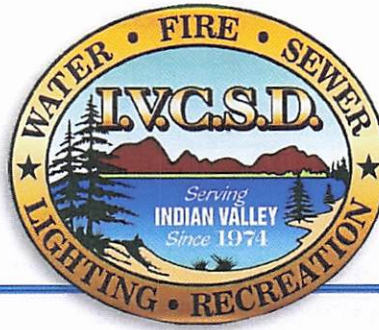


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Board of Directors  
Bob Orange  
Lee Anne Schramel  
Mina Admire  
Wayne Dannemiller  
Vacant

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## MINUTES

### Special Meeting of the Board of Directors

Wednesday, April 21, 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 **6:01 pm** and did the roll call.  
Directors Orange, Schramel, and Admire were present.  
Director Dannemiller was absent.  
One director position remains vacant.  
Receptionist Towers and Volunteer Firefighter Dan Kearns (*arriving later*) 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.  
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 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.*"

There were no members of the public present at this time, therefore, there were no public comments.

#### 5. Board of Directors:

a. **Approve Minutes** ..... Discussion/Action

- March 10, 2021 – Special Meeting (*page 3 of agenda packet*)

➤ **MOTION:**

Chair Orange made a motion to approve the March 10, 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. Approve Extended Leave of Absence for Director Dannemiller** ..... *Discussion/Action*

Chair Orange read the memo submitted by Director Dannemiller.

➤ **MOTION:**

Vice-Chair Schramel made a motion to approve Director Dannemiller’s request for an extended leave of absence.

Chair Orange seconded the motion.

*Board Note: Need to look into getting the technical equipment necessary for remote access to in-person meetings.*

➤ **VOTE:**

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

The motion passed with a unanimous “Yes” vote.

Need to look into getting the tech equipment necessary for remote access to in-person meetings.

**c. Review and Approve Outreach to Fill Vacant Director’s Position** ..... *Discussion/Action*

The Board reviewed the outreach notice and attached documents. Vice-Chair Schramel explained the Board Clerk Titcomb had already posted the vacancy and notified Plumas County per State law. She stated the outreach was written in coordination with Greg Einhorn, District’s Legal Counsel. Language describing the District was similar to that used in the General Manager’s outreach notice. The desirable qualities of a Board Director were taken from CA Special Districts Association Board Director training manual.

The vacant position’s term is up in 2023. She noted that the Directors’ term dates need to be updated on the Board of Directors page on the District’s website (*specifically 2019 needs to be updated to 2023*) and requested Receptionist Towers made the required updates in Board Clerk Titcomb’s absence.

She encouraged Board Members to talk with people who may be interested in becoming a Director. Letters of interest need to be submitted no later than close of business on Thursday, May 6<sup>th</sup> via email, online, or by dropping off a hardcopy at the District Office. The Board will need to swear in a new Director by the 60-day deadline thereby requiring the decision be made at the Regular Meeting on May 12, 2021.

➤ **MOTION:**

Director Admire made a motion to approve the outreach notice to fill the vacant director’s position.

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.

**d. Public Information** ..... *Discussion/Action*

The Board discussed the need to temporarily assign Vice-Chair Schramel access to the District Facebook page and Director Admire access to the District’s website for posting Board and other District information as needed. Vice-Chair Schramel explained this access is part of the Continuing



Operations that need to be in place.

➤ **MOTION:**

Director Admire made a motion to temporarily assign Vice-Chair Schramel access to the District’s Facebook page and Director Admire access to the District’s website for posting Board and other District information as needed.

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.

➤ **DIRECTION GIVEN:**

Direction was given for Office Manager Titcomb to provide the necessary information for Vice-Chair Schramel to have temporary access to the District’s Facebook page and for Director Admire to have temporary access to the District’s website for posting Board and other District information as needed.

**e. Continuing Operations** ..... *Discussion/Action*

The Board discussed the need to acquire the passcode from Office Manager Titcomb for the Board Chair to update QuickBooks for District’s CPA. Mandy McGarva, the District’s CPA, notified the Board last week the District’s QuickBooks account needs to be updated in order to continue processing payroll. Since the District retains the Admin rights for the account, the Board Chair, in the absence of a General Manager, will need to coordinate the update and get it completed prior to the next payroll cycle.

