

## **BOARD OF SUPERVISORS**

Terrell Swofford, 1<sup>st</sup> District  
Kevin Goss, 2<sup>nd</sup> District  
Sharon Thrall, Chair 3<sup>rd</sup> District  
Lori Simpson, Vice Chair 4<sup>th</sup> District  
Jeff Engel, 5<sup>th</sup> District

**AGENDA FOR REGULAR MEETING OF NOVEMBER 01, 2016 TO BE HELD AT 11:00 A.M.  
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

**[www.countyofplumas.com](http://www.countyofplumas.com)**

### **AGENDA**

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

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

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

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

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



**REASONABLE ACCOMMODATIONS:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact the Clerk of the Board at (530) 283-6170. Notification 72 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility. Auxiliary aids and services are available for people with disabilities.

## STANDING ORDERS

11:00 A.M. CALL TO ORDER/ROLL CALL

### 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

### 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) BOARD OF SUPERVISORS

Approve and authorize the Chair to sign letter to the Department of Transportation (Caltrans) for encroachment permit (3<sup>rd</sup> Annual Lake Almanor Turkey Trot, November 24, 2016 9:00 a.m. to 12:00 p.m.)

#### B) CLERK OF THE BOARD

Approve Board minutes for October 2016

#### C) SHERIFF

- 1) Authorize the Auditor/Controller to pay an invoice without a contract to Washoe County Sheriff's Office Forensic Science Division of \$1,150 for services provided to Plumas County
- 2) Approve and authorize the Chair to sign contract between County of Plumas and DeMartile Automotive, Inc. for up to \$40,000 to provide maintenance, service and repair to Sheriff's vehicles; approved as to form by County Counsel
- 3) Pursuant to Penal Code §4025 review and accept the Inmate Welfare Fund Annual Report Summary for FY 2015-2016
- 4) Approve and authorize the Chair to sign contract between County of Plumas and Hi Tech Frame & Finish increasing the amount to \$45,000 for vehicle repairs; approved as to form by County Counsel

#### D) FACILITY SERVICES & AIRPORTS

- 1) Approve and authorize the Chair to sign contract for up to \$24,000 between County of Plumas and California Generator Service for generator inspection services; approved as to form by County Counsel
- 2) Approve and authorize the Chair to sign Airport Lease between County of Plumas and Kevin Schumaker for hangar lease at Beckwourth-Nervino Airport; approved as to form by County Counsel
- 3) Adopt **RESOLUTION** authorizing the Director of Airports to sign and execute all Airport Hangar Leases

**E) SOCIAL SERVICES**

Authorize the Department of Social Services to recruit and fill vacant, funded and allocated 1.0 FTE Office Supervisor position created by resignation

**F) PLANNING**

Approve and authorize the Planning Director to sign a contract budget amendment for research services by the Regents of the University of California (UC Davis) replacing Exhibit "A" in the contract shifting funds between line items with no overall change to the contract amount (Prop. 50 Grant); approved as to form by County Counsel

**G) PUBLIC HEALTH AGENCY**

Approve and authorize the Chair to sign Agreement Amendment Number PCPHA2016ELLIS-2 with Ellis Planning Associates, Inc. for up to \$18,834 for CHA-CHIP Strategic Plan

**2. CALIFORNIA STATE ASSOCIATION OF COUNTIES**

Presentation of CSAC Challenge Awards – Plumas County Public Health's 20,000 Lives Program

**3. COMMUNITY DEVELOPMENT COMMISSION**

11:00 A.M. **PUBLIC HEARING:** Adopt **RESOLUTION** to make Changes to the County of Plumas CDBG Housing Revolving Loan Fund (RLF) and Utilize Program Income to Supplement Tobin Water Grant No. 10-DRI-6788; approve supplemental budget transfer of \$765,848; authorize the PCCDC Executive Director to sign the contract between the County of Plumas and T&S Construction Company; and authorize the Chair to sign documents related to the CDBG Program Income Funded Waiver Request for the Tobin water project. **Roll call vote**

**4. MENTAL HEALTH COMMISSION – Dennis Thibeault**

- A. Appoint Kendrah Fredricksen and Susan Marie Bradley to the Plumas County Mental Health Commission as recommended; discussion and possible action
- B. Approve the Plumas County Mental Health Commission Bylaws as amended; discussion and possible action

**5. DEPARTMENTAL MATTERS**

**A) COUNTY COUNSEL – Craig Settlemyre**

Approve and authorize the Chair to sign Agreement for up to \$48,000 between County of Plumas and Department of General Services/Office of Administrative Hearings for services of Administrative Law Judge; discussion and possible action

**B) HUMAN RESOURCES – Nancy Selvage**

- 1) Adopt **RESOLUTION** to amend the Memorandum of Understanding between the County of Plumas and Operating Engineers Union Local #3 updating Classifications for Appendix "A" for the General and Mid-Management Bargaining Units. **Roll call vote**
- 2) Adopt **RESOLUTION** to amend Plumas County's Job Classification Plan Revising Deputy Sheriff I/II; Sheriff Sergeant; Sheriff Patrol Commander; and Sheriff's Special Operations Sergeant; Deputy Sheriff/Communications Equipment Coordinator. **Roll call vote**
- 3) Adopt **RESOLUTION** to amend Plumas County's Job Classification to add the Position of Assistant Director of Emergency Services, Range 2228. **Roll call vote**

- C) **SOCIAL SERVICES** – Elliott Smart  
Receive and file a report from the Department of Social Services regarding upcoming changes to the Foster Care system that result from Assembly Bill 402, Statutes of 2015, also referred to as the Continuum of Care Reform
- D) **PUBLIC HEALTH AGENCY** – Mimi Hall  
Approve supplemental budget and unanticipated revenues in Unit 20480 Senior Transportation of \$10,800 from Plumas County Transportation Commission; discussion and possible action
- E) **PUBLIC WORKS** – Robert Perreault  
Bucks Lake Road Slope Stabilization Project: Approve the 100% Plans and Specifications for the Bucks Lake Project and concur with the Federal Highway Administration's recommendation to begin formal advertisement for construction bids and subsequent award of a construction contract; discussion and possible action

## 6. **BOARD OF SUPERVISORS**

- A. Discussion and possible direction to staff on whether or not to hold a public meeting to consider lifting the suspension of Public Facilities Development Impact Fees imposed by Resolution No. 09-7564 and reinstate the schedule of Impact Fees established in Resolution No. 06-7302
- B. Set Board meeting schedule for December 2016
- C. Correspondence
- D. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations
- E. Appointments

### **FEATHER RIVER RCD**

Appoint Willow Vieira to the Feather River Resource Conservation District Board to fill a vacancy

## 7. **CLOSED SESSION**

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

- A. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d) (1) of Government Code §54956.9 – High Sierra Rural Alliance v. County of Plumas, Plumas Superior Court Case No. CV14-00009, Court of Appeal Third Appellate District Case No. C082315
- B. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- C. 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

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

## **ADJOURNMENT**

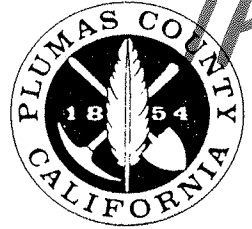
Adjourn meeting to Tuesday, November 08, 2016, Board of Supervisors Room 308, Courthouse, Quincy, California.



# BOARD OF SUPERVISORS

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TERRY SWOFFORD, DISTRICT 1  
KEVIN GOSS, DISTRICT 2  
SHERRIE THRALL, DISTRICT 3  
LORI SIMPSON, DISTRICT 4  
JEFF ENGEL, DISTRICT 5



November 1, 2016

Department of Transportation (Caltrans)  
Attn: Permits Engineer  
1000 Center Street  
Redding, CA 96001

Attention: Permits Engineer

**Subject: Encroachment Permit Request**  
**LAKE ALMANOR AREA CHAMBER OF COMMERCE**  
3<sup>rd</sup> Annual Lake Almanor Turkey Trot, November 24<sup>th</sup> 9:00 a.m. to 12:00  
p.m., Bailey Creek, Plumas County

This letter acknowledges that the Plumas County Board of Supervisors has been notified of the above captioned event. The Board of Supervisors has no objection to issuance of an event permit by Caltrans.

Sincerely,

Sharon Thrall, Chair

Cc: Plumas County Director of Public Works



**LAKE ALMANOR AREA CHAMBER OF COMMERCE  
& VISITORS BUREAU**  
*WORKING TOGETHER FOR SUCCESS*

October 7, 2016

Plumas County Board of Supervisors  
520 Main Street Room 309  
Quincy, CA 95971

*Directors  
2015-2016*

*Ronnie  
Theobald  
President,*

*Monte  
Stelzreide,  
Vice President*

*Secretary,  
Tami De Jong*

*Treasurer,  
Tracey Smith*

*Directors:*

*Linda Pohler  
Janice White  
Eric Dunbar  
Sharon Geney  
Shannon  
Brinkman*

RE: 3rd Annual Lake Almanor Turkey Trot


The Lake Almanor Chamber of Commerce is gearing up for our 3rd annual Turkey Trot 5k Walk/Run. As in the past, we are planning on having this event on Thanksgiving morning, November 24th, 2016, in the Bailey Creek area in Plumas County.

This event will operate solely on county roadways, with no road closures required and no expected disruption to the flow of traffic in the area.

