



# Eastern Plumas Rural Fire Protection District

141 Delleker Rd. Portola, CA 96122 Phone: 530.832.5626 Fax: 530.832.5446

epripu@att.net

## AGENDA

**For the Special Meeting of the Eastern Plumas Rural Fire Protection District's Board of Directors to be held at 141 Delleker Rd., Portola, CA 96122**

**On October 26, 2020 at 6:00 PM**

**MEETING VIA CONFERENCE CALL**

**DIAL-IN NUMBER 701-802-5263 CODE 6465910#**

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

- **Call Meeting to Order**
- **Roll Call**
- **Pledge of Allegiance**
- **Public Comment:** Members of the public are invited to address the District on any matter of interest to the public that is not on the agenda. Pursuant to the Brown Act, the District cannot take any action on items not listed on the posted agenda, but may add to a future agenda matters brought up under public comments for appropriate action at a future meeting.
- **Consent Items:**
  1. **Minutes from the October 12, 2020 Regular Monthly Meeting**
- **Budget**
- **Secretary's Report**
- **Director's Reports**
- **Chief's Report**
- **Discussion and Possible Action:**
  1. **Jim Graham**
  2. **Consolidation**
  3. **Use of District owned vehicles**
  4. **Red Light Permits**
  5. **Ad hoc personnel committee**
  6. **Lexapol**
  7. **SOG's**
  8. **Rules and Regulations**
  9. **Policies and Procedures**
  10. **FBOR**
  11. **Cal Card**
  12. **Increase board meeting frequency**
  13. **AED Program**
- **Old Business:**
- **New Business:**
- **Closed Session: Personnel**  
**Possible Litigation**
- **Adjournment**

In compliance with the Americans with Disabilities Act (ADA), the district will make every reasonable attempt to accommodate any attendee or participant at the meeting needing special assistance beyond what is normally provided. Please contact Eastern Plumas Rural Fire Protection District at 530-832-5626 at least 48 hours prior to this meeting to inform us of your particular needs and to determine if accommodation is feasible. Individuals with impaired hearing and/or speech impediments and a Telecommunication Device for the Deaf (TDD) may dial 1-800-342-5966 to reach the Commission.

### REPORTS/ANNOUNCEMENTS

Pursuant to Government Code Section 54954.2, Board members and Administrative Officer may take a brief announcement or brief report on his or her activities. Board members and Administrative Officer may also provide a reference to staff or other resources for factual information, request staff to report back to the Board at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

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# 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 Special Meeting of the Eastern Plumas Rural Fire Protection District's Board of Directors held at

141 Delleker Rd., Portola, CA 96122 On

October 26, 2020 at 6:00 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 6:01 PM.
- 2) **Roll Call:** Chairperson Jeanne Graham, Director Kevin Sankey, Director Lydia Acosta and Director Ronnie Couto were all present.
- 3) **Pledge of Allegiance**
- 4) **Public Comment:** None
- 5) **Consent Items:** Director Ronnie Couto made a motion to approve the minutes from the October, 12, 2020 Regular Monthly Meeting. Director seconded the motion. All present voted Aye.
- 6) **Budget:** Secretary Katy Martinez informed the board that the budget is approximately \$46,425.92. Assistant Chief Fatheree was asked by the board how much income is anticipated from recent wildfires. John estimated \$84,000 for equipment alone. These funds can take as much as 240 days to be received.
- 7) **Secretary's Report:** None
- 8) **Director's Reports:** **Sankey:** None. **Acosta:** None. **Couto:** Ronnie asked Bob when the wood for the raffle would be picked up. Bob said he would have it picked up by this weekend. **Graham:** Jeanne informed the board that she received a phone call from Beckwourth Fire to discuss joining with them and Sierra Valley Fire for fire tower training. The cost is \$560 per day and would be shared by the 3 districts. They also discussed 3 or 4 districts, including EPRFPD applying for a joint SCBA grant.
- 9) **Discussion and Possible Action:**
  - 1) **Jim Graham:** Jim gave a presentation on the many great features of our website and his progress on it. Jim will continue to work with command staff and the secretary setting up links, adding photos, etc. Director Couto made a motion to allow Jim to make the site live. Director Acosta seconded the motion. All present voted Aye.
  - 2) **Consolidation:** Jeanne has been waiting on a talking points memo from Leslie that she still has not received. Some discrepancies in the minutes were noted and will be addressed by Jeanne and Ronnie at the next meeting scheduled for November 10.
  - 3) **Use of District Vehicles:** This item will be tabled until the February, 2021 meeting for discussion. John Fatheree asked if 9878 is assigned to anyone. Chief Frank said no. John asked if anyone on the department can use it for a 24 hour period. Bob said yes.
  - 4) **Red Light Permits:** John Fatheree asked if 9878 is used by Captain Frank, why would she need red lights on her POV. After some discussion, the board decided to further research red light permits, and table this item until our next meeting. Kevin asked that John, Bryan and Bob each write up something on equipment use and firefighter's schedules and present that to the board at our next meeting as well.

