.

New/Continuing business Nothing to report.

Administrative Officer Salucci

Dalmatians report Financial report from Dalmatians: Banner Bank 10,795.56, Edward Jones 26,358.69.

Budget transfers, monthly revenue deposits, approval and payment of bills \$960.00 for the USFS Antelope Fire was posted to SVFPD's account at the County Auditor's office. No one in operations knew of our participation in the Antelope Fire, so Administrative Officer Salucci will ask the Auditor to track the funds back through the banking system to the USFS for clarification.

\$8102 was received from CalFire for SVFPD's participation in the Shackleford, Moffett, Rattlesnake, Duzel, and Scarface fires. Payments for all strike teams have been received and all participants have been paid for the 2019 fire season.

Bills:

US Bank	223.94
Steve Poling (Duzel & Moffett)	358.31
Scott Frick (Duzel, Scarface, Shackleford)	1136.33
April Hicks (Rattlesnake)	404.15
Al Buchter (Rattlesnake)	372.65
Joshua Frick (Duzel)	186.32
Nancy Salucci (salary & overtime)	1933.76
Benny Austin (salary & Rattlesnake)	869.00
Nancy Salucci (reimbursement)	537.48
Scott Frick (reimbursement)	1193.96
Scott Valley Auto Parts	40.77
City of Ft Jones	200.00
Siskiyou Tel	140.84
Pacific Power	160.46

Motion to pay bills: Motion to pay November bills Roseman/2nd Hullquist. All ayes, passed.

Report on new website development In collaboration with Streamline, Salucci will continue as the webmaster with Streamline hosting SVFPD's new site www.scottvalleyfire.com at the rate of \$50/month. SVFPD is now in compliance with all of the 2020 state mandates regarding website postings.

Approval of 2020 anti-discrimination policy Salucci updated SVFPD's Anti-Harassment, Discrimination, and Retaliation Policy Statement. Led by Assistant Chief Scott Frick, a discussion about the necessity of language referring to "rank" in section 2210.90 "*Disciplinary action shall be consistent with the nature and severity of the offense, the rank of the harasser, and any other factors relating to the fair and efficient administration of the SVFPD's operations.*" It was determined that the language specified by the State of California will remain as written in our policy. A copy of this document was distributed by email to all board members and officers for reading prior to the meeting. It was again distributed to all present at the meeting and will be distributed to all volunteers at drills and training by operations officers. A copy is posted on the website (above link) in the "policies" section, in the training room, and is attached hereto for further reference. A Motion was made to accept the new policy as written: Motion Roseman/2nd Hullquist. All ayes. Approved.

2020 Resolution for California Climate Investment Fire Prevention Grant Program application for hazardous fuels reduction in Partridge Pines, Kidder Creek, Belgian, Borba Lane In the discussion about this grant application, Vice Chair Akerman inquired who pays for insurance, does the work, and manages the grant. Similar to the fuel reduction work now being done voluntarily by SVFPD on Kellems Lane, this grant can involve department members as well as contractor(s) being paid for their work through the grant funding. The \$487,032 budget includes workers' comp. SVFPD's liability insurance would cover other potential claims. If

independent contractors are hired, they would have their own insurance. Vice Chair Akerman was skeptical that the workers' comp rate paid by the grant would be sufficient. Chair Alexander stated the rate met industry standards. The budget includes funding for a management and administrative team, equipment, travel, and crews. A Resolution to apply for the grant was approved with four ayes, no noes, and Chair Alexander abstaining. The grant application will be submitted next week with award notifications being sent by CalFire in March, 2020. If awarded, work will be conducted October 2020 through March 2022.

Oral communications, correspondence, continuing/new business Nothing to report.

October 2019 totals per Cal-Fire dispatch records

Veg Fires	Other fires	Medicals	Vehicle Accidents	Public Assists	Others	Total
3	1	4	0	3	2	13

	Aug	Sept	Oct	Nov		
Full Strength (goal)	25	25	25	25		
Active firefighters on roster	18	19	19	19		
Inactive firefighters	1	1	1	1		
Firefighters removed from roster	0	0	0	0		
New applications received	0	0	0	0		
Applications pending	1	1	2	2		
Applications distributed	0	0	0	0		
Attended 1st Tuesday drill	15	5	8	12		
Attended 2 nd Tuesday drill	12	12	6	?		
Station staffing:						
Greenview	3	3	3	3		
French Creek	7	7	7	7		
Callahan	2	2	2	2		
Moffett Creek	4	4	4	4		
Scott River	2	2	2	2		
Masterson-Unstaffed, no vehicles						

BOARD REPORTS

Larry Alexander, Chair (Public Information Officer, Grant Procurement, Fire Safe Council Liaison)

Approval of minutes Motion to approve the minutes for the October 2019 meeting, Hullquist/2nd Roseman. All ayes. Passed.

