



Eastern Plumas Rural Fire Protection District

141 Delleker Rd. Portola, CA 96122 Phone: 530.832.5626 Fax: 530.832.5446
eprfpd@att.net

MINUTES

For the Regular Meeting of the Eastern Plumas Rural Fire Protection District's Board of Directors held at 141 Delleker Rd., Portola, CA 96122 On October 12, 2020 at 6:30 PM

Board Members: Chairperson Jeanne Graham, Director Lydia Acosta, Director Rhonda Couto
and Director Kevin Sankey

- 1) **Call Meeting to Order:** Meeting called to order at 6:31 PM.
- 2) **Roll Call:** Chairperson Jeanne Graham, Director Kevin Sankey and Director Rhonda Couto were all present. Director Lydia Acosta was absent.
- 3) **Pledge of Allegiance**
- 4) **Public Comment:** Carrie Curtis from Gold Mountain announced her attendance. Jeanne Graham asked if there was anyone opposed to hearing grant writer Jamie Carillo. All were in favor of hearing from Ms. Carillo right after consent items.
- 5) **Consent Items:** Director Sankey made a motion to approve all consent items as presented, including minutes and Resolution 2020-006. Director Couto seconded the motion. All present voted Aye.
- 6) **Grant Writer:** Jamie Carillo introduced herself, provided the board with her credentials and her past successes in grant writing. Ms. Carillo charges a nominal fee of \$350 to apply for grants on our behalf. After some questions and answers, Director Couto made a motion that the department allow Ms. Carillo to apply for the SCBA grant on our behalf. Director Sankey seconded the motion. All present voted Aye.
- 7) **Budget:** Secretary Katy Martinez informed the board that the budget is approximately \$53,962.45.
- 8) **Secretary's Report:** None
- 9) **Director's Reports:** **Sankey:** None. **Couto:** Ronnie informed the board that she had a potential volunteer for the department and she has passed that information on to Assistant Chief Fatheree. **Graham:** Jeanne informed the board that she and Ronnie attended the consolidation meeting and gave an update on this topic. The City of Portola and Beckwourth Fire have agreed to fund up to \$30,000 for a consultant and it is expected to be voted on at the next consolidation meeting. Jim Graham has been working on our Streamline web page and Jeanne would like Bob and Katy to respond to any requests from him for information as quickly as possible. Jeanne has been working on the paperwork for next year's fishing derby. The letter from the City of Portola terminating our contract for services was received and fire and medical response will transfer to Beckwourth Fire as of February 1, 2021.
- 10) **Chief's Report: Written.**
- 11) **Discussion and Possible Action:**
 - a) **Record Retention:** Records will continue to be retained indefinitely.
 - b) **Renewal of Care Flight Memberships:** Director Couto made a motion to renew Care Flight memberships up to \$800. Director Sankey seconded the motion. All present voted Aye.
 - c) **ISU Insurance Renewal:** The Board approved renewing the ISU insurance policy and asked that Katy contact ISU representative Jerri Nokes and find out if payments can be made quarterly.

- d) **Use of District Owned Vehicles:** Assistant Chief John Fatheree expressed that he believes the department needs more control over the use of district owned vehicles. He said he has been approached by members of the community with concerns. John also had questions regarding red light permits on personal vehicles. The board explained that the use of district owned vehicles was reviewed by attorney Ed Obayashi and resolved. John is concerned about public perception. Dealing with anonymous “complaints” was addressed and John was asked to obtain any complaints in writing and bring them to the board for additional discussion. This item will be tabled for additional discussion and possible action.
- e) **New Employee PAF’s:** Jeanne Graham signed PAF’s for new firefighters.
- f) **Ad Hoc Personnel Committee:** Jeanne advised that there have been 3 recent emergency meetings regarding personnel discipline issues, which are ongoing. Jeanne stated that the board would like to appoint 2 board members as an ad hoc committee that would be involved in personnel issues along with command staff. Director Sankey explained that this committee would remain in place for one year and appointees would rotate. Jeanne recommended that a separate file cabinet strictly for personnel paperwork with a 2 lock system and a slot to insert paperwork be established. A separate file can be maintained by command staff containing any ongoing training certificates and training paperwork. After discussion, Jeanne made a motion to set up an ad hoc personnel committee and create a separate file cabinet with a 2 lock system. Director Sankey seconded the motion. All present voted Aye.
- g) **SOG’s and Rules & Regulations:** Jeanne addressed the need for our SOG’s to be more detailed and tasked John with ensuring that there is one good/complete copy in the training room for firefighters. This item will remain on future agendas for continued follow-up.
- h) **Policies and Procedures:** Director Sankey’s suggested Complaint Form, Progressive Discipline, Personnel File Access Policy and Disciplinary Investigations Policy were discussed. Jeanne pointed out there were a few spelling corrections to be made which do not alter the intent. Director Couto made a motion that we approve the Complaint Form and Personnel File Access Policy *with the clerical corrections*. Director Sankey seconded the motion. All present voted Aye. The Progressive Discipline Policy was then discussed and the matter of FOBR was included in this discussion. John Fatheree believes that adopting FOBR and Skelly is going too far. After much discussion, Director Couto stated that she would like to do more research on this topic and come back to it. John is going to re-send Lexapol information to the members of the board and this item will be placed on the next agenda for further discussion and possible action.
- i) **FBOR:** This item will be placed on the next agenda for additional discussion.
- j) **Web Page:** This topic was discussed under Director’s Reports.
- k) **Department Credit Card – Cal Card and Voyager:** Both options were discussed. John Fatheree presented information and pros and cons of both programs were addressed. After discussion, John was asked to obtain a little more information from Cal Card and the Voyager option was eliminated at this time. Chairperson Graham made a motion to allow John Fatheree to obtain answers from Cal Card and at that time allow Katy to get on board to begin the paperwork to apply. Director Couto seconded the motion. All present voted Aye.

Page 3
Eastern Plumas Rural Fire
Regular Monthly Meeting Minutes
October 12, 2020

11) AED Program: Elaine has continued to stay in contact with the sheriff's office in order to fully implement this program and get mobile AED's into mobile sheriff's units in Eastern Plumas County. This item will be further discussed at a future meeting.

12) Old Business: None

13) New Business: A Special Meeting was scheduled for October 26, 2020 at 6PM.

14) Next Regular Meeting: November 9, 2020 at 6PM

15) Closed Session: None

17) Adjournment: Chairperson Graham moved to adjourn the Meeting at 8:39 PM.

ATTEST:

Katy Martinez, Secretary

Jeanne Graham, Chairperson

APPROVED AND SIGNED AT EPRFPD'S 10/26/2020 SPECIAL BOARD MEETING