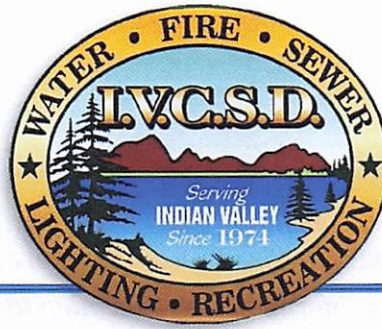


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Board of Directors
Bob Orange
Lee Anne Schramel
Mina Admire
Wayne Dannemiller
Vacant

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MINUTES

Regular Meeting of the Board of Directors

Wednesday, March 10, 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 **6:08 pm**. Board Clerk Titcomb did the roll call. Directors Orange, Schramel, Admire, and Heard were present. Director Dannemiller was absent.

The following were present:

- Fire Chief Balbiani & several volunteer firefighters from the District's Fire Department;
- Chief Plant Operator Silva;
- Members of the Public; and
- Feather Publishing's reporter.

2. Pledge of Allegiance:

Chair Orange led the pledge of allegiance.

3. Agenda Approval:

➤ MOTION:

Director Admire made a motion to approve the agenda with the addition of **Items 8b: Fire Chief Balbiani's Letter of Resignation** and **11a: Next Meeting Topics** and to move **Item 8: Fire Department** with subtopics to **5.5a & b**.

Director Heard seconded the motion.

➤ VOTE:

The vote was 4-Yes, 0-No, and 1-Absent (*Director Dannemiller*).

The motion passed with a unanimous "Yes" vote.

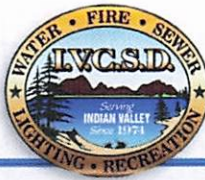
4. Public Comment:

Chair Orange read this statement, "*The public may address the Board only on items **NOT** on the agenda. Pursuant to state law, the Board may not discuss or take action on non-agenda items except under special circumstances. Speakers should limit their remarks to **five minutes** or as decided by the Chairperson.*"

a. Emergency Address Safety Signs (*Green Reflective Signs*):

Chair Orange read a letter submitted by the Plumas County Fire Safe Council in support of the "*Green Reflective Address Sign Program*."

5/2



“The Plumas County Fire Safe Council very much supports the installation of reflective address signs. The Plumas County Communities Wildfire Protection Plan calls out signage as a Mitigation Measure:

“A2 Continue to expand information & education to residents . . . ; and

“C2 Signage is critical to agencies providing emergency service . . .

“Beth said she is not able to attend tonight to let you know how important this program of encouraging and providing signs is to make our residents easier to find and therefore safer, but she does support this important work.”

“The leaders of three Firewise Community committees in Greenville (Marsha Roby), Crescent Mills (Ginger Gamble-Riehl), and Indian Falls (Sherilyn Schwartz) are promoting the donations for and use of the signs, creating signs, and distributing them after they are made. We know that we could purchase the supplies separately, but the cost becomes prohibitive. We sincerely hope that you will agree to support this program as was done for Taylorsville. The community members there speak highly of the service that was provided.

“As Sally & Mike Yost have said, ‘We can’t help you, if we can’t find you!’ We all need these signs.”

NOTE: This letter in its entirety has been added to the March 10, 2021 Agenda Packet in the meeting binder at the District Office and is available to the public.

b. Emergency Address Safety Signs (Green Reflective Signs):

Board Clerk Titcomb read a letter submitted by Guy McNett & Linda Batson (*dated March 3, 2021*) regarding the Emergency Address Safety Signs:

“We are residents of Indian Falls who acquired reflective street number signs through Mike & Sally Yost and their fire-safe communities project. We think this is a wonderful service, and we have ordered signs for our properties in Greenville through your office.

“Please continue to provide this service to the community.”

NOTE: This letter in its entirety has been added to the March 10, 2021 Agenda Packet in the meeting binder at the District Office and is available to the public.

c. Taylorsville Pool MOU:

Laura Kearns from the Taylorsville Pool Committee, Indian Valley Recreation & Parks District (IVRPD), expressed her appreciation for the District and Chief Plant Operator Silva and his help in maintaining the pool. She requested the Board notify her when it will be addressing the Taylorsville Pool MOU that needs to be renewed with IVRPD.

