



Board of Supervisors

Dwight Ceresola, 1st District
Kevin Goss, Chair, 2nd District
Thomas McGowan, 3rd District
Mimi Hall, Vice Chair, 4th District
Jeff Engel, 5th District
Allen Hiskey, Clerk of the Board

**AGENDA FOR REGULAR MEETING
OCTOBER 14, 2025, TO BE HELD AT 10:00 AM
520 MAIN STREET, ROOM 308, 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 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.

Live Stream of Meeting

Members of the public who wish to watch the meeting, are encouraged to view it LIVE ONLINE

ZOOM Participation

Although the County strives to offer remote participation, be advised that remote Zoom participation is provided for convenience only. In the event of a technological malfunction, the only assurance of live comments being received by the Board is to attend in person or submit written comments as outlined below. Except for a noticed, teleconference meeting, the Board of Supervisors reserves the right to conduct the meeting without remote access if we are experiencing technical difficulties.

The Plumas County Board of Supervisors meeting is accessible for public comment via live streaming at: <https://zoom.us/j/94875867850?pwd=SGISeGpLVG9wQWtRSnNUM25mczlVZz09> or by phone at: Phone Number 1-669-900-9128; Meeting ID: 948 7586 7850. Passcode: 261352

Public Comment Opportunity/Written Comment

Members of the public may submit written comments on any matter within the Board's subject matter jurisdiction, regardless of whether the matter is on the agenda for Board consideration or action. Comments will be entered into the administrative record of the meeting. Members of the public are strongly encouraged to submit their comments on agenda and non-agenda items using e-mail address Public@countyofplumas.com

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

- A. Receive an update from Firewise Council (Presentation Only 10 Minutes)
- B. Receive an update from Alliance for Workforce Development (Presentation Only 10 Minutes)

1. 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 & AIRPORTS

- 1) Approve and authorize Board Chair to sign Lease Agreement between County of Plumas and The Indian Valley Riding and Roping Club, Inc. for the use of the rodeo grounds in Taylorsville. Five (5) year agreement does not collect any rent payment and is in place to allow use of the County-owned property for the betterment of local community; approved as to form by County Counsel.

B. LIBRARY

- 1) Approve and authorize Library to recruit and fill extra-help Library Aide; (General Fund Impact) as approved in FY25/26 adopted budget.
- 2) Approve and authorize Library to recruit and fill one extra-help Bookmobile Library Assistant; (General Fund Impact) as approved in FY25/26 adopted budget.

C. PUBLIC HEALTH AGENCY

- 1) Approve and authorize the Public Health Agency to recruit and fill, funded and allocated, vacant one full-time Management Analyst I/II position; (No General Fund Impact) (realignment).
- 2) Approve and authorize Chair to ratify and sign an agreement between Plumas County Public Health Agency **and** Plumas County Social Services, **and** Plumas County Probation Department to provide the interdepartmental use of a Public Health Nurse for the Health Care Program for Children in Foster Care; effective July 1, 2025; not to exceed \$79,500.00; (No General Fund Impact) (HCPCFC); approved as to form by County Counsel.
- 3) Approve and authorize Chair to ratify and sign an agreement between Plumas County Public Health Agency and Fiscal Experts Inc for access, maintenance, and technical support of their online time study platform; effective July 1, 2025; not to exceed \$15,000.00; (No General Fund Impact) (MAA); approved as to form by County Counsel.

D. SHERIFF'S OFFICE

- 1) Approve and authorize Plumas County Sheriff's Office to recruit and fill one full-time Correctional Sergeant; due to resignation; (General Fund Impact) as approved in FY25/26 adopted budget.

E. SOCIAL SERVICES

- 1) Approve and authorize Social Services to recruit and fill, funded and allocated, vacant .5 FTE Deputy Public Guardian; due to retirement; (General Fund Impact) as approved in the FY 25/26 adopted budget (20340 - Public Guardian)

2. DEPARTMENTAL MATTERS

A. ENVIRONMENTAL HEALTH - Rob Robinette

- 1) Pursuant to the "Plumas County Overnight Vehicle Assignment Policy", authorize the Director of Environmental Health to assign a vehicle to an Environmental Health inspector for the reasons of efficiency, economy, and safety; discussion and possible action.

B. SHERIFF'S OFFICE - Chad Hermann

- 1) Approve and authorize Chair to sign an agreement between Plumas County Sheriff's Office and Axon Enterprise, Inc., to provide tasers, supplies and training, effective November 1, 2025, to October 31, 2030, not to exceed a total of \$140,000; annual payments of \$26,241 (No General Fund Impact) as approved in FY25/26 adopted budget 70356/520940 (Sheriff Supplemental Law Enforcement Services Fund/Safety Equipment); approved as to form by County Counsel; discussion and possible action.

3. BOARD OF SUPERVISORS

- A. The Quincy La Porte Cemetery District requests a loan from the County of \$50,000 to cover estimated payroll and operating expenses through December 2025. The loan, if approved, shall be repaid by December 2025, with interest; and authorize the Chair to sign the Loan Agreement; approved as to form by County Counsel; discussion and possible action.
- B. Adopt **RESOLUTION** approving Vision, Mission, and Values Statements for Plumas County's inaugural organizational Strategic Plan, establishing a foundation for future goals, priorities, and resource planning; approved as to form by County Counsel; discussion and possible action; **Roll call vote**

C. APPOINTMENTS

- 1) Appoint Joanna Garneau, (At-Large Healthy Children), Supervisor Mimi Hall, (At-Large Healthy Children), Casey Nunn, (At-Large ECE, and Cindy Hogg, (At-Large ECE) to the Plumas County First 5 Commission: discussion and possible action.

Accept the resignation of Brenda Poteete, First 5 Commission member, upon her retirement.

D. CORRESPONDENCE AND WEEKLY REPORTS BY BOARD MEMBERS OF MEETINGS ATTENDED, KEY TOPICS, PROJECT UPDATES, STANDING COMMITTEES AND APPOINTED BOARDS AND ASSOCIATIONS

4. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads
- B. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) and (e)(1) of Government Code Section 54956.9 (2 cases)
- C. Conference with real property negotiator pursuant to Gov. Code § 54956.8, regarding: Plumas Sierra Regional Courthouse 600 Gulling St., Portola, California. Agency Negotiator: Joshua Brechtel, Negotiating Party: Judicial Council of California, Offer to Purchase Property
- D. Personnel: Public Employee Performance Evaluation - Clerk of the Board (Board Only)
- E. **TIME CERTAIN: 12:00 P.M.** Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) and (e)(1) of Government Code §54956.9

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

5. ADJOURNMENT

Adjourned meeting to Tuesday, October 21, 2025, Board of Supervisors Room 308, Courthouse, Quincy, California



**PLUMAS COUNTY
CLERK OF THE BOARD OF SUPERVISORS
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors
FROM: Paul Mrowczynski
MEETING DATE: October 14, 2025
SUBJECT: Receive an update from Firewise Council (Presentation Only 10 Minutes)

Recommendation:

Receive an update from Firewise Council (Presentation Only 10 Minutes)

Background and Discussion:

Receive an update from Firewise Council (Presentation Only 10 Minutes)

Action:

Receive an update from Firewise Council (Presentation Only 10 Minutes)

Fiscal Impact:

Receive an update from Firewise Council (Presentation Only 10 Minutes)

Attachments:

1. FIREWISEPRESENTATIONtoBOS10142025
2. FirewiseBOSpresentation SummaryOct142025



Plumas County Firewise Presentation

Graeagle

Dwelling Units	625
Residents	500 Full Time + 700 Part Time
Topography	Flat downtown with moderate slopes 4,070 acres

Nakoma

Dwelling Units	109
Residents	73
Topography	Rugged/varied alpine 1,011 acres



Graeagle

Past Activities

Community Meetings

- ❖ Go-Bags
- ❖ OES → Evacuation & Disaster Preparedness
- ❖ Fire Safe Council → Home Hardening & Defensible Space

Clear Zone 0-5 at Graeagle Fire Department



2024 National Fire Protection Agency Certification

Volunteer Hours
15,966

\$\$ Equipment + Landscape Hardening
\$508,673

Activities planned for 2025

- **Firewise Booth at Graeagle Fire Dept Pancake Breakfast fundraiser**
- **Install reflective address signs to improve first responder navigation
(Less than 25% of residents have them)**
- **Debris removed: 4,400 cubic yards
(Piles of firewood adjacent to structures/Heavy fuel loads in vacant lots)**



Challenges with Strategies

Challenges

- ❖ High tree density resulting in dead/dying fuels
- ❖ Contacting residents + part timers
- ❖ Hazardous landscaping

Strategies

- Community Education
- Participation in Fire Safe Council Programs





GRAEAE
ST

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(53)



DISASTER PREPAREDNESS

FIVE EASY + FREE STEPS TO GET READY



GET ALERTS
to know what to do.
Text LISTOSCA to 72345



MAKE A PLAN
to protect your people.



PACK A GO BAG
with things you need.



BUILD A STAY BOX
for when you can't leave.

PLUMASFIRESAFE.ORG







Before

After



Nakoma

Past Activities

- Community Evacuation drills in 2022 & 2023
- Resident Participation in the Fire Safe Council Chipping Program
- Nakoma Brigade- trained in fire & emergency response
- Purchase of a T3 fire engine for use on wild land fire
- Identified weak vs strong zones with action plans



2024 National Fire Protection Agency Certification

Volunteer Hours

1,820

\$\$ Equipment + Landscape Hardening

\$157,000

Activities Planned for 2025

- Annual Firewise Meeting with Beckwourth Peak Fire District + USFS
- Cal-Fire community meeting → hazardous fuel reduction/home hardening
- Fire Safe Chipping Program + HOA curbside pickup
- Continue with Nakoma Volunteer Fire Brigade
- Continued education on best practices → zones of 0-5 + home hardening



Challenges with Strategies

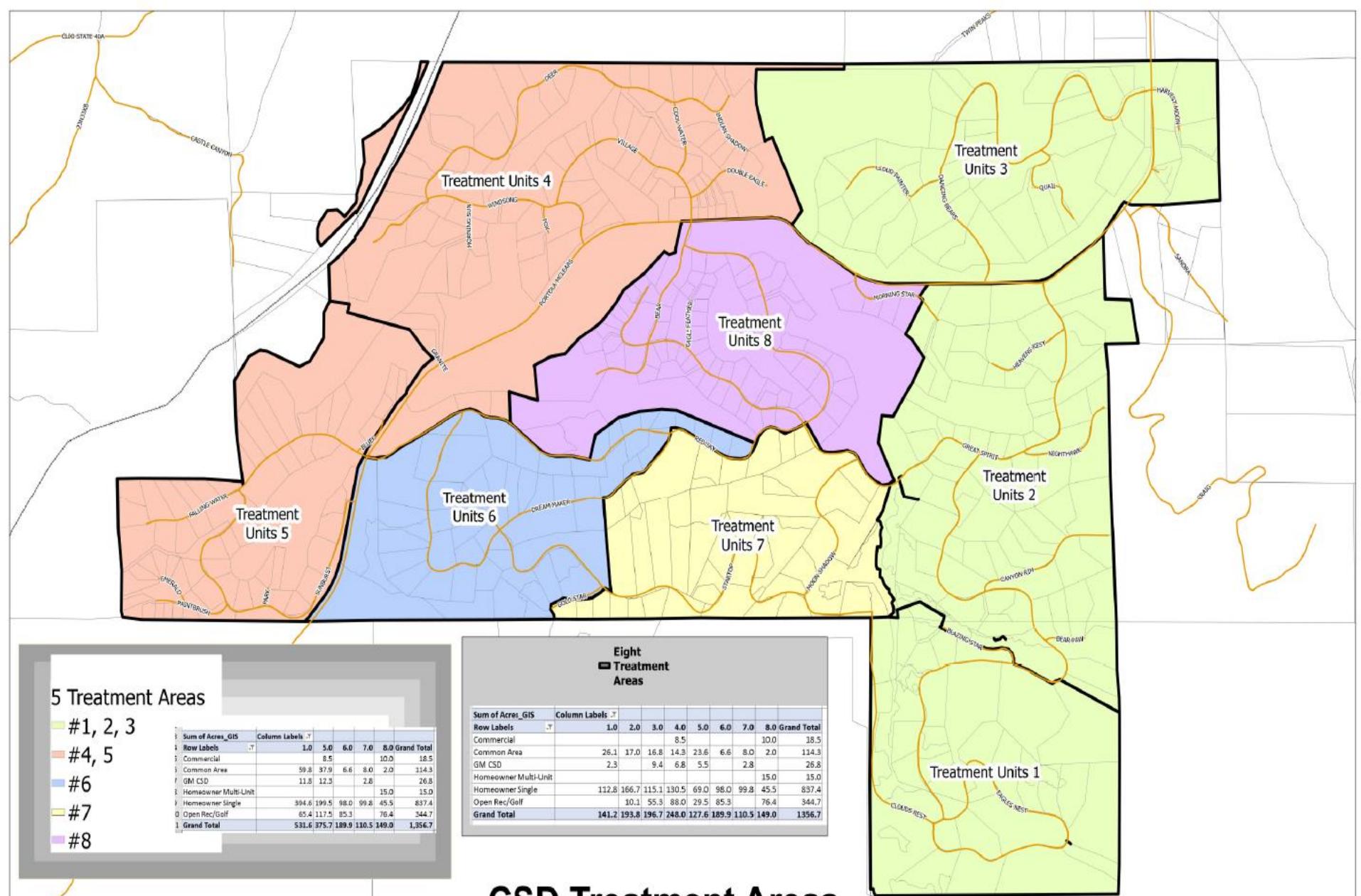
Challenges

- ❖ 80% (369) vacant unbuilt lots need tree thinning + ladder fuel mitigation
- ❖ Common areas of HOA and CSD need mastication, tree thinning

Strategies

1. Forest Management Program re-mapped community into eight zones
2. Mastication/thinning over 8 years; total acres for treatment =1,356 acres
3. Under Construction 4 new homes-comply with building/landscape codes





0 245490 980 1,470 1,960 2,450 2,940 3,430 3,920
Feet











Firewise “Asks” of BOS

Challenges

Need increase participation from communities

Support Volunteer Efforts at county level

Asks

BOS include Plumas County Fire Safe Council in Strategic Plan

Resolution with Fire Safe Council





Firewise Presentation

Graeagle		Nakoma
<u>Dwelling Units</u>	625	109
<u>Residents</u>	500 Full Time; 700 Part Time	73
<u>Topography</u>	Flat downtown with moderate slopes → 4,070 acres	Rugged/varied alpine → 1,011 acres
<u>Past Activities</u>		

Graeagle

Community Evacuation Information meeting with distribution of Go-Bags
 Clear Zone Zero at Graeagle Fire department and spread gravel around the foundation
 Community meeting: Firewise Home Hardening (Fire Safe Council), Disaster Preparedness (OES)

Nakoma

Community Evacuation drills in 2022 & 2023
 Resident Participation in the Fire Safe Council Chipping Program
 Volunteer group-Nakoma Brigade → 8 members certified as Wildland Firefighter 2 level & AED, CPR certified
 Purchase of a T3 fire engine for use within the community on wild land fire only, not residential use.

Activities planned for 2025

Graeagle

Participated with Firewise Booth at Graeagle Fire Dept Pancake Breakfast fundraiser
 Install reflective address signs to improve first responder navigation (Less than 25% of residents have them)
 Debris removed: 4,400 cubic yards (Piles of firewood adjacent to structures/Heavy fuel loads in many vacant lots)

Nakoma

Annual Firewise Meeting with Beckwourth Peak Fire Protection District and USFS → Evacuation preparedness
 Schedule Cal-Fire community meeting for updates on hazardous fuel reduction, home hardening seminar
 Continue with Fire Safe Chipping Program + Continue with HOA curbside pickup of bagged pinecones/needles.

Challenges with Future Strategies

Graeagle

Challenges

- ❖ High tree density resulting in dead/dying fuels + Hazardous landscaping
- ❖ Contacting residents + part timers

Strategies ➤ Community Education ➤ Participation in Fire Safe Council Programs

Nakoma

Challenges

80% vacant unbuilt lots need tree thinning + ladder fuel mitigation

Common areas of HOA and CSD need mastication, tree thinning

Strategies

Forest Management Program re-mapped community into eight zones

Mastication/thinning work over 8 years; total acres identified for treatment = 1,356 acres

2024 National Fire Protection Agency Certification		
	Nakoma	Graeagle
Volunteer Hours	1,820	15,996
\$\$ Equipment, Landscape Hardening	\$157,000	\$508,673

Firewise "Asks" of BOS

1. Need increase participation from communities → Suggestions on including more residents in effort
2. Sustainability of Volunteer Efforts at county level

→ BOS include Plumas County Fire Safe Council in Strategic Planning + Board Resolution



**PLUMAS COUNTY
CLERK OF THE BOARD OF SUPERVISORS
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: James Cox

MEETING DATE: October 14, 2025

SUBJECT: Receive an update from Alliance for Workforce Development (Presentation Only 10 Minutes)

Recommendation:

Receive an update from Alliance for Workforce Development (Presentation Only 10 Minutes)

Background and Discussion:

Receive an update from Alliance for Workforce Development (Presentation Only 10 Minutes)

Action:

Receive an update from Alliance for Workforce Development (Presentation Only 10 Minutes)

Fiscal Impact:

Receive an update from Alliance for Workforce Development (Presentation Only 10 Minutes)

Attachments:

1. AFWD Program BOS 25
2. AFWD Program Highlights 2425



Alliance For
Workforce Development, Inc.
Providing pathways to success

PLUMAS COUNTY BOARD OF SUPERVISORS

AFWD PROGRAM YEAR 2024-2025

Our mission To Provide Workforce Development And Human Resource Services; Dedicated To Enhancing The Quality Of Life Throughout Our Communities, By Assisting Businesses, Organizations And Job Seekers With Their Pathways To Success.

Our goal Is To Provide Businesses And Individuals a Common Point Of Access For Employment, Recruiting, Training, Consultation, And Other Workforce Services And Resources.

Our focus Is Federal And State Workforce Innovation & Opportunity Act (WIOA) Programs Available To Adults, Dislocated Workers, & Youth.

We are The Service Provider Under The Northern Rural Training and Employment Consortium (Nortec) Workforce Development Board.



LOCATIONS



- **Quincy**

- 76 CRESCENT STREET, QUINCY, CA 95971
 - Inside the Resource Center



SERVICES OFFERED

- **Business Services**

- Recruitment Assistance – Postings, Job Description Development, Candidate search/pre-screen, Hiring Events, Pre-Employment Testing.
- HR Consultation Services – Onboarding packets, IIPP development, required publications, Labor Law, etc.
- Development & Growth – Referrals to partner organizations to address any business need, Employer Workshops & Trainings.
- Subsidized Training Opportunities – OJT, WEX, TJC, Apprenticeships.

- **Job Seeker Services**

- Job Search Assistance – Preparation, Resume/Cover Letters, Computer Lab, Workshops, Referrals, Assessments, Basic Skills Assistance, Unemployment Assistance, Priority for Low Income and Veterans, Career Pathway Approach.
- Supportive Services Assistance – Work Attire, Interview Attire, Tools, Utilities, Car Repairs, Housing, & other costs.
- Classroom Training Assistance – CTE, ROP, Community College degrees/certifications, Occupational Skills Training
- Work-Based Learning Assistance – OJT, WEX, TJC, Apprenticeships



EMPLOYMENT NUMBERS

QUARTER 1 PY 24/25

JULY

PLUMAS COUNTY: 6.0%
CALIFORNIA: 5.8%
UNITED STATES: 4.5%

AUGUST

PLUMAS COUNTY: 5.8%
CALIFORNIA: 5.9%
UNITED STATES: 4.4%

SEPTEMBER

PLUMAS COUNTY: 5.2%
CALIFORNIA: 5.3%
UNITED STATES: 3.9%

QUARTER 4 PY 24/25

APRIL

PLUMAS COUNTY: 8.1%
CALIFORNIA: 5.0%
UNITED STATES: 3.9%

MAY

PLUMAS COUNTY: 6.0%
CALIFORNIA: 5.0%
UNITED STATES: 4.0%

JUNE

PLUMAS COUNTY: 6.1%
CALIFORNIA: 5.3%
UNITED STATES: 4.4%



SPECIAL PROJECTS

NATIONAL DISLOCATED WORKER GRANTS (NDWG) + ADDITIONAL ASSISTANCE

2021 Summer Wildfires Disaster

TOTAL NDWG WAGES DISTRIBUTED:

\$2,590,185.22

(not including healthcare, workers' comp insurance or taxes)

TOTAL NDWG SUPPORTIVE SERVICES SPENT:

\$194,318.00

(Assistance with required training, PPE, work attire, & much more)

TOTAL NUMBER OF DIXIE FIRE CLIENTS SERVED: 201



WIOA SERVICES

2024-2025 BY THE NUMBERS

PLUMAS COUNTY CLIENTS SERVED: 793

JOB SEARCH • RESUME ASSISTANCE • SKILLS TESTING • CLASSROOM TRAINING • ON-THE-JOB TRAINING (OJT) • WORK EXPERIENCE (WEX)

NUMBER OF WORKSHOPS OFFERED: 44

UNIQUE PLUMAS COUNTY BUSINESSES SERVED: 71

RECRUITING • JOB FAIRS • LABOR MARKET DATA • HR CONSULTATION • ACCESS TO UNTAPPED LABOR POOLS • OJT

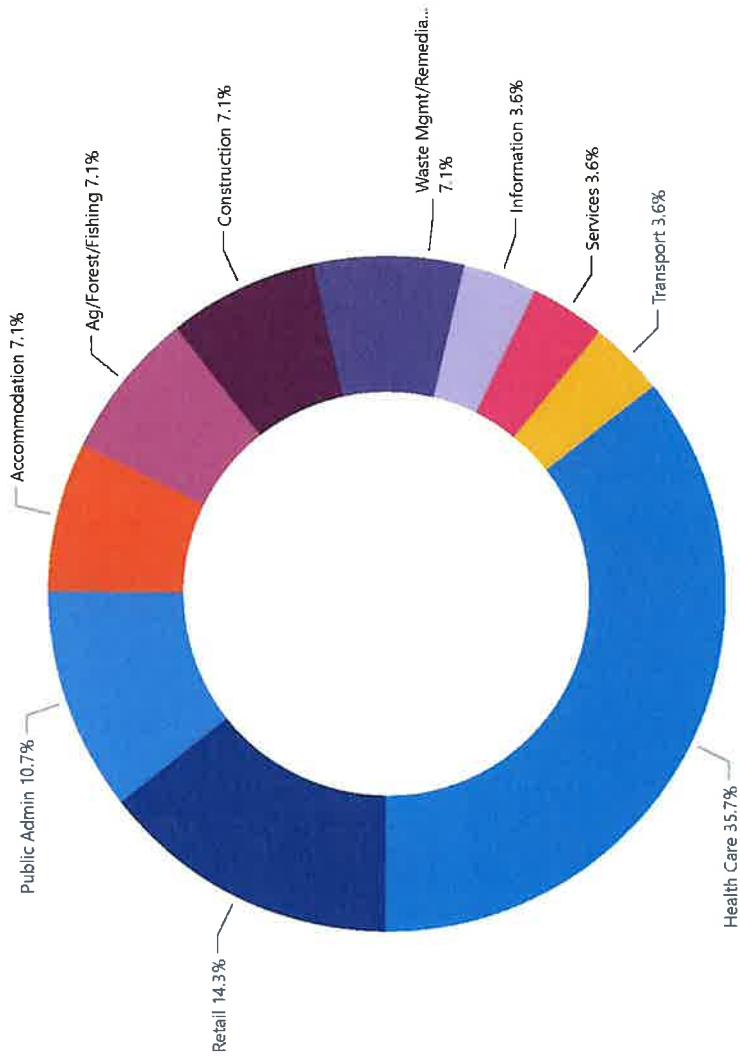
TOTAL NUMBER OF SERVICES PROVIDED TO BUSINESSES: 377

WIOA FUNDING SPENT IN PLUMAS COUNTY ON PARTICIPANTS: \$784,617.34

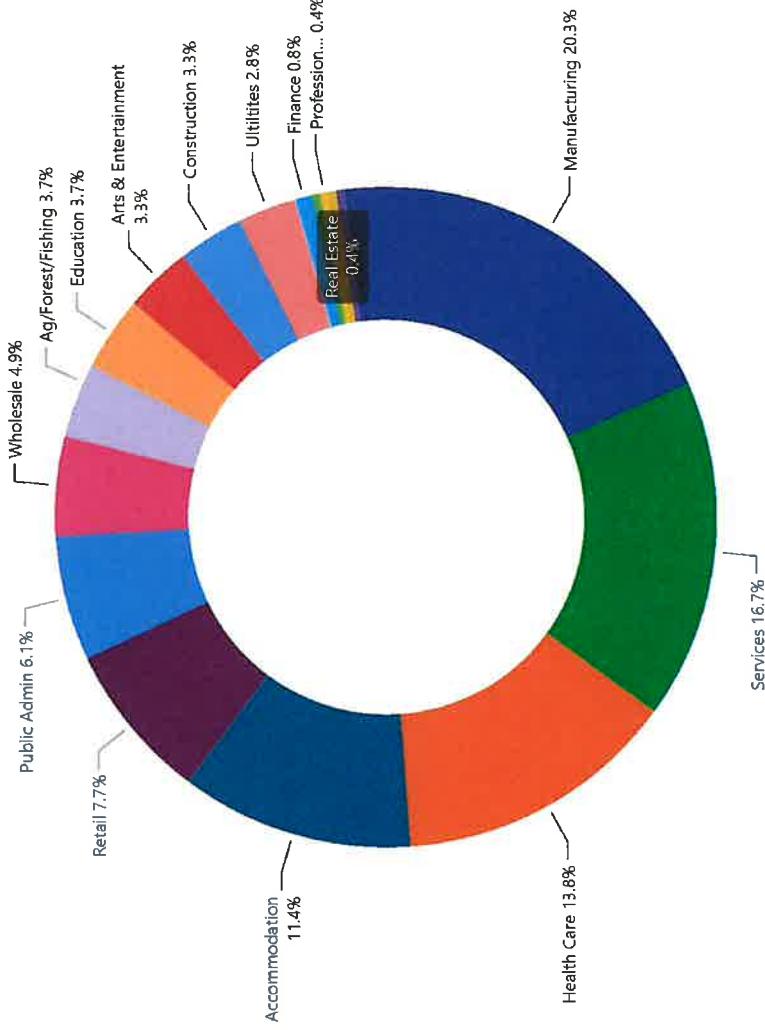
INCLUDES ON-THE-JOB TRAININGS, CLASSROOM TRAININGS AND WORK EXPERIENCE



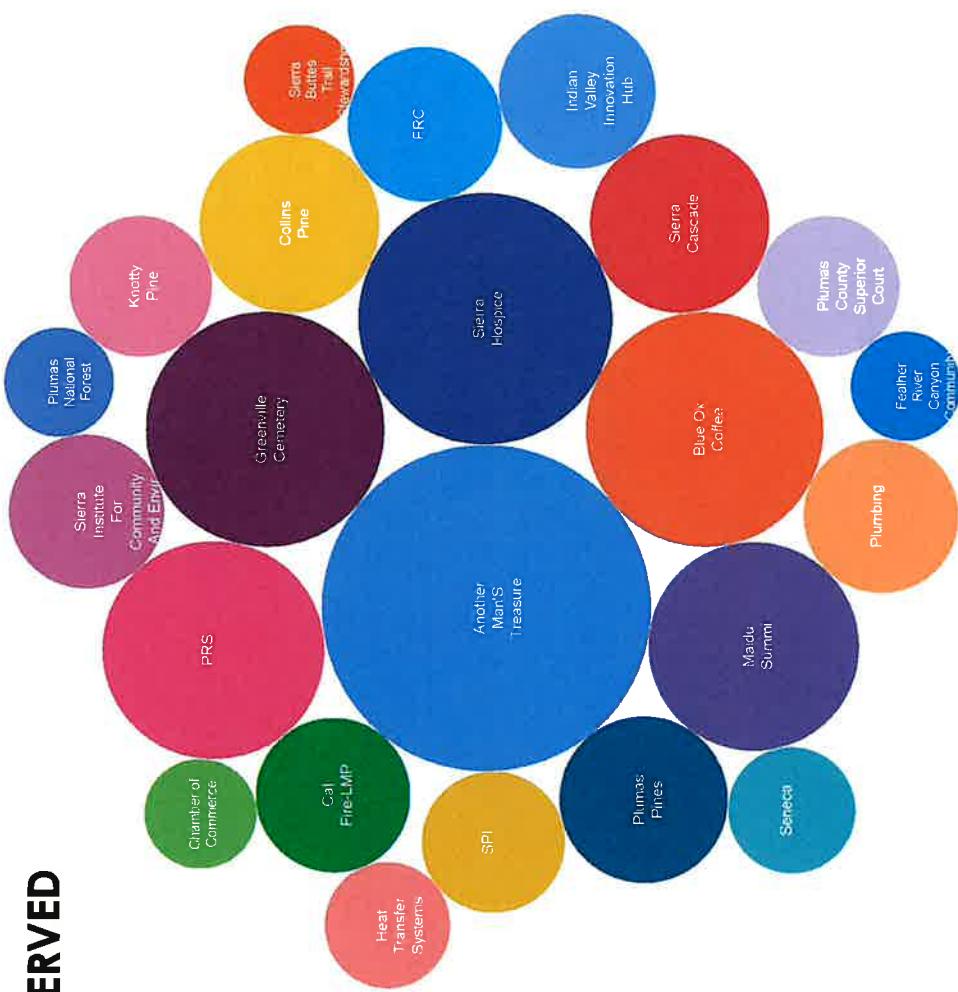
PLUMAS CLIENTS PLACED BY SECTOR



PLUMAS BUSINESS SECTORS SERVED



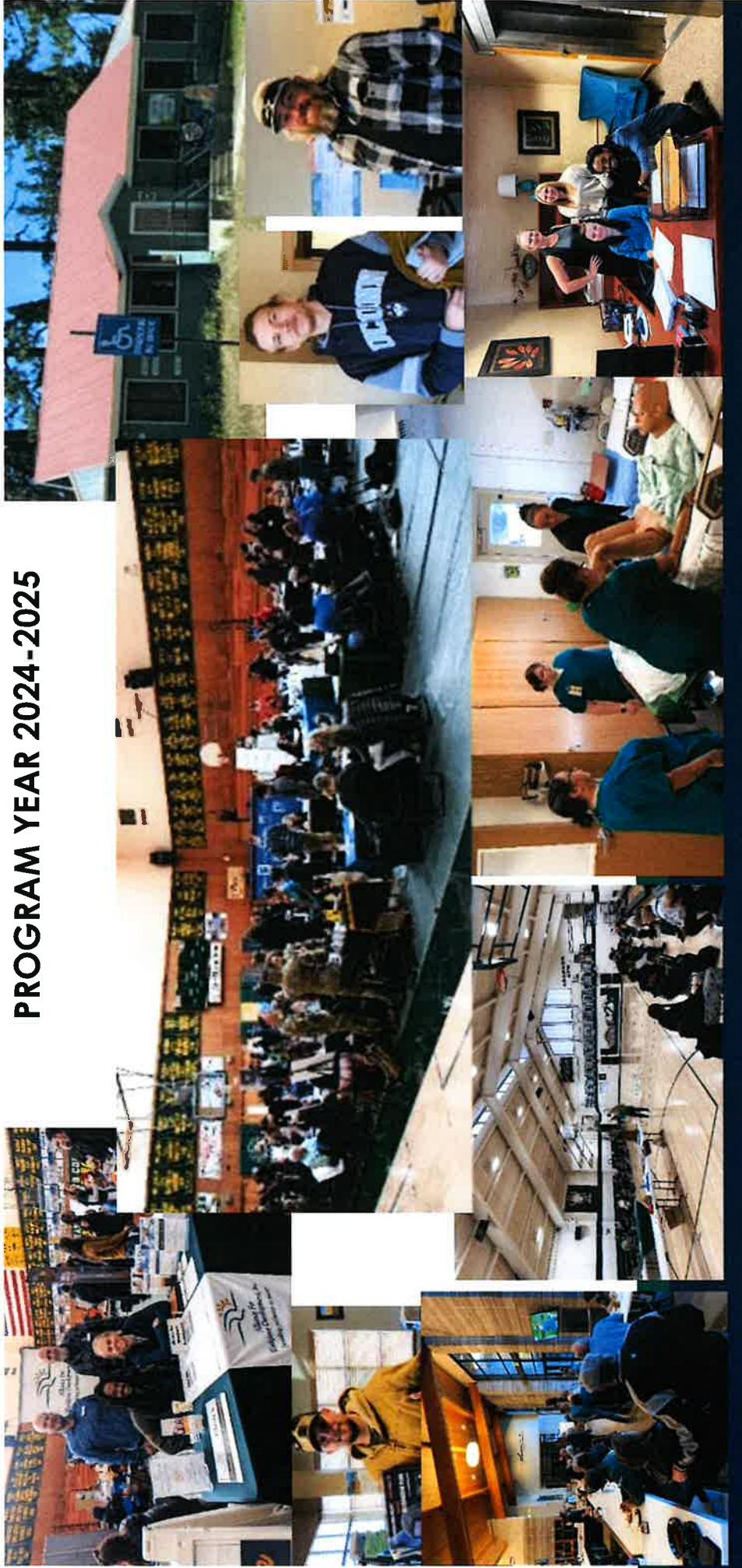
PLUMAS BUSINESSES SERVED





IN THE COMMUNITY

PROGRAM YEAR 2024-2025





**Alliance For
Workforce Development, Inc.**
Providing pathways to success

Plumas County

**OPERATIONS & PROGRAM HIGHLIGHTS
2024 - 2025**

James W. Cox

BUSINESS SERVICES MANAGER
JWCOX@NCEN.ORG
530-616-1323

Purpose

We are pleased to update the Board on the Program Year 2024-2025 activities at the Alliance for Workforce Development (AFWD) Plumas County One-Stop in Quincy. AFWD is Plumas County's America's Job Center of California (AJCC) provider.

Our mission is to provide businesses and workers a common point of access for employment, recruiting, training, consultation, and other workforce services. AFWD provides federal and state Workforce Innovation & Opportunity Act (WIOA) programs to Adults, Youth, Dislocated Workers, and Veterans. Our WIOA services also provide crucial recruiting, upskilling and workforce investment resources to Plumas County businesses.

Overview

AFWD is one of three service providers for the Northern Rural Training & Employment Consortium (NoRTEC). We provide workforce development programs and services in six of NoRTEC's eleven counties: Butte, Lassen, Modoc, Nevada, Plumas and Sierra.

As an America's Job Center of California (AJCC) One-Stop, we maintain a "business first" philosophy, as embraced by NoRTEC and WIOA legislation. This means we emphasize business outreach and employers are at the forefront of our service delivery model.

The One-Stop model provides businesses and job seekers a single access point; ensuring that employers find the most qualified candidates, and workers obtain sustainable, long term employment. All of our efforts are tied to enhancing workforce development, promoting economic vitality, and fostering a stable and prosperous business community in Plumas County.

We would like to thank Supervisor McGowan for his dedication to Plumas county and for serving on the NoRTEC Governing Board.



A proud partner of America's Job Center of CaliforniaSM network.

America's Job Center
of CaliforniaSM



Employment Numbers

QUARTER 1 2023

JULY

PLUMAS:

6.0%

CALIFORNIA:

5.8%

UNITED STATES:

4.5%

AUGUST

PLUMAS:

5.8%

CALIFORNIA:

5.9%

UNITED STATES:

4.4%

SEPTEMBER

PLUMAS:

5.2%

CALIFORNIA:

5.3%

UNITED STATES:

3.9%

QUARTER 4 2024

APRIL

PLUMAS:

8.1%

CALIFORNIA:

5.0%

UNITED STATES:

3.9%

MAY

PLUMAS:

6.0%

CALIFORNIA:

5.0%

UNITED STATES:

4.0%

JUNE

PLUMAS:

6.1%

CALIFORNIA:

5.8%

UNITED STATES:

4.4%



Program Highlights

AFWD provides services in Plumas County for Adult & Dislocated Workers, Young Adults, and Businesses. We also have additional services for the Dixie Fire Disaster as well. Our broad range of employment services are tailored to individuals from all skill levels and backgrounds, from entry-level to skilled technical and management. This diversity provides Plumas County employers with a labor pool for all of their hiring needs.

ADULT & DISLOCATED WORKER PROGRAMS

AFWD Career Center Advisors (CCA's) support individuals through skill assessments and career exploration. We assist Adults in need of classroom training to obtain sustainable employment by supporting them in vocational programs that will lead to local jobs in their career path. In Program Year 2024-2025, 11 AFWD Adult and Dislocated Workers in Plumas County received training assistance funds which included fees & tuition, assistance with materials for classes, and On-The-Job Trainings (OJT's).

YOUTH PROGRAMS

AFWD Youth Career Center Advisors (CCA's) serve individuals ages 17-24 years old who have barriers to employment. Youth clients are provided with individualized training and employment plans and assistance with a variety of workplace readiness factors. Our Youth Program helps clients obtain high school diplomas and GED's, navigate exit from foster care and youth detention, and obtain real world skills such as household budgeting and job market exploration. In Program Year 2024-2025 AFWD assisted 7 Youth Clients in career readiness, job placement, On-The-Job Training, and supportive services in Plumas County.

BUSINESS SERVICES

AFWD Business Service Representatives (BSR) maintain constant contact with the Plumas County business community to keep them up to date of hiring needs, employment trends, and economic conditions. BSR's also work closely with our partners in the government, nonprofit, and advocacy sectors (local Chambers and Professional Groups) in order to develop contacts and find ways to align services. In Program Year 2024-2025, Plumas County Business Services Staff engaged 66 individual businesses. Business Service Representatives provided 373 unique services to Plumas County employers.



