



BOARD MINUTES September 12, 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 September 12, 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 Ben Austin, Assistant Chief Scott Frick, and Administrative Officer Nancy Salucci were also present. Fort Jones City Council member Kaleta Tasem also attended the meeting.

PUBLIC COMMENTS Ms. Tasem reported that both Fort Jones Fire Chief Sherfy and Assistant Chief Baker have resigned. John Shepherd is the acting Chief.

Chief Ben Austin

New firefighter applications/deletions from roster None.

Vehicle Maintenance 1510 and 1534 needed repairs.

Training/Safety/Injury and Illness Prevention Program monthly report

The safety training focused on SCBA training and how to extricate a “down” firefighter from a structure fire.

Highlights of recent firefighting activities Recent fires included Shakleford, Duzel, Rattlesnake, Scarface and Moffett with SVFPD tenders on all five fires. Our Type 3 engine with three crew members is currently on the Lime Fire. Austin commented that there have been few local fires this year.

Consolidation committee report Chief Austin reported that the committee has been renamed the Scott Valley Fire and Rescue Alliance. The members (Chief Austin, Etna Chief Alan Kramer, and Fort Jones Acting Chief John Shepard) met five times this month to hammer out an automatic aid agreement that Kramer will take to CalFire dispatch to see if it meshes with their protocol. The proposed agreement will then go to the Executive Committee for input. The Alliance will then begin updating the mutual aid and medical aid agreements.

Continuing/New Business Local fire departments are planning a three agency drill in the Kellems Lane vicinity. There are eighty-six residences with an average of 2.4 occupants each and there is only one access and egress route. Chief Austin said it is a situation “akin to Paradise [Camp Fire] where firefighters were blocked from entering the area and had to evacuate residents rather than fight the fire.” Kellems Lane neighbors have complained about one particular overgrown site that needs a major amount of brush removal. Chief Austin sent a letter to the landowner offering to treat the site as a multi-departmental exercise.

August 2019 totals per Cal-Fire dispatch records

Veg Fires	Other fires	Medicals	Vehicle Accidents	Public Assists	Others	Total
4	5	6	2	0	0	17

	Aug	Sept				
Full Strength (goal)	25	25				
Active firefighters on roster	18	19				
Inactive firefighters	1	1				
Firefighters removed from roster	0	0				
New applications received	0	0				
Applications pending	1	1				

SVFPD Minutes
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	Aug	Sept				
Applications distributed	0	0				
Attended 1st Tuesday drill	15	5				
Attended 2 nd Tuesday drill	12					
Station staffing:						
Greenview	3	3				
French Creek	7	7				
Callahan	2	2				
Moffett Creek	4	4				
Scott River	2	2				
Masterson-Unstaffed, no vehicles						

Scott Frick, Assistant Chief

Continuing/new business Nothing new to report.

Paul Buchter, Assistant Chief (absent)

Administrative Officer Salucci

Budget transfers, monthly revenue deposits, approval and payment of bills

Deposits: Received \$1869.92 from the Tree Fire; \$1001.75 from the Scott Fire; \$110.31 from Cal-Card Visa rebate.

Bills:

Ben Austin	690.80	Paul Buchter reimburse	120.00
Nancy Salucci	1451.27	Scott Frick reimburse	120.00
US Bank	1785.50	Ben Austin reimburse	120.00
Cascade Fire	58.99	Al Buchter (Tree Fire)	651.00
Siskiyou Telephone	140.84	Steve Poling (Scott Fire)	322.07
Pacific Power	132.77	Nick Kraus reimburse	325.86
Fort Jones Hdw	38.59	Atwood Insurance	8488.00
Nancy Salucci reimb.	298.00	Mustard Press printing	154.00
City of Ft. Jones	200.00	Vernon Boudro Welding	197.48
Siskiyou Laser Products	25.86		

Motion to pay bills: Motion not called. Warrant request sheets for County Auditor signed.

2019-20 Budget Resolution:

The proposed adopted budget for fiscal year 2019/2020 consisting of authorized general, specific, and investment revenues of one hundred eleven thousand, one hundred sixty dollars (\$111,160.00), personnel, operating [services and supplies] of and capital outlay appropriations of two hundred nine thousand, seven hundred dollars (\$209,700.00) and appropriations for contingencies of two hundred forty nine thousand, six hundred fifty dollars (\$249,650.00), is hereby adopted and shall be the financial plan for fiscal year 2019/2020 unless amended by resolution or motion of the Board of Directors.

Resolution was passed with vote: 5 ayes, 0 noes, 0 absent.

Breakdown of projected expenses:

\$34,000	Wages/IRS/EDD taxes
\$11,700	Workers' Comp
\$60,000	Expenses
\$4,000	Land Survey (paid)
\$50,000	Land Improvements for Al Buchter Training Center
<u>\$50,000</u>	Equipment (possible Chief's vehicle)
\$209,700	

2019-2020-2021 Audit Proposal by Smith & Newell CPAs Salucci emailed the ten-page proposal and engagement letter to all board members prior to tonight's meeting. The board agreed to engage Smith & Newell CPAs for the years 2018-19 at \$3,655; 2019-20 at \$3,765; and, 2020-21 at \$3880.

