



Minutes Regular Meeting of the Board of Directors

Wednesday, April 14, 2021 at 6:00 pm
Town Hall, 120 Bidwell Street, Greenville, CA 95947

In alignment with State of California and Plumas County COVID-19 regulations, MASKS WERE MANDATORY at this meeting. Seating was spaced 6' apart to ensure social distancing.

1. Call to Order and Roll Call

Chair Orange called the meeting to order at **6:00 pm**. Board Clerk Titcomb did the roll call.
Vice Chair Schramel and Director Admire were present.
Director Dannemiller was absent (*excused*).
A Board position is vacant.
Members of the public were present.

2. Pledge of Allegiance

Chair Orange led the pledge of allegiance.

3. Agenda Approval

➤ **MOTION:**

Vice-Chair Schramel made a motion to approve the agenda with the removal of Item #5a.1 Approve Minutes: March 10, 2021.

Director Admire seconded the motion.

➤ **VOTE:**

The vote was 3-Yes, 0-No, and 1-Absent (*Director Dannemiller*).

The motion passed with a unanimous “Yes” vote.

4. Public Comment:

Chair Orange read the following statement, “*The public may address the Board only on items **NOT** on the agenda. Pursuant to state law, the Board may not discuss nor take action on non-agenda items except under special circumstances. Speakers should limit their remarks to **five minutes** or as decided by the Chairperson.*”

Office Manager Titcomb shared that he has received several requests for information regarding the Emergency Address Safety Signs.

Dan Kearns, volunteer firefighter, shared that he has been working on gathering and putting together information from past IVFR policies and others that he has found. He will be emailing it to the District’s volunteer firefighters for their review and input. He would like to submit the information to the Board for review in moving forward to update the District’s current policy for its Fire Department.



5. Board Business:

a. Approve Minutes: *Discussion/Action*

(1) ~~March 10, 2021 – Regular Meeting~~

This item was struck when the agenda was approved.

(2) March 31, 2021 – *Special Meeting (page 3 of agenda packet)*

➤ **MOTION:**

Vice-Chair Schramel made a motion to approve the March 31, 2021 Minutes.

Director Admire seconded the motion.

➤ **VOTE:**

The vote was 3-Yes, 0-No, and 1-Absent (*Director Dannemiller*).

The motion passed with a unanimous “Yes” vote.

b. Review Financial Statements: *Discussion/Action*

(1) February 2021 (*page 7 of agenda packet*)

(2) March 2021 (*page 11 of agenda packet*)

The Board reviewed the enclosed financial statements. Minor questions were address. Vice-Chair Schramel asked about the amount of funds being retained in the Plumas Bank checking account and if it should be moved to the Umpqua or LEAF account that provide interest. She also noted that the Deposit Analysis should NOT list customer’s names but the associated address or parcel number instead in order to protect customer’s privacy. This should also apply to the Check List when deposits are returned to the customer.

Office Manager Titcomb informed the Board he would be out of the office for vacation starting on Friday, April 16th returning Monday, April 26th and, therefore, would not be available for next week’s meeting. The Board requested he arrange for documents, etc. to be available for the agenda packet before leaving on vacation.

c. IVASA Update: (*page 16 of agenda packet*) *Discussion/Action*

Vice-Chair Schramel gave a brief overview of IVASA explaining it was created to provide ambulance services in Indian Valley that were not readily available at the time. Since the Indian Valley Hospital District has merged with the Plumas Hospital District, the matrix for services in the area has changed eliminating the need for Indian Valley residents to continue paying the tax that was leveled for the ambulance service.

IVASA is investigating the process required to dissolve the Joint Powers of Authority (*JPA*) between the IVCSD and IVHD and how to discontinue the tax. Both Boards (*IVCSD & IVHD*) will need to review the information and vote to dissolve the JPA and special tax assessment. It only requires 1 Board to vote to dissolve the JPA for the dissolution to take place.

