



BOARD MINUTES February 13, 2020

**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
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Assistant Chief Scott Frick
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Administrator Nancy Salucci
541 210-4618 joy@mind.net

Board of Commissioners:
Larry Alexander, Chair
James C. Roseman, Vice Chair
Jay Akerman
Kathleen Williams
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Summarized **MINUTES** from a regular Board of Commissioners meeting of Scott Valley Fire Protection District, Greenview, California. The meeting was held on Thursday February 13, 2020 and was opened at 6:00 by Chair Larry Alexander. Present were Vice Chair Jay Akerman and Board members Kathleen Williams, Kevin Hullquist, and James C. Roseman. Chief Paul Buchter, Assistant Chief Scott Frick, and Administrative Officer Nancy Salucci were also present
PUBLIC COMMENTS None

Chief Paul Buchter

New firefighter applications, deletions from roster No new applications.

Training/Safety/Injury and Illness Prevention Program monthly report

Training included sessions with the new thermal imaging cameras and "full fire evolution: engine placement, hose lays, building entry, and rescue."

Social Media management report; appointment of Social Media Manager;

approval of up-dated policy 1060. Both Chief Buchter and Administrator Salucci have been working with Leah Kraus to establish a new Facebook presence. Buchter and Salucci are confident of her abilities to properly represent the District. Motion to approve Lea Kraus as SVFPD's Social Media Manager with Chief Buchter regularly monitoring postings. Motion Williams/2nd Hullquist. All ayes. Approved.

Copies of an up-dated Social Media Policy 1060 had been distributed via email to the Board. Motion to approved revised Policy and Procedure Manual section 1060 Hullquist/2nd Williams. All ayes. Approved. Copies of the policy were distributed and signatures acknowledging receipt were received from the Board and Chiefs.

Scott Valley Fire and Rescue Alliance Report Chief Buchter reported "good news" about a new mutual aid agreement that is "coming up soon."

Continuing/New business

- Chief Buchter purchased and began distribution of new uniforms, badges, and personal equipment.
- Larry Hicks has been appointed Captain of the French Creek Station. The Board acknowledged his appointment with appreciation for his continued service. Captain Hicks will manage the medical crew.
- Administrator Salucci and Chief Buchter are reviewing and updating operational policies and procedures and will be presenting drafts to the Board. The Board agreed they would prefer to receive these drafts intermittently rather than all at once.
- Reservations were taken for the annual Siskiyou County Firefighter of the Year Dinner. Retired Captain Al Buchter is SVFPD's 2019 FF of the Year. The dinner is scheduled for March 7, 2020 at 6:00p.m. Traditionally SVFPD pays for our members' tickets.
- FJFD Chief John Shepard says FJFD often applies for AFG grants. Those grants are now open February 3 through March 13, 2020. Chief Buchter distributed an extensive list of grant opportunities. Administrator Salucci said she will soon meet with Jenn Frick who has expressed interest in grant writing for SVFPD.
- ID cards for our personnel are obtained through the Siskiyou County Sheriff's Office.
- Chief Buchter declined an invitation from a homeowner to inspect a propane tank. The District has never inspected propane tanks.
- The Kidder Creek fuels treatment project is on hold for the winter. A South Kidder Creek Rd emergency egress/evacuation plan is in the works.
- Aged and disabled identifiers are also being considered.

Assistant Chief Scott Frick

Charging for daycare and eldercare facility inspections Assistant Chief Frick suggested we consider charging \$50 for various inspections. Chief Buchter will research.

Search for new chief's vehicle We are presently "in limbo" on acquisition of a new Chief's Vehicle.

Highlights of recent firefighting activities Lots of medical runs with nearly 100% response. There was a structure fire up Miner's Creek where the crews were delayed access by two locked gates.

New/Continuing business There has been a delay in obtaining the black fencing for the Greenview Station property. The utility marking is done. Work is now scheduled to begin the 4th week in February. Assistant Chief Frick said we may need a lot-line adjustment, a change in zoning from R-1, or possibly combine the lots. "Incorporating all lots into one takes time and money, but it is doable," explained Frick. Chair Alexander said Greg Lindholm had looked into this in years past. Frick will talk with Lindholm.

Administrative Officer Salucci

Board Officer Elections Officer elections were held. Larry Alexander was nominated and approved as Chair. Motion Williams/2nd Roseman, Alexander abstained. Four ayes, Passed.

James C. Roseman was nominated and approved as Vice Chair. Motion Williams/2nd Alexander. Roseman abstained. Four ayes, Passed.

Budget transfers None. **Deposits** Received \$2992.20 from the Dalmatians.

Approval and payment of bills

Nancy Salucci	2418.48
Nancy Salucci (reimbursement)	183.49
Paul Buchter	738.80
Scott Frick	323.22
City of Ft Jones	200.00
Siskiyou Tel	90.58
Pacific Power	400.80
Campora	321.25
US Bank	3031.38
Ben Austin (reimbursement)	11.75

Motion to pay bills: Motion to pay Febuary bills Hullquist/2nd Roseman. All ayes, passed.

