



## SVFPD MINUTES April 13, 2023

### 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. 96037

<http://www.scottvalleyfire.com>

Chief Paul Buchter

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Administrator Nancy Salucci

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#### Board of Commissioners:

James C. Roseman, Chair

Larry Alexander, Vice Chair

Kathleen Williams

Kevin Hullquist

Scott Frick

Summarized MINUTES from a regular Board of Commissioners meeting of Scott Valley Fire Protection District, Greenview, California. Chair James C. Roseman opened the meeting on Thursday, April 13, 2023. Present were Vice Chair Larry Alexander, Commissioners Kathy Williams, Kevin Hullquist and Scott Frick, plus Chief Paul Buchter and Administrative Officer Nancy Salucci.

#### Public Report Period None

#### BOARD REPORTS

*James C. Roseman, Chair, (Personnel Liaison)*

**Approval of Minutes** from the February 9<sup>th</sup> meeting were approved. Motion: Alexander/2<sup>nd</sup> Hullquist, aye votes Alexander, Hullquist, Frick; abstained Roseman and Williams.

Approval of March minutes (no meeting held due to weather concerns) All ayes.

**Continuing/new business** Nothing to report.

*Larry Alexander, Vice Chair*

**Short- and long-range Board plans** All joined in on a discussion about the future of the department. Some believe it may need to be a department with paid emergency responders. Alexander also said he would like to see SVFPD personnel and Board members get involved in the Watershed Council.

*Kevin Hullquist*

**Hiring firefighters for prevention projects** Commissioner Hullquist suggested we hire two of our firefighters as year-round paid employees to focus on fire resiliency and brush clearing, hopefully grant funded. This may raise the visibility of SVFPD and could be good public relations.

**Continuing/new business** Commissioner Hullquist requested a “weapons” policy be researched and adopted.

*Kathy Williams*

**Dalmatians Report** Banner Bank for March: \$14,483.44, Edward Jones \$19,240.29. April: Banner Bank \$11,241.83; Edward Jones \$18,940.60. The Dalmatians will be a vendor at the Etna Rodeo this year.

**Continuing/New business** Administrative Officer Salucci asked for assistance in vetting both SDRMA and FASIS as potential workers’ comp providers for 2023-24. Commissioner Williams and Vice Chair Alexander offered to serve as an Ad Hoc committee.

*Scott Frick (Fiscal Oversight)*

**Continuing/New business** Commissioner Frick asked that our fiscal reserve policy be revisited and up-dated next month.

*Administrative Officer Nancy Salucci*

**Policy and Procedure Manual updates**--discussion & determinations:

Board Membership:

*No SVFPD volunteer firefighter, Chief, Assistant Chief, Captain or other operational members, including support staff, may be a Commissioner.* Motion to retain this policy Roseman/2<sup>nd</sup> Williams. All ayes, passed.

Violence in the Workplace:

*Workplace violence will not be tolerated. Allegations of such conduct will be investigated and if the behavior is substantiated, the responsible party will be released from our agency.* Motion to accept policy Frick/2<sup>nd</sup> Alexander. All ayes, passed.

Chair Roseman suggested “violence in the workplace” be raised at a future Chief’s Association meeting with the intention that a trainer be hired for a county-wide “violence de-escalation” session. Chief Buchter explained that our current SOPs require that any violence or threat of violence be reported. Responders have the option to request law enforcement at any time. While awaiting law enforcement personnel, staging is mandatory for all responders. Scene safety is paramount. Chair Roseman questioned the practicality of law enforcement’s timely response in our 845 square mile District.

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Final approval of April 2023 Policy and Procedure Manual: Motion Alexander/2<sup>nd</sup> Williams. Salucci will continue to work on revising the manual’s format.

**2022 Strike team pay received:** \$436,870.40 from Cal-Fire/OES/USFS including \$249,499.30 to the District for engines and water tenders; \$40,315.10 for administration; and \$147,056.00 for staffing strike teams.

**March revenue: Deposits--**\$104.19 rebate from Cal Card.

**ACH Transfers:** IRS Q2 \$1329.32; EDD Q1 \$173.69

**March Bills:**

Paul Buchter	1137.52	Salary
Steve Poling	1137.52	Salary
Nancy Salucci	3302.86	Salary
Nancy Salucci	200.00	Policy & Procedure writing course
Siskiyou Tel	92.42	Utility
Pacific Power	148.64	Utility
USBank	203.22	Fuel
Cascade Fire	93.75	Turn-outs
Mean Gene’s	1455.50	Kerosene & diesel
US Postmaster	63.00	Stamps
Scott Valley Auto Parts	327.11	Parts
Bonnie’s Bookkeeping	660.00	Q-3 & Q-4 2022 payroll, taxes, W-4s

