



# 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 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 16, 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