



# 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 February 01, 2021 at 6:00 PM

Board Members: Chairperson Jeanne Graham, Director Lydia Acosta, Director Kevin Sankey,  
Director Angelina Sutcliffe and Director Tom Lewis

1. Meeting was called to order at 6:08 PM
2. **Roll Call:** Director Sankey, Director Acosta, and Chairperson Graham were all present.
3. **Pledge of Allegiance**
4. **Public Comment:** Chairperson Graham asked if there was any public comment. Volunteer firefighters, John Fatheree, Brian Attama, Joe Couto and Jose Avalos each spoke and resigned from the department effective immediately.
5. **Consent Items:**
  - a. Minutes of the Regular Board Meeting January 04, 2021
  - b. Minutes of the Regular Board Meeting January 18, 2021

Chairperson Graham asked for any public comment. There was none.

Chairperson Graham asked for any Board discussion. Director Acosta had a question regarding the January 04, 2021 minutes. Secretary Katy Martinez will investigate and make correction(s) if warranted.

Chairperson Graham asked for a motion and a second.

Director Sankey made a motion to approve the Minutes from the January 18, 2021 Regular Board Meeting. Chairperson Graham seconded the motion. **Roll Call Vote:** Director Sankey – Aye, Director Acosta – Aye, Chairperson Graham – Aye. The item passes.

#### Regular Calendar

- 6.1 ***Pursuant to Government Code §54960.2, approving and reaffirming the Board of Directors of the Eastern Plumas Rural Fire Protection District's unconditional commitment to cease, desist from, and not repeat the challenged past actions alleged to violate the Ralph M. Brown Act (Government Code §§54950 et seq.) as set forth in demand letters from Aaron E. Doyle dated November 20, 2020 and December 13, 2020 and in litigation filed against the District, in Plumas County Superior Court Case No. CV20-00176, without waiving appropriate defenses thereto; and authorizing and directing the Board of Directors to send a response to such demand letters and litigation to Aaron E. Doyle in substantially the form set out in Government Code §54960.2.***

Chairperson Graham asked for any public comment. There was none.

Chairperson Graham asked for Board discussion. There was none.

Chairperson Graham asked for a motion and a second.

Director Sankey made a motion to approve agenda item 6.1. Director Acosta seconded the motion.  
**Roll Call Vote:** Director Sankey – Aye, Director Acosta – Aye, Chairperson Graham– Aye. The item passes.

- 6.2 Board Applicants.** Tom Lewis and Angelina Sutcliffe have submitted applications to be appointed to the two empty seats on the Board. Both applicants were interviewed and questions were asked of them by Chairperson Graham.

Chairperson Graham asked for any public comment. There was none.

Chairperson Graham asked for any Board discussion. There was none.

Chairperson Graham asked for a motion and a second.

Director Acosta made a motion to appoint applicants Tom Lewis and Angelina Sutcliffe to the two empty seats on the Board. Chairperson Graham seconded the motion.

**Roll Call Vote:** Director Sankey – Aye, Director Acosta – Aye, Chairperson Graham– Aye. The item passes.

Tom Lewis and Angelina Sutcliffe took the Oath of Office. Welcome, Tom and Angelina.

- 6.3 Correspondence:** Secretary Katy Martinez informed the Board that the Atwood Insurance policy endorsement adding vehicle 9872 was received and has resulted in an annual premium increase of \$154.00.

- 6.4 a) Budget.** Secretary Katy Martinez informed the board that the budget balance is \$43,831.42. Claims submitted amount to \$7,058.83. Expected revenue for January 2021 from property taxes is approximately \$32,000. Deposits during the current period amount to \$20,361.76.

Chairperson Graham asked for any public comment. There was none.

**b) Amended Budget.** Chairperson Graham screen shared the proposed amended budget. Board discussion ensued. Director Acosta currently has no internet access and was unable to review the proposed changes and would like to table this item until the next Board meeting.

**Direction:** Secretary Katy Martinez was directed to place Amended Budget on the February 15, 2021 Regular Board Meeting Agenda.

- 6.5 Update on five-year Audit.** Secretary Katy Martinez informed the Board that 5 years of budget reports, meeting agendas and minutes, as well as all Plumas Bank account statements have been uploaded to the auditor’s webpage.

**Direction:** Secretary Katy Martinez was directed to carry on working with the auditor.

- 6.6 Consolidation Committee Update. Update from Chairperson Graham on status of consolidation committee.**

Chairperson Graham asked for any public comment. There was none.