Executive committee report for Scott Valley Fire and Rescue Alliance

- Executive Committee member Jill Beckman has moved to Ashland, OR. Jaime Tarne will take Beckman's place pending approval of the Etna City Council. Alan Cramer is Chair.
- The committee is reviewing "functional operational steps" including making available i-95 masks, working on interagency cooperation, having social events including the BBQ in Etna on October 26th, rotation of chiefs, rewriting an automatic aid agreement, and working on a formal announcement to the public once all of the agreements are in place.
- Chair Alexander and the Chiefs Alliance are working on a formal county-wide mutual aid agreement through the Siskiyou County Chiefs Association.
- A proposed automatic aid agreement was drafted by the chiefs and was distributed to the board for review. Assistant Chief Frick pointed out that some policies can be written, i.e. an arriving firefighter is supposed to report immediately to the Incident Commander (IC), "but, realistically, it doesn't work that way." The chiefs are taking the document to County Council for advice. Another major question is "which department's workers' comp is responsible on a multi-agency fire?" Ninety percent of departments in the nation do not allow dual membership. However, that restriction is not practical for the small number of personnel responding in our large valley.

- Assistant Chief Buchter stressed the need to reduce redundancy between the three Alliance departments in personal protective equipment (PPEs), training, driving, responding to incidents, and accountability to the IC.

Oral communication; correspondence; continuing/new business Chair Alexander offered kudos to Assistant Chief Buchter for the fine job in making SVFPD's recruitment sign on Krauss Knoll more visible.

Jay Akerman (Fiscal Oversight/Insurance) Vice Chair

Continuing/New business Nothing new to report. Akerman praised Salucci for the excellent job on creating the new website.

Kathy Williams (Sunshine Committee)

Continuing/New business Commissioner Williams will start calling members on November 15th to confirm attendance at the Firefighter Appreciation Dinner. She continues to send appropriate greeting cards to members. Administrator Salucci will send cards in December and January.

Williams announced it is time to strategize for our annual Fort Jones Parade entry and encouraged us to shoot for the \$500 grand prize by really trying to win.

Kevin Hullquist (New training facility coordinator)

New Training Center Assistant Chief Frick will gather bids on having the fence built and forward them to Commissioner Hullquist. A motion was made to proceed with the fence building project with an approved price not to exceed \$10,000. Motion Roseman/2nd Williams. All ayes. Passed.

New/Continuing business Nothing new to report

James C. Roseman (Personnel liaison)

Agricultural burn fund raiser Commissioner Roseman suggested that SVFPD might consider advertising our ability to stand-by with a water tanker when community members are conducting agricultural burns. This could potentially generate income for SVFPD. Chief Austin said an engine will often stand by for a donation. He was hesitant to commit to doing it for pay due to potential liability if the burn escaped.

New/Continuing business Nothing new to report.

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

Date

Chair

Administrative Officer

(See Policy 2210 below)



POLICY TITLE: Anti-Harassment, Discrimination, and Retaliation Policy Statement

POLICY NUMBER: 2210 (Revised November 2019)

2210.10 Purpose: SVFPD strictly prohibits workplace harassment. All employees, applicants, volunteers, and independent contractors (“workers”) working with SVFPD are to be treated with respect and dignity. SVFPD is committed to providing an atmosphere free of harassment and discrimination based on factors (legally protected categories) such as sex, sexual orientation, race, color, ancestry, religious creed, disability, pregnancy or related medical condition, age, genetic characteristic, medical condition, national origin or ancestry, military or veteran status, marital status, gender, gender identity, gender expression, or any other protected class under applicable law.

2210.20 Application: This policy applies to all phases of the employment relationship, including recruitment, testing, hiring, upgrading, promotion/demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training. This policy applies to all officers and employees of the SVFPD, including, but not limited to, board members, full- and part-time employees, per diem employees, temporary employees, volunteers, and persons working under contract for the SVFPD. It prohibits co-workers, third parties, supervisors, and managers from engaging in discrimination, harassment, or retaliatory conduct toward workers on any protected classifications identified above.