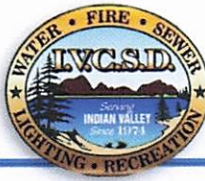
d. Fire Department Chain of Command:

Dan Kearns, Indian Valley Fire & Rescue volunteer, commented about the importance of maintaining the chain of command within the District and Fire Department. Proper use of chain of command would help solve a lot of the conflicts both up and down the chain of command, especially when dealing with operational procedures.

5. Board Business:

a. Approve Minutes: (*agenda packet page 3*) Discussion/Action

- (1) January 7, 2021 – *Special Meeting*
- (2) January 12, 2021 – *Special Meeting*
- (3) January 21, 2021 – *Special Meeting*



➤ **MOTION:**

Director Schramel made a motion to approve the January 7, 12, and 21, 2021 Minutes.

Director Heard seconded the motion.

➤ **VOTE:**

The vote was 4-Yes, 0-No, and 1-Absent (*Director Dannemiller*).

The motion passed with a unanimous “Yes” vote.

b. Approve DRAFT Audit Adjustments: (*agenda packet page 13*)..... *Discussion/Action*

- *Review recommended Journal Entries, etc.*

Vice-Chair Schramel spoke with the District’s CPA, Mandy McGarva, earlier in the day regarding the DRAFT Audit. She explained there are 2 parts of the response the Board would need to address. Not only will the Journal Entries need to be reviewed and verified, but the Board will also need to provide explanation for expenditures that exceeded the approved budget. Since the Board was not involved in the day-to-day fiscal decisions during this period, more research into each expenditure will be needed. Given these requirements, the Board was not able to sign the audit letter of certification.

The Board determined this topic would need to be revisited at a Special Meeting within the next couple of weeks.

➤ **DIRECTION GIVEN:**

Direction was given to **Office Manager Titcomb** to work with the District’s **CPA, Mandy McGarva**, and the **Auditor’s Senior Accountant**, to identify the expenditures that exceeded the budget and to reach out to ex-General Manager, Chris Gallagher, if needed.

c. Review District General Liability Insurance Renewal: *Discussion/Action*

- *Review updated questionnaire that was submitted to Insurance Agency. (agenda packet page 70)*

The Board reviewed the General Liability Insurance Renewal Questionnaire that was in the agenda packet. It was noted that District’s Fire Stations, Sewer Evaporation Ponds, and several parcels are not included in the list of properties owned by the District and should be added.

➤ **DIRECTION GIVEN:**

Direction was given to Director Schramel and Office Manager Titcomb to coordinate an amendment over the next few weeks to be reviewed by the Board and then submitted to the agent for final adjustments.

d. Approve Resolution #2021-007 District General Liability Insurance Renewal .. *Discussion/Action*

- *Appoint Board Chair as signatory for all items concerning the renewal/ correction of the District’s General Liability Insurance. (agenda packet page 90)*

Chair Orange read Resolution #2021-007 regarding the District General Liability Insurance Renewal.

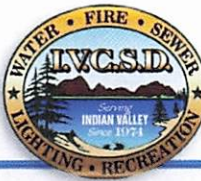
➤ **MOTION:**

Director Schramel made a motion to adopt Resolution #2021-007 authorizing and designating the District’s Board Chair, **Bob A. Orange**, to sign all documents of and concerning the District’s General Liability Insurance with Glatfelter Insurance Services – Broker: Flanigan-Leavitt Insurance Agency, Inc. on behalf of the District with the change of the signatory to that of Chair Orange.

Director Heard seconded the motion.

➤ **VOTE:**

The vote was 4-Yes, 0-No, and 1-Absent (*Director Dannemiller*).



The motion passed with a unanimous “Yes” vote.

e. Review NEW Volunteer/Partnering Agreement: Discussion/Action

- Review, amend, and/or approve DRAFT Volunteer/Partnering Agreement (agenda packet page 92)

Vice-Chair Schramel noted the DRAFT Volunteer Agreement included in the packet is ONLY a draft and would need additional work such as: 1) a signature line for the volunteer, 2) a bigger space to allow for a more detailed description of the project, and 3) a section for the project leader to complete listing the volunteers who will be working on that project. A rider will need to be included stating this form is NOT for the District’s volunteer firefighters.

