

SCOTT VALLEY FIRE PROTECTION DISTRICT A California Special District Siskiyou County, California P.O. Box 130, Greenview, CA 96037 (530) 468-2170 messages only Location: Fire Hall, 317 Maple St. Greenview, CA. 96034 http://www.scottvalleyfire.com

Chief Paul Buchter 530-598-7249 <u>pbuchter@live.com</u>

Assistant Chief Steve Poling 530 340-3245 stevepoling64@gmail.com

Administrator Nancy Salucci 541 210-4618 <u>joy@mind.net</u>

Board of Commissioners: Larry Alexander, Chair James C. Roseman, Vice Chair Kathleen Williams Kevin Hullquist Scott Frick

## BOARD MINUTES February 11, 2021

Summarized **MINUTES** from a regular Board of Commissioners meeting of Scott Valley Fire Protection District, Greenview, California. The meeting was held on Thursday, February 11, 2021 and was opened at 5:00p.m. by Chair Larry Alexander. Present were Vice Chair James C. Roseman, and board members Kathleen Williams and Kevin Hullquist, plus Chief Paul Buchter, Administrative Officer Nancy Salucci. Commissioner Chief Scott Frick had an excused absence.

### **PUBLIC COMMENTS** None

Chief Buchter

**Update on QVIR-SVFPD Memorandum of Understanding** "Veronica Rasmussen went through and revamped the draft MOU. She is taking it to the tribal council. A semicomplete draft will be presented to our board at the next meeting," reported Chief Buchter. He also explained that he and Rasmussen are "laying the foundation for the future" and potential use of their fire hall to house Cal Fire seasonal personnel. **New firefighter applications, deletions from roster** No deletions. Firefighter Jesse Kramer was approved by Chief Buchter: Motion Roseman/2<sup>nd</sup> Williams. All ayes, to approve Kramer.

**Training/Safety/Injury and Illness Prevention Program monthly report** Chief Buchter has created a new training program in accordance with the federal National Wildfire Coordinating Group and the California State Fire Marshall.

## **Continuing/New business:**

• Policies and Procedures A discussion was held concerning how much involvement the board wanted in operational matters. It was decided that the board wants reports on personnel (new hires, promotions), but does not need to formally approve these actions prior to Chief taking action. Vice Chair Roseman stated that the approval process lies with the Chief and he is obligated to bring awareness to the board.

Salucci will amend the policies and procedures for review in March: Motion Hullquist/2<sup>nd</sup> Roseman, all ayes, passed.

- Salary Survey: Chief Buchter is working with Etna FD and FJFD to complete the 2021 Salary Survey to ensure that we are all billing consistently to CalFire, OES, and USFS for strike team pay. The chiefs intend to ask for increased salaries, 20% administrative fees, unemployment insurance, and workers compensation.
- **Continuing personnel issue:** Chief Buchter will confer with county counsel and the district attorney.
- **Community services:** A discussion was held about offering additional services on a donation basis to community members who ask us to, for example, to stand by at prescribed burns.

#### Administrative Officer Salucci

# Monthly revenue deposits, transfers, approval and payment of bills: Deposits:

- 1. \$31,991.07 from Cal Fire for the August Complex West fire.
- 2. \$5,000 from the Dalmatians as partial payment for the new motor in the Ford Pickup 250 Super Duty VIN 1FTNX21L9 4ED29679. This brings the total donation from the Dalmatians to \$7,000 for this vehicle. Motion to accept the full donation of \$7,000 from the Dalmatians Williams/2<sup>nd</sup> Hullquist. All ayes, passed. The vehicle is insured and will be included on our capital asset list, valued at \$7,000.

