

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 April 8, 2021

Summarized **MINUTES** from a regular Board of Commissioners meeting of Scott Valley Fire Protection District, Greenview, California. The meeting was held on Thursday, April 8, 2021 and was opened at 5:00p.m. by Chair Larry Alexander. Present were Vice Chair James C. Roseman, board members Kevin Hullquist and Scott Frick, plus Administrative Officer Nancy Salucci. Kathy Williams, excused absence.

Public Report: None

Chief Buchter (Reported by Administrative Officer Nancy Salucci)

CLOSED SESSION: Personnel Nothing to report

QVIR Memorandum of Understanding. Awaiting input from QVIR.

Additions/deletions to roster/new firefighter applications One application pending.

Training/Safety/Injury and Illness Prevention Program monthly report. No report.

Approval of "Request for Assistance" contract for community service endeavors
Siskiyou County Council's office wrote an agreement to be used by SVFPD when a
community member requests assistance for Standby engine available at prescribed burn;
District personnel available to assist with training; Brush clearing; and Firewise
counseling. The Request for Assistance will be signed by the Chief, his designated
SVFPD member, or a Board member, and the community services applicant prior to any
services being rendered. Service requests such as swimming pool fills are not eligible.
The Agreement is intended for use between the private sector and SVFPD. Exemptions
from using the agreement include offering collaborative assistance to other government
agencies, public entities, special districts, et al.

Motion to accept the Community Request for Assistance Agreement as written

Hullquist/2nd Roseman, three ayes, (Hullquist, Roseman, Alexander) passed.

Training facility permitting The process is being handled by Greg Lindholm who expects to get permits issued for the new building by August. Lindholm estimates approximately \$30,000 in costs providing volunteers and firefighters contribute the labor. His estimate includes Siskiyou County fees and engineering at \$5,000-\$10,000, concrete floor, footings, apron, etc. at \$10,000 (high estimate), and site work and electrical at \$5,000-\$10,000. These estimates are based on volunteers reassembling the metal building that was formerly Eastside Station.

Continuing/New business Nothing to report

Administrative Officer Salucci

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

Deposits: \$44,613.51 from the Zogg Fire; \$100 that the donor requested be reported as anonymous. Motion to accept the donation Hullquist/2nd Roseman. Three ayes. Passed.

Transfer: \$5,400 from Federal Other (strike team income) account into Workers' Comp to cover 4th Quarter 2020-21. Approve Auditor's office journal voucher to IRS \$5164.66 and EDD \$485.22 for 1st Quarter 2021 payroll taxes.

Approval and payment of April 2021 bills

City of Ft Jones	200.00	Support for medical runs
Siskiyou Tel	92.02	Utility
Pacific Power	326.02	Utility
US Bank	1012.37	Misc. equipment and fuel purchases
Nancy Salucci	443.30	Reimburse mileage, tech support, software, internet

SVFPD Minutes April 8, 2021

Nancy Salucci	2290.62	Salary (Administrative Officer)
Paul Buchter	775.74	Salary (Chief)
Steve Poling	323.22	Salary (Assistant Chief)
Paul Buchter	120.00	Reimburse internet (April, August, December)
Steve Poling	120.00	Reimburse internet (April, August, December)
Cascade Fire	4445.51	Equipment
Mean Gene's	427.93	Kerosene (heating utility) and fuel
Siskiyou Co Chiefs Assn	50.00	Dues
FASIS	5467.00	Q4 Workers' Comp

Motion to pay above bills Hullquist/2nd Roseman. All ayes. Motion passed.

Approval of Recruitment and Retention Fund The County Auditor advised that recruitment and retention awards should be handled exclusively by the Dalmatians auxiliary using funds they have raised.

Approval of FY June 30, 2020 to be conducted by Smith & Newell, CPAs. Motion Roseman/2nd Hullquist, four ayes, passed.

District Transparency Certificate of Excellence Application is pending approval of our Funds and Reserve Policy. **Approval of 1090.10 Excess Funds and Reserve Policy** Motion to approve Policy 1090.10 Motion Roseman/2nd Hullquist, four ayes, passed.

POLICY TITLE: EXCESS FUNDS AND RESERVE POLICY

POLICY NUMBER: 1090

1090.10 Under the auspices and control of the Siskiyou County Auditor, Scott Valley Fire Protection District maintains an Appropriations for Contingencies account. This is a non-adjudicated account with excess funds/reserves available upon Board approval for operating costs, emergency use, recruitment and retention of volunteers, equipment purchases, real property and station improvements, and strike team payroll made prior to receipt of invoiced funds from contracting agencies i.e. United States Forest Service, Cal-Fire, and Office of Emergency Services.

Resolution #0404-2021 re 2021 Salary Survey for CalFire/OES portal to portal pay. Resolution was passed with rollcall votes: 4 ayes, no noes, 1 absent. Commissioner Frick is handling the Cal OES Salary Survey in Chief Buchter's absence. A discussion was held over the now due five-year USFS contract.

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

Operations Data

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Full Strength (goal)	25	25	25	25								
Active firefighters on roster	17	18	18	18								
Inactive firefighters	1	0	0	1								
Firefighters removed from roster	0	1	0	0								
New applications received	0	0	1	0								
Applications pending	1	0	1	1								
Applications distributed	0	?	?	?								
Attended 1st Tuesday drill	11	11	13									
Attended 2 nd Tuesday drill	11	9	14									
Station Staffing: Greenview		5	5	5								
French Creek		5	5	5								
Callahan		2	2	2								
Moffett Creek		6	6	5								

March 2021 totals per Cal-Fire dispatch records

Vegetation	Vehicle	Structure	Other	Medicals	Haz	Public	Others	Total
Fires	Accident	fires	fires		Mats	Assists		
1	2	1	1	21	0	3	1	30

BOARD REPORTS

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

Approval of minutes Motion to approve the minutes for March 2021 Roseman/2nd Hullquist, four ayes, passed.

Oral communication; correspondence; continuing/new business Rachael Smith is the new Klamath National Forest Supervisor, replacing retired Supervisor Patty Grantham.

James C. Roseman (Vice Chair, Personnel Liaison)

Continuing/New business Commissioner Roseman completed the Level 2 Security Awareness Training and Certification for the Criminal Justice Information Services Department.

Kathy Williams (Sunshine Committee, Dalmatians Liaison) Absent

Kevin Hullquist (New training facility coordinator)

Continuing/New business Nothing to report.

Scott Frick

Continuing/New business Nothing to report.

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