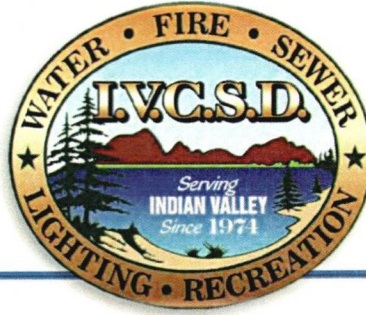


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Board of Directors
Mina Admire
Wayne Dannemiller
Robert Heard
Bob Orange
Lee Anne Schramel

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MINUTES

Special Meeting of the Board of Directors

Thursday, January 7, 2021 at 6:00 pm
via Zoom

NOTE: This meeting was conducted utilizing teleconferencing and electronic means consistent with State of California Executive Order N-29-20 dated March 17, 2020, regarding the COVID-19 pandemic.

1. Call to Order and Roll Call

Chair Orange called the meeting to order at **6:02 pm** and did the roll call.

Directors Orange, Schramel, Admire, Dannemiller, and Heard were present via Zoom.

Office Manager/Board Clerk Titcomb was present via Zoom.

2. Pledge of Allegiance

Chair Orange led the pledge of allegiance.

3. Chair to appoint Meeting Facilitator and Note Taker

Chair Orange appointed Director Admire as Note Taker.

Board Clerk Titcomb facilitated the meeting.

4. Agenda Approval

➤ MOTION:

Director Schramel made a motion to approve the agenda as is.

Director Admire seconded the motion.

➤ VOTE:

The vote was 5-Yes and 0-No.

The motion passed with a unanimous "Yes" vote.

5. 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.

No public comments were received.

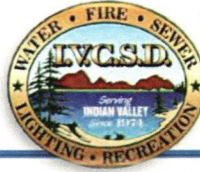
6. Director's Weekly Reporting for Day-to-Day Activities (20 mins)

a. Administration & Finance – Directors Admire, Dannemiller, Orange, & Schramel

(1) **Audit** (Packet attachment/handout) Discussion/Action

- Review Prep Checklist and Give Direction to District Office Staff

The Board reviewed the prep checklist for the upcoming audit.



➤ **DIRECTION GIVEN:**

Direction was given to **Office Manager Titcomb** to gather items that have not been highlighted with a timeline and staff assignments to be provided to Directors Orange and Schramel in time for the Special Meeting on January 12, 2021.

(2) **IVFD** *Discussion/Action*

- *Confirm documents and direction to Fire Chief as needed for Special Meeting on January 28, 2021*

The Board discussed the items that would be needed for the Special Meeting scheduled for January 28, 2021. Directors Heard and Schramel will work with Chief Balbiani to collect the necessary information and documents. Office Manager Titcomb said he could get the billing information from the District's CPA, Mandy McGarva.

➤ **DIRECTION GIVEN:**

Direction was given to **Chief Balbiani** to gather information regarding contracts of other districts paying their volunteers to go on wildland fires. In addition to collecting information from other districts, the Board requested the following documents to be included and provided to the Board as soon as possible for review prior to the Special Meeting scheduled for January 28, 2021:

- (a) Current IVCSD Agreements
- (b) Walker & North Complex fires billing
- (c) Walker & North Complex fires payments District has received.
- (d) Resolution for Portal-to-Portal
- (e) OES paperwork submitted showing what we "pay" our firefighters.
- (f) District's current policy for reimbursing volunteer firefighters.

(3) **Other Updates** *Discussion/Action*

The Board discussed the Covid-19 exposure reporting requirements of the California Department of Public Health AB685. If District personnel are exposed and test positive, they need to notify the Board Chair immediately. Within 24 hours of notification, the Board Chair will notify ALL District personnel, Workers' Comp provider, and Plumas County Department of Public Health.

b. Operations – Directors Dannemiller & Heard (10 mins)

(1) **Greenville Park Sidewalk Bids** (*Packet attachment/handout*) *Discussion/Action*

The Board reviewed the three (3) bids provided in the agenda packet.

➤ **MOTION:**

Director Admire made a motion to accept the bid for \$8,900 and that a Certificate of Insurance with the District listed as an additional insured be submitted to the District Office prior to work beginning and this project is to be a top priority for staff.

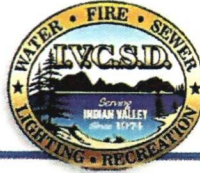
➤ **VOTE:**

The vote was 5-Yes and 0-No.

The motion passed with a unanimous "Yes" vote.

(2) **Greenville Plant Waterline Bids** (*Packet attachment/handout*) *Discussion/Action*

The Board reviewed the bid provided in the agenda packet.



➤ **MOTION:**

Director Schramel made a motion to table this item to the upcoming Special Meeting on January 19, 2021.

Director Heard seconded the motion.

➤ **VOTE:**

The vote was 5-Yes and 0-No.

The motion passed with a unanimous “Yes” vote.

➤ **DIRECTION GIVEN:**

Direction was given to **Directors Heard and Schramel** to work with Lead Plant Operator Silva to redo the bid and do another outreach.

(3) **Other Updates** *Discussion/Action*

The Board noted billing has been received from the District’s Engineer for the Greenville Water Tank Project.

7. **Board Business (10 mins)** *Discussion/Action*

- a. **January 12, 2021 Special Meeting**
CLOSED SESSION: GM Position Interviews
- b. **January 21, 2021 Adjourned Regular Meeting**
Mid-year Budget Review & Adjustments
- c. **January 28, 2021 Special Meeting**
IVFD Agreements, Billing, and Policy Review

8. **Adjournment**

➤ **MOTION:**

Director Dannemiller made a motion to adjourn the meeting (*the exact time was not captured*).

Director Heard seconded the motion.

➤ **VOTE:**

The vote was 5-Yes and 0-No.

The motion passed with a unanimous “Yes” vote.

Next Adjourned Regular Meeting, January 21, 2021 at 6:00 pm via Zoom.

UPCOMING MEETINGS at 6:00 pm (*Zoom Meetings*).

- January 12, 2021 Special Meeting
- January 21, 2021** **Adjourned Regular Meeting**
- January 28, 2021 Special Meeting

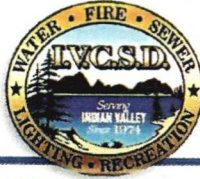


These Minutes were duly approved by the IVCSD Board of Directors at the Special Meeting on **March 10, 2021** and attested to by:

Bob A. Orange
Board Chair

Bob A. Orange

Signature



Jeff Titcomb
Board Clerk

Jeff Titcomb
Signature