WIOA Services

2024 - 2025 BY THE NUMBERS

NATIONAL DISLOCATED WORKER GRANTS (NDWG) + ADDITIONAL ASSISTANCE

Through this funding Alliance for Workforce Development was able to provide employment assistance to individuals through the Temporary Job Creation (TJC) Program to support disaster clean up and recovery covering wages for local non-profit and government entities. Below is a summary of the ways we were able to serve communities affected by the 2021 Summer Wildfires Disaster using NDWG funding.

TOTAL NDWG WAGES DISTRIBUTED:

\$2,590,185.22

(not including healthcare, workers' comp insurance or taxes)

TOTAL NDWG SUPPORTIVE SERVICES SPENT:

\$194,318.00

(Assistance with required training, PPE, work attire, & much more)

TOTAL NUMBER OF DIXIE FIRE CLIENTS SERVED: **201**



WIOA Services

2024 - 2025 BY THE NUMBERS

PLUMAS COUNTY CLIENTS SERVED

793

Classroom Training • Resume Assistance • Skills Testing
Job Search • On-The-Job Training (OJT) • Work Experience (WEX)

NUMBER OF WORKSHOPS OFFERED

44

UNIQUE PLUMAS COUNTY BUSINESSES SERVED

71

Recruiting • Job Fairs • Labor Market Data • HR Consultation
Access to Untapped Labor Pools • On-The-Job Training (OJT)

TOTAL NUMBER OF SERVICES PROVIDED TO BUSINESSES

377

WIOA FUNDING SPENT IN PLUMAS COUNTY ON PARTICIPANTS

\$784,617.34

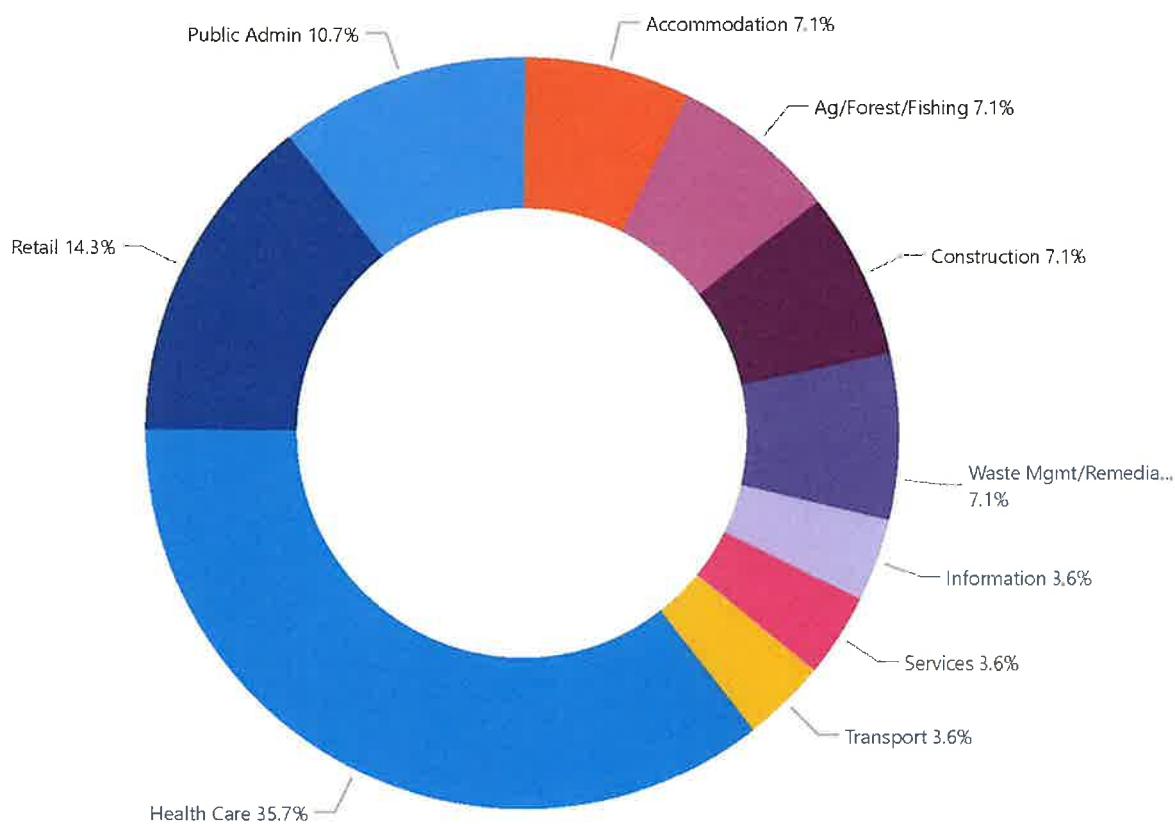
Includes On-The-Job Trainings, Classroom Trainings, Temporary Jobs, and Work Experience

From July 1, 2024 to June 30, 2025, AFWD served 793 customers in our One Stop Office. We supported 71 unique businesses with 377 services, including recruiting, retention, training, HR support, labor market data & analysis, strategic planning for sector growth, & many other services. We spent \$784,617.34 in WIOA Funds in Plumas County on participants. This vital funding allows Plumas County Employers to utilize the local labor pool by providing support to train & upskill local job seekers.



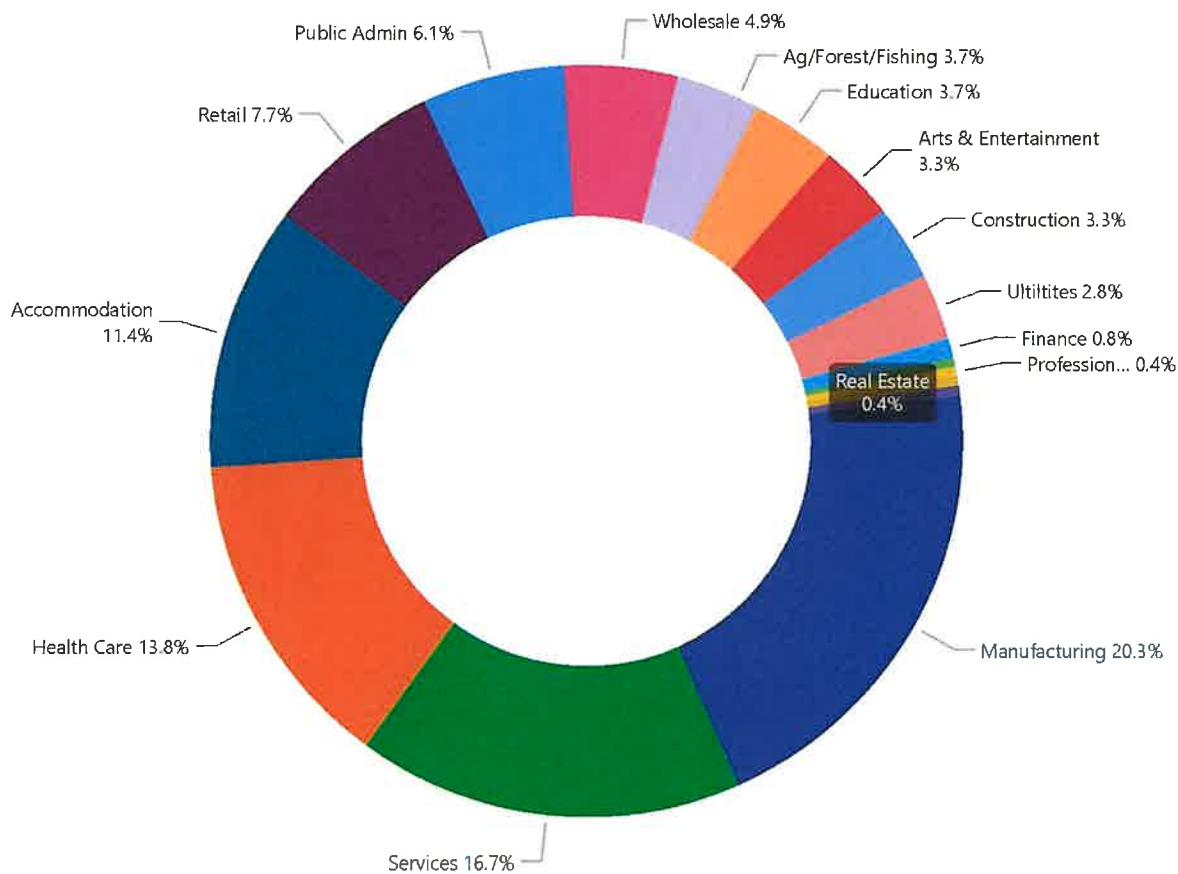
Business & Workforce

PLUMAS CLIENTS PLACED BY SECTOR



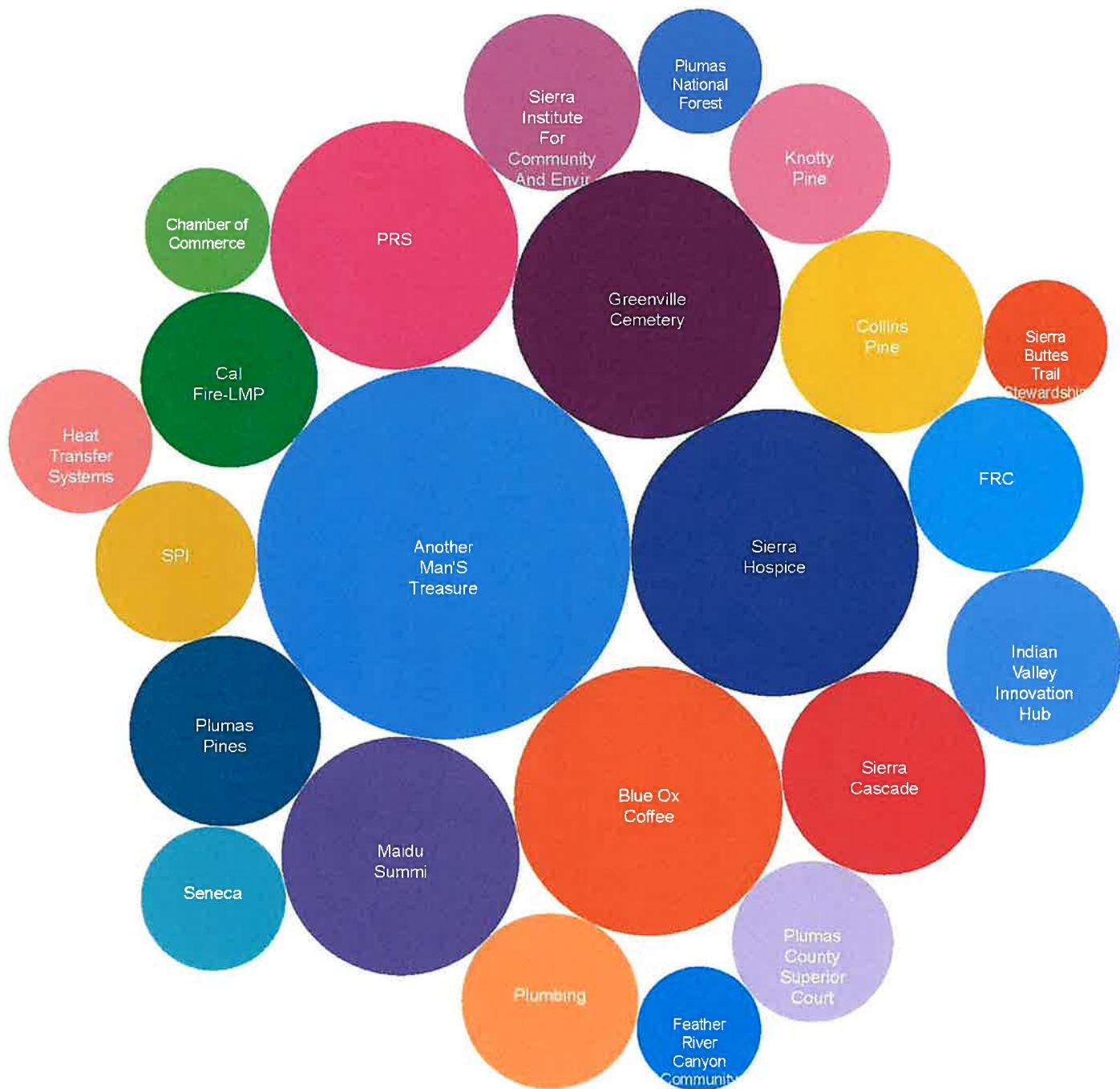
Business & Workforce

PLUMAS BUSINESS SECTORS SERVED



Business & Workforce

PLUMAS BUSINESSES SERVED



In The Community

During the 24/25 program year, AFWD deepened its presence in Plumas County by strengthening partnerships and strategically positioning staff in the Chester/Lake Almanor region. Through a collaboration with the Chester Wellness Center, AFWD established a consistent bi-weekly presence that serves as a local hub for workforce services. This intentional placement ensures that both job seekers and businesses in remote parts of the county have direct access to the resources they need.

AFWD's impact was seen through both direct service to residents and expanded engagement with employers. Our team facilitated On-the-Job Trainings (OJTs), Work Experience (WEX) placements, and Temporary Job Creation (TJC) opportunities, while also providing hands-on support such as resume assistance, job search guidance, and placement services. Several Plumas residents were able to overcome financial barriers to enroll in the free Welding Program offered by Plumas County Adult Education, with AFWD supplying protective equipment and tools. These investments are equipping residents with in-demand trade skills that position them for long-term, stable employment in the region.

The launch of AFWD's Business Walk Survey initiative in Chester further demonstrated our commitment to engaging local employers. Two Business Service Representatives visited businesses in June, gathering valuable insights into current challenges and opportunities. Even employers not currently hiring welcomed the opportunity to share their perspectives, reinforcing AFWD's role as a trusted partner and proactive resource for the business community.

AFWD also partnered with Feather River College to grow the reach of the annual Student/Community Job Fair, which expanded from 32 employers in 2024 to 51 in 2025, and saw attendance rise to 200 job seekers. In March, AFWD participated in the Lake Almanor Chamber Job Fair at Chester High School, preparing students with job readiness skills and connecting them directly to employers. Beyond career fairs, AFWD re-engaged with Feather River College's LVN program, supporting five students this semester through tuition, books, scrubs, and classroom essentials—underscoring our commitment to building a skilled healthcare workforce.

Our role in community development extended further through partnerships and participation in local events. AFWD supported the opening of the NorthStar Navigation Center in November, a milestone for addressing homelessness in Plumas County, and joined the community at Sierra Pacific Industries' open house highlighting significant industrial upgrades. These efforts illustrate how AFWD aligns workforce development with broader community priorities, from housing stability to economic growth.

Over the past year, AFWD's services in Plumas County have touched residents seeking stability, employers needing workforce support, and students preparing for future careers. While the county is rural, the scale of our impact is profound—each individual success strengthens the resilience of the community as a whole. AFWD remains committed to being a trusted partner in Plumas County and delivering workforce services that create lasting opportunities.



In The Community



Looking Ahead

As Plumas County's America's Job Center of California, AFWD's mission is to enhance economic vitality by creating a skilled, job-ready workforce, and a stable, prosperous business community throughout Plumas County. We appreciate our partners in the education, public, and private sectors who help make our mission possible.

Although we are seeing more people return to the workplace, Plumas County residents and businesses continue to navigate the residual effects of the pandemic and the Dixie Fire recovery. As new challenges arise, we continue to develop solutions to the issues and pivot with the still-changing health and safety recommendation. We continue to expand and refine our online capabilities with tools like:

- Virtual Workshops and Webinars
- Effective online recruitment through CalJOBS and NorthstateJobs.com/AFWD
- Social Media engagement with the community on Facebook, LinkedIn, and Instagram
- Live assistance for job seekers and businesses on our website chat feature at afwd.org

We continue to advocate on behalf of Plumas County, in order to provide ongoing OJT Training assistance for employers, vocational and classroom upskilling for individuals, and Temporary Job Creation services designed to mitigate the effects of economic disruption, while charging the local economy with wages.

We thank the Board for providing us the opportunity to present today and thank Plumas County for continuing to partner with us in creating pathways to success.

For more information on AFWD activities please visit afwd.org and click "News". Here you will find highlights of our work throughout the community. If you have any questions, please contact us.

James Cox

BUSINESS SERVICES MANAGER
JWCOX@NCEN.ORG
530-616-1323





**PLUMAS COUNTY
FACILITY SERVICES
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Nick Collin, Facilities Director

MEETING DATE: October 14, 2025

SUBJECT: Approve and authorize Board Chair to sign Lease Agreement between County of Plumas and The Indian Valley Riding and Roping Club, Inc. for the use of the rodeo grounds in Taylorsville. Five (5) year agreement does not collect any rent payment and is in place to allow use of the County-owned property for the betterment of local community; approved as to form by County Counsel.

Recommendation:

Approve and authorize Board Chair to sign Lease Agreement between County of Plumas and The Indian Valley Riding and Roping Club, Inc. for the use of the rodeo grounds in Taylorsville.

Background and Discussion:

The Taylorsville rodeo grounds are adjacent to the Taylorsville Campground. Each year, the Indian Valley Riding and Roping Club host the Silver Buckle Rodeo around the 4th of July holiday and followed by the Junior Rodeo. These two events bring in lots of people from out of town and help bring revenue into the local community. The rodeo grounds are in operation from May through mid-October annually.

Action:

Approve and authorize Board Chair to sign Lease Agreement between County of Plumas and The Indian Valley Riding and Roping Club, Inc. for the use of the rodeo grounds in Taylorsville. Five (5) year agreement does not collect any rent payment and is in place to allow use of the County-owned property for the betterment of local community; approved as to form by County Counsel.

Fiscal Impact:

Although this lease does not collect rent, the events hosted by the IV Riding and Roping Club generate substantial General Fund revenue at the Taylorsville Campground as well as tax revenue from local merchant sales.

Attachments:

1. Rodeo Grounds Lease Agreement

LEASE AGREEMENT

THIS LEASE AGREEMENT is made as of October 1, 2025, by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and INDIAN VALLEY RIDING AND ROPING CLUB, INC., a California non-profit corporation, hereinafter referred to as "TENANT."

1. DESCRIPTION

Pursuant to its authority under California Government Code § 25536(a), COUNTY hereby leases to TENANT, and TENANT hereby leases from COUNTY, that certain real property located at 11735 North Valley Road in Taylorsville, County of Plumas, State of California, ASMT no. 860-000-129-000, otherwise known as Taylorsville Rodeo Grounds ("Premises"), as depicted on the map attached hereto as Exhibit A. The Premises are leased in an as-is condition. TENANT shall have the right to remove any improvements or personal property identified in Exhibit B as belonging to TENANT within thirty (30) days following termination or expiration of this Lease Agreement. Any improvements or personal property remaining on the Premises after thirty (30) days following termination or expiration of this Lease Agreement shall be deemed abandoned by TENANT, and title to such abandoned improvements or personal property shall then be vested in COUNTY; provided, however, that COUNTY may elect to instead remove and dispose of any abandoned personal property, and TENANT shall reimburse COUNTY for the cost of such removal and disposal.

2. TERM

The Premises are leased for a total period of five (5) years, between the dates of October 1, 2025 and September 30, 2030.

3. USE FEES AND TAXES

The use fee for the Premises for the term as set forth at Paragraph 2 above is Zero and No/100 Dollars (\$0.00) per month. TENANT shall pay all property taxes on the Premises. TENANT shall pay all lawful taxes, assessments, or charges which at any time may be levied upon any interest TENANT may have under this Lease Agreement (including both the land and improvements).

4. REPAIRS

Costs incurred by the COUNTY to return the premises and property to as good a condition as existed prior to the commencement of this Lease Agreement shall be charged to, and payable by, TENANT. Such charges shall be in addition to the use fees listed in Paragraph 3 above and shall be paid by TENANT within fifteen (15) days of the date of the invoice issued by County for such charges.

5. EMERGENCY USE

COUNTY may require TENANT to relinquish the Premises in the event of a disaster or emergency as determined by COUNTY. In such instances, COUNTY shall attempt to notify TENANT, either verbally or in writing, as soon as reasonably possible of the need for such emergency use. Failure to provide this notice shall not prevent the COUNTY from being able to

_____ COUNTY INITIALS

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_____ TENANT INITIALS

use the Premises under this paragraph. There shall be no fee charged for COUNTY to use the Premises in the event of a disaster or emergency.

6. USE AND OCCUPANCY

TENANT is leasing the Premises in its present condition. TENANT shall use and occupy the Premises for the purpose of outdoor recreation activities, including rodeo, rodeo-related activities, and equestrian activities. The Premises shall be used for no other purpose without the written consent of COUNTY. At the end of the term of this Lease Agreement, TENANT shall surrender and deliver up the Premises in the same condition (subject to any additions, alterations or improvements, if any) as presently exists, reasonable wear and tear excluded. In using the Premises, TENANT shall comply with all rules, regulations, ordinances, codes, and laws of all governmental authorities having jurisdiction over the Premises.

TENANT agrees to make the Premises available for the use of third-parties during such times when TENANT is not using the Premises for its own activities. All third-party use of the Premises shall be negotiated directly between TENANT and the third-party. TENANT may require third-parties to submit requests to use the Premises in writing with reasonable advance notice and may require third-parties to comply with the "Rules and Regulations for Plumas County Facility Services & Airports," or other such reasonable rules and regulations.

7. UTILITIES, FEES, AND MAINTENANCE

TENANT shall, at its sole expense, pay all utilities and services furnished to the premises during the term hereof. TENANT shall be responsible for all maintenance on the Premises, including janitorial services and repairs to all improvements and equipment. TENANT shall operate, maintain and occupy the Premises in a good, neat, clean, sanitary condition, and in compliance with all applicable laws and regulations. TENANT shall be obligated to maintain all improvements that are now or hereafter part of the Premises in good condition, ordinary wear and tear excepted. COUNTY shall be obligated to perform any repairs or maintenance the Premises except as expressly stated herein. TENANT shall promptly perform or cause to be performed: (i) any required structural or exterior repairs and maintenance; (ii) any repair or restoration to be performed under the terms hereof with insurance proceeds; and (iii) or repairs of any damage to the Premises caused by TENANT.

COUNTY shall, at its sole expense, pay the fees associated with: (i) the Certificate to Operate a Small Water System issued by and through the Plumas County Department of Environmental Health; and (ii) all fees associated with testing the water which is delivered through said small water system for contaminants. TENANT shall notify COUNTY one week prior to activating small water system each Spring and TENANT shall not make water available to the General Public until water samples can be collected, and test results delivered to COUNTY.

TENANT's payment of utilities and maintenance under this paragraph, as well as the payment of property and other taxes as described in paragraph 3, constitutes the consideration received by COUNTY in return for leasing the Premises to TENANT.

8. DAMAGES

The TENANT is responsible for and shall reimburse and indemnify the COUNTY for any

_____ COUNTY INITIALS

_____ TENANT INITIALS _____

personal injury or property damage, or loss or liability of any kind incurred by COUNTY as a result of any of the activities of TENANT or of TENANT'S guests or members, incurred in connection with TENANT'S use of the premises. This includes, but is not limited to, repairs to the Premises, trash removal and custodial time to clean the facilities if needed.

9. HOLD HARMLESS

TENANT shall defend, hold harmless, and indemnify COUNTY, its elected officials, officers, employees, agents, and volunteers against all claims, suits, actions, costs, expenses (including, but not limited to, reasonable attorney's fees of County Counsel and counsel retained by COUNTY, expert fees, litigation costs, and investigation costs), damages, judgments, or decrees by reason of any person's or persons' bodily injury, including death, or property (including property of COUNTY) being damaged by the negligent acts, willful acts, or errors or omissions of the TENANT or any person employed under TENANT, or in any capacity during the events set forth in Paragraph 6 above, except when the injury or loss is caused by the sole negligence or intentional wrongdoing of COUNTY.

10. INSURANCE

Upon execution of this Agreement, TENANT shall provide proof of general liability insurance with limits of liability of not less than \$1 million combined single limit bodily and property damage. Such insurance must be from an insurance carrier authorized to transact business in the State of California and maintained continuously during the term of this Agreement. Such insurance shall be primary as to any other insurance maintained by the COUNTY. Such insurance shall include an endorsement or an amendment to the policy of insurance which names Plumas County, its elected officials, officers, employees, agents, and volunteers as additional insured and provide that coverage shall not be reduced or canceled prior or during the term of this Lease Agreement.

11. ALCOHOLIC BEVERAGES ON PREMISES

Any party (whether TENANT or a third-party using the Premises pursuant to a license granted by the TENANT) wishing to serve alcoholic beverages on the Premises shall obtain all necessary permits from the Department of Alcoholic Beverage Control, or any other agency having jurisdiction over the service of alcohol. Such party shall defend and hold harmless the COUNTY against any and all claims, suits, actions, costs, expenses, including, but not limited to, reasonable attorney's fees of County Counsel and counsel retained by COUNTY, expert fees, litigation costs, and investigation costs, damages, judgments, or decrees by reason of any person's or persons' bodily injury, including death or property damage (including property of COUNTY) arising out of the service and/or consumption of alcoholic beverages on the Premises. Such party shall maintain general liability insurance covering the services of alcoholic beverages with limits of liability of not less than \$1 million combined single limit bodily and property damage throughout the period in which alcoholic beverages are served on the Premises. Such insurance shall include an endorsement or an amendment to the policy of insurance which names Plumas County, its elected officials, officers, employees, agents, and volunteers as additional insured. TENANT shall verify that any third-party licensee wishing to serve alcoholic beverages on the Premises carries insurance in compliance with this Section 11.

12. RESPONSIBILITY OF TENANT

_____ COUNTY INITIALS

_____ TENANT INITIALS _____

TENANT agrees to assume full responsibility for the conduct of its members, agents, participants, customers, employees, and guests, and all other persons who visit or use the Premises in connection with TENANT's lease thereof.

13. DEFAULT AND TERMINATION

In the event the TENANT shall be in default in the performance of any obligation on its part to be performed under the terms of this Lease Agreement, which default continues for thirty (30) days following notice and demand for correction thereof to the TENANT, the COUNTY may exercise any and all remedies granted by law. Such remedies shall specifically include the right to immediately terminate the Lease Agreement upon expiration of the 30-day notice-and-cure period.

Either party may terminate this Lease Agreement for any reason, or no reason, upon ninety (90) days written notice to the other party.

14. NOTICES

All notices required by this Lease Agreement to be given to either party may be given personally or by depositing the same in the United States mail, postage prepaid, and addressed to either party as set forth below and, in that event, notice shall be deemed to have been given three (3) days after mailing.

COUNTY:

Facilities Services & Airports
County of Plumas
198 Andy's Way
Quincy, CA 95971
Attention: Facility Services & Airports Director

TENANT:

Indian Valley Riding and Roping Club, Inc.
P.O. Box 151
Taylorsville, CA 95983
Attention: Misty Banchio, President

15. ASSIGNMENT AND SUBLEASES

TENANT may not sublet the Premises or assign this Lease Agreement, or any interest therein, without the prior consent in writing of the COUNTY, which may grant or deny such consent in its sole discretion. Notwithstanding the foregoing, TENANT may grant short-term licenses to use the Premises to third-parties in accordance with Section 6 of this Lease Agreement.

16. INUREMENT

Subject to the restrictions on assignments as herein contained, this Lease Agreement shall inure to the benefit of, and shall be binding upon the assigns, successors in interest, personal representatives, estates, and heirs of the respective parties hereto.

_____ COUNTY INITIALS

_____ TENANT INITIALS _____

17. ENTIRE DOCUMENT; AMENDMENTS; WAIVERS

This Lease Agreement constitutes the entire Lease Agreement between the parties pertaining to the subject matter contained in it as it relates to all prior and contemporary agreements, representations, and understandings of the parties. No supplement, modification, or amendment of this Lease Agreement shall be binding unless executed in writing by all of the parties. No waiver of the provisions of this Lease Agreement shall be deemed or shall constitute a waiver of any other provisions, nor shall it be binding unless executed in writing by the party making the waiver.

18. ATTORNEY'S FEES AND COSTS

The remedies provided herein are cumulative and may be enforced separately or concurrently. If any action is brought to enforce the obligations or rights of the parties under this Agreement, the prevailing party in the action will be entitled to all costs and expenses, including attorney's fees, including fees of County Counsel, incurred in the action.

19. RIGHT OF ENTRY

COUNTY, through any of its duly authorized representatives, shall have the right to enter upon the Premises for the purposes of inspection, or any other lawful purpose, including, without being limited to, the right to enter to inspect compliance with the provisions of this Lease Agreement. COUNTY shall exercise such rights reasonably during ordinary business hours, and in such manner as not to interfere with the business of TENANT or its contractors.

20. WASTE

TENANT shall not knowingly commit, suffer, or permit any waste or nuisance on the Premises or any acts to be done thereon in violation of any applicable laws or ordinances.

21. LIENS

In the event TENANT shall at any time during the term of this Lease Agreement cause any changes, alteration, addition, improvements, or other work to be done or performed or materials to be supplied, in or upon the Premises, TENANT shall pay, when due, all sums of money that may become due for any labor, services, materials, supplies or equipment furnished to or for TENANT in, upon or about the Premises or TENANT's interest therein, and will cause each such lien to be fully discharged and released at the time the performance of any obligation secured by any such lien matures or comes due, except that, if TENANT desires to contest any such lien, it may do so. If any such lien shall be reduced to final judgment and such judgment or such process as may be issued for the enforcement thereof is not promptly stayed, or, if so stayed, said stay thereafter expires, TENANT shall forthwith pay and discharge said judgment.

22. RELATIONSHIP OF PARTIES

TENANT and the agents and employees of TENANT in the performance of this Lease Agreement shall act in an independent capacity and not as officers or employees or agents of COUNTY. The employees of COUNTY who participate in the performance of this Lease Agreement are not agents of TENANT.

_____ COUNTY INITIALS

_____ TENANT INITIALS _____

23. GOVERNING LAW

This Lease Agreement shall be governed exclusively by the provisions hereof and by the laws of the State of California as the same from time to time exist.

24. SECTION HEADINGS

All articles, paragraph and section headings, titles or captions contained in this Lease Agreement are for convenience of reference only and are not intended to define or limit the scope of provision of this Lease Agreement.

25. HOLDING OVER

Should TENANT hold over the expiration of the term hereof with the express or implied consent of COUNTY, such holding over shall be deemed to be on a month-to-month basis, subject otherwise to all the terms and conditions of this Lease Agreement.

26. PARTIAL INVALIDITY

If any one or more of the terms, provisions, covenants or conditions of this Lease Agreement shall to any extent be declared invalid, unenforceable, void or voidable for any reason by a court of competent jurisdiction, the finding or order or decree of which becomes final, none of the remaining terms, provisions, covenants or conditions of this Lease Agreement shall be affected thereby, and each provision of this Lease Agreement shall be valid and enforceable to the fullest extent permitted by law.

27. EXECUTION

This Lease Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all together shall constitute but one and the same Lease Agreement. It is also agreed that separate counterparts of this Lease Agreement may separately be executed by TENANT and COUNTY, all with the same force and effect as though the same counterpart had been executed by both its TENANT and COUNTY.

28. NON-DISCRIMINATION

TENANT agrees not to discriminate in the provision of employment or through its use of the Premises under this Lease Agreement, including offering the Premises for third-party use under paragraph 6, on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.

_____ COUNTY INITIALS

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TENANT INITIALS _____

IN WITNESS WHEREOF, this Lease Agreement has been executed as of the date first set forth above.

TENANT:

Indian Valley Riding and Roping Club, Inc., a
CA non-profit corporation

COUNTY:

County of Plumas, a political subdivision of
the State of California

By: _____
Name: Misty Banchio
Title: CEO
Date signed:

By: _____
Name: Kevin Goss
Title: Chair, Board of Supervisors
Date signed:

By: _____
Name: Jennifer Van Acker
Title: Secretary
Date signed:

ATTEST:

By: _____
Allen Hiskey
Clerk of the Board

Approved as to form:



Joshua Brechtel, Attorney
County Counsel's Office

COUNTY INITIALS

TENANT INITIALS

EXHIBIT A

Map of premises



_____ COUNTY INITIALS

_____ TENANT INITIALS _____



**PLUMAS COUNTY
LIBRARY DEPARTMENT
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Dora Mitchell, Librarian

MEETING DATE: October 14, 2025

SUBJECT: Approve and authorize Library to recruit and fill extra-help Library Aide; (General Fund Impact) as approved in FY25/26 adopted budget.

Recommendation:

Approve and authorize Library to recruit and fill extra-help Library Aide; (General Fund Impact) as approved in FY25/26 adopted budget.

Background and Discussion:

The Library needs an additional extra help Library Aide to assist with working on the front desk and performing other general library tasks. This will not incur any additional cost in wages, as sufficient funds have been budgeted in the Library's Other Wages account. A new hire is required to fill in during the temporary absence of one of our regular extra help aides so that the Library can maintain current open hours without impacting the ability of permanent staff to complete their other duties.

Action:

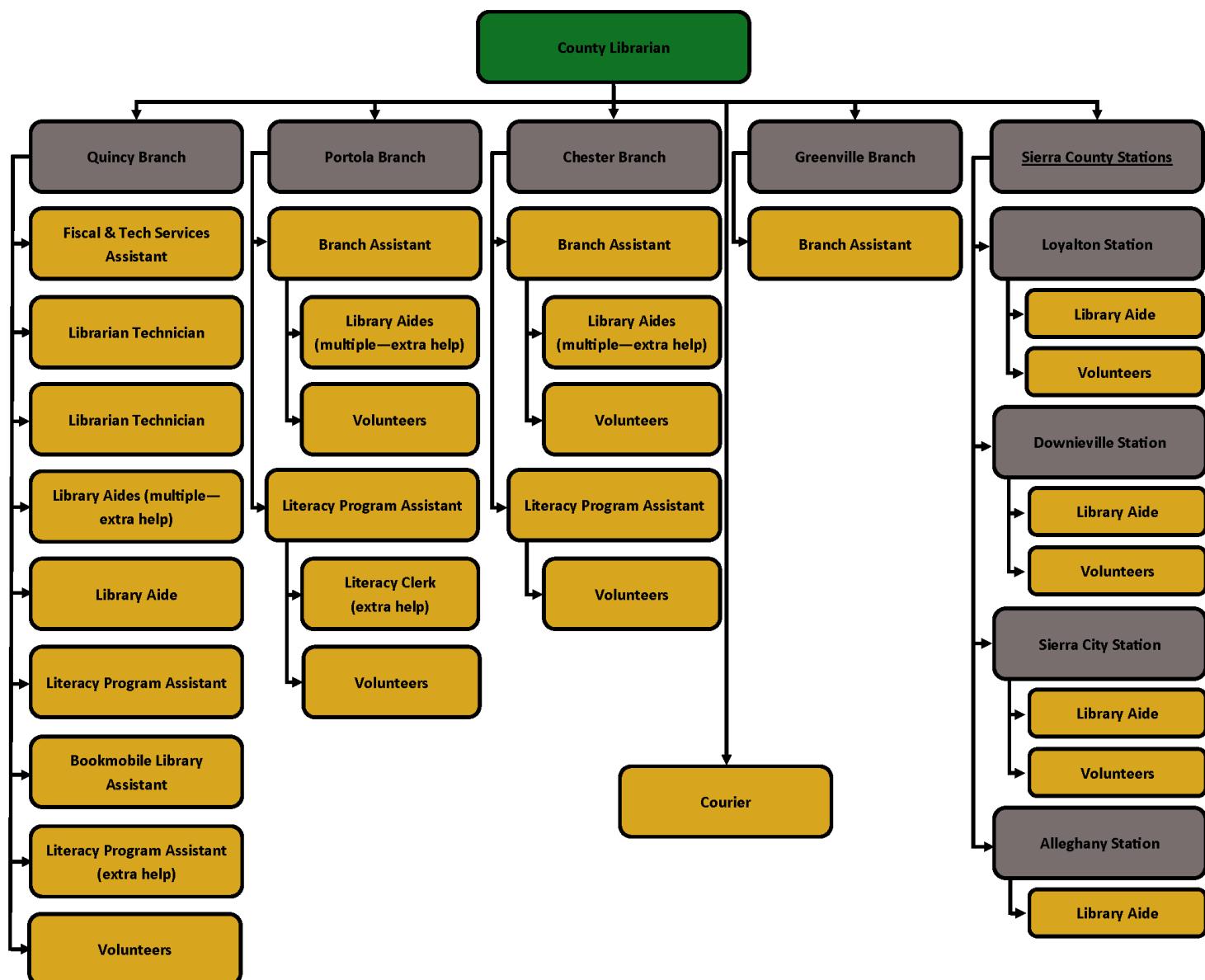
Approve and authorize Library to recruit and fill extra-help Library Aide; (General Fund Impact) as approved in FY25/26 adopted budget.

Fiscal Impact:

(General Fund Impact) as approved in FY25/26 adopted budget.

Attachments:

1. Organizational Chart for Plumas County Library and Literacy System_2025
2. Library Aide Job Description
3. Critical Staffing Questionnaire - Library Aide - Quincy



LIBRARY AIDE

DEFINITION

Under general supervision, to perform typing, filing, and other office assistance duties; to learn perform a basic patron and circulation assistance and other support functions in the County library system; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level for Library support classifications. Incumbents learn and perform a variety of Library support functions including basic patron and circulation assistance. When an incumbent has demonstrated sufficient work skills and job knowledge, they may be promoted to the Branch Library Assistant or Library Technician classifications.

