



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 November 16, 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 6:00 PM.
- 2) **Roll Call:** Chairperson Jeanne Graham, Director Kevin Sankey, Director Lydia Acosta and Director Rhonda Couto were all present.
- 3) **Pledge of Allegiance**
- 4) **Public Comment:** Jeanne Graham noted that there were several members of the public present and asked if anyone had any comments to make. There were none and no one identified themselves by name.
- 5) **Consent Items:** Minutes from the October 23, 2020 Emergency Meeting, the October 26, 2020 Regular Meeting, the November 2, 2020 Regular Meeting and the November 6, 2020 Special Meeting. Director Sankey made a motion to approve all of the minutes. Director Couto seconded the motion. All present voted Aye.
- 6) **Budget:** a) **Fire Recovery:** Elaine would like direction from the board on handling future Fire Recovery billings. Jeanne asked that this item be placed on the next agenda under Discussion and Possible Action. b) **OES Fires:** Jeanne asked if anything has been heard about payment from wildfires. Nothing at this time. Katy informed the board the budget is approximately \$61,959.63.
- 7) **Secretary's Report:** None
- 8) **Chief's Report:** This item will be addressed later in the meeting.

Discussion and Possible Action:

1. Ad Hoc Committee Reports:

- a) **Consolidation:** Jeanne informed the board that Sierra Fire is pulling out of the consolidation negotiations. Sierra Fire feels they have questions that are not being answered. Jeanne had a meeting with Tom, Carrie, and Daniel this morning and it was agreed that they would reach out to Sierra Fire and ask them if they have any questions they can help answer for them. If they say no, the Ad Hoc committee will ask them for a formal letter stating that Sierra Fire is official withdrawing.
- b) **Personnel Ad Hoc Committee:** Kevin stated that they have not had an opportunity to get together, but he has one item that he will address in closed session.

2. Meeting Decorum/Rules of Order:

Jeanne expressed that the board needs to get a little bit tighter in how they conduct meetings. People need to be mindful of speaking one at a time. Katy suggested that due to the length of discussions and longer meetings, the board sum up discussions prior to moving on to the next agenda item. Director Sankey reminded everyone that questions at meetings need to be directed to the board, the board will then defer to Chief Frank, and if necessary, Bob will then defer to other command staff.

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All questions should be directed to the board, not anyone else present. Everyone should speak one person at a time.

The Chief's Report will now be presented:

9) Chief's Report: Written. Bob informed the board that Grant with High Desert recommends that next season, the blades in 9872 be dropped out to replace the propellers. This would cost an estimated \$4,000. Director Sankey asked Bob to place this expense as a capital budget item for next year's budget. Future firefighter trainings will be conducted with stricter COVID distancing. Due to the cancelation of the annual Christmas dinner, Bob is working on possible dates for firefighter recognitions.

Discussion and Possible Action items resume:

3. Brown Act:

Jeanne was able to do some research and found that the Plumas County Special Districts Association provides Brown Act and Conflict of Interest training every 2 years, with the next scheduled for the summer of 2021. Battalion Chief Brian Attama said that he had found an online platform that provides self-paced training. He had not had the time to do further research. Jeanne Graham asked that this item be placed on the next agenda for follow up.

4. Firefighter Benefits/EAP:

Director Sankey informed the board and Chief Frank that he was approached by a firefighter with an EAP type of situation that did not know about the program. He shamed Chief Frank for this firefighter not knowing about it. He stated to Bob that it was imperative that no firefighter leave another training session or this meeting without being informed of this program and the availability of it to them. Chief Frank defended himself and informed the board that there is a large poster in the training room hallway that provides firefighters with information and phone numbers to reach out for help. Bob explained that he had a firefighter in the past approach him with an issue and he was offered mental health assistance through Plumas County at no cost to him, but he wound up not accepting or needing the offered help. Bob agreed that he will immediately address this program with all firefighters.

5. Streamline Webpage:

Jeanne had a conference call this morning with Streamline where a module was discussed that would "push" information out to all of our constituents that we have email addresses for. There is a \$30 per month cost associated with the module. EPRFPD may consider taking advantage of this in the future.