Chairperson Graham informed the Board that the consolidation committee did not have a meeting in January. At the last meeting held November 10, 2020, there was a statement made by the Sierra Valley Fire representative that they were pulling out of the consolidation committee. There was concern about that and the Chair and Vice Chair sent a letter to the Sierra Valley Fire Board asking for clarification and advising that if they intend to officially pull out of the consolidation committee, they need to submit it in writing.

Chairperson Graham asked for board discussion. There was none.

**6.7 Federal Emergency Management (FEMA) Online Grant Management Course. FEMA is offering an online training course: Fundamentals of Grant Management. Need to decide if we want to participate in the course and who will be participating.**

Chairperson Graham asked for any public comment. There was none.

Chairperson Graham detailed this free training course and explained that it entails 21 hours of online instruction, 14 hours of individual study and homework assignments.

Chairperson Graham asked for any Board discussion. Discussion ensued regarding who would have the time to devote to the course.

**Direction:** Secretary Katy Martinez was directed to forward the FEMA email to all Board members and place this item on the February 15, 2021 Regular Board Meeting Agenda for further discussion.

**6.8 Chief's Report. Chief Frank to provide a monthly report to include the number of calls for service in the last month; equipment, station and personnel status.**

Chairperson Graham asked for any public comment. There was none.

Chief Frank provided the Board with a written report outlining the following call numbers: In district there were 11 medical calls, 0 fire calls and 1 medical call on C Road. In the City of Portola there were 19 medical calls, 1 fire alarm call, 1 small fire, 2 smoke alarm calls, 1 smell of gas call and 1 vehicle accident. #9873's pump was checked and it is in good shape. An invoice will be received soon. The hydraulic pump is bad and the truck was sent to Superior Hydraulics in Reno for diagnosis and an estimate. Chief Frank has a call out to the Scott representative to arrange for our Scott packs to be certified. Volunteer, Margann Bridges has received her EMR/First Responder certification.

Chairperson Graham asked for Board discussion. There was none.

**Direction:** Chief Frank was directed to stay on top of the repairs to the pump-and getting the Scott's certified.

**6.9 Call Response. How personnel are going to respond to calls since we no longer will be using Portola Stations. Present proposed response options to Medical and Fire calls.**

Chairperson Graham asked for any public comment. There was none.

Chairperson Graham asked that Chief Frank speak to this item. The moving around of equipment, the number of firefighters responding to calls and from where, is in flux in light of recent events. Chief Frank will regroup and provide an update.

Chairperson Graham asked for any Board discussion. There was none.

**6.10 Continue discussion on Surplus Equipment Rescue Truck 9851. Does the Board want to sell Truck 9851, keep it as is, or retrofit to a service vehicle? If retrofit, amount not to exceed \$5000.**

Chairperson Graham asked for any public comment. There was none.

Chairperson Graham explained that this topic has been talked about at previous meetings and with Chief Frank, and recommends not spending any money on 9851 and reevaluating it again in the spring.

Chairperson Graham asked for any Board Discussion. There was none.

**6.11 Northern California Emergency Medical Services (NorCal) Concealed Carry Policy. NorCal has sent out a concealed carry policy on calls. NorCal recommends that EPRFPD develop a policy for our district.**

Chairperson Graham asked for public comment. There was none.

Chairperson Graham outlined the NorCal policy. Our NorCal representative was spoken with and he recommended that EPRFPD implement its own policy. Chairperson Graham asked for Board Discussion. Discussion ensued.

**Direction was given.** Secretary Katy Martinez will contact our insurance carrier and ask if they have any recommendation. Chief Frank will contact other local fire departments and ask what kind of policy they may have. This item will be placed on the next Regular Board Meeting Agenda.

**6.12 Continue discussion and development of District Policies, Standard Operational Guidelines (SOG's) Rules and Regulations. To be reviewed:**

**a) District Policies 1000 through 2200.01**

**b) EPRFPD SOG Mission statement (pg 6) through section 100.01**

Chairperson Graham asked for any public comment. There was none.

Chairperson Graham called for a five minute break at 7:02 pm while the secretary made some photocopies.

Chairperson Graham called the meeting back into open session at 7:07PM

Chairperson Graham asked for any public comment. There was none.

Chairperson Graham asked for Board discussion on District Policies 1000 through 2200.01. Discussion ensued. Changes were agreed on.