REPORTS TO

County Librarian.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

LIBRARY AIDE - 2

EXAMPLES OF DUTIES

- Performs a variety of office support functions for the Plumas County Library System.
- Learns library procedures and functions and provides basic patron assistance in the use of Library facilities and resources.
- Learns circulation desk procedures and policies and performs circulation desk functions such as checking out material for circulation, issuing library cards, and collecting monies for overdue and damaged books and media.
- May receive and transmit patron requests for books, media, and information.
- Compiles information for statistical summaries and reports.
- Assists with book repair and mending.
- Re-shelve returned material.
- Prepares periodicals for patron use.
- Updates collection lists and other records.
- Learns and performs a variety of Library support functions.
- Maintains account records on monies collected.
- Updates records and reports.
- Types a variety of correspondence, information, and other materials.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

LIBRARY AIDE - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Correct English usage, spelling, grammar, and punctuation.
- Modern office methods, practices, and procedures.
- Maintenance of filing and information retrieval systems.
- Mathematics.
- Public relations.

Ability to:

- Perform a variety of typing, filing, and office support assignments.
- Learn library operations, functions, and policies.
- Learn and perform circulation assistance assignments.
- Learn and perform a variety of Library support assignments.
- Make arithmetical calculations.
- Maintain accurate records and prepare reports.
- Effectively represent library services with the public.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One (1) year of general office assistance work experience or completion of office skills training courses.

Special Requirement: Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California license must be maintained throughout employment.

QUESTIONS FOR STAFFING CRITICAL POSITIONS CURRENTLY ALLOCATED FOR FISCAL YEAR 2025/2026

Position: Library Aide, Ex Help

1. Is this a legitimate business, statutory, or financial justification to fill the position?

The position is necessary for the Quincy Library to provide consistent services to the public and maintain current open hours. As headquarters of the Plumas/Sierra County Library system, the Quincy Library relies on extra help aides to cover some front desk shifts so that permanent staff have sufficient time to perform library support functions for the entire system.

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

One of the extra help Library Aides currently working at the Quincy Library will be temporarily unavailable to work for several months, possibly longer, beginning in Fall 2025. We need to hire an additional person to ensure that a sufficient pool of trained aides is available when needed.

3. How long has this position been vacant?

We currently have three people trained as extra help library aides, down from four in Fall 2024. An additional aide will leave on October 21, 2025, and another is only available one to two days per month, leaving us with one aide available.

4. Can the department use other wages until the next budget cycle?

This position is funded with other wages.

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

All branches in any library system have substitutes trained to work the front desk to ensure that open hours can stay consistent when staff are absent.

6. What core function will be impacted without filling the position prior to July 1st?

Headquarters staff will either have to cut back on their regular duties which allow all library branches to perform their core functions in order to work on the front desk, or open hours will have to be reduced.

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

Filling this position has no fiscal impact on the County.

A non -general fund department head needs 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?

N/A

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

No.

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

N/A

10. 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?

Filling this position will not increase the Library's need for General Fund support in future years; this position is for a substitute to work on an occasional, as-needed basis, requiring no additional funding in our other wages account.

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

No, the department is funded by the General Fund.



**PLUMAS COUNTY
LIBRARY DEPARTMENT
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Dora Mitchell, Librarian

MEETING DATE: October 14, 2025

SUBJECT: **Approve and authorize Library to recruit and fill one extra-help Bookmobile Library Assistant; (General Fund Impact) as approved in FY25/26 adopted budget.**

Recommendation:

Approve and authorize Library to recruit and fill one extra-help Bookmobile Library Assistant; (General Fund Impact) as approved in FY25/26 adopted budget.

Background and Discussion:

The Library currently has one permanent part-time Bookmobile Library Assistant. When this employee is unavailable due to illness or vacation time, the Bookmobile's scheduled route has to be canceled, sometimes on very short notice. This causes significant inconvenience and disruption to both patrons and staff. Many patrons rely on regular weekly access to the Bookmobile to return items, especially high-demand items like WiFi hotspots which can't be renewed, and staff must then waive fines on items which were returned late through no fault of the patron.

To address this issue, the Library would like to recruit one extra help Bookmobile Library Assistant as a substitute when our regular driver is unavailable. This will not only allow the Bookmobile to keep its regular route consistent week-to-week, but also allow for more special one-time stops, such as community events, back-to-school nights, farmer's markets, etc., which are currently difficult to schedule without disrupting the regular route.

Action:

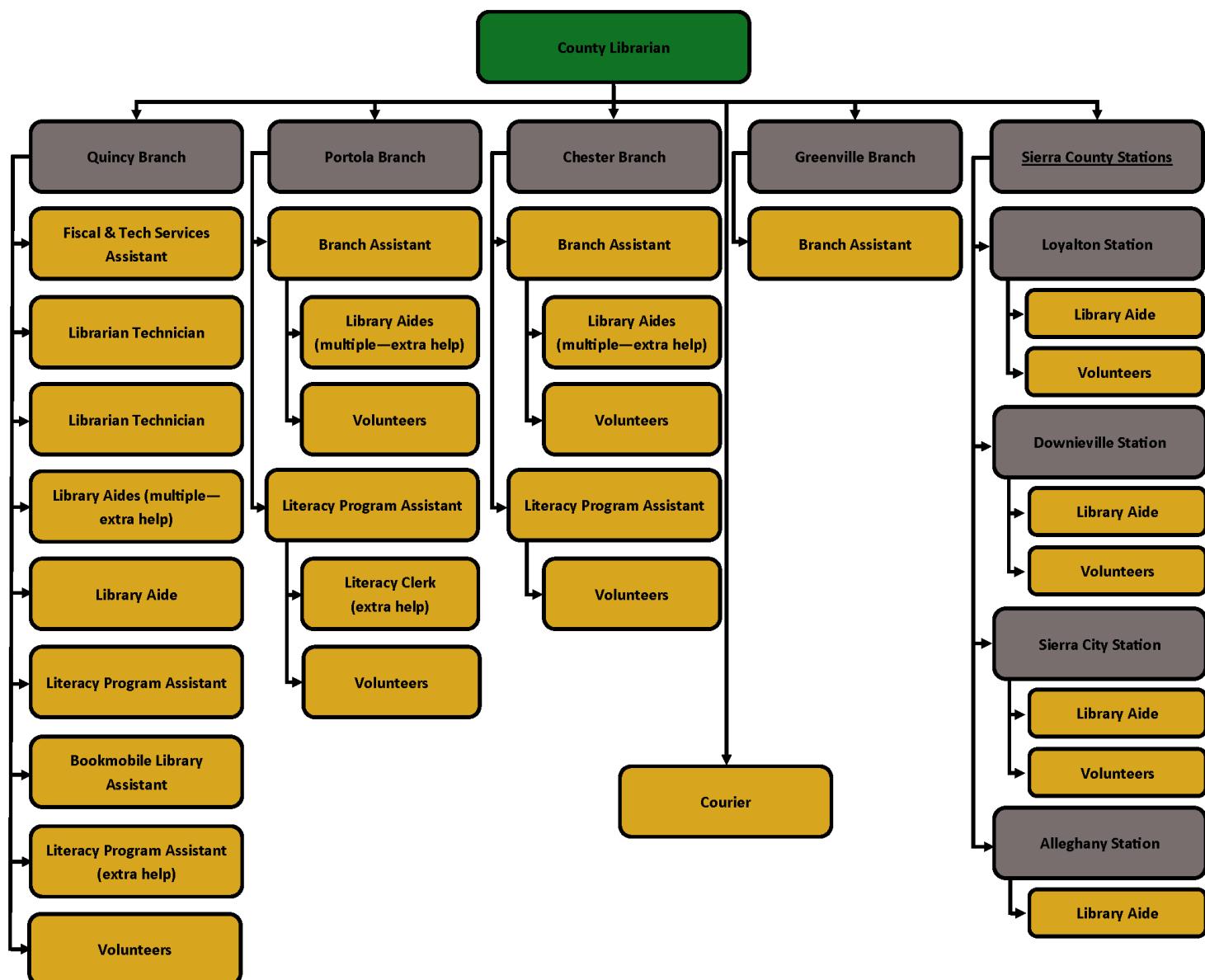
Approve and authorize Library to recruit and fill one extra-help Bookmobile Library Assistant; (General Fund Impact) as approved in FY25/26 adopted budget.

Fiscal Impact:

(General Fund Impact) as approved in FY25/26 adopted budget.

Attachments:

1. Organizational Chart for Plumas County Library and Literacy System_2025
2. Bookmobile Asst Job Description
3. Critical Staffing Questionnaire - Bookmobile Lib Asst



BOOKMOBILE LIBRARY ASSISTANT**DEFINITION**

Under general and remote supervision of the County Librarian or designee, to be responsible for the daily operations and services of a Bookmobile; to perform a variety of patron and circulation assistance in the County library system; to perform general library assistance duties; to perform the safe operation of and maintenance of the vehicle in compliance with all traffic regulations and rules; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is an entry level Library Assistant classification. Incumbents learn and perform a variety of Library support functions including basic patron and circulation assistance, as well as the safe operations of the bookmobile vehicle. They are expected to become familiar with the policies, functions, and operations of the County library system, be capable of providing help and instruction to library patrons, assist patrons while boarding and unloading, and be aware of passenger's comfort. They are to perform required safety inspections of the vehicle.

REPORTS TO

County Librarian

CLASSIFICATIONS DIRECTLY SUPERVISED

May provide work coordination and lead direction for volunteers and substitute Bookmobile Library Assistants.

BOOKMOBILE LIBRARY ASSISTANT - 2

EXAMPLES OF DUTIES

- Learns library procedures and functions and provides patron assistance in the use of Library facilities and resources.
- Learns circulation desk procedures and policies and performs circulation desk functions such as checking out material for circulation, issuing library cards, and collecting monies for overdue and damaged materials.
- Provides patron assistance with research, use of library resources and catalogs, and answers questions.
- Updates collection through weeding and collection rotations. Assists with the rotation of the bookmobile and storage inventory.
- Plans and conducts programs such as story time and follows directions from Headquarters on system-wide programs like the summer reading program. Programs may be completed outside of the bookmobile and at other approved locations. Conducts tours.
- May receive and transmit patron requests for materials and information.
- Compiles information for statistical summaries and reports.
- Assists with book repair and mending.
- Re-shelves returned material.
- Prepares periodicals and materials for patron use.
- Updates collection lists and other records.
- Performs a variety of office support functions for the Plumas County Library System.
- Maintains account records, including monies collected.
- Prepares marketing materials as they relate to the department programs and services (i.e. flyers, press releases).
- Maintains close contact with the main library, particularly regarding reference questions and the coordination of circulated materials between the main library and the respective outlet.
- Attends workshops and trainings to update staff library knowledge and skills.
- Prepares displays.
- Develops and maintains rapport with community organizations. Acts as a liaison to local Friends of the Library organizations and other local and state agencies, nonprofits, and organizations.
- Ensures proper repair and maintenance of the vehicle, furniture, and equipment and performs required safety inspections.
- Brings vehicle in for maintenance; may be required to drive the vehicle outside the county for dealer maintenance.
- Has responsibility for vehicle security.

BOOKMOBILE LIBRARY ASSISTANT - 3

- Ensures the safety of patrons when approaching, boarding, and unloading, assists passengers while boarding and unloading, and operates the wheelchair lift when relevant.
- Maintains required records and logs for the vehicle and accurately follows regulations and guidelines. Immediately communicates vehicle issues.
- Follows designated schedule, stop locations, and directions from the County Librarian.
- Keeps the interior of the bookmobile clean and orderly.
- If relevant, picks up or drops off library materials from book drops or additional locations prior to returning to the library.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 50 lbs.; reach, climb, bend, stoop, twist, crouch, grasp, crawl, and kneel to secure wheelchairs, conduct vehicle inspections, and get in and out of the vehicle repeatedly; make repetitive hand movements above and below shoulder level in the performance of daily duties; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and printers; can operate a large vehicle for long distances; can rotate the collection of books.

TYPICAL WORKING CONDITIONS

Work is typically performed inside the vehicle; occasionally works outside or indoors at other locations; continuous contact with staff and the public; driving long distances.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Library procedures and methods
- Library reference resources
- Correct English usage, spelling, grammar, and punctuation
- Modern office methods, practices, and procedures
- Maintenance of filing and information retrieval systems
- Computer applications for library services
- Basic mathematics for patron account calculations
- Public relations and customer service

BOOKMOBILE LIBRARY ASSISTANT - 4

- Safe driving practices and the California Motor Vehicle Code applicable to the operation of vehicles
- Safe lifting techniques
- General preventative maintenance and requirements of automotive equipment

Ability to:

- Learn library operations, functions, and policies
- Learn and perform library and circulation assistance assignments, and a variety of Library support assignments
- Interpret, explain, and apply library policies and methods
- Respect the confidentiality of library users and records
- Make arithmetical calculations, and perform basic cash and credit card handling
- Perform a variety of typing, filing, and office support assignments
- Maintain accurate records and prepare reports
- Assign job tasks to volunteers and substitutes
- Effectively represent library services with the public
- Establish and maintain cooperative working relationships
- Drive and operate a vehicle and secure materials safely and efficiently.
- Track preventative maintenance of department vehicles
- Observe safety as a priority while performing all duties
- Utilize maps and digital navigation tools to plan and follow routes
- Ability to effectively manage vehicular emergencies
- Must be able to work in an enclosed vehicle
- Must be able to work and drive in all types of weather (snow, ice, rain, summer heat)

TRAINING AND EXPERIENCE

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One (1) year of general office assistance work experience or completion of office skills training courses.

One (1) year of driving experience

BOOKMOBILE LIBRARY ASSISTANT - 5

SPECIAL REQUIREMENTS

Must possess a valid Class "C" California Driver's License issued by the Department of Motor Vehicles with a good driving record. The Class "C" License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work-related training as assigned and to return to work as ordered in the event of an emergency.

QUESTIONS FOR STAFFING CRITICAL POSITIONS CURRENTLY ALLOCATED FOR FISCAL YEAR 2025/2026

Position: Bookmobile Library Assistant, Ex Help

1. Is this a legitimate business, statutory, or financial justification to fill the position?

The position is necessary for the Plumas County Library Bookmobile to provide consistent services to the public. With only one trained driver available currently, we are frequently forced to cancel the Bookmobile's regular stops due to illness or vacation, sometimes on very short notice, causing significant inconvenience to library users.

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

We need a substitute available to fill in when our permanent driver cannot make the Bookmobile's regularly scheduled stops; without backup, stops are canceled frequently. Several scheduled one-time events have also had to be canceled at short notice, causing complaints and frustration among staff, event organizers, and the public.

3. How long has this position been vacant?

This is not a position that has been filled before.

4. Can the department use other wages until the next budget cycle?

This position is funded with other wages.

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

All branches in any library system have substitutes trained to work the front desk to ensure that open hours can stay consistent when staff are absent; the Bookmobile needs to have a substitute available for the same reason.

6. What core function will be impacted without filling the position prior to July 1st?

The Bookmobile's route will continue to be unreliable, which causes inconvenience to the public and disruption of library services; we have received numerous calls from patrons upset that the Bookmobile was not available when scheduled.

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

Filling this position has no fiscal impact on the County.

A non -general fund department head needs 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?

N/A

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

No.

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

N/A

10. 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?

Filling this position will not increase the Library's need for General Fund support in future years; this position is for a substitute to work on an occasional, as-needed basis, requiring no additional funding in our other wages account.

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

No, the department is funded by the General Fund.



**PLUMAS COUNTY
PUBLIC HEALTH AGENCY
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Nicole Reinert, Director of Public Health

MEETING DATE: October 14, 2025

SUBJECT: **Approve and authorize the Public Health Agency to recruit and fill, funded and allocated, vacant one full-time Management Analyst I/II position; (No General Fund Impact) (realignment).**

Recommendation:

The Director of the Public Health Agency respectfully recommends that the Board of Supervisors authorize the Department to fill the vacancy of one (1) FTE Management Analyst I/II position.

Background and Discussion:

One (1) Management Analyst has retired from the Public Health Department. The Department is requesting to fill this vacancy.

Action:

Approve and authorize the Public Health Agency to recruit and fill, funded and allocated, vacant one full-time Management Analyst I/II position; (No General Fund Impact) (realignment).

Fiscal Impact:

(No General Fund Impact) (Realignment)

Attachments:

1. Critical Staffing Request MALL
2. Administration & Fiscal Services
3. Management Analyst I
4. Management Analyst II

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Management Analyst I/II - Public Health Agency

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

Management Analysts are the workforce for administrative services, which supports the operations unit of the Department.

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

Management Analysts provide consistent support for the Department, and a prolonged vacancy can negatively impact the performance of the Department

- How long has the position been vacant?

Effective 6/25.

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

The department's wage and benefits portion of the 25/26 budget includes funds for this position.

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

No specific research has been performed for this position. Generally speaking, however, past research tasks have identified Plumas County as being consistent with neighboring Counties.

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

- 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? **N/A**

- 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? **No change in General Fund support since this is already a budgeted position**

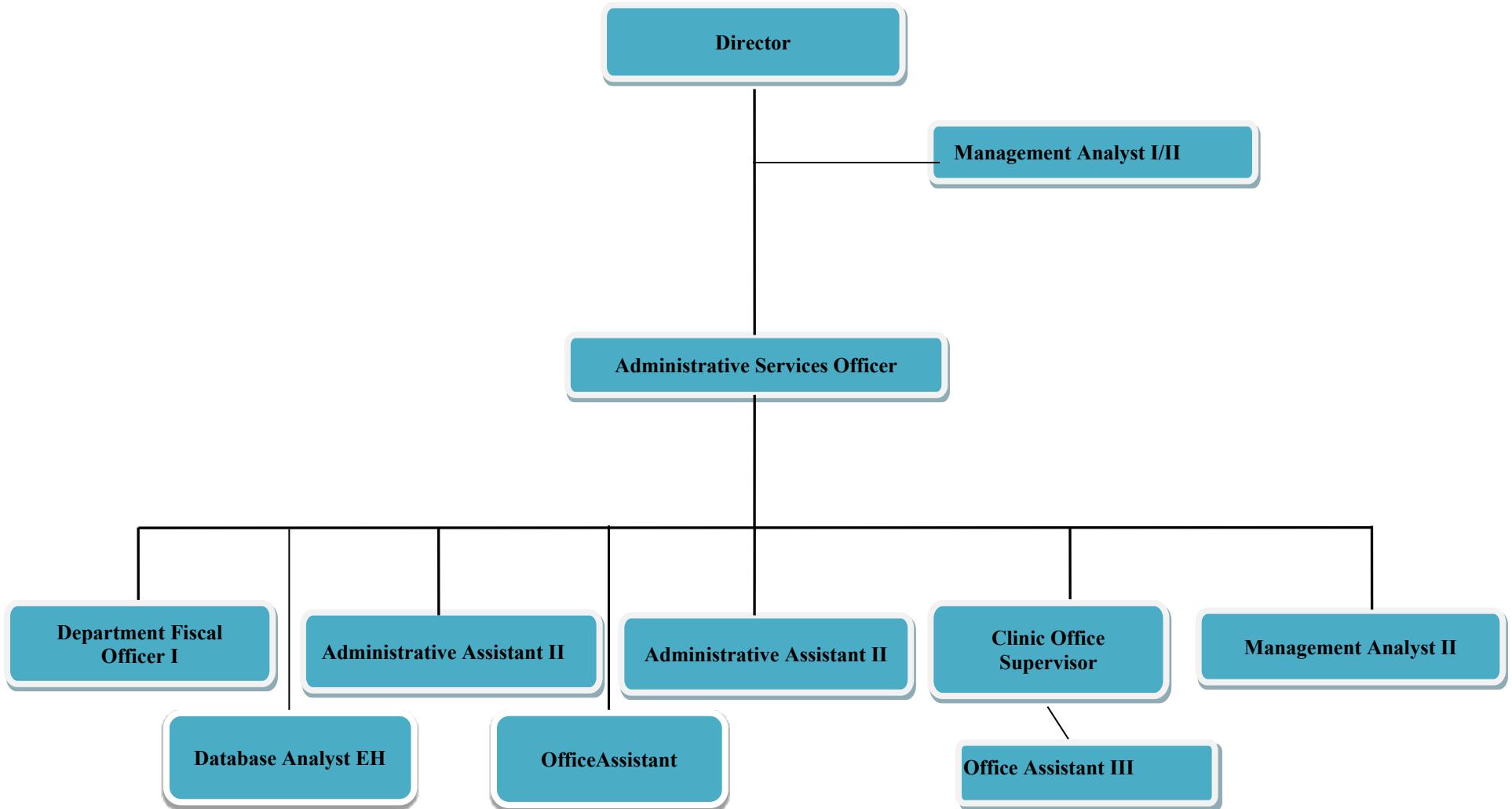
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?

FY19/20 = \$1410,133

FY20/21 = \$1421,255

FY21/22 = \$1422,317

Administrative and Fiscal Services



MANAGEMENT ANALYST I

DEFINITION

Under supervision, to perform surveys, studies and analysis of budgetary, administrative organizational and operational matters of a department(s) or the County government; to develop, implement and evaluate policies, plans and programs and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and first experienced level in the Management Analyst class series. Incumbents are expected to learn and perform increasingly difficult and complex management analyst tasks and conduct management studies for County Departments. Incumbents are expected to increase their skill in knowledge of budgetary, administrative, fiscal, operational and organizational areas of County government.

REPORTS TO

Department Head.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

MANAGEMENT ANALYST I – 2

EXAMPLES OF DUTIES

- Performs general and specialized studies, surveys, and analysis relating to matters of county government operation.
- Reviews revenues and expenditures requests from county departments and makes recommendations based on program objectives and requirements.
- Assists in compiling and analyzing.
- Monitors revenues and expenditures of various county departments.
- Makes periodic reports on budget status.
- Studies and makes recommendations related to administrative and operational policies and procedures.
- Monitors department compliance with federal and state regulations.
- Gathers, tabulates and analyzes data and information.
- Develops recommendations and prepares reports.
- May assist in developing grant applications and administering grants.
- Makes oral and written presentations to various commissions and boards.
- May coordinate the development of bids and specifications for major purchases.
- Will administer or negotiate leases and service contracts.
- May represent the County at meetings and conferences.
- May coordinate part of the county risk management, Health Insurance Portability and Accountability Act (HIPPA), and MediCal Administrative Activity programs.
- Performs a variety of staff support duties and other specialized functions as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment with continuous contact with staff and public. Some field trips will be necessary to attend Training/meetings, visit outstation county departments, staff, programs and operations.

MANAGEMENT ANALYST I – 3

DESIRABLE QUALIFICATIONS

KNOWLEDGE OF

- Local government origination, operation and legislative process.
- Statistical methods and practices of financial administration including governmental accounting
- Functions, originations and programs of local government in California
- Basic research methods and techniques
- Effective oral and communication styles

ABILITY TO

- Perform a variety of specialized analytical studies
- Effectively present ideas and recommendations orally and in writing
- Analyze and evaluate a variety of information researching and gathering appropriate data to resolve problems
- Develop and administer grants
- Prepare a variety of comprehensive reports
- Effectively represent the programs and functions of the county with public, community organizations, other county staff, and other government agencies
- Establish and maintain effective working relationships

MANAGEMENT ANALYST I – 4

TRAINING AND EXPERIENCE:

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Possession of a bachelor's degree in public or business administration or a related field.

Job related experience may be substituted for educational requirements on a year-to-year basis. Job related experience would be defined as experience performing duties set forth in the "Examples of Duties" in this job description.

Special Requirements:

Possession of a valid driver's license at time of application and possession of a valid California Drivers License by time of appointment. The valid California Drivers License must be maintained throughout employment.

MANAGEMENT ANALYST II

DEFINITION

Under supervision, to perform surveys, studies and analysis of budgetary, administrative organizational and operational matters of a department(s) or the County government; to develop, implement and evaluate policies, plans and programs and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the experienced to advanced experienced level in the management analyst class series. Incumbents are expected to perform increasingly difficult and complex management analyst tasks and conduct management studies for County departments. Incumbents are expected to carry out assigned risk management, purchasing, and other specialized functions.

REPORTS TO

Department Head.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

MANAGEMENT ANALYST II – 2

EXAMPLES OF DUTIES

- Performs general and specialized studies, surveys, and analyst relating matters of county government operation.
- Reviews revenues and expeditors requests of county departments and makes recommendations based on program objectives and requirements.
- Assists in compiling and analyzing.
- Monitors revenues and expeditors of various County departments.
- Makes periodic reports on budget status.
- Studies and makes recommendations related to administrative and operational policies and procedures.
- Monitors department compliance with federal and state regulations.
- Gathers, tabulates and analyses data and information.
- Develops recommendations and prepares reports.
- May assists in developing grant applications and administering grants.
- Makes oral and written presentations to various commissions and boards.
- May coordinate the development bids and specification for major purchases.
- Will administer or negotiate leases and service contracts.
- May represent the County at meetings and conferences.
- May coordinate part of the county risk management, Health Insurance Portability and Accountability Act (HIPPA), and MediCal Administrative Activity programs.
- Performs a variety of staff support duties and other specialized functions as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment with continuous contact with staff and public. Some field trips will be necessary to attend training/meetings, visit out-station county departments, staff, programs and operations.

MANAGEMENT ANALYST II – 3

DESIRABLE QUALIFICATIONS

KNOWLEDGE OF

- Local government origination, operation and legislative process.
- Sadistically methods and practices of financial administration including governmental accounting
- Functions originations and programs of local government in California
- Basic research methods and techniques
- Effective oral and communication styles
- Organization functions programs and policies of Plumas County Government

ABLITIY TO

- Perform a variety of specialized analytical studies
- Effectively present ideas and recommendations orally and in writing
- Analyze and evaluate a variety of information researching and gathering appropriate data to resolve problems
- Develop and administer grants
- Prepare a variety of comprehensive reports
- Effetely represent the programs and functions of the county with public, community organizations, other county staff, and other government agencies
- Establish and maintain effective working relationships

MANAGEMENT ANALYST II – 4

TRAINING AND EXPERIENCE:

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Possession of a bachelor's degree in public or business administration or a related field. Two (2) years of experience in performing the duties and responsibilities reverent to that of a Management Analyst I with Plumas County.

Job related experience might be substituted for education requirements on a year-to-year basis. Job related experience would be defined as experience performing duties set forth in the "Examples of Duties" in this job description.

Special Requirements:

Possession of a valid driver's license at time of application and possession of a valid California Drivers License by time of appointment. The valid California Drivers License must be maintained throughout employment.



**PLUMAS COUNTY
PUBLIC HEALTH AGENCY
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Derek Deavers

MEETING DATE: October 14, 2025

SUBJECT: Approve and authorize Chair to ratify and sign an agreement between Plumas County Public Health Agency and Plumas County Social Services, and Plumas County Probation Department to provide the interdepartmental use of a Public Health Nurse for the Health Care Program for Children in Foster Care; effective July 1, 2025; not to exceed \$79,500.00; (No General Fund Impact) (HCPCFC); approved as to form by County Counsel.

Recommendation:

The Director of the Public Health Agency respectfully recommends that the Board of Supervisors approve, ratify, and authorize the Chair to sign a contract with Plumas County Department of Social Services and Plumas County Probation Department in the amount of \$79,500.00.

Background and Discussion:

The Health Care Program for Children in Foster Care has a need for a Public Health Nurse to provide health care services. Through an inter-agency agreement between the Department of Public Health, the Department of Social Services, and the Child Welfare Services Program at the Probation Department; the PHN will receive a full FTE status; with Social Services covering the remaining salary cost proceeding Public Health's Partial FTE payment.

Action:

Approve and authorize the Chair to ratify and sign an agreement between Plumas County Department of Social Services and Plumas County Probation Department to provide inter-departmental use of a PHN for the Health Care Program for Children in Foster Care; effective July 1, 2025; not to exceed \$79,500.00.(No General Fund Impact) (HCPCFC); approved as to form by County Counsel.

Fiscal Impact:

(No General Fund Impact) (HCPCFC)

Attachments:

1. PCPHA2526HCPCFC&CWP

Health Care Program for Children in Foster Care (HCPCFC)
Memorandum of Understanding between Plumas County Public Health Agency, Plumas County Social Services, and Plumas County Probation Department
Fiscal Year 2025-2026

Service Provided	HCPCFC Program Responsibilities	Child Welfare/Probation Responsibilities (CW/P)
Location	<ul style="list-style-type: none"> The HCPCFC program will coordinate with Child Welfare Services (CWS) to maintain a workspace at the Plumas County Social Services in a regular office that allows for HIPAA Privacy compliance. This means people cannot hear conversations in other offices with the door closed. 	<ul style="list-style-type: none"> CWS will provide the Public Health Nurse (PHN) with desk space, computer, file cabinet and/or other items necessary to complete tasks as well as accessibility to all team members.
Collaboration	<ul style="list-style-type: none"> PHN will work collaboratively as a member of the CW/P team. Share available information with the appropriate CW/P team member(s) via the Child Welfare Services/Case Management System (CWS/CMS) and other modes of communication as necessary, upon request. Participate in locally applicable multidisciplinary team meetings, such as Child and Family Teams, as appropriate. Collaborate, as appropriate, with other entities providing services to the program assigned child or youth, to enable complementing coordination of services provided and prevent duplication of services. Provide monitoring and oversight of health-related services provided to children and youth including care coordination, provided by other entities such as Managed Care Plans, California Children's Services (CCS), etc. Program documentation and information sharing requirements remain applicable, while the HCPCFC team is providing oversight of care coordination and management provided by other entities. Provide monitoring and oversight of health-related services to children and youth placed out of county who remain under the jurisdiction of Plumas County. Have P&P in place determining inter/intra-agency collaborative procedures to prevent duplication of services. 	<ul style="list-style-type: none"> Work collaboratively with HCPCFC PHN. HCPCFC PHN is authorized to access protected health information (PHI) by WIC 5328.04 and Civil Code 56.103. Must share all available health records including medical, dental, developmental, and behavioral and other health care services, such as Enhanced Case Management as defined by WIC 5328.04 records and information. Include HCPCFC PHN in locally applicable team meetings and communication, such as Child and Family Teams, as appropriate. Collaborate, to obtain and maintain access to current or future electronic databases including: CWS/CMS, SafeMeasures, for HCPCFC PHN, and provide training in their use. Collaborate to ensure that children placed out-of-county have access to health services appropriate to age and health status. CW/P will work with the Resource Family (RF) and the PHN to identify an appropriate health care provider for the child.
Supervision	<ul style="list-style-type: none"> HCPCFC staff will consist of a Registered Nurse with an active California PHN certificate and a percentage of FTE for the Public Health Director of Nursing/Director who will provide direct supervision and program oversight. 	<ul style="list-style-type: none"> CW/P will provide input to the Public Health Director/Director of Nursing as deemed appropriate.
Non-Minor Dependents (NMDs)	<ul style="list-style-type: none"> Provide program services to NMDs upon request. Work with the Social Worker (SW) and Probation Officer (PO) to ensure NMDs have 	<ul style="list-style-type: none"> Provide NMDs with their Health and Education Passport (HEP). Educate NMDs as to the availability of HCPCFC services, including local HCPCFC contact information.

	<ul style="list-style-type: none"> signed consent/release of information for program services they are requesting. Confirm the consent of the NMD as determined by local P&P prior to coordinating or consulting with entities other than the assigned SW or PO and the NMD themselves. Provide outreach, education, and information on resources directly to all NMDs as needed. Work with CW/P to develop local P&Ps and consent forms for providing services to NMDs. 	<ul style="list-style-type: none"> Notify HCPCFC PHN when an NMD expresses interest in receiving HCPCFC services and/or learning more about assistance available. Refer NMDs to HCPCFC PHN for outreach. Work with PHN to ensure NMD has signed consent/release of information for program services he/she is requesting.
Consultation	<ul style="list-style-type: none"> Provide consultation to the CW/P team upon request, based on the information available at that time. If certain information would be prudent, but is not available, this should be communicated to the requestor and good faith efforts should be made by both parties to obtain the necessary information. If the request does not fall within HCPCFC scope, as defined by WIC 16501.3, HCPCFC PHN will provide information regarding where the sought-after assistance/information may be obtained if this information is known. 	<ul style="list-style-type: none"> May confer with the assigned HCPCFC PHN when seeking assistance interpreting medical, dental, or developmental information. Provide requested detail and/or information necessary when requesting HCPCFC PHN consultation, if requested to do so. Collaborate with HCPCFC PHN to address identified concerns and to complete necessary objectives resulting from consultation, if applicable.
Health Management & Oversight	<ul style="list-style-type: none"> Take steps to identify, document, and coordinate completion of preventative care and identify unmet or unrecognized care needs. Collaborate with SW/PO and RF to obtain a medical preventative health assessment within 30 days of the initial out of home placement. Collaborate with SW/PO and RF to obtain subsequent medical preventative health assessments according to the American Academy of Pediatrics (AAP) periodicity schedule. Collaborate with SW/PO and RF to obtain a dental preventative health assessment within 30 days of the initial out-of-home placement if the last examination is not in accordance with the American Academy of Pediatric Dentistry (AAPD) Recommendations for Preventative Pediatric Oral Health Care. Collaborate with SW/PO and RF to obtain subsequent dental preventative health assessments according to the AAPD Recommendations for Preventative Pediatric Oral Health Care. When there is a placement change, assess whether the child or youth is due for a medical and/or dental exam in accordance with the AAP Bright Futures periodicity schedule or the AAPD Recommendations for Preventative Pediatric Oral Health Care. If the child is due for a medical and/or dental exam, work with SW/PO and RF to obtain the medical and/or dental exam within 30 days of placement. With each subsequent placement, a written copy of the preventive health assessment history in the past year is to be obtained within 	<ul style="list-style-type: none"> Collaborate with HCPCFC PHN to address identified concerns and to complete necessary objectives resulting from PHN review of information available when necessary. Share all medical, dental, developmental, and psychotropic medication information and records available. Behavioral health records may be shared based upon state and federal law, and local P&P. Share JV-225 received and updated. Communicate with HCPCFC PHN regarding areas of concern identified in record review. Collaborate with HCPCFC PHN, as necessary, to ensure all children and youth in foster care are referred for health services appropriate to age and health status on a timely basis. Assemble and provide health care documentation to the court, or facilitate this process, when necessary to support the request for health care services. Provide a copy of the HEP to the RF upon new placement, and when updates occur. Collaborate with the HCPCFC PHN and RF to develop a system of tracking and follow-up on changes in the health care status of the child or youth, service needs, effectiveness of services provided, etc. Child's SW/PO will collaborate with PHN to develop a health plan which identifies the health care needs and service priorities for each child in foster care. SW/PO or designee will incorporate the health plan into the child's case record. SW/PO will assemble and provide health care documentation to the court when necessary to support the request for health care services.

	<p>30 days of placement. If it is determined that the child or youth has not had an exam according to the AAP Well Child Visit schedule, or information about the child or youth's last exam cannot be obtained within a reasonable period, then a new preventive health assessment, including a medical and dental exam, must be performed within 30 days of the placement. This requirement is intended to ensure that children or youth in foster care receive necessary preventive health assessments in accordance with the AAP Bright Futures and State dental periodicity schedule.</p> <ul style="list-style-type: none"> • If a child or youth was previously examined in accordance with the AAPD Recommendations for Preventative Pediatric Oral Health Care at the time of the subsequent placement but has developed a new dental problem within the six-month window or there are concerns about the child's dental needs, a new dental assessment may be performed. • If a child or youth was previously examined in accordance with the AAP Bright Futures periodicity schedule at the time of the subsequent placement but a new medical problem has developed or there are concerns about the child's medical needs, a new health assessment may be performed. • If providers are unavailable, make note of this in the CWS/CMS system and try to secure an appointment as soon as possible. • Review available records upon a change in condition, upon request, and/or at a minimum once every 6 months. • Create and revise the PHN Health Care Management Plan/HEP. • Services provided by HCPCFC PHN are limited to those for which reimbursement may be claimed under Title XIX of the federal Social Security Act at an enhanced rate for services delivered by skilled professional medical personnel. • PHN will work with RF to ensure that the child's HEP is updated. • PHN will assist RF in obtaining timely comprehensive assessments. • PHN will expedite timely referrals for medical, dental, developmental, and behavioral health services. • PHN will assist SW/PO in obtaining additional services necessary to educate and/or support the RF in providing for the special health care needs, including but not limited to Early and Periodic Screening, Diagnosis, and Treatment Supplemental Services (EPSDT-SS). • PHN will obtain and provide health care documentation when necessary to support the request for health care services. 	<ul style="list-style-type: none"> • SW/PO will collaborate to complete and keep current the child's HEP or its equivalent and provide a copy of the HEP to the RF • SW/PO will consult with the PHN to assess the suitability of the foster care placement in light of the health care needs of the child. • SW/PO will collaborate with the PHN and RF to develop a system of tracking and follow-up on changes in the health care status of the child, service needs, effectiveness of services provided, etc. • SW/PO will review child's health plan with PHN at least every six months and before every court hearing. Relevant information will be incorporated into the HEP and court report.
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	<ul style="list-style-type: none"> • PHN will collaborate with SW/PO, biological parent when possible and RF to ensure that necessary medical/health care information is available to those persons responsible for providing healthcare for the child, including a copy of the HEP to the RF. • PHN will assist SW/PO to assess the suitability of the foster care placement in light of the health care needs of the child. • PHN will collaborate with the SW/PO and RF to develop a system of tracking and follow-up on changes in the health care status of the child, service needs, effectiveness of services provided, etc. • PHN will review child's health plan with SW/PO as needed and at least every six months 	
<i>Psychotropic Medication Monitoring & Oversight</i>	<ul style="list-style-type: none"> • HCPCFC PHN reviews JV-220(A/B) within four court days after receipt of notice or as determined by local county practice and local rules of court. The review must include, at a minimum: name of the PHN reviewer, date and time of review, health history/information (or lack thereof) available to HCPCFC PHN at the time of review, all identified instances where the information provided in the JV-220(A/B) does not align with the California Guidelines for the Use of Psychotropic Medication with Children in Foster Care, and the plan to address identified discrepancies inclusive of who will carry out each component. This review and any additional concerns must be documented and communicated to the assigned SW or PO. • HCPCFC PHN provides monitoring and oversight of children and youth actively taking psychotropic medications at a minimum, every six months, and when new information becomes available. • PHN will discuss any concerns about the prescribed psychotropic medication with the prescriber and the SW/PO including the potential need for lab work. • PHN will ensure that the SW/PO receive the JV220(A) or (B) in a timely manner. • PHN will be available to discuss issues/concerns related to psychotropic medications with the SW/PO, RF, and minor. • PHN will work with the SW/PO to ensure court orders for psychotropic medications are updated every six months. • PHN will enter psychotropic medications and court orders into the CWS/CMS system. 	<ul style="list-style-type: none"> • SW/PO will provide a copy of the JV220(A) or (B) to the PHN if they receive it first. • SW/PO will obtain the court order for any psychotropic medication(s). • SW/PO will provide a copy of the court order to the PHN. • SW/PO will work with the PHN to ensure court orders for psychotropic medications are updated every six months. • SW/PO will communicate any changes or concerns regarding psychotropic medications to the PHN.
<i>Time Study and Cost</i>	<ul style="list-style-type: none"> • PCPHA will invoice PCSS quarterly for the remainder of their FTE, not to exceed \$ 79,500.00. • PHN will time study to the State required FFP quarterly and to SS MAA program. 	<ul style="list-style-type: none"> • CWS will submit payment to Public Health based on time spent after HCPCFC funding is exhausted on a quarterly basis.

