



# Eastern Plumas Rural Fire Protection District

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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 August 15, 2022 at 6:30 PM

Board Members: Chairperson Jeanne Graham, Director Kevin Sankey, Director Angelina Sutcliffe, Director Audrey Mitrevics and Director Dave Rudolph

1. **Call to Order:** Meeting was called to order at 6:37 PM by Chairperson Graham.
2. **Roll Call:** Director Sutcliffe, Director Mitrevics, Chairperson Graham and Director Rudolph were present. Director Sankey was absent.
3. **Pledge of Allegiance:** The Pledge was recited by all.
4. **Public Comment:** Members of the public, Ashlee Sims and Deborah Bress provided comments regarding agenda items as well as the District's website. Deborah Bress and Director Rudolph engaged in a verbal argument and Chairperson Graham called for a 5 minute break. The meeting resumed at 6:57 PM. Director Rudolph did not return.
5. **Consent Items:**
  - a. Minutes May 02, 2022 Special Meeting
  - b. Minutes May 16, 2022 Special Meeting

Ashlee Sims and Deborah Bress both voiced complaints about the consent items.

Board discussion ensued.

Director Graham made a motion to approve the consent items and the secretary will research the issue regarding attachments. If it is found that attachments are required, future minutes will include them. Director Sutcliffe seconded the motion. **Roll Call Vote:** Director Mitrevics – Aye, Director Sutcliffe – Aye, Director Sankey – Absent, Chairperson Graham – Aye. The item passes.

*At this time, Chairperson Graham asked that the Board discuss Ashlee Sims' request to place items on tonight's agenda. Board discussion ensued. It was directed that Ms. Sims contact a Board member and request that these items be placed on a future agenda.*

#### 6. **Regular Calendar:**

**6.1. Correspondence:** Letter from Graeagle Fire District. Secretary Katy Martinez read aloud a letter from Jim Stockdale thanking Eastern Plumas Fire for their mutual aid assistance, providing engines and crews during the recent fireworks display.

**6.2. Update on Budget and approve warrants:** Secretary Katy Martinez advised the Board that she has not received the monthly financial reports from the County. When those reports are received, an updated balance will be provided. Warrants for the period of June 18, 2022 to August 12, 2022 total \$24,695.56.

Members of the public, Deborah Bress and Ashlee Sims provided public comment regarding warrants and asked for an accounting of the fishing derby as well as information regarding the Firefighter's Association. Chairperson Graham informed the public commenters that the Firefighter's Association

is a separate entity from Eastern Plumas Rural Fire Protection District. Any questions regarding the Association should be addressed to them.

Board discussion ensued. Director Sutcliffe asked that the PG&E settlement check be placed on the next agenda for approval.

**6.3. District Special Assessments: Special Assessment Enrollment for Fiscal Year 2022/2023 – Resolution 2022-011 Requesting Collection of Charges on Tax Roll.** Director Sutcliffe made a motion to approve Resolution 2022-011. Director Mitrevics seconded the motion.

**Roll Call Vote:** Director Mitrevics – Aye, Director Sutcliffe – Director Sankey – Absent, Director Rudolph – Absent, Chairperson Graham – Aye. The item passes.

**6.4. Preliminary Budget Fiscal Year 2022/2023: Continued from June 18, 2022 and July 25, 2022 meetings:** Members of the public; Deborah Bress and Ashlee Sims provided public comment. Board discussion ensued. Director Graham made a motion to approve the Preliminary Budget with Professional Services at \$50,000 and the difference placed in Contingencies. Director Mitrevics seconded the motion.

**Roll Call Vote:** Director Mitrevics – Aye, Director Sutcliffe – Aye, Director Sankey – Absent, Director Rudolph – Absent, Chairperson Graham – Aye. The item passes.

**6.5. Resolution 2022-010 Authorization of Preliminary Budget:** Member of the public, Deborah Bress provided public comment. Board discussion ensued. The word hearing will be changed to *meeting* and the word testimony to *comments*. Director Sutcliffe made a motion to approve Resolution 2022-010 with corrections. Director Mitrevics seconded the motion.

**Roll Call Vote:** Director Mitrevics – Aye, Director Sutcliffe – Aye, Director Sankey – Absent, Director Rudolph – Absent, Chairperson Graham – Aye. The item passes.

**6.6. Chief and Secretary Recruitment Update:** Katy informed the Board that job postings can be placed on the CSDA website for a fee. The City of Portola has a similar job opening on their website that she shared with Director Sutcliffe. Chief Frank and Director Rudolph have not had a chance to meet to finalize the Chief's job description. Board Discussion ensued regarding places to post the open positions and what to list as salaries. It was agreed to list salary as based on experience. Ashlee Sims made a comment suggesting that the District combine Captain Frank's and Secretary Martinez's job duties into one listing. Captain Elaine Frank spoke up and clarified that Chief Frank stepped down as Fire Chief, he did not resign from the department. She further clarified that she has never resigned from the department. Where the public got those impressions is not known. Captain Frank will be out of the district this coming winter, but will return just as she did last winter. Further Board discussion ensued. It was decided that a Special Meeting will be held on August 29, 2022 at 6:30 PM for an update on this topic.