****It was noted by Chairperson Graham at this time that Director's Reports were missed, they will be addressed at this time***

Director's Reports: **Director Acosta:** None. **Director Sankey:** None. **Director Couto:** Director Couto would like to discuss an item in closed session. **Director Graham:** Jeanne noted that the COVID level is currently RED, but it is expected to rise to PURPLE and future meetings may need to be held entirely via dial-in conference call.

Discussion and Possible Action items resume:

6. Parking Lot Resurfacing:

Due to the time of year, Jeanne asked that this item be placed on a future agenda, perhaps April or May 2021. Bob will present the board with 3 bids at that time.

7, 8, and 9. Hose & SCBA Grants:

Hose and SCBA grant writer contract was discussed, there were questions and the grant writer was contacted and she agreed that EPRFPD could add arbitration as an option in the contract. Director Couto made a motion to approve Jeanne signing the contract and to spend the \$525 for both the hose and SCBA grants. Director Sankey seconded the motion. Voice Vote: Graham – Aye, Sankey – Aye, Acosta – Aye, Couto – Aye. Jeanne will sign the final contract upon receipt.

10. PPE Update: Eastern Plumas Health Care has no problem supplying us with PPE and recently provided a few boxes of gloves.

11. Office Supply Budget:

Katy brought up the difficulty she experiences when needing to pay for small office supplies such as paper, envelopes, etc. After discussion it was agreed that this problem will be solved once the Cal Card account is established.

12. Shipping Container:

Bob explained that he has spoken with GLRID regarding the 40 foot shipping container located behind the Delleker Station and they agreed to accept \$2300 for it. Bob is expecting to hear back from them on whether their board would allow it to remain where it presently sits. The board asked that Bob find out when GLRID would expect to be paid, and confirm whether or not it can remain where it is. This item will be placed on the next agenda.

13. Cal Card:

Jeanne asked where we are at on the Cal Card application. John explained that 3 years of audited financials and a W9 are required in addition to other information requested. He and Katy will get together in the coming days to pull together financials etc. This item will be placed on the next agenda.

14. Audit:

Katy informed the board that the Letter of Engagement was received from Blain Boden and the Chairperson Graham signed it. Katy will follow up with Blain on next steps.

15. Ordinance/Resolution for Fires – Follow-Up

This item will be tabled until the next meeting.

16. Fire Recovery:

Elaine asked the board for clarity on billing through Fire Recovery. After some discussion, Elaine will further research the mutual aid agreement and this item will be placed on the next agenda.

17. Ladder Truck:

This topic was addressed under the Chief's Report.

18. Pump Testing:

Topic was addressed under the Chief's Report

19. Turnover – Portola to Beckwourth:

Bob and Katy will work on drafting a letter to the City of Portola.

20. SOG's – Rules & Regulations – Policies & Procedures:

This item was tabled until the next meeting.

21. Who can sign contracts that obligate funds:

After discussion it was agreed that signing abilities will remain as they are.

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Old Business: None

New Business: Hose: Jeanne advised that the department has been awarded some hose that John located. She asked that John provide the location from where this hose needs to be picked up from and that Bob and John work together to arrange for Bob to make the trip to get it. District Supervisor, Dwight Ceresola who was in attendance spoke up and recommended that Bob look into perhaps hiring a courier service to pick up and deliver the hose for a flat fee. He has had good experience using this method in the past. Bob thanked him for the idea and he will look into it.

At this time, firefighter Jose Avalos spoke up as a member of the public and stated that he had two questions for the board. He wanted to know the requirements for becoming a board member. He was told that an applicant must live in and be registered to vote in our district. Katy will provide him with an application before he leaves tonight. He next expressed his displeasure of the elimination of the Assistant Chief's position by the board. Chairperson Graham voiced that perhaps this was a matter to be addressed in closed session. Jose continued to express his displeasure on the matter.

Next Regular Meeting Date: December 07, 2020 at 6PM

Closed Session: Chairperson Graham called for the meeting to enter closed session at 7:15 PM.

Report on Closed Session: Jeanne Graham called the meeting back into open session at 9:50 PM and reported ongoing personnel issues will continue to be monitored.

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 01/04/2021 REGULAR MONTHLY BOARD MEETING