Training and Education	<ul style="list-style-type: none"> To ensure compliance with this MOU, the HCPFC team will review the MOU and related policies and procedures on an annual basis. 	<ul style="list-style-type: none"> To ensure compliance with this MOU, CW/P will provide training and orientation to SW/PO staff regarding responsibilities outlined in this MOU on a regular basis as deemed appropriate.
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This Memorandum of Understanding is in effect from July 1, 2025 through June 30, 2026 unless revised by mutual agreement. County's Board of Supervisors hereby ratifies, and approves for payment, services provided by Contractor from July 1, 2025 to the date of approval of this Agreement by the Board of Supervisors. In the event that changes in federal or state requirements impact the current Memorandum of Understanding, the local health department, social services department, and probation department agree to renegotiate the pertinent section within 90 days of receiving new instructions from the State.


Nicole Reinert, Public Health Director

9/19/2025
Date


Jennifer Bromby, Acting Social Services Director

9/24/25
Date


Keevin Allred, Chief Probation Officer

9.25.25
Date

Kevin Goss, Chair, Plumas County Board of Supervisors

Date

ATTEST:

Allen Hiskey, Clerk of the Board

Approved as to form:


Joshua Brehel, Attorney
County Counsel's Office



**PLUMAS COUNTY
PUBLIC HEALTH AGENCY
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Derek Deavers

MEETING DATE: October 14, 2025

SUBJECT: Approve and authorize Chair to ratify and sign an agreement between Plumas County Public Health Agency and Fiscal Experts Inc for access, maintenance, and technical support of their online time study platform; effective July 1, 2025; not to exceed \$15,000.00; (No General Fund Impact) (MAA); approved as to form by County Counsel.

Recommendation:

The Director of the Public Health Agency respectfully recommends that the Board of Supervisors approve, ratify, and authorize the Chair to sign a contract with Fiscal Experts Inc. in the amount of \$15,000.00.

Background and Discussion:

Plumas County Public Health Agency is seeking to continue their use of Time Study Buddy, the named time study platform, for their time accounting purposes. The contract defines services rendered to the county entity as access, maintenance, and technical support of the platform. Funding for these services are being allowed through Public Health's MAA fund.

Action:

Approve and authorize Chair to ratify and sign an agreement between Plumas County Public Health Agency and Fiscal Experts Inc for access, maintenance, and technical support of their online time study platform; effective July 1, 2025; not to exceed \$15,000.00; (No General Fund Impact) (MAA); approved as to form by County Counsel.

Fiscal Impact:

(No General Fund Impact) (MAA)

Attachments:

1. MAA2526FE

Services Agreement

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its **Public Health Agency** (hereinafter referred to as "County"), and Fiscal Expert, Inc., a California Corporation (hereinafter referred to as "Contractor").

The parties agree as follows:

1. **Scope of Work.** Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. **Compensation.** County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Fifteen Thousand Dollars and 00/100 (\$15,000.00).
3. **Term.** The term of this agreement shall be from July 1, 2025, through June 30, 2026, unless terminated earlier as provided herein. County's Board of Supervisors hereby ratifies, and approves for payment, services provided by Contractor from July 1, 2025, to the date of approval of this Agreement by the Board of Supervisors.
4. **Termination.** Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. **Non-Appropriation of Funds.** It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. **Warranty and Legal Compliance.** The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.

_____ COUNTY INITIALS

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7. **Amendment.** This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.
8. **Indemnification.** To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and Contractor shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively "County Parties"), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney's fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties. The obligations of this indemnity shall be for the full amount of all damage to County, including defense costs, and shall not be limited by any insurance limits.
9. **Insurance.** Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:
 - a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000).
 - b. Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousand dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of the greater of (i) the limit available on the policy, or (ii) fifty thousand dollars (\$50,000) per accident.
 - c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements:
 - i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the "County") as additional insureds. The Additional Insured

_____ COUNTY INITIALS

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endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and

- ii. All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and
- iii. All of Contractor's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the County, including defense costs and damages; and
- iv. Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement; and
- v. Contractor's policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13; and
- vi. To the extent that Contractor carries any excess insurance policy applicable to the work performed under this Agreement, such excess insurance policy shall also apply on a primary and non-contributory basis for the benefit of the County before the County's own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsements necessary to effectuate this provision.

- d. Workers Compensation insurance in accordance with California state law.

If requested by County in writing, Contractor shall furnish a certificate of insurance satisfactory to County as evidence that the insurance required above is being maintained. Said certificate of insurance shall include a provision stating that the insurers will not cancel the insurance coverage without thirty (30) days' prior written notice to the County. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. Contractor shall require all subcontractors to comply with all indemnification and insurance requirements of this agreement, and Contractor shall verify subcontractor's compliance.

10. **Licenses and Permits.** Contractor represents and warrants to County that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of

COUNTY INITIALS

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this Agreement any licenses, permits, and approvals that are legally required for Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.

11. **Relationship of Parties.** It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, by virtue of this Agreement, has no authority to bind, or incur any obligation on behalf of, County. Except as expressly provided in this Agreement, Contractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.
12. **Professional Services Contract.** Contractor represents and warrants that Contractor customarily and regularly exercises discretion and independent judgment in the performance of the services, and that those services fall within those stated in California Labor Code section 2778. Contractor represents and warrants that Contractor maintains a separate business location and has all required business licenses and tax registration, if any, in order to perform services under this Agreement. Contractor shall have the right to set their own hours and location of work, consistent with the nature of the services provided under this Agreement. Contractor shall determine the method, means and manner of performance including, but not limited to, such matters as outlined in Exhibit "A" without restriction by County. County is interested only in the results to be achieved from Contractor's performance of the services Contractor shall provide their own resources and equipment and direct their operation in all respects when necessary to perform these services. Notwithstanding this Agreement, Contractor shall have the right to provide the same or similar services to entities other than County without restriction, and holds themselves out to as available to perform the same type of work. County shall have no authority, control, or liability regarding Contractor's performance or activities before or after each instance, wherein, Contractor may perform under this Agreement. Contractor will at all times indemnify and hold County, and their respective agents, contractors and employees harmless from any and all claims, damages, liabilities and costs (including attorneys' fees) arising out of any material breach by Contractor of any representation, warrant or agreement made by Contractor hereunder or arising out of Contractor's services.
13. **Assignment.** Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
14. **Non-discrimination.** Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
15. **Choice of Law.** The laws of the State of California shall govern this agreement.
16. **Interpretation.** This agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.

17. Integration. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.
18. Severability. The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.
19. Headings. The headings and captions contained in this Agreement are for convenience only, and shall be of no force or effect in construing and interpreting the provisions of this Agreement.
20. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
21. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.
22. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

County:

Public Health Agency
County of Plumas
270 County Hospital Road, Suite 206
Quincy, CA 95971
Attention: Nicole Reinert, Director

Contractor:

Fiscal Experts, Inc.
2333 Madrid Court
San Luis Obispo, CA 93401
Attn: Brian Gardner, CEO, CFO

Brian@timestudybuddy.com

_____ COUNTY INITIALS

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23. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
24. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
25. Ukraine Sanctions. Pursuant to Executive Order N-6-22 Contractor is aware that as a compliance with the economic sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>). Failure to comply may result in the termination of this agreement.
26. Suspension and Debarment. The County does not employ vendors or contractors who are listed on the National World Wide Web Site System for Award Management (sam.gov) by Federal General Services Administration (GSA) for the purpose of disseminating information on parties that are debarred from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Non-procurement suspension and debarment.
 - a. This Contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the Contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
 - b. The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
 - c. This certification is a material representation of fact relied upon by the County. If it is later determined that the Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
 - d. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any Contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

27. **Retention of Records.** If the maximum compensation payable under section 2 of this Agreement exceeds \$10,000, then, pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.
28. **Conflicts.** In the event of any conflict between the terms of this Agreement and the terms of any exhibit hereto, the terms of this Agreement shall control, and the conflicting term of the exhibit shall be given no effect. Any limitation of liability contained in an attached exhibit shall be null and void.

IN WITNESS WHEREOF, this Agreement has been executed as of the date set forth below.

CONTRACTOR:

Fiscal Experts, Inc., a California Corporation

By: 
Brian Gardner
CFO
Date signed: 10/6/2025

By: 
Daniel Gardner
CEO
Date signed: 10/6/2025

COUNTY:

County of Plumas, a political subdivision of
the State of California

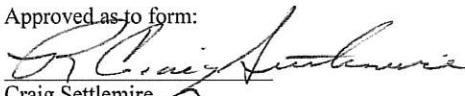
By: 
Nicole Reinert
Director, Public Health Agency
Date signed: 10/6/2025

By: _____
Kevin Goss
Chair, Plumas County Board of Supervisors
Date signed: _____

ATTEST:

By: _____
Allen Hiskey
Deputy Clerk of the Board
Date signed: _____

Approved as to form:


Craig Settlemyre
Counsel

_____ COUNTY INITIALS

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EXHIBIT A

Scope of Work

Platform: The **Time Study Buddy™** is a web-based time study “service.” The hardware and software are maintained and hosted by the Vendor. The Customer’s workers will access the Vendor’s Platform using a computer with Internet access and a supported Internet browser. Currently supported browsers include Internet Explorer Versions 8, 9, 10, Firefox, Safari, and Google Chrome. The Vendor will add support for new versions of Internet Explorer when needed.

Billing: The fee is \$35 per quarter per active user, with a minimum charge of \$1,250 per quarter. This fee is all-inclusive. Customers will be billed on the 15th day of the middle month of each quarter. Payment is expected within 30 days.

Customer Responsibilities: In addition to those responsibilities stated elsewhere, the Customer will:

- ✓ Provide one Primary Contact.
- ✓ Add and maintain worker accounts.
- ✓ Train the workers how to use the Time Study Buddy to complete their time studies.
- ✓ Use the Time Study Buddy to prepare reports needed to manage and complete their quarterly claim.
- ✓ Use the Time Study Buddy only for the purpose intended and limits this use to within their organization.

Primary Contact: The Primary Contact will be responsible for learning the features of the Time Study Buddy and will serve as the first line of support for Customer questions. The Vendor will train and support the Primary Contact on an as-needed basis.

Customer Data: The Customer will be inputting its Data into the Time Study Buddy. The Vendor will maintain the Customer’s Data in a secure environment, keep it confidential, and provide the Customer with access to its Data via downloadable Excel reports.

Vendor Responsibilities: In addition to those responsibilities stated elsewhere, the Vendor will:

- ✓ Assist the Customer with the initial setup.
- ✓ Provide updates to the Time Study Buddy free of charge.
- ✓ Ensure the Time Study Buddy is free of bugs and maintain an uptime of at least 99.9%.
- ✓ Perform scheduled maintenance of its hardware and software outside of normal business hours.
- ✓ Comply with all State and Federal regulations and guidelines.

Security: The Vendor’s servers are co-located in San Luis Obispo with the Digital West Networks Data Center and comply with PCI Data Security Standards Level 1. The Vendor’s code and data use a 256-bit key Advanced Encryption Standard and comply with ISO/IEC 18033-3.

Backups: The Vendor maintains real-time backups to N+1 redundant servers and hard drives, and daily backups at two off-site locations.

License Agreement: The Vendor uses the “Software as a Service” (SaaS) model in which it uses its Platform (the Time Study Buddy - consisting of hardware and software) to provide a “service” to the Customer via a web interface. A software license agreement is *not* required because the Customer does *not* have access to the Vendor’s software.

Termination: The Customer may discontinue using the Time Study Buddy at any time and for any reason without further financial obligation, other than for services already provided.

 COUNTY INITIALS

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EXHIBIT B**Fee Schedule****INVOICING AND PAYMENT:**

For services satisfactorily rendered, and upon receipt and approval of the invoice(s), the County of Plumas agrees to compensate the contractor upon services rendered by this agreement.

A. Invoice(s) Shall:

- 1) Bear the contractor's name, exactly as shown on the Agreement.
- 2) Bear the contractor Agreement Number.
- 3) Identify the expense, billing, and/or performance date covered on the invoice
- 4) Invoice(s) must be signed by authorized personnel.

B. Invoice(s) Schedule:

Invoice	Description	Invoice Due
#1	July 1 st – September 30 th	October 15 th
#2	October 1 st - December 31 st	January 15 th
#3	January 1 st – March 31 st	April 15 th
#4	April 1 st – June 30 th	July 15 th

C. Invoice(s) shall be submitted to the Project Representative listed in this Agreement under General Provisions, 21 Notice Addresses.**D. Amounts Payable:**

The amounts payable under this agreement shall not exceed Fifteen Thousand Dollars and 00/100(\$15,000.00).

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**PLUMAS COUNTY
SHERIFFS DEPARTMENT
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors
FROM: Sarah Novak, Sheriff's Fiscal Officer
MEETING DATE: October 14, 2025
SUBJECT: Approve and authorize Plumas County Sheriff's Office to recruit and fill one full-time Correctional Sergeant; due to resignation; (General Fund Impact) as approved in FY25/26 adopted budget.

Recommendation:

Approve and authorize Plumas County Sheriff's Office to recruit and fill one full-time Correctional Sergeant; (General Fund Impact) as approved in FY25/26 adopted budget.

Background and Discussion:

Due to the resignation of a Correctional Sergeant, there is now a vacant position. Approve and authorize Plumas County Sheriff's Office to recruit and fill one allocated, full-time Correctional Sergeant.

Action:

Approve and authorize Plumas County Sheriff's Office to recruit and fill one full-time Correctional Sergeant; (General Fund Impact) as approved in FY25/26 adopted budget.

Fiscal Impact:

(General Fund Impact) as approved in FY25/26 adopted budget.

Attachments:

1. CORRECTIONAL SERGEANT 10-09_201409151356555992

CORRECTIONAL SERGEANT

DEFINITION

Under general supervision, to provide lead, work coordination, and training for other Correctional Officers during an assigned shift; to supervise inmates at the County Correctional Facility, according to laws, regulations, and policies of the State of California and Plumas County; to enforce Facility rules and maintain Facility security; to be responsible for the care, custody, safety and confinement of inmates; to oversee work details and leisure activities; to serve as bailiff; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced working and lead supervision level in the Correctional Officer series. Incumbents are expected to coordinate the activities of other Correctional Officers and perform the full scope of corrections work. They may have charge of the Facility in the absence of the Jail Commander.

REPORTS TO

Jail Commander.

CLASSIFICATIONS DIRECTLY SUPERVISED

Provides lead supervision for Correctional Officer I and II.

EXAMPLES OF DUTIES

- Provides lead direction, work coordination and training for an assigned group of Correctional Officers.
- Maintains the safe and orderly operation of the County jail facility.
- Maintains security during sales, supply, delivery of facility goods.
- Performs all of the duties of a Correctional Officer I or II as needed.
- Computes release dates as prescribed by law.
- Function as disciplinary hearing officer.
- Prepare annual performance evaluation for assigned staff.
- Assemble and provide a variety of statistics required by outside agencies including Probation Department, Courts, Corrections Standards Authority, Youth Authority, Grand Jury, Federal agencies, or in accordance with consent decrees.
- Prepare a variety of periodic reports.
- Prepare daily counseling notes.
- Prepare required billing documents in order to qualify for reimbursements from State and Federal Agencies.
- Serve as training officer for new hires.
- Prepare daily evaluations of progress for trainees.
- Solicits and coordinates outside inmate housing provide under contract billing.
- Oversee maintenance of vehicles and transportation log.
- Prepares work schedules and weekly counseling notes on all assigned personnel.
- Assists in the implementation of goals and objectives.
- Assists in the development and implementation of jail operation policies and procedures
- Participates in budget preparation and cost estimates.
- Submits justifications for requested budget items.
- Monitors expenditures of supplies and food.
- Answers questions and provides information to the public.
- Investigates complaints and recommends corrective actions as necessary to resolve complaints.
- Inspects the jail facility on each shift to ensure compliance with State regulations.
- Compiles and submits quarterly and annual state required reports.
- Coordinates the housing, fingerprinting, and photographing of newly arrested inmates.
- Monitors work furlough and work programs logs.
- Monitors compliance of inmate movement programs.
- Coordinates and logs results of fire, safety, health and sanitation inspections, correcting deficiencies where needed.
- Coordinates inmate transportation and medical visits.
- Maintains annual transportation log.
- Order facility supplies and materials to include inmate clothing, food, printing forms, publications, recreation and other program equipment.
- And performs other related duties as assigned.

CORRECTIONAL SERGEANT - 3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, climb stairs, and ladders; normal manual dexterity and eye-hand coordination; ability to stoop, kneel, or bend to pick up or move objects; physical ability to lift and carry objects weighing up to 100 pounds with help; physical ability to restrain prisoners; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, court, detention facility and outdoor environments; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Titles 15 and 24 of the California Penal Code, Departmental General Orders, Policy and Ethics, County Personnel Rules, and the department's current Memorandum of Understanding (MOU), along with all other pertinent Federal, State and local laws, codes and regulations.
- Procedures, methods, and techniques in jail operations and law enforcement records and reports.
- Procedures and methods and techniques in Court.
- First aid principles and practices.
- Principles and procedures of record keeping and reporting.

Ability to:

- Learns the principles and practices in classification of inmates.
- Work under pressure, exercise good judgment and make sound decisions in emergency situations
- Monitor and supervise inmates.
- Demonstrate loyalty and dedication to the department, the training and education of subordinate personnel, and the health and welfare of incarcerated inmates.
- Maintain records, reports and statistics.
- Meet standards of adequate physical stature, endurance and agility.
- Demonstrate proficiency in the use and care of firearms.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relationships with those contacted in the course of work.

CORRECTIONAL SERGEANT - 4

Training and Experience:

Experience: One (1) year experience equivalent to Correctional Officer II with Plumas County.

Special Requirements: Completion of a Basic Jail Operations Course approved by Board of Corrections Standards and Training for Corrections.

Completion of the Correctional Supervisor Course approved by the Board of Corrections Standards and Training for Corrections within 12 months of initial employment.

Completion of Penal Code Section 832 weapons training.

Possession of First Aid and Cardio-pulmonary (CPR) certificates.

Possession of a valid California Driver's License issued by the Department of Motor Vehicles.



**PLUMAS COUNTY
SOCIAL SERVICES DEPARTMENT
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Christine Renteria, Office Supervisor

MEETING DATE: October 14, 2025

SUBJECT: Approve and authorize Social Services to recruit and fill, funded and allocated, vacant .5 FTE Deputy Public Guardian; due to retirement; (General Fund Impact) as approved in the FY 25/26 adopted budget (20340 - Public Guardian)

Recommendation:

Approve and authorize Social Services to recruit and fill, funded and allocated, vacant .5 FTE Deputy Public Guradian; due to retirement; (General Fund Impact) as approved in the FY 25/26 adopted budget (20340 - Public Guardian)

Background and Discussion:

The position provides financial accounting and bill-paying services for individuals who have been conservated under the order of the Superior Court.

Action:

Approve and authorize Social Services to recruit and fill, funded and allocated, vacant .5 FTE Deputy Public Guardian; due to retirement; (General Fund Impact) as approved in the FY 25/26 adopted budget (20340 - Public Guardian)

Fiscal Impact:

General Fund Impact, as approved in the FY 25/26 adopted budget.

Attachments:

1. Deputy Public Guardian-Conservator II
2. Position Classification Deputy Public Guardian-Conservator I or II
3. QUESTIONS FOR REVIEW TO FILL POSITIONS. Deputy Public Guardian
4. PCDSS-PG Organizational Chart 2025

DEPUTY PUBLIC GUARDIAN/CONSERVATOR II

DEFINITION

Under general supervision, to assist with Public Guardian/Conservator services in the County Social Services Department; to perform a variety of support assignments in guarding the assets and protecting the health of people placed as conservatees under the Public Guardian/Conservators Office; to carry out Public Guardian functions for persons who come under the jurisdiction of the County; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the experienced working level in the Deputy Public Guardian/Conservator class series. Incumbents are expected to perform specialized assignments assisting with the day-to-day operations of the Public Guardian/Conservator Office. Performance of responsibilities requires knowledge of the scope of Public Guardian/Conservator functions and responsibilities.

Incumbents may occasionally serve as Public Guardian/Conservator in the absence of the Assistant Public Guardian Conservator and the Public Guardian/Conservator. Responsibilities are performed with greater independence and less supervision than positions allocated to the Deputy Public Guardian/Conservator I class.

REPORTS TO

Assistant Public Guardian/Conservator.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

DEPUTY PUBLIC GUARDIAN/CONSERVATOR II - 2

EXAMPLES OF DUTIES

- Assists with the conduct and completion of Public Guardian/Conservator functions.
- Assists with reviewing court documents and determining a course of action to fulfill assigned responsibilities.
- May assist with the preparation and filing of appropriate Court papers.
- Assists with investigating conservatorship referrals and determining the type of conservatorship needed, as well as the availability of other conservators.
- Completes forms and carries out processes for State and County aid programs.
- Makes home visits to provide assistance for clients.
- Meets with medical staff, social security representatives, social services staff, and mental health staff to develop resources for the appropriate assistance for clients.
- Maintains telephone contact with relatives and friends of clients.
- May make Court appearances as necessary.
- Attends conferences to develop and maintain information concerning status and condition of clients.
- Attends multi-disciplinary meetings required to resolve case problems.
- Insures that clients receive available funds.
- Assists with setting up and conducting auctions as necessary.
- Performs inventories, appraisals, and storage of client property.
- Coordinates sale of property when necessary.
- Notifies relatives of the death of conservatees and plans for burial and estate disposition.
- Transports conservatees to appointments.
- Makes quarterly visits to conservatees.
- Assists with the development and maintenance of a variety of accounting and fiscal records.
- Performs bank reconciliations.
- Operates office equipment and a computer.
- Performs on-call duties as assigned.
- Occasionally serves as Public Guardian/Conservator as needed.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

DEPUTY PUBLIC GUARDIAN/CONSERVATOR II - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- The functions and responsibilities of the County Public Guardian/Conservator Office.
- Principles of providing assistance to clients.
- Client problems requiring referral to other organizations and support services.
- Interviewing and record keeping techniques.
- Accounting and fiscal recordkeeping.

Ability to:

- Assist with carrying out a variety of the functions of the County Public Guardian/Conservator Office.
- Interpret and apply the rules, laws, and procedures applicable to the Public Guardian/Conservator function.
- Read and interpret a variety of material.
- Interview people, identify needs, and make appropriate referrals.
- Review and analyze a variety of court documents, fiscal records, and accounting information.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Communicate with others from diverse socio-economic and cultural backgrounds.
- Elicit factual information from clients in difficult circumstances of deprivation or emotional disturbance.
- Develop community referral resources for clients.
- Effectively represent the Public Guardian/Conservator Office in contacts with the clients, service providers, the public, community organizations, and other government's agencies.
- Establish and maintain cooperative working relationships.

DEPUTY PUBLIC GUARDIAN/CONSERVATOR II - 4

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One (1) year of experience in comparable to that of a Deputy Public Guardian/ Conservator I with Plumas County.

Advanced level coursework in social or behavioral science, public administration, or business administration is desirable.

Special Requirement: Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

Position Classification: Deputy Public Guardian/ Conservator I or II

FTE: .50

Budgeted Position: Yes

Mandated Program: Yes. for LPS Conservatees and By Order of the Superior Court

Position Description:

The Office of Public Guardian/Conservator is an independent division of the Department of Social Services. The Public Guardian/Conservator provides case management services of the personal and financial affairs of persons whose physical and/or mental condition renders them incapable of managing these matters on their own. The Public Guardian/Conservator provides such services when there is no other person with legal responsibility for the conservatee's affairs who can be identified or who is willing and capable of performing them.

The Deputy Public Guardian performs a variety of support assignments that assist the office with guarding the assets and protecting the health of people placed as conservatees under the Public Guardian Office. Duties can include paying for living expenses, reconciling monthly expenses and income to a client account control system, assisting with determining the need for and accessing health care services, making visits to conservatees residing in long term care to determine adequacy of care, and occasionally performing work that includes creating an inventory of a conservatee's estate and disposing of such items either through sale or other means.

Funding Sources:

The services provided by the Office of the Public Guardian are generally supported by the County General Fund. The office does collect fees and revenues from other sources.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Position: Deputy Public Guardian

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

Answer: Yes. The County Code provides for the operation of a Public Guardian function.

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

Answer: The position provides financial accounting the bill paying services for individuals who have been conservated under the order of the Superior Court.

- How long has the position been vacant?

Answer: The position became vacant September 25, 2025.

- 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: Other counties typically utilize a Deputy Public Guardian in similar ways to assist with managing Conservatee assets and resources.

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

Answer: Adult Protective Services and Public Guardian.

- A non-general fund department head needs 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 and local policy decisions. Other Departments could be impacted by such reduction strategies. In particular and in relationship to

this position, the County Behavioral Health Department would be directly if this position is not filled

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

Answer: No.

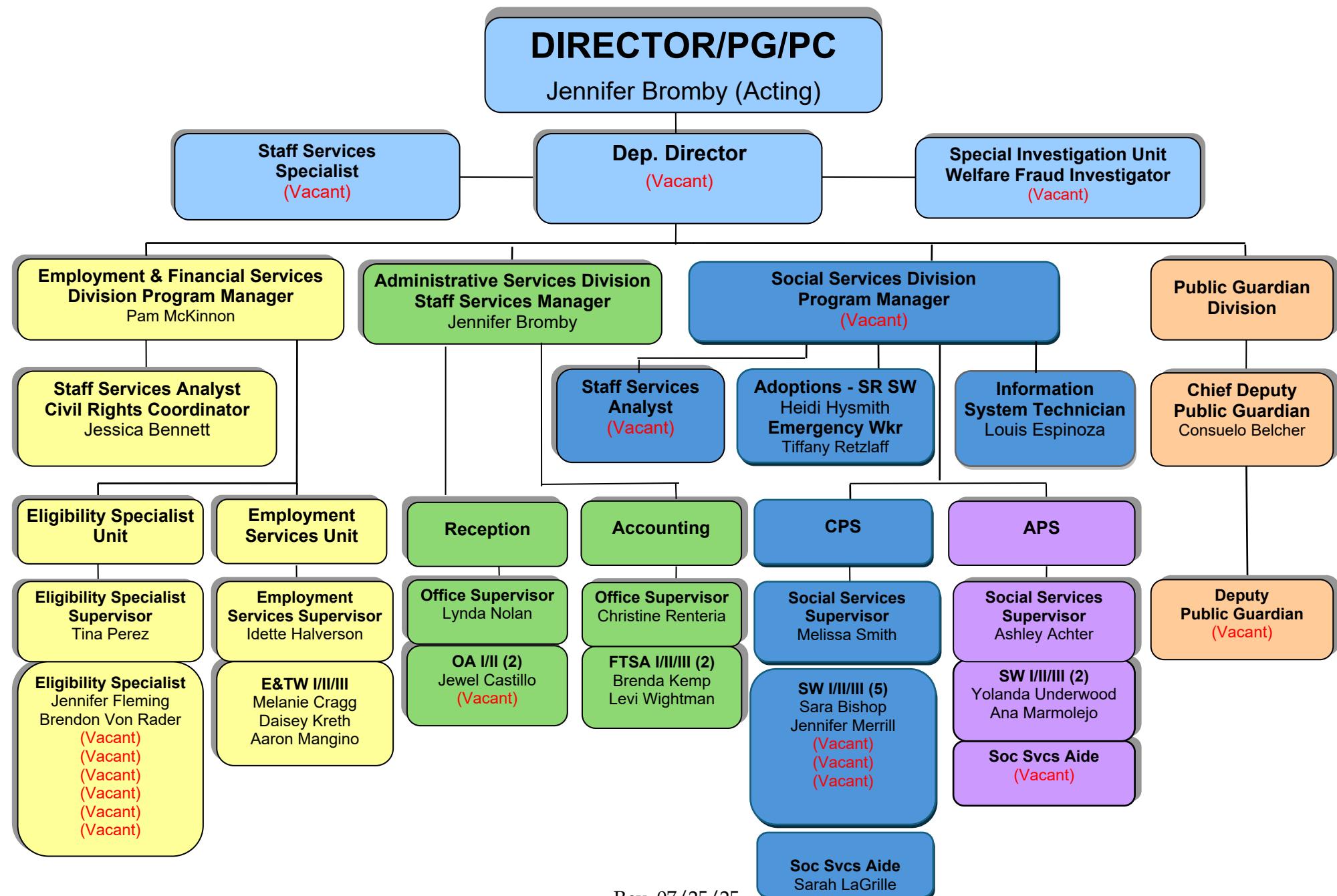
- Does the budget reduction plan anticipate the elimination of any of the requested positions?

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: Filling this position does not change estimated reliance on County General Fund dollars. Public Guardian is currently a General Fund Department.

PLUMAS COUNTY DEPARTMENT OF SOCIAL SERVICES & PUBLIC GUARDIAN





**PLUMAS COUNTY
ENVIRONMENTAL HEALTH DEPARTMENT
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Rob Robinette, Interim Director of Environmental Health

MEETING DATE: October 14, 2025

SUBJECT: Pursuant to the "Plumas County Overnight Vehicle Assignment Policy", authorize the Director of Environmental Health to assign a vehicle to an Environmental Health inspector for the reasons of efficiency, economy, and safety; discussion and possible action.

Recommendation:

Pursuant to the "Plumas County Overnight Vehicle Assignment Policy", authorize the Director of Environmental Health to assign a vehicle to an Environmental Health inspector for the reasons of efficiency, economy, and safety; discussion and possible action.

Background and Discussion:

The Environmental Health inspector is currently responsible for inspections throughout the northern portions of the County. His residence is in the Chester area. Assigning a vehicle to the inspector would increase efficiency, economy and overall safety by allowing for inspections as he travels to and from the Quincy office.

Action:

Pursuant to the "Plumas County Overnight Vehicle Assignment Policy", authorize the Director of Environmental Health to assign a vehicle to an Environmental Health inspector for the reasons of efficiency, economy, and safety; discussion and possible action.

Fiscal Impact:

General Fund Impact as approved in FY25-26 adopted budget "Travel In County" (2055052 527400).

Attachments:

None



**PLUMAS COUNTY
SHERIFFS DEPARTMENT
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Sarah Novak, Sheriff's Fiscal Officer

MEETING DATE: October 14, 2025

SUBJECT: Approve and authorize Chair to sign an agreement between Plumas County Sheriff's Office and Axon Enterprise, Inc., to provide tasers, supplies and training, effective November 1, 2025, to October 31, 2030, not to exceed a total of \$140,000; annual payments of \$26,241 (No General Fund Impact) as approved in FY25/26 adopted budget 70356/520940 (Sheriff Supplemental Law Enforcement Services Fund/Safety Equipment); approved as to form by County Counsel; discussion and possible action.

Recommendation:

Approve and authorize Chair to sign an agreement between Plumas County Sheriff's Office and Axon Enterprise, Inc., to provide tasers, supplies and training, effective November 1, 2025, to October 31, 2030, not to exceed a total of \$140,000; annual payments of \$26,241 (No General Fund Impact) as approved in FY25/26 adopted budget 70356/520940 (Sheriff Supplemental Law Enforcement Services Fund/Safety Equipment); approved as to form by County Counsel; discussion and possible action.

Background and Discussion:

Contract to provide tasers, supplies and training.

Action:

Approve and authorize Chair to sign an agreement between Plumas County Sheriff's Office and Axon Enterprise, Inc., to provide tasers, supplies and training, effective November 1, 2025, to October 31, 2030, not to exceed a total of \$140,000; annual payments of \$26,241 (No General Fund Impact) as approved in FY25/26 adopted budget 70356/520940 (Sheriff Supplemental Law Enforcement Services Fund/Safety Equipment); approved as to form by County Counsel; discussion and possible action.

Fiscal Impact:

No General Fund Impact, as approved in FY25/26 adopted budget 70356/520940

Attachments:

1. Axon

Services Agreement

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its **Sheriff's Office** (hereinafter referred to as "County"), and Axon Enterprise, Inc., a Delaware Corporation (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, which is fully incorporated into this Agreement and attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit A, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed One hundred forty thousand and no/100 Dollars (\$140,000.00).
3. Term. The term of this agreement shall be from November 1, 2025, through October 31, 2030, unless terminated earlier as provided herein.
4. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
5. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, and all applicable grant funding conditions.
6. Amendment. This Agreement may be amended at any time by mutual written agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.

_____ COUNTY INITIALS

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CONTRACTOR INITIALS _____

7. Indemnification. To the fullest extent permitted by law and only to the extent caused by Contractor's negligence or willful misconduct, Contractor shall indemnify, protect, defend, and hold County and County's officers, employees, agents, and volunteers harmless and free from any third party claims, liabilities, or expenses, including reasonable attorney's fees, arising out of or relating to any negligent act, negligent omission, or wrongful conduct, related in any way to Contractor's performance of its services pursuant to this Agreement. In the event County and/or any of County's officers, employees, agents, or volunteers are named in any lawsuit, or should any claim be made against it or any of them by lawsuit or otherwise arising out of or relating to such negligent act, negligent omission, or wrongful conduct, Contractor shall indemnify them for any judgment rendered against them for such negligent act, negligent omission, or wrongful act, any sums paid out in settlement or otherwise, and all costs incurred by them in their defense, including but not limited to reasonable attorney's fees. Contractor shall have no obligation to indemnify or defend County to the extent a claim arises from the negligence or willful misconduct of County or any third party outside of Contractor's control.

Contractor also understands and agrees that it is being employed to perform the services provided for by this Agreement because of Contractor's professed expertise and experience in performing such services. In addition, Contractor understands and agrees that while County or County's officers, employees, agents, or volunteers may elect to do so, they have no duty to review, inspect, monitor, or supervise the work performed by Contractor pursuant to this Agreement except as otherwise expressly provided for by this Agreement. As a consequence, Contractor waives any right of contribution against County or any of County's officers, employees, agents, or volunteers arising out of such failure to inspect, review, monitor, or supervise the work performed by Contractor pursuant to this Agreement.

The Contractor's obligations under this Section of the Agreement shall survive the termination of the Agreement.

Notwithstanding the foregoing, Contractor's aggregate cumulative liability to any party for any loss or damage resulting from any claim, demand, or action arising out of or relating to this Agreement will not exceed One Million Dollars (\$1,000,000.00). Neither Party will be liable for special, indirect, incidental, punitive or consequential damages, however caused, whether for breach of warranty or contract, negligence, strict liability, tort or any other legal theory.

8. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:

- a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with minimum per occurrence limit of one million dollars (\$1,000,000).

_____ COUNTY INITIALS

CONTRACTOR INITIALS _____

- b. Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of two-hundred fifty thousand dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of fifty thousand dollars (\$50,000) per accident.
- c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements:
 - i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the "County") as additional insureds. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and
 - ii. All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and
 - iii. Intentionally omitted.
 - iv. Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement; and
 - v. Contractor's policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13; and
 - vi. Intentionally omitted.
- d. Workers Compensation insurance in accordance with California state law.

If requested by County in writing, Contractor shall furnish a certificate of insurance satisfactory to County as evidence that the insurance required above is being maintained. Said certificate of insurance shall include a provision stating that the insurers will not cancel the insurance coverage without thirty (30) days' prior written notice to the County. Contractor shall require all subcontractors to comply with all indemnification and insurance requirements of this agreement.

- 9. Licenses and Permits. Contractor represents and warrants to County that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature

_____ COUNTY INITIALS

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CONTRACTOR INITIALS _____

that are legally required for Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.

