



## **BOARD OF SUPERVISORS**

Terrell Swofford, Vice Chair 1<sup>st</sup> District  
Robert A. Meacher, Chair 2<sup>nd</sup> District

Sharon Thrall, 3<sup>rd</sup> District  
Lori Simpson, 4<sup>th</sup> District  
Jon Kennedy, 5<sup>th</sup> District

**AGENDA FOR MEETING OF NOVEMBER 13, 2012 TO BE HELD AT 10:00 A.M. IN THE  
BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

**www.countyofplumas.com**

### **AGENDA**

**The Board of Supervisors welcomes you to its meetings which are regularly held on the first three Tuesdays of each month, and your interest is encouraged and appreciated.**

**Any item without a specified time on the agenda may be taken up at any time and in any order. Any member of the public may contact the Clerk of the Board before the meeting to request that any item be addressed as early in the day as possible, and the Board will attempt to accommodate such requests.**

**Any person desiring to address the Board shall first secure permission of the presiding officer. For noticed public hearings, speaker cards are provided so that individuals can bring to the attention of the presiding officer their desire to speak on a particular agenda item.**

**Any public comments made during a regular Board meeting will be recorded. The Clerk will not interpret any public comments for inclusion in the written public record. Members of the public may submit their comments in writing to be included in the public record.**

**CONSENT AGENDA: These matters include routine financial and administrative actions. All items on the consent calendar will be voted on at some time during the meeting under "Consent Agenda." If you wish to have an item removed from the Consent Agenda, you may do so by addressing the Chairperson.**



**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) 283-6170. Notification 72 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility. Auxiliary aids and services are available for people with disabilities.

## STANDING ORDERS

10:00 A.M. CALL TO ORDER/ROLL CALL

INVOCATION AND FLAG SALUTE

ADDITIONS TO OR DELETIONS FROM THE AGENDA

### PUBLIC COMMENT OPPORTUNITY

Matters under the jurisdiction of the Board, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda and any off-agenda matters before the Board for consideration. However, California law prohibits the Board from taking action on any matter which is not on the posted agenda unless it is determined to be an urgency item by the Board of Supervisors. Any member of the public wishing to address the Board during the "Public Comment" period will be limited to a maximum of 3 minutes.

### DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

Brief announcements by, or brief reports on their activities by County Department Heads

## ACTION AGENDA

### 1. 10:15 DEPARTMENTAL MATTERS

#### A. DISTRICT ATTORNEY – David Hollister

Request to appropriate \$30,000 from the General Fund Contingency to District Attorney Professional Services for the prosecution and investigation of crime. **Four/fifths required roll call vote**

#### B. SHERIFF – Greg Hagwood

Consider request to purchase and equip a replacement truck of \$75,000 from Title III monies allocated for Search and Rescue

#### C. EMERGENCY SERVICES – Jerry Sipe

- 1) Report and update on status of structural fire protection; discussion and possible action regarding future activities of the Feasibility Study Group
- 2) Terminate Local Emergency due to the Chips Fire (Resolution No. 12-7803)

#### D. HUMAN RESOURCES – Gayla Trumbo

Adopt **RESOLUTION** to authorize Industrial Disability Retirement for Sheriff Deputy II, Christopher Herrbach. **Roll call vote**

#### E. CRITICAL STAFFING COMMITTEE – Gayla Trumbo

Approve recommendation of the Critical Staffing Committee to refill the following positions:

- .75 FTE Sierra County Literacy Program Coordinator
- 1.0 FTE Social Worker I/II
- 1.0 FTE Licensed Vocational Nurse or Public Health Nurse I/II

#### F. MENTAL HEALTH – Patricia Leslie

Adopt **RESOLUTION** adjusting the salary classifications of Mental Health Therapist I/II; and Behavioral Health Therapist I/II. **Roll call vote**

#### G. PUBLIC WORKS – Robert Perreault

Discussion and possible action to re-authorize the Public Works Overnight Vehicle Assignment Policy adopted on October 26, 1993

2. 11:00 **BOARD OF SUPERVISORS**

- A. Adopt an **ORDINANCE** first introduced on November 06, 2012, amending Section 2-4.602 of Title 2, Chapter 4, Article 6, of the Plumas County Code relating to the County Administrative Officer, Safety Officer, Risk Management, and Purchasing Agent. **Roll call vote**
- B. Approve submission of claim to U.S. Forest Service for costs due to the Chips Fire and authorize the Chair to sign
- C. Approve and authorize the Chair to sign extension of Employment Agreement between County of Plumas and Keith Mahan, Agricultural Commissioner/Sealer of Weights & Measure
- D. Approve and authorize the Chair to execute amended Employment Agreement between County of Plumas and John D. Steffanic, Fair & Event Center Manager. Approved as to form by County Counsel
- E. Appropriate \$500,710 from Title III Contingencies to various line items within the Title III budget (20027) for project applications approved by the Board. **Four/fifths required roll call vote**
- F. Correspondence
- G. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations.

3. 11:30 **WESTERN ECONOMIC & NATURAL RESOURCES ASSOCIATION**

Presentation regarding economic recovery and natural resources. Discussion, possible action and/or direction to staff

4. **CONSENT AGENDA**

These items are expected to be routine and non-controversial. The Board of Supervisors will act upon them at one time without discussion. Any Board members, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations and/or allocations from reserves will require a four/fifths roll call vote.

A. **FACILITY SERVICES**

Authorize payment of \$2,507 to J. Kuipers Plumbing for emergency repair of sewer pumps at Gansner Park

B. **MENTAL HEALTH**

- 1) Authorize the Interim Director of Mental Health to execute second amendment to contract with Feather River College Foundation, Inc. to provide services and equipment for the purpose of increasing physical fitness for Mental Health consumers. Approved as to form by County Counsel
- 2) Authorize the Interim Director of Mental Health to execute first amendment to Professional Services Agreement with Millie Stansfield, MFT for mental health services. Approved as to form by County Counsel
- 3) Authorize the Interim Director of Mental Health to execute Professional Services Agreement with CF Merced Behavioral, LLC for inpatient mental health services. Approved as to form by County Counsel

C. **INFORMATION TECHNOLOGY**

Approval to pay software support invoices without a contract included in the budget for FY 2012-2013

D. **SHERIFF**

- 1) Approve budget transfer of \$8,778 between departments (from department 20343-Narcotics Fund to department 70330-Sheriff); and approve supplemental budget transfer of \$8,778 authorizing purchase of fixed asset (new trailer for controlled substance operations)
- 2) Authorize the Sheriff to execute service agreement with DeMartile Automotive, Inc. of \$30,000 for the period of November 01, 2012 to November 01, 2013 for general automotive repair and service. Approved as to form by County Counsel

**E. PUBLIC HEALTH AGENCY**

Approve and authorize the Chair to sign Agreements related to Emergency Preparedness Program for FY 2012-2013 effective July 01, 2012:

- Plumas Sierra County Fair \$ 4,999
- Plumas County Facilities Services \$12,000
- Plumas County Sheriff \$ 4,999
- Plumas Sierra County Fair \$ 5,000

**F. PLANNING**

Approve contract of \$4,800 with Cartograph, Inc. to provide a web-delivered system for building collections of geographic data layers and derivative interactive interfaces and authorize the Planning Director to sign. Approved as to form by County Counsel

**NOON RECESS**

**5. 1:30 P.M. BOARD OF SUPERVISORS**

**CLOSED SESSION**

Personnel: Public employee appointment or employment – Director of Mental Health

**6. CLOSED SESSION**

**ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION**

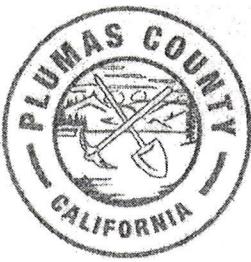
- A. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (b) of Government Code Section 54956.9
- B. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Department Employees Association, Operating Engineers Local #3

**REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)**

**ADJOURNMENT**

Adjourn meeting to Tuesday, December 11, 2012, Board of Supervisors Room 308, Courthouse, Quincy, California.

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OFFICE OF THE DISTRICT ATTORNEY

**David Hollister, District Attorney**

520 Main Street, Room 404 · Quincy, California 95971  
(530) 283-6303 · Fax (530) 283-6340

**Date:** November 13, 2012  
**To:** Plumas County Board of Supervisors  
**From:** David Hollister, District Attorney  
**Subject:** Request from Contingencies

A handwritten signature in black ink, appearing to read "DH" followed by a more stylized, cursive signature.

**Recommendation:**

Request for \$30,000 from Contingencies transferred to District Attorney Professional Services for the prosecution and investigation of crime.

**Background and Discussion**

The Plumas County District Attorney's Office requests \$30,000 to be transferred to our Professional Services account (70301-521900) for use in the ongoing investigation of a number of major fraud cases on which this office is taking the lead and the prosecution of several serious felonies still unresolved.

During the Budget Hearings for 2012-13, the Board was made aware of such imminent and ongoing cases and it was suggested we return later to ask for further funds to continue the protection of public safety as obligated by the California Constitution and Government Code. The District Attorney Professional Services account has been depleted due to the prosecution of two recent jury trials. Although there is currently approximately \$2,500 left, this will not be sufficient to meet the needs of public safety over the coming months.

**COUNTY OF PLUMAS**  
**REQUEST FOR BUDGET APPROPRIATION TRANSFER**  
**OR SUPPLEMENTAL BUDGET**

**TRANSFER NUMBER**  
(Auditor's Use Only)

Dept. District Attorney      Dept. No.: 70301      Date: 11/13/12

Dept. No.: 70301

Date: 11/13/12

1. The reason for this request is (check one):	Approval Required
A. <input checked="" type="checkbox"/> Transfer to/from Contingencies OR between Departments	Board
B. <input type="checkbox"/> Supplemental Budgets (including budget reductions)	Board
C. <input type="checkbox"/> Transfers to/from or new Fixed Asset, out of a 51XXX	Board
D. <input type="checkbox"/> Transfer within Department, except fixed assets, out of a 51XXX	CAO
E. <input type="checkbox"/> Establish any new account except fixed assets	CAO

**X TRANSFER FROM OR SUPPLEMENTAL REVENUE ACCOUNTS**

(CHECK "TRANSFER FROM: IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL REVENUE" IF SUPPLEMENTAL, (NEW UNBUDGETED REVENUE)

**TRANSFER TO:**

**Supplemental budget requests require Auditor/Controller's Signature**

Please provide copy of grant award, terms of award, proof of receipt of additional revenue, and/or backup to support this request.



# Office of the Sheriff

1400 E. Main Street, Quincy, California 95971 • (530) 283-6375 • Fax 283-6344

1B

GREGORY J. HAGWOOD  
SHERIFF/CORONER

## Memorandum

**DATE:** October 30, 2012  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Greg Hagwood   
**RE:** Agenda Items for the meeting of November 13, 2012

**It is recommended that the Board:**

Authorize the Sheriff to purchase and equip a replacement truck from Title III monies for Search and Rescue.

**Background and Discussion:**

As you are aware, the Plumas County Sheriff's Office is responsible for the entire County, in respect, to all Search and Rescue operations. We, the Plumas County Sheriff's Office, find ourselves in need of replacing an old (1985) worn out truck used in the primary response to these calls.

This truck is equipped with a customized utility box with a metal shell and carries much of our equipment needed for SAR responses .

I have spoken with Plumas County Search and Rescue Coordinator, Mike Grant, who related that during the last rescue mission the truck had received severe frame damage where the utility bed attaches to the truck frame. The truck has had to be repaired for similar problems in the past, but it is now apparent that, with the extent of the damage, repairs are not feasible. Mike is very concerned with the truck in regards to being safe to operate on search and rescue missions.

At this time I am requesting to purchase a replacement truck at a cost of \$75,000.00. This vehicle will be exclusively used by the Search and Rescue Team.



## Plumas County Office of Emergency Services

270 County Hospital Road #127  
Quincy, California 95971

Phone: (530) 283-6332  
Fax: (530) 283-6241

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**Date:** November 2, 2012

**To:** Honorable Board of Supervisors

**From:** Jerry Sipe

**RE:** Agenda Item for November 13, 2012

**Recommendation:** Update on the status of structural fire protection in Plumas County and discussion and possible action regarding future activities of the Feasibility Study Group.

**Background and Discussion:** As the Board is aware, not all private property in Plumas County is located within a local structural fire protection district. This issue has been well-documented in Board reports and correspondence, newspaper articles, and former Grand Jury reports. Identifying and reducing the number of such parcels has been the task of local fire districts, county staff, the feasibility study group and volunteer groups who collectively have spent countless hours quantifying the problem, educating the public and encouraging solutions.

Over the past few years, these efforts have been very successful. Here is a quick summary of the activities and their impact to help solve this important problem:

- Updated General Plan Policies. The updated General Plan will require fire protection for any new development, preventing the number of parcels outside a fire district from increasing and encouraging annexations.
- Building Permit Review. Applications for new construction are reviewed by county staff to determine if the property is outside a district. Permit applicants are provided a resources and a handout on what it means to be outside a district.
- GIS Website Update. The Planning Department's GIS data on fire district boundaries is now available on the county's website, making it easy for fire districts and the public to determine whether a parcel is within a district.
- District Sphere of Influence Updates. The Local Agency Formation Commission continues work on updating fire districts' spheres of influence. These spheres indicate areas of likely district growth and serve as a blue print for possible future district annexations.

- Fire Protection Communication Plan. Completed in August 2012, the Fire Protection Communication Plan is a comprehensive tool to guide fire districts through the process of educating the public and gaining support for service agreements or annexations.
- Close-of-Escrow Notification on Fire District Status. As directed at the October 2, 2012 Board of Supervisors meeting, county staff is investigating options for escrow notification of property buyers regarding fire district status.
- Firewise and Fire Safe Communities Development. The Fire Prevention Specialist continues working throughout the county to encourage firewise and fire safe activities to reduce the risk and consequences from wildfire. These grass roots activities have proven very successful in educating and organizing communities for future annexations.