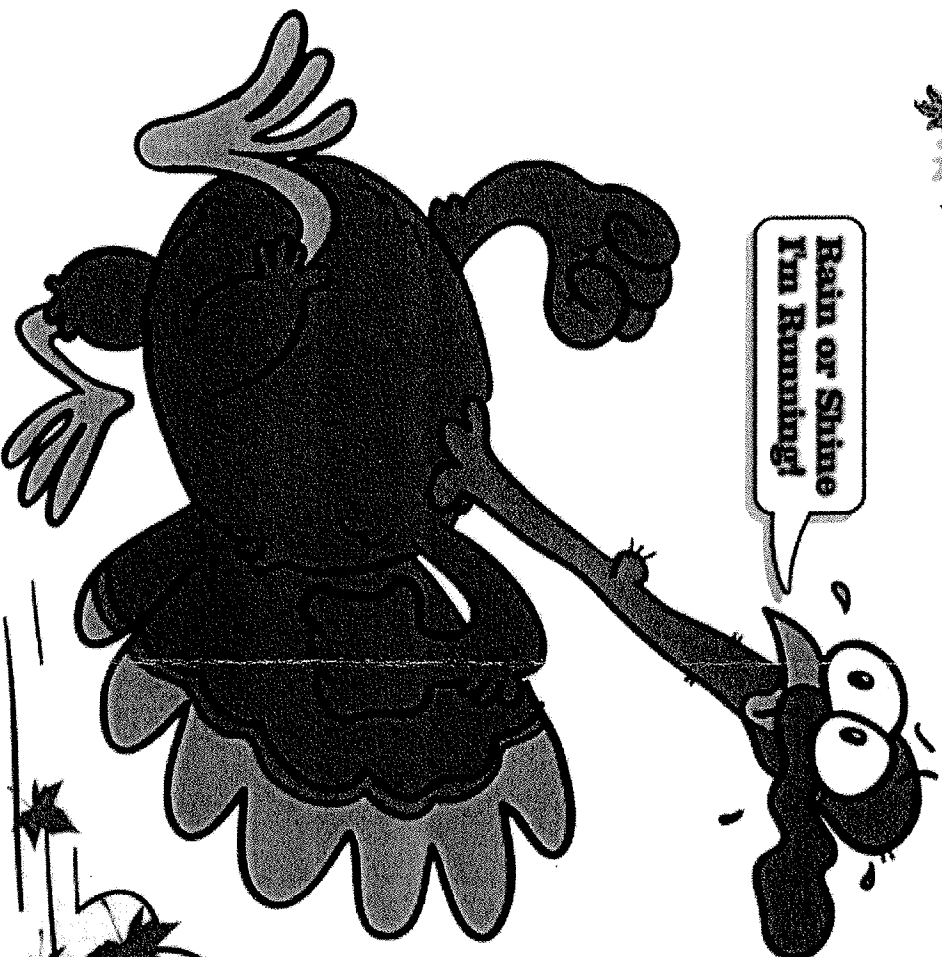
We are preparing the application for the Plumas County Roads Encroachment Permit, which requires us to have a letter of support from the Plumas County Board of Supervisors. We would greatly appreciate your support.

Thank you for helping us make this event a safe and fun family tradition for our area.

Sincerely,

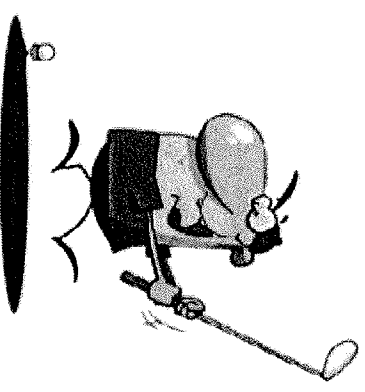
  
Shannon Medici-Brinkman  
Director

# Lake Almanor Area Chamber of Commerce Proudly Presents The 3rd Annual Lake Almanor Turkey Trot



**Location:** Bailey Creek Golf Course  
**Date:** November 24th, 2016  
**Time:** 9:00 AM - 12:00 PM  
**Info:** 5K Walk or Run  
**Price:** \$20 Pre September 30th  
\$25 After October 1st  
\$30 Day of Event  
**Contact:** Shannon Medici-Brinkman  
(530)251-6986

Register Online at [www.lakealmanorarea.com](http://www.lakealmanorarea.com)






GREGORY J. HAGWOOD  
SHERIFF/CORONER

# Office of the Sheriff

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

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## Memorandum

**DATE:** October 19, 2016  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Greg Hagwood   
**RE:** Agenda Items for the meeting of November 1, 2016

### It is recommended that the Board:

Authorize Auditor to pay invoice #1817000757 to Washoe County Sheriff's Office (WCSO) Forensic Science Division for services provided for Plumas County Sheriff's Office case #16-6711.

### Background and Discussion:

The Plumas County Sheriff's Office was not equipped to handle the forensic science portions of a homicide investigation and, therefore, required the use of the Washoe County Sheriff's Forensic Science Division to provide the necessary service.

The Sheriff's Office respectfully requests approval to submit invoice #1817000757 received from WCSO Forensic Science Division in the amount of \$1,150.00 for forensic services provided without a contract and authorize the Auditor to pay the invoice.

# COUNTY OF PLUMAS

STATE OF CALIFORNIA

VENDOR/

CLAIMANT **WASHOE COUNTY SHERIFF'S OFFICE**

VENDOR # \_\_\_\_\_

**FORENSIC SCIENCE DIVISION**

ADDRESS **911 PARR BLVD**

CITY/ST./ZIP **RENO, NV 89512-1000**

FUND # **0001S**

ACCOUNT OR CUSTOMER # OR DESCRIPTION	INVOICE NUMBER	CASH ACCOUNT	COUNTY DEPARTMENT	COUNTY ACCOUNT	AMOUNT DOLLARS & CENTS
6000000299	1817000757	10100	70330	524438	1,150.00

Contract Attached

Sales Tax Journal Attached Y/N \_\_\_\_\_ # \_\_\_\_\_

Fixed Asset Form Attached Y/N \_\_\_\_\_

W/9 Form Attached Y/N \_\_\_\_\_

The undersigned, under penalty of perjury, states: That the above claim and the items as therein set out are true and correct; that no part thereof has been theretofore paid, and that the amount therein is justly due, and that the same is presented within one year after the last item thereof has accrued.

FIRM NAME \_\_\_\_\_

10/19/2016

DATE

BY \_\_\_\_\_

TITLE \_\_\_\_\_

SIGNATURE OF CLAIMANT/VENDOR

Auditor's Use Only	DEPARTMENT/DISTRICT APPROVAL:
Vendor #	I hereby certify upon my own personal knowledge that the articles or services specified in the above claim were necessary and were ordered by me for the purpose indicated hereon; that the articles have been delivered or the services have been performed by the claimant as set forth with the exception noted.
Audited	
Input	
Checked	
Date Stamp:	Claim is thereby approved for the sum of \$1,150.00
	Signed <i>Ron Stourey</i>
	Title <i>Fiscal Officer</i>
	<b>For Districts</b>
	District _____
	If applicable: _____
	Second Signature _____



**Washoe County Sheriff's Office  
Crime Lab Billing  
911 Parr Blvd.  
Reno, NV 89512-1000  
775-328-2837**

**INVOICE**

Date: 10/12/2016

Invoice Number: 1817000757

Customer Number: 6000000299

Reference: FORENSIC SERVICE

Due In: 30 Days Net

Plumas County Sheriff's Office  
1400 East Main Street  
Quincy CA 95971

Description	Amount
Forensic Services 2016-006711	1,150.00
Total Due: 1,150.00	

**Please detach and remit with payment.**

Name: Plumas County Sheriff's Office

Customer Number: 6000000299

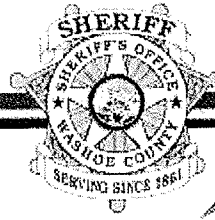
Amount Paid: 1,150.00

Document Number(s): 1817000757

**REMIT PAYMENT TO:  
Washoe County Sheriff's Office  
Crime Lab Billing  
911 Parr Blvd.**

# WASHOE COUNTY SHERIFF

*Dedicated Service in Partnership with our Community*



Michael Haley  
Sheriff

**INVOICE # 201600015**

Date: 10/11/2016  
To: OUT-OF-STATE AGENCIES  
PLUMAS CO SO

Quantity	Description	Amount
4.60 Hours	Forensic Services Case Number 2016-006711 FIS	\$1,150.00
<b>TOTAL DUE:</b>		<b>\$1,150.00</b>

Please make check payable to:  
Washoe County Sheriff's Office  
(Show Invoice # on all checks)

Mail payment to:  
Washoe County Sheriff's Office  
Forensic Science Division  
911 Parr Blvd  
Reno, NV 89506

If you have any questions regarding this invoice, please contact Trish Beckman at 775-328-2837.

Thank you.

*Detail only -  
not an  
invoice*




# Office of the Sheriff

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

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GREGORY J. HAGWOOD  
SHERIFF/CORONER

## Memorandum

**DATE:** October 17, 2016  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Greg Hagwood   
**RE:** Agenda Items for the meeting of November 1, 2016

### It is recommended that the Board:

Approve and sign contract #PCSO00016 between the Plumas County Sheriff's Office (PCSO) and DeMartile Automotive, Inc. in the amount of \$40,000.

### Background and Discussion:

The term of this contract is 10/01/16 – 09/30/17. This purpose of this agreement with DeMartile Automotive, Inc is to provide maintenance, service and repair to the Sheriff's vehicles.