10. **Relationship of Parties.** It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, by virtue of this Agreement, has no authority to bind, or incur any obligation on behalf of, County. Except as expressly provided in this Agreement, Contractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.
11. **Business-to-Business Relationship.** Contractor represents and warrants that Contractor is an individual acting as a sole proprietor, or a business entity formed as a partnership, limited liability company, limited liability partnership, or corporation (“business service provider”) that customarily provides services of the same nature as the services provided for County under this Agreement. Contractor represents and warrants that Contractor advertises these services to and contracts with entities other than County. Contractor represents and warrants that Contractor maintains a separate business location and has all required business licenses and tax registration, if any, in order to perform services under this Agreement. Contractor shall have the right to set their own hours and location of work, consistent with the nature of the services provided under this Agreement. Contractor shall determine the method, means and manner of performance of, but not limited to, such matters as outlined in Exhibit “A” without restriction by County. County is interested only in the results to be achieved from Contractor’s performance of the services. Contractor shall provide their own resources and equipment and direct their operation in all respects when necessary to perform these services. Notwithstanding this Agreement, Contractor shall have the right to provide the same or similar services to entities other than the County without restriction. County shall have no authority, control, or liability regarding Contractor’s performance or activities before or after each instance that Contractor may perform under this Agreement. Contractor will at all times indemnify and hold County, and their respective agents, contractors and employees harmless from any and all claims, damages, liabilities and costs (including attorneys’ fees) arising out of any material breach by Contractor of any representation, warrant or agreement made by Contractor hereunder or arising out of Contractor’s services.
12. **Assignment.** Neither Party may assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the other Party, which shall not unreasonably be withheld.
13. **Non-discrimination.** Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.

_____COUNTY INITIALS

CONTRACTOR INITIALS_____

14. Choice of Law. The laws of the State of California shall govern this agreement. The Parties expressly agree that either Party may appear for and attend all matters, remotely via teleconference or videoconference at the party's discretion, to the extent allowable by court.
15. Interpretation. This agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.
16. Integration. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.
17. Severability. The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.
18. Headings. The headings and captions contained in this Agreement are for convenience only and shall be of no force or effect in construing and interpreting the provisions of this Agreement.
19. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
20. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.
21. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

County:

Plumas County Sheriff's Department
County of Plumas
1400 E. Main Street
Quincy, CA 95971
Attention: Jeremy Beatley

_____ COUNTY INITIALS

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CONTRACTOR INITIALS _____

Contractor:

Axon Enterprise, Inc.
17800 N 85th St
Scottsdale, AZ 85255
Attention: LEGAL - legal@axon.com

22. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
23. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
24. Ukraine Sanctions. Pursuant to Executive Order N-6-22 Contractor is aware that as a compliance with the economic sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>). Failure to comply may result in the termination of this agreement.
25. Suspension and Debarment. The County does not employ Contractors or contractors who are listed on the National World Wide Web Site System for Award Management (sam.gov) by Federal General Services Administration (GSA) for the purpose of disseminating information on parties that are debarred from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Non-procurement suspension and debarment.
 - a. This Contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the Contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
 - b. The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
 - c. This certification is a material representation of fact relied upon by the County. If it is later determined that the Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

_____ COUNTY INITIALS _____

CONTRACTOR INITIALS _____

- d. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any Contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

26. **Retention of Records.** If the maximum compensation payable under section 2 of this Agreement exceeds \$10,000, then, pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the written request of either the State Auditor or the County.

27. **Additional Terms and Conditions.** Contractor's Master Services and Purchasing Agreement is hereby incorporated into this Agreement as Exhibit B.

28. **Conflicts.** In the event of any conflict between the terms of this Agreement and the terms of any exhibit hereto, the terms of this Agreement shall control, and the conflicting term of the exhibit shall be given no effect.

IN WITNESS WHEREOF, this Agreement has been executed as of the date set forth below.

CONTRACTOR:

Axon Enterprise, Inc., a Delaware Corporation

By: _____

Name: Patrick Smith

Title: CEO, CFO

Date signed:

By: _____

Name: Isaiah Fields

Title: Secretary

Date signed:

COUNTY:

County of Plumas, a political subdivision of the State of California

By: _____

Name: Kevin Goss

Title: Chair, Board of Supervisors

Date signed:

By: _____

Name: Allen Hiskey

Title: Clerk of the Board

Date signed:

Approved as to form:


Joshua Brechtel, Attorney
County Counsel's Office

_____COUNTY INITIALS_____

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CONTRACTOR INITIALS_____

EXHIBIT A

Axon Quote

_____COUNTY INITIALS

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CONTRACTOR INITIALS_____

Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
Domestic: (800) 978-2737
International: +1.800.978.2737
VAT: 86-0741227



Exhibit A

SHIP TO	BILL TO
Plumas County Sheriff's Office - CA 1400 E Main St Quincy CA 95971-9402 USA Email:	Plumas County Sheriff's Office - CA 1400 E Main St Quincy CA 95971-9402 USA Email:
SALES REPRESENTATIVE	PRIMARY CONTACT
Adam Smith Phone: 602-751-1798 Email: asmith@laser.com Fax: (480) 463-2201	Thomas Frogatt Phone: 5302886389 Email: tfrogatt@pcso.net Fax: (530) 283-6344
SHIP TO	BILL TO
Plumas County Sheriff's Office - CA 1400 E Main St Quincy CA 95971-9402 USA Email:	Plumas County Sheriff's Office - CA 1400 E Main St Quincy CA 95971-9402 USA Email:
PRIMARY CONTACT	SALES REPRESENTATIVE
Thomas Frogatt Phone: 5302886389 Email: tfrogatt@pcso.net Fax: (530) 283-6344	Adam Smith Phone: 602-751-1798 Email: asmith@laser.com Fax: (480) 463-2201

Quote Summary

Program Length	60 Months	
TOTAL COST	\$124,728.00	\$7,697.89
ESTIMATED TOTAL W/ TAX	\$131,204.73	\$38,489.45

Discount Summary

Payment Summary

Date	Subtotal	Tax	Total
Aug 2025	\$24,945.60	\$1,295.33	\$26,240.93
Aug 2026	\$24,945.60	\$1,295.33	\$26,240.93
Aug 2027	\$24,945.60	\$1,295.33	\$26,240.93
Aug 2028	\$24,945.60	\$1,295.33	\$26,240.93
Aug 2029	\$24,945.60	\$1,295.41	\$26,241.01
Total	\$124,728.00	\$6,476.73	\$131,204.73

Quote Unbundled Price:
Quote List Price:
Quote Subtotal:

\$163,215.00
\$132,690.00
\$124,728.00

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	25	60	\$107.01	\$86.66	\$81.46	\$122,190.00	\$6,476.73	\$128,666.73
A la Carte Services									
101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1			\$2,700.00	\$2,538.00	\$2,538.00	\$0.00	\$2,538.00
Total							\$124,728.00	\$6,476.73	\$131,204.73

Delivery Schedule

Hardware	Item	Description	QTY	Shipping Location	Estimated Delivery Date
Bundle	100126	AXON VR - TACTICAL BAG	1		08/01/2025
BUNDLE	100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	25		08/01/2025
BUNDLE	100394	AXON TASER 10 - MAGAZINE - HALT TRAINING BLUE	4		08/01/2025
BUNDLE	100396	AXON TASER 10 - MAGAZINE - INERT RED	1		08/01/2025
BUNDLE	100399	AXON TASER 10 - CARTRIDGE - LIVE	380		08/01/2025
BUNDLE	100400	AXON TASER 10 - CARTRIDGE - HALT	180		08/01/2025
BUNDLE	100401	AXON TASER 10 - CARTRIDGE - INERT	10		08/01/2025
BUNDLE	100591	AXON TASER - CLEANING KIT	1		08/01/2025
BUNDLE	100611	AXON TASER 10 - SAFARI LAND HOLSTER - RH	25		08/01/2025
BUNDLE	100623	ENHANCED HOOK-AND-LOOP TRAINING (HALT) SUIT (V2)	1		08/01/2025
BUNDLE	100748	AXON VR - CONTROLLER - TASER 10	1		08/01/2025
BUNDLE	101122	AXON VR - HOLSTER - T10 SAFARI LAND GRAY - RH	1		08/01/2025
BUNDLE	101455	AXON TASER 10 - REPLACEMENT TOOL KIT - INTERPOSER BUCKET	1		08/01/2025
BUNDLE	101456	AXON TASER 10 - REPLACEMENT INTERPOSER BUCKET	1		08/01/2025
BUNDLE	101755	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK V2	25		08/01/2025
BUNDLE	101757	AXON TASER 10 - MAGAZINE - LIVE TRAINING PURPLE V2	3		08/01/2025
BUNDLE	200118	AXON TASER - BATTERY PACK - TACTICAL	25		08/01/2025
BUNDLE	200118	AXON TASER - BATTERY PACK - TACTICAL	5		08/01/2025
BUNDLE	203738	AXON VR - HEADSET - HTC FOCUS 3	1		08/01/2025
BUNDLE	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1		08/01/2025
BUNDLE	710119	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1		08/01/2025
BUNDLE	74200	AXON TASER - DOCK - SIX BAY PLUS CORE	1		08/01/2025
BUNDLE	80087	AXON TASER - TARGET - CONDUCTIVE PROFESSIONAL RUGGEDIZED	1		08/01/2025
BUNDLE	80090	AXON TASER - TARGET FRAME - PROFESSIONAL 27.5 IN X 75 IN	1		08/01/2025
BUNDLE	100400	AXON TASER 10 - CARTRIDGE - HALT	130		08/01/2026

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	120	1	08/01/2027
BUNDLE - TASER 10 CERTIFICATION STANDARD	101012	AXON VR - TAP REFRESH1 - CONTROLLER	1	1	02/01/2028
BUNDLE - TASER 10 CERTIFICATION STANDARD	20373	AXON VR - TAP REFRESH1 - HEADSET	1	1	02/01/2028
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	130	1	08/01/2028
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	120	1	08/01/2029

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - TASER 10 CERTIFICATION STANDARD	101180	AXON TASER - DATA SCIENCE PROGRAM	25	09/01/2025	08/31/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	101703	AXON VR - USER ACCESS - TASER SKILLS	25	09/01/2025	08/31/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	20248	AXON TASER - EVIDENCE COM LICENSE	1	09/01/2025	08/31/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	20248	AXON TASER - EVIDENCE COM LICENSE	25	09/01/2025	08/31/2030

Services

Bundle	Item	Description	QTY
BUNDLE - TASER 10 CERTIFICATION STANDARD	100751	AXON TASER 10 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	25
BUNDLE - TASER 10 CERTIFICATION STANDARD	101193	AXON TASER - ON DEMAND CERTIFICATION	1
A la Carte	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - TASER 10 CERTIFICATION STANDARD	100197	AXON VR - EXT WARRANTY - HEADSET	1	08/01/2026	08/31/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	100704	AXON TASER 10 - EXT WARRANTY - HANDLE	25	08/01/2026	08/31/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	101007	AXON VR - EXT WARRANTY - CONTROLLER	1	08/01/2026	08/31/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	5	08/01/2026	08/31/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	25	08/01/2026	08/31/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	80396	AXON TASER - EXT WARRANTY - DOCK SIX BAY T7/T10	1	08/01/2026	08/31/2030

Shipping Locations

	Location Number	Street	City	State	Zip	Country
1		1400 E Main St	Quincy	CA	95971-9402	USA
2		1400 E Main St	Quincy	CA	95971-9402	USA

Payment Details

Aug 2025		Description	Qty	Subtotal	Tax	Total
Invoice Plan	Item	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$507.60	\$0.00	\$507.60
Year 1	101208	BUNDLE - TASER 10 CERTIFICATION STANDARD	25	\$24,438.00	\$1,295.33	\$25,733.33
Year 1	C00024			\$24,945.60	\$1,295.33	\$26,240.93
Total						\$26,240.93
Aug 2026		Description	Qty	Subtotal	Tax	Total
Invoice Plan	Item	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$507.60	\$0.00	\$507.60
Year 2	101208	BUNDLE - TASER 10 CERTIFICATION STANDARD	25	\$24,438.00	\$1,295.33	\$25,733.33
Year 2	C00024			\$24,945.60	\$1,295.33	\$26,240.93
Total						\$26,240.93
Aug 2027		Description	Qty	Subtotal	Tax	Total
Invoice Plan	Item	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$507.60	\$0.00	\$507.60
Year 3	101208	BUNDLE - TASER 10 CERTIFICATION STANDARD	25	\$24,438.00	\$1,295.33	\$25,733.33
Year 3	C00024			\$24,945.60	\$1,295.33	\$26,240.93
Total						\$26,240.93
Aug 2028		Description	Qty	Subtotal	Tax	Total
Invoice Plan	Item	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$507.60	\$0.00	\$507.60
Year 4	101208	BUNDLE - TASER 10 CERTIFICATION STANDARD	25	\$24,438.00	\$1,295.33	\$25,733.33
Year 4	C00024			\$24,945.60	\$1,295.33	\$26,240.93
Total						\$26,240.93
Aug 2029		Description	Qty	Subtotal	Tax	Total
Invoice Plan	Item	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$507.60	\$0.00	\$507.60
Year 5	101208	BUNDLE - TASER 10 CERTIFICATION STANDARD	25	\$24,438.00	\$1,295.41	\$25,733.41
Year 5	C00024			\$24,945.60	\$1,295.41	\$26,241.01
Total						\$26,241.01

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature

Date Signed

6/4/2025



EXHIBIT B

Contractor's Master Services and Purchase Agreement

This Master Services and Purchasing Agreement ("Agreement") is between Axon Enterprise, Inc. ("Axon"), and the Customer listed below or, if no Customer is listed below, the customer on the Quote (as defined below) ("Customer"). This Agreement is effective as of the later of the (a) last signature date on this Agreement or (b) date of acceptance of the Quote ("Effective Date"). Axon and Customer are each a "Party" and collectively "Parties". This Agreement governs Customer's purchase and use of the Axon Devices and Services detailed in the Quote. It is the intent of the Parties that this Agreement will govern all subsequent purchases by Customer for the same Axon Devices and Services in the Quote, and all such subsequent quotes accepted by Customer shall be also incorporated into this Agreement by reference as a Quote. The Parties agree as follows:

1. Definitions.

- 1.1. "**Axon Cloud Services**" means Axon's web services, including, but not limited to, Axon Evidence, Axon Records, Axon Dispatch, FUSUS services, and interactions between Axon Evidence and Axon Devices or Axon client software. Axon Cloud Service excludes third-party applications, hardware warranties, and my.evidence.com.
- 1.2. "**Axon Device**" means all hardware provided by Axon under this Agreement. Axon-manufactured Devices are a subset of Axon Devices.
- 1.3. "**Quote**" means an offer to sell and is only valid for devices and services on the offer at the specified prices. Any inconsistent or supplemental terms within Customer's purchase order in response to a Quote will be void. Orders are subject to prior credit approval. Changes in the deployment estimated ship date may change charges in the Quote. Shipping dates are estimates only. Axon is not responsible for typographical errors in any Quote by Axon, and Axon reserves the right to cancel any orders resulting from such errors.
- 1.4. "**Services**" means all services provided by Axon under this Agreement, including software, Axon Cloud Services, and professional services.

2. Term. This Agreement begins on the Effective Date and continues until all subscriptions hereunder have expired or have been terminated ("Term").

- 2.1. All subscriptions including Axon Evidence, Axon Fleet, Officer Safety Plans, Technology Assurance Plans, and TASER 7 or TASER 10 plans begin on the date stated in the Quote. Each subscription term ends upon completion of the subscription stated in the Quote ("Subscription Term").
- 2.2. Upon completion of the Subscription Term, the Subscription Term will automatically renew for an additional 5-year term ("Renewal Term"). For purchase of TASER 7 or TASER 10 as a standalone, Axon may increase pricing to its then-current list pricing for any Renewal Term. For all other purchases, Axon may increase pricing on all line items in the Quote by up to 3% at the beginning of each year of the Renewal Term. New devices and services may require additional terms. Axon will not authorize services until Axon receives a signed Quote or accepts a purchase order, whichever is first.
3. **Payment.** Axon invoices for Axon Devices upon shipment, or on the date specified within the invoicing plan in the Quote. Payment is due net 30 days from the invoice date. Axon invoices for Axon Cloud Services on an upfront annual basis prior to the beginning of the Subscription Term and upon the anniversary of the Subscription Term. Payment obligations are non-cancelable. Unless otherwise prohibited by law, Customer will pay interest on all past-due sums at the lower of one-and-a-half percent (1.5%) per month or the highest rate allowed by law. Customer will pay invoices without setoff, deduction, or withholding. If Axon sends a past due account to collections, Customer is responsible for collection and attorneys' fees.
4. **Taxes.** Customer is responsible for sales and other taxes associated with the order unless Customer provides Axon a valid tax exemption certificate.
5. **Shipping.** Axon may make partial shipments and ship Axon Devices from multiple locations. All shipments are EXW (Incoterms 2020) via common carrier. Title and risk of loss pass to Customer upon Axon's delivery to the common carrier. Customer is responsible for any shipping charges in the Quote.

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6. **Returns.** All sales are final. Axon does not allow refunds or exchanges, except warranty returns or as provided by state or federal law.

7. **Warranty.**

7.1. **Limited Warranty.** Axon warrants that Axon-manufactured Devices, except for TASER devices covered under the Taser Appendix, are free from defects in workmanship and materials for one (1) year from the date of Customer's receipt, except Signal Sidearm which Axon warrants for thirty (30) months from Customer's receipt and Axon-manufactured accessories, which Axon warrants for ninety (90) days from Customer's receipt, respectively, from the date of Customer's receipt. Extended warranties run from the expiration of the one- (1-) year hardware warranty through the extended warranty term purchased.

7.2. **Disclaimer.** All software and Axon Cloud Services are provided "AS IS," without any warranty of any kind, either express or implied, including without limitation the implied warranties of merchantability, fitness for a particular purpose and non-infringement. Axon Devices and Services that are not manufactured, published or performed by Axon ("Third-Party Products") are not covered by Axon's warranty and are only subject to the warranties of the third-party provider or manufacturer. If Customer purchases Axon Loki, Customer acknowledges the Loki device is designed for operation in enclosed, controlled environments and must be used in compliance with all applicable laws and safety guidelines. Operation in open or unapproved areas may result in signal interference, loss of control, or damage, and Axon assumes no liability for improper use, including any resulting harm or regulatory violations.

7.3. **Claims.** If Axon receives a valid warranty claim for an Axon-manufactured Device during the warranty term, Axon's sole responsibility is to repair or replace the Axon-manufactured Device with the same or like Axon-manufactured Device, at Axon's option. A replacement Axon-manufactured Device will be new or like new. Axon will warrant the replacement Axon-manufactured Device for the longer of (a) the remaining warranty of the original Axon-manufactured Device or (b) ninety (90) days from the date of repair or replacement.

7.3.1. If Customer exchanges an Axon Device or part, the replacement item becomes Customer's property, and the replaced item becomes Axon's property. Before delivering an Axon-manufactured Device for service, Customer must upload Axon-manufactured Device data to Axon Evidence or download it and retain a copy. Axon is not responsible for any loss of software, data, or other information contained in storage media or any part of the Axon-manufactured Device sent to Axon for service.

7.4. **Spare Axon Devices.** At Axon's reasonable discretion, Axon may provide Customer a predetermined number of spare Axon Devices as detailed in the Quote ("Spare Axon Devices"). Spare Axon Devices are intended to replace broken or non-functioning units while Customer submits the broken or non-functioning units, through Axon's warranty return process. Axon will repair or replace the unit with a replacement Axon Device. Title and risk of loss for all Spare Axon Devices shall pass to Customer in accordance with shipping terms of this Agreement. Axon assumes no liability or obligation in the event Customer does not utilize Spare Axon Devices for the intended purpose.

7.5. **Limitations.** Axon's warranty excludes damage related to: (a) failure to follow Axon Device use instructions; (b) Axon Devices used with equipment not manufactured or recommended by Axon; (c) abuse, misuse, or intentional damage to Axon Device; (d) force majeure; (e) Axon Devices repaired or modified by persons other than Axon without Axon's written permission; or (f) Axon Devices with a defaced or removed serial number. Axon's warranty will be void if Customer resells Axon Devices.

7.5.1. To the extent permitted by law, the above warranties and remedies are exclusive. Axon disclaims all other warranties, remedies, and conditions, whether oral, written, statutory, or implied. If statutory or implied warranties cannot be lawfully disclaimed, then such warranties are limited to the duration of the warranty described above and by the provisions in this Agreement. Customer confirms and agrees that, in deciding whether to sign this Agreement, Customer has not relied on any statement or representation by Axon or anyone acting on behalf of Axon related to the subject matter of this Agreement that is not in this Agreement.

7.5.2. Axon's cumulative liability to any party for any loss or damage resulting from any

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claim, demand, or action arising out of or relating to this Agreement will not exceed the purchase price paid to Axon for the Axon Device, or if for Services, the amount paid for such Services over the twelve (12) months preceding the claim. Neither Party will be liable for special, indirect, incidental, punitive or consequential damages, however caused, whether for breach of warranty or contract, negligence, strict liability, tort or any other legal theory.

- 7.6. **Online Support Platforms.** Use of Axon's online support platforms (e.g., Axon Academy and MyAxon) is governed by the Axon Online Support Platforms Terms of Use Appendix available at www.axon.com/sales-terms-and-conditions.
- 7.7. **Third-Party Software and Services.** Use of software or services other than those provided by Axon is governed by the terms, if any, entered into between Customer and the respective third-party provider, including, without limitation, the terms applicable to such software or services located at www.axon.com/sales-terms-and-conditions, if any.
- 7.8. **Axon Aid.** Upon mutual agreement between Axon and Customer, Axon may provide certain products and services to Customer, as a charitable donation under the Axon Aid program. In such event, Customer expressly waives and releases any and all claims, now known or hereafter known, against Axon and its officers, directors, employees, agents, contractors, affiliates, successors, and assigns (collectively, "**Releasees**"), including but not limited to, on account of injury, death, property damage, or loss of data, arising out of or attributable to the Axon Aid program whether arising out of the negligence of any Releasees or otherwise. Customer agrees not to make or bring any such claim against any Releasee, and forever release and discharge all Releasees from liability under such claims. Customer expressly allows Axon to publicly announce its participation in Axon Aid and use its name in marketing materials. Axon may terminate the Axon Aid program without cause immediately upon notice to the Customer.

8. Free Trial.

- 8.1. **Trial Period and License.** At any time during the Term, Customer and Axon may elect to enter a free trial of Axon Devices and Services new to the Customer for a designated period ("Trial Period") as described in a quote issued ("Trial Quote"). During the Trial Period, Axon grants Customer a nonexclusive, terminable, non-transferable, license to use new Axon Devices and Services provided for trial to the Customer ("Trial Products"). Trial Products may include Axon beta software or firmware which additional terms may be required and included within the Trial Quote. Axon may limit the number of Trial Products Customer receives within the Trial Quote. Axon may supply refurbished Trial Products. ALL FREE TRIAL PRODUCTS INCLUDING, WITHOUT LIMITATION, AXON CLOUD SERVICES, ARE PROVIDED "AS IS" AND TO THE EXTENT NOT PROHIBITED BY LAW, AXON DISCLAIMS ALL LIABILITY REGARDLESS OF THE CLAIM.
- 8.2. **Trial Quote Termination.** Upon at least 10 business days' prior written notice to Axon at any time prior to the end of the Trial Period, Customer may as its sole option, terminate the free Trial Period and underlying Trial Quote associated with the Trial Products for convenience. Customer's rights to the Trial Products will immediately terminate at the end of the Trial Period, and Customer will return any Trial Products hardware to Axon within 10 days after the effective date of such termination or at the end of the Trial Period, excluding used CEW cartridges. If any individual component of the Trial Products is not returned, Axon will invoice Customer the MSRP of the unreturned items. Customer agrees to pay the invoice along with any applicable taxes and shipping. Customer will return the Trial Products to Axon in good working condition, minus normal wear and tear. Axon may charge Customer if there is damage beyond normal wear and tear. Any Customer Content shall be stored and returned pursuant to the Axon Cloud Services Terms of Use Appendix.
9. **Statement of Work.** Certain Axon Devices and Services, including, but not limited to, Axon Interview Room, Axon Channel Services, Axon Justice Implementation, FUSUS, and Axon Fleet, may require a Statement of Work that details Axon's Service deliverables ("SOW"). In the event Axon provides an SOW to Customer, Axon is only responsible for the performance of Services described in the SOW. Additional services outside of the SOW, Quote, or this Agreement are out of scope. The Parties must document scope changes in a written and signed change order. Changes may require an equitable adjustment in fees or schedule. Any applicable SOW is incorporated into this Agreement by reference.
10. **Axon Device Warnings.** See www.axon.com/legal for the most current Axon Device warnings.

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11. **Design Changes.** Axon may make design changes to any Axon Device or Service without notifying Customer or making the same change to Axon Devices and Services previously purchased by Customer.
12. **Combined Offerings.** Some offerings in a Quote combine existing and pre-released Axon Devices or Services. Some offerings may not be available at the time of Customer's purchase. Axon will not provide a refund, credit, or additional discount beyond what is in the Quote due to delay of availability or Customer's choice not to utilize any portion of a combined offering.
13. **Insurance.** Axon will maintain General Liability, Workers' Compensation, and Automobile Liability insurance. Upon request, Axon will supply certificates of insurance.
14. **IP Rights.** Axon owns and reserves all right, title, and interest in Axon-manufactured Devices and Services and suggestions to Axon, including all related intellectual property rights. Customer will not cause any Axon proprietary rights to be violated.
15. **IP Indemnification.** Axon will indemnify Customer against all claims, losses, and reasonable expenses from any third-party claim alleging that the use of Axon-manufactured Devices, Axon Cloud Services or Axon software ("**Axon Products**") infringes or misappropriates the third-party's intellectual property rights. Customer must promptly provide Axon with written notice of such claim, tender to Axon the defense or settlement of such claim at Axon's expense and cooperate fully with Axon in the defense or settlement of such claim. Axon's IP indemnification obligations do not apply to claims based on (a) modification of Axon Products by Customer or a third-party not approved by Axon; (b) use of Axon Products in combination with hardware or services not approved by Axon; (c) use of Axon Products other than as permitted in this Agreement; or (d) use of Axon Products that is not the most current software release provided by Axon.
16. **Customer Responsibilities.** Customer is responsible for (a) Customer's use of Axon Devices; (b) Customer or a Customer authorized user's breach of this Agreement or violation of applicable law; (c) disputes between Customer and a third-party over Customer's use of Axon Devices; (d) secure and sustainable destruction and disposal of Axon Devices at Customer's cost; and (e) any regulatory violations or fines, as a result of improper destruction or disposal of Axon Devices.
17. **Termination.**
 - 17.1. **For Breach.** A Party may terminate this Agreement for cause if it provides thirty (30) days written notice of the breach to the other Party, and the breach remains uncured thirty (30) days after written notice. If Customer terminates this Agreement due to Axon's uncured breach, Axon will refund prepaid amounts on a prorated basis based on the effective date of termination.
 - 17.2. **By Customer.** If sufficient funds are not appropriated or otherwise legally available to pay the fees, Customer may terminate this Agreement. Customer will deliver notice of termination under this section as soon as reasonably practicable.
 - 17.3. **Effect of Termination.** Upon termination of this Agreement, Customer rights immediately terminate. Customer remains responsible for all fees incurred before the effective date of termination. If Customer purchases Axon Devices for less than the manufacturer's suggested retail price ("**MSRP**") and this Agreement terminates before the end of the Term, Axon will invoice Customer the difference between the MSRP for Axon Devices procured, including any Spare Axon Devices, and amounts paid towards those Axon Devices. Only if terminating for non-appropriation, Customer may return Axon Devices to Axon within thirty (30) days of termination. MSRP is the standalone price of the individual Axon Device at the time of sale. For multiple Axon Devices that may be combined as a single offering on a Quote, MSRP is the standalone price of all individual components.
18. **Confidentiality.** "**Confidential Information**" means nonpublic information designated as confidential or, given the nature of the information or circumstances surrounding disclosure, should reasonably be understood to be confidential. Each Party will take reasonable measures to avoid disclosure, dissemination, or unauthorized use of the other Party's Confidential Information. Unless required by law, neither Party will disclose the other Party's Confidential Information during the Term and for five (5) years thereafter. To the extent permissible by law, Axon pricing is Confidential Information and competition sensitive. If Customer receives a public records request to disclose Axon Confidential Information, to the extent allowed by law, Customer will provide notice to Axon before disclosure. Axon may publicly announce information related to this Agreement.

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19. **General.**

- 19.1. **Force Majeure.** Neither Party will be liable for any delay or failure to perform due to a cause beyond a Party's reasonable control.
- 19.2. **Independent Contractors.** The Parties are independent contractors. Neither Party has the authority to bind the other. This Agreement does not create a partnership, franchise, joint venture, Customer, fiduciary, or employment relationship between the Parties.
- 19.3. **Third-Party Beneficiaries.** There are no third-party beneficiaries under this Agreement.
- 19.4. **Non-Discrimination.** Neither Party nor its employees will discriminate against any person based on race; religion; creed; color; sex; gender identity and expression; pregnancy; childbirth; breastfeeding; medical conditions related to pregnancy, childbirth, or breastfeeding; sexual orientation; marital status; age; national origin; ancestry; genetic information; disability; veteran status; or any class protected by local, state, or federal law.
- 19.5. **Compliance with Laws.** Each Party will comply with all applicable federal, state, and local laws, including without limitation, import and export control laws and regulations as well as firearm regulations and the Gun Control Act of 1968. Customer acknowledges that Axon Devices and Services are subject to U.S. and international export control laws, including the U.S. Export Administration Regulations (EAR) and International Traffic in Arms Regulations (ITAR). Customer represents and warrants that neither it nor any End User is a "Restricted Person," meaning any individual or entity that (1) is subject to U.S. sanctions or trade restrictions, (2) appears on any U.S. government restricted party list, (3) engages in prohibited weapons proliferation activities, or (4) is owned or controlled by, or acting on behalf of, such persons or entities. Customer must promptly notify Axon of any change in status, and Axon may terminate this Agreement if Customer or any End User becomes a Restricted Person or violates export laws.
- 19.6. **Assignment.** Neither Party may assign this Agreement without the other Party's prior written consent. Axon may assign this Agreement, its rights, or obligations without consent: (a) to an affiliate or subsidiary; or (b) for purposes of financing, merger, acquisition, corporate reorganization, or sale of all or substantially all its assets. This Agreement is binding upon the Parties respective successors and assigns.
- 19.7. **Waiver.** No waiver or delay by either Party in exercising any right under this Agreement constitutes a waiver of that right.
- 19.8. **Severability.** If a court of competent jurisdiction holds any portion of this Agreement invalid or unenforceable, the remaining portions of this Agreement will remain in effect.
- 19.9. **Survival.** The following sections will survive termination: Payment, Warranty, Axon Device Warnings, Indemnification, IP Rights, Customer Responsibilities and any other Sections detailed in the survival sections of the Appendices.
- 19.10. **Governing Law.** The laws of the country, state, province, or municipality where Customer is physically located, without reference to conflict of law rules, govern this Agreement and any dispute arising from it. The United Nations Convention for the International Sale of Goods does not apply to this Agreement.
- 19.11. **Notices.** All notices must be in English. Notices posted on Customer's Axon Evidence site are effective upon posting. Notices by email are effective on the sent date of the email. Notices by personal delivery are effective immediately. Notices to Customer shall be provided to the address on file with Axon. Notices to Axon shall be provided to Axon Enterprise, Inc. Attn: Legal, 17800 North 85th Street, Scottsdale, Arizona 85255 with a copy to legal@axon.com.
- 19.12. **Entire Agreement.** This Agreement, the Appendices, including any applicable Appendices not attached herein for the products and services purchased, which are incorporated by reference and located in the Master Purchasing and Services Agreement located at <https://www.axon.com/sales-terms-and-conditions>, Quote and any SOW(s), represents the entire agreement between the Parties. This Agreement supersedes all prior agreements or understandings, whether written or verbal, regarding the subject matter of this Agreement. This Agreement may only be modified or amended in a writing signed by the Parties.

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Each Party, by and through its respective representative authorized to execute this Agreement, has duly executed and delivered this Agreement as of the date of signature.

AXON:

Axon Enterprise, Inc.

Signature: _____
Name: _____
Title: _____
Date: _____

CUSTOMER:

Plumas County (CA)

Signature: _____
Name: _____
Title: _____
Date: _____

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Axon Cloud Services Terms of Use Appendix

1. Definitions.

- 1.1. "Data Controller" means the natural or legal person, public authority, or any other body which alone or jointly with others determines the purposes and means of the processing of Personal Data.
- 1.2. "Data Processor" means a natural or legal person, public authority or any other body which processes Personal Data on behalf of the Data Controller.
- 1.3. "Customer Content" is data uploaded into, ingested by, or created in Axon Cloud Services within Customer's tenant, including media or multimedia uploaded into Axon Cloud Services by Customer. Customer Content includes Evidence but excludes Non-Content Data.
- 1.4. "Evidence" is media or multimedia uploaded into Axon Evidence as 'evidence' by Customer. Evidence is a subset of Customer Content.
- 1.5. "End User" means the natural person subject to Customer's authorized license grant who ultimately uses the Cloud Services as provided under this Agreement. End Users must adhere to the terms of use and are subject to any usage restrictions or limitations specified in this Agreement.
- 1.6. "Non-Content Data" is data, configuration, and usage information about Customer's Axon Cloud Services tenant, Axon Devices and client software, and users that is transmitted or generated when using Axon Devices. Non-Content Data includes data about users captured during account management and customer support activities. Non-Content Data does not include Customer Content.
- 1.7. "Personal Data" means any information relating to an identified or identifiable natural person. An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.
- 1.8. "Provided Data" means de-identified, de-personalized, data derived from Customer's TASER energy weapon deployment reports, related TASER energy weapon logs, body-worn camera footage, and incident reports.
- 1.9. "Subprocessor" means any third party engaged by the Data Processor to assist in data processing activities that the Data Processor is carrying out on behalf of the Data Controller.
- 1.10. "Transformed Data" means the Provided Data used for the purpose of quantitative evaluation of the performance and effectiveness of TASER energy weapons in the field across a variety of circumstances.

2. **Access.** Upon Axon granting Customer a subscription to Axon Cloud Services, Customer may access and use Axon Cloud Services to store and manage Customer Content. Customer may not exceed more End Users than the Quote specifies. Axon Air requires an Axon Evidence subscription for each drone operator. For Axon Evidence access granted solely for TASER, Customer may access and use Axon Evidence only to store and manage TASER CEW and TASER CAM data ("TASER Data") and Customer may not upload non-TASER Data to Axon Evidence.
3. **Customer Owns Customer Content.** Customer controls and owns all rights, title, and interest in Customer Content. Except as outlined herein, Axon obtains no interest in Customer Content, and Customer Content is not Axon's business records. Customer is solely responsible for uploading, sharing, managing, and deleting Customer Content. Axon will only have access to Customer Content for the limited purposes set forth herein. Customer agrees to allow Axon access to Customer Content to (a) perform troubleshooting, maintenance, or diagnostic screenings; and (b) enforce this Agreement or policies governing use of the Axon products.
4. **Security.** Axon will implement commercially reasonable and appropriate measures to secure Customer Content against accidental or unlawful loss, access or disclosure. Axon will maintain a comprehensive information security program to protect Axon Cloud Services and Customer Content including logical, physical access, vulnerability, risk, and configuration management; incident monitoring and response; encryption of uploaded digital evidence; security education; and data protection. Axon agrees to the

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5. **Customer Responsibilities.** Customer is responsible for (a) ensuring Customer owns Customer Content or has the necessary rights to use Customer Content (b) ensuring no Customer Content or Customer End User's use of Customer Content or Axon Cloud Services violates this Agreement or applicable laws; (c) maintaining necessary computer equipment and Internet connections for use of Axon Cloud Services and (d) verify the accuracy of any auto generated or AI-generated reports. If Customer becomes aware of any violation of this Agreement by an End User, Customer will immediately terminate that End User's access to Axon Cloud Services.
 - 5.1. Customer will also maintain the security of End User usernames and passwords and security and access by end users to Customer Content. Customer is responsible for ensuring the configuration and utilization of Axon Cloud Services meet applicable Customer regulation and standards. Customer may not sell, transfer, or sublicense access to any other entity or person. If Customer provides access to unauthorized third-parties, Axon may assess additional fees along with suspending Customer's access. Customer shall contact Axon immediately if an unauthorized party may be using Customer's account or Customer Content, or if account information is lost or stolen.
 - 5.2. To the extent Customer uses the Axon Cloud Services to interact with YouTube®, such use may be governed by the YouTube Terms of Service, available at <https://www.youtube.com/static?template=terms>.
6. **Privacy.** Customer's use of Axon Cloud Services is subject to the Axon Cloud Services Privacy Policy, a current version of which is available at <https://www.axon.com/legal/cloud-services-privacy-policy>. Customer agrees to allow Axon access to Non-Content Data from Customer to (a) perform troubleshooting, maintenance, or diagnostic screenings; (b) provide, develop, improve, and support current and future Axon products and related services; and (c) enforce this Agreement or policies governing the use of Axon products.
7. **Axon Body Wi-Fi Positioning.** Axon Body cameras may offer a feature to enhance location services where GPS/GNSS signals may not be available, for instance, within buildings or underground. Customer administrators can manage their choice to use this service within the administrative features of Axon Cloud Services. If Customer chooses to use this service, Axon must also enable the usage of the feature for Customer's Axon Cloud Services tenant. Customer will not see this option with Axon Cloud Services unless Axon has enabled Wi-Fi Positioning for Customer's Axon Cloud Services tenant.
8. **Storage.** For Axon Unlimited Device Storage subscriptions, Customer may store unlimited data in Customer's Axon Evidence account only if the Axon Device data is shared to Customer through Axon Evidence from a partner agency using Axon Evidence, or the data originates from Axon Capture or an Axon Device. Axon may charge Customer additional fees for exceeding purchased storage amounts. Axon may place Customer Content that Customer has not viewed or accessed for six (6) months into archival storage. Customer Content in archival storage will not have immediate availability and may take up to twenty-four (24) hours to access.
9. **Third-Party Unlimited Storage.** For Third-Party Unlimited Storage the following restrictions apply: (i) it may only be used in conjunction with a valid Axon Evidence user license; (ii) is limited to data of the law enforcement Customer that purchased the Third-Party Unlimited Storage and the Axon Evidence End User; (iii) Customer is prohibited from storing data for other customers or law enforcement agencies; and (iv) Customer may only upload and store data that is directly related to (1) the investigation of, or the prosecution or defense of a crime, (2) common law enforcement activities, or (3) any Customer Content created by Axon Devices or Axon Evidence.
10. **Location of Storage.** Axon may transfer Customer Content to third-party subprocessors for storage. Axon will determine the locations of data centers for storage of Customer Content. If Customer is located in the United States, Canada, or Australia, Axon will ensure all Customer Content stored in Axon Cloud Services remains in the country where Customer is located. Ownership of Customer Content remains with Customer.
11. **Suspension.** Axon may temporarily suspend Customer's or any End User's right to access or use any portion or all of Axon Cloud Services immediately upon notice, if Customer or End User's use of or registration for Axon Cloud Services may (a) pose a security risk to Axon Cloud Services or any third-party;

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(b) adversely impact Axon Cloud Services, the systems, or content of any other customer; (c) subject Axon, Axon's affiliates, or any third-party to liability; or (d) be fraudulent. Customer remains responsible for all fees incurred through suspension. Axon will not delete Customer Content because of suspension, except as specified in this Agreement.