In addition to the above, the volunteer group has been performing a parcel-by-parcel review to develop maps and lists of all parcels outside existing fire districts. Once they are confident no parcels have been omitted, they provide this information to the local fire chiefs and fire boards. This information will be very helpful to the fire departments and communities as they begin discussions about fire district annexations.

Taken together, all of these activities have been very successful in creating awareness and starting the conversation, but ultimately structural fire protection decisions rest with the district and their communities. Negotiations must be completed on the terms and timelines agreed upon by those providing and those receiving the service. While county policies and staff can and do facilitate these discussions, hasty or poorly conceived actions or policies can also derail them or lead to unintended consequences. These may include overwhelming districts already facing staffing, training, and financial challenges, limiting some departments' ability or willingness to respond outside their district boundaries, or the possible loss of fire insurance for owners of properties outside an existing fire district.

In summary, the recommendations, actions and accomplishments of the Feasibility Study Group, in conjunction with Board policies and direction given to county staff have created an environment where annexations can and will happen. Once the volunteer members of Feasibility Study Group meet with each fire district and turn over their research and findings, their task will be completed. Then, through the continuing work of the Firesafe Council, the Fire Chiefs' Association, the Local Agency Formation Commission, the Fire Prevention Specialist and the ongoing support of county staff, annexations will happen as the districts and communities are ready. Rather than developing additional mandates, restriction, or deadlines which have the potential to slow the process or worse, and unless the Board has additional tasks for this group, staff believes the Feasibility Group's work will be complete.

If you have any questions, please do not hesitate to contact me at 283-6367.



# Plumas County Office of Emergency Services

ICJ

270 County Hospital Road #127  
Quincy, California 95971

Phone: (530) 283-6332  
Fax: (530) 283-6241

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**Date:** November 5, 2012

**To:** Honorable Board of Supervisors

**From:** Jerry Sipe

**RE:** Consent Agenda Item for November 13, 2012

**Recommendation:** Terminate Local Emergency due to Chips Fire

**Background and Discussion:** As the Board will recall, on August 7, 2012 the Board passed a Resolution ratifying the proclamation of a local emergency due to significant impacts of the Chips Fire. As required by Section 8630 of the California Emergency Services Act, the Board must revisit the need for continuing the local emergency and, as conditions warrant, must proclaim the termination of the local emergency.

As conditions now have stabilized and the need for a local emergency no longer exists, the Board is requested to proclaim termination of the local emergency due to the Chips Fire on November 13, 2012.

If you have any questions, please do not hesitate to contact me at 283-6367.

Thank you.

# DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

(530) 283-6444 FAX (530) 283-6160

Email: [gaylatrumbo@countyofplumas.com](mailto:gaylatrumbo@countyofplumas.com)



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Gayla S. Trumbo

*Human Resources*

**DATE:** NOVEMBER 1, 2012

**TO:** THE HONORABLE BOARD OF SUPERVISORS

**FROM:** GAYLA TRUMBO, DIRECTOR OF HUMAN RESOURCES

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING  
OF NOVEMBER 13, 2012.

**RE: APPROVE RESOLUTION TO AUTHORIZE INDUSTRIAL  
DISABILITY RETIREMENT FOR SHERIFF DEPUTY II,  
CHRISTOPHER HERRBACH.**

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**IT IS RECOMMENDED THAT THE BOARD:**

Approve resolution to authorize industrial disability retirement for Sheriff Deputy II, Christopher Herrbach.

**BACKGROUND AND DISCUSSION:**

Mr. Christopher Herrbach filed an application for industrial disability retirement in July of this year, with California Public Employees Retirement System. Government Code Sections 21154 and 21156 state that the County must make the determination of the member's disability. Government Code Section 21156 states, "a local safety member shall be retired for disability only upon the employer's determination that the member is incapacitated physically or mentally for the performance of the duties of the position."

Under the California Public Employees' Retirement Law, "disability means the incapacity of a member from the performance of duty in public services for permanent or extended and uncertain duration, as determined on the basis of competent medical opinion. Disability is not necessarily an inability to perform every function of a given position. Rather, the courts have concluded that the test in any case is whether the employee can substantially perform his or her usual duties."

The disability decision is based upon competent medical opinion and all medical and vocational information provided by the member, employer and workers' compensation carrier. The

**RESOLUTION NO. 12**

**RESOLUTION OF THE BOARD OF SUPERVISORS OF COUNTY OF PLUMAS  
TO APPROVE INDUSTRIAL DISABILITY RETIREMENT OF  
MR. CHRISTOPHER HERRBACH  
(Section 21156, Government Code)**

**WHEREAS**, the County of Plumas (hereinafter referred to as Agency) is a contracting agency of the Public Employees Retirement System; and

**WHEREAS**, the Public Employees Retirement Law requires that a contracting agency determine whether an employee of such agency in employment in which he/she is classified as local safety member is disabled for purposes of the Public Employees Retirement Law and whether such disability is "industrial" within the meaning of such Law; and

**WHEREAS**, an application for industrial disability retirement for Mr. Christopher Herrbach who is employed by this Agency, in the position of Deputy Sheriff II, has been filed with the California Public Employees Retirement System (hereinafter referred to as CalPERS); and

**WHEREAS**, the Board of Supervisors after review of the medical information and other evidence relevant to such alleged disability and have now come to their determination.

**NOW, THEREFORE BE IT RESOLVED:**

That the Board of Supervisors hereby find and determine that Mr. Christopher Herrbach is incapacitated within the meaning of the Public Employees' Retirement Law for performance of his duties in the position of Deputy Sheriff II; and

**BE IT FURTHER RESOLVED THAT**, the Board of Supervisors find and determine that such disability is a result of injury or disease arising out of and in the course of employment.

Neither said Mr. Christopher Herrbach nor the County of Plumas has applied to the Workers' Compensation Appeals Board for a determination pursuant to Section 21166 whether such disability is industrial.

The forgoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 13<sup>th</sup> day of November 2012, by the following vote:

AYES:              Supervisors  
NOES:              Supervisors  
ABSENT:            Supervisors

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Chair, Board of Supervisors

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Clerk of the Board

/E

PLUMAS COUNTY CRITICAL STAFFING  
COMMITTEE  
Robert Meacher and Gayla Trumbo

DATE: November 1, 2012

TO: The Honorable Board of Supervisors

FROM: Critical Staffing Committee

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF NOVEMBER 13, 2012.  
RE: CRITICAL STAFFING REPORT AND POSSIBLE ACTION TO REFILL THE FOLLOWING POSITIONS: .75 FTE LITERACY PROGRAM COORDINATOR; 1.0 FTE SOCIAL WORKER I OR II, AND 1.0 FTE LICENSED VOCATIONAL NURSE OR PUBLIC HEALTH NURSE I OR II.

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**RECOMMENDED THAT THE BOARD:**

Approve recommendation of Critical Staffing to refill the following positions:  
.75 FTE Sierra County Literacy Program Coordinator.  
1.0 FTE Social Worker I or II.  
1.0 FTE Licensed Vocational Nurse or Public Health Nurse I or II

**BACKGROUND AND DISCUSSION:**

The Critical Staffing Committee received three requests to refill positions. The three positions requested to be refilled are allocated and funded for fiscal year 2012-2013.

The first request is to refill a .75 FTE Sierra County Literacy Program Coordinator. This position became vacant in April of 2012. Until last month, the Sierra County Literacy program continued to operate by utilizing two part-time Literacy Program Assistants. Last month one of the two employees resigned, which has left the remaining part-time employee with the task of keeping this program running in Sierra County. Our County Librarian, Ms. Sheehy, has reviewed the operational needs of this department, and finds the Literacy Coordinator position vital to the successful operations of this program.

The position of Literacy Program Coordinator has the general responsibility for the development, implementation, and coordination of the Sierra County Literacy Program.

This position is vital in areas of development and administration of grants; promoting the Literacy programs; supervising and training staff members and tutors; and develops and maintains data for program evaluation and quality review.

The Literacy Coordinator is funded entirely through grants. If grant funding is reduced in the future appropriate reductions will be made to the department's expenditures to offset such reductions. All employees are informed during the recruitment, interview, and hiring process that the position is grant funded.

The next position is a 1.0 FTE Social Worker I or II, which became vacant on October 29, 2012, as a result of a resignation. This position is assigned to the Adult protective services division of the department. The employee in this position is responsible for the investigations of allegations of elderly or disabled abuse or neglect. A large part of this position is to assist the elderly and disabled citizens of our community, by bringing together law enforcement and health care resources, to address issues that they are having, or to prevent issues from taking place. In addition to duties already mentioned, this position also is assigned to perform eligibility determinations and social assessments for the In-Home Supportive Services program.

The Social Worker I or II position is funded from Federal Pass through Dollars, State General Fund and County Realignment Dollars.

The last position is a 1.0 FTE Licensed Vocational Nurse or Public Health Nurse I or II. The Public Health Department has received the resignation of a full time nurse with the effective date of November 23, 2012. The nurse holding this position acts as the County's Perinatal Services Coordinator and Sudden Infant Death Prevention Coordinator. These services are funded through the California Department of Public Health, with the balance of this position being funded through the California Public Health Emergency Preparedness. If this position is not refilled patients services will be reduced, and the County will be in non-compliance with local, state and federal contracts. The Health Department has already received their funding allocation for 2012-2013 to cover this position.

To provide you further information regarding these positions we have attached the completed questionnaires for each position. At this time it is the recommendation of Critical Staffing Committee, to refill the three positions reviewed in this report.

10-25-12 P02:48 RCVD

CRITICAL STAFFING COMMITTEE  
REQUEST FORM

The following information and questionnaire must be completed in its entirety before the request will be reviewed by the Critical Staffing Committee.

DATE OF REQUEST:

10/25/2012

DEPARTMENT TITLE: SIERRA COUNTY LITERACY

BUDGET CODE(s) AND BREAKDOWN FOR REQUESTED POSITION: 20678

POSITION TITLE: LITERACY PROGRAM COORDINATOR

IS POSITION CURRENTLY ALLOCATED? YES X NO       

**For Committee use only**

Date of Committee Review: \_\_\_\_\_

Determination of Committee?        Recommended

       Not Recommended

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date to Board of Supervisors: \_\_\_\_\_

Board Action:        Approved        Denied

Board Modifications \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date returned to Department: \_\_\_\_\_

Date submitted to HR Technician for recruitment: \_\_\_\_\_

## QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Sierra County Literacy is in need of a Coordinator

- Is there a legitimate business, statutory or financial justification to fill the position?

Yes. Sierra County Literacy is entirely grant-funded. The position will be funded by grant revenues.

- Why is it critical that this position be filled at this time?

Currently Darlene Ramirez is working on her own as a result of the leaving of former employees Tammy Muldoon and Louise Huebner.

- How long has the position been vacant?

Approximately six months.

- Can the department use other wages until the next budget cycle?

The department is currently using other wages to pay these employees. *NO Capital*

- What are staffing levels at other counties for similar departments and/or positions?

This depends entirely on grant funding.

- What core function will be impacted without filling the position prior to July 1? The Literacy Program Coordinators provide outreach, programming, and tutor and student recruitment. Grants are providing revenue to increase services.

- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?

None.

- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?

Sierra County Literacy is entirely grant-funded, with no impact to Plumas County. If revenue decreases in future years, cuts will be made accordingly to expenditures. All employees of Plumas and Sierra Literacy programs are aware of this upon being hired.

- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?

No.

- Does the budget reduction plan anticipate the elimination of any of the requested positions?

Positions would likely be reduced, unless budget cuts are severe.

- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

Sierra County Literacy is entirely grant-funded, with no impact to Plumas County.

- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?

No.



## DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

Courthouse Annex, 270 County Hospital Rd., Suite 207, Quincy, CA 95971-9174

ELLIOTT SMART  
DIRECTOR

(530) 283-6350  
Fax: (530) 283-6368

DATE: OCTOBER 30, 2012  
TO: GAYLA TRUMBO, HUMAN RESOURCES DIRECTOR  
FROM: ELLIOTT SMART, DIRECTOR  
DEPARTMENT OF SOCIAL SERVICES  
SUBJ: REQUEST FOR CRITICAL STAFFING COMMITTEE REVIEW: SOCIAL  
WORKER I/II

*10-31-12 P01:55 RCV'D*

You are already aware that the Department of Social Services has experienced another vacancy at the Social Worker I/II level due to a recent resignation. Enclosed you will find a completed questionnaire for the vacant position and a completed position classification form.

May I ask that you assemble a Critical Staffing Committee review of this request at your soonest possible convenience? Please feel free to call me if you have questions.

PLUMAS COUNTY DEPT. OF SOCIAL SERVICES

A handwritten signature in black ink, appearing to read "ELLIOTT SMART".

ELLIOTT SMART, DIRECTOR

Copy: Leslie Mohawk, Program Manager

Enclosures (2)

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Position: Social Worker I/II– Adult Protective Services/ IHSS.

- Is there a legitimate business, statutory or financial justification to fill the position?

**Answer: Yes. Adult Protective Services and IHSS are state mandated programs.**

- Why is it critical that this position be filled prior to the adoption of the County's budget this summer?

**Answer: The position is assigned duties that include public protection, specifically, abused and neglected adults and adults who are unable to care for themselves.**

- How long has the position been vacant?

**Answer: October 29, 2012**

- Can the department use other wages until the budget is adopted?

**Answer: No.**

- What are staffing levels at other counties for similar departments and/or positions?

**Answer: The same staffing levels, which are approved by the state.**

- What core function will be impacted without filling the position prior to July 1?

**Answer: Vulnerable adults may not be protected from abuse leading to potential tragic circumstances.**

- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?

