



Minutes Special Meeting of the Board of Directors

Saturday, March 27, 2021 at 9:30 am
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 9:30 am.

Vice Chair Schramel and Director Admire were present.

Director Dannemiller was absent.

Board Clerk Titcomb was present.

Acting Fire Chief Hanson and Volunteer Firefighters (VFF) Miille and Hamrick were present.

2. Pledge of Allegiance

Chair Orange led the pledge of Allegiance.

3. Agenda Approval

➤ MOTION:

Director Admire made a motion to approve the agenda.

Director 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.

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 public comments.

5. Fire Department:

a. Local Wildland Fire Pay Examples Discussion/Action

- Review examples that have been gathered by volunteer firefighters and Directors. **NOTE:** no additional handouts or documentation was provided at the meeting.

Chair Orange opened the discussion with the following statement:

“*Today we are here to review local volunteer fire department examples of wildland fire pay policy*”



and documents related to a wildland fire response program. I want to be clear; every member of this Board supports the development of policy and procedures and a similar program within the IVCSD and its Fire Department that:

- 1) Follows District protocol during development and implementation;
- 2) Meets legal thresholds;
- 3) Ensures firefighters' safety and training guidelines are met; and
- 4) Provides, first and foremost, for the protection of residents within the boundaries of the District.

We are not making decisions today.”

Volunteer Firefighters (VFF) Lucas Giese and George Wolley met with Chief Robbie Cassou at the Quincy Fire Protection District. He provided them a link to their Dropbox. Those documents were downloaded and included in the agenda packet. The District Office received electronic documents from the Peninsula Fire Protection District but were not able to access them. We will reach out to them again in the future if needed. VFF Miille stated he spoke with the Beckwourth Fire Department and they indicated they follow the same policies and procedures as Sierra Valley, Long Valley, and Portola.

Vice-Chair Schramel reiterated, that while the documentation provided in the packet will help move the process forward, there is still a need to procure actual policy from other local districts for the Board to review and develop complimentary policy for the District. VFF Miille indicated CA State AB-1299 provides policy guidelines for volunteer fire departments and states all monies paid out by CalOES for firefighters is to be paid to the firefighters. Vice-Chair Schramel confirmed the District can pay temporary workers but, they can't pay volunteers.

The Board stated that any policy that is developed will require all District fire personnel be sufficiently trained and qualified and set standards for drawdown be developed that ensure there is adequate coverage within the District at all times. Policy will also need to clarify the signatory for all fire documentation which in the District is the General Manager (*or in lieu, the Board Chair*).

(1) Employment Documents (*page 3 of the packet*)

The Board reviewed the Employment Documents provided in the packet that are standard, legally required documentation for temporary employees. Director Admire requested all of the firefighters' certifications be attached to their application so all required documentation is readily available when contracting with other agencies. VFF Miille said that at his training last week they showed an example ID with the Red Card quals on the back of it.

Per a pending LAFCO review, the Board will be verifying that anyone who has signed off on quals is qualified and certified for that training with the authority to sign quals. VFF Hamrick indicated he is reviewed by his federal oversight on all quals he has signed off on and they have requested information on quals he signed 10+ years ago reinforcing the need for accurate retention of these records.

VFF Miille indicated agencies are replacing ROSS (*Resource Ordering and Status System*) and starting to use IROC (*Interagency Resource Ordering Capability*) for contract verification of quals. In California, they use the CICC database for all volunteer firefighter quals. Currently, the State of California has the most stringent requirements for quals. Both use Task Books for tracking purposes.

(a) Application for Employment (*page 4 of the packet*)

The Board reiterated that the current Volunteer Firefighter Application was not approved by



the Board and a new one will need to be developed. All volunteers will be required to complete a new application, do the LiveScan, pass a drug test, provide a copy of their DMV printout, and sign a HIPAA confidentiality agreement.

These requirements along with annual follow-up and filing in a secured, locked file cabinet in the District Office will be included in the new policy. **Employment Eligibility Verification** (page 6 of the packet)

- (b) **W-4 Employee's Withholding Certificate 2021 - IRS** (page 9 of the packet)
- (c) **DE-4 Employee's Withholding Allowance Certificate – EDD** (page 13 of the packet)

(2) Contract Documents (page 17 of the packet)

The Board reviewed the Contract Documents included in the packet. In order to submit an accurate Salary Survey, trainings will need to be provided to ensure all firefighters are adequately trained and quals are verified and update to date.

Vice-Chair Schramel shared that Jordan Townsend, USFS Fire Captain, indicated there are some trainings coming up. She will follow up with him to determine if District personnel and volunteers can attend.

- (a) **CalOES Rate Letter – May 1, 2020** (page 18 of the packet)
- (b) **CalOES 2021 Salary Survey/Administrative Rate** (page 20 of the packet)
- (c) **W-9 Request for Taxpayer ID Number and Certification - IRS** (page 22 of the packet)

(3) Wildland Fire Documents (page 28 of the packet)

The Board reviewed the Wildland Fire Documents included in the packet. It was determined these would need to be incorporated into a Wildland Firefighter's Handbook and be available on the District's website for easy access remotely.

(a) **Crew Time Report** (page 29 of the packet)

While reviewing the Crew Time Report document, it was daylighted that these were not completed for the North Complex Fire. The information on the 214s may be used to complete the required Crew Time Reports. Vice-Chair Schramel is looking into this option.

The CTRs will be required in the new District policy for the Wildland Fire Program. These are necessary to document each firefighter's time so the District can properly invoice the contracting agency and issue accurate payments to firefighters.

(b) **Emergency Equipment Shift Ticket** (page 33 of the packet)

The Board needs examples of Incident Command Reports for personnel and equipment.

(c) **Resource Order** (page 35 of the packet)

(d) **Activity Record** (page 38 of the packet)

(4) Invoicing Examples (page 43 of the packet)

- (a) **QFPD North Complex: Invoice #U-20201805** (page 44 of the packet)
- (b) **QFPD ZOGG: Invoice #U-20201805** (page 45 of the packet)
- (c) **QFPD August Complex: Invoice #U-20201482** (page 48 of the packet)
- (d) **QVFD Walker Fire: Invoice #09/6/2019-8125-Walker** (page 49 of the packet)



The Board reviewed the Invoicing Examples in the packet. Chair Orange noted that the District has reimbursed all IVFR firefighters who went out on wildland fires last year per existing District policy.

(5) Region #5 SOP for Incident Administration (page 53 of the packet)

The Board referenced the Region 5 Standard Operation Procedures for Incident Administration and recommended the Fire Department look into online training for it.

(6) Miscellaneous Document & Information (page 89 of the packet)

The Board briefly reviewed the Miscellaneous Document & Information provided in the packet.

Conclusion:

It was determined that once the policy and procedures are in place, extensive training for District personnel and volunteer firefighters will need to be provided to help familiarize everyone with the new programs and the higher-level standards. In the meantime, the Board suggested each volunteer firefighter review the agenda packet and familiarize themselves with the content and forms.

This meeting was an excellent exercise in teamwork between the Board, District personnel, and volunteer firefighters to shore up the existing volunteer firefighter program and to move forward in developing a Wildland Fire Program. A better understanding of department needs, community obligations, and future goals was achieved.

6. Adjournment

➤ **MOTION:**

Chair Orange made a motion to adjourn the meeting at **11:12** am to the Regular Meeting scheduled for April 14, 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

Wednesday, April 14, 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