**Motion to approve bills from March:** Roseman/2<sup>nd</sup> Frick, all ayes.

**April revenue:** Deposits--\$236.00 overpayment refund from Mt. Shasta Title.

**ACH Transfers:** IRS Q2 \$1329.32; EDD Q1 \$173.67

**April bills:**

Paul Buchter	1137.53	Salary
Steve Poling	1137.52	Salary
Nancy Salucci	3302.85	Salary
Nancy Salucci	971.51	Mileage, office supplies, conference hotel, food, mileage.
Siskiyou Tel	90.68	Utility
Pacific Power	148.64	Utility
USBank	3556.72	Misc. equipment/supplies
Cascade Fire	15,360.00	Turn-outs
Town of Ft. Jones	600.00	Feb, March, April
Mean Gene’s	1603.77	Kerosene & oil
Dept of Justice	32.00	Background check
Scott Valley Auto Parts	47.58	Parts

**Motion to approve the bills Frick/2<sup>nd</sup> Williams. All ayes, passed.**

**IRS letters:** The quarterly letter we received from the IRS continues to state they “need more time” to research the claim that SVFPD owes \$18,417.70 from the 4<sup>th</sup> quarter 2021. We disputed their claim in January 2022, showing evidence of payment. However, we keep receiving these notices.

**Report on SDRMA conference** Confirming Commissioner Frick’s report from a 2022 SDRMA conference he attended, Salucci said their Spring Training was well worth the time and expense. Selected classes focused on risk control, safety focus, and OSHA compliance. She is sharing information and working with Chief Buchter.

**January 1, 2023 through April 15, 2023 incident totals = 98**

	VEG FIRES	STRUCTURE FIRES	OTHER FIRES	VEHICLE ACCIDENTS	MEDICALS	HAZMATS / FMS	PUBLIC ASSISTS	OTHERS	Total
CASVF	2	7	5	3	65	3	10	3	98

**Operations Data**

	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Full Strength (goal)	25	25	25	25	25	25	25		
Active firefighters on roster	17	17	17	17	15	15	15	17	
Inactive firefighters	1	1	1	1	0	0	0	0	
Firefighters removed from roster	0	0	0	0	0	0	0	0	
New applications received	2	1	0	0	3	0	1	0	
Applications pending	2	3	3	3	3	3	4	0	
Attended 1st Tuesday drill	5	10	7	10	15	8	10	7	
Attended 2 <sup>nd</sup> Tuesday drill	7	-	6	0	8	7	3		
Station Staffing: Greenview	6	6	6	6	6	6	6		
French Creek	3	3	3	3	3	3	3		
Callahan	1	1	1	1	1	1	1		
Moffett Creek	8	8	8	8	8	8	8		

*Operations reports:*

*Chief Buchter*

**Training/Safety/Illness Prevention** Recent safety topics included Natural disaster responses, evacuations, drugs, Body Substance Isolation (BSI).

**Training Center up-date** After exchanging numerous emails, Chief Buchter and Greg Lindholm met with the County Planning Commission and learned that our building permit was not approved. The metal building, formerly Eastside Station and held in storage pending permitting, is outdated and does not meet the 40 lb. per sq. ft., snow load requirement. Sun Building Systems, the manufacturer of the metal building, is out-of-business and plans are unavailable. Newly engineered plans are now required. To erect the old structure would now cost as much as a new building. Chief Buchter is seeking bids from three contractors. One bid of \$31,663 has been received. This would be constructed on our to-be-built 30’x35’ slab at additional cost. Estimated slab cost = \$4590 poured, excluding labor. Commissioner Frick suggested the Chief hire the slab construction—estimated at approximately \$10,000 total. The Board concurred. Chief Buchter will submit a new building application and plans to the Planning Dept.

**Consolidation report SVFPD, Etna FD, FJFD** Vice Chair Alexander stated he is still participating in the Consolidation meetings as a private citizen, not representing SVFPD. The group is working on standard operating guidelines. Looking toward the future, the Chief ultimately envisions a three-bay, two-story facility, including offices, kitchen, and sleeping quarters with two full-time, residential, paid emergency responders, located on Highway 3 at North Kidder Creek. Chief Buchter asked Salucci to research County Service Areas. The largest percentage of our calls are for medical aid.

**Continuing/new business**

- Two new applicants have been approved: Jayson Scroggins and Glade Stebbins.
- Two pending applicants recently moved to Yreka.
- Chief Buchter was the only representative of SVFPD at the County Firefighter of the Year dinner. He honored Dustin Wailes as SVFPD’s Firefighter of the Year.
- Kidder Creek Camp has applied to increase their campers from 200 to 800 per year. In conducting multiple ingress/egress evaluations and inspections, Chief Buchter has repeatedly noted the existing roads (some one-lane) and proposed alternate routes are currently unsuitable for timely emergency evacuations.
- Fort Jones Fire Chief Joseph Hess wants to talk with the SVFPD Board about increasing our \$200 monthly donation to \$900-\$1000/month to cover their fuel and equipment costs of providing aid in our District. It was noted by the Board that “the \$200 is a gift—not a contract” and that their responses in our District are covered by the Automatic Aid Agreement. Several years ago, our \$200.00 monthly payment was redirected from FJFD to the Town of Ft. Jones, through no action of our own.

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Motion to Adjourn Hullquist/ 2<sup>nd</sup> Alexander. All ayes, passed.

Date \_\_\_\_\_

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Administrative Officer

DRAFT