**Answer: This position is funded by State, federal and Realignment dollars. There is no impact to the county.**

- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local

funding? What impact will this reduction plan have to other County departments?

**Answer: The Department has developed a variety of budget reduction strategies that are dependent upon state policy decisions. Other Departments could be impacted by such reduction strategies.**

- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?

**Answer: No.**

- Does the budget reduction plan anticipate the elimination of any of the requested positions?

**Answer: No.**

- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

**Answer: The Department does not presently utilize General Fund dollars. Filling this position does not change that.**

- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?

**Answer: Yes. The Department does have a reserve. The balance fluctuates depending upon a number of factors including whether or not the State achieves the base amount of collection for any given year. Below, we provide the activity for the past three years:**

- FY 2006/07 --- \$658,071
- FY 2007/08 --- \$744,339
- FY 2008/09 --- \$494,112 (at mid-year)
- FY 2009/10 --- \$686,779
- FY 2010/11 --- \$950,504 (at mid-year)

**Position Classification:** Social Worker I/II

**FTE:** 1.00

**Budgeted Position:** Yes

**Mandated Program:** Yes

Adult Protective Services and In-Home Supportive Services are state mandated, county administered programs under the California Welfare and Institutions Code.

**Position Description:**

This position is responsible for several facets of our Adult Social Services system. The position is assigned responsibility for the investigation of allegations of abuse or neglect of elderly or disabled Plumas county citizens. A significant element of this responsibility is bringing to bear community-based, law enforcement and health care resources to mitigate the immediate threats to an elderly or disabled citizen's well being.

In addition, this position is assigned to perform state-mandated eligibility determinations and social assessments for the In-Home Supportive Services program.

**Funding Sources:** The funding to support this position comes from federal pass through dollars, state general fund and county realignment dollars. There is no cost to the County's General Fund associated with this position.

## QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position?
- Why is it critical that this position be filled at this time?
- How long has the position been vacant?

1. 1.00 FTE LVN/RN/PHN I or II - a nursing staff resignation was submitted to be effective on Nov 23, 2012. A portion of this position is under contract with the California Department of Public Health (CDPH) Maternal Child Adolescent Health program to act as the county's Perinatal Services Coordinator and Sudden Infant Death Prevention Coordinator. Funds for health services in this program are reimbursed based on staff time study backed up by payroll records. If there is no nurse to time study, the local communities lose both the funding and the services allocated to Plumas County's Maternal, Child, and Adolescent Health program. The remainder of the position is under contract with CDPH Emergency Preparedness Office federal originated funding for public health preparedness, also tied to a contracted scope of work. Both of these funding streams are stable. Plumas County has already received their allocation amount for 2012/13.

- Can the department use other wages until the next budget cycle?

*All positions are budgeted and funded in the current year. Any positions that are not filled permanently could be filled by extra help by moving regular wages to other wages*

*There are many technical aspects to public health clinic vacant positions that require extensive training. We are not in a position to expend resources to train non-permanent staff on an ongoing basis. Ongoing vacancies can potentially cause stress to the agency, and have created issues with staff morale. Having fewer staff than needed also presents safety and liability concerns. The strain on all staff to balance their regular required duties with additional assignments has resulted in an atmosphere of tension and anxiety in the past, particularly when staff know grant funding exists and will be lost if positions are not filled.*

- What are staffing levels at other counties for similar departments and/or positions?

*Compared to regional counties and counties of similar size, we have a very small clinic/nursing staff.*

- What core function will be impacted without filling the position prior to July 1?

*Patient services, lack of compliance with local, state and federal contracts, and delayed or incomplete grant compliance, billing and administration are all results of these ongoing vacancies. The negative impacts to our agency will exacerbate if the vacancies continue.*

- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?

*Not filling the grant funded positions will cost PCPHA funds that cannot be drawn down from grants, as we cannot bill for a position unless we have spent the funds. It can be argued that these are not funds lost because we don't have to expend the funds to pay the position if it is vacant. However, the county has lost the value of the services being provided to families and children. We will also experience material losses in delays in billing and revenue, exacerbating cash flow issues.*

- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?

*Funding cuts have impacted our agency in every area and caused our staff to take on much more than they ever have before. But due to diligence in responsible fiscal planning with the highest commitment to public services, our clients perceive little or no difference in the scope of services they receive. Our current and potential budget reductions will not impact other county departments at this time. All state and federal grant funds are tied by contract to deliverables and staffing positions. If these funds are lost, the county is not responsible for providing the work and staff to accomplish contracted health service deliverables.*

- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?

No.

- Does the budget reduction plan anticipate the elimination of any of the requested positions?

No.

- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

*N/A. All positions requested are fully funded by contract for the 12-13 fiscal year. Filling these positions helps PCPHA draw down grant revenue, which in turn helps support the county general fund by nearly half a million dollars in overhead payments.*

- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?

Yes. *The cash reserves are as follows:*

09/10	\$553,774
10/11	\$557,071
11/12	\$559,308

### CRITICAL STAFFING COMMITTEE REQUEST FORM

The following information and questionnaire must be completed in its entirety before the request will be reviewed by the Critical Staffing Committee.

DATE OF REQUEST: Nov. 1, 2012

DEPARTMENT TITLE: Public Health

BUDGET CODE(s) AND BREAKDOWN FOR REQUESTED POSITION: 70560 100%

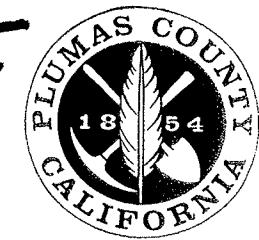
POSITION TITLES: 1.0 FTE LVN/RN/PHN I or II (open)

ARE POSITIONS CURRENTLY ALLOCATED? YES X NO

# PLUMAS COUNTY MENTAL HEALTH SERVICES

270 County Hospital Road, Suite 109 Quincy, CA 95971

(530) 283-6307 FAX (530) 283-604



Patricia Leslie, Interim Director

DATE: November 13, 2012

TO: Honorable Board of Supervisors

FROM: Patricia Leslie, Interim Director of Plumas County Mental Health

SUBJ: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF NOVEMBER 13, 2012

RE: Approve a resolution to ratify an adjustment to the salary classifications of Plumas County Mental Health Therapist and Behavioral Health Therapist and authorize staff to perform the correction.

**It is Recommended that the Board of Supervisors** receive, approve and ratify a resolution adjusting the salary classification of Mental Health Therapist I & II, and Behavioral Health Therapist I & II and authorize staff to adjust the classifications.

## **Background and Discussion**

The Mental Health Department completed a salary study initiated in response to a concerning new trend of professional personnel turnover and difficulty with recruitment and retention of professionals. Two recent hires and a long standing professional all noted the desire and intention to work for the department, but an unwillingness to continue to do so due in part to the low compensation package as related to other counties. Additionally, during the process of recruitment, the County experiences the loss of several highly qualified applicants upon their learning of the salary grid limitations and that the positions have on-call and emergency response duties. This Department's most recent professional hire required approval of an initial salary in the middle of the classification. It is very expensive to train professional employees, requiring a minimum of 2 years of work experience to attain the skills necessary for relative independent practice and 18 months to learn the complex electronic records systems required by Federal regulation. It is important to note that once trained Plumas County's professional employees are highly valued by other potential employers both in and out of government due to their clinical skills, license, license-eligibility and technology skills.

All regions of Plumas County are experiencing unprecedented service demand that underscores the importance of maintaining the integrity of the mental health service system. Mental Health professionals are critical to public safety, and a system limiting recruitment and retention can result in poor response or no response to emergency situations.

## **Budget Impact:**

The Department's current revenues of \$3,970,381 fully fund for FY 12/13 the annualized benefited rate for Mental Health Therapist I & II and Behavioral Health Therapist I & II at a classification adjustment of 7.4%. These professional positions are funded through Federal and State funding. These positions are primarily funded via Medi Cal recoupment for services the Department completes. The Department can recover a significant portion of the cost of the 7.40% grid adjustment through Medi Cal billable services. There is no immediate or midterm risk to the State or Federal funding of mental health services. The County annual contribution of \$11,082 to the Department serves to ensure receipt of State and Federal funding. Revenues strongly indicate the Department's ability to financially implement a grid adjustment that can be sustained over time. The Department is able to control costs largely by providing consistent quality outpatient services that

mitigate the risk of much more costly inpatient services and this can only be done by retaining committed, experienced and well trained professional staff.

#### **Other Agency Involvement**

The Classifications associated with this recommendation are only located within the Mental Health Department and are not linked to other departments salary structures. The County Human Resources Director met and conferred with the Union Representative and two employees. Human Resources reported to the Mental Health Department that the Union indicated no issues moving forward and agreed with the proposed increase.

#### **Summary**

A salary classification adjustment for these professional mental health providers before critical expertise and significant revenue losses result and recruitment becomes marginally effective is key and important for overall functioning of the department and to meet the service demands of the county.

Patricia Leslie is requesting the Honorable Board of Supervisors to approve this classification adjustment.

RESOLUTION 12-

**RESOLUTION ADJUSTING SALARY CLASSIFICATION OF MENTAL HEALTH THERAPIST I & II, AND BEHAVIORAL HEALTH THERAPIST I & II.**

**WHEREAS**, the Board of Supervisors establishes the salary structure of all position classifications; and

**WHEREAS**, from time to time the Board of Supervisors may find it necessary to amend the salary structure of a classification due to additional duties being performed, a higher level of difficulty being performed, or the inability to recruit and retain qualified candidates in a classification; and

**WHEREAS**, Plumas County wishes to ensure access to medically necessary mental health services for full-scope Medi-Cal beneficiaries living in Plumas County; and

**WHEREAS**, on May 15, 2012, the Board of Supervisors received a report from the Mental Health Director addressing a salary issue with employees in the classifications of Mental Health Therapist I and II, Behavioral Health Therapist I and II, and Community Care Case Manager. This report referenced a rigorous salary and benefit comparison study performed by the Mental Health Department, and was reviewed by both the Mental Health Advisory Commission and the Human Resources Director. The salary comparison data indicate the following: The annualized benefited rate for Community Care Case Managers was essentially at mid-point for the counties studied. The annualized benefited rate for Mental Health Therapists was considerably below the midpoint of the comparison counties by 7.4%. The Director of Mental Health has requested that the Plumas County Board of Supervisors adjust the salary grid for the classifications of Mental Health and Behavioral Health Therapists I & II; and

**WHEREAS**, The Board of Supervisors referred the matter to the Fiscal Year 2012/13 budget process and to proceed with meet and confer with Operating Engineers Union Representative. The Human Resources Director met with the Union (Operating Engineer's Business Representative) resulting in the Union having no objections to move this matter forward to the Board of Supervisors; and

**WHEREAS**, the Mental Health Department submitted revised budgets to the Plumas County Board of Supervisors (in September 2012); and

**WHEREAS**, the Mental Health Department's revised budgets, with salary increases for the full Fiscal Year 2012/13, were approved by the Plumas County Board of Supervisors on October 2, 2012; and

**WHEREAS**, the Director of Mental Health has worked with the Director of Human Resources and determined the calculations for change of ranges; and

**WHEREAS**, this resolution provides direction to Human Resources to adjust the salary ranges for the classifications Mental Health and Behavioral Health Therapists I and II.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Supervisors approves the following salary range adjustments for the classifications of Mental Health Therapist I and II, and Behavioral Health Therapist I & II, effective July 1, 2012, and directs the Human Resources Director to adjust the salary ranges accordingly:

Mental Health Therapist I, current range is 2009, new range shall be 2158.

Mental Health Therapist II, current range is 2214, new range shall be 2378.

Behavioral Health Therapist I, current range is 2009, new range shall be 2158.

Behavioral Health Therapist II, current range is 2214, new range shall be 2378.

The foregoing resolution was duly passed and adopted on November 13, 2012, at a regular meeting of the Plumas County Board of Supervisors by the following vote:

AYES:

NOES:

ABSENT:

---

Chair, Board of Supervisors

ATTEST:

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Clerk of the Board of Supervisors

# PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS

1834 East Main Street, Quincy, CA 95971 – Telephone (530) 283-6268 – Facsimile (530) 283-6323  
Robert A. Perreault, Jr., P.E., Director                    Joe Blackwell, Deputy Director



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## AGENDA REQUEST

for the November 13, 2012 meeting of the Board of Supervisors

November 5, 2012

**COPY**

To: Honorable Board of Supervisors  
From: Robert Perreault, Director of Public Works *Robert A. Perreault*  
Subject: Re-authorize the Public Works Overnight Vehicle Assignment Policy,  
adopted on October 26, 1993; discussion and possible action.

## BACKGROUND

As part of the Administrative Controls, adopted on October 2, 2012, for the FY 2012-13 Plumas County Budget, there is a need for the Board of Supervisors to re-authorize the Public Works Overnight Vehicle Assignment Policy

Enclosed is documentation from the past at which this matter has known to be previously considered by the Board of Supervisors.

## RECOMMENDATION

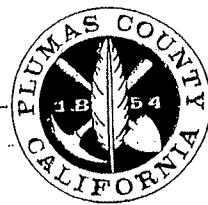
The Department of Public Works respectfully recommends that the Board of Supervisors vote to re-authorize the Public Works Overnight Vehicle Assignment Policy, adopted on October 26, 1993.

Attachments

# **ATTACHMENT 1**

# DEPARTMENT OF PUBLIC WORKS

1834 EAST MAIN, QUINCY CA 95971 PHONE (530) 283-6268 FAX (530) 283-6323



ROBERT A. PERREAULT Jr.  
DIRECTOR

MARTIN BYRNE  
ASST. DIRECTOR

JOE BLACKWELL  
DEPUTY DIRECTOR

## AGENDA REQUEST

November 10, 2008

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

A handwritten signature of Robert Perreault.

Subject: Agenda Request for the November 18, 2008 meeting of the Plumas County Board of Supervisors

A. To re-authorize the Department of Public Works to take home vehicles, subject to the Overnight Vehicle Assignment Policy, adopted October 26, 1993.