12. **Axon Cloud Services Warranty.** Axon disclaims any warranties or responsibility for data corruption or errors before Customer uploads data to Axon Cloud Services. Service Offerings will be subject to the Axon Cloud Services Service Level Agreement, a current version of which is available at <https://www.axon.com/products/axon-evidence/sla>.
13. **Roles of the Parties.** To the extent that Customer is the Data Controller of Personal Data, Axon is its Data Processor. To the extent that Customer is a Data Processor of Personal Data, Axon is its Subprocessor. Notwithstanding the foregoing, to the extent any usage data (including query logs and metadata) and/or operations data (including billing and support data) in connection with Customer's use of the Services (collectively "**Usage and Operations Data**") is considered Personal Data, Axon is an independent Data Controller and shall Process such data in accordance with the Agreement and applicable data protection laws to develop, improve, support, and operate its products and services. For the avoidance of doubt, Axon will not disclose any Usage and Operations Data that includes confidential information with a third party except (a) in accordance with the relevant confidentiality provisions in the Agreement, or (b) to the extent the Usage and Operations Data is, in accordance with applicable data protection laws, anonymized, de-identified, and/or aggregated such that it can no longer directly or indirectly identify Customer or any particular individual.
14. **TASER Data Science Program.** Axon will provide a quantitative evaluation on the performance and effectiveness of TASER energy weapons in the field across a variety of circumstances.
If Customer purchases the TASER Data Science Program, Customer grants Axon, its affiliates, and assignees an irrevocable, perpetual, fully paid, royalty-free, and worldwide right and license to use Provided Data solely for the purposes of this Agreement and to create Transformed Data. Customer shall own all rights and title to Provided Data. Axon shall own all rights and title to Transformed Data and any derivatives of Transformed Data.
Axon grants to Customer an irrevocable, perpetual, fully paid, royalty-free, license to use to TASER Data Science report provided to Customer for its own internal purposes. **The Data Science report is provided "as is" and without any warranty of any kind.**
In the event Customer seeks Axon's deletion of Provided Data, it may submit a request to privacy@axon.com. Where reasonably capable of doing so, Axon will implement the request but at a minimum will not continue to collect Provided Data from Customer.
15. **Axon Records.** Axon Records is the software-as-a-service product that is generally available at the time Customer purchases an OSP 7 or OSP 10 plan. During Customer's Axon Records Subscription Term, if any, Customer will be entitled to receive Axon's Update and Upgrade releases on an if-and-when available basis.
 - 15.1. The Axon Record subscription begins on the later of the (1) start date of the Quote, or (2) the date Axon provisions Axon Records to Customer. The Axon Records Subscription Term will end upon the completion of the Axon Records Subscription as documented in the Quote, or if purchased as part of an OSP 7 or OSP 10 plan, upon completion of the OSP 7 or OSP 10 Term ("**Axon Records Subscription Term**").
 - 15.2. An "**Update**" is a generally available release of Axon Records that Axon makes available from time to time. An "**Upgrade**" includes (i) new versions of Axon Records that enhance features and functionality, as solely determined by Axon; and/or (ii) new versions of Axon Records that provide additional features or perform additional functions. Upgrades exclude new products that Axon introduces and markets as distinct products or applications.
 - 15.3. New or additional Axon products and applications, as well as any Axon professional services needed to configure Axon Records, are not included as part of the Axon Records Subscription.
 - 15.4. End Users of Axon Records may upload files to entities (incidents, reports, cases, etc) in Axon Records with no limit to the number of files and amount of storage. Notwithstanding the foregoing,

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Axon may limit usage should the Customer exceed an average rate of one-hundred (100) GB per user per year of uploaded files. Axon will not bill for overages.

16. **Axon Cloud Services Restrictions.** Customer and Customer End Users (including employees, contractors, agents, officers, volunteers, and directors), may not, or may not attempt to:
 - 16.1. copy, modify, tamper with, repair, or create derivative works of any part of Axon Cloud Services;
 - 16.2. reverse engineer, disassemble, or decompile Axon Cloud Services or apply any process to derive any source code included in Axon Cloud Services, or allow others to do the same;
 - 16.3. access or use Axon Cloud Services with the intent to gain unauthorized access, avoid incurring fees or exceeding usage limits or quotas;
 - 16.4. use Axon Cloud Services as a service bureau, or as part of a Customer infrastructure as a service;
 - 16.5. use trade secret information contained in Axon Cloud Services, except as expressly permitted in this Agreement;
 - 16.6. access Axon Cloud Services to build a competitive device or service or copy any features, functions, or graphics of Axon Cloud Services;
 - 16.7. remove, alter, or obscure any confidentiality or proprietary rights notices (including copyright and trademark notices) of Axon's or Axon's licensors on or within Axon Cloud Services; or
 - 16.8. use Axon Cloud Services to store or transmit infringing, libelous, or other unlawful or tortious material; material in violation of third-party privacy rights; or malicious code.
 - 16.9. **Draft One.** Axon may impose usage restrictions if a single user generates more than three hundred (300) reports per month for two or more consecutive months.
17. **After Termination.** Axon will not delete Customer Content for ninety (90) days following termination. Axon Cloud Services will not be functional during these ninety (90) days other than the ability to retrieve Customer Content. Customer will not incur additional fees if Customer downloads Customer Content from Axon Cloud Services during this time. Axon has no obligation to maintain or provide Customer Content after these ninety (90) days and will thereafter, unless legally prohibited, delete all Customer Content. Upon request, Axon will provide written proof that Axon successfully deleted and fully removed all Customer Content from Axon Cloud Services.
18. **Post-Termination Assistance.** Axon will provide Customer with the same post-termination data retrieval assistance that Axon generally makes available to all customers. Requests for Axon to provide additional assistance in downloading or transferring Customer Content, including requests for Axon's data egress service, will result in additional fees and Axon will not warrant or guarantee data integrity or readability in the external system.
19. **U.S. Government Rights.** If Customer is a U.S. Federal department or using Axon Cloud Services on behalf of a U.S. Federal department, Axon Cloud Services is provided as a "commercial item," "commercial computer software," "commercial computer software documentation," and "technical data", as defined in the Federal Acquisition Regulation and Defense Federal Acquisition Regulation Supplement. If Customer is using Axon Cloud Services on behalf of the U.S. Government and these terms fail to meet the U.S. Government's needs or are inconsistent in any respect with federal law, Customer will immediately discontinue use of Axon Cloud Services.
20. **Survival.** Upon any termination of this Agreement, the following sections in this Appendix will survive: Customer Owns Customer Content, Privacy, Storage, Axon Cloud Services Warranty, Customer Responsibilities and Axon Cloud Services Restrictions.

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Axon Customer Experience Improvement Program Appendix

1. **Axon Customer Experience Improvement Program (ACEIP).** The ACEIP is designed to accelerate Axon's development of technology, such as building and supporting automated features, to ultimately increase safety within communities and drive efficiency in public safety. To this end, subject to the limitations on Axon as described below, Axon, where allowed by law, may make limited use of Customer Content from all of its customers to provide, develop, improve, and support current and future Axon products (collectively, "ACEIP Purposes"). However, at all times, Axon will comply with its obligations pursuant to the Axon Cloud Services Terms of Use Appendix to maintain a comprehensive data security program (including compliance with the CJIS Security Policy for Criminal Justice Information), privacy program, and data governance policy, including high industry standards of de-identifying Personal Data, to enforce its security and privacy obligations for the ACEIP. ACEIP has 2 tiers of participation, Tier 1 and Tier 2. By default, Customer will be a participant in ACEIP Tier 1. If Customer does not want to participate in ACEIP Tier 1, Customer can revoke its consent at any time. If Customer wants to participate in Tier 2, as detailed below, Customer can check the ACEIP Tier 2 box below. If Customer does not want to participate in ACEIP Tier 2, Customer should leave box unchecked. At any time, Customer may revoke its consent to ACEIP Tier 1, Tier 2, or both Tiers.
2. **ACEIP Tier 1.**
 - 2.1. When Axon uses Customer Content for the ACEIP Purposes, Axon will extract from Customer Content and may store separately copies of certain segments or elements of the Customer Content (collectively, "ACEIP Content"). When extracting ACEIP Content, Axon will use commercially reasonable efforts to aggregate, transform or de-identify Customer Content so that the extracted ACEIP Content is no longer reasonably capable of being associated with, or could reasonably be linked directly or indirectly to a particular individual ("Privacy Preserving Technique(s)"). For illustrative purposes, some examples are described in footnote 1¹. For clarity, ACEIP Content will still be linked indirectly, with an attribution, to the Customer from which it was extracted. This attribution will be stored separately from the data itself, but is necessary for and will be solely used to enable Axon to identify and delete all ACEIP Content upon Customer request. Once de-identified, ACEIP Content may then be further modified, analyzed, and used to create derivative works. At any time, Customer may revoke the consent granted herein to Axon to access and use Customer Content for ACEIP Purposes. Within 30 days of receiving the Customer's request, Axon will no longer access or use Customer Content for ACEIP Purposes and will delete any and all ACEIP Content. Axon will also delete any derivative works which may reasonably be capable of being associated with, or could reasonably be linked directly or indirectly to Customer. In addition, if Axon uses Customer Content for the ACEIP Purposes, upon request, Axon will make available to Customer a list of the specific type of Customer Content being used to generate ACEIP Content, the purpose of such use, and the retention, privacy preserving extraction technique, and relevant data protection practices applicable to the Customer Content or ACEIP Content ("Use Case"). From time to time, Axon may develop and deploy new Use Cases. At least 30 days prior to authorizing the deployment of any new Use Case, Axon will provide Customer notice (by updating the list of Use Case at <https://www.axon.com/aceip> and providing Customer with a mechanism to obtain notice of that update or another commercially reasonable method to Customer designated contact) ("New Use Case").
 - 2.2. **Expiration of ACEIP Tier 1.** Customer consent granted herein will expire upon termination of the Agreement. In accordance with section 1.1.1, within 30 days of receiving the Customer's request, Axon will no longer access or use Customer Content for ACEIP Purposes and will delete ACEIP Content. Axon will also delete any derivative works which may reasonably be capable of being associated with, or could reasonably be linked directly or indirectly to, Customer.

¹ For example; (a) when extracting specific text to improve automated transcription capabilities, text that could be used to directly identify a particular individual would not be extracted, and extracted text would be disassociated from identifying metadata of any speakers, and the extracted text would be split into individual words and aggregated with other data sources (including publicly available data) to remove any reasonable ability to link any specific text directly or indirectly back to a particular individual; (b) when extracting license plate data to improve Automated License Plate Recognition (ALPR) capabilities, individual license plate characters would be extracted and disassociated from each other so a complete plate could not be reconstituted, and all association to other elements of the source video, such as the vehicle, location, time, and the surrounding environment would also be removed; (c) when extracting audio of potential acoustic events (such as glass breaking or gun shots), very short segments (<1 second) of audio that only contains the likely acoustic events would be extracted and all human utterances would be removed.

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3. **ACEIP Tier 2**. In addition to ACEIP Tier 1, if Customer wants to help further improve Axon's services, Customer may choose to participate in Tier 2 of the ACEIP. ACEIP Tier 2 grants Axon certain additional rights to use Customer Content, in addition to those set forth in Tier 1 above, without the guaranteed deployment of a Privacy Preserving Technique to enable product development, improvement, and support that cannot be accomplished with aggregated, transformed, or de-identified data.

Check this box if Customer wants to help further improve Axon's services by participating in ACEIP Tier 2 in addition to Tier 1. Axon will not enroll Customer into ACEIP Tier 2 until Axon and Customer agree to terms in writing providing for such participation in ACEIP Tier 2.

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Axon Professional Services Appendix

If any of the Professional Services specified below are included on the Quote, this Appendix applies.

- Utilization of Services.** Customer must use professional services as outlined in the Quote and this Appendix within six (6) months of the Effective Date.
- Axon Full Service (Axon Full Service).** Axon Full Service includes advance remote project planning and configuration support and up to four (4) consecutive days of on-site service and a professional services manager to work with Customer to assess Customer's deployment and determine which on-site services are appropriate. If Customer requires more than four (4) consecutive on-site days, Customer must purchase additional days. Axon Full Service options include:

System set up and configuration <ul style="list-style-type: none">• Instructor-led setup of Axon View on smartphones (if applicable)• Configure categories and custom roles based on Customer need• Register cameras to Customer domain• Troubleshoot IT issues with Axon Evidence and Axon Dock ("Dock") access• One on-site session included
Dock configuration <ul style="list-style-type: none">• Work with Customer to decide the ideal location of Docks and set configurations on Dock• Authenticate Dock with Axon Evidence using admin credentials from Customer• On-site assistance, not to include physical mounting of docks
Best practice implementation planning session <ul style="list-style-type: none">• Provide considerations for the establishment of video policy and system operations best practices based on Axon's observations with other customers• Discuss the importance of entering metadata in the field for organization purposes and other best practices for digital data management• Provide referrals of other customers using the Axon camera devices and Axon Evidence• Recommend rollout plan based on review of shift schedules
System Admin and troubleshooting training sessions Step-by-step explanation and assistance for Customer's configuration of security, roles & permissions, categories & retention, and other specific settings for Axon Evidence
Axon instructor training (Train the Trainer) Training for Customer's in-house instructors who can support Customer's Axon camera and Axon Evidence training needs after Axon has fulfilled its contractual on-site obligations
Evidence sharing training Tailored workflow instruction for Investigative Units on sharing cases and evidence with local prosecuting agencies
Users go-live training and support sessions <ul style="list-style-type: none">• Assistance with device set up and configuration• Training on device use, Axon Evidence, and Evidence Sync
Implementation document packet Axon Evidence administrator guides, camera implementation guides, network setup guide, sample policies, and categories & roles guide
Post go-live review

- Body-Worn Camera Starter Service (Axon Starter).** Axon Starter includes advance remote project planning and configuration support and one (1) day of on-site Services and a professional services manager to work closely with Customer to assess Customer's deployment and determine which Services are appropriate. If Customer requires more than one (1) day of on-site Services, Customer must purchase additional on-site Services. The Axon Starter options include:

System set up and configuration (Remote Support) <ul style="list-style-type: none">• Instructor-led setup of Axon View on smartphones (if applicable)• Configure categories & custom roles based on Customer need

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<ul style="list-style-type: none"> • Troubleshoot IT issues with Axon Evidence and Dock access
Dock configuration
<ul style="list-style-type: none"> • Work with Customer to decide the ideal location of Dock setup and set configurations on Dock • Authenticate Dock with Axon Evidence using "Administrator" credentials from Customer • Does not include physical mounting of docks
Axon instructor training (Train the Trainer)
Training for Customer's in-house instructors who can support Customer's Axon camera and Axon Evidence training needs after Axon's has fulfilled its contracted on-site obligations
User go-live training and support sessions
<ul style="list-style-type: none"> • Assistance with device set up and configuration • Training on device use, Axon Evidence, and Evidence Sync
Implementation document packet
Axon Evidence administrator guides, camera implementation guides, network setup guide, sample policies, and categories & roles guide

4. **Body-Worn Camera Virtual 1-Day Service (Axon Virtual).** Axon Virtual includes all items in the BWC Starter Service Package, except one (1) day of on-site services.
5. **CEW Services Packages.** CEW Services Packages are detailed below:

System set up and configuration
<ul style="list-style-type: none"> • Configure Axon Evidence categories & custom roles based on Customer need. • Troubleshoot IT issues with Axon Evidence. • Register users and assign roles in Axon Evidence. • For the CEW Full Service Package: On-site assistance included • For the CEW Starter Package: Virtual assistance included
Dedicated Project Manager
Assignment of specific Axon representative for all aspects of planning the rollout (Project Manager). Ideally, Project Manager will be assigned to Customer 4–6 weeks before rollout
Best practice implementation planning session to include:
<ul style="list-style-type: none"> • Provide considerations for the establishment of CEW policy and system operations best practices based on Axon's observations with other customers • Discuss the importance of entering metadata and best practices for digital data management • Provide referrals to other customers using TASER CEWs and Axon Evidence • For the CEW Full Service Package: On-site assistance included • For the CEW Starter Package: Virtual assistance included
System Admin and troubleshooting training sessions
On-site sessions providing a step-by-step explanation and assistance for Customer's configuration of security, roles & permissions, categories & retention, and other specific settings for Axon Evidence
Axon Evidence Instructor training
<ul style="list-style-type: none"> • Provide training on the Axon Evidence to educate instructors who can support Customer's subsequent Axon Evidence training needs. • For the CEW Full Service Package: Training for up to 3 individuals at Customer • For the CEW Starter Package: Training for up to 1 individual at Customer
TASER CEW inspection and device assignment
Axon's on-site professional services team will perform functions check on all new TASER CEW Smart weapons and assign them to a user on Axon Evidence.
Post go-live review
For the CEW Full Service Package: On-site assistance included.
For the CEW Starter Package: Virtual assistance included.

6. **Smart Weapon Transition Service.** The Smart Weapon Transition Service includes:

Archival of CEW Firing Logs
Axon's on-site professional services team will upload CEW firing logs to Axon Evidence from all TASER CEW Smart Weapons that Customer is replacing with newer Smart Weapon models.

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Return of Old Weapons

Axon's on-site professional service team will ship all old weapons back to Axon's headquarters. Axon will provide Customer with a Certificate of Destruction

*Note: CEW Full Service packages for TASER 7 or TASER 10 include Smart Weapon Transition Service instead of 1-Day Device Specific Instructor Course.

7. **VR Services Package.** VR Service includes advance remote project planning and configuration support and one (1) day of on-site service and a professional services manager to work with Customer to assess Customer's deployment and determine which Services are appropriate. The VR Service training options include:

System set up and configuration (Remote Support)

- Instructor-led setup of Axon VR headset content
- Configure Customer settings based on Customer need
- Troubleshoot IT issues with Axon VR headset

Axon instructor training (Train the Trainer)

Training for up to five (5) Customer's in-house instructors who can support Customer's Axon VR CET and SIM training needs after Axon's has fulfilled its contracted on-site obligations

Classroom and practical training sessions

Step-by-step explanation and assistance for Customer's configuration of Axon VR CET and SIM functionality, basic operation, and best practices

8. **Axon Air, On-Site Training.** Axon Air, On-Site training includes advance remote project planning and configuration support and one (1) day of on-site Services and a professional services manager to work closely with Customer to assess Customer's deployment and determine which Services are appropriate. If Customer requires more than one (1) day of on-site Services, Customer must purchase additional on-site Services. The Axon Air, On-Site training options include:

System set up and configuration (Remote Support)

- Instructor-led setup of Axon Air App (ASDS)
- Configure Customer settings based on Customer need
- Configure drone controller
- Troubleshoot IT issues with Axon Evidence

Axon instructor training (Train the Trainer)

Training for Customer's in-house instructors who can support Customer's Axon Air and Axon Evidence training needs after Axon's has fulfilled its contracted on-site obligations

Classroom and practical training sessions

Step-by-step explanation and assistance for Customer's configuration of Axon Respond+ livestreaming functionality, basic operation, and best practices

9. **Axon Air, Virtual Training.** Axon Air, Virtual training includes all items in the Axon Air, On-Site Training Package, except the practical training session, with the Axon Instructor training for up to four hours virtually.

Signal Sidearm Installation Service.

- a. **Purchases of 50 SSA units or more:** Axon will provide one (1) day of on-site service and one professional services manager and will provide train the trainer instruction, with direct assistance on the first of each unique holster/mounting type. Customer is responsible for providing a suitable work/training area.
- b. **Purchases of less than 50 SSA units:** Axon will provide a 1-hour virtual instruction session on the basics of installation and device calibration.

11. **Axon Justice Implementation.** Axon Justice Implementation includes advanced remote project planning, configuration support, and training. Axon Justice Implementation includes:

System set up and configuration

- Axon performs discovery to understand and document the Agency's needs.

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<ul style="list-style-type: none"> • Axon collaborates with the Client to configure workflows, permissions, and privileges within Axon Evidence based on the Client's needs. • Axon will facilitate a workflow discussion with the core admin team.
Disclosures
<ul style="list-style-type: none"> • Axon enables the Client to share digital evidence to the defense through the following methods as determined by Client and Axon: <ul style="list-style-type: none"> 1. Public Defender Case Sharing 2. Disclosure Portal 3. Download Links
Training
<ul style="list-style-type: none"> • Agency Trainers. Axon works with the Agency to identify the Agency trainers receiving instruction on the product. Axon provides a training guide that outlines the covered topics, intended audience, facility needs, and duration of the training. Axon will schedule a cadence of remote training sessions as needed, which are not to exceed three (3) 2-hour training sessions for Agency staff. Each session can accommodate up to 20 users and will train them in full system functionality. Training sessions provided by Axon are conducted on consecutive weekdays (Tuesday-Thursday) during normal business hours (9am-6pm with an hour break in between sessions). After the initial training, is responsible for any future training. Axon provides all training materials for successful training. • Partner Agencies: Axon will provide Train the Trainer training to the Agency so that it is equipped to train and support their partner agencies. Ensuring the partner agencies are trained to follow the ingestion method is the Agency's responsibility.
Go-Live Plan
Axon works in partnership with the Agency to build, coordinate, and execute a Go-Live plan to ensure successful system acceptance. Axon coordinates the Go-Live event.
Implementation document packet
Axon Evidence administrator guides, camera implementation guides, network setup guide, sample policies, and categories & roles guide
Post go-live review

12. **Out of Scope Services**. Axon is only responsible to perform the professional services described in the Quote, this Appendix, and any applicable SOW. Any additional professional services are out of scope. The Parties must document scope changes in a written and signed change order. Changes may require an equitable adjustment in the charges or schedule.
13. **Delivery of Services**. Axon personnel will work Monday through Friday, 8:30 a.m. to 5:30 p.m., except holidays. Axon will perform all on-site tasks over a consecutive timeframe. Axon will not charge Customer travel time by Axon personnel to Customer premises as work hours.
14. **Access Computer Systems to Perform Services**. Customer authorizes Axon to access relevant Customer computers and networks, solely for performing the Services. Axon will work to identify as soon as reasonably practicable resources and information Axon expects to use and will provide an initial itemized list to Customer. Customer is responsible for and assumes the risk of any problems, delays, losses, claims, or expenses resulting from the content, accuracy, completeness, and consistency of all data, materials, and information supplied by Customer.
15. **Site Preparation**. Axon will provide a hardcopy or digital copy of current user documentation for the Axon Devices ("User Documentation"). User Documentation will include all required environmental specifications for the professional services and Axon Devices to operate per the Axon Device User Documentation. Before installation of Axon Devices (whether performed by Customer or Axon), Customer must prepare the location(s) where Axon Devices are to be installed ("Installation Site") per the environmental specifications in the Axon Device User Documentation. Following installation, Customer must maintain the Installation Site per the environmental specifications. If Axon modifies Axon Device User Documentation for any Axon Devices under this Agreement, Axon will provide the update to Customer when Axon generally releases it
16. **Acceptance**. When Axon completes professional services, Axon will present an acceptance form

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("**Acceptance Form**") to Customer. Customer will sign the Acceptance Form acknowledging completion. If Customer reasonably believes Axon did not complete the professional services in substantial conformance with this Agreement, Customer must notify Axon in writing of the specific reasons for rejection within seven (7) calendar days from delivery of the Acceptance Form. Axon will address the issues and re-present the Acceptance Form for signature. If Axon does not receive the signed Acceptance Form or written notification of reasons for rejection within seven (7) calendar days of delivery of the Acceptance Form, Axon will deem Customer to have accepted the professional services.

17. **Customer Network**. For work performed by Axon transiting or making use of Customer's network, Customer is solely responsible for maintenance and functionality of the network. In no event will Axon be liable for loss, damage, or corruption of Customer's network from any cause.

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Axon Technology Assurance Plan Appendix

If Technology Assurance Plan ("TAP") or a combined offering including TAP is on the Quote, this appendix applies.

1. **TAP Warranty**. The TAP specific warranty is an extended warranty that starts at the end of the one- (1-) year hardware limited warranty.
2. **Officer Safety Plan**. If Customer purchases an Officer Safety Plan ("OSP"), Customer will receive the deliverables detailed in the Quote. Customer must accept delivery of the TASER CEW and accessories as soon as available from Axon.
3. **OSP 7 or OSP 10 Term**. OSP 7 or OSP 10 begins on the date specified in the Quote ("OSP Term").
4. **TAP BWC Refresh**. If Customer has no outstanding payment obligations and purchased TAP, Axon will provide Customer a new Axon body-worn camera ("BWC Refresh") as scheduled in the Quote. If Customer purchased TAP, Axon will provide a BWC Refresh that is the same or like Axon Device, at Axon's option. Axon makes no guarantee the BWC Refresh will utilize the same accessories or Axon Dock.
5. **TAP Dock Refresh**. If Customer has no outstanding payment obligations and purchased TAP, Axon will provide Customer a new Axon Dock as scheduled in the Quote ("Dock Refresh"). Accessories associated with any Dock Refreshes are subject to change at Axon discretion. Dock Refreshes will only include a new Axon Dock Bay configuration unless a new Axon Dock core is required for BWC compatibility. If Customer originally purchased a single-bay Axon Dock, the Dock Refresh will be a single-bay Axon Dock model that is the same or like Axon Device, at Axon's option. If Customer originally purchased a multi-bay Axon Dock, the Dock Refresh will be a multi-bay Axon Dock that is the same or like Axon Device, at Axon's option.
6. **Refresh Delay**. Axon may ship the BWC and Dock Refreshes as scheduled in the Quote without prior confirmation from Customer unless the Parties agree in writing otherwise at least ninety (90) days in advance. Axon may ship the final BWC and Dock Refreshes as scheduled in the Quote sixty (60) days before the end of the Subscription Term without prior confirmation from Customer.
7. **Upgrade Change**. If Customer wants to upgrade Axon Device models from the current Axon Device to an upgraded Axon Device, Customer must pay the price difference between the MSRP for the current Axon Device and the MSRP for the upgraded Axon Device. If the model Customer desires has an MSRP less than the MSRP of the offered BWC Refreshes or Dock Refresh, Axon will not provide a refund. The MSRP is the MSRP in effect at the time of the upgrade.
8. **Return of Original Axon Device**. Within thirty (30) days of receiving a BWC or Dock Refresh, Customer must return the original Axon Devices to Axon or destroy the Axon Devices and provide a certificate of destruction to Axon including serial numbers for the destroyed Axon Devices. If Customer does not return or destroy the Axon Devices, Axon will deactivate the serial numbers for the Axon Devices received by Customer.
9. **Termination**. If Customer's payment for TAP, OSP, or Axon Evidence is more than thirty (30) days past due, Axon may terminate TAP or OSP. Once TAP or OSP terminates for any reason:
 - 9.1. TAP and OSP coverage terminate as of the date of termination and no refunds will be given.
 - 9.2. Axon will not and has no obligation to provide the Upgrade Models.
 - 9.3. Customer must make any missed payments due to the termination before Customer may purchase any future TAP or OSP.

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Axon TASER Device Appendix

This TASER Device Appendix applies to Customer's TASER 7/10, OSP 7/10, OSP Plus, or OSP 7/10 Plus Premium purchase from Axon, if applicable.

1. **Duty Cartridge Replenishment Plan**. If the Quote includes "Duty Cartridge Replenishment Plan", Customer must purchase the plan for each CEW user. A CEW user includes officers that use a CEW in the line of duty and those that only use a CEW for training. Customer may not resell cartridges received. Axon will only replace cartridges used in the line of duty.
2. **Training**. If the Quote includes a TASER On Demand Certification subscription, Customer will have on-demand access to TASER Instructor and TASER Master Instructor courses only for the duration of the TASER Subscription Term. Axon will issue a maximum of ten (10) TASER Instructor vouchers and ten (10) TASER Master Instructor vouchers for every thousand TASER Subscriptions purchased. Customer shall utilize vouchers to register for TASER courses at their discretion; however, Customer may incur a fee for cancellations less than 10 business days prior to a course date or failure to appear to a registered course. The voucher has no cash value. Customer cannot exchange voucher for any other Device or Service. Any unused vouchers at the end of the Term will be forfeited. A voucher does not include any travel or other expenses that might be incurred related to attending a course.
3. **Limited Warranty**.
 - 3.1. **Deployment** means use of the TASER weapon resulting in the discharge of the conducted energy weapon ("CEW") cartridge probe. For TASER 10 each probe discharged is considered one Deployment and for TASER 7 the dual probe discharged is considered one Deployment.
 - 3.2. **Single User Warranty**. If the TASER Device is assigned and used by a single user, Axon warrants that Axon-manufactured TASER Device is free from defects in workmanship and materials for the earlier of: (i) one (1) year from the date of Customer's receipt or (ii) 100 Deployments per year or a total of 500 Deployments over 5 years.
 - 3.3. **Pooled User Warranty**. If the TASER Device is assigned and used by multiple users, Axon warrants that Axon-manufactured TASER Device is free from defects in workmanship and materials for the earlier of: (i) one (1) year from the date of Customer's receipt or (ii) 100 Deployments per year or a total of 500 Deployments over 5 years.
 - 3.4. **Training User Devices**. If the TASER Device is used for training, Axon warrants that Axon-manufactured TASER Device is free from defects in workmanship and materials for the earlier of: (i) one (1) year from the date of Customer's receipt or (ii) 100 Deployments per year or a total of 500 Deployments over 5 years.
 - 3.5. **CEW Cartridges**. Used CEW cartridges are deemed to have operated properly.
 - 3.6. **Miscellaneous**. The following sections the Warranty Section in the MSPA shall apply to the TASER Devices: Disclaimer, Claims, Spare Axon Devices and Limitations.
 - 3.7. **Registration**. Prior to use of the TASER Device, Customer must register each TASER Device in TASER Device Axon Evidence tenancy as a single user, pooled or training device. Failure to properly register the TASER Device prior to its use may void the warranty at Axon's sole discretion.
4. **Extended Warranty**. If the Quote includes an extended warranty, the extended warranty coverage period begins upon the expiration of the Limited Warranty. Each additional year of the warranty purchased will be in accordance with the applicable Limited Warranty category above. The maximum warranty period for an individual TASER Device will be five (5) years including the initial Limited Warranty.
5. **Trade-in**. If the Quote contains a discount on CEW-related line items and that discount is contingent upon the trade-in of hardware, Customer must return used hardware and accessories associated with the discount ("Trade-In Units") to Axon within the below prescribed timeline. Customer must ship batteries via ground shipping. Axon will provide Customer with a pre-paid shipping label for the return of the Trade-In Units. If Axon does not receive Trade-In Units within the timeframe below, Axon will invoice Customer the value of the trade-in credit. Customer may not destroy Trade-In Units and receive a trade-in credit.

<u>Customer Size</u>	<u>Days to Return from Start Date of TASER 10 Subscription</u>
Less than 100 officers	60 days
100 to 499 officers	90 days

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500+ officers	180 days
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6. **TASER Device Subscription Term.** The TASER Device Subscription Term for a standalone TASER Device purchase begins on shipment of the TASER Device. The TASER Device Subscription Term for OSP 7/10 begins on the OSP 7/10 start date.
7. **Access Rights.** Upon Axon granting Customer a TASER Device Axon Evidence subscription, Customer may access and use Axon Evidence for the storage and management of data from TASER Devices during the TASER Device Subscription Term. Customer may not exceed the number of End Users the Quote specifies.
8. **Customer Warranty.** If Customer is located in the US, Customer warrants and acknowledges that TASER 10 is classified as a firearm and is being acquired for official Customer use pursuant to a law enforcement agency transfer under the Gun Control Act of 1968.
9. **Purchase Order.** To comply with applicable laws and regulations, Customer must provide a purchase order to Axon prior to shipment of TASER 10.
10. **Apollo Grant (US only).** If Customer has received an Apollo Grant from Axon, Customer must pay all fees in the Quote prior to upgrading to any new TASER Device offered by Axon.
11. **Termination.** If payment for TASER Device is more than thirty (30) days past due, Axon may terminate Customer's TASER Device plan by notifying Customer. Upon termination for any reason, then as of the date of termination:
 - 11.1. TASER Device extended warranties and access to Training Content will terminate. No refunds will be given.
 - 11.2. Customer will be responsible for payment of any missed payments due to the termination before being allowed to purchase any future TASER Device plan.
 - 11.3. Axon will invoice Customer the remaining MSRP for TASER Devices received before termination. If terminating for non-appropriation, Axon will not invoice Customer if Customer returns the TASER Device, rechargeable battery, holster, dock, core, training suits, and unused cartridges to Axon within thirty (30) days of the date of termination.

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Axon Virtual Reality Content Terms of Use Appendix

If Virtual Reality is included on the Quote, this Appendix applies.

1. **Term.** The Quote will detail the products and license duration, as applicable, of the goods, services, and software, and contents thereof, provided by Axon to Customer related to virtual reality (collectively, "Virtual Reality Media").
2. **Headsets.** Customer may purchase additional virtual reality headsets from Axon. In the event Customer decides to purchase additional virtual reality headsets for use with Virtual Reality Media, Customer must purchase those headsets from Axon.
3. **License Restrictions.** All licenses will immediately terminate if Customer does not comply with any term of this Agreement. If Customer utilizes more users than stated in this Agreement, Customer must purchase additional Virtual Reality Media licenses from Axon. Customer may not use Virtual Reality Media for any purpose other than as expressly permitted by this Agreement. Customer may not:
 - 3.1. modify, tamper with, repair, or otherwise create derivative works of Virtual Reality Media;
 - 3.2. reverse engineer, disassemble, or decompile Virtual Reality Media or apply any process to derive the source code of Virtual Reality Media, or allow others to do the same;
 - 3.3. copy Virtual Reality Media in whole or part, except as expressly permitted in this Agreement;
 - 3.4. use trade secret information contained in Virtual Reality Media;
 - 3.5. resell, rent, loan or sublicense Virtual Reality Media;
 - 3.6. access Virtual Reality Media to build a competitive device or service or copy any features, functions, or graphics of Virtual Reality Media; or
 - 3.7. remove, alter, or obscure any confidentiality or proprietary rights notices (including copyright and trademark notices) of Axon or Axon's licensors on or within Virtual Reality Media or any copies of Virtual Reality Media.
4. **Privacy.** Customer's use of the Virtual Reality Media is subject to the Axon Virtual Reality Privacy Policy, a current version of which is available at <https://www.axon.com/axonvrprivacypolicy>.
5. **Termination.** Axon may terminate Customer's license immediately for Customer's failure to comply with any of the terms in this Agreement.

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Axon Application Programming Interface Appendix

This Appendix applies if Axon's API Services or a subscription to Axon Cloud Services are included on the Quote.

1. Definitions.

- 1.1. "API Client" means the software that acts as the interface between Customer's computer and the server, which is already developed or to be developed by Customer.
- 1.2. "API Interface" means software implemented by Customer to configure Customer's independent API Client Software to operate in conjunction with the API Service for Customer's authorized Use.
- 1.3. "Axon Evidence Partner API, API or Axon API" (collectively "API Service") means Axon's API which provides a programmatic means to access data in Customer's Axon Evidence account or integrate Customer's Axon Evidence account with other systems.
- 1.4. "Use" means any operation on Customer's data enabled by the supported API functionality.