**Direction:** Secretary Katy Martinez will keep track of the changes updating the document and presenting it at the Regular Scheduled Board Meeting after the whole document has been reviewed.

Chairperson Graham next addressed the EPRFPD SOG Mission statement (pg 6) through section 100.01.

Chairperson Graham asked for Board discussion. Discussion ensued.

**Direction:** Secretary Katy Martinez will keep track of the changes updating the document and presenting it at the Regular Scheduled Board Meeting after the whole document has been reviewed.

**6.13 COVID 19 Policy. Update from staff on their review.**

Chairperson Graham asked for any public comment. There was none.

Chairperson Graham asked Chief Frank if he has an update. He requested more time for review.

**Direction was given.** Chief Frank will continue working on getting this reviewed, this will be placed on the February 15, 2021 Regular Board Meeting

**6.14 Fire Recovery. Staff update on current claims.**

Chairperson Graham asked for any public comment. There was none.

Chairperson Graham asked Captain Elaine Frank for an update. There has been no update since Fire Recovery was given direction to proceed with collections.

**6.15 Cal Card. Staff update on status. Decide on policy for storage and distribution of cards.**

Chairperson Graham asked for any public comment. There was none.

Chairperson Graham informed the Board that the Cal Cards have been received and are currently locked away in the office. In light of tonight's resignations, cards bearing the names of those firefighters should be destroyed and the Cal Card representative should be instructed to remove them from our account.

Board discussion ensued.

**Direction was given.** Chief Frank and Secretary Katy Martinez were directed to draft policy recommendations regarding storage and distribution of the Cal Cards and present this at the next Board meeting. Secretary Katy Martinez was directed to notify Cal Card and have the members that are no longer on the department removed from the District account.

**6.16 Grants. Updates on Hose, Self Contained Breathing Apparatus, and Wildland Safety Grants.**

Chairperson Graham asked for any public comment. There was none.

Chairperson Graham informed the Board that we have been fully funded on the Wildland grant. The SCBA and Hose grants have been submitted. Brian Attama owed the Board an updated list including the shrouds.

**Direction was given.** It was recommended and agreed upon, that we wait a few months before placing any orders due to recent changes. Chief Frank was directed to get the cost of the shrouds so that the buy list could be updated for the Wildland grant.

**6.17 California Office of Emergency Services Fire Mutual Aid. Update on status of mutual aid claims.**

Chairperson Graham asked for any public comment. There was none.

Chairperson Graham informed the Board that reimbursement requests have been submitted for all 6 wildfires. Reimbursement for the Loyalton and Sheep Fires are expected sometime in May 2021. Reimbursement for the remaining 4 fires is not expected until next fiscal year, therefore, that revenue was not included in the amended budget.

**6.18 Turnover - Portola to Beckwourth. Update turnover of Portola stations and equipment; status of Automated External Defibrillators.**

Chairperson Graham asked for any public comment. There was none.

Chairperson Graham informed the Board that due to weather, she was unable to connect with Daniel regarding the AED's. We are doing a contract like the one we have with the Plumas County Sheriff's Office for the 2 AEDs that will be left in town and the 1 in Chief Russel's truck will be returned to us.

Chairperson Graham asked for any Board direction. There was none.

Chief Frank informed the Board that he did a walkthrough with Lauren Knox and has a signed inventory/turnover sheet. Chief Frank told Lauren that if anything comes up, he will return it directly to her and she will do the same if anything comes up on their end.

**7. Old Business**

Chairperson Graham asked if there was any old business. There was none.

**8. New Business.** Next scheduled Regular Board Meeting February 15, 2021 at 6:00 PM.

Chairperson Graham asked for public comment. There was none.

Chairperson Graham asked for any Board discussion. There was none.

**9. Adjournment**

Chairperson Graham asked for a motion and a second.

Director Sutcliffe made a motion to adjourn the meeting. Director Lewis seconded the motion. **Roll**

**Call Vote:** Director Sankey – Aye, Director Acosta – Aye, Chairperson Graham– Aye, Director Sutcliffe - Aye, Director Lewis - Aye. The item passes.

Meeting was adjourned at 7:36 PM.

**ATTEST:**

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**Katy Martinez, Secretary**

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**Jeanne Graham, Chairperson**

**APPROVED AND SIGNED AT EPRFPD'S 02/15/2021 REGULAR MONTHLY BOARD MEETING**