### Recommendation:

Reauthorization by the Board of Supervisors is recommended, subject to the Overnight vehicle Assignment Policy, adopted on October 26, 1993.

### Background:

This matter was continued at the October 21, 2008 meeting of the Board of Supervisors.

Documents previously distributed as back-up information are as follows:

1. October 26, 1993 Overnight Vehicle Assignment Policy.
2. Minutes of the Board Meeting, dated October 26, 1993.
3. Memo from Director of Public Works to CAO, dated April 21, 2008, including attachments.
4. Copy of 9-29-08 Agenda Request, with notations.
5. Memo to Board of Supervisors, dated October 10, 2008.

The Administrative and Budgetary Controls of the FY 08/09 Budget, adopted, on September 23, 2008, pertaining to the overnight vehicle assignments, included a revocation of prior approvals and a need for new authorization from the Board of Supervisors.

**NOON RECESS**

**AFTERNOON SESSION**

The Board reconvenes at 1:30 p.m. with all Board members present as in the morning session.

**5. BOARD OF SUPERVISORS**

**CLOSED SESSION**

**Sitting as the Governing Board for the Plumas County In-Home Supportive Services Public Authority**

Conference with Labor Negotiator regarding employee negotiations: Represented In-Home Supportive Services (IHSS) providers.

Following closed session, the Chair announces no action was taken.

**6. SOCIAL SERVICES**

**TRENDS REPORT**

Presentation by Elliott Smart, Director of Social Services of Trends Report for quarter ending September 30, 2008. The report provides information regarding public assistance caseloads and workload trends for services that are offered by the Department of Social Services.

**CALWORKS PUBLIC ASSISTANCE DIRECT DEPOSIT ACCOUNT**

Motion by Supervisor Thrall, second by Supervisor Powers and carried authorizing transfer of emergency funds for up to \$30,000 per month in payments that are not immediately identifiable to the Social Services, Plumas Bank Electronic Benefits Transfer/Direct Deposit Account

**7. PUBLIC WORKS**

**PUBLIC HEARING/RESOLUTION 08-7518 RE: GREENVILLE UNDERGROUND DISTRICT**

The public hearing is opened. There being no comment, the public hearing is closed. Motion by Supervisor Meacher and second by Supervisor Powers to adopt Resolution No. 08-7518, establishing Greenville Underground District No. 6, as amended to include an exemption to property owners from permit fees for electrical inspections within the project. AYES: Supervisors Powers, Thrall, Meacher, Olsen and Comstock. NOES: None. ABSENT: None. Carried and so ordered.

**OVERNIGHT VEHICLE ASSIGNMENT POLICY**

Motion by Supervisor Meacher, second by Supervisor Olsen and carried to re-authorize the Department of Public Works to take home county vehicles, subject to the Overnight Vehicle Assignment Policy adopted October 26, 1993.

**URGENCY MATTER – COUNTY COUNSEL**

**PUBLIC DEFENDER CONTRACTS – REQUEST FOR PROPOSAL**

Upon report and recommendation of Dennis Cota, Interim County Counsel, motion by Supervisor Powers and second by Supervisor Thrall to add this matter to the agenda as an urgency matter because the need for action was not apparent prior to the posting of the agenda. AYES: Supervisors Powers, Thrall, Meacher, Olsen and Comstock. NOES: None. ABSENT: None. Carried and so ordered.

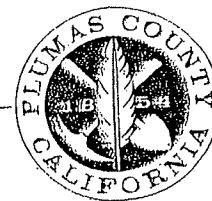
Dennis Cota, Interim County Counsel brings this matter to the Board seeking direction on advertising for Request for Proposals (RFP's) for Public Defender services. Supervisor Meacher questions the urgency of the matter and reminds the Board the current Public Defenders have signed an extension to their contract through December 31, 2008.

Following further discussion, motion by Supervisor Olsen, second by Supervisor Powers and carried, with Supervisor Meacher opposed, authorizing County Counsel to advertise for Request for Proposals for Public Defender services.

## **ATTACHMENT 2**

# DEPARTMENT OF PUBLIC WORKS

1834 EAST MAIN, QUINCY CA 95971 PHONE (530) 283-6268 FAX (530) 283-6323



ROBERT A. PERREAU LT Jr.  
DIRECTOR

MARTIN BYRNE  
ASST. DIRECTOR

JOE BLACKWELL  
DEPUTY DIRECTOR

## AGENDA REQUEST

October 10, 2008

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works 

Subject: Agenda Request for the October 21, 2008 meeting of the Plumas County Board of Supervisors

F. To re-authorize the Department of Public Works to take home vehicles, subject to the Overnight Vehicle Assignment Policy, adopted October 26, 1993.

### Recommendation:

Reauthorization by the Board of Supervisors is recommended, subject to the Overnight vehicle Assignment Policy, adopted on October 26, 1993.

### Background:

Attached is a copy of the following documents:

1. October 26, 1993 Overnight Vehicle Assignment Policy.
2. Minutes of the Board Meeting, dated October 26, 1993.
3. Memo from Director of Public Works to CAO, dated April 21, 2008, including attachments.
4. Copy of 9-29-08 Agenda Request, with notations.
5. Memo to Board of Supervisors, dated October 10, 2008.

The Administrative and Budgetary Controls of the FY 08/09 Budget, adopted, on September 23, 2008, pertaining to the overnight vehicle assignments, included a revocation of prior approvals and a need for new authorization from the Board of Supervisors.

# DEPARTMENT OF PUBLIC WORKS

1834 EAST MAIN, QUINCY CA 95971 PHONE (530) 283-6268 FAX (530) 283-6323



ROBERT A. PERREAULT Jr.  
DIRECTOR

MARTIN BYRNE  
ASST. DIRECTOR

JOE BLACKWELL  
DEPUTY DIRECTOR

## MEMORANDUM

October 10, 2008

From: Bob Perreault, Director of Public Works  
Subject: Request for Information Pertaining to the Overnight Vehicle Assignment Policy  
To: Board of Supervisors

In regard to the Department's recommendation that the Board of Supervisors re-affirm the previously approved thirteen (13) vehicle assignments for the Public Works Department, since my September 29, 2008 agenda request submittal, there has been a request for additional data: pertaining to distances that employees live from their headquarters and to the number of callouts that has occurred in the past.

Please be advised that the Department, to the best of my knowledge, did not keep a compilation of such specific callout data during the 22 years that the overnight vehicle assignment policy has been in place. Accordingly, such requested callout data is not available in a numerical format.

Nevertheless, I have requested my employees to submit commentary pertaining to the issue. Copies of those responses are attached for your review and information.

If this issue needs to be further addressed, I will be pleased to have that discussion with the entire Board of Supervisors during their meeting scheduled for October 21, 2008.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Robert Perreault".

Robert Perreault  
Director of Public Works

Joe Blackwell

From: "Joe Blackwell" <joeblackwell@countyofplumas.com>  
To: "Joe Blackwell" <joeblackwell@countyofplumas.com>  
Sent: Tuesday, October 07, 2008 8:21 AM  
Subject: Fw: Take Home Vehicles

Hi Marty,

Here is the names of those affected by the take a way of the take home vehicles.

Position	Name	Round Trip Miles Per Day
Director	Bob Perreault	1.2
Assistant Director	Marty Byrne	8
Deputy Director	Joe Blackwell	1.4
Shop Foreman	Bob Pettit	48.6
Dist. 1 Foreman	Vic Boyd	.6
Dist. 2 Foreman	John Dobrinien	1.4
Dist. 3 Foreman	Jay Pettigrew	2.8
Dist. 4 Foreman	Gerry Filippi	17.2
Dist. 5 Foreman	John Work	18
La Porte Foreman	Bill Shaw (Leadman)	.4
Road Mechanic East	Dave Edgar	12 seasonal
Road Mechanic West	Joe Stockton	10 seasonal
Lead Mechanic	Eric Braswell	8 seasonal

These are the same 13 positions that have had a take home vehicle the entire time the policy has been in existence.

The 3 mechanic trucks only are taken home as a cost savings measure to the dept. during winter months when there is a night shift working in the area that the mechanic lives in/services. This is also a safety factor when the equipment breaks and the operator is unable to move it from the roadway.

The other 10 vehicles/positions have been accepted as part of the job dating into pre-1960s. They are also the same 10 that are in the last policy dated 1993.

We haven't attempted to add any vehicles/positions to the original policy so I don't believe we need to have each individual add any confusion to the cause. For example; the Dist. 4 Foreman Gerry Filippi has only had this position/vehicle for a few months. There has been 3 Foremen in Dist. 4 since the policy was accepted.

# DEPARTMENT OF PUBLIC WORKS

1834 EAST MAIN STREET, QUINCY, CA 95971-9795 PHONE (530) 283-6268 FAX (530) 283-6323



ROBERT A. PERREAU LT Jr.  
DIRECTOR

## Memorandum

Date: October 7, 2008

To: Bob Perreault

MARTIN BYRNE  
ASST. DIRECTOR

From: Joe Blackwell

JOE BLACKWELL  
DEPUTY DIRECTOR

Subject: Take Home Vehicles

Hi Bob,

Please find attached to this memo, the responses from other affected employees pertaining to the take home vehicles of Public Works. The responses are in a general non-date specific format due to the lack of documentation and the amount of time that would be involved in attempting to research the exact information.

I have had five different take home vehicles through three different positions during my twenty-four years of employment with Plumas County Public Works.

In my current position I am responsible for supervising all seven Maintenance Supervisors, this includes Districts One through Five, Laporte and the Shop. With this I respond as necessary to countywide issues twenty-four-seven-365.

I routinely respond for emergencies after hours, nights, weekends, holidays and days when I am on vacation but in the area. I seldom charge any time for these services.

Some examples of callouts for me include;

- Road closures due to hazards such as fire.
- Vehicle accidents involving County Vehicles, fatalities or major injury on county roads.
- Flooding.
- Unsafe conditions due to a variety of reasons.
- Complaints or concerns from CHP, PCSO, other agencies and the public.

I have two, two-way radios in my take home vehicle that allow not only communication with other Public Works employees but also with other agencies such as CHP, PCSO, USFS and local Fire Departments. I use these tools to coordinate and relay requests for service from my home, many times without the need for a callout.

I park inside my garage at home making my personal items stored in the vehicle as well as the vehicle more secure than parking it outside at the Public Works office. During winter months I don't have to wait for snow and ice to melt away greatly reducing response time.

I have checked with our surrounding counties and agencies to find out whom if any have assigned take-home vehicles.

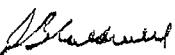
Butte, Sierra, and Lassen Counties, Caltrans, CHP and PCSO all assign vehicles to their first line employees. The other Public Works Departments follow the same basic guidelines that we do.

In summery, it is a cost saving, liability reducing policy for all of these positions to have a take-home vehicle assigned to them to be used for county business.

As a footnote, I have had insurance on my automobiles and home for about thirty years and have yet to file a claim, I still believe it to be smart money to have insurance.

Take-home vehicles are cheap (in comparison) insurance to the county when situations occur that have possible liabilities and when time is of the essence.

Thank you,

  
Joe Blackwell  
Deputy Director of Public Works.

If we don't have take home vehicles for these positions we will have to use the formula in section 3.05 of the MOU to compensate them, this will obviously cost a lot more.

I clean my vehicle at least once a week on my own time at home, it is parked in my own garage (no snow or ice) for a faster response to emergencies. Numerous times I have used the two-way radio in my take home vehicle to contact employees working other shifts than I am when I receive requests for service via phone, this would otherwise result in a call-out. I also routinely go into the districts during storms/events to gain first hand information on conditions. I do not charge time for the majority of any of my after hours work.

This is also common practice for others that have take home vehicles.

Hope this helps,

Joe Blackwell

Bob Perreault

**From:** "Marty Byrne" <martybyrne@countyofplumas.com>  
**To:** "Bob Perreault" <bobPerreault@countyofplumas.com>  
**Sent:** Wednesday, October 08, 2008 9:27 AM  
**Subject:** Vehicles Fw: Meeting at Tantardinos Restaurant on Sun., Feb. 11th

Bob - my last "call-out" was this meeting. Marty

----- Original Message -----

**From:** Sharon Thrall  
**To:** Marty Byrne  
**Sent:** Tuesday, February 13, 2007 9:42 PM  
**Subject:** Re: Meeting at Tantardinos Restaurant on Sun., Feb. 11th

Hi Marty: Thank you for the summary and most of all for your prompt response to my request for help on a rainy, cold Sunday, it is deeply appreciated. - Sherrie Thrall

----- Original Message -----

**From:** Marty Byrne  
**To:** jkpcpw ; Joe Blackwell ; Bob Perreault ; Barbara Thompson ; Jack Ingstad ; Sherrie Thrall  
**Sent:** Tuesday, February 13, 2007 11:14 AM  
**Subject:** Meeting at Tantardinos Restaurant on Sun., Feb. 11th

Attached is memo to file summarizing this Sunday's meeting and discussion re: flooding at Tantardinos Restaraunt.

Joe Blackwell

**From:** "Janet Pearson" <jpearson96122@earthlink.net>  
**To:** <joeblackwell@countyofplumas.com>  
**Sent:** Tuesday, October 07, 2008 8:32 AM  
**Subject:** Vehicle take-home policy

Joe:

During the course of the year there are a number of after-hour emergency calls. The CHP & Sheriff's offices have called us out on road closures for fires, sanding, rocks in the road, trees down, flooded roads, vehicle accidents and dead animals. Having access to the county vehicle makes the response time much quicker.