**Transfer:** \$5,000 from Contributions from Others 560300 into 728000. [Account # will be corrected in March minutes.]

### Approval and payment of January 2021 bills

City of Ft Jones	200.00	Support for medical runs north end of valley
Siskiyou Tel	91.87	Utility
Pacific Power	346.99	Utility
US Bank	1509.73	Misc equipment and fuel purchases
Nancy Salucci	490.06	Reimburse office expenses, firefighter awards, and mileage
Nancy Salucci	2290.62	Salary (Administrative Officer)
Paul Buchter	775.74	Salary (Chief)
Steve Poling	323.22	Salary (Assistant Chief)
Cascade Fire	4445.51	Equipment
American Diesel	7584.47	New motor for 2004 Ford chaser rig
Paul Buchter	57.95	Cleaning supplies
Scott Valley Auto Parts	18.43	Cleaning supplies
Vernon Boudro	244.02	1510 repairs
ANAV Clinic	136.31	Physical (Stone)
Valley Tire	791.64	Tires for 1531
Mean Gene's	548.26	Kerosene (heating utility)
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Motion to pay above bills Hullquist/2<sup>nd</sup> Roseman. 4 ayes, 1 absent. Motion passed.

An email vote was conducted in January with all members voting to approve the December, 2020 bills. Formal motion to approve the bills for December, 2020, Williams/2<sup>nd</sup> Hullquist, all ayes, passed.

**Adopt COVID-19 Prevention Policy** Motion to adopt the policy as written—knowing updates will be constantly evolving as per directions from CDC and the State of California Motion Williams/2<sup>nd</sup> Roseman, all ayes, passed. **Adopt Policy 2250.40 Termination of employee** This policy was amended to include "falsification of records" as a serious office resulting in disciplinary action(s) up to and including termination.

2270.40 The falsification of records, the making of false or misleading or improper entries or statement, or the willful mutilation of any useful department record, book, or paper, or document will be considered a serious offence. Motion to approve the above addition to 2270.40 Hullquist/Roseman, all ayes, passed.

**Grant application for solar-powered water fill sites** The Community Power Resiliency Allocation to Special District Program grant application to OES for \$261,000 was not awarded.

Oral communications, correspondence, continuing/new business Nothing new to report

January 2021 totals per Cal-Fire dispatch records

J		0 000 H = 14 0 00 00 0 0						
Vegetation	Vehicle	Structure	Other	Medicals	Haz	Public	Others	Total
Fires	Accident	fires	fires		Mats	Assists		
0	2	1	2	18	0		1	24

**Operations Data--Awaiting input from Captains re station staffing** 

operations 2 and 12 maning in particular	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Full Strength (goal)	25	25										
Active firefighters on roster	17	18										
Inactive firefighters	1	0										
Firefighters removed from roster	0	1										
New applications received	0	0										
Applications pending	1	0										
Applications distributed	0	?										
Attended 1st Tuesday drill	11	11										
Attended 2 <sup>nd</sup> Tuesday drill	11	11										
Station Staffing: Greenview		5										
French Creek		4										
Callahan		2										
Moffett Creek		6										

SVFPD Minutes February 11, 2021

#### **BOARD REPORTS**

Larry Alexander, Chair (Public Information Officer, Grant Procurement, Fire Safe Council Liaison)

**Approval of minutes** Motion to approve the minutes for January, 2021 Hullquist/2<sup>nd</sup> Roseman, all ayes, passed. **Salary Schedule Committee** No meeting. Nothing to report.

**Oral communication; correspondence; continuing/new business** USFS is going through a new budgeting process which has delayed approval of the 2021-22 federal budget. The state budget has been completed. Grants for forest health may be back on track.

James C. Roseman (Vice Chair, Personnel Liaison)
Continuing/New business Nothing to report.

Scott Frick Excused absence

Kathy Williams (Sunshine Committee, Dalmatians Liaison)

**Dalmatians Report** Tina Kemp and Kim Ritola have agreed to become new officers in the Dalmatians. Commissioner Williams will confer with them and report to the board at future meetings.

Reported by email after the meeting: Edward Jones \$26,242.92, Banner Bank \$9261.21

Continuing/New business Nothing to report.

*Kevin Hullquist (New training facility coordinator)* 

**New/Continuing business** The lions Club will conduct a prescribed burn at the Oro Fino Cemetery. Commissioner Hullquist invited Captain Josh Frick to standby with a SVFPD water tender.

Motion to Adjourn Roseman/ 2 <sup>nd</sup> Hullquist. All ayes, passed.	Date			
Chair	Administrative Officer			