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- 5) **Ad Hoc Personnel Committee:** The board nominated Director Sankey and Director Couto to man the first rotation on this committee.
- 6) **Lexapol:** After some discussion, the board asked that Katy place this item on a future agenda so that it is discussed as a part of the next fiscal budget. John stressed that this product will insure that our SOG's are current. He addressed what he believes are the pros and cons, one of them is the cost of \$2,600. Jeanne and Kevin expressed reservations about spending such a large amount at this time, with contracts ending and the possibility of consolidation. Kevin expressed possibly bringing the matter back up in the spring when our next budget is discussed. John expressed that he has brought this product to the board's attention 2 times in the past and each time due to budget constraints it was put off. Bob acknowledged that the last time it was discussed; he asked that it be tabled until consolidation talks progressed. Kevin suggested that this be looked at as a capital item when the annual budget is discussed.
- 7) **SOG's, Rules and Regulations, Policies and Procedures:** John and Brian were tasked with putting the SOG binder together. They worked together and a current copy is in the training room. Brian emailed all board members any proposed changes for their review. No changes will be made to the SOG's until the board gives their approval. The old forms for discipline and complaints to the board were reviewed and instead of using the new forms approved at the last meeting, we will revert to using the old forms. Ronnie explained that the old forms allowed more space for information and details. Director Couto made a motion that we use the old forms not the latest approved forms. Director Graham seconded the motion. All present voted Aye.

***BREAK – Director Sankey asked for a short break. Meeting went on break at 7:25 PM***

***RETURN FROM BREAK: Meeting reconvened open session at 7:34 PM***

- 8) **FBOR:** Jeanne stated that Ed Obayashi likes FBOR and has recommended that we adopt it. The board debated adopting FBOR or coming up with our own similar version. After discussion, the board agreed that they can expand on the grievances section of the Rules and Regulations, using FBOR as a guide. The Ad Hoc Personnel Committee will begin working on this.
- 9) **CAL Card:** John Fatheree was tasked with finding out does only 1 card or all cards have to be used every 15 months. John confirmed that only 1 card must be used every 15 months. The second question he had to ask was if the fire department would be sent the monthly statement. He confirmed that we would receive the statement via U.S. Mail and email. Director Couto made a motion to proceed with the CAL Card application process with a requested credit limit of \$30,000. Director Acosta seconded the motion. Voice Vote: Sankey – Aye, Acosta – Aye, Graham – Aye, Couto – Aye. John and Katy will work together on the application.
- 10) **Increase in Board Meeting Frequency:** The board discussed this option and Director Couto made a motion to begin holding 2 board meetings a month on the 1<sup>st</sup> and 3<sup>rd</sup> Monday's beginning Monday, November 2, 2020 at 6PM.

**11) Old Business:**

**AED Program:** Elaine informed the board that the Plumas County Sheriff's office now has their 5 loaned units and shared a Plumas News article on it. Elaine asked the board when they would like to further discuss the community and Heart Safe programs. The board asked that she brings it back up at the January, 2021 meeting.