Steve Pearson  
District #1 Leadman

Date: October 7, 2008

To: Joe Blackwell, Deputy Director

From: Jerry Whipple, Leadworker

Subject: Vehicle Take Home Policy

Joe,

Throughout the year, Foreman and Leadworkers respond to a number of after-hour traffic hazards and emergencies. Here is a list of some of the calls that we have responded to in the past year:

1. Down trees in roadway
2. Vehicle accidents
3. Forest Service fire road closures
4. Large dead animals in roadway
5. CHP and Sheriff Office call outs
6. Important Traffic Signs (stop signs, etc.) that are missing or blown over
7. Debris in roadway from high winds
8. Plugged culverts and drainage ditches
9. Flooded Roadways
10. Slides blocking one or both lanes

Jerry

**Joe Blackwell**

---

**From:** "Kelli Pettigrew" <grews@citlink.net>  
**To:** <joeblackwell@countyofplumas.com>  
**Sent:** Monday, October 06, 2008 7:29 PM  
**Subject:** Info relating to overnight vehicle policy

Joe,

I respond to a variety of differend calls during the course of the year. A typical callout can entail picking up dead animals, repairing missing or damaged traffic signs, debri in roadway, fallen trees across roadway, flooding, vehicle accidents, emergency road repairs and snow removal. During the winter months I may go out several times during the weekend to check road conditions for snow depth to determine the need to call out plows. I may get a call from the night shift due to equipment breakdowns or other snow removal issues, down power lines. The Highway Patrol has called me out numerous times for sanding during winter months. Having access to the county vehicle at my property makes my response time a lot quicker for these issues.

Jay Pettigrew  
District 3 Road Foreman

October 6, 2008

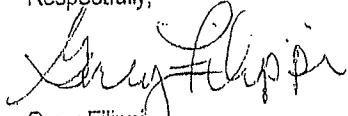
Joe Blackwell  
1834 E. Main St.  
Quincy, CA 95971

Re: The frequent use of the take home vehicles

Depending on the weather, I receive about 10 to 12 calls a year from either the Plumas County Sheriff's Department or the California Highway Patrol for road hazards or accidents. The road hazards consist of rocks in the roadway, ice and snow. I am able to respond to those incidents faster and more efficiently when I have a county pickup at my residence. Most of these calls come during the winter months but there are several occasions when calls come in during other times of the year. The response time is greatly increased when I don't have a county vehicle at my residence. Most of the calls are in regard to hazards on the Bucks Lake Road and, since I live in Meadow Valley, I can make the roadway safe to travel within about 10 minutes. Also, if it only takes that short amount of time I usually do it on my own time at no cost to the county.

As soon as I back out of my driveway I am on county road and when necessary I can start plowing snow. With the Bucks Lake Road being the major roadway in the Quincy District I can access the condition of this road first hand and get crews on the road faster so we can make the Bucks Lake Road safe for the public.

Respectfully,



Gerry Filippi  
Plumas County Public Work  
Road Maintenance Supervisor

October 4, 2008

Plumas County Board of Supervisors  
520 Main Street  
Quincy, CA 95971

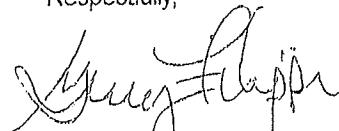
Re: Disadvantages of not having County take home vehicles

At about 6:40 a.m. on Saturday October 4, 2008, I received a phone call from the Plumas County Sheriff's Department to remove rocks on the Gold Lake Road. While on my way to Quincy in my private vehicle, in order to pick up a county pickup truck, I came across numerous rocks about that size of basketballs blocking the eastbound lane on the Bucks Lake Road. This was at 6:50 a.m. I set out some flares that I carry in my private vehicle and then proceeded to the Quincy yard to get Unit #30 to remove the rocks. It was about 7:25 a.m. when I returned to the scene to remove the rocks, which took about 5 minutes. I then proceeded to the Gold Lake Road to remove the rocks that were reported earlier by the Plumas County Sheriff's Department.

If I would have had a county pickup at home I would have been able to clear these dangerous rocks from the roadway by 6:55 a.m. and make the road safe for travel. Had I been called out for just the rocks on the Bucks Lake Road I would have done this at no cost to the county, but now that we don't have county pickups at our residence the cost to the county will be substantial. According to section 3.04 of the Memorandum of Understanding I am entitled to 2 hours of overtime pay along with round trip mileage from Meadow Valley to Quincy for the use of my private vehicle. That cost to the County is \$102.50 for labor and about \$10.53 for mileage for a total of \$113.03. This is a significant amount of money over the course of a year, but more importantly is the 30+ extra minutes the Bucks Lake Road and the Gold Lake Road were not safe roads to drive for the citizens and their families.

We, as Plumas County Public Works Road Maintenance Supervisors, have a responsibility to make our roadways as safe as possible for the citizens of this county. We take this duty seriously and it is being compromised by not having county vehicles at our homes for fast responses.

Respectfully,



Gerry Filippi  
Plumas County Public Works  
Maintenance Supervisor Quincy District

Joe Blackwell

**From:** "John & Trisha Work" <johnwork4246@sbcglobal.net>  
**To:** <joeblackwell@countyofplumas.com>  
**Sent:** Monday, October 06, 2008 8:13 PM  
**Subject:** take-home vehicles

Date: October 6, 2008

To: Joe Blackwell, Deputy Director of Public Works

From: John Work, Foreman, District 5

Subject: Take-Home Vehicles

In response to your request for information about the take-home vehicle use:

I would, in an average winter, drive to Johnsville 8 – 12 times just to check on the road conditions. This was done in order to determine whether they were safe, if I should turn the chain signs, to call someone out the next day, and what time we should begin to clear the roads.

Also, if it had been snowing during the night and we were coming out to plow, or even after a 12 hour shift during a large storm I would plow down Mohawk Vista and over through Blairsden on my way to and from the shop. I would also drive by way of Mohawk Vista to knock the rocks out of the road if it had stormed. {This was done either before or after my regular shift.}

I hope that this information will help to regain the trucks back for the Foremen.

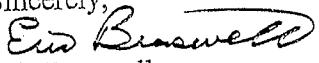
October 6, 2008

To: Bob Renneault  
From: (Eric Braswell) (Lead Mechanic)  
Re: Take Home Vehicles

Bob,

Here is the information that you requested as to our take home vehicles. I was issued a county take home service truck when I accepted the position as Lead Equipment Mechanic on June 12, 2006. I have had numerous "call-outs" through the winter months and the potential to be called out during the summer months. When I get called out for an emergency, I leave directly from my house to the piece of equipment that is broke down (often in the middle of the road). This speeds up the response time because I park the service truck in my carport with the block heater plugged in and is ready to go when needed. I often have enough parts on the service truck to get the equipment back in service and to reduce down time and prevent road closure. This helps keep Public Safety at the highest level by not closing roads due to equipment failure.

I have been called out during the winter months several times a week and I'm subject to be called out at any time and anywhere in Plumas County. By taking the service truck home, I save the County additional overtime and "call back" costs.

Sincerely,  
  
Eric Braswell

October 6, 2008

From: Bob Pettit

Subject: Request for Information Pertaining to the Overnight Vehicle Assignment Policy

To: Bob Perreault

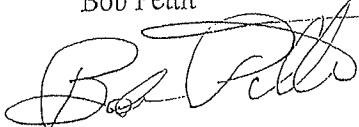
Bob,

We don't keep track of the actual number of callouts each and every day. It can be several times a week to once a week, however I use my take home vehicle for communication purposes to communicate with the district foreman, operators, my field mechanics and the Quincy Shop on very regular basis when we have problems in the field. I use the vehicle several times a week to shuttle parts back and forth between Greenville and Chester all year long. Most of this happens before and after regular working hours and no time is usually charged to the County, unless we run over 30 minutes. This saves the County a lot of downtime and money having to send someone to specifically transport parts. If the crews are very busy, there is no one available to run parts. I will also run parts after hours for my field mechanics and the Greenville and Chester Districts, getting the equipment up and going much sooner than having them chasing parts on overtime when we have major equipment broken down during summer or winter.

Here at Public Works, our primary purpose is to provide a **Service** for the public and provide the best possible level of **Public Safety** that is possible with the resources that we have available. Over the decades, we have fine-tuned our services to provide a very high level of service for the residents of Plumas County, a level that they have become accustomed to. By taking away our Take Home Vehicles you have seriously compromised our response time and you have compromised **Public Safety** and the **Services** that we provide, I certainly do not see any advantage to the residents of Plumas County. Our department is fully funded; there is no reason for the County to be reducing services to our residents.

Regards,

Bob Pettit

A handwritten signature in black ink, appearing to read "Bob Pettit".

October 6, 2008

From: Dave Edgar, field mechanic  
Subject: Information as to service truck after hours call outs

Living in Portola puts me in the middle between Beckwourth and Graeagle, the two districts of Eastern Plumas County. During winter there has been no inside space available to park a service truck inside, all my personal tools and some of county's, due to the plow trucks needing to thaw out. Often I get called to either place and end up in the opposite. It is not unusual to do this more than once in the same call out period, with little in between time. Having the truck at home drastically cuts down the response time, saving not only money for callback, but potential hazards to other vehicles, and to plow truck drivers themselves. There is no way to know ahead which direction I might have to go, yet to drive my car the opposite to get truck, worse if it is in Quincy, adds up to a lot of extra overtime, not to mention DOT driver hours regulations. This example would have happened a lot after hours and weekends if the truck was not at my house. As to vehicle hazards, there has been a broken cattle guard needing welding to make safe to public; a Sunday. We have had numerous plow parts break, disabling the truck, loaders, snowblowers, and even pickups with plows in the roadway. This is a hazard to other traffic, and can be to the driver also. There has been flat tires needing to be changed, the service truck has air and tools to do, the drives of bigger trucks and other equipment do not, and much of this takes the use of the onboard crane to lift. When the snow is coming down hard, the longer the delay means less road being plowed, again due to overtime costs and DOT time allowed the drivers, does not matter if he/she is waiting for help, it is part of. There has been occasions where only one driver is out, and do to the radio in service truck that would have been parked instead of coming to my home, breakdowns disabling the engine from running, left the driver without any heat. On one occasion he was very cold even with proper clothing by the time I got there from the opposite district due to bad roads, and the truck was blocking one lane. These should be worthy things to consider in regard to the very small fuel cost to my house and done so mostly on my time, ending my time at one or the other districts because I was driving the truck to and from home.

October 8, 2008

Joe Blackwell

RE: Maintenance Supervisor Vehicles

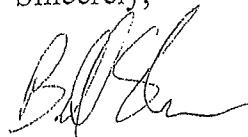
I have been employed with Plumas County Public Works for 10 years and have been running the crew in the LaPorte District since the first of September when our maintenance supervisor retired.

During my years with Plumas County I have witnessed, and been aware of, several times that the maintenance supervisor responded from his residents in a county vehicle to various incidents within LaPorte's road system.

These incidents have consisted of vehicle accidents, tree's across roadway, rocks in roadway, power lines down and many other hazardous and potentially dangerous situations.

During some emergencies minutes and seconds count. The ability to respond on call outs quickly with this county vehicle and its resources, which includes warning lights and radio communication, is invaluable for public safety in our community

Sincerely,



Bill Shaw  
Plumas County Public Works (Lead Worker)

# DEPARTMENT OF PUBLIC WORKS

1834 EAST MAIN, QUINCY CA 95971 PHONE (530) 283-6268 FAX (530) 283-6323



RECEIVED  
OCT 02 2008  
Public Works

## AGENDA REQUEST

ROBERT A. PERREAULT Jr.  
DIRECTOR

MARTIN BYRNE  
ASST. DIRECTOR

JOE BLACKWELL  
DEPUTY DIRECTOR

September 29, 2008

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Request for the October 7, 2008 meeting of the Plumas County Board of

*Bob*

*This item has been removed from the agenda.*

of Public Works to take home vehicles, subject

to a new Vehicle Assignment Policy, adopted October 26, 1993.

recommended.

its:

Vehicle Assignment Policy.

dated October 26, 1993.

Works to CAO, dated April 21, 2008, including

The Administrative and Budgetary Controls of the FY 08/09 Budget, adopted, on September 23, 2008, pertaining to the overnight vehicle assignments, included a revocation of prior approvals and a need for new authorization from the Board of Supervisors.

## ACTION AGENDA

### 1. PUBLIC WORKS

#### OVERNIGHT VEHICLE POLICY, REAUTHORIZATION

This matter is before the Board for consideration to re-authorize the Department of Public Works to take home county vehicles, subject to Overnight Vehicle Policy adopted October 26, 1993. Following brief discussion, motion by Supervisor Meacher, second by Supervisor Powers and carried to approve a thirty day extension to the existing policy to allow time for the County Administrative Officer and Director of Public Works to meet to discuss details associated with the current policy for report to the Board.

#### GREENVILLE STREETSCAPE PROJECT

Status report by Robert Perreault, Director of Public Works on the Greenville Streetscape Project. No action is taken.

#### RESOLUTION 08-7511 RE: UNDERGROUND DISTRICT 6, GREENVILLE

Motion by Supervisor Meacher and second by Supervisor Powers to adopt Resolution No. 08-7511, to set a Public Hearing on November 18, 2008 at 2:00 p.m. regarding Underground District No. 6 in the Town of Greenville. AYES: Supervisors Powers, Thrall, Meacher, Olsen and Comstock. NOES: None. ABSENT: None. Carried and so ordered.

### 2. BOARD OF SUPERVISORS

#### CORRESPONDENCE

Motion by Supervisor Powers, second by Supervisor Meacher and carried authorizing the Chair to sign a letter to the Sierra Nevada Conservancy in support of Quincy CSD grant proposal for an Ultraviolet Solar Powered Disinfection System.

#### INFORMATIONAL ANNOUNCEMENTS

None.

#### APPOINTMENTS

##### HEALTH INSURANCE ADVISORY COMMITTEE

Motion by Supervisor Thrall, second by Supervisor Olsen and carried to appoint Gayla Trumbo and Kelly Stane to the Health Insurance Advisory Committee.