Agreement has been approved as to form by County Counsel.



Services Agreement

This Agreement is made this 1st day of October, 2016, 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 DeMartile Automotive, 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 (the "Work").
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 Forty Thousand Dollars and No/100 (\$40,000.00).
3. Term. The term of this agreement shall be from October 1, 2016 through September 30, 2017, unless terminated earlier as provided herein.
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. Labor and Materials. Unless other provided in this Agreement, Contractor shall provide and pay for all labor, materials, equipment, tools, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work. Contractor shall enforce strict discipline and good order among Contractor's employees and other persons performing the Work. Contractor shall not employ unfit persons to perform the Work or assign persons to perform tasks related to the Work that these persons are not properly skilled to perform Warranty and Legal Compliance. The services provided under this Agreement shall be completed promptly and competently. Contractor warrants to the County that: (1) materials and equipment furnished under this

 COUNTY INITIALS

CONTRACTOR INITIALS \_\_\_\_\_

Agreement will be new and of good quality unless otherwise required or permitted under this Agreement; (2) the Work will be free from defects not inherent in the quality required or permitted; and (3) the Work will conform to the requirements of this Agreement. 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.

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.
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 thousands 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 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.

     COUNTY INITIALS

CONTRACTOR INITIALS

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 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. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
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.
14. Choice of Law. The laws of the State of California shall govern this agreement.
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

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CONTRACTOR INITIALS \_\_\_\_\_

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:

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

Contractor:

DeMartile Automotive, Inc.  
200 E. Main Street  
Quincy, CA 95971  
Attention: Kathy DeMartile

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. Non-exclusive Agreement. Contractor acknowledges that County may enter into agreements with other contractors for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to the services contemplated by this Agreement.
25. Retention of Records. 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.

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

CONTRACTOR:

DeMartile Automotive, Inc.,  
a California corporation

COUNTY:

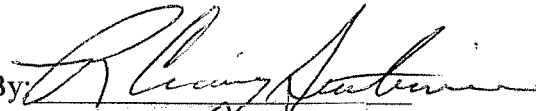
County of Plumas, a political subdivision of  
the State of California

By: \_\_\_\_\_  
Name:  
Title:

By: \_\_\_\_\_  
Name: Sharon Thrall  
Title: Board of Supervisors, Chair

By: \_\_\_\_\_  
Name:  
Title:

Approved as to form:  
  
Plumas County Counsel

By:   
R. Craig Settlemyre

U COUNTY INITIALS

CONTRACTOR INITIALS \_\_\_\_\_

## EXHIBIT A

### Scope of Work

1. Provide general automotive repair on an as-needed basis upon request of the County.  
This includes, but is not limited to, the following:
  - a. Lube, oil and filter changes (LOF).
  - b. Vehicle inspection.
  - c. Tire rotation.
  - d. Mounting and balancing of tires.
  - e. Sale and installation of new tires.
  - f. Engine repair and replacement.
  - g. Drivetrain repair and replacement.
  - h. Diagnostics, including driveability and mechanical repairs.
2. Notwithstanding the foregoing, Contractor shall not be responsible for providing paint or body repairs.
3. All Work shall be provided in accordance with industry standards for high-quality automotive repairs.

       COUNTY INITIALS

CONTRACTOR INITIALS \_\_\_\_\_

## EXHIBIT B

### Fee Schedule

1. Labor shall be charged at \$70.00 per hour.
2. All store parts shall be provided at list price minus ten percent (10%).
3. All dealer ship parts shall be provided at list price minus five percent (5%).
4. County shall pay actual shipping charges for parts.
5. Parts discounts do not apply to parts used in oil changes.
6. LOF changes with inspection shall be charged at \$52.00 (all inclusive) for up to seven (7) quarts of oil. If less oil is used, an appropriate discount will be applied by Contractor.
7. County shall be provided with a written estimate prior to any repairs. County shall not be responsible for the cost of any repairs County did not authorize in advance of the repairs being made. Contractor may not bill County more than the amount listed on the written estimate authorized by the County. If at any time Contractor believes that repairs will cost more than the County-authorized written estimate, Contractor shall provide a revised written estimate to County and obtain County's authorization prior to continuing repairs.
8. Contractor shall be paid monthly in accordance with the terms of this Exhibit. Contractor shall invoice County monthly based on the total of all services performed by Contractor under this Agreement which have been completed to County's sole satisfaction.

VJ COUNTY INITIALS

CONTRACTOR INITIALS \_\_\_\_\_






GREGORY J. HAGWOOD  
SHERIFF/CORONER

# Office of the Sheriff

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

1C3

## Memorandum

**DATE:** October 17, 2016  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Greg Hagwood   
**RE:** Agenda Item for the meeting of November 1, 2016

### Recommended Action:

Review the Inmate Welfare Fund (IWF) Annual Report Summary pursuant to Penal Code Section 4025 for fiscal year 2015-2016.

### Background and Discussion:

The Sheriff's Office is responsible for managing the IWF Program. The Sheriff is officially responsible for the oversight of this fund. Programs qualifying as inmate programs are those that provide direct benefit to the inmates as deemed appropriate by the Sheriff. The costs associated with providing these programs are funded by the IWF. Penal Code Section 4025 requires the annual report to be presented to the Board of Supervisors each year.

This is an informational item only as required by law.

**Plumas County Sheriff Inmate Welfare Fund  
Annual Report Summary**

**Statement of Revenues, Expenditures and and changes in Fund Balance  
Fiscal Year ending June 30, 2016**

Fund: 00171

Dept: 22911

<b>Fund Balance as of July 1, 2015</b>	<b>\$</b>	<b>12,216.42</b>
<b>FY 15/16 Revenues</b>	<b>\$</b>	<b>60,727.13</b>
<b>FY 15/16 Expenditures</b>	<b>\$</b>	<b>52,369.05</b>
<b>Fund Balance as of June 30, 2016</b>	<b>\$</b>	<b><u>20,574.50</u></b>

**INMATE WELFARE FUND  
EXPENDITURE REPORT  
JULY 1, 2015 - JUNE 30, 2016**

<u>Account</u>	<u>Total Exp</u>	<u>Description</u>
PHONES	\$ 156.91	Inmate Phone
MAINT BLDG & GROUNDS		
	\$ 2,908.22	Dishwasher Sanitizer
	\$ 739.13	Install DISH Network
	\$ 37.60	Batteries
	\$ 278.50	Dryer repair - inmate damage
Total	<u>\$ 3,963.45</u>	
MISC EXPENSES		
	\$ 111.00	Bus Tokens
	\$ 53.00	Erasers & Pencil Sharpeners
	\$ 7.50	Vacuum belts - Courthouse cleaning
	\$ 46.83	Coffee Maker & Filters
	\$ 48.45	Jail Christmas Cookies
	\$ 64.98	Checks for IWF bank account
Total	<u>\$ 331.76</u>	
PROFESSIONAL SERVICES		
	\$ 1,345.00	Inmate Haircuts
	\$ 22.04	Eyeglasses
Total	<u>\$ 1,367.04</u>	
REF MANUAL/LAW, CODE BOOKS	\$ 4,921.00	Inmate Law Library
SUBSCRIPTIONS	\$ 208.00	Magazines/Newspaper
COMMISSARY EXPENSES	\$ 33,165.32	Inmate Commissary
CABLE RADIO/TV	\$ 294.80	Inmate Cable/TV Service
TELEVISION	\$ 351.98	Televisions
SUPPORT - CARE OF PERSONS	\$ 3,959.79	Indigent Inmate Care
COST ALLOCATION PLAN	\$ 3,649.00	County Cost Allocation Charges - Offset by Revenue from Sheriff's AB443 budget
	<u>\$ 52,369.05</u>	




GREGORY J. HAGWOOD  
SHERIFF/CORONER

# Office of the Sheriff

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

104

## Memorandum

**DATE:** October 24, 2016  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Greg Hagwood   
**RE:** Agenda Items for the meeting of November 1, 2016

**It is recommended that the Board:**

Approve and sign amendment to contract #PCSO00011 between the Plumas County Sheriff's Office (PCSO) and Hi Tech Frame & Finish increasing the amount to \$45,000.

**Background and Discussion:**

The term of this contract is 02/01/16-01/31/17. The purpose of this contract is for vehicle repair. Expenses have been more than anticipated.

Agreement has been approved as to form by County Counsel.

**FIRST AMENDMENT TO AGREEMENT**

**BY AND BETWEEN**

**PLUMAS COUNTY AND LEVI PENCE, doing business as Hi Tech Frame & Finish**

This First Amendment to Agreement ("Amendment") is made on October 17, 2016, between the COUNTY OF PLUMAS, a political subdivision of the State of California ("COUNTY"), and LEVI PENCE, an individual, doing business as Hi Tech Frame & Finish ("CONTRACTOR"), who agree as follows:

1. **Recitals:** This Amendment is made with reference to the following facts and objectives:
  - a. COUNTY and CONTRACTOR have entered into a written Services Agreement dated February 1, 2016 – January 31, 2017, (the "Agreement"), in which CONTRACTOR agreed to provide auto body and frame repair services to COUNTY.
  - b. Because the COUNTY requires a greater amount of services from CONTRACTOR than originally anticipated, the parties desire to change the Agreement.
2. **Amendments:** The parties agree to amend the Agreement as follows:
  - a. Section 2 is amended in its entirety to read as follows:
    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 Forty-Five Thousand Dollars and 00/100 (\$45,000.00).