**6.7. AB38 Defensible Space Inspections:** Member of the public, Deborah Bress provided comments. Due to Director Rudolph's absence, this item will be discussed at the next meeting.

**6.8. Monthly Chief's Report:** Chief Frank provided the following report: For the Month of June, in district there were 21 calls. 15 medical calls, 4 burn piles, 1 public assist and 1 vehicle accident. Out of district there were 3 calls. 1 at Gold Mountain and 2 in the City of Portola. Dan Bria came and fit tested everyone on the department with the new SCBA's. All firefighters are fully fitted and trained on their use. Members of the department provided roving medical aid for the recent bike race. This was done on the volunteers own time, as has been done for several years. Wildland training was held at Gold Mountain along with Bill Robinson and several other members of the Gold Mountain CSD Board. For the Month of July, in district there were 15 calls. 11 medical calls, 1 illegal burn pile, 1 public assist, 1 Forest Service fire that wound up being in the City of Portola and 1 Gold Mountain call. Chief Frank organized and provided mutual aid assistance to Graeagle Fire during the fireworks

display. He staged 6 people and 2 units in order to cover both districts. Mike Grant with the Sheriff's Office came and provided training on GPS to the department. A call was received from OES for a Wildland Type 3 engine and a crew was sent out on the McKinney Fire on July 30. C Road's water tender has been completely serviced and filled with chlorinated water to prevent slime build up as it sits. The air conditioner was fixed a year ago and Chief was recently told that it was not blowing very cold. It was taken to be inspected and a cable was found not fully adjusted. This was corrected and it is working fine now. One of the roll up doors at C Road had a circuit board go bad, Debbie Thompson was given the part number, she ordered it and Chief Frank will replace it. #9876 – there was a crack in the top of the plastic radiator. Chief Frank and Wayne Moore were able to repair the crack for \$66 in materials saving the District approximately \$339. #9878 – The engine was replaced on this unit approximately 3 years ago and it is believed to have a faulty O Ring and will be dropped off tonight to be worked on tomorrow. Chief Frank used his personal skid steer dump trailer and performed clean up around the Delleker Station, hauling away trash etc. that has accumulated from trainings on cars. He also took the skid steer over to the Iron Horse station and graded it so that the area can be moved with a riding lawn mower. Chief Frank and Wayne Moore (9813) have been performing clean up at the Iron Horse, Lake Davis and C Road stations. Inventory of all 4 stations is being performed and will be complete in time for his turnover. Deborah Bress asked questions regarding any need for non-firefighter assistance to the district and Ashlee Sims commended Chief Frank on all that he and the department do/have done. Chief Frank further informed the Board that when our engine left for the McKinney Fire, the engines were fueled up at Hunt and Sons and the receipt machine was not working. He will obtain those receipts and submit them for reimbursement.

**6.9. Plumas County Mutual Aid Agreement for Emergency Services:** Chief Frank informed the board that due to wildfires, there is no update on the Mutual Aid Agreement at this time.

**6.10. Review of all Board Members Duties, Responsibilities, and Performance of Duties:** Member of the public, Ashlee Sims provided public comment. Board discussion ensued. Direction was given to place this item on the next Regular Meeting Agenda.

**6.11. Update District Policies:** Chairperson Graham informed everyone that during a recent cleaning, a box was located that contained a set of policies. These are not a complete set and only some of the policies have been voted on/approved. These were posted to our webpage. We attempted to print them all out for everyone but our printer is not capable of printing a high volume. Everyone can visit our website and read them. Member of the public, Deborah Bress provided public comment. Board discussion ensued. It was decided that Director Graham will break the policies down into sections and email them to Directors for review. Each section of the policies will include the changes that were previously discussed by the Board, perhaps highlighted in yellow. Sections of the Policies can then be discussed at future meetings and no Ad Hoc committee formed.

*At this time, Chief Frank spoke up as he needed to leave the meeting at this time to get #9878 dropped off for repairs tomorrow. He voiced his opinion that the District needs to look at rejoining the LESSG as he believes it is in the best interest of the community to be under one fire district.*

**7. Future Agenda Item Requests from Board Members:**

- Resolution for 2 meetings a month
- 6.9
- 6.10
- AB38
- Possible – Records Request for confidential attorney-client communications and spending on counsel

Next scheduled Regular Board Meeting September 19, 2022 at 6:30 PM

Next scheduled Special Board Meeting August 29, 2022 at 6:30PM

**8. Adjournment:**

Chairperson Sutcliffe motioned to adjourn the meeting.

Director Graham seconded the motion.

**Roll Call Vote:** Director Mitrevics – Aye, Director Sutcliffe – Aye, Director Sankey –Absent, Director Rudolph – Absent, Chairperson Graham– Aye. The item passes.

Meeting was adjourned at 8:36 PM.

**ATTEST:**

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**Katy Martinez, Secretary**

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**Kevin Sankey, Chairperson**

**APPROVED AND SIGNED AT EPRFPD'S 10/17/2022 REGULAR BOARD MEETING**