**SCBA's:** Jeanne asked with the grant opportunity we have with Beckwourth Fire, do we want to put in for a grant on our own at the same time? Bob does not believe we should put in for our own grant this year if we are going to apply jointly. John and Bob are working on a deal where the department can possibly spend \$6,000 to \$7,000 total and obtain 12 Scott packs and 30

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bottles. Switching to and purchasing Scott products will give the department another 11 years and we can continue to apply for grants. Director Sankey asked that Bob and John bring written proposals to the board for future spending requests. Director Couto made a motion to approve spending up to \$7,000 for Scott bottles, not apply for an individual grant and proceed with the joint grant application. Director Sankey seconded the motion. Voice Vote: Sankey – Aye, Acosta – Aye, Graham – Aye, Couto – Aye. Bob stated that he would not schedule to have our packs certified next month. John pointed out that the new Scott packs will not arrive before our current packs expire, so certification of our packs will need to be done.

**Ethics and Harassment Training:** The board discussed this and agreed that the Ad Hoc Committee will research and find available classes. Bob will also ask up at EPHC and Brian Attama will look into Provident. Both will report back at the next meeting.

**12) New Business:** Elaine shared fundraiser money from Plumas Bank and that the City of Portola has approved a drive-thru Halloween candy giveaway at the Northside Station. The firewood raffle is up to \$1,000 at this time. Brian shared that the training books from IFSTA have arrived. He learned that the Santa Rosa College is only good for FF1; they are not offering FF2 certification yet. Firefighters will receive the skills training and education for FF2, but will not be able to get state certification. Brian also shared that this spring he plans on starting work at Columbia Southern University for his BA in Fire Service Administration with an emphasis in fire investigation. Go Brian!! Bob brought up that he made a 19 gallon fuel purchase on his way to the Zogg Fire. Jeanne asked that he remember that so when funds are received from the Zogg Fire, that money is allocated to fuel.

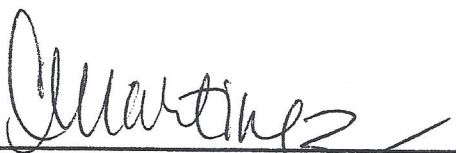
**13) Closed Session:** Jeanne called for closed session at 8:25 PM

**14) Report on Closed Session:** Jeanne called for the meeting to resume open session at 9:50 PM and reported that there would be no possible litigation and ongoing personnel issues will continue to be monitored.

**15) Next Regular Meeting: November 2, 2020 at 6PM**

**16) Adjournment:** Chairperson Graham moved to adjourn the Meeting at 9:51 PM.

ATTEST:



Katy Martinez, Secretary



Jeanne Graham, Chairperson

APPROVED AND SIGNED AT EPRFPD'S 11/16/2020 REGULAR MONTHLY BOARD MEETING

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# Eastern Plumas Rural Fire Protection District

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## AGENDA

**For the Regular Meeting of the Eastern Plumas Rural Fire Protection District's Board of Directors to be held at 141 Delleker Rd., Portola, CA 96122**

**On November 02, 2020 at 6:00 PM**

**MEETING VIA CONFERENCE CALL**

**DIAL-IN NUMBER 701-802-5263 CODE 6465910#**

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

- **Call Meeting to Order**
- **Roll Call**
- **Pledge of Allegiance**
- **Public Comment:** Members of the public are invited to address the District on any matter of interest to the public that is not on the agenda. Pursuant to the Brown Act, the District cannot take any action on items not listed on the posted agenda, but may add to a future agenda matters brought up under public comments for appropriate action at a future meeting.
- **Consent Items:**
  1. Minutes from October 23, 2020 Emergency Meeting
  2. Minutes from October 26, 2020 Regular Meeting
- **Budget**
- **Secretary's Report**
- **Director's Reports**
- **Chief's Report**
- **Discussion and Possible Action:**
  1. Consolidation
  2. Use of District owned vehicles/Red Light Permits
  3. Ad hoc committee reports: a) Consolidation b) Personnel
  4. SOG's – Rules & Regulations – Policies & Procedures – FBOR
  5. SCBA's
  6. Ladder Truck Certification Status
  7. Truck Maintenance
  8. Ordinances – Fire
  9. FASIS – Bickmore Risk
  10. Audit
  11. Portola turnover to Beckwourth
  12. Pump Testing
  13. PPE
- **Old Business:**
  1. Ethics Training
  2. Grant Writer
- **New Business:**
- **Closed Session: Personnel**
- **Adjournment**