[Continued on following page]

✓

3. **Effectiveness of Agreement:** Except as set forth in this First Amendment of Agreement, all provisions of the Agreement dated February 1, 2016 – January 31, 2017, shall remain unchanged and in full force and effect.

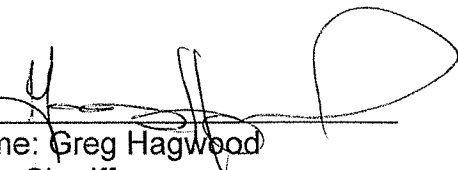
**CONTRACTOR:**

Levi Pence, an individual, doing business  
as Hi Tech Frame & Finish

By: \_\_\_\_\_  
Name: Levi Pence  
Date: \_\_\_\_\_

**COUNTY:**

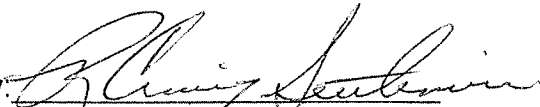
County of Plumas, a political subdivision of  
the State of California

By:  \_\_\_\_\_  
Name: Greg Hagwood  
Title: Sheriff  
Date: 10/24/16

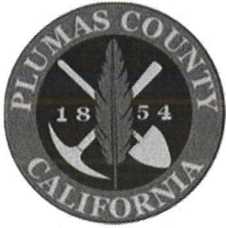
By: \_\_\_\_\_  
Name: Sharon Thrall  
Title: Chair, Board of Supervisors  
Date: \_\_\_\_\_

Approved as to form:

Plumas County Counsel

By:  \_\_\_\_\_  
Craig R. Settemire  
County Counsel

uy



## DEPARTMENT OF FACILITY SERVICES & AIRPORTS

198 ANDY'S WAY, QUINCY, CALIFORNIA 95971-9645  
(530) 283-6299 FAX: (530) 283-6103

Dony Sawchuk  
Director

Board Date: November 1, 2016

To: The Honorable Board of Supervisors

From: Dony Sawchuk, Director

**Subject: Approve Contract for California Generator Service**

---

### Background

California Generator Service provides generator inspection services at various County facilities.

### Recommendation

Approve Contract for California Generator Service in the amount of \$24,000.00.

The above referenced agreement has been approved as to form by County Counsel and is on file with the Clerk of the Board.



## DEPARTMENT OF FACILITY SERVICES & AIRPORTS

198 ANDY'S WAY, QUINCY, CALIFORNIA 95971-9645  
(530) 283-6299 FAX: (530) 283-6103

1D2

Dony Sawchuk  
Director

Board Date: November 1, 2016

To: The Honorable Board of Supervisors

From: Dony Sawchuk, Director

Subject: **Approve Beckwourth Airport Lease for Kevin Schumaker**

---

### Background

Kevin Schumaker has purchased hangar space 11 at Beckwourth Airport from the previous tenant.

### Recommendation

Approve Lease with Kevin Schumaker for hangar space 11 at Beckwourth Airport.

The above referenced agreement has been approved as to form by County Counsel and is on file with the Clerk of the Board.





## DEPARTMENT OF FACILITY SERVICES & AIRPORTS

198 ANDY'S WAY, QUINCY, CALIFORNIA 95971-9645  
(530) 283-6299 FAX: (530) 283-6103

1D3

Dony Sawchuk  
Director

Board Date: November 1, 2016

To: The Honorable Board of Supervisors

From: Dony Sawchuk, Director

Subject: **Approve Resolution granting the Director of Airports authority to sign all Airport Leases**

---

### Background

Leases have been a good source of income that allows the airport to help sustain itself without contributions from the General Fund. The Federal Aviation Administration (FAA) have reviewed and approved our lease template. This template is used with all tenants with a non-negotiable rate set per square foot. Historically, the Board of Supervisors must authorize all leases; however, the department would like to take a step to streamline our services by allowing the Director of Airports to approve and sign all leases.

### Recommendation

Approve Resolution granting the Director of Airports authority to sign all Airport Leases.

The above referenced agreement has been approved as to form by County Counsel and is on file with the Clerk of the Board.

RESOLUTION NO. 16- \_\_\_\_\_

A RESOLUTION OF THE PLUMAS COUNTY BOARD OF SUPERVISORS AUTHORIZING THE DIRECTOR OF AIRPORTS TO SIGN AND EXECUTE ALL AIRPORT HANGAR LEASES.

WHEREAS, the County of Plumas leases out hangar space at Gansner, Rogers, and Nervino Airports; and,

WHEREAS, leases bring in revenue to help sustain the Airports; and,

WHEREAS, the Federal Aviation Administration has reviewed and approved Plumas County's airport lease template; and,

WHEREAS, the rate per square foot is set and is non-negotiable with tenants;

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors of the County of Plumas, State of California:

Authorizes the Director of Airports to sign and execute any and all airport hangar leases, subject to approval as to form by the Plumas County Counsel.

I hereby certify the foregoing resolution was introduced and read at the regular meeting of the County Board of Supervisors of the County of Plumas on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, and the resolution was duly adopted at said meeting by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Sherrie Thrall, Chair  
Plumas County Board of Supervisors

ATTEST:

\_\_\_\_\_  
Nancy Daforno, Clerk of the Board of Supervisors  
County of Plumas, State of California



ELLIOTT SMART  
DIRECTOR

## DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

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

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

DATE: OCTOBER 21, 2016

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR  
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR NOVEMBER 1, 2016, CONSENT AGENDA

RE: REQUEST TO FILL A VACANT OFFICE SUPERVISOR POSITION

### **It is Recommended that the Board of Supervisors**

Authorize the Department of Social Services to fill a vacant, funded and budgeted Office Supervisor position as soon as administratively possible.

### **Background and Discussion**

The Department of Social Services has experienced a vacancy at the Office Supervisor position. The prior incumbent resigned her position effective October 14, 2016 to move to another state. As is explained in further detail on the attached position classification form, this is a mission critical position in the Department of Social Services. The position is responsible for the supervision of the clerical accounting functions, administrative and cash assistance claiming and statistical reporting. With that in mind, the Department requests that your Board approve refilling the position as soon as administratively possible.

### **Financial Impact**

There is no financial impact to the General Fund resulting from this action.

Copies: DSS Management Staff

Enclosures: Questions for Staffing Critical Positions  
Position Classification Form  
Table of Organization

**Position Classification:** Office Supervisor

**FTE:** 1.00

**Budgeted Position:** Yes

This position is part of the administrative and clerical support structure of the Department of Social Services. Generally, administrative and clerical support functions are funded through Federal (50%), State General Fund dollars (35%) and 1992 Realignment (15%) dollars.

These funding allocations are established in state law.

**Mandated Program:** Yes.

Social Services programs are state-mandated and county-administered public services. Our mandates include requirements to finger print image all applicants for public assistance who are requesting CalFresh assistance as part of their application. Other mandates include screening for CalWORKs cash assistance and providing access to Covered California and the Affordable Care Act.

**Position Description:**

This position is responsible for oversight and supervision of administrative clerical functions. As explained elsewhere, this includes administrative accounting, Auditor claims, state claims and statistical reporting.

**Funding Sources:**

The funding to support these positions comes from federal pass through dollars, state funds and county 1991 Realignment dollars. There is no cost to the County's General Fund associated with this position.

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

### Position: Office Supervisor

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

Answer: Yes. Public social services are state mandated.

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

Answer: The position is funded in the current budget and has no General Funds associated with it. Additionally the caseload is growing and the state provides funds to meet this growth. This position supervises clerical support positions that perform state-mandated fingerprint imaging, screening of applicants and other reception support functions.

- How long has the position been vacant?

Answer: The position became vacant effective October 14, 2016.

- 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 are structured in a very similar way. The state approves our requested staffing levels and funds such positions accordingly.

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

Answer: We will not be able to process perform critical tasks associated with administrative cost claiming and accounting.

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

Answer: We will not expend state funds that have been allocated to this function .

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

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

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

Answer: No.

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

Answer: No.