2210.30 Harassment Defined: Harassment may consist of offensive verbal, physical, or visual conduct when such conduct is based on or related to an individual’s sex and/or membership in one of the above-described protected classifications in paragraph 1, and:

- Submission to the offensive conduct is an explicit or implicit term or condition of employment.
- Submission to or rejection of the offensive conduct forms the basis for an employment decision affecting the employee.
- The offensive conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creates an intimidating, hostile, or offensive working environment.

Examples of what may constitute prohibited harassment include, but are not limited to, the following:

- Kidding or joking about sex or membership in one of the protected classifications.
- Hugs, pats, and similar physical contact.
- Assault, impeding or blocking movement, or any physical interference with normal work or movement.
- Cartoons, posters, e-mails and other materials referring to sex or membership in one of the protected classifications.
- Threats intended to induce sexual favors.
- Continued suggestions or invitations to social events outside the workplace after being told such suggestions are unwelcome.
- Degrading words or offensive terms of a sexual nature or based on the individual’s membership in one of the protected classifications.
- Prolonged staring or leering at a person.
- Similar conduct directed at an individual on the basis of race, color, ancestry, religious creed, disability, medical condition, age (over 40), marital status, sexual orientation, gender identity or any other protected classification under applicable law.

2210.40 Policy Publicizing. All personnel shall be informed of the District's sexual harassment policy and complaint process prior to their need to know, and again when any complaint is filed. Also, said policy and

complaint process shall be readily available to all personnel and members of the general public utilizing the District's facilities and services.

- At the time of affiliation a copy of the Policy and Procedures Manual shall be made available to all new personnel, and, by virtue of its containment therein, a copy of this sexual harassment policy shall also be available. A copy of Cal Chamber's "Sexual Harassment Hurts Everyone" brochure shall be included in each new employee "Welcome" packet.

2210.50 Internal Reporting Procedure: It is important that workers inform SVFPD as soon as possible about any prohibited harassment because nothing can be done to remedy the situation if SVFPD does not know that it exists.

- Any individual who feels comfortable doing so should let a fellow worker know when that worker's behavior or comments are offensive or unwelcome, even if the situation does not rise to the level of a violation of this Policy. However, individuals are not required to handle these situations on their own. If an individual is not comfortable handling a situation directly with another worker, the individual should immediately report the conduct to one of the persons listed below.
- Any employee who believes that he or she or any co-worker has been the victim of sexual or other prohibited harassment by coworkers, supervisors, clients or customers, visitors, vendors, or others must immediately notify the Chief, Assistant Chief or, in the alternative, the Administrative Officer, Personnel Liaison, or SVFPD's Chairperson, depending on which individual the employee feels most comfortable contacting.
- Additionally, supervisors who observe or otherwise become aware of harassment that violates this policy have a duty to take steps to report such conduct, to initiate the process for investigating and remedying such harassment and prevent its recurrence.

2210.60 Supervisory Responsibility: If individuals are assigned positions of supervision, each supervisor has the responsibility of maintaining a work environment free of harassment. This responsibility includes being available to discuss this Policy with the workers that they supervise and to assure the workers that they are not required to endure any form of prohibited harassment.

- If someone reports a harassment allegation to a supervisor, it is the responsibility of the supervisor to take immediate action by documenting the incident(s) and reporting the allegation of harassment to the SVFPD Board Chairperson, depending on the nature and target of the allegations. Any supervisor who fails to take appropriate action to report or address harassment, discrimination or retaliation can and will be disciplined up to and including termination.

2210.70 Employee Obligation: Employees are not only encouraged to report instances of harassment, they are obligated to report instances of harassment. Employees are obligated to cooperate in every investigation of harassment, including, but not necessarily limited to:

- Coming forward with evidence, both favorable and unfavorable to a person accused of harassment.
- Fully and truthfully making a written report or verbally answering questions when required to do so during the course of a SVFPD investigation of alleged harassment.
- Knowingly, falsely accusing someone of harassment, knowingly giving false or misleading information in an investigation of harassment, or otherwise not acting in good faith shall be grounds for disciplinary action, up to and including, termination of employment.

2210.80 Investigation: Upon the filing of a complaint with the SVFPD, the complainant will be provided with a copy of this policy.