2. Purpose and License.

- 2.1. Customer may use API Service and data made available through API Service, in connection with an API Client developed by Customer. Axon may monitor Customer's use of API Service to ensure quality, improve Axon devices and services, and verify compliance with this Agreement. Customer agrees to not interfere with such monitoring or obscure from Axon Customer's use of API Service. Customer will not use API Service for commercial use.
- 2.2. Axon grants Customer a non-exclusive, non-transferable, non-sublicensable, worldwide, revocable right and license during the Term to use API Service, solely for Customer's Use in connection with Customer's API Client.
- 2.3. Axon reserves the right to set limitations on Customer's use of the API Service, such as a quota on operations, to ensure stability and availability of Axon's API. Axon will use reasonable efforts to accommodate use beyond the designated limits.
3. Configuration. Customer will work independently to configure Customer's API Client with API Service for Customer's applicable Use. Customer will be required to provide certain information (such as identification or contact details) as part of the registration. Registration information provided to Axon must be accurate. Customer will inform Axon promptly of any updates. Upon Customer's registration, Axon will provide documentation outlining API Service information.
4. Customer Responsibilities. When using API Service, Customer and its End Users may not:
 - 4.1. use API Service in any way other than as expressly permitted under this Agreement;
 - 4.2. use in any way that results in, or could result in, any security breach to Axon;
 - 4.3. perform an action with the intent of introducing any virus, worm, defect, Trojan horse, malware, or any item of a destructive nature to Axon Devices and Services;
 - 4.4. interfere with, modify, disrupt or disable features or functionality of API Service or the servers or networks providing API Service;
 - 4.5. reverse engineer, decompile, disassemble, or translate or attempt to extract the source code from API Service or any related software;
 - 4.6. create an API Interface that functions substantially the same as API Service and offer it for use by third parties;
 - 4.7. provide use of API Service on a service bureau, rental or managed services basis or permit other individuals or entities to create links to API Service;
 - 4.8. frame or mirror API Service on any other server, or wireless or Internet-based device;
 - 4.9. make available to a third-party, any token, key, password or other login credentials to API Service;
 - 4.10. take any action or inaction resulting in illegal, unauthorized or improper purposes; or

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- 4.11. disclose Axon's API manual.
5. **API Content**. All content related to API Service, other than Customer Content or Customer's API Client content, is considered Axon's API Content, including:
 - 5.1. the design, structure and naming of API Service fields in all responses and requests;
 - 5.2. the resources available within API Service for which Customer takes actions on, such as evidence, cases, users, or reports;
 - 5.3. the structure of and relationship of API Service resources; and
 - 5.4. the design of API Service, in any part or as a whole.
6. **Prohibitions on API Content**. Neither Customer nor its End Users will use API content returned from the API Interface to:
 - 6.1. scrape, build databases, or otherwise create permanent copies of such content, or keep cached copies longer than permitted by the cache header;
 - 6.2. copy, translate, modify, create a derivative work of, sell, lease, lend, convey, distribute, publicly display, or sublicense to any third-party;
 - 6.3. misrepresent the source or ownership; or
 - 6.4. remove, alter, or obscure any confidentiality or proprietary rights notices (including copyright and trademark notices).
7. **API Updates**. Axon may update or modify the API Service from time to time ("API Update"). Customer is required to implement and use the most current version of API Service and to make any applicable changes to Customer's API Client required as a result of such API Update. API Updates may adversely affect how Customer's API Client access or communicate with API Service or the API Interface. Each API Client must contain means for Customer to update API Client to the most current version of API Service. Axon will provide support for one (1) year following the release of an API Update for all deprecated API Service versions.

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Axon Event Offer Appendix

If the Agreement includes the provision of, or Axon otherwise offers, ticket(s), travel and/or accommodation for select events hosted by Axon ("Axon Event"), the following shall apply:

1. **General.** Subject to the terms and conditions specified below and those in the Agreement, Axon may provide Customer with one or more offers to fund Axon Event ticket(s), travel and/or accommodation for Customer-selected employee(s) to attend one or more Axon Events. By entering into the Agreement, Customer warrants that it is appropriate and permissible for Customer to receive the referenced Axon Event offer(s) based on Customer's understanding of the terms and conditions outlined in this Axon Event Offer Appendix.
2. **Attendee/Employee Selection.** Customer shall have sole and absolute discretion to select the Customer employee(s) eligible to receive the ticket(s), travel and/or accommodation that is the subject of any Axon Event offer(s).
3. **Compliance.** It is the intent of Axon that any and all Axon Event offers comply with all applicable laws, regulations and ethics rules regarding contributions, including gifts and donations. Axon's provision of ticket(s), travel and/or accommodation for the applicable Axon Event to Customer is intended for the use and benefit of Customer in furtherance of its goals, and not the personal use or benefit of any official or employee of Customer. Axon makes this offer without seeking promises or favoritism for Axon in any bidding arrangements. Further, no exclusivity will be expected by either party in consideration for the offer. Axon makes the offer with the understanding that it will not, as a result of such offer, be prohibited from any procurement opportunities or be subject to any reporting requirements. If Customer's local jurisdiction requires Customer to report or disclose the fair market value of the benefits provided by Axon, Customer shall promptly contact Axon to obtain such information, and Axon shall provide the information necessary to facilitate Customer's compliance with such reporting requirements.
4. **Assignability.** Customer may not sell, transfer, or assign Axon Event ticket(s), travel and/or accommodation provided under the Agreement.
5. **Availability.** The provision of all offers of Axon Event ticket(s), travel and/or accommodation is subject to availability of funds and resources. Axon has no obligation to provide Axon Event ticket(s), travel and/or accommodation.
6. **Revocation of Offer.** Axon reserves the right at any time to rescind the offer of Axon Event ticket(s), travel and/or accommodation to Customer if Customer or its selected employees fail to meet the prescribed conditions or if changes in circumstances render the provision of such benefits impractical, inadvisable, or in violation of any applicable laws, regulations, and ethics rules regarding contributions, including gifts and donations.

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**PLUMAS COUNTY
BOARD OF SUPERVISORS
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Mimi Hall, Supervisor - District 4, Vice-Chair

MEETING DATE: October 14, 2025

SUBJECT: The Quincy La Porte Cemetery District requests a loan from the County of \$50,000 to cover estimated payroll and operating expenses through December 2025. The loan, if approved, shall be repaid by December 2025, with interest; and authorize the Chair to sign the Loan Agreement; approved as to form by County Counsel; discussion and possible action.

Recommendation:

The Quincy La Porte Cemetery District requests a loan from the County of \$50,000 to cover estimated payroll and operating expenses through December 2025. The loan, if approved, shall be repaid by December 2025, with interest; and authorize the Chair to sign the Loan Agreement; approved as to form by County Counsel; discussion and possible action.

Background and Discussion:

During our August Board meeting we discussed the budget. However, at the time, we did not have all the data necessary to approve it, so we decided to defer until the data became available. As a result, the budget for 2025-2026 has not been approved. In this regard, due to the proximity of our Board members to meeting at the time crunch, I respectfully request a delay in submitting an approved budget until next week. I expect to have the approved budget submitted by October 15, 2025.

Action:

The Quincy La Porte Cemetery District requests a loan from the County of \$50,000 to cover estimated payroll and operating expenses through December 2025. The loan, if approved, shall be repaid by December 2025, with interest; and authorize the Chair to sign the Loan Agreement; approved as to form by County Counsel; discussion and possible action.

Fiscal Impact:

General Fund Impact of \$50,000.

Attachments:

1. Quincy La Porte Loan Agreement - Approved, Stamped, Locked

LOAN AGREEMENT

This Loan Agreement is entered into by and between the County of Plumas ("County") and the Quincy LaPorte Cemetery District ("District"), effective October 16, 2025.

County agrees to lend District the principal sum of Fifty Thousand Dollars (\$50,000.00), and District agrees to repay County in accordance with the terms of the Promissory Note dated October 16, 2025, and executed herewith.

District agrees to pay County an interest at the pooled rate, or 3%, whichever is higher.

Whether or not suit is filed, District agrees to pay all reasonable attorneys' fees, costs of collection, costs of expenses incurred by County in connection with the enforcement of this Agreement. District further agrees to pay all costs of suit and the sum adjudged as attorneys' fees in any action to enforce this Agreement.

Any notice required or permitted under this Agreement shall be given to the other party at the following address, unless notice of a new address is provided in writing:

To County:

Joshua Brechtel
County Counsel
520 Main Street, Rm 115
Quincy, CA 95971

To District:

Steve King
President Cemetery Board
Quincy LaPorte Cemetery Dist.
PO Box 39333
Quincy, CA 95971

Executed by:

County

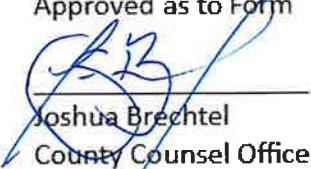
Kevin Goss,
Chair, Board of Supervisors
Dated: _____

District

Name: _____
Title: _____
Dated: _____

Attested by:

Allen Hiskey, Clerk of the Board of
Supervisors

Approved as to Form

Joshua Brechtel
County Counsel Office

PROMISSORY NOTE

\$50,000.00

Quincy, California
October 16, 2025

On or before this Note's maturity date of December 31, 2025, for value received, Quincy LaPorte Cemetery District ("Borrower") promises to pay to the County of Plumas ("Holder"), at 520 Main Street, Room 211, Quincy, California, 95971, or any other place designated in a writing submitted by Holder to Borrower, the principal sum of FIFTY THOUSAND DOLLARS (\$50,000.00) plus interest according to the terms contained in this Note.

The outstanding balance of this Note from time to time shall equal the principal sum, plus interest as calculated herein, minus payments made by Borrower. Interest on this Note shall accrue on the outstanding balance at the rate of three percent (3%) or at the pooled rate of the average rate of the average rate Holder receives for its long-term investments, as determined by Treasurer/Tax Collector.

Borrower may make payments on this note from time to time and shall make a full and final payment in the amount of any outstanding balance on or before the maturity date of December 31, 2025. Borrower intends to pay back with Tax Revenue which will be from the first apportionment of property taxes to be received in December 2025. Borrower authorizes the Holder to withdraw the outstanding amount owed directly from Borrower's December 2025 tax apportionment.

If Borrower files for bankruptcy protection, is placed into receivership, or otherwise becomes insolvent, the outstanding balance of this Note shall immediately become payable in full.

Executed by:

Quincy LaPorte Cemetery District

Signature: _____

Name: _____

Title: _____

Date: _____



**PLUMAS COUNTY
BOARD OF SUPERVISORS
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Zachary Gately, Grant Manager

MEETING DATE: October 14, 2025

SUBJECT: Adopt **RESOLUTION** approving Vision, Mission, and Values Statements for Plumas County's inaugural organizational Strategic Plan, establishing a foundation for future goals, priorities, and resource planning; approved as to form by County Counsel; Roll call vote

Recommendation:

Adopt **RESOLUTION** approving Vision, Mission, and Values Statements for Plumas County's inaugural organizational Strategic Plan, establishing a foundation for future goals, priorities, and resource planning; approved as to form by County Counsel; **Roll call vote**

Background and Discussion:

Aligned with the Fiscal Year 2025-2026, Plumas County has started the process of developing a county level strategic plan, based on the June 30, 2025, Special Meeting of the Plumas County Board of Supervisors to adopt the recommended budget. Historically, Plumas County has never had a county-wide strategic plan to guide decision making. Though some parts of the plan will take many months to complete, Plumas County is excited to share the initial framework, setting a Mission Statement, a Vision Statement, as well as a set of Values.

The Board of Supervisors hosted a workshop on July 16, 2025, with County Department leaders (directors and/or their designees) to begin the work. This data was then translated into a survey for both the community and employees that was available August 13-31, 2025. During this period, 262 surveys were collected.

For each of the three areas, Mission Statement, Vision Statement, and Set of Values, there were clearly preferred responses gathered, making it easy to identify the direction Plumas County should lean.

The most chosen (48%) Mission Statement is as follows:

To serve the public through innovative leadership, governmental teamwork, and fiscal responsibility for the protection of our lands, support of local livelihoods, and respect for our rural way of life.

The most chosen (46.6%) Vision Statement is as follows:

A thriving, healthy, and united community where economic growth is fostered, public needs are met with compassion and efficiency, and everyone feels connected and supported.

The Values chosen are: *Integrity, Fiscal Responsibility, Honest, Professionalism, Trust, Forward Thinking, Problem Solving, and Teamwork.*

Over the next few months, staff will work on a multi-year Strategic Plan using these pieces as the guiding framework to identify Priority Areas with goals and actions to be completed during the timeframe of the Strategic Plan. It is expected to be presented to the Board of Supervisors prior to the end of Fiscal Year 2025-2026.

Action:

Adopt **RESOLUTION** approving Vision, Mission, and Values Statements for Plumas County's inaugural organizational Strategic Plan, establishing a foundation for future goals, priorities, and resource planning;

approved as to form by County Counsel; **Roll call vote**

Fiscal Impact:

No fiscal impact.

Attachments:

1. Mission, Vision, and Values Locked
2. 20251014 adopt mission vision values_final
3. memo background

RESOLUTION NO. _____

A RESOLUTION ADOPTING THE MISSION, VISION, AND VALUE STATEMENTS FOR PLUMAS COUNTY'S INAUGURAL ORGANIZATIONAL STRATEGIC PLAN, WHICH ESTABLISHES A FOUNDATION FOR FUTURE GOALS, PRIORITIES, AND RESOURCE PLANNING

WHEREAS, the Plumas County Board of Supervisors approved staff to develop Plumas County's first-ever organizational strategic plan on June 30, 2025; and

WHEREAS, the Plumas County Board of Supervisors held a special meeting on July 16, 2025, to workshop and draft mission, vision, and value statements with Department Heads and/or their designee; and

WHEREAS, a survey was developed and circulated from August 13, 2025, through August 31, 2025, to collect input from the public and current Plumas County employees; and

WHEREAS, in total, 262 surveys were received, of which 42% were from the public and 58% were from current Plumas County employees; and

WHEREAS, the Core Strategic Planning Committee, comprised of Department Heads and staff from the Agricultural Commissioner's Office, Behavioral Health, Board of Supervisors, County Administrative Office, Information Technology, Planning, Public Health, and Sheriff's Office, reviewed draft mission, vision, and value statements, and the survey results; and

WHEREAS, the Board of Supervisors intends the Plumas County Strategic Plan to act as a guide for the County's essential functions to meet mandated and essential community services that support community health and safety such as Plumas County infrastructure, roads, jails, justice, elections, and basic public and behavioral health services as well as other social services.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Plumas County Board of Supervisors adopt the attached Mission, Vision, and Value Statements establishing a foundation for future goals, priorities, and resource planning, to be used by all County staff and departments.

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 October 14, 2025.

AYES:

NOES:

ABSENT:

Approved as to Form
10/14/2025
Joshua Brechler
County Counsel Office

Attest:

Allen Hiskey
Clerk of the Board of Supervisors

Adopted:

Kevin Goss, Chair
Board of Supervisors



County of Plumas

Mission Statement

To serve the public through innovative leadership, governmental teamwork, and fiscal responsibility for the protection of our lands, support of local livelihoods, and respect for our rural way of life.

Vision Statement

A thriving, healthy, and united community where economic growth is fostered, public needs are met with compassion and efficiency, and everyone feels connected and supported.

Value Statements

Integrity: We will always do what is right—even when it's difficult—by balancing ethics and good governance.

Fiscal Responsibility: We will manage public funds through sound financial decisions that ensure long-term sustainability.

Honesty: We will communicate and act openly and truthfully, building trust through transparency.

Professionalism: We will act with respect, competence, courtesy, and compassion to achieve excellence in public service.

Trust: We will earn confidence through consistently acting in the best interest of the public.

Forward Thinking: We will embrace innovation to strengthen future generations through anticipating upcoming challenges and opportunities.

Problem Solving: We will approach issues collaboratively, using data to inform and deliver effective solutions.

Teamwork: We will achieve more by working together as a community towards a shared purpose.

Plumas County Organizational Strategic Plan:

Mission, Vision, and Value Statements



Board of Supervisors Meeting
October 14, 2025

Zachary Gately
Grant Manager
County Administrative Office
zacharygately@countyofplumas.com

Agenda Item

Adopt RESOLUTION approving Mission, Vision, and Value Statements for Plumas County's inaugural organizational Strategic Plan, establishing a foundation for future goals, priorities, and resource planning.



Background

- June 30, 2025: Board directed staff to begin work on high-level organizational strategic plan
- Guide priority-setting, operational planning, and financial planning
- Grounded in transparency, accountability, and continuous improvement



Guiding Principles

- Visible and meaningful community and staff engagement
- Align with current internal and external planning efforts
- Focus on County government as an organization, not just the county as a place

Vision, goals, and mission must drive priorities and funding, not the other way around

With so many competing priorities, it's important to reiterate shared vision at every opportunity



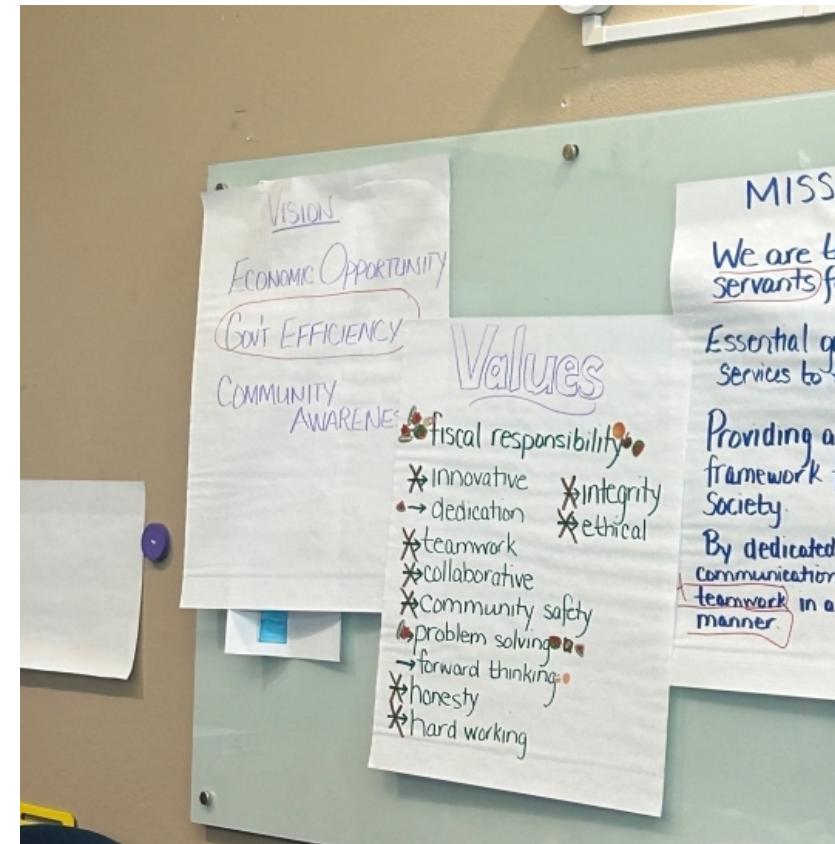
Partnership with Ellis Planning Associates, Inc.

- County engaged Ellis Planning Associates, Inc.
- Supported planning, research, design, and facilitation of framework workshop
- Worked with Board of Supervisors & County departments



Strategic Planning Workshop

- July 16, 2025: Special Board Meeting & Workshop
- 24 department leaders participated
- Produced draft vision, mission, and values for refinement



WORKSHOP AIMS



From the July 16th workshop

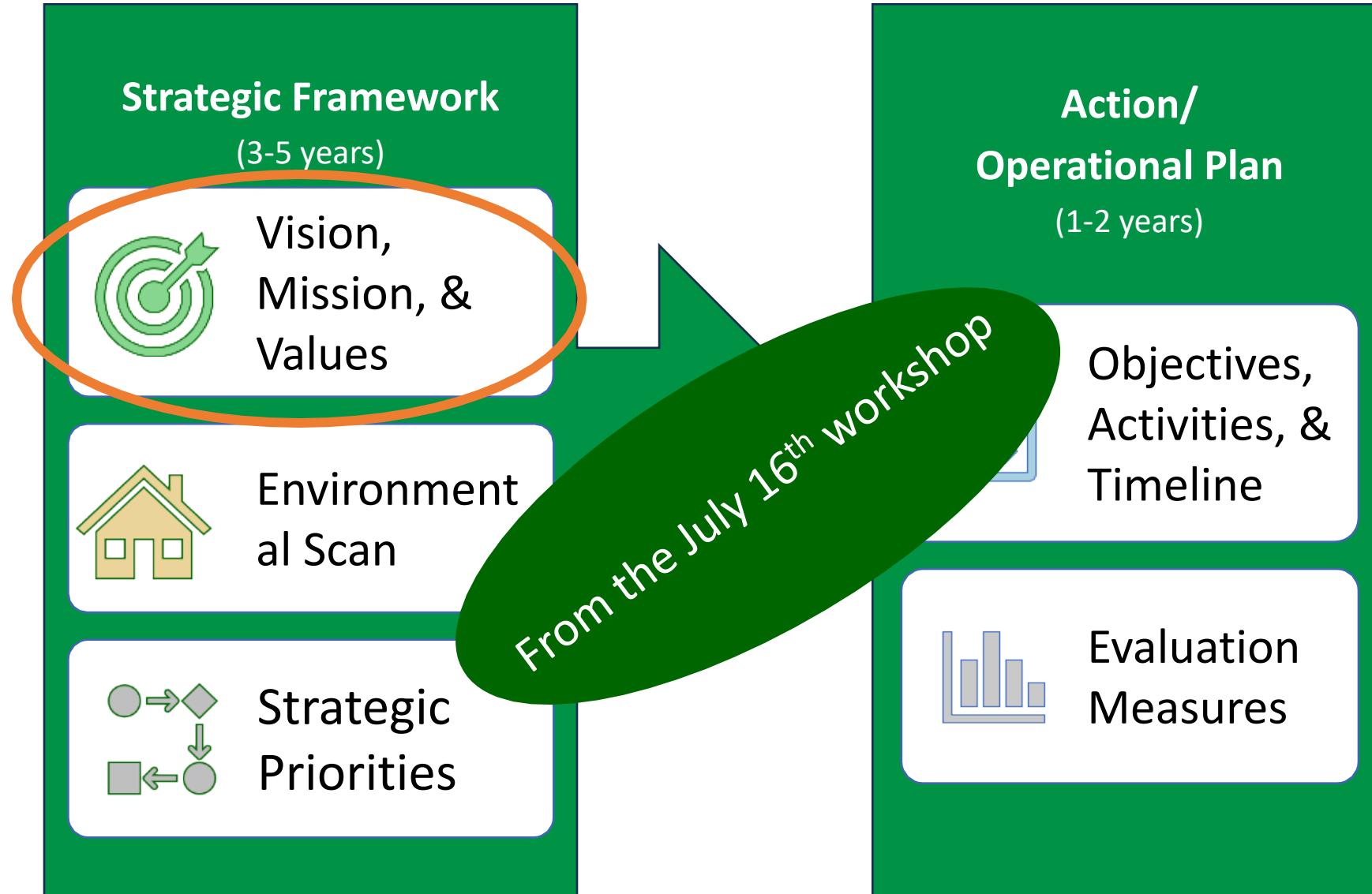


Task Aim

Engage County Supervisors, Department Heads and Department Champions in defining key elements of Plumas County government's Mission, Vision, and Values to guide development of a Strategic Framework for the next five years.

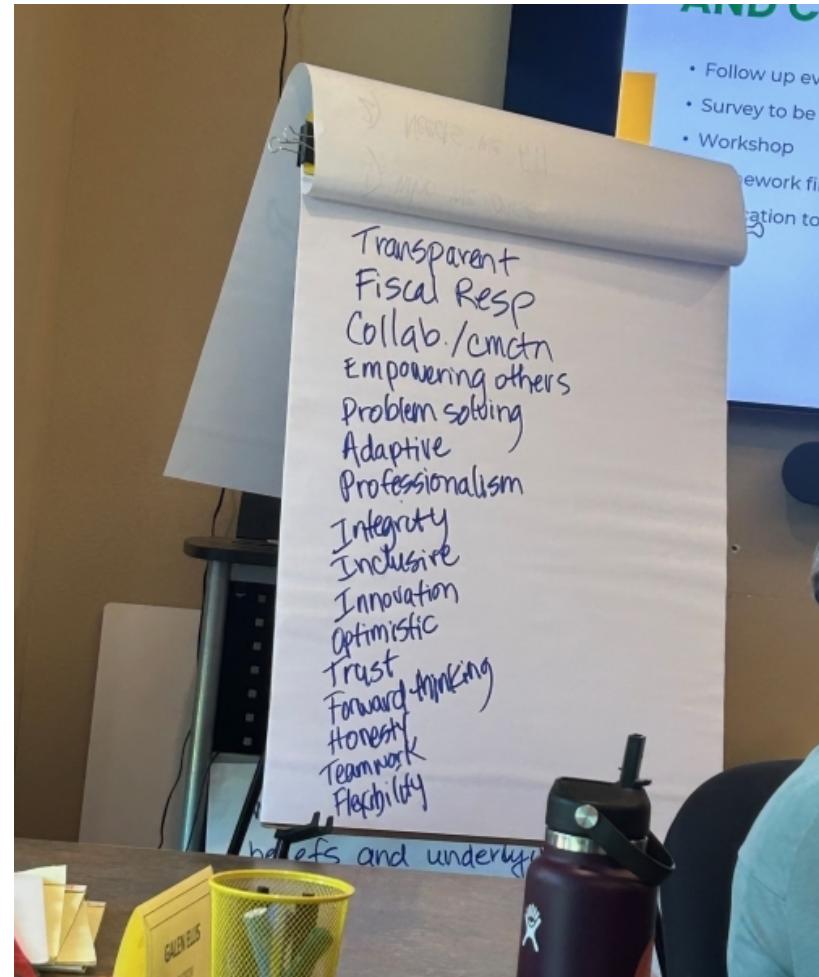
Relational Aim

Foster trust, connection, and open dialogue among workshop participants to build a shared sense of purpose and alignment, creating a foundation for collaborative leadership throughout the strategic planning process.

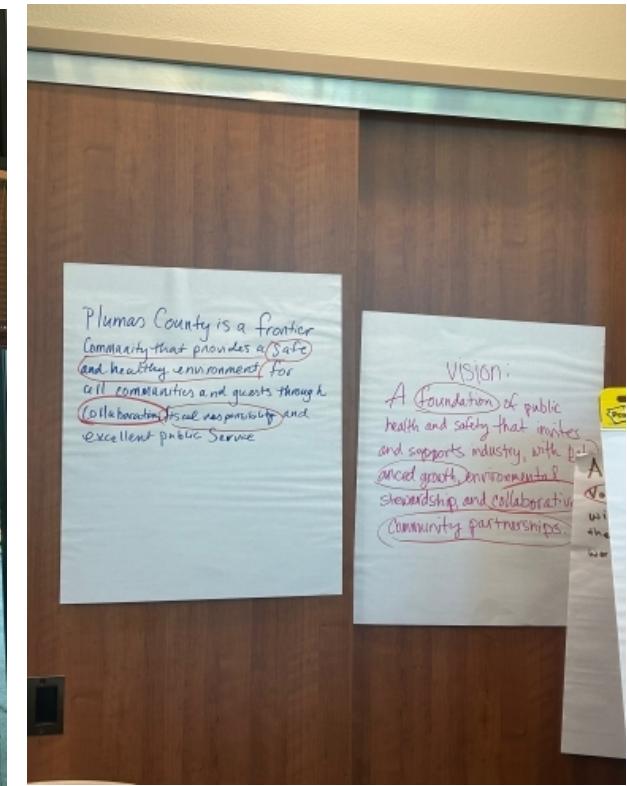
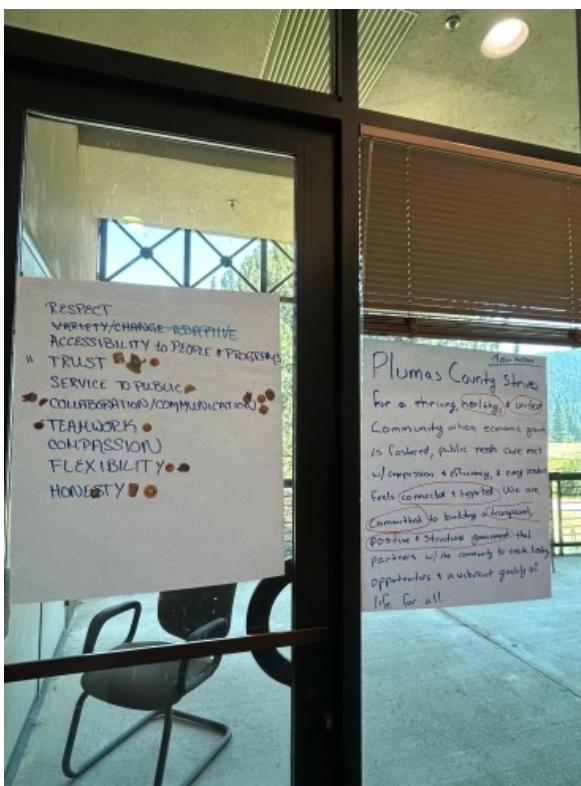
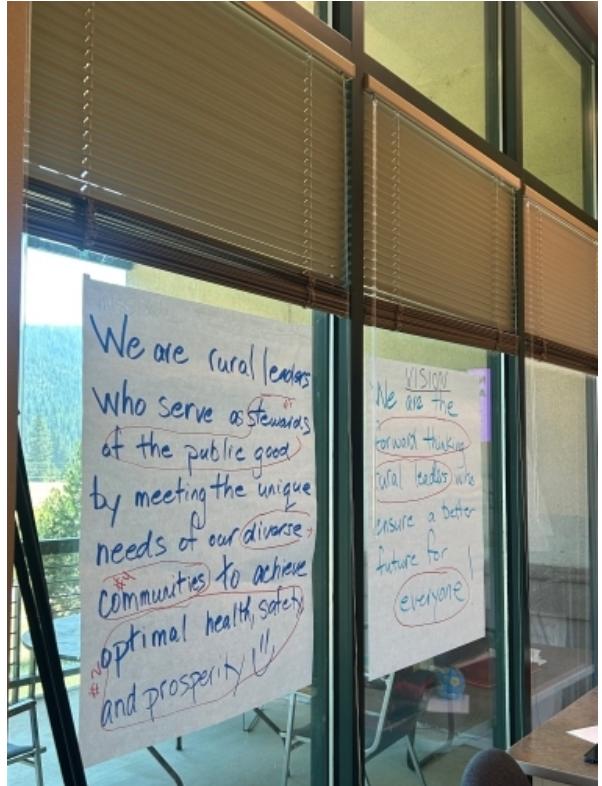


Summary of July 16, 2025 Workshop

- 5 groups – resulted in 5 draft mission and vision statements and a list of 16+ values
- Large part of workshop was focused on visioning – not to be confused with the vision statement
- Foundation for moving forward



Summary of July 16, 2025 Workshop



Core Committee Formation

- Two Board of Supervisors members
- Ag Commissioner, Planning Director, Public Health Director
- Public Health & Behavioral Health leadership
- Grants Manager, Undersheriff/Sheriff, IT staff
- Role: guide process, analyze data, support development and implementation of Strategic Plan



Broad Community & Staff Engagement

- August 2025: Survey distributed via meetings, town halls, online, and paper copies
- ~ 1.5% of County population responded
- 58% of participants were county employees
- Feedback used to refine & finalize Vision, Mission, and Values



Public Meetings

Date	Time	Location	Address	Attendance
Monday, August 18, 2025	5:30 PM	Indian Valley Academy Library	117 Grand St., Greenville, CA 95947	1
Tuesday, August 19, 2025	5:30 PM	Almanor Recreation Center	451 Meadowbrook Loop, Chester, CA 96020	2
Thursday, August 21, 2025	6:30 PM	Quincy Veteran's Hall	274 Lawrence St, Quincy, CA 95971	8
Tuesday, August 26, 2025	5:30 PM	Mohawk Community Resource Center	8989 CA-89, Blairsden, CA 96103	2
Tuesday, August 26, 2025	7:00 PM	Portola Memorial Hall	449 W Sierra Ave, Portola, CA 96122	1



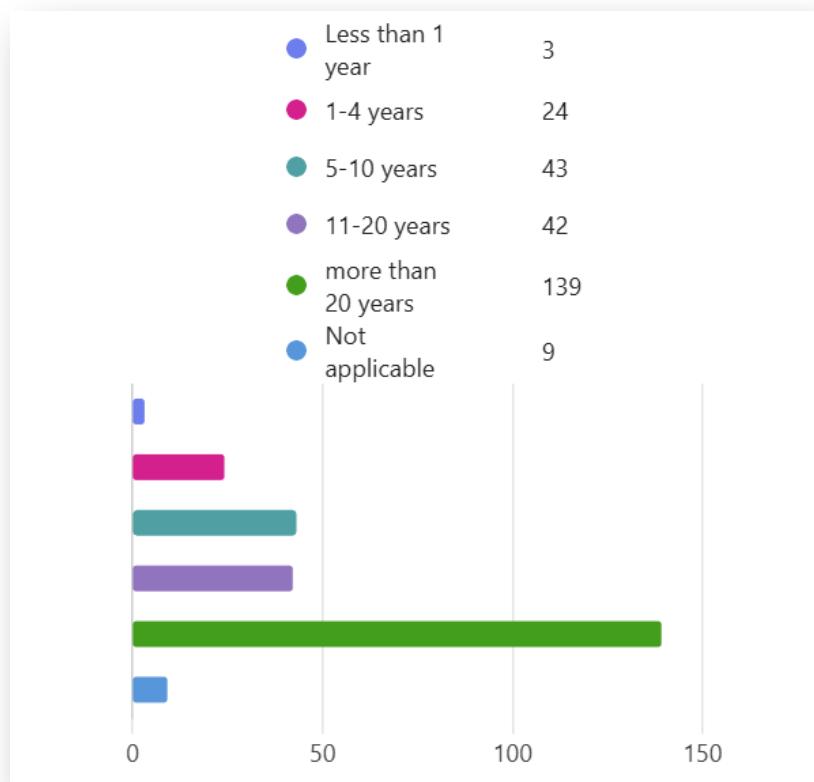
Highlight of Survey Results

August 13-31, 2025

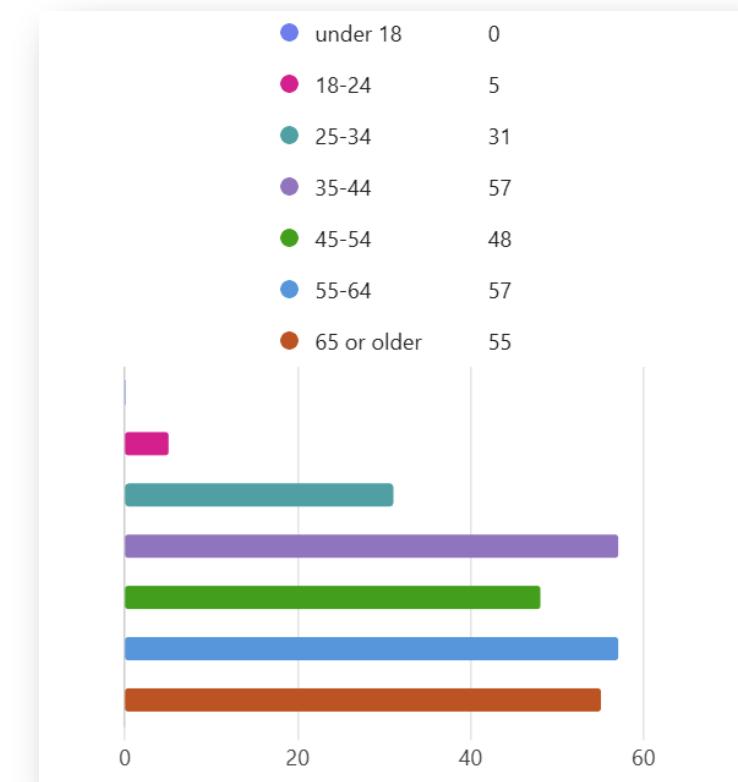


Age and Time Lived in Plumas County

23. How long have you lived in Plumas County?

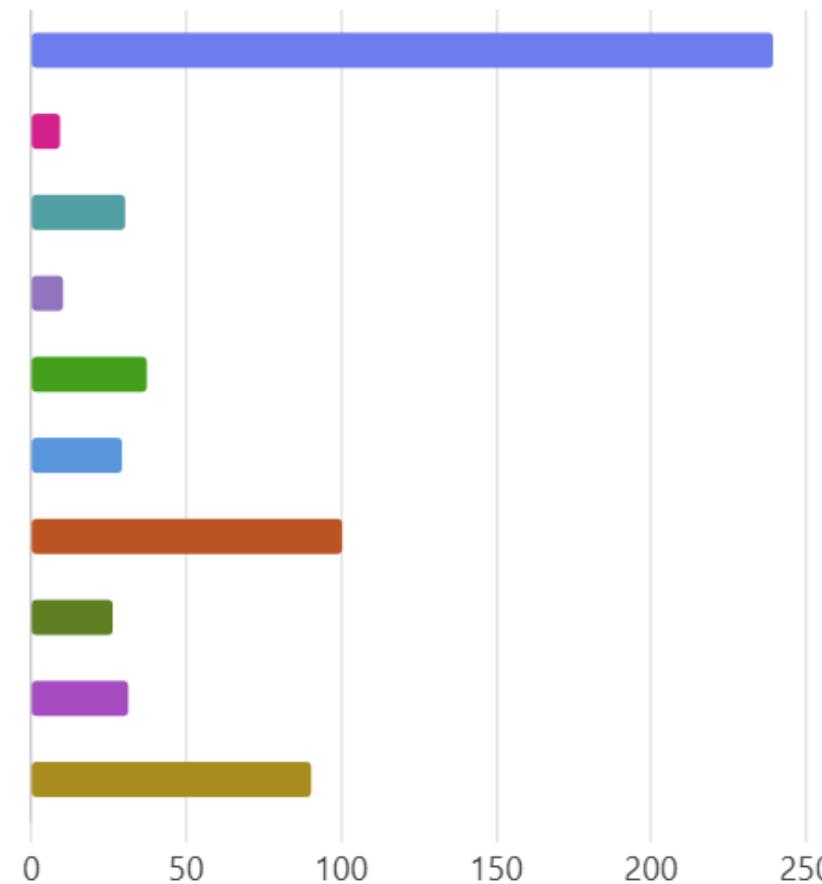


24. What is your age (in years)?

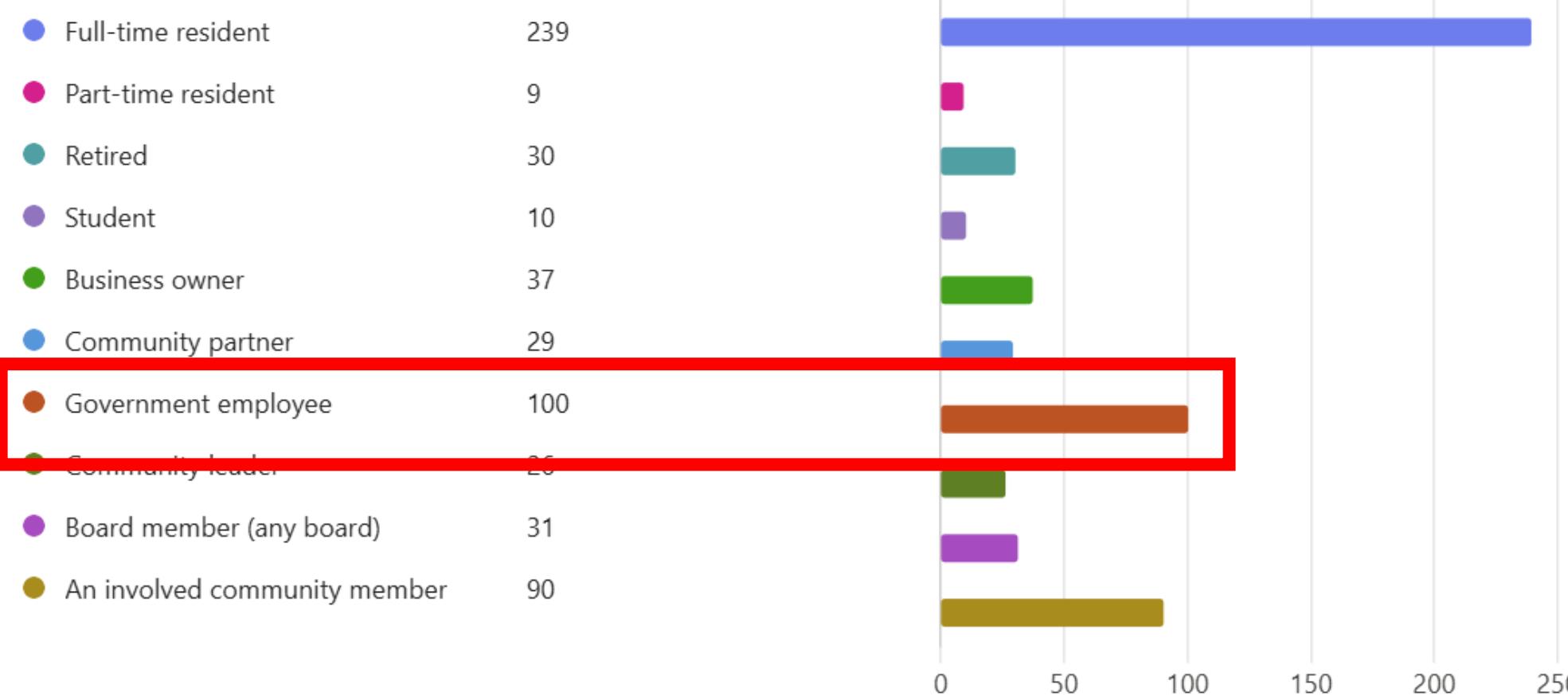


25. Please select any of the following that you feel describe you. You may select more than one option.

● Full-time resident	239
● Part-time resident	9
● Retired	30
● Student	10
● Business owner	37
● Community partner	29
● Government employee	100
● Community leader	26
● Board member (any board)	31
● An involved community member	90