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

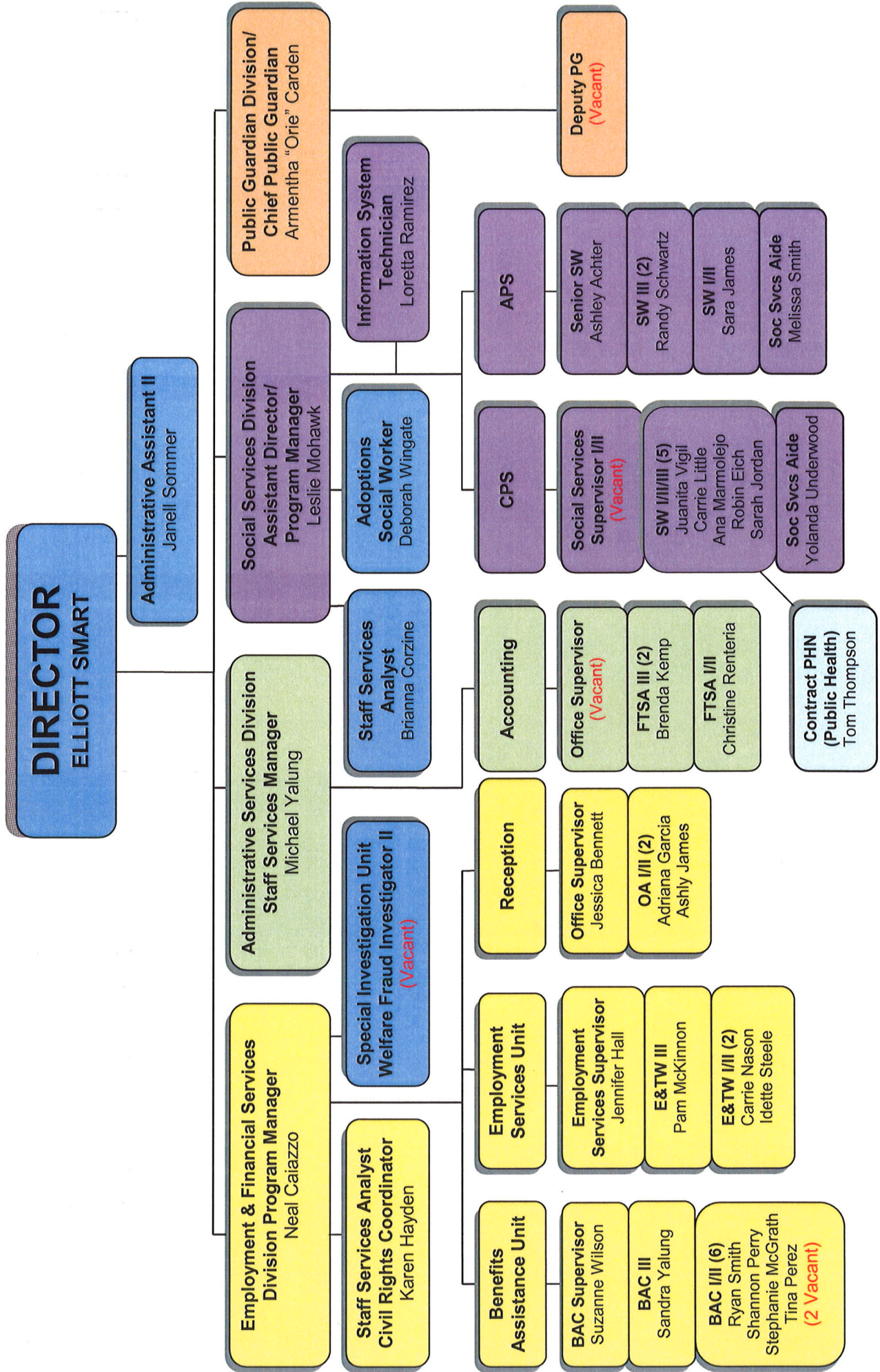
Answer: The Department does not currently utilize County General Fund dollars. Filling this position does not change that.

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

Answer: The Department does have a reserve. The balance fluctuates depending upon a number of factors including whether or not the State achieves the base amount of collection for any given year.



# PLUMAS COUNTY DEPARTMENT OF SOCIAL SERVICES & PUBLIC GUARDIAN





## **PLUMAS COUNTY PLANNING & BUILDING SERVICES**

555 Main Street, Quincy, CA 95971  
(530) 283-7011

[www.countyofplumas.com](http://www.countyofplumas.com)

**DATE:** November 1, 2016

**TO:** Honorable Chair and Members of the Board of Supervisors

**FROM:** Randy Wilson, Plumas County Planning Director *RW*

**RE:** Request to approve and authorize the Planning Director to sign a contract budget amendment for Research Services by the Regents of the University of California (UC Davis) replacing Exhibit A (budget) in the contract, shifting funds between budget line items Salary, Benefits, Supplies, and Student Fees, with no overall change to the contract amount. (Prop 50 Grant).

### **Background**

On October 17, 2012 the Board of Supervisors approved a contract with the Regents of the University of California (University of California at Davis) (UC Davis) to perform modeling of the Upper Middle Fork of the Feather River. The project is funded by the Proposition 50 Grant between Plumas County and the Department of Water Resources. The modeling is:

“The physically-based, water management simulation tool (IWRAM-UMF): Integrated Water Resources Assessment Model for the Upper Middle Fork of the Feather River) integrates a watershed model that includes a snow module, a rill/interrill overland flow module, a soil water module, an evapotranspiration module, a groundwater module, a stream channel flow module, an erosion/sediment transport module, a nutrient transport module, and a water temperature module with a reservoir operations model, and distributed atmospheric data for current and future changed climate scenarios.”

UC Davis proposes to change some of the existing contract budget line item amounts. The changes are:



Salary:	Current Budget \$711,493	Proposed Budget \$737,715
Benefits	Current Budget \$161,230	Proposed Budget \$101,137
Supplies	Current Budget \$54,994	Proposed Budget \$100,791
Student Fees	Current Budget \$151,646	Proposed Budget \$139,720

The overall budget costs of the project remain the same as originally budgeted at \$1,358,000.

## **ACTIONS FOR CONSIDERATION**

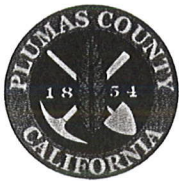
Staff recommends the Board of the Plumas County Board of Supervisors take the following action.

- I. Approve and authorize the Planning Director to sign a contract budget amendment for Research Services by the Regents of the University of California (UC Davis) replacing Exhibit A (budget) in the contract, shifting funds between budget line items Salary, Benefits, Supplies, and Student Fees, with no overall change to the contract amount. (Prop 50 Grant).

### **Attachments:**

Fourth Amendment to Agreement Number 201300284

Justification for Amendment by UC Davis



# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

16

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

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<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Veteran's Services Office Suite 206 Quincy, CA 95971 (530) 283-6275 (530) 283-6425 Fax
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**Date:** October 20, 2016

**To:** Honorable Board of Supervisors

**From:** Mimi Khin Hall

**Agenda:** Item for November 1, 2016

**Item Description/Recommendation:** Approve and direct the Chair to sign Agreement Amendment Number PCPHA2016ELLIS-2 with Ellis Planning Associates, Inc., in the amount of \$18,834.00

**Background Information:** As the Board may recall, Plumas County Public Health Agency (PHA), in partnership with Plumas District Hospital, Eastern Plumas Health Care, Greenville Rancheria, Seneca Healthcare District, and the Sierra Institute for Community and Environment, developed a comprehensive Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP) which was released in late 2012.

The ultimate purpose of these efforts was to engage health system partners and the community in improving the health of Plumas County residents. Both the non-profit hospitals and the PHA were able to leverage these reports to comply with their Community Health Needs Assessment (CHNA) and Public Health Accreditation requirements in one common process, repeated every three years.

There are three pre-requisites for Public Health Accreditation Board (PHAB) approval: the CHA, the CHIP, and the agency Strategic Plan. The PHA and its partners will be updating its CHA and CHIP in this upcoming 3-year cycle and is seeking assistance in developing the strategic plan so all three are complete in 2016.

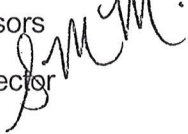
Ellis Planning Associates Inc. (EPA) will continue to assist the PHA and its partners in developing a Strategic Plan in accordance to PHAB requirements found in "PHAB Standards and Measures Version 1.5, Standard 5.3."

A Copy of the agreement amendment is on file with the Clerk of the Board for your review.

3

**Plumas County  
Community Development  
Commission**

## Memo

**To:** Plumas County Board of Supervisors  
**From:** Shawn Montgomery, Finance Director   
**Date:** 10/20/2016  
**Re:** Community Development Block Grant (CDBG) Tobin Project 10-DRI-6788

---

### Background

PCCDC administers the CDBG program for Plumas County under Ordinance and an MOU.

A grant for the Tobin fire line restoration project was awarded by CDBG in 2011.

Planning and engineering work has been completed. Construction work could not be started until easement rights were obtained from UPRR; which were granted in early 2016. The construction bid process was completed in August of this year, however, the lowest bid exceeded the remaining/available (\$502,882.00) grant funds requiring additional funding sources to be obtained in order to award the bid and complete the project.

PCCDC has identified several additional funding sources: The CDBG Revolving Loan Fund, Feather River Canyon CSD contribution, County's Unrestricted Revolving Loan Fund (administered and kept by PCCDC), and the PCCDC Unrestricted Fund.

PCCDC has been unsuccessful in generating interest in the Housing Rehabilitation Loan Program. Despite a modest marketing effort, there has been no interest in the Housing Rehabilitation Loan Program for several years. Potential loan recipients (or their families) have been unwilling to encumber their properties with a Housing Rehab Loan (available funds are from the repayment of previous loans). The Revolving Loan Fund agreement, with the California Housing and Community Development Department, states that funds not loaned out within a year are to go back to the State; however, it contains a provision that would allow for the funds to be converted to Program Income, which can in turn be used to fund CDBG approved projects.

**Recommendations:**

Authorize the dissolution of the CDBG Revolving Loan Fund, for funds to be converted to Program Income.

Approve the CDBG Program Income Waiver Request—requesting that the State authorize \$179,254.00 (Program Income) to be used for the Tobin 10-DRI-6788 project

Approve the County's Unrestricted RLF (PCCDC fund 35) monies, in the amount of \$58,137.00, be used for the Tobin 10-DRI-6788 project.

Authorize the PCCDC Executive Director to sign, on behalf of the County of Plumas, the construction agreement in the amount of \$695,031 for T&S Construction to complete the Tobin 10-DRI-6788 project.