- The Chairperson is designated by the SVFPD to investigate complaints of harassment. The Chairperson may, however, delegate the investigation and/or oversight of it at his/her discretion. The Chairperson or

delegate will investigate all complaints of harassment in a prompt, objective, and thorough manner, including interviews of those with relevant knowledge. In the event the harassment complaint is against the Chairperson, an investigator shall be appointed by the Board of Commissioners, and the Board will assume the role of the Chairperson throughout the process.

- SVFPD will ensure that a prompt and thorough investigation is undertaken and will track progress to ensure timely closure. The investigation will be designed to maintain, to the extent possible, the privacy and confidentiality of all parties and witnesses involved. Complete confidentiality cannot occur, however, due to the need to investigate fully and to take effective remedial action.
- The Chairperson or delegate is responsible for directing an investigation into such allegations and for implementing appropriate remedial action, where warranted.

2210.81 Internal Documentation Procedure: When an allegation of harassment is made by an employee, the person to whom the complaint is made shall immediately prepare a report of the complaint according to the preceding section and submit it to the Chairperson or delegate.

- The investigator shall make and keep a written record of the investigation, including notes of verbal responses made to the investigator by the person complaining of harassment, witnesses interviewed during the investigation, the person against whom the complaint of harassment was made, and any other person contacted by the investigator in connection with the investigation. The investigator's notes shall be made at the time the verbal interview is in progress. Any other documentary evidence shall be retained as part of the record of the investigation.
- Upon completion of the investigation, the results (i.e., the finding only of sustained, not sustained, or inconclusive) shall be given to the complainant, the alleged harasser, and the Chairperson or delegate. All information obtained in connection with the investigation shall remain confidential to the extent possible.
- Based on the report and any other relevant information, the Chairperson or delegate shall, within a reasonable period of time, determine whether the conduct of the person against whom a complaint has been made constitutes harassment. In making that determination, the Chairperson or delegate shall look at the record as a whole and at the totality of circumstances, including the nature of the conduct in question; the context in which the conduct, if any, occurred; and the conduct of the person complaining of harassment.
- The determination of whether harassment occurred will be made on a case-by-case basis by the Chairperson or delegate.

2210.90 Remedies: If the Chairperson or delegate determines that the complaint of harassment is founded, the Chairperson or delegate, in connection with appropriate management, shall take immediate and appropriate disciplinary action consistent with the requirements of law and any policies pertaining to employee discipline.

- Other steps may be taken to the extent reasonably necessary to prevent recurrence of the harassment. Disciplinary action shall be consistent with the nature and severity of the offense, the rank of the harasser, and any other factors relating to the fair and efficient administration of the SVFPD's operations.

2210.100 Confidentiality: All records and information relating to the investigation of any alleged harassment and resulting disciplinary action shall be confidential, except to the extent disclosure is required by law, as part of the investigatory or disciplinary process, or as otherwise reasonably necessary. Reports to Department of Fair Employment and Housing (DFEH).

- In addition to this policy, the State of California Department of Fair Employment and Housing ("DFEH") provides additional information regarding the legal remedies and complaint process available through government agencies. If a worker thinks he or she has been harassed, discriminated against, or that he or she has been retaliated against for complaining, that person may file a complaint or obtain additional

information from DFEH at (800) 884-1684. Charges filed with the DFEH are subject to the DFEH's investigation procedure.

- Retaliation against anyone for opposing conduct prohibited by this policy or for filing, in good faith, a complaint with or otherwise participating in an investigation, proceeding or hearing conducted by the SVFPD or DFEH is strictly prohibited by the SVFPD and state regulations. Engaging in retaliatory conduct may subject the offending person to, among other things, disciplinary action, up to and including, termination of employment.

POLICY TITLE: Affirmative Action (updated November 2019)

POLICY NUMBER: 2220

2220.10 It is the policy of Scott Valley Fire Protection District that there shall be no discrimination based upon sex, sexual orientation, race, color, ancestry, religious creed, disability, pregnancy or related medical condition, age, genetic characteristic, medical condition, national origin or ancestry, military or veteran status, marital status, gender, gender identity, gender expression, or any other protected class under applicable law in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leaves, and any disciplinary or grievance action.

2220.20 Allegations of wrong doing, such as arbitrary and discriminatory action, should be made through the "Grievance Procedure," as described in Policy #2180, or complaints to regulatory agencies.

Receipt acknowledged of copy of Policy 2210 Anti-Harassment, Discrimination and Retaliation Policy; and Policy 2220 Affirmative Action.

Signature

Print name legibly

Date