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## 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

November 02, 2020 at 6:00 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 6:01 PM.
- 2) **Roll Call:** Chairperson Jeanne Graham, Director Kevin Sankey, Director Lydia Acosta were present. Director Ronnie Couto was not present due to a family emergency.
- 3) **Pledge of Allegiance**
- 4) **Public Comment:** None
- 5) **Consent Items:** Minutes were tabled to the next meeting.
- 6) **Budget:** No new budget reports have been received since our last meeting.
- 7) **Secretary's Report:** None  
*Chief Frank asked if Brian Attama's presentation on Ethics and Harassment Training could be moved up on the agenda. All board members agreed.*
- 8) **Ethics and Harassment Training:** Brian informed the board that all required classes are offered at no cost through Provident. He will watch the videos and determine which classes are appropriate. It was agreed that it would be best to hold trainings as a group, scheduling a special meeting may be necessary once a date is chosen.
- 9) **Director's Reports:** **Sankey:** None. **Acosta:** None. **Graham:** Jeanne will address her report under consolidation later in the meeting.
- 10) **Chief's Report: Written.** Bob informed the board that he has an opportunity to purchase the 40 foot container located at the rear of Station #1. Such a container would cost \$3,100 but he could buy this one for \$2,500 from GLRID. He will inquire whether or not they would allow him to leave the container where it has been sitting for the past 14 years. The board advised Bob to have this item placed on the next agenda for discussion.
- 11) **Discussion and Possible Action:**
  - 1) **Red Light Permits:** Tabled to a future meeting.
  - 2) **Ad Hoc Committee Updates: Consolidation:** Jeanne said they sent the minutes out and they do not accurately reflect what was said at the last consolidation meeting. Tom Cooley said he was going to email out the word document for the MSR's from Lafco so that we can update EPRFPD's information. She did receive C Road's document, but not EPRFPD's. She will ask again that the document be sent to her. It was decided that Bob will take the C Road document to Debbie Thompson for updating. Jeanne will address the discrepancy in the minutes at the consolidation meeting scheduled for November 10, 2020. **Personnel:** Kevin reported that he and Ronnie are working on this and will provide an update at the next meeting.

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- 3) **SOG's:** Brian will flag changes for the board and this item will be placed on the next agenda.
- 4) **SCBA's:** John Fatheree has been in contact with LN Curtis and obtained a list of what we are purchasing; a "Lot" of 52 bottles and 34 packs. This is contingent on them getting their new packs. Director Sankey asked how many of ours will need to be recertified and Bob said at least 10, and they will be done by next month. Bob mentioned that the City of Portola's packs and masks need to be certified and the board instructed him to approach Lauren Knox and notify her. Follow up this conversation with an email reiterating the City's need for certification. After discussion, Director Sankey made a motion to approve spending up to \$1,500 for SCBA recertification of EPRFPD equipment. Director Acosta seconded the motion. Voice Vote: Sankey – Aye, Acosta – Aye, Graham – Aye.
- 5) **Ladder Truck:** This was already covered.
- 6) **Truck Maintenance:** Bob informed the board that #9872, the new wildland truck is going in for maintenance. #9857 will be going in for an oil change and brake check. #9876 needs service also and he expects it to cost \$300 or less. #9834, C-Road's water tender needs the A/C fixed. This is a requirement. #9871 got new tires from Les Schwab at a cost of \$2,035.
- 7) **Ordinances:** Jeanne expressed that she believes the district should draft ordinances for enforcing authority to ban open fires during dangerous fire conditions. John asked whether EPRFPD could enforce only within our district. After discussion it was decided that more research is needed before ordinances can be implemented. The board approved that Elaine research ordinances, proclamations, and 44 23.5 of the California Resource Code. This item will be placed on the December 2020 meeting agenda.
- 8) **FASIS Bickmore Risk Assessment:** Jeanne brought up an email received back in September, 2016 from FASIS where they had done a Bickmore risk assessment. She pointed out that there is some good information in it. Bob will take a look at it and possibly hand it off to Brian for further review.
- 9) **Audit:** Katy spoke with Blain the Auditor and is expecting to receive a letter of engagement to present to the board at the next meeting. Jeanne asked if the board would agree to give her permission to sign the LOE if it arrives prior to our next scheduled meeting. Director Sankey made a motion to approve Jeanne signing the LOE not to exceed \$12,000 for the audit. Lydia seconded the motion. Voice Vote: Sankey – Aye, Acosta – Aye, Graham – Aye. Jeanne located information that stipulates whether a special district must have an audit performed either every 2 years or 5 years, based on budget. She believes we may need to have an audit performed every 2 years now that our budget has increased with contracts for service and strike teams. Katy will research this further.
- 10) **Handoff to Beckwourth Fire:** Bob met with Lauren Knox and told her inventory of Southside Station will be completed within 2 weeks and the station will be turned over to them at that time. Jeanne recommended that Bob follow that up in writing upon turnover and cc: Beckwourth Fire. This item will remain on future agendas until February 2021.