#### CSAC BOARD OF DIRECTORS

Motion by Supervisor Powers, second by Supervisor Meacher and carried to appoint Supervisor Thrall to the CSAC Board of Directors for 2009 and Supervisor Olsen as the Alternate.

### 3. COUNTY COUNSEL

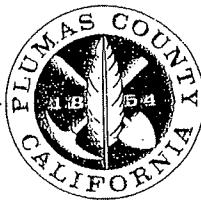
#### HIGH SIERRA MUSIC FESTIVAL CONTRACT

Motion by Supervisor Powers, second by Supervisor Thrall and carried to approve a Contract between High Sierra Music Festival and Plumas County, and authorize the Chair to sign.

## **ATTACHMENT 3**

# DEPARTMENT OF PUBLIC WORKS

1834 EAST MAIN, QUINCY CA 95971 PHONE (530) 283-6268 FAX (530) 283-6323



# COPY

ROBERT A. PERREAU LT Jr.  
DIRECTOR

MARTIN BYRNE  
ASST. DIRECTOR

JOE BLACKWELL  
DEPUTY DIRECTOR

AGENDA REQUEST

September 29, 2008

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Agenda Request for the October 7, 2008 meeting of the Plumas County Board of Supervisors

A. To re-authorize the Department of Public Works to take home vehicles, subject to the Overnight Vehicle Assignment Policy, adopted October 26, 1993.

Recommendation:

Reauthorization by the Board of Supervisors is recommended.

Background:

Attached is a copy of the following documents:

1. October 26, 1993 Overnight Vehicle Assignment Policy.
2. Minutes of the Board Meeting, dated October 26, 1993.
3. Memo from Director of Public Works to CAO, dated April 21, 2008, including attachments.

The Administrative and Budgetary Controls of the FY 08/09 Budget, adopted, on September 23, 2008, pertaining to the overnight vehicle assignments, included a revocation of prior approvals and a need for new authorization from the Board of Supervisors.

#1

## OVERNIGHT VEHICLE ASSIGNMENT POLICY

Adopted October 26, 1993

1. All overnight vehicle assignments by departments to employees be limited to the first line emergency responses for critical services only, and then only when the situation dictates. Exceptions to this policy may be granted by the Board of Supervisors when in its judgment, the overnight assignment or permanent assignment of a vehicle is justifiable for reasons of safety, efficiency and/or economy.

Emergency response is defined as a limited staff response which must be provided in order to prevent exposure to danger, chance of injury or damage to buildings or property.

To be considered for reasons of efficiency and/or economy the department must be able to demonstrate that overnight assignment of the vehicle will result in a cost savings to the County.

2. The occasional use of a vehicle would remain within the discretion of department heads and is not considered to be an assignment.

An example of occasional use is a circumstance when an employee must use a county vehicle to go to San Francisco for a 9:00 a.m. meeting and the home base of the vehicle is Quincy and the employee lives in Greenville. Driving the vehicle home would allow for an early departure and save travel time.

3. No vehicle assigned to any county employee or official shall be for the purpose of bestowing compensation or a benefit to the individual, unless the Board of Supervisors specifically approves it in writing and it is reported to the proper State and Federal taxing authorities.

REGULAR MEETING OF THE BOARD OF SUPERVISORS  
 COUNTY OF PLUMAS, STATE OF CALIFORNIA,  
 HELD IN QUINCY ON OCTOBER 26, 1993

ROLL CALL  
 The meeting is called to order at 9:00 a.m. with Supervisors Fran Roudebush, Robert Meacher, Phillip Bresciani and Vice Chairman Paul Simpson present. Chairman Bill Coates is absent.

CLOSED SESSION  
 The Board meets in closed session from 9:05 a.m. to 10:00 a.m. for litigation and/or personnel. No action is taken.

INNOCATION AND FLAG SALUTE  
 Pastor Wells from the First Baptist Church in Quincy offers the invocation, and Supervisor Roudebush leads the flag salute.

UNITED STATES FOREST SERVICES  
 Mr. Fred Kruger, representing the U.S. Forest Service, gives a report and update of sales and appeals filed in the Plumas National Forest.

SHERIFF - URGENCY ITEM  
PROPOSITION 172  
 Motion is made by Supervisor Bresciani, seconded by Supervisor Roudebush and unanimously carried, with Supervisor Coates absent, to add this item to the agenda as an urgency item. Sheriff Don Stoy addresses the Board seeking their support of Proposition 172 and commitment of funds to Sheriff, District Attorney, Fire Districts, and Probation. Following discussion regarding committing funding to only the areas requested, motion is made by Supervisor Roudebush, seconded by Supervisor Meacher and unanimously carried, with Supervisor Coates absent, to support Proposition 172, and commit funding to public safety.

AUDITOR/CONTROLLER AND TREASURER/TAX COLLECTOR

ACCOUNT RECONCILIATION  
 Mr. Ken Pope, representing Bartig, Basler & Ray, reports to the Board regarding cash ledgers reconciliation. Bartig, Basler & Ray have reconciled the cash ledgers maintained by the County Auditor/Controller's office to the total funds held in the County Treasury as of June 30, 1993. Mr. Pope extends his appreciation for the cooperation, courtesy, and assistance extended by both the Auditor's and Treasurer's office during this project. There is discussion regarding items requiring adjustment in the Auditor's and Treasurer's ledgers. The Board discusses retaining Bartig, Basler & Ray to complete reconciliation through October 1993 to allow the Auditor and Treasurer to concentrate on adjustments needed to reconcile at June 30. Bartig, Basler & Ray have worked 660 hours for a total amount of \$58,860. Mr. Pope states, Bartig, Basler & Ray would be willing to settle for \$40,000. Following Board discussion, motion is made by Supervisor Roudebush, seconded by Supervisor Bresciani and unanimously carried, with Supervisor Coates absent, to receive and file the report presented and adopt the following recommendations from Bartig, Basler & Ray:

1. Monthly Reconciliation: Within three weeks after the end of each month, that a reconciliation be prepared showing that the Auditor's cash fund equal the cash in the County Treasury and that the outstanding check lists reconcile to the respective clearing funds.
2. Interest Apportionment: That the effect of the adjustment be evaluated to see if adjustments should be made in order to be equitable to those funds with material adjustments.
3. Fund 5016 Payroll Clearing: That a new payroll clearing fund be established and segregated from Fund 5016 so that the payroll clearing agrees to the outstanding payroll checks. Fund 5016 can continue to represent benefits payable.
4. Disbursement by Wire Transfer:
  - A) Wire transfers either be treated as a manual check and transferred from the proper funds to the clearing fund or
  - B) That these be taken directly from the proper funds without being transferred or cleared to and from the clearing funds.
5. Journal Entries: That all journal entries including those that may be "Auditor's Only" be given to the Treasurer's office and that the Treasurer's office be responsible to account for every journal entry number.
6. Prior Period Postings: That no prior month postings be allowed once the month is closed and a new period opened. Any corrections should be made in the current open period. (An exception is the 13th period which allows for year end adjustments after June 30).

DISTRICT ATTORNEY

Motion is made by Supervisor Meacher, seconded by Supervisor Bresciani and unanimously carried, with Supervisor Coates absent, authorizing an exception to the hiring freeze to fill the position of Deputy District Attorney, created by resignation.

DISTRICT ATTORNEY - FAMILY SUPPORT

ACCOUNT CLERK II

Motion is made by Supervisor Meacher, seconded by Supervisor Bresciani and unanimously carried to approve the request to hire an Account Clerk II (temporary for 1 year), and amend position allocation table to add position.

SENIOR FAMILY SUPPORT OFFICER

Motion is made by Supervisor Meacher, seconded by Supervisor Bresciani and unanimously carried, with Supervisor Coates absent, to approve the request to implement approved reclassification from Family Support Officer to Senior Family Support Officer, and amend position allocation table to add position.

LONGEVITY STEP FOR CLERK III  
Motion is made by Supervisor Meacher, seconded by Supervisor Bresciani and unanimously carried, with Supervisor Coates absent, to approve a supplemental budget to fund retroactive longevity step for Clerk III, salary increment for Senior Family Support Officer, and step increase for Family Support Administrator, not included in the 1993/94 budget.

PUBLIC WORKS

WILDWOOD ACRES SUBDIVISION  
Motion is made by Supervisor Roudebush, seconded by Supervisor Bresciani and unanimously carried to approve the final map and accept the easements as offered for Wildwood Acres Subdivision.

ACCEPTANCE OF LOW BID FOR PICKUP  
Motion is made by Supervisor Meacher, seconded by Supervisor Bresciani and unanimously carried to accept the bid from Willits Motors in the amount of \$19,866.99 for the purchase of a 3/4 ton four wheel drive pickup.

COUNTY VEHICLES

This item is continued to 1:30 p.m.

BOARD OF SUPERVISORS

RESOLUTION OPPOSING PROP. 174  
At the request of Supervisor Roudebush, this item is dropped from the agenda.

RESOLUTION NO. 93-5560

Motion is made by Supervisor Roudebush and seconded by Supervisor Bresciani to adopt Resolution No. 93-5560, Ratifying Memoranda of Understanding (MOUs) with Three Bargaining Units Represented by Operating Engineers Local 3, for the period of November 1, 1993 through October 31, 1994. AYES: Supervisors Roudebush, Meacher, Bresciani and Simpson. NOES: None. ABSENT: Supervisor Coates. Carried and so ordered.

CHP OFFICER TRAINING

CAO Jim Stretch reports that he has spoken with Lieutenant Carl Martin and there is presently no general plan for the CHP to take over local law enforcement.

CONSENT AGENDA

Motion is made by Supervisor Roudebush, seconded by Supervisor Bresciani and unanimously carried to approve the request for bail refund in the amount of \$130 to B.J. Widman resulting from dismissal of case.

OFFICE OF EMERGENCY SERVICES

RESOLUTION NO. 93-5561

Motion is made by Supervisor Roudebush, seconded by Supervisor Bresciani and unanimously carried to add this item to the agenda as an urgency item.

Motion is made by Supervisor Roudebush and seconded by Supervisor Bresciani to adopt Resolution No. 93-5561, Authorizing Extension of Extra-Help Appointment at the Office of Emergency Services, for an additional ninety days, ending December 16, 1993. AYES: Supervisors Roudebush, Meacher, Bresciani and Simpson. NOES: None. ABSENT: Supervisor Coates. Carried and so ordered.

NOON RECESS

AFTERNOON SESSION

The Board reconvenes at 1:30 p.m. with Supervisors Fran Roudebush, Paul Simpson, Robert Meacher, Phillip Bresciani and Chairman Bill Coates present.

PUBLIC WORKS AND SHERIFF

USE OF COUNTY VEHICLES

CAO Jim Stretch presents the Board with a policy for an Overnight Vehicle Assignment Policy. Director of Public Works Tom Hunter addresses the Board. Employees are on call 24 hours a day to provide good service to Plumas County residents, and by having county vehicles at home provides better communications and expediency toward taking care of emergencies. Mr. Hunter urges the Board to adopt a resolution or ordinance to formalize the policy of use of county vehicles by employees.

Assistant Sheriffs' Walt Nelsen and Rod DeCrona address the Board regarding County vehicles being taken home by Sheriff personnel. There is discussion regarding many areas in the County not having 24 hour coverage and Deputy's being subject to call out when off duty. Following further discussion, motion is made by Supervisor Roudebush, seconded by Supervisor Bresciani and unanimously carried to adopt the Overnight Vehicle Assignment Policy with amendments.

BOARD OF SUPERVISORS

CALIFORNIA DESERT PROTECTION ACT

Following discussion, the Board agrees to address this item by letter to the appropriate persons, as recommended by CAO Jim Stretch.

COUNTY COUNSEL

ORDINANCE RE: LOUD PARTIES AS PUBLIC NUISANCE

Following discussion, this item is continued to November 9, 1993.

AUDITOR/CONTROLLER

RESOLUTION NO. 93-5562

Motion is made by Supervisor Simpson, seconded by Supervisor Roudebush and unanimously carried to add this item to the agenda as an urgency item.

Motion is made by Supervisor Simpson and seconded by Supervisor Bresciani to adopt Resolution No. 93-5562, Authorizing Extension of Extra-Help Appointment for the Auditor/Controller, for an Account Clerk II, ending March 15, 1994. AYES: Supervisors Roudebush, Simpson, Meacher, Bresciani and Coates. NOES: None. ABSENT: None. Carried and so ordered.

ADJOURNMENT

The Board adjourns at 3:30 p.m. to meet again on October 27, 1993 at 10:00 a.m. at the Portola Railroad Museum.

*Bill Coates*

Bill Coates Chairman of the Board

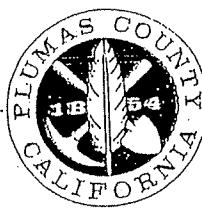
ATTEST:

Judith Wells County Clerk/Recorder  
and Clerk to the Board of Supervisors

By: *Nancy L. DaPorno*  
Nancy L. DaPorno Deputy Clerk

# DEPARTMENT OF PUBLIC WORKS

1834 EAST MAIN, QUINCY CA 95971 PHONE (530) 283-6268 FAX (530) 283-6323



## MEMORANDUM

April 21, 2008

From: Bob Perreault, Director of Public Works  
Subject: County Overnight Vehicles Assignment Policy  
To: Jack Ingstad, County Administrative Officer

ROBERT A. PERREAULT Jr.  
DIRECTOR

MARTIN BYRNE  
ASST. DIRECTOR

JOE BLACKWELL  
DEPUTY DIRECTOR

Hi Jack,

This Memorandum is submitted in response to your inquiry pertaining to authorization of County vehicles to be taken home by certain Department employees.

This Memorandum pertains to 13 vehicles, which I conclude have been authorized in the past.