Approve the Supplemental Budget in the amount of \$765,848.00 as submitted.

# CDBG PROGRAM INCOME FUNDED WAIVER REQUEST - PROJECT -



GRANTEE: COUNTY OF PLUMAS	CONTACT PERSON: <u>Shawn Montgomery</u>	PHONE: <u>530 283-2466 x 122</u> EMAIL: <u>smontgomery@plumascdc.org</u>
---------------------------	---	---

DATE SUBMITTED BY JURISDICTION: <u>11/1/2016</u>	CDBG REPRESENTATIVE: <u>Adam Lovan</u>
--	--

**1. INDICATE CDBG ACTIVITY and MATRIX CODE TO BE FUNDED AS A SUPPLEMENTAL ACTIVITY::**

Activity: Water/Sewer Improvement      ☐ CD PROJECT      ☐ ED PROJECT  
 Matrix Code: 03J      X DRI

Contract(s) this activity is to be added to: \_\_\_\_\_ 10 \_\_\_\_\_, DRI \_\_\_\_\_, 6788 \_\_\_\_\_

**2. INDICATE PROJECT FUNDING SOURCES:**

- A. TOTAL PROJECT COST: \$1,283,654.00
- B. TOTAL CDBG FUNDS NEEDED: \$1,020,688.00 (already approved & budgeted)
- C. TOTAL NON-CDBG FUNDING COMMITTED: \$83,712.00  
 Sources of Other Committed Funding: *(Indicate each funding source.)*  
 (i) 58,137.00 Plumas County Unrestricted Contribution  
 (ii) 5,500.00 Feather River Canyon CSD Contribution  
 (iii) 20,075.00 PCCDC Unrestricted Contribution
- D. TOTAL OTHER FUNDING NEEDED (is there a gap?): \$ 179,254.00

Comments: Requesting the \$179,254.00 of RLF funds on hand be converted to Program Income to be used on the project

**3. ACTIVITY DESCRIPTION: (Be sure to fully answer A. and B. below.)**

- A. INDICATE ADDRESS OR LOCATION (IF INFRASTRUCTURE) OF PROJECT: \_\_\_\_\_  
Tobin, Feather River Canyon, Plumas County CA 95980
- B. PROPOSED PROJECT: *(Aggregated Scope of Work for entire project.)*  
Restores fire line destroyed in 2008 forest fire that provided fire protection for the community of Tobin; pipeline from water source, down mountainside to Tobin. Project includes, administration, planning, engineering, coordinating with Union Pacific Railroad, excavating, laying pipe, construction of water storage tank, installation of hydrants and full system hookup.
- C. SCOPE OF WORK FOR CDBG FUNDING:  
S/A
- D. TIMELINE OF PROPOSED PROJECT:  
Project started in 2012, planning, engineering complete construction work expected to be completed on or before 9/30/2017

# CDBG PROGRAM INCOME FUNDED WAIVER REQUEST

– PROJECT –

Page | 2

JURISDICTION: County of Plumas

## 4. ELIGIBILITY:

### A. NATIONAL OBJECTIVE:

- 1) ☐ Low/Moderate Area (LMA)
- 2) ☐ Low/Mod Housing (LMH)
- 3) ☒ Low/Mod Clientele (LMC)

### B. HUD LOW/MOD BENEFIT:

National Objective must be met by either:

- 1) Beneficiaries meeting income restriction;
- 2) Beneficiaries being members of a Limited Clientele; or,
- 3) Service area being primarily Low/Mod individuals (>51%).

Check the box that describes how this Project will meet the National Objective, and describe the details requested.

#### X Area Benefit:

Low/Mod %: 100

☒ Based on HUD Low/Mod Data

☐ Based on Income Survey

(Prior Department approval is required for submission of this form)

☐ Jurisdiction-Wide ☒ Service Area

☐ Income Restricted (*Public Improvements in Support of Housing Only*)

☐ Limited Clientele: (*Public Facility Only*)

List Type(s) of Limited Clientele: \_\_\_\_\_

Explain Benefit in Activity: Provides water for fire protection to entire forested service area.

### C. DESCRIPTION OF SERVICE AREA:

Submit Map(s) and Identify:

- (1) Census Tract/ Block Group; and,
- (2) Zoning in description

**Note:** Service area information is needed regardless of which Low/Mod benefit is being used.

☐ Entire Jurisdiction

☒ Service Area(s):

Describe Service Area of Project: Tobin CDC

Map must be included

### CITIZEN PARTICIPATION:

No CDBG Project can be approved without the required Citizen Participation being completed.

Indicate the status of each of the following:

Public Notice: X Completed 11/1/2016 ☐ Not Completed

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

Resolution of the Governing Body (Authorizing submittal of Supplemental Request, designating the Authorized Representative)

X Completed 11/1/2016 ☐ Not Completed

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

Please submit evidence of the above with this request.



**CDBG PROGRAM INCOME FUNDED WAIVER REQUEST**

- PROJECT -

Page | 3

On behalf of the City/County of: **PLUMAS** I submit this CDBG Program Income Waiver Request and understand that, upon approval, the need to clear all applicable General and Special Conditions, which includes meeting all applicable federal overlay requirements. I understand the City/County of: **PLUMAS** cannot incur costs until prior written Department approval is given.

Authorized Representative Signature: \_\_\_\_\_, d

Date: 11/1/2016

Print Name and Title of Authorized Signer:

Sharon Thrall, Supervisor, Plumas County Board

Print Name of Preparer: Shawn Montgomery      Date: 10/19/2016

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

**(FOR USE BY CDBG PROGRAM ONLY)**

**JURISDICTION:** \_\_\_\_\_

**6. ACTIVITY APPROVAL:**

☐ **APPROVED**

☐ **APPROVED WITH SPECIAL CONDITIONS:**

Activity Eligibility 105(a): \_\_\_\_\_

☐ **NOT APPROVED**      Date: \_\_\_\_\_

**7. REASONS FOR NOT APPROVING:**

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

CDBG Representative: \_\_\_\_\_

Date: \_\_\_\_\_

CDBG Program Manager: \_\_\_\_\_

Date: \_\_\_\_\_

CDBG Section Chief: \_\_\_\_\_

Date: \_\_\_\_\_





In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

A) To record revenue/expense needed to complete the Tobin project administered by PCCDC --CDBG grant

B) \_\_\_\_\_

C) \_\_\_\_\_

D) \_\_\_\_\_

Approved by Department Signing Authority:

S. Montgomery, PCCDC Finance Director

\_\_\_\_ Approved/ Recommended

\_\_\_\_ Disapproved/ Not recommended

Auditor/Controller Signature: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

Agenda Item No. \_\_\_\_\_

Clerk of the Board Signature: \_\_\_\_\_

Date Entered by Auditor/Controller: \_\_\_\_\_

Initials \_\_\_\_\_

### INSTRUCTIONS:

Original and 1 copy of ALL budget transfers go to Auditor/Controller. If supplemental request they must go to the Auditor/Controller. Original will be kept by Auditor, copies returned to Department after it is entered into the system.

Supplemental transfer must have Auditor/Controllers signature. Auditor/Controller will forward all signed, supplemental transfers to the Board for approval.

If one copy of agenda request and 13 copies of Board memo and backup are attached, the entire packet will be forwarded, after all signatures are obtained, to the Clerk of the Board. If only the budget form is sent, it will be returned to the Department after all signatures are obtained.

Transfers that are going to be submitted to the Board for approval:

- A. Must be signed by the Auditor/Controller; if supplemental must be signed by the Auditor/Controller.

Resolution No. 16-\_\_\_\_\_

**AUTHORIZATION TO MAKE CHANGES TO THE  
COUNTY OF PLUMAS CDBG HOUSING REVOLVING LOAN FUND (RLF)  
AND UTILIZE PROGRAM INCOME TO SUPPLEMENT  
TOBIN WATER GRANT NO. 10-DRI-6788**

**WHEREAS**, the State of California Department of Housing and Community Development (HCD) approved a Plumas County CDBG Housing Revolving Loan Fund (RLF) on January 16, 2015, and

**WHEREAS**, efforts to market RLF Housing Rehabilitation Loans have been unsuccessful due to lack of client interest and limited staff capacity to implement, and

**WHEREAS**, a critical need has arisen for funding to complete construction under CDBG DRI Grant No. 10-DRI-6788,

**NOW, THEREFORE, BE IT RESOLVED THAT:**

The Board of Supervisors approves the following:

- Closure of the Plumas County Housing RLF and transfer of the funds to Program Income
- Certification by the Plumas County Community Development Commission and the Plumas County Auditor/Controller of the Program Income amounts to be transferred
- Submission of a PI Waiver document to utilize the Program Income amounts to support CDBG Grant No. 10-DRI-6788 "Tobin Water System/Planning".

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 1st day of November, 2016 by the following vote:

AYES:

NOES:

ABSENT:

---

Sharon Thrall, Chair

ATTEST:

---

Clerk of the Board

**SECTION 00500**  
**CONSTRUCTION AGREEMENT**  
**2016 TOBIN JACKASS CREEK FIRE PIPELINE REPLACEMENT PROJECT**  
**AGREEMENT**

THIS CONTRACT made on November 1, 2016, by and between the COUNTY OF PLUMAS, hereinafter called the County, and T & S CONSTRUCTION CO. INC., hereinafter called the Contractor.