Charitable donations to other organizations approve policy #1020.30 As decided in the August meeting, a new policy would be written covering charitable donations, to wit:

1020.30 In the event that a local organization seeks a charitable donation from Scott Valley Fire Protection District, the Board of Commissioners may approve such donations on a case-by-case basis providing there is neither a conflict of interest nor a perception of a conflict of interest between a voting Board member(s) and the recipient organization. Motion to accept proposed policy #1020.30 Motion Roseman/2nd Akerman, all ayes, passed.

CalFire VFA 50%/50% grant agreement and resolution The following resolution was passed:

Approving the Department of Forestry and Fire Protection Agreement #7fg19113 for services ... under the Volunteer Fire Assistance Program of the Cooperative Forestry Assistance Act of 1978.

BE IT RESOLVED by the Board of Directors of the Scott Valley Fire Protection District that said Board does hereby approve the Agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 1 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Volunteer Fire Assistance Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2019-20 up to and no more than the amount of \$4,710.00.

BE IT FURTHER RESOLVED that Larry Alexander of said Board be and hereby is authorized to sign and execute said Agreement and any amendments on behalf of the Scott Valley Fire Protection District.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Scott Valley Fire Protection District, at a regular meeting held on the 12th day of September, 2019 by the following vote: 5 ayes, 0 noes, 0 absent.

Cal-OES resolution re terms for fire department response away from duty station

The following resolution was passed:

WHEREAS, Scott Valley Fire Protection District will compensate its employees portal to portal and overtime while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or prepositioned for emergency response; and NOW THEREFORE, be it resolved by Board of Commissioners of the Scott Valley Fire Protection District as follows that:

1. Personnel shall be compensated according to Memorandum of Understanding (MOU), Personnel Rules and Regulations, and or other directive that identifies personnel compensation in the workplace.
2. In the event a personnel classification does not have an assigned compensation rate, a "Base Rate" as set forth in an organizational policy, administrative directive or similar document will to compensate such personnel.
3. Scott Valley Fire Protection District will maintain a current salary survey or acknowledgement of acceptance of the "base rate" on file with the California Governor's Office of Emergency Services, Fire Rescue Division.
4. Personnel will be compensated (portal to portal and overtime) beginning at the time of dispatch to the return to jurisdiction when equipment and personnel are in service and available for agency response.
5. Fire department personnel includes Fire Chief, Deputy Chief, Division Chief, Assistant Chief, Battalion Chief, Co. Officer/Capt./Lt. Fire Captain, Apparatus Officer/Engineer, Firefighter/EMT, and Firefighter.

Passed, approved and adopted this 12th day of September, 2019 by the following vote: 5 ayes, 0 noes, 0 absent.

Dalmatians report Wendy Campbell, Dalmatians Treasurer, reported by email that there is a total of \$36,301.46 in Banner Bank and the brokerage account.

Oral communications, correspondence, continuing/new business Salucci distributed the new recruitment and retention brochure with 150 pieces going towards promotion at the FlixxFest and a dozen to the Dalmatians for potential recruitment of additional Dalmatians. With five bids for printing, the lowest bidder at \$154 for 200 brochures was accepted. She also printed more recruitment posters for distribution throughout Scott Valley and at the FlixxFest.

BOARD REPORTS

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

Approval of minutes Motion to approve the minutes for the July 2019 meeting, Hullquist/2nd Akerman.

All ayes. Passed.

Executive committee report for Scott Valley Fire and Rescue Alliance The committee includes Larry Alexander, Fort Jones City Council Member Kate Tasem, Fort Jones City Council Financial Administrator Carl Drexel, Fort Jones City Council member Bill Beckwith; Etna Council Member Jill Beckman, and Alan Kramer representing the Chiefs' Alliance. Alexander said he is "very pleased with the efficient process." The committee will receive drafted documents from the chiefs alliance, then move on to the individual departments, and then to a review by county counsel.

Oral communication; correspondence; continuing/new business

Chair Alexander spoke with CalFire Battalion Chief about resubmitting a grant proposal for fuels reduction in the Belgian Lane, Kellems Lane, and Partridge Pines area. To succeed with this grant, the local Battalion Chief would need to promote it with CalFire. The grant cycle opens October 1, 2019. Assistant Chief Frick encouraged placing emphasis on ingress and egress to make a stronger grant.

Etna Police Department will be providing law enforcement services to the City of Fort Jones.

A new planning committee has been formed to benefit the City of Fort Jones. The initial focus will be on city ordinances.

Jay Akerman (Webmaster/Fiscal Oversight/Insurance) Vice Chair

Continuing/New business Commissioner Akerman received an email via the SVFPD web site from a COS clerk seeking a current firefighter roster to verify enrollment and payment for recent COS sponsored chainsaw classes. He was hesitant to provide the potentially confidential document. Chief Austin had already advised Administrator Salucci that it was a legitimate request and she should submit the roster. Akerman asked for an up-dated list of our equipment saying his list was from 2006.

Kathy Williams (Sunshine Committee)

Continuing/New business The holiday party date of Friday, December 13, 2019 was again confirmed. Commissioner Williams continues to send appropriate greeting cards to members.

Kevin Hullquist (New training facility coordinator)

New Training Center The Site Committee will meet soon to discuss the fence and will report in October.

New/Continuing business Nothing new to report

James C. Roseman (Personnel liaison)

New/Continuing business Nothing new to report.

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

Date

Chair

Administrative Officer