Vice-Chair Schramel reiterated that if members of the public need ambulance service in an emergency to call 911 and have the ambulance dispatched. Because the ambulance personnel have other responsibilities throughout the area, please don’t go to the hospital looking for them. It is faster to call 911.



d. Director Reports: Discussion/Action

(1) Chair Orange Reports

❖ **General Liability Insurance**

Chair Orange reported he and Vice-Chair Schramel met with Flannigan & Leavitt to review the District's general liability insurance policy. He noted several properties were under insured and the Round Valley Dam was not listed. They updated values and cleaned up the listed properties making sure all facilities, properties, vehicles, etc. were properly covered.

❖ **Indian Valley Fire & Rescue**

Earlier in the day, Acting Fire Chief Hanson updated Chair Orange. The volunteer firefighters are having a work party this coming weekend at the North Arm Fire Station to clean the building and get the engine ready to go. Acting Fire Chief Hanson is working on getting vehicles repaired and up to standard to move forward with safety inspections.

(2) Vice-Chair Schramel Reports

❖ **Park MOUs**

Vice-Chair Schramel reported she is currently working on several projects including the 2 park related MOUs with 1) Little League for the Greenville Park and 2) IVRPD for the Taylorsville Pool.

❖ **Greenville Water Tank**

The Greenville Water Tank project (*for extra water storage at the Greenville Water Plant*) has been a 2-year process. The grant was finally provided by the State. Vice-Chair Schramel pointed out that due to the disruption in the chain of distribution, raw materials have skyrocketed. With that in mind, she has asked the District's Engineer, Dean Marsh, to re-estimate the costs of the project moving forward. Depending on the amount of the anticipated increase, the Board will need to determine if the additional water storage will outweigh the additional costs.

❖ **Wildland Fire Billing/Payments**

Vice-Chair Schramel is working with OES to find out why the District has not received the 142s from the North Complex fire. They informed her the Salary Survey was not on file by June 1, 2020 and, therefore, was not in place for the 2020 fire season. A Portal-to-Portal Agreement was also missing. She shared that CAL OES has many employees working on Covid-19 vaccination drives and are not as available to clear up the problem. She is working with CAL OES to get the District's paperwork in order.

❖ **Emergency Address Safety Signs**

Vice-Chair Schramel will be making process recommendations for the Emergency Address Safety Signs.

❖ **District's Workers' Comp Insurance**

Vice-Chair Schramel reported the District's Workers' Comp Insurance has been in non-compliance since last year. IIAP did a site visit and reviewed the District's Illness and Injury Prevention Manual which had not been updated to meet the annual update requirements. She is working on getting it into compliance but is waiting on paperwork from FFASA.

❖ **Old Fire Trucks**

The Taylorsville Museum has 2 of the District's older fire trucks (1937 & 1949) in storage on their property. They are interested in keeping the 1937 but, the 1949 needs to be removed from



the museum’s property. At this time, the location of the registration for both of these vehicles is unknown. The District may need to apply for duplicate registrations from the DMV in order to surplus the vehicles prior to releasing ownership.

❖ **Volunteer Firefighter’s Training**

Vice-Chair Schramel shared that she and Chair Orange would only be attending the training on Tuesday, April 20th if the necessary information has been provided by OES in order from them to provide solid information to the volunteers.

(3) Director Admire Reports

❖ **Temporary Employee Agreements – IVFR Volunteers**

Director Admire shared that she completed the 3 temporary employee agreements for Indian Valley Fire & Rescue. She gave the agreements and timesheets to Chair Orange for the temp employees to sign. She will find out if they have been signed so they can be scanned and submitted to the District Office to be properly filed in a secured filing cabinet. She will download and email the required I9 and W-4s to Chair Orange to distribute to the temp employees.

❖ **Temporary Employee Agreements – Acting Fire Chief**

Director Admire stated she is still working on the temp agreement for the Acting Fire Chief but anticipates it will be completed in time for signatures at the training on Tuesday, April 20th. She will also provide timesheets for the Acting Fire Chief to use.

❖ **Minutes**

Director Admire indicated she is working on getting all of the Minutes completed and ready for approval. Her goal is to have all of Minutes to-date completed no later than June 1, 2021.