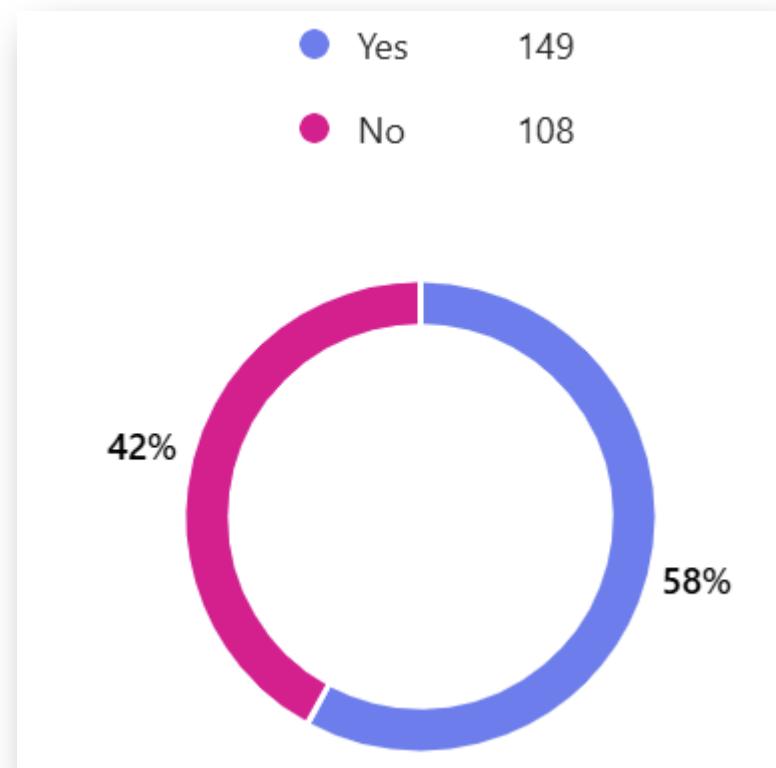


25. Please select any of the following that you feel describe you. You may select more than one option.

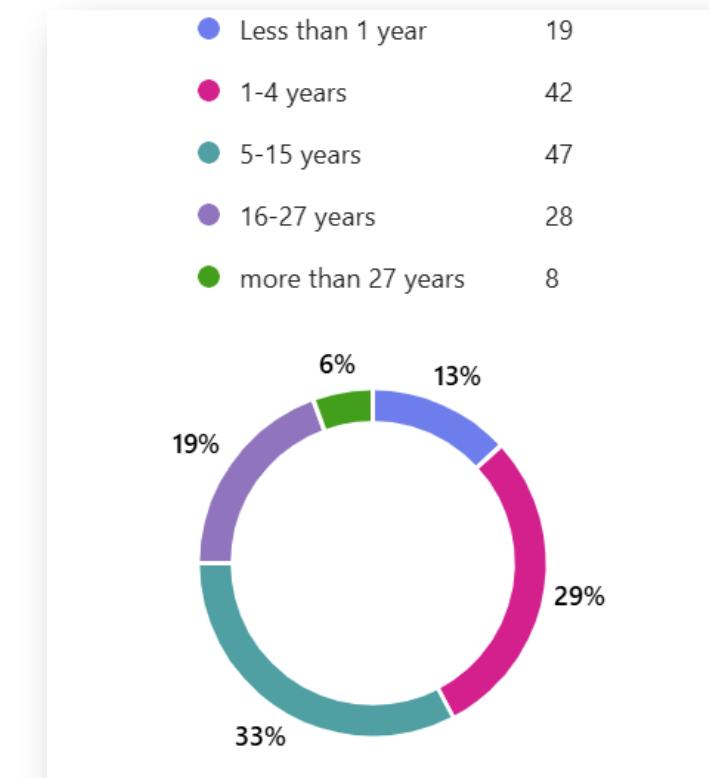


Plumas County Employees

28. Are you a current Plumas County employee?



29. If yes, how many total years have you been employed by Plumas County?



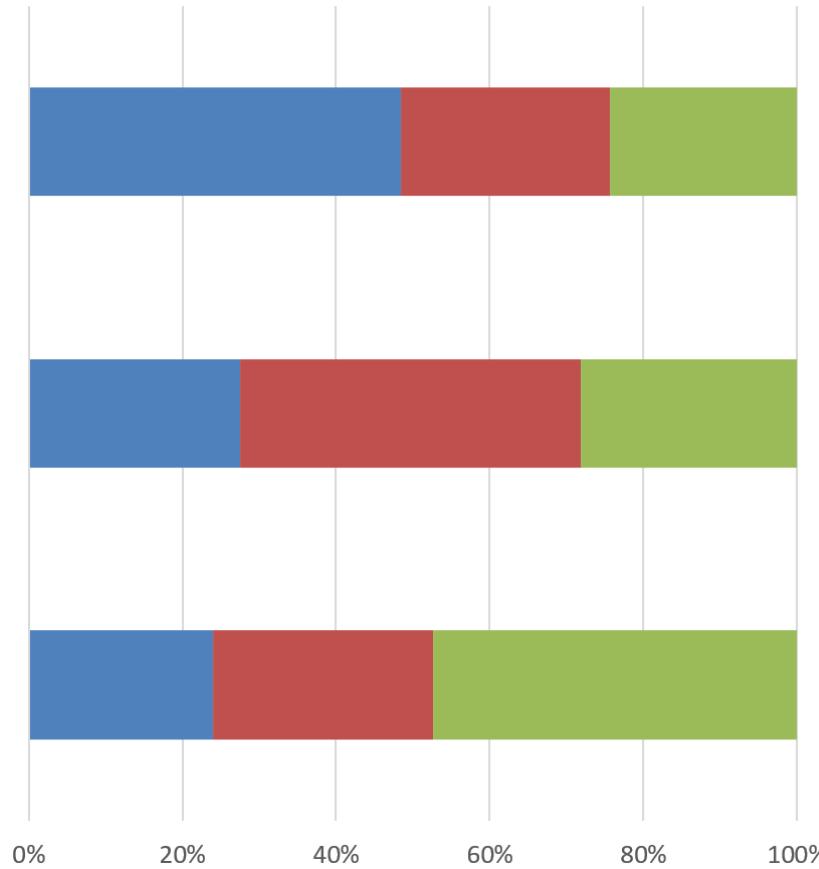
Survey Participation by Department

Department	Count	Department	Count
Agricultural Commissioner	1	Human Resources	0
Assessor	4	Information Technology	1
Auditor-Controller	2	Library / Literacy	6
Behavioral Health	15	Museum	1
Board of Supervisors	1	Planning	2
Building Services	7	Probation	4
Child Support Services	4	Public Health	14
Clerk-Recorder / Elections	3	Public Works	28
Cooperative Extension	1	Risk Management	0
County Administrative Office	1	Sheriff	13
County Counsel	2	Social Services	6
District Attorney	1	Treasurer-Tax Collector	1
Environmental Health	1	Prefer not to say	17
Facility Services	4	Other	3
Fair	0		



Mission Statement Results

- 1) To serve the public through innovative leadership, governmental teamwork, and fiscal responsibility for the protection of our lands, support of local livelihoods, and respect for our rural way of life.
- 2) To provide responsive support and services through cohesive and transparent leadership grounded in integrity and respect ensuring current and future generations are healthy, safe, and resilient.
- 3) To serve as stewards of the public good by meeting the unique needs of our diverse communities to achieve optimal health, safety, and prosperity.



■ 1st choice ■ 2nd Choice ■ 3rd Choice



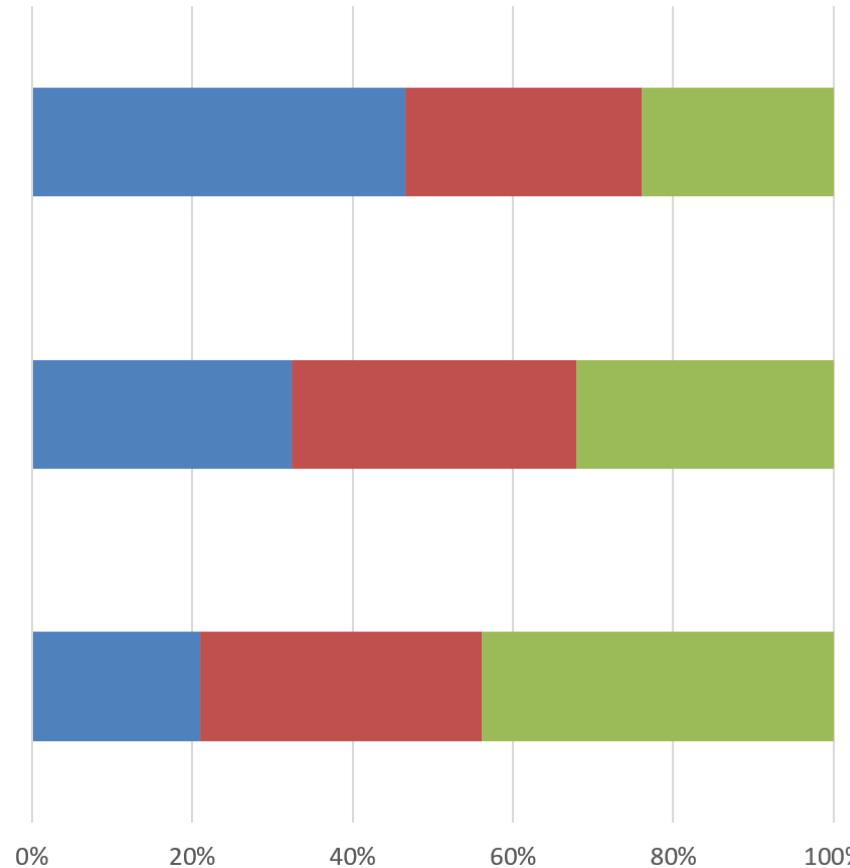
Proposed Mission Statement

To serve the public through innovative leadership, governmental teamwork, and fiscal responsibility for the protection of our lands, support of local livelihoods, and respect for our rural way of life.



Vision Statement Results

- 1) A thriving, healthy, and united community where economic growth is fostered, public needs are met with compassion and efficiency, and everyone feels connected and supported.
- 2) A foundation of public health and safety that invites and supports industry with balanced growth, environmental stewardship, and collaborative community partnerships.
- 3) A safe and beautiful place led by forward-thinking rural leaders valuing strong, innovative, and diverse partnerships.



■ 1st choice ■ 2nd Choice ■ 3rd Choice



Proposed Vision Statement

A thriving, healthy, and united community where economic growth is fostered, public needs are met with compassion and efficiency, and everyone feels connected and supported.



Values Results

Value	Write in	Count	Point Value (first = 5 points and 5th =1 point)
Integrity	no	119	425
Fiscal responsibility	no	121	415
Honest	no	87	318
Professionalism	no	88	259
Trust	no	87	256
Forward thinking	no	74	211
Problem Solving	no	76	206
Teamwork	no	72	204
Adaptability	no	58	166
collaborative communication	no	56	158
Innovation	no	55	144
Resiliency	no	45	132
Inclusion	no	34	97
Flexibility	no	29	62
Empowering others	no	29	53
accountability	yes	4	10
Competence	yes	2	10
Verity	yes	1	5
fiscal	yes		4.00
Involvement	yes	1	4
Community Engagement	yes	1	3
Fairness	yes	1	3.00
Community-which isn't up there, but it what is unique about this area.	yes	1	2
Equity & Fairness	yes	1	2
Fiscal Transparency	yes	1	2
Hard work	yes	1	2
Physical responsibility	yes	1	2
Pride	yes	1	2
collaboration	yes	1	1
Common sense (not on list)	yes	1	1
Multicultural (Empowering Others)	yes	1	1
People who actually know what they're doing	yes	1	1.00
Positivity	yes	1	1.00
Support for Small Business & Local Economy	yes	1	1



Values Results

Value	Write in	Count	Point Value (first = 5 points and 5th =1 point)
Integrity	no	119	425
Fiscal responsibility	no	121	415
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Value Results

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Professionalism	no	88	259
Trust	no	87	256
Forward thinking	no	74	211
Problem Solving	no	76	206
Teamwork	no	72	204
Adaptability	No	58	166



Value Statements with Action Definition

- **Integrity:** We will always do what is right - even when it's difficult - by balancing ethics and good governance.
- **Fiscal Responsibility:** We will manage public funds through sound financial decisions that ensure long-term sustainability.
- **Honesty:** We will communicate and act openly and truthfully, building trust through transparency.
- **Professionalism:** We will act with respect, competence, courtesy and compassion to achieve excellence in public service.
- **Trust:** We will earn confidence through consistently acting in the best interest of the public.
- **Forward Thinking:** We will embrace innovation to strengthen future generations through anticipating upcoming challenges and opportunities.
- **Problem Solving:** We will approach issues collaboratively, using data to inform and deliver effective solutions.
- **Teamwork:** We will achieve more by working together as a community towards a shared purpose.



Engagement Process Overview

- County leaders' workshop → draft Mission, Vision, Values
- Staff & public survey → broad input gathered
- Data analysis → identify common themes
- Final recommendations → Board approval today



Next Steps

- **November 2025 – January 2026:**
 - Develop broad priorities across government functions
 - Hold public meetings on community needs & concerns
 - Share data with departments and Board
- **January – March 2026:** Each Department (including BOS) identify 1–3 objectives for Fiscal Year 2026/2027
- **April – June 2026:**
 - Develop dashboard/tracking tool
 - Integrate statements, priority areas, and objectives into compiled report
- **Ongoing:** Report annually on deliverables as part of the budget
- Continue to update Strategic Planning webpage under BOS



Action Request

Adopt RESOLUTION approving Mission, Vision, and Value Statements for Plumas County's inaugural organizational Strategic Plan, establishing a foundation for future goals, priorities, and resource planning.



In Closing...

Together, we shape the future
of Plumas County.



Plumas County has started the process of developing a county organizational strategic plan, based on the June 30, 2025, Special Meeting of the Plumas County Board of Supervisors to adopt the recommended budget. Historically, Plumas County has never had a county-wide organizational strategic plan to guide decision making. The Board intends the Plumas County Strategic Plan to act as a guide for the County's essential functions to meet mandated and essential community services that support community health and safety such as county infrastructure, roads, jails, justice, elections, and basic public/mental health services and other social services. Though some parts of the plan will take many months to complete, Plumas County is excited to share the initial framework, setting a Mission Statement, a Vision Statement, as well as a set of Value Statements.

The Board of Supervisors hosted a workshop on July 16, 2025, with County Department leaders (directors and/or their designees) to begin the work. This data was then translated into a survey for both the community and employees that was available August 13-31, 2025. During this period, 262 surveys were collected county-wide.

For each of the three areas - Mission Statement, Vision Statement, and Value Statements, there were clearly preferred responses gathered, making it easy to identify the direction Plumas County should lean.

The most chosen (48%) Mission Statement is as follows:

To serve the public through innovative leadership, governmental teamwork, and fiscal responsibility for the protection of our lands, support of local livelihoods, and respect for our rural way of life.

The most chosen (46.6%) Vision Statement is as follows:

A thriving, healthy, and united community where economic growth is fostered, public needs are met with compassion and efficiency, and everyone feels connected and supported.

The Values chosen with the developed Value Statements are:

Integrity: We will always do what is right - even when it's difficult - by balancing ethics and good governance.

Fiscal Responsibility: We will manage public funds through sound financial decisions that ensure long-term sustainability.

Honesty: We will communicate and act openly and truthfully, building trust through transparency.

Professionalism: We will act with respect, competence, courtesy and compassion to achieve excellence in public service.

Trust: We will earn confidence through consistently acting in the best interest of the public.

Forward Thinking: We will embrace innovation to strengthen future generations through anticipating upcoming challenges and opportunities.

Problem Solving: We will approach issues collaboratively, using data to inform and deliver effective solutions.

Teamwork: We will achieve more by working together as a community towards a shared purpose.

Over the next few months, staff will work on a multi-year Strategic Plan using these pieces as the guiding framework. It is expected that from November 2025 through January 2026 to develop broad priorities across government functions, hold public meetings on community needs and concerns, and share this data with the Board and departments. From January through March 2026, each department (including BOS) should identify 1–3 objectives for Fiscal Year 2026/2027. During the last quarter of the fiscal year, staff will develop a dashboard and tracking tool for monitoring, as well as integrate the developed statements, priority areas, and objectives into a compiled report. Regular reporting on deliverables will happen annually as apart of the budget.



**PLUMAS COUNTY
BOARD OF SUPERVISORS
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Pam Becwar

MEETING DATE: October 14, 2025

SUBJECT: Appoint Joanna Garneau, (At-Large Healthy Children), Supervisor Mimi Hall, (At-Large Healthy Children), Casey Nunn, (At-Large ECE, and Cindy Hogg, (At-Large ECE) to the Plumas County First 5 Commission; discussion and possible action.

Accept the resignation of Brenda Poteete, First 5 Commission member, upon her retirement.

Recommendation:

Appoint Joanna Garneau, (At-Large Healthy Children), Supervisor Mimi Hall, (At-Large Healthy Children), Casey Nunn, (At-Large ECE, and Cindy Hogg, (At-Large ECE) to the Plumas County First 5 Commission; discussion and possible action.

Accept the resignation of Brenda Poteete, First 5 Commission member, upon her retirement.

Background and Discussion:

Appointments for Plumas County First 5 Commission.

Action:

Appoint Joanna Garneau, (At-Large Healthy Children), Supervisor Mimi Hall, (At-Large Healthy Children), Casey Nunn, (At-Large ECE, and Cindy Hogg, (At-Large ECE) to the Plumas County First 5 Commission; discussion and possible action.

Accept the resignation of Brenda Poteete, First 5 Commission member, upon her retirement.

Fiscal Impact:

No General Fund Impact.

Attachments:

1. BOS Agenda Request Form 10.6.25
2. Agenda Request (First 5 Plumas Memo minutes) 10.6.2025

BOARD AGENDA REQUEST FORM

Department: First 5 Plumas

Authorized Signature: Pamela Bezwat
Board Meeting Date: October 21, 2025
Request for _____ minutes for presentation
(If a specific time is needed, please contact the Clerk of the Board directly.)

Consent Agenda: Yes No

Description of Item for the Agenda (This is the wording that should appear on the agenda)

A. Approval from the Plumas County Board of Supervisors for First 5 Plumas County Children & Families Commission memberships of: Joanna Garneau (At-Large Healthy Children), Mimi Hall (At-Large Healthy Children), Casey Nunn (At-Large ECE), and Cindy Hogg (At-Large ECE)

B. Accept the resignation of Brenda Poteete, First 5 Plumas Commission member upon her retirement

C.

Review by Necessary Departments:

I have had this item reviewed and approved by the following departments

Membership was approved by the First 5 Plumas County Children & Families Commission on October 6, 2025. Membership for Joanna Garneau was approved September 19, 2025

If another department or the CAO is opposed to an agenda item, please indicate the objection:

Attached Documents

Contracts/Agreements:

Three copies? (Y) /N
Signed? (Y) N

Budget Transfers Sheets:

Signed? (Y) N

Other: _____

Publication:

Clerk to publish on _____.
 Notice attached and e-mailed to Clerk.
 Notice to be published _____ days prior to the hearing.
 Dept. published on _____ (Per Code § _____.) (if a specific newspaper is required, enter name here.)
 Copy of Affidavit Attached.

County Ordinances-Procedural Requirements for Adoption, Amendment or Repeal:

I have complied with the policy adopted by the Board regarding County Ordinances Procedural Requirements:
Yes: No: Not Applicable:

If Not Applicable, please state reason why:

The deadline to place an item on the agenda for the following week's board meeting is Monday at 12:00 p.m. If the Monday deadline falls on a holiday, the deadline is then the Friday before the Holiday.



Commission Meetings:

September 19, 2025
Agenda Item 3.a.

October 6, 2025
Agenda Item: VI. a

DATE: October 6, 2025

TO: Plumas County Board of Supervisors

FROM: Pamela Becwar, Executive Director

RE: Supervisors will take action on the First 5 Plumas County Children & Families Commission membership applications

RECOMMENDATION:

Take ACTION to approve the membership of Casey Nunn and Cindy Hogg, who would both represent At-Large Early Childhood Education in Plumas County. Casey is the Director of the Feather River College Child Development Center and Cindy Hogg, Director of Sierra Cascades Family Opportunities.

Take ACTION to approve the membership of Mimi Hall, At-Large Membership.

Take ACTION to accept the resignation of Brenda Poteete and join me in thanking Brenda for her many years of service on the Commission.

Please see the Commissioner Membership matrix on the next page - tentative Commission composition based on Commissioner approval and Board of Supervisor appointment of above applicants.

Thank you.

First 5 Plumas County Children and Families Commission

Membership Matrix (Proposed 10-6-2025)

Name	Member Designation	Geographic Area	Representation	Diverse Populations	Term Expires	Office Title	Office Expires
¹ Dwight Ceresola	County BOS Representative	County-wide	LG: Local Government		3-2026	Acting Chair	11-2025
¹ Melissa Smith	Social Services Child Welfare	County-wide	SF: Strong Families	Child and Families at-risk	6-2027		
Ashley Simpson	CASA Coordinator	County-wide	SF: Strong Families	Child and Families at-risk	1-2028		
Cindy Hogg	At-Large ECE	County-wide	Early Childhood Education	Low income children and families	10-2028	Treasurer	
Joanna Garneau	Eastern Plumas Health Care	Eastern Plumas	Healthy Children	Healthy Children	9-2028		
Casey Nunn	At-Large ECE	County-wide	Early Childhood Education	Low income children and families	10-2028		
Mimi Hall	At-Large	County-wide	Healthy Children	Child and Families at-risk	10-2028		
VACANT	Public Health		SF: Strong Families	Children with Sp. Needs and Disabilities		Chair	
VACANT		North County					

¹Members mandated by Proposition 10 Legislation

H: Healthy Children
ECE: Early Childhood Education
LG: Local Government
SF: Strong Families

Note: Commissioners serve three-year terms and may be appointed to unlimited subsequent terms



October 6, 2025
9:30 a.m.-11:30 a.m.
[Meeting Link](#)

Public Health Conference Room
270 Hospital Road, Quincy, CA 95971

DRAFT MEETING AGENDA

- 1. ROLL CALL/INTRODUCTIONS:** Dwight Ceresola, Acting-Chairperson
- 2. APPROVAL OF MINUTES:** August 4, 2025, and September 19, 2025, (page 2-5) **ACTION**
- 3. FISCAL ITEMS (20 Minutes)**
 - a. [DRAFT Financial Statement Report FY 24-25](#) **DISCUSSION**
- 4. COMMISSION MEMBERSHIP* (5 minutes) (page 6)**
 - a. The Commission will take action to approve new memberships **ACTION**
- 5. PUBLIC MEETING - COMMISSION (30 Minutes)**
 - a. The Commission will take action to approve the updated [First 5 Plumas Policies and Procedures Manual](#) **ACTION**
 - a. Commission will take action to approve [First 5 Plumas Strategic Plan 2025-30](#) **ACTION**
- 5. PUBLIC COMMENT**
- 6. PROGRAM DEVELOPMENT (30 minutes)**

Commission will take action to approve contract to support PHP IPP with the following:

 - a. Contract with California Children and Families Foundation for PHP IPP technical assistance, \$37,250, contingent on finalization of IPP GAN **ACTION**
 - b. Contract with Rachael Brothers, \$10,000, for improvements to Help Me Grow supports, contingent on finalization of IPP GAN **ACTION**
 - c. Contract with contractor, \$3,000, for improvements to First 5 Plumas website, contingent on finalization of IPP GAN **ACTION**
 - d. [DRAFT Year End Report 24-25 for review](#) **DISCUSSION**
- 7. REPORTS (20 Minutes)** **DISCUSSION**
 - a. [Inclusive Early Education](#) presentation with Pam Becwar and Rachael Brothers
 - b. Commissioner Report(s) and Attendees: may report on local, state, or federal issues relating to children ages, prenatal-5, and their families
- 8. PUBLIC COMMENT**
- 9. NEXT MEETING DATES: Public Health Conference Room, 207 County Hospital Rd, Quincy, 9:30 a.m. to 11:30 a.m.**
 - ♦October 27, 2025, ♦February 2, 2025, ♦March 2, 2025, ♦April 6, 2025, ♦May 4, 2025, ♦June 1, 2025
- 10. ADJOURNMENT**

For more information on the PCCFC agenda, OR disability related accommodations, contact; Pamela Becwar, Executive Director, at first5plumas@gmail.com. The order in which agenda items are considered may be subject to change. All First 5 Plumas Commission Meeting Agendas are posted online according to open meeting rules (California Brown Act). Public Comment may be made prior to and during any Commission Action items.

[Join the meeting now:](#) Meeting ID: Meeting ID: 221 955 079 187 6 Passcode: it2MD25d



October 6, 2025
9:30 a.m.-11:30 a.m.
Public Health Conference Room
270 Hospital Road, Quincy, CA 95971

DRAFT MINUTES

CALL TO ORDER: 9:32 A.M.

ROLL CALL/INTRODUCTIONS

Attending: Dwight Ceresola, Melissa Smith, Ashley Simpson

Absent: Brenda Poteete

Staff: Pam Becwar, Dana Marty

Public: Cindy Hogg, Casey Nunn, Kinderlin Hoznour, Rachael Brothers

2. APPROVAL OF MINUTES: August 4, 2025, and September 19, 2025

Motion: Ashley Simpson

Second: Melissa Smith

Motion Carried

3. FISCAL ITEMS

a. [DRAFT Financial Statement Report FY 24-25](#)

DISCUSSION

The financial audit is being finalized, and Commissioners will have until October 27, 2025 to review the Financial Statement (linked above), Management Discussion (will be emailed to Commissioners), Representation letter (signed by Commissioner Ceresola), and Disclosures will be sent to Smith & Newell today. Please see the Corrective Action Plan as there are 2 actions including reconciling all accounts prior to starting the audit and there was a payroll discrepancy.

4. COMMISSION MEMBERSHIP

a. The Commission will take action to approve new memberships: **ACTION**

- Casey Nunn, Director of the Feather River College Child Development Center, At-Large Early Childhood Education in Plumas County
- Cindy Hogg, Director of Sierra Cascades Family Opportunities, At-Large Early Childhood Education in Plumas County
- Mimi Hall, Board of Supervisors, At-Large Membership.

Take ACTION to accept the resignation of Brenda Poteete and join me in thanking Brenda for her many years of service on the Commission.

Please see the Commissioner Membership matrix - tentative Commission composition based on Commissioner approval and Board of Supervisor appointment of above applicants.

Motion: Dwight Ceresola

Second: Ashley Simpson

Motion Carried

5. PUBLIC MEETING - COMMISSION

a. The Commission will take action to approve the updated [First 5 Plumas Policies and Procedures Manual](#)

ACTION

The Policies and Procedures had minor updates but there was the addition of, Section 12, Social Media, Internet Security, and Data Policy.

Motion: Ashley Simpson

Second: Melissa Smith

Roll Call: Dwight Ceresola, Ashley Simpson, Melissa Smith

Motion Carried

a. Commission will take action to approve [First 5 Plumas Strategic Plan 2025-30](#)

TABLED

5. PUBLIC COMMENT - NONE

6. PROGRAM DEVELOPMENT (30 minutes)

Commission will take action to approve contract to support PHP IPP with the following:

a. Contract with California Children and Families Foundation for PHP IPP technical assistance, \$37,250, contingent on finalization of IPP GAN

Motion: Ashley Simpson

Second: Melissa Smith

Roll Call: Dwight Ceresola, Ashley Simpson, Melissa Smith

Motion Carried

b. Contract with Rachael Brothers, \$10,000, for improvements to Help Me Grow supports, contingent on finalization of IPP GAN

ACTION

Motion: Dwight Ceresola

Second: Ashley Simpson

Roll Call: Dwight Ceresola, Ashley Simpson, Melissa Smith

Motion Carried

b. Contract with contractor, \$3,000, for improvements to First 5 Plumas website, contingent on finalization of IPP GAN

ACTION

Motion: Ashley Simpson

Second: Melissa Smith

Roll Call: Dwight Ceresola, Ashley Simpson, Melissa Smith

Motion Carried

d. [DRAFT Year End Report 24-25 for review](#)

DISCUSSION

The Year End Report will be on the October 27, 2025 agenda but it is ready for review and please send comments and feedback to Pam Becwar. Pam will send the draft to Jana McDowell for review and see if Family First has insight about the decline in home visiting numbers, year over year.

7. REPORTS

- a. [Inclusive Early Education](#) presentation with Pam Becwar and Rachael Brothers
Presentation about achievements and accomplishments, process of developing the Action Plan and reviewing the plan's goals and some examples of goals and what has happened or what is planned.
- b. Commissioner Report(s) and Attendees: may report on local, state, or federal issues relating to children ages, prenatal-5, and their families

Ashley Simpson: PRS Oct 17, 2025 is doing a prime rib fundraiser -
Cindy Hogg: SCFO is working on enrollments and starting next month they are opening a new Janesville site.

Melissa Smith: Under staffed but everyone is being served. Medi-Cal eligibility is challenging. If you know anyone who would like to be a foster parent or a social worker, send them to DSS. Scholarships with BS and MSW. Therapists also can have school paid for. Social Worker 1 is a 12 credits.

Casey: FRC CDC is working 2 year old enrollment. PUSD has been great with IEPs and speech.

8. PUBLIC COMMENT NONE

9. NEXT MEETING DATES: Public Health Conference Room, 207 County Hospital Rd, Quincy, 9:30 a.m. to 11:30 a.m.

♦October 27, 2025, ♦February 2, 2026, ♦March 2, 2026, ♦April 6, 2026, ♦May 4, 2026, ♦June 1, 2026

10. ADJOURNMENT 10:35 a.m.



September 19, 2025
9:30 a.m.-10:30 a.m.
[Meeting Link](#)
Public Health Conference Room
270 Hospital Road, Quincy, CA 95971

SPECIAL MEETING AGENDA

1. ROLL CALL/INTRODUCTIONS: Dwight Ceresola, Acting-Chairperson

2. FISCAL ITEMS (20 Minutes)

- a. Commission will approve FY 24-25 Expenditure Report
- b. GASB 54 Report

ACTION
ACTION

3. COMMISSION MEMBERSHIP* (10 minutes)

- a. The Commission will take action to approve new memberships for Sarah Dimick, Public Health, and Joanna Garneau, Eastern Plumas Health Care

ACTION

4. PUBLIC COMMENT

5. PROGRAM DEVELOPMENT (10 minutes)

- a. Commission will consider increase of the Family Service Coordinator to 1.0 FTE until January 1, 2026 and increase to 1.125 FTE, starting January 1, 2026. **ACTION**
- b. Commission will consider the employment contracts of Family Service Coordinators, Dana Marty and Lucie Kreth **ACTION**

6. REPORTS (20 Minutes)

- a. Executive Director's Report **DISCUSSION**
- b. Commissioner Report(s) and Attendees: may report on local, state, or federal issues relating to children ages, prenatal-5, and their families

8. PUBLIC COMMENT

9. NEXT MEETING DATES:

Public Health Conference Room, 207 County Hospital Rd, Quincy, 9:30 a.m. to 11:30 a.m.
October 6, 2025, October 27, 2025, February 2, 2026, March 2, 2026, April 6, 2026, May 4, 2026, June 1, 2026

10. ADJOURNMENT

For more information on the PCCFC agenda, OR disability related accommodations, contact; Pamela Becwar, Executive Director, at first5plumas@gmail.com. The order in which agenda items are considered may be subject to change. All First 5 Plumas Commission Meeting Agendas are posted online according to open meeting rules (California Brown Act). Public Comment may be made prior to and during any Commission Action items.

[Join the meeting now](#) Meeting ID: 279 463 442 614 2 Passcode: oF9oT3CK



September 19, 2025
9:30 a.m.-10:30 a.m.
270 Hospital Road, Quincy, CA 95971

SPECIAL MEETING Minutes

Call to order: 9:37 a.m.

ROLL CALL:

Attending: Dwight Ceresola, Melissa Smith, Ashley Simpson,

Absent: Brenda Potetee

Staff: Pam Becwar

2. FISCAL ITEMS

a. Commission will take action to approve FY 24-25 Expenditure Report (submitted).

Expenditure report has been submitted to Smith & Newell for the FY 24-25 financial audit. Please contact Pam Becwar to review any documents provided to Smith & Newell.

Motion: Melissa Smith

Second: Ashley Simpson

Roll Call: Dwight Ceresola (yea), Melissa Smith (yea), Ashley Simpson (yea)

Motion carried.

b. Commission will take action to approve GASB 54 Report (submitted)

Motion: Dwight Ceresola

Second: Melissa Smith

Roll Call: Dwight Ceresola (yea), Melissa Smith (yea), Ashley Simpson (yea)

Motion Carried.

3. COMMISSION MEMBERSHIP

Commission will take action to approve new memberships **Sarah Dimick and Joanna Garneau**

Sarah Dimick is no longer working at Public Health and is removed from the action Item.

Commission recruitment is ongoing and Commissioners recommended SCFO staff, FRC CDC and ECE staff and faculty, and PDH Child Care center

a. Commission will take action to approve new First 5 Plumas Commission membership, Joanna Garneau.

Motion: Ashley Simpson

Second: Dwight Ceresola

Motion carried

4. PUBLIC COMMENT – None

5. PROGRAM DEVELOPMENT

- a. Commission will consider increase of the Family Service Coordinator to 1.0 FTE until January 1, 2026 and increase to 1.125 FTE, starting January 1, 2026.
- b. Commission will consider the employment contracts of Family Service Coordinators, Dana Marty and Lucie Kretz

Motion to approve both Action Items 5.a. and 5.b.: Ashley Simpson

Second: Melissa Smith

Roll Call: Dwight Ceresola (yea), Melissa Smith (yea), Ashley Simpson (yea)

Motion Carried.

Commission wishes to express their congratulations to the new First 5 Plumas Family Service Coordinators. They are excited to be able to better serve Portola and to have such qualified candidates.

6. REPORTS

ED wanted to acknowledge the work being done on the Inclusive Early Education Action Plan by our community partners. There was an Inclusive Early Education Workgroup meeting on September 12, 2025, that celebrated all the improvements being made by Far Northern Regional Center, PUSD, and the Family Empowerment Center.

7. PUBLIC COMMENT - NONE

8. ADJOURNMENT 10:05 a.m.