Vice-Chair Schramel will be contacting the District’s Workers’ Comp carrier to discuss how the District can legally provide coverage for a limited/project specific timeframe. It was noted this is different than the Workers’ Comp coverage provided for the District’s volunteer firefighters.

f. Approve Resolution #2021-008 Volunteer/Partnering Agreement: Discussion/Action

- Appoint Board Chair as signatory for all new Volunteer/Partnering Agreements in behalf of the District. (agenda packet page 94)

Chair Orange read Resolution #2021-008 regarding the Volunteer/Partnering Agreement. Vice-Chair Schramel explained that even though the Volunteer Agreement has not been finalized, this resolution will be in effect once it is enabling the District to move forward without delay.

➤ **MOTION:**

Director Schramel made a motion to adopt Resolution #2021-008 authorizing and designating the District’s Board Chair, **Bob A. Orange**, to sign all documents of and concerning the District’s Volunteer Agreement on behalf of the District with a change of signatory to Chair Orange.

Director Heard seconded the motion.

➤ **VOTE:**

The vote was 4-Yes, 0-No, and 1-Absent (Director Dannemiller).

The motion passed with a unanimous “Yes” vote.

6. Water Department: Director Heard & Lead Chief Plant Operator Silva

a. PALL Scheduling - Update: Discussion/Action

NOTE: *Chief Plant Operator Silva has been mistakenly referred to as Lead Plant Operator in past agendas and minutes. The Board has apologized for this error and has/will correct reference to his job title from this date forward.*

Director Heard turned the time over to Chief Plant Operator Silva for the PALL scheduling update. Mr. Silva contacted PALL representative, Jay Garcia, and is coordinating the computer system installation with training. Mr. Garcia confirmed the Greenville Water Plant Wellness Check will coincide with the 1-month rental of the computer system and that the software is part of the rental price of \$3,300.

Mr. Silva indicated the wellness check will take place sometime in June and he will continue to coordinate the computer and software installation with PALL and the District’s IT Consultant, Elijah Fisher. He indicated it is a plug-and-play system but, confirmed that IT Consultant Fisher will be onsite when the computer system is delivered and installed. Director Heard will continue to track this project. They will update the Board as soon as they receive a firm date for the June wellness check.

b. Update on Other Issues:

Chief Plant Operator Silva indicated the waterline repair at the plant is 100% complete. Back fill was finished earlier this week.



7. Wastewater Department: Director Orange & Office Manager Titcomb

a. FEMA Grant Closeout – Update Discussion/Action

Chair Orange indicated Office Manager Titcomb has given him all of the bills/invoices including the related contract with Sauer’s Engineering. He is going through them and entering them into a spreadsheet. He has a meeting with Lexie, Cal OES Contractor, tomorrow at 10:00 am. She has asked if we have any additional labor costs. Chair Orange is looking into it and will provide any additional documentation that may be requested.

Vice-Chair Schramel has received the 130 form and the Board has already given Chair Orange the authority to sign it per Resolution #2021-006.

8. Fire Department: Chief Balbiani

a. Local Wildland Fire Pay Examples - Update Discussion/Action

- Discuss Chief’s findings.

Chair Orange opened with the following statement:

“The Board is very interested in developing a program/policy to support firefighters in wildland firefighting scenarios. Because volunteers may not be paid, other departments have developed strategies/policy to support both volunteer programs and paid firefighter programs.

Several months ago, the Board charged Chief Balbiani with researching options for the Board to consider adopting. Tonight, we are here to listen to Chief Balbiani’s presentation about different processes/strategies used by other volunteer fire departments.”

Fire Chief Balbiani handed the Board a packet of various articles from different websites along with a letter from the District’s Legal Counsel. This letter has been reviewed several times in the past. The packet did not include any examples that the Board has requested of other district’s policies for structuring a pay system for volunteer fire departments when responding to wildland fires.

Chief Balbiani had distributed and discussed the same information at the volunteer firefighters’ meeting the night before. There was a great deal of confusion as to the parameters of the point-system vs paid wildland fire services. Vice-Chair Schramel pointed out that the District can pay “temporary employees” but cannot pay “volunteers.” She further explained that the Board has been requesting examples of temporary employee contracts along with policy and procedures from the Fire Chief for several months without any related documentation being provided.

In response to the frustration the volunteer firefighters expressed, Chair Orange further explained that other local districts have programs in place and the Board does not want to reinvent the wheel while creating a similar program for our District. It is also helpful for the District’s program to be in alignment with other districts in the area. The Board has been attempting to get a policy in place (*that would also clearly define the billing process for personnel and equipment*) to resolve this issue.