6. District Business:

a. Volunteers: *Discussion/Action*

(1) Volunteer Form (non-fire) *(page 22 of the agenda packet)*

The is the second time the Board has reviewed this form; however, it has been modified since the last time it was reviewed. Vice-Chair Schramel received information earlier in the day that will require an additional amendment to the proposed form. She further indicated the Board will need to pass a resolution with a placeholder providing enough slots for all the volunteers on each project. She estimated that would require approximately 6 slots. With that in mind, the number of volunteers on any project will need to be limited to meet this parameter.

➤ **MOTION:**

Vice-Chair Schramel made a motion to approve the Volunteer Form with the required amendment for slots to be provided for volunteers.

Chair Orange seconded the motion.

➤ **VOTE:**

The vote was 3-Yes, 0-No, and 1-Absent *(Director Dannemiller)*.

The motion passed with a unanimous “Yes” vote.

(2) Volunteer Coverage/Workers’ Comp Resolution *(page 25 of the agenda packet)*

The Board reviewed the DRAFT resolution and discussed possible requirements. Once it has been amended to be specific to the District, will be presented at a future meeting for the Board to adopt.



7. Fire Department: *(page 27 of the agenda packet)*

- a. Approve Resolution #2021-011 Update Authorized Representative & Administrative Contact for Cooperative Fire Protection Agreement (FS Agreement #17-FI-11051100-004):** *Discussion/Action*
Vice-Chair Schramel read Resolution #2021-011. She explained that since the Chris Gallagher, as the General Manager, was the contact we need to authorize a new contact. She believes there will be no action under this agreement as the North Complex Fire has fallen under the OES agreement that was/is still in place. However, since the Forest Service doesn't know when a new agreement will be forthcoming and they will continue to function off the old agreement, Vice-Chair Schramel indicated it would be beneficial for the District to have a new authorized representative in place.

➤ **MOTION:**

Director Admire made a motion to adopt Resolution #2021-011 authorizing and designating the District's Board Chair, Bob A. Orange, as the Program Contact and as the Authorized Representative to sign all documents of and concerning the Forest Service Cooperative Fire Protection Agreement #17-FI-11051100-004, on behalf of the District.

Vice-Chair Schramel seconded the motion.

➤ **VOTE:**

The vote was 3-Yes, 0-No, and 1-Absent *(Director Dannemiller)*.

The motion passed with a unanimous "Yes" vote.

8. Parks Department:

- a. Part-time Park Maintenance Worker:** *Discussion/Action*
The Board reviewed the outreach handouts that were provided by Vice-Chair Schramel.

NOTE: *These handouts will be incorporated into the Agenda Packet and will be available on the District's website and at the District Office for public review by close of business on Friday, April 16, 2021.*

➤ **MOTION:**

Director Admire made to approve the job description, outreach process as outlined, advertising costs of \$50.00, and for Director Schramel to complete process in concert with Office Manager Titcomb.

Chair Orange seconded the motion.

➤ **VOTE:**

The vote was 3-Yes, 0-No, and 1-Absent *(Director Dannemiller)*.

The motion passed with a unanimous "Yes" vote.

9. Adjournment

➤ **MOTION:**

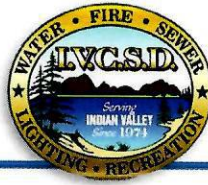
Director Admire made a motion to adjourn the meeting at **7:10** pm to the Regular Meeting scheduled for May 12, 2021.

Vice-Chair Schramel seconded the motion.

➤ **VOTE:**

The vote was 3-Yes, 0-No, and 1-Absent *(Director Dannemiller)*.

The motion passed with a unanimous "Yes" vote.



UPCOMING MEETINGS at 6:00 pm at the Town Hall, 120 Bidwell St., Greenville, CA 95947

April 21, 2021 Special Meeting

Wednesday, May 12, 2021 Regular Meeting

These Minutes were duly approved by the IVCSD Board of Directors at the Adjourned Regular Meeting on **June 16, 2021** and attested to by:

Bob A. Orange
Board Chair

Bob A. Orange

Signature

Jeff Titcomb
Board Clerk

Jeff Titcomb

Signature