Dalmatians report The Dalmatians approved purchase of two thermal imaging cameras and sent SVFPD a check for \$2992.20. The Board accepted the donation Motion Akerman/2nd Roseman. All ayes. Passed. The check will be deposited with the County Auditor.

Review and up-date Policies 4000-5000 Board of Commissioners & Board Meetings

Policies 4000-5000 were reviewed and approved with minor grammatical corrections. Motion to approve Roseman/2nd Williams. All ayes. Passed.

Anti-Harassment, Discrimination, and Retaliation Policy Training and report Copies of policies 2210 and 2220 were distributed and signatures acknowledging receipt were received from the board and chiefs. Through SVFPD's workers' comp provider, Administrator Salucci learned that California training requirements are in flux and new information may be available in July, 2020. In the interim, the materials distributed to the Board, officers, and fire personnel should suffice to maintain compliance with 2020 regulations.

Oral communications, correspondence, continuing/new business Salucci ordered and distributed Visa cards with \$5,000 limits for Chief Buchter and Assistant Chief Scott Frick. Former Chief Austin turned in his Visa card.

Electronic Document Retention Policy discussion After a brief discussion, Chair Alexander asked that this topic be placed on next month's agenda.

Operations Data

	Jan	Feb				
Full Strength (goal)	25	25				
Active firefighters on roster	17	17				
Inactive firefighters	0	0				
Firefighters removed from roster	3	0				
New applications received	0	0				

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Applications pending	2	0				
Applications distributed	0	0				
Attended 1st Tuesday drill	13	10				
Attended 2 nd Tuesday drill	8					
Station staffing—Some respond to multiple stations						
Greenview	5	5				
French Creek	5	5				
Callahan	3	3				
Moffett Creek	5	5				
Scott River	2	2				
Masterson-Unstaffed, no vehicles						

BOARD REPORTS

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

Approval of minutes Motion to approve the minutes for the January 9, 2020 meeting, Roseman/2nd Williams. All ayes. Passed.

Executive committee report for Scott Valley Fire and Rescue Alliance Recently, Chair Larry Alexander and Fort Jones City Manager Karl Drexel met with Siskiyou County Counsel Edward Kiernan and Deputy Counsel Dana Barton. They discussed consolidation. At the meeting, Siskiyou County administrators reported early progress:

1. The Counsels are familiar with each of six current local consolidation efforts in Siskiyou County.
2. They are committed to guiding us through the process. Barton says that consolidation is a popular movement in California, facilitating both efficiency and control. Already, she has developed a county-wide template we can use. Barton adds that consolidation should not take long. She is pleased with our progress, noting we are “not right on target, but way ahead.” Counsel Barton also says that “the Chief’s committee is doing an outstanding job.”
3. Barton says funding is available from Siskiyou County for a feasibility study.
4. The Counsels have been meeting with LAFCO. Barton will eventually submit an application to LAFCO on our behalf.

A primary topic for the group was Workers’ Compensation. In particular, some firefighters hold dual memberships in Etna and Scott Valley fire departments. There are two options: First, fire departments could disallow dual memberships. Alternatively, departments could establish common dual-membership protocols. These protocols, written to exclude any and all exceptions, would be included in adopted policies and procedures.

When asked if the Siskiyou County office could represent FJFD and Etna FD, Barton said no. Etna and Fort Jones, however, can assimilate any information that SVFPD obtains from the County Counselors. Note: County Counsel can legally represent SVFPD, a Special District, without charge. But the cities of Fort Jones and Etna must employ their own city attorneys.

Oral communication; correspondence; continuing/new business

Award notifications about the CalFire Prevention Grants should be sent in March.

The Siskiyou County Chapter of United Way was awarded \$180,000. Northern California Resource Center applied for a portion of these funds.

Chair Alexander, Administrator Salucci, and grant writing volunteer, Jenn Frick, may form a grant committee.

Jay Akerman (Fiscal Oversight/Insurance)

Continuing/New business Nothing to report.

Kathy Williams (Sunshine Committee)

Continuing/New business Chair Alexander inquired if a decision had been made about scheduling a Firefighter Appreciation Dinner. Commissioner Williams responded that plans were in the works.

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There will likely be a summer BBQ instead of a holiday party. Commissioner Williams (and possibly Commissioner Hullquist) and Vice Chair Roseman are Planning Committee members.

Kevin Hullquist (New training facility coordinator)

Report on Greenview Station fencing project Commissioner Hullquist echoed Assistant Chief Frick's report on the fencing (see above). Hullquist suggested Deputy County Counsel Dana Barton and Supervisor Ray Haupt could likely help with re-zoning if it becomes necessary.

New/Continuing business Nothing new to report

James C. Roseman (Vice Chair, Personnel liaison)

New/Continuing business Vice Chair Roseman offered his thanks to Chief Buchter, Assistant Chief Frick, and Administrative Officer Salucci for their time in updating and improving the department. Roseman said he can "feel the energy."

Motion to Adjourn Roseman/ 2nd Hullquist. All ayes, passed.

Date

Chair

Administrative Officer