**WITNESSETH:**

That the parties hereto have mutually covenanted and agreed, and by these presents do covenant and agree with each other, as follows:

1. THE CONTRACT DOCUMENTS: The complete Contract consists of the following documents, to wit:

Notice Inviting Bids  
Accepted Bid  
General Construction Contract  
Payment Bond to Accompany Contract  
Performance Bond to Accompany Contract  
Plans  
Technical Specifications  
General Conditions  
Supplemental Conditions

Any and all obligations of the County and the Contractor are fully set forth and described therein.

All of the above documents are intended to cooperate so that any work called for in one and not mentioned in the other or vice versa is to be executed the same as if mentioned in all said documents. Where conflict exists between documents, the order of precedence shall be determined by the order of the documents listed above. The top shall represent higher precedents than the bottom. The documents comprising the complete contract are sometimes hereinafter referred to as the Contract Documents.

2. THE WORK: The Contractor agrees to furnish all tools, equipment, apparatus, facilities, labor, transportation, and material necessary to perform and complete in a good and workmanlike manner, the **2016 TOBIN JACKASS CREEK FIRE PIPELINE REPLACEMENT PROJECT**, as called for, and in the manner designated in, and in strict conformity with, the Plans and Specifications prepared by Stantec Consulting Services Inc. and adopted by the County, which the Plans and Specifications are entitled, respectively, **2016 TOBIN JACKASS CREEK FIRE PIPELINE REPLACEMENT PROJECT**, and which Plans and Specifications are identified by the signatures of the

parties to this Contract. It is understood and agreed that the tools, equipment, apparatus, facilities, labor, transportation, and material shall be furnished and the work performed and completed as required in the Plans and Specifications under the sole direction and control of the Contractor, and subject to inspection and approval of the County, or its representatives. The County hereby designates as the Engineer for the purpose of this Contract, the following named person: Stantec, Consulting Services, Inc., 6995 Sierra Center Parkway, Suite 200, Reno Nevada 89511-2279

3. **CONTRACT PRICE:** The County agrees to pay and the Contractor agrees to accept, in full payment for the work above agreed to be done, the sum of six hundred ninety five thousand thirty-one dollars (\$695,031.00) subject to additions and deductions as provided in the Contract Documents. The sum includes base bid. All other Alternate Propositions are rejected by County, and are not included in this Contract.

### Contract Bid Schedule Tobin Jackass Creek Fire Pipeline Replacement project

	Description	Est Quantity	Units	Unit Price	Total Amount
1.0	MOBILIZATION AND DEMOBILIZATION				
1.1	Mobilization & Demobilization	1	Lump Sum	\$46,650.00	\$46,650.00
1.2	Shoring, Shoring, and Bracing	1	Lump Sum	\$550.00	\$550.00
2.0	CREEK DIVERSION STRUCTURE IMPROVEMENTS				
2.1	Diversion Box Improvements	1	Lump Sum	\$20,730.00	\$20,730.00
3.0	FIRE WATER PIPELINE AND DISTRIBUTION SYSTEM APPURTENANCES				
3.1	1 Inch Air Relief Valve	4	Each	\$3,830.00	\$15,320.00
3.2	2 Inch Blow Off Valve	1	Each	\$2,909.00	\$2,909.00
3.3	4 Inch Steel Pipe	530	Linear Feet	\$112.00	\$59,360.00
3.4	4 Inch HDPE Pipe	850	Linear Feet	\$63.00	\$53,550.00
3.5	4 Inch Gate Valves	3	Each	\$735.00	\$2,205.00
3.6	Fabricated Steel Pipe Supports	20	Each	\$1,725.00	\$34,500.00
3.7	6 Inch C900 Pipe	2020	Linear Feet	\$48.00	\$96,960.00
3.8	6 Inch Gate Valves	6	Each	\$738.00	\$4,428.00
3.9	8 Inch C900 PVC Pipe	930	Linear Feet	\$52.00	\$48,360.00
3.10	8 Inch Gate Valves	3	Each	\$1,077.00	\$3,231.00
3.11	Native Trench Repair	1100	Linear Feet	\$5.50	\$6,050.00
3.12	Gravel Trench Repair	2550	Linear Feet	\$6.82	\$17,391.00
3.13	Pavement Trench Repair	65	Linear Feet	\$87.00	\$5,655.00
3.14	Rock Excavation	25	Cubic Feet	\$611.00	\$15,275.00
3.15	Fire Hydrants	7	Each	\$6,039.00	\$42,273.00
3.16	Sample Station	1	Each	\$2,238.00	\$2,238.00
3.17	SWPP Development and Site Erosion Control (BMP's), and Reseeding	1	Lump Sum	\$40,705.00	\$40,705.00
4.0	RAILROAD BRIDGE CROSSING				
4.1	Railroad Bridge Pipeline connection	1	Lump Sum	\$5,704.00	\$5,704.00
5.0	Bolted Steel Tank and Appurtenances				
5.1	Site Grading	1	Lump Sum	\$30,637.00	\$30,637.00
5.2	Site Piping and Altitude Valve Vault	1	Lump Sum	\$56,681.00	\$56,681.00
5.3	60,000 Gal. Bolted Steel Storage Tank	1	Lump Sum	\$83,669.00	\$83,669.00
	<b>Total Base Bid (in Numbers)</b>				<b>\$695,031.00</b>
6.0	Additive Bid Alternatives				
6.1	Install additional Pipeline and Appurtenances from STA 46+75 to STA 48+43	1	Lump Sum	\$14,997.00	\$14,997.00
6.2	Additional cost per linear foot to substitute 8 inch Pipeline in place of 6 inch pipeline from STA 27+82 THRU 46+75	1900	Linear Feet	\$16.00	\$30,400.00
6.3	Install 3 inch Potable Water Line in common trench with pipeline from Sta. 34+00 to Sta. 48+43 and from Sta. 60+00 to Sta. 68+00.	2240	Linear Feet	\$17.00	\$38,080.00
6.4	Provide AC Paving in Use of Gravel Surfacing	1500	Linear Feet	\$52.00	\$78,000.00
6.5	Irrigation Service Boxes	12	Each	\$1,135.00	\$13,620.00
6.6	Increase storage tank size from 60,000 Gallons to 120,000 Gallons	1	Lump Sum	\$63,776.00	\$63,776.00

4. **PERMITS; COMPLIANCE WITH LAW:** The Contractor shall, at its expense, obtain all necessary permits and licenses, easements, etc., for the construction of the project, give all necessary notices, pay all fees required by law, and comply with all laws, ordinances, rules and regulations relating to the work and to the preservation of the public health and safety.

5. INSPECTION BY COUNTY: The Contractor shall at all times maintain proper facilities and provide safe access for inspection by the County or its designee to all parts of the work, and to the shops wherein the work is in preparation. Where the Specifications require work to be specially tested or approved, it shall not be tested or covered up without timely notice to the County or its designee, of its readiness for inspection and without the approval thereof or consent thereto by the latter. Should any such work be covered up without such notice, approval, or consent, it must, if required by County, be uncovered for examination at the Contractor's expense.
6. NOTICE AND SERVICE THEREOF: Any notice from one party to the other under the Contract shall be in writing and shall be dated and signed by the party giving such notice or by a duly authorized representative of such party. Any such notice shall not be effective for any purpose whatsoever unless served in the following manner, namely, (a) if the notice is given to the County, by personal delivery thereof to the Executive Director, of Plumas County Development Commission or by depositing the same in the United States mail, enclosed in a sealed envelope, addressed to the Plumas County Community Development Commission, postage prepaid and certified; (b) If the notice is given to the Contractor, by personal delivery thereof to said Contractor or to its duly authorized representative at the site of the project, or by depositing the same in the United States mail, enclosed in a sealed envelope, addressed to the Contractor at **6108 Hedge Avenue, Sacramento, CA 95829**, postage prepaid and certified; and (c) if the notice is given to the surety or any other person, by personal delivery to such surety or other person, or by depositing the same in the United States mail, enclosed in a sealed envelope, addressed to such surety or other person, as the case may be, at the address of such surety or person last communicated by it to the party giving the notice, postage prepaid and certified.
7. ACCIDENT PREVENTION: Precaution shall be exercised at all times for the protection of persons (including employees) and property. The safety provisions of applicable laws, building and construction codes shall be observed. Machinery, equipment, and other hazards shall be guarded or eliminated in accordance with the safety provisions of the Construction Safety Orders issued by the Occupational Safety and Health Standards Board of the State of California.
8. CONTRACTOR'S WARRANTY: The County shall not, in any way or manner, be answerable or suffer loss, damage, expense or liability for any loss or damage that may happen to said building, work, or equipment or any part thereof, or in, on, or about the same during its construction and before acceptance. Contractor unqualifiedly warrants all work and materials to be free of defects whether performed or installed by it or by any subcontractor or supplier in the project which is the subject of this Contract, unless a lesser quality is expressly authorized in the Plans and Specifications, in which event Contractor unqualifiedly warrants such lesser quality. Contractor further warrants that the work as performed by Contractor, subcontractor, or supplier will conform with the Plans and Specifications or any written authorized deviations there from.