Attached are copies of documents from Public Works files that are submitted in support of my conclusion, thus:

1. "Overnight Vehicle Assignment Policy," dated October 26, 1993.
2. Memorandum, dated October 27, 1993, containing an attachment that is a copy of a newspaper article on the Board of Supervisor's October 26, 1993 meeting discussions and vote on this topic.
3. Copy of a September 12, 1986 Memorandum from former Auditor Ann Pattan to former County Counsel Robert Shulman, that concludes that the take home County vehicle use was not taxable to the employees.
4. Copy of a letter, dated October 26, 1993, from Operating Engineers Local Union No. 3 to Board of Supervisors, setting forth the union's objection to rescinding the policy that was in effect at that time.

Without benefit of performing an exhaustive search of all County files on this topic, it is my understanding that policy on this matter has been in place for a long time, going back to at least 1986, i.e., at least 22 years.

If you need any additional information from me, please advise.

Thanks,

A handwritten signature of Bob Perreault.

Bob Perreault  
Director of Public Works

Attachments

# DEPARTMENT OF PUBLIC WORKS

1834 EAST MAIN, QUINCY, CA 95971 TELEPHONE (916) 283-6268 FAX 283-6323



TOM HUNTER  
DIRECTOR

DON HUMBIRD  
DEPUTY DIRECTOR OF PUBLIC WORKS

October 27, 1993

RICHARD HUMPHREY  
DEPUTY DIRECTOR OF PUBLIC WORKS

To: Jim Stretch  
From: Tom Hunter *Tom*  
Subject: Overnight Vehicle Assignment Policy

Yesterday the Board of Supervisors adopted an "Overnight Vehicle Assignment Policy." The minute order that was voted on was to adopt this policy.

The presentations made by this department and the Sheriff's Department were to justify the existing vehicles that are currently assigned. After a lengthy discussion I feel that the Board members agree with these assignments. As stated in the Board meeting there are ten vehicle assignments that I feel fall directly into emergency responses, these are:

Director  
2 Deputy Directors  
7 Foremen

The two roving mechanics are also associated with emergency responses but not to the same degree as the above noted individuals. Their emergency responses would be more related to our stalled vehicles. These two mechanics also fall into the cost savings category for our operations.

The form that was submitted for the shop leadman falls into category two for occasional use and is not a permanent assignment.

Therefore, it is my opinion that yesterday's Board action agreed with the existing assignments, and no further Board action is required.



## Cars...

Continued from page 1

contacted the Road Department many times to clear dangerous roads. They have always responded, saving lives or saving money.

Next up was the Sheriff's Department. DeCrona presented the written justifications submitted by the personnel who take vehicles home. But he prefaced his remarks by saying, "I'm not sure why the board decides how vehicles are allocated."

Supervisor Simpson responded that the board has to answer to the public. He said, "What the road department and Sheriff's office have been doing may not be totally justifiable, we have to be able to tell the public why."

"A lot of deputies were clearly offended," DeCrona responded. "We

don't get questions from the public about driving vehicles home."

The Sheriff personnel who take vehicles home include the Sheriff, two Assistant Sheriffs, four detectives, two sergeants, eight deputies, and the community service officer.

DeCrona explained at the importance of the personnel taking their vehicles home because they acted as back up to the deputies on duty. He said precious time would be lost if a deputy had to drive to the department or substation before responding to a distress call from a

fellow deputy. Responding in private vehicles was extremely dangerous because of lack of appropriate equipment, code three ability, and liability.

Supervisor Simpson said, "It seems obvious it would save time, money, and injuries."

There was a question about the Community Services Officer Bob Minent's use of the take-home privilege. But Nelsen explained the cost of this vehicle was covered by grant funding.

The board was concerned about the tone of the deputies' written justifications. Supervisor Simpson said he sensed a lot of sarcasm in the responses.

Supervisor Meacham agreed and said, "These guys in the field think we're a bunch of idiots again."

DeCrona said there was no hostility. He said there was just a concern for each other's safety. He

said because the department was so understaffed, many times deputies were on duty alone, and needed assistance quickly. Having vehicles in the vicinity, even if they were at home, gave them some sense of security.

Chairman Coates said it seemed like the current system was working, and nothing in the new policy would prevent it from continuing. The board approved the new take-home policy and thanked the two departments for the excellent service provided the county.

September 12, 1986

To: Ann Pattan  
From: Robert Shulman  
Re: Taxation and Valuation of Fringe Benefits  
Relating to Employer Provided Vehicles

You requested an explanation of the federal regulations affecting this topic (26 CFR Parts 1 and 620).

You mentioned that the affected employees are those who take vehicles home while on-call, meaning that they are subject to call out from home to take care of county business. Such employees include deputy sheriffs, the road commissioner and assistant road commissioner for maintenance, and outlying road foremen for maintenance. Clearly these categories of employees must be in a state of readiness to respond to emergency situations at any time.

A good starting point is section 1.132.1T. That section provides that an employee's gross income does not include a "working condition fringe" or "a de minimis fringe." A "de minimis fringe" as defined in section 1.132.6T is simply one where the value is so small or incidental that accounting for it is unreasonable or administratively impractical. An example is an incidental personal errand while using a vehicle on business.

The main focus becomes the "working condition fringe." It is defined in section 1.132-5T as a value that would be deductible under section 162 (business expense) if substantiated under section 274 (substantiation rules, i.e. corroborating records).

The use of vehicles described above is a business use, because personal use (except de minimis personal use) is not allowed under Personnel Rule 22.06. Therefore, the requirements of section 162 are met.

Meeting the requirements of section 274 is more complicated. Section 1.274-6T contains two broad exceptions or "safe harbors" which alleviate the need to keep detailed corroborating records. The first safe harbor is called "vehicles not used for personal purposes." The second is called "vehicles not used for personal purposes other than commuting." The second one is not applicable in our case because we do not require the employees to use a county vehicle for commuting. (The special valuation rule of \$3/roundtrip can be used for this second safe harbor to value the commute which is personal use, provided that the employee is not a "control employee." Of the above employees, only the road commissioner is a control employee as defined in section 1.61.2T Q/A20.)

So, the focus becomes the application of the first safe harbor which is "vehicles not used for personal purposes." To qualify for this, five conditions must be met.

**ORDINANCE NO. 12 -**

**AN ORDINANCE OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA, AMENDING SECTION 2-4.602 OF TITLE 2, CHAPTER 4, ARTICLE 6, OF THE PLUMAS COUNTY CODE RELATING TO THE COUNTY ADMINISTRATIVE OFFICER, SAFETY OFFICER, RISK MANAGEMENT, AND PURCHASING AGENT.**

The Board of Supervisors of the County of Plumas, State of California, ordains as follows:

**SECTION 1.** Section 2-4.602 of Title 2, Chapter 4, Article 6, of the Plumas County Code is hereby amended in its entirety to read as follows:

**Sec. 2-4.602. - County Administrative Officer.**

The position of County Administrative Officer (CAO) is created to carry out and enforce the policies of the Board of Supervisors. The qualifications, duties and responsibilities of the CAO shall be prescribed from time to time by resolution of the Board of Supervisors.

The CAO shall serve at the pleasure of the Board of Supervisors, and may be removed by majority vote at any regular meeting of four or more members of the Board. Any decision to remove shall be sufficient without a showing of good cause or right to appeal. The incumbent shall not be removed without sixty (60) days' prior to written notice, except that the CAO shall not be given notice during the first 120 following any change in membership of the Board except upon a four-fifths vote of the Board. Without affecting the at-will status of the CAO, the Board of Supervisors Chairperson shall arrange for a performance evaluation of the CAO on or near the anniversary of the date of hire, using a written format similar to that used for other appointed department heads.

**SECTION 2.** Effective and Operative Dates; Publication; Codification.

This ordinance shall become effective thirty (30) days after its date of final adoption. It shall be published in the *Feather River Bulletin*, a newspaper of general circulation in Plumas County, within fifteen (15) days of final adoption. Section 1 of this ordinance shall be codified; the remainder shall be uncodified.

Introduced at a regular meeting of the Board of Supervisors on the 6<sup>th</sup> day of November 2012, and passed and adopted by the Board of Supervisors of the County of Plumas, State of California, on the 13<sup>th</sup> day of November 2012, by the following vote:

**AYES:** Supervisors:

**NOES:** Supervisors:

**ABSENT:** Supervisors:

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Robert Meacher, Chairperson  
Board of Supervisors

ATTEST:

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Clerk of the Board of Supervisors

[\\Hmx\\012041s\\coco shared\\Resolutions and Ordinances\\Ordinance re CAO.doc; 10/23/2012 3:07:00 PM]

**Sec. 2-4.602. - County Administrative Officer.**

The position of County Administrative Officer (CAO) is created to carry out and enforce the policies of the Board of Supervisors. ~~The position shall also be vested with the authority and titles of County Budgetary Officer, County Safety Officer, County Insurance/Risk Manager, and County Purchasing Agent. The qualifications, duties and responsibilities of the CAO shall be prescribed from time to time by resolution of the Board of Supervisors.~~

The CAO shall serve at the pleasure of the Board of Supervisors, and may be removed by majority vote at any regular meeting of four or more members of the Board. Any decision to remove shall be sufficient without a showing of good cause or right to appeal. The incumbent shall not be removed without sixty (60) days' prior to written notice, except that the CAO shall not be given notice during the first 120 following any change in membership of the Board except upon a four-fifths vote of the Board. Without affecting the at-will status of the CAO, the Board of Supervisors Chairperson shall arrange for a performance evaluation of the CAO on or near the anniversary of the date of hire, using a written format similar to that used for other appointed department heads. ~~The qualifications, duties and responsibilities of the CAO shall be prescribed from time to time by resolution of the Board of Supervisors.~~

**COUNTY OF PLUMAS**  
**REQUEST FOR BUDGET APPROPRIATION TRANSFER**  
**OR SUPPLEMENTAL BUDGET**

2E

**TRANSFER NUMBER**  
(Auditor's Use Only)

Department: TITLE III      Dept. No: 20027      Date 11-13-12

The reason for this request is (check one):		Approval Required
A. <input checked="" type="checkbox"/>	Transfer to/from Contingencies OR between Departments	Board
B. <input type="checkbox"/>	Supplemental Budgets (including budget reductions)	Board
C. <input type="checkbox"/>	Transfers to/from or new Fixed Asset, out of a 51XXX	Board
D. <input type="checkbox"/>	Transfer within Department, except fixed assets, out of a 51XXX	Auditor
E. <input type="checkbox"/>	Establish any new account except fixed assets	Auditor

TRANSFER FROM OR  SUPPLEMENTAL REVENUE ACCOUNTS

TRANSFER FROM OR  SUPPLEMENTAL REVENUE  
(CHECK "TRANSFER FROM" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL REVENUE" IF  
SUPPLEMENTAL, NEW UNBUDGETED REVENUE)

## TRANSFER TO OR

## **SUPPLEMENTAL EXPENDITURE ACCOUNTS**

(CHECK "TRANSFER TO" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL EXPENDITURE" IF SUPPLEMENTAL, NEW UNBUDGETED EXPENSE)

Fund #	Dept #	Acct #	Account Name	\$ Amount
0001	20027	525830	QLG FOREST	47,000
0001	20027	538800	FIRE MARSHALL	98,500
0001	20027		OES	113,400
0001	20027	585574	GENERAL PLAN	147,350
0001	20027		COORD. COUNCIL	94,460
			Total (must equal transfer to total)	500,710

Supplemental budget requests require Auditor/Controller's signature

Please provide copy of grant award, terms of award, proof of receipt of additional revenue, and/or backup to support this request.

<u>APPL. NO.</u>	<u>APPLICANT</u>	<u>CATEGORY/PROJECT</u>	<u>AMOUNT REQUESTED</u>	<u>AMOUNT ALLOCATED</u>
1	Plumas County Fire Safe Council and Plumas Corporation <b>John Sheehan and Jerry Hurley</b>	Category I/II	\$ 150,000	\$ 120,000
2	Plumas County Proposal <b>Planning Department, Office of Emergency Services, Coordinating Council</b>	Category II/III	\$ 628,230	\$ 500,710
		1. County Fire Warden - \$98,500 2. Office of Emergency Services - \$113,400 3. County Forester - \$47,000 (one additional year through 2013) 4. Planning Department (General Plan) - \$147,350 5. Coordinating Council - \$94,460		
3	Plumas County Sheriff Search & Rescue	Category II	\$ 250,000	\$ 200,000
		<b>TOTAL BALANCE FORWARD</b>		\$ 820,710
		<b>TOTAL ALLOCATED BY THE BOARD 9/20/11</b>		\$ 820,710
		<b>TOTAL</b>		-

**Category I**

Carry out activities under the Firewise Communities program to provide to homeowners in fire-sensitive ecosystems education on, and assistance with implementing techniques in home siting, home construction, and home landscaping that can increase the protection of people and property from wildfires

**Category II**

Reimburse the participating county for search and rescue and other emergency services, including firefighting, that are (a) performed on Federal land after the date on which the use was approved or (b) paid for by the participating county

**Category III**

Develop community wildfire protection plans in coordination with the Secretary of Agriculture



## **DEPARTMENT OF FACILITY SERVICES**

**198 ANDY'S WAY., QUINCY, CALIFORNIA 95971-9645**

**(530) 283-6299 FAX: (530) 283-6103**

**Joe Wilson**  
**Director**

**DATE:** October 31, 2012

**TO:** Honorable Board of Supervisors

**FROM:** Joe Wilson, Director of Facility Services

**Subject:** Consent Agenda Item November 13<sup>th</sup> 2012

**Authorize payment of \$2,506.82 to J. Kuipers Plumbing for emergency repair  
of sewer pumps at Gansner Park**

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### **Background**

Early in September the sewer system failed at Gansner Park. To prevent a long term shutdown of the park restrooms due to the failure, Facility Services staff was able to arrange for J Kuipers Plumbing to respond and replace the failed pumps. Since this was an emergency response there is no contract for this claim. J Kuipers is a licensed plumbing contractor who has worked for many years for the County. Attached is the claim for this work including the parts and labor to replace the failed pumps.