In response to questions about District firefighters being paid for the North Complex fire, Chair Orange stated all volunteer firefighters working on the North Complex fire were fully reimbursed per existing the District policy. He referred everyone to District Policy #3270 – Compensation for Fire. This document is available to the public on the District’s website and in the District office.

Chair Orange further explained that the Board had contacted both the Forest Service and Cal OES and neither have records of payment or billing. He then asked, “Chief Balbiani, you have indicated it was billed. We will need a copy of that billing in addition to all shift tickets from the units that responded by close of business on Friday.”



In order to effectively move the process forward, several volunteer firefighters committed requesting and obtaining policies and procedures from other local fire districts and Director Admire offered to post a request on the CSDA website for similar information.

The Board has set a tentative Special Meeting on Saturday, March 27, 2021 at 9:00 am (*location to be determined*) to review policies and procedures and to begin creating a wildland fire program for the District. This meeting will be opened to the public and all District volunteer firefighters and other personnel are encouraged to attend.

Information pertaining to the North Complex fire billing will need to be gathered and processed as soon as possible as the District has not received payment.

b. Chief Balbiani's Letter of Resignation *Discussion/Action*

- *Read and accept Chief Balbiani's letter of resignation.*

Chair Orange read Chief Balbiani's letter of resignation.

➤ **MOTION:**

Vice-Chair Schramel made a motion to accept Chief Balbiani's letter of resignation effective March 31, 2021 and wished him the best in all his future endeavors.

Director Admire seconded the motion.

➤ **VOTE:**

The vote was 4-Yes, 0-No, and 1-Absent (*Director Dannemiller*).

The motion passed with a unanimous "Yes" vote.

9. Parks Department: Director Heard

a. Seasonal Park Opening Schedule:..... *Discussion/Action*

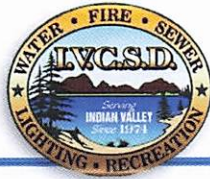
Director Heard indicated the opening of the District's parks is weather dependent and even though the parks are "closed," people can still use them. During the park closure, the District does not provide garbage or cleaning services. The District's Maintenance Personnel are already gearing up and taking care of grounds maintenance, etc.

Chief Plant Operator Silva indicated that although personnel have started the process of opening the parks, the following would need to be in place prior to the official opening: turn on water, flush lines, remove debris, reinstate garbage services, hire a seasonal employee, etc.

Mr. Silva indicated the District would need an MOU with the local Little League to use the park during baseball season for practices and games that clearly defines usage of the fields, concession stand, pavilion, restrooms, etc. A schedule will need to be in place and posted at the Greenville Park for their utilization and to better meet other public demands for usage. The schedule should include a statement for other organizations wishing to use to park on a consistent basis to contact the District and establish an MOU.

In alignment with Plumas County Covid-19 requirements, the District will need to place signage throughout the park encouraging safety measures to be taken.

The Board will review the adjusted budget to determine the amount of funding available and reallocate funding as needed for a part-time Park's Maintenance worker. Monies may also be reallocated from Wastewater to compensate for garbage services used at the park during the winter since that department was the user on record.



10. CLOSED SESSION:

The Board went into closed session at **8:35 pm** to discuss **Public Employment** (Gov't Code § 54957) Title: *General Manager*.

11. Report Out of Closed Session

The Board reported out of closed session at **10:05 pm**.

No actions were/Action was taken. Direction was given.

11.5 Topics for Future Meetings: *Discussion/Action*

- *Discuss topics needed/required at upcoming meetings.*

Given the time, the Board did not discuss topics for future meetings.

12. Adjournment

➤ **MOTION:**

Vice-Chair Schramel made a motion to adjourn the meeting at **10:06 pm**.

Director Heard seconded the motion.

➤ **VOTE:**

The vote was 4-Yes, 0-No, and 1-Absent (*Director Dannemiller*).

The motion passed with a unanimous "Yes" vote.

Adjourned to the next Regular Meeting, April 14, 2021 at 6:00 pm at the Town Hall, 120 Bidwell St., Greenville, CA 95947.

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

Wednesday, March 17, 2021 Special Meeting

Wednesday, April 14, 2021 Regular Meeting

These Minutes were duly approved by the IVCSD Board of Directors at the Special Meeting on **April 21, 2021** and attested to by:

Bob A. Orange
Board Chair

Bob A. Orange

Signature

Lee Anne Schramel
Board Vice-Chair

Lee Anne Schramel

Signature