➤ **DIRECTION GIVEN:**

Direction was given for Office Manager Titcomb and/or Receptionist Towers to provide the passcode for QuickBooks to Chair Orange in order to work with the District’s CPA, Mandy McGarva, to update QuickBooks.

**f. Approve Resolution #2021-012 Update Authorized Representative & Administrative Contract for State of California and Federal Fire Agencies California Fire Assistance Agreement (CFAA)**

..... *Discussion/Action*

Vice-Chair Schramel read the resolutions. They are necessary to ensure the District can conduct business with wildland fire partners and payment for services can be received in a timely manner.

They are necessary to ensure the District can conduct business with our wildland fire partners and payment for our services can be received in a timely manner.

As background and regarding the billing/payment process for wildland firefighting payment from CA Office of Emergency Services (CalOES), she indicated that form 42 is submitted by fire crews to the timekeeper at the Incident Command Post (ICP). The “42” has all crew/equipment identification & time information, etc. from the fire. CalOES then sends a form 142 (*invoice*) back to the District for review and then payment is made.

While the former Fire Chief had informed the Board on multiple occasions the billing was complete, payment had not been received by the District for two separate engine/crew assignments to the North Complex Fire. Because the District had still not received payment as of March 12, 2021, Vice-Chair Schramel contacted CalOES and discovered they had the District 142s on-hold because the required paperwork was not on file. As of this meeting, the Portal-to-Portal agreement that was signed by the



Board, and according to the former General Manager, submitted by him via email several years ago had not been located. The 2020 Salary survey was submitted late (*Due by June 1; received in early September 2020*) and was inaccurate; CalOES has indicated they will honor an updated salary survey.

➤ **MOTION:**

Director Admire made a motion to adopt Resolution #2021-012 authorizing and designating Board Chair, Bob A. Orange, as the Authorized Representative and to sign all documents of and concerning the Agreement for Local Government Fire and Emergency Assistance (*California Fire Assistance Agreement – CFAA*) 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.

**g. Approve Resolution #2021-013 Workers’ Compensation Insurance Coverage for Non-Safety Volunteers** ..... *Discussion/Action*

The Board discussed the need to appoint Board Chair as the authorized representative and to sign all documents of and concerning the Workers’ Compensation Insurance Coverage for Non-Safety Volunteers. Vice-Chair Schramel indicated the Board had reviewed the DRAFT of this resolution at the last board meeting on April 14, 2021 and Resolution #2021-013 is the product of that DRAFT being cleaned up and structured in the District’s format.

She explained the exact names of the volunteer are not required on the resolution. The Resolution has 6 slots for volunteers and the District will pay premiums based on those 6 slots. When the District has a project that volunteers will be working on, a roster will be sent to the workers’ comp provider listing the name of each volunteer working on the project at that time, a description of the activity and the date the activity will be conducted.

The number of volunteers working on a Project should not exceed the 6 slots available and projects should not overlap if the slots will be exceeded. Should a situation arise where there is a need for more than 6 slots, the Board can amend the resolution and notify the workers’ comp provider. The District will then be responsible for paying additional premiums.

Vice-Chair Schramel then read the resolution.

➤ **MOTION:**

Chair Orange made a motion to adopt Resolution #2021-013 Workers’ Compensation Insurance Coverage for Non-Safety Volunteers.

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.

**6. Adjournment**

➤ **MOTION:**

Vice-Chair made a motion to adjourn the meeting at **6:30 pm**.

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.

**REASONABLE ACCOMMODATIONS:** *In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Board at 530-284-7224. Notification 72-hours prior to the meeting will enable the District staff to make reasonable arrangements to ensure accessibility [28 CFR § 35.102.35.104 ADA Title II].*

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

Wednesday, April 28, 2021 ..... **Special Meeting**

Wednesday, **May 12, 2021** ..... **Regular Meeting**

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These Minutes were duly approved by the IVCSD Board of Directors at the Regular Meeting on **May 12, 2021** and attested to by:

**Bob A. Orange**  
Board Chair

*Bob A Orange*  
\_\_\_\_\_  
*Signature*

**Jeff Titcomb**  
Board Clerk

*Jeff Titcomb*  
\_\_\_\_\_  
*Signature*