### **Recommendation**

Approve the expense and authorize the Auditors Office to pay the claim without a contract.

431

PLUMAS COUNTY MENTAL HEALTH SERVICES  
270 County Hospital Road, Suite 109 Quincy, CA 95971  
(530) 283-6307 FAX (530) 283-6045

Patricia Leslie, Interim Director



DATE: November 1, 2012

TO: HONORABLE BOARD OF SUPERVISORS

FROM: PATRICIA LESLIE, INTERIM DIRECTOR, DEPARTMENT OF MENTAL HEALTH

SUBJ: BOARD AGENDA ITEM FOR November 13, 2012, CONSENT AGENDA

RE: RECEIVE AND RATIFY SECOND AMENDMENT TO CONTRACT WITH FEATHER RIVER COLLEGE FOUNDATION, INC.

**It is recommended that the Board of Supervisors:** Ratify the second amendment to the contract with Feather River College Foundation, Inc. for Fiscal Year 2012/13, and authorize the Interim Appointed Director of Mental Health to sign the contract, subject to approval by County Counsel.

**Background and Discussion:**

Plumas County Mental Health and the Feather River Foundation's entity, known as Feather River Fitness, have a lengthy history of collaboration. Plumas County Mental Health supports individuals to engage in their community and address holistic health; and the Feather River Fitness has been an ideal resource to support health maintenance and improvement for individuals with chronic illness. An agreement between Plumas County Mental Health and Feather River College Foundation will allow mental health clients to use the Feather River Fitness gym.

The amendment has been approved to form by County Counsel.

**Financial Impact**

There are no General Fund dollars involved in this transfer. The costs associated with these services are covered by a combination of Federal, State, Realignment funds, and contributions from participants.

Patricia Leslie, Interim Appointed Director of Mental Health is requesting that the Board of Supervisors approve the second amendment, and authorize Patricia Leslie, Interim Director of Mental Health to sign the contract.



## PLUMAS COUNTY MENTAL HEALTH SERVICES

270 County Hospital Road, #109 Quincy, CA 95971 (530) 283-6307 FAX (530) 283-6045

Patricia Leslie, Interim Director

DATE: November 1, 2012

TO: HONORABLE BOARD OF SUPERVISORS

FROM: PATRICIA LESLIE, INTERIM APPOINTED DIRECTOR, DEPT. OF MENTAL HEALTH

SUBJ: BOARD AGENDA ITEM FOR NOVEMBER 13, 2012, CONSENT AGENDA

RE: RATIFICATION OF FIRST AMENDMENT TO PROFESSIONAL SERVICE AGREEMENT WITH MILLIE STANSFIELD, MFT FOR MENTAL HEALTH SERVICES FOR THE DEPARTMENT OF MENTAL HEALTH.

**It is recommended that the Board of Supervisors:** approve and ratify the first amendment with Millie Stansfield for the period July 1, 2012 to June 30, 2014, for mental health services provided, and authorize the Interim Appointed Director of Mental Health to sign the contract, subject to approval by County Counsel.

**Background and Discussion:** At times, Plumas County Department of Mental Health has individuals with alternative communication needs. For some of these clients, it is necessary for the provision of individualized services from a contract provider who is able to meet those needs. This second amendment continues a contract associated with the provision of specialty mental health services to clients that are hearing impaired.

The first amendment has been approved to form by County Counsel.

### **Financial Impact**

There are no General Fund dollars involved in this contract. The costs associated with these services are covered by a combination of Federal, State and Realignment funds.

Patricia Leslie, Interim Appointed Director of Mental Health is requesting that the Board of Supervisors approve the first amendment, and authorize Patricia Leslie, Interim Director of Mental Health to sign the contract.

# PLUMAS COUNTY MENTAL HEALTH SERVICES

270 County Hospital Road, Suite 109 Quincy, CA 95971 (530) 283-6307 FAX (530) 283-6045

Patricia Leslie, Interim Director



4B3

DATE: November 1, 2012

TO: HONORABLE BOARD OF SUPERVISORS

FROM: PATRICIA LESLIE, INTERIM DIRECTOR, DEPARTMENT OF MENTAL HEALTH

SUBJ: BOARD AGENDA ITEM FOR NOVEMBER 13, 2012, CONSENT AGENDA

RE: RECEIVE, AUTHORIZE SIGNATURE AND RATIFICATION OF PROFESSIONAL SERVICES AGREEMENT WITH CF MERCED BEHAVIORAL, LLC FOR INPATIENT MENTAL HEALTH SERVICES.

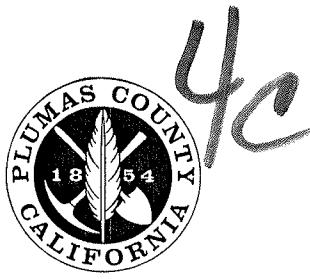
**It is recommended that the Board:** Approve second amendment to the contract with CF Merced Behavioral, LLC dba Country Villa Merced Behavioral Health Center for fiscal year 2012-13 and authorize the interim director of Mental Health to sign the amendment.

**Background and Discussion:** The CF Merced Behavioral, LLC contract is specifically associated with the provision of inpatient mental health services to clients placed out of county.

#### **Financial Impact:**

There are no General Fund dollars involved in this contract. The costs associated with these services are covered by a combination of Federal and State funds.

Patricia Leslie, Interim Director of Mental Health is requesting that the Board of Supervisors approve the second amendment to the contract and authorize Patricia Leslie, Interim Director of Mental Health, to sign the amendment with CF Merced Behavioral, LLC.



# Plumas County Department of Information Technology

County Courthouse, 520 Main Street, Room 208  
Quincy, California 95971  
Phone: (530) 283-6263  
Fax: (530) 283-0946

David M. Preston  
Information Systems Manager

DATE: November 13, 2012  
TO: Honorable Board of Supervisors  
FROM: Dave Preston, Information Systems Manager  
SUBJECT: CONSENT AGENDA ITEM FOR THE MEETING OF NOVEMBER 13, 2012 RE:  
APPROVAL OF PAYMENT FOR SOFTWARE SUPPORT WITHOUT CONTRACT.

It is recommended that the Board:

1. Approve Item 1 below.

**Item 1:** Approval of payment for software maintenance/support as specified below.

## **Background and Discussion:**

Information Technology budgets for and pays software maintenance and support fees annually for software products used by Plumas County. Paying these support fees allows Plumas County access to all software updates and technical support for the specified products. Custom written or specialized software systems have a contract approved by both the County and the Vendor under which the specifics of the maintenance agreement are defined. Many other software packages are used by Plumas County that are not custom written. These packages have no specific contract and are considered "shrink-wrapped" or off the shelf systems. In order to pay these support fees we ask to Board to approve payment of these claims without a signed service contract. Specifically we ask the Board to approve the following payments.

<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
Strategy 7	Invoice for IBM Informix Software Support	\$1,823.25
High Desert	Invoice for Imaging Software Support	\$10,491.74
CDW	Invoice for McAfee antivirus Support	\$4,485.00
DLT Solutions	Invoice for AutoCAD Software Support	\$1,191.21
ESRI	Invoice for ESRI GIS Software Support	\$6,771.89

These funds have been budgeted as part of the approved 2012/2013 IT budget.



# Office of the Sheriff

1400 E. Main Street, Quincy, California 95971 • (530) 283-6375 • Fax 283-6344

4D1

GREGORY J. HAGWOOD  
SHERIFF/CORONER

## Memorandum

**DATE:** November 1, 2012

**TO:** Honorable Board of Supervisors

**FROM:** Sheriff Greg Hagwood

**RE:** Agenda Item for the meeting of November 13, 2012

### Recommended Action:

- 1) Approve and authorize a budget transfer in the amount of \$8,778.00 from the Narcotics Fund (dept 20343) contingency account (528400) to account (580000) for Transfer to Sheriff (70330).
- 2) Approve supplemental budget request for Sheriff in the amount of \$8,778.00 for transfer from Narcotics Fund. This includes a new fixed asset account for a Trailer (548250).
- 3) Authorize Auditor to transfer funds between departments – Narcotics Fund (20343) to Sheriff (70330) in the amount of \$8,778.00.

### Background and Discussion:

The Narcotics Fund maintains a budget in contingencies for unanticipated expenses. Therefore, funds are available for transfer when necessary. The Sheriff's budget does not have the funds available for this purchase and this is an allowable Narcotics Fund expense.

The Sheriff's Office is in need of a new trailer for controlled substance operations. This purchase will eliminate prior methods of moving controlled substances and create cost savings for the Sheriff's Office. It will also assist the Sheriff's investigative unit with meeting grant obligations & agreements in the future.

The transfer is needed from Narcotics Fund to the Sheriff budget because the Sheriff has an agreement with the USFS for controlled substance operations and a portion of this expense may be reimbursable to the Sheriff under the agreement.



# Office of the Sheriff 4D2

1400 E. Main Street, Quincy, California 95971 • (530) 283-6375 • Fax 283-6344

GREGORY J. HAGWOOD  
SHERIFF/CORONER

## Memorandum

**DATE:** November 1, 2012

**TO:** Honorable Board of Supervisors

**FROM:** Sheriff Greg Hagwood

**RE:** Agenda Item for the meeting of November 13, 2012

**RECOMMENDATION:**

Approve and authorize the Sheriff to sign service agreement with vendor:

DeMartile AUtomotive, Inc. (PCSO00016) in the amount of \$30,000.00 for the period of 11/01/12 to 11/01/13

**BACKGROUND & DISCUSSION:**

The Sheriff's Office utilizes the services of many vendors. All service agreements over \$10,000.00 require Board approval.

Attached is a service agreement between the County of Plumas, Office of the Sheriff and a vendor that provides general automotive repair & service to the Sheriff's law enforcement vehicles. The vendor is DeMartile Automotive, Inc. (PCSO00016).

These agreements have been approved by County Counsel and signed by the vendors. They are now being submitted for Board approval as per County policy and for Board authorization for the Sheriff to sign both agreements.



4E

# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education	<input type="checkbox"/> Clinic & Nursing Services	<input type="checkbox"/> Senior Nutrition & Transportation	<input type="checkbox"/> Environmental Health	<input type="checkbox"/> Environmental Health – Chester
Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844

**Date:** November 1, 2012

**To:** Honorable Board of Supervisors

**From:** Mimi Khin Hall

**Agenda:** Consent Agenda Item for November 13, 2012

**Item Description/Recommendation:** Approve and authorize the Chair to sign the following Agreements related to Emergency Preparedness Program for FY 2012-2013, effective July 1, 2012:

PAN1213FAIR	Plumas Sierra County Fair	\$4,999.00
HPP1213FACILITIES	Plumas County Facilities Services	\$12,000.00
HPP1213SHERIFF	Plumas County Sheriff's Office	\$4,999.00
PHEP1213FAIR	Plumas Sierra County Fair	\$5,000.00

**History/Background:** As the Board may recall, Plumas County Public Health Agency receives funding each year from the California Department of Health Services, Emergency Preparedness Office to improve local public health department preparedness and ability to respond to bioterrorism for the Hospital Preparedness Program. Often, in an effort to work effectively and efficiently Public Health contracts with providers to extend programs and/or provide services for various programs.

Each agreement has been reviewed and approved by County Counsel, a copy of which is on file with the Clerk of the Board for your review. Please contact me if you have questions, or need additional information. Thank you.

# PLUMAS COUNTY PLANNING DEPARTMENT

555 Main Street  
Quincy, CA 95971

[www.plumascounty.us](http://www.plumascounty.us)

Voice: (530) 283-7011  
FAX: (530) 283-6134



4F  
For the Meeting of: November 13, 2012

**Date:** November 5, 2012

**To:** Honorable Board of Supervisors

**From:** Randy Wilson, Director of Planning Services  
Becky Osborn, GIS Planner

**Subject:** Approval of Contract with Cartograph, Inc. for \$4,800 to provide a Geographic Information Systems (GIS) online web-mapping interface and give authority to Randy Wilson, Planning Director, to sign contract on behalf of the County.

## Action Requested:

1. Approval of contract of \$4,800 with Cartograph, Inc. to provide a Geographic Information System (GIS) web-mapping interface that enables public access to existing GIS databases for the County.
2. Authorize Randy Wilson, Planning Director, to sign the contract on behalf of the County.

## Background:

For the last several years, Plumas County GIS, under the direction of Plumas County Planning, has provided an interactive online web-mapping application (ArcIMS) through our website for the public to access existing GIS databases such as zoning and address. Unfortunately, the mapping application's developer (ESRI) and the map server/host (VESTRA) are no longer supporting the application or any current GIS data updates that are necessary for public access, performance, maintenance, and data inquiry. To update the outdated mapping application, the current contractor, VESTRA, quoted \$5,236 (plus any additional hours if problems arise) for a basic web map application interface and an annual \$2,500 for ESRI's ArcGIS Online Server for base access on a "credit consumption" basis. In other words, ESRI's credits are calculated per GB on data transfers (such as public map usage) making it difficult to determine the "actual" annual cost per year as it is undetermined how often the map application would be publically accessed. As these fees quoted were significantly higher than the current GIS budget of \$4,800 per fiscal year, alternative web mapping applications/vendors were researched for replacement options.

When researching web mapping applications to replace the ArcIMS application, we required the vendor to provide some key features, including: unlimited on-demand (24 hours a day, 365 days a year) public access with no hidden fees, secure online GIS data storage, application can be maintained and updated in-house, and is fully customizable. In addition, there were several obstacles at the County level to overcome:

- **Server Problems:** The County's I.T. department is unable to host a mapping application, as it would require an outside server dedicated to the public AND have the capability of securely storing large amounts of GIS Data. Currently the County's own website is hosted by a contracted vendor and server.