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- 11) **Pump Testing:** John pointed out that pump testing is needed for ISO. Points are awarded every year and these points potentially benefit residents with their insurance rates. He has contacted other fire districts and got a count of engines in need of testing. There are 16. He obtained a quote for \$405 per engine *IF ALL 16 ENGINES PARTICIPATE*. EPRFPD has 5 engines in need of testing for a total of \$2,025. John recommends that pump testing be an item that is permanently addressed in our annual budget discussions. Director Sankey asked that for future funding requests, 3 bids be presented to the board. Bob will attempt to contact his vendor in Reno and John will check his vendor's availability as well as confirm that the \$405 per engine quote includes travel time expenses. Both John and Bob will get back to the board tomorrow.
- 12) **PPE's:** John believes that the department should be purchasing their own PPE, not relying on EPHC. He fears COVID or Flu will impact availability of gloves, masks and gowns. Wipes are needed as well. Bob said that we still have 20 gallons of disinfectant that can be used to make our own wipes if necessary, and he will check with the hospital to see if we can purchase gloves through them cheaper than online.
- 13) **Old Business:** Bob advised the board that there a few firefighters in need of turnouts. A new contract with LN Curtis will need to be entered into. Bob will come back to the board with an exact number. John pointed out that prices may have changed since our last contract. Elaine gave an update on Fire Recovery. She is expecting a check for the Samantha Fire in the amount of \$8,300. Some of that money will be shared with Beckwourth Fire and possibly Graeagle Fire, whichever departments were on scene. Elaine will not be billing for any other department on future fires. A check for \$478 is also expected for a vehicle accident. Elaine would like the board to have Fire Recovery on the next agenda for the board to discuss billing after our contract with the City of Portola ends in January, 2021. All firefighters were fit tested for their N95 masks. \$1,072.60 was received for the wood raffle. Elaine shared tentative Christmas dinner information.
- 14) **New Business:** Next Regular Meeting: November 16, 2020 at 8:05 PM  
*A short 10 minute break will be taken prior to closed session*
- 15) **Closed Session:** Jeanne called for closed session at 8:18 PM
- 16) **Report on Closed Session:** Jeanne called for the meeting to resume open session at 9:40 PM and reported that the assistant chief position will be eliminated as of the end of November 2020 and ongoing personnel issues will continue to be monitored.
- 17) **Next Regular Meeting: November 2, 2020 at 6PM**
- 18) **Adjournment:** Chairperson Graham moved to adjourn the Meeting at 9:41 PM.

ATTEST:

  
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Katy Martinez, Secretary

  
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Jeanne Graham, Chairperson

APPROVED AND SIGNED AT EPRFPD'S 11/16/2020 REGULAR MONTHLY BOARD MEETING