9. TIME FOR PERFORMANCE The Contractor shall commence work within seven (7) calendar days of the Notice to Proceed, and diligently prosecute the work to completion within **180 calendar days** of said Notice to Proceed. Such 180 calendar days shall mean days with acceptable weather in which Contractor is able to work a full day. **Under no circumstance will work continue beyond June 30, 2017.**
10. LIQUIDATED DAMAGES: Liquidated damages as provided in the Standard Specifications, Section 00700, Measurement and Payment, of the Contract shall be in the sum of **One Thousand Five Hundred Dollars (\$1,500)** for each and every day as defined therein.
11. APPRENTICES: Contractor agrees to be bound by and comply with the provisions of sections 1777.5 et seq. of the Labor Code in respect to apprentices.
12. INSURANCE.
- (a) WORKER'S COMPENSATION. During the term of this Agreement, CONTRACTOR shall fully comply with the terms of the law of California concerning worker's compensation. Said compliance shall include, but not be limited to, maintaining in full force and effect one or more policies of insurance insuring against any liability CONTRACTOR may have for worker's compensation.
  - (b) GENERAL LIABILITY AND AUTOMOBILE INSURANCE. CONTRACTOR shall obtain at its sole cost and keep in full force and effect during the term of this agreement broad form property damage, personal injury, automobile, employer, and comprehensive form liability insurance in the amount of \$2,000,000 per occurrence; provided (1) that the COUNTY, its officers, agents, employees and volunteers shall be named as additional insured under the policy; and (2) that the policy shall stipulate that this insurance will operate as primary insurance; and that (3) no other insurance effected by the COUNTY or other names insured will be called upon to cover a loss covered there under; and (4) insurance shall be provided by an, at least, A-7 rated company.
  - (c) PROFESSIONAL LIABILITY INSURANCE. During the term of this Agreement, CONTRACTOR shall maintain an Errors and Omissions Insurance policy in the amount of not less than \$1,000,000.
  - (d) CERTIFICATES OF INSURANCE. CONTRACTOR shall file with COUNTY'S Board Clerk upon the execution of this agreement, certificates of insurance which shall provide that no cancellation, major change in coverage, expiration, or nonrenewal will be made during the term of this

agreement, without thirty (30) days written notice to the Board Clerk prior to the effective date of such cancellation, or change in coverage.

13. INDEMNIFY AND HOLD HARMLESS. CONTRACTOR shall indemnify, hold harmless the COUNTY, its officers, agents and employees from all claims, suits, or actions of every name, kind and description, brought forth on account of injuries to or death of any person or damage to property to the extent arising from or connected with the willful misconduct, negligent acts, errors or omissions, ultra-hazardous activities, activities giving rise to strict liability, or defects in design by the CONTRACTOR or any person directly or indirectly employed by or acting as agent for CONTRACTOR in the performance of this Agreement, including the concurrent or successive passive negligence of the County, its officers, agents or employees.

It is understood that the duty of CONTRACTOR to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code.

Acceptance of insurance certificates and endorsements required under this Agreement does not relieve CONTRACTOR from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

IN WITNESS WHEREOF, two identical counterparts of this Contract, each of which shall for all purposes be deemed an original thereof, have been duly executed by the parties hereinabove named, on the day and year first herein written.

**COUNTY OF PLUMAS**

By: \_\_\_\_\_

Title: \_\_\_\_\_

**CONTRACTOR**

By: \_\_\_\_\_

Title: \_\_\_\_\_

**ATTEST:**

---

Nancy L. DaForno, Clerk of the Board

**APPROVE AS TO FORM:**

---

Roger Diefendorf  
General Counsel  
Plumas County Community Development Commission



# PUBLIC NOTICES: YOUR RIGHT TO KNOW

ices from participating California newspapers can be viewed at [www.capublicnotice.com](http://www.capublicnotice.com) or [plumasnews.com](http://plumasnews.com)

## NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the County of Plumas will conduct a Public Hearing on Tuesday, November 1, 2016 at 11:00 a.m. at the Plumas County Board of Supervisors Room, 520 West Main Street, Quincy CA, to discuss the following topics related to the Community Development Block Grant (CDBG) Program:

- Closure of the Plumas County Housing Revolving Loan Fund (RLF) and transfer of the funds to Program Income.
- Utilization of the Program Income to support the activities under CDBG Grant No. 10-DRI-6788 Tobin Water System/Planning.
- Certification by the Plumas County Community Development Commission and Plumas County Auditor/Controller of the amount to be transferred.
- Preparation of a Program Waiver Request to effect the transfer.
- Execution of a Resolution of the Board of Supervisors to authorize these changes.

The purpose of the public hearing is also to provide citizens an opportunity to comment on the listed items. If you are unable to attend the public hearing, you may direct written comments to the County of Plumas c/o Plumas County Community Development Commission, PO Box 319, Quincy, CA 95971 or you may call the Commission at (530) 283-2466 with questions or comments. In addition, the public information file is available for review at PCCDC's offices at 183 W. Main Street, Quincy between the hours of 8:00 A.M. and 5:00 P.M. on Monday through Thursday.

If you plan to attend the hearing and need a special accommodation because of disability or have need for an interpreter, please contact the Commission at (530) 283-2466 to arrange for those accommodations. Individuals having a Telecommunication Device for the Deaf (TDD) may dial (800) 735-2929 to reach the Commission.

The County promotes fair housing and makes all programs available to low and moderate income families regardless of race, color, religion, creed, sex, gender, pregnancy, childbirth or related medical condition, ancestry, citizenship, national origin, age, marital status, gender identity, gender expression, sexual orientation, physical or mental disability, medical condition, genetic characteristics and information, veteran or

military status, or any other characteristic protected by federal, state or local law.



Published FRB, IVR, PR, CP  
Oct. 19, 2016

4B

## AMENDED BYLAWS SUMMARY

Changes in these bylaws are reflected by the following:

1. Regular meeting date has been moved from the 2<sup>nd</sup> Wednesday of the Month to the 1<sup>st</sup> Wednesday of the month.
2. Clarifying language has been added to the constitution of a quorum.
3. Membership eligibility has explicitly excluded employees of Behavioral Health contracted agencies.
4. Membership terms have been limited to two consecutive 3-year terms plus one partial term.
5. Members whose terms have reached the limit may rejoin the Commission after one year has passed.
6. Commission members must serve at least one year to be elected as an Officer.

# PLUMAS COUNTY MENTAL HEALTH COMMISSION

## BYLAWS

### Article I. Name

The name of this Commission shall be PLUMAS COUNTY MENTAL HEALTH COMMISSION (PCMHC). These bylaws govern the conduct of all business of the Mental Health Commission of Plumas County.

### Article II. Authority

The PCMHC is authorized by the California legislature in Section 5604 of the Welfare and Institutions Code.

### Article III. Duties

The duties of this Commission (as defined in Section 5004.2 of the Welfare and Institutions Code) shall be:

- A. Review and evaluate the community's mental health needs, services, facilities, and special problems.
- B. Review any county agreements entered into pursuant to Section 5650.
- C. Advise the governing body and the local Mental Health Director as to any aspect of the local mental health program.
- D. Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process.
- E. Submit an annual report to the governing body on the needs and performance of the county's mental health system.
- F. Review and make recommendations on applicants for the appointment of a local director of mental health services. The Commission shall be included in the selection process prior to the vote of the governing body.
- G. Review and comment on the county's performance outcome data and communicate its findings to the California Mental Health Planning Council.
- H. Nothing in this section shall be construed to limit the ability of the governing body to transfer additional duties or authority to the PCMHC.
- I. Inform and educate the Public about Mental Health Issues as well as program development, coordination of services and planning.

## **Article IV. Membership**

### **Section A. Number and Composition of Membership**

1. The Board of Supervisors shall appoint the members of the Plumas County Mental Health Commission. The membership shall be submitted to the Board of Supervisors for approval. The Commission may, but is not required to, make recommendations to the Board of Supervisors for appointment of members.
2. The PCMHC shall consist of thirteen (13) members.
3. One member shall be a member of the Board of Supervisors, the governing body.
4. Fifty (50) percent or more of the members shall be consumers or family members who are or have received Mental Health services. At least twenty (20) percent shall be direct consumers and at least twenty (20) percent shall be family members.
5. Fifty (50) percent or less of membership shall be community members representing public interest in the mental health needs of Plumas County, (e.g. persons in the professions of education, law, criminal justice, and fiscal management).
6. Membership shall reflect the ethnic diversity of Plumas County to the extent feasible.
7. It is advisable, but not mandatory that representatives of each major community of the county be selected.
8. All members shall be residents of Plumas County or be substantially employed in the county.
9. No member of the Commission or his/her spouse shall be a full-time or part-time employee of a county Mental Health Services, an employee of the State Department of Health Care Services, or an employee or a paid member of the governing body of a Behavioral Health contract agency.

### **Section B. Terms of Membership**

1. The term of each member (ending December 31<sup>st</sup>) shall be for three (3) years with approximately one-third of the members changing each year.
2. No member shall serve more than two (2) consecutive three-year appointments with the exception that if a member has been appointed to a partial term, he/she may then be appointed to two full three-year terms.
3. When one year has elapsed following a former member's service on the Commission, of whatever duration that service was, he/she again becomes eligible for appointment.

### **Section C. Quorum**

1. A quorum shall be one person more than one-half of the number of appointed voting members including the Board of Supervisors representative.

### **Section D. Vacancies**

1. If a member fails to attend three (3) consecutive meetings, the Commission may recommend to the Board of Supervisors that the position be deemed vacant.
2. When the member submits his or her resignation in writing, that position shall be deemed vacant.
3. If death, adjudicated incapacity, non-residency, or change in qualification of appointment occurs, that position shall be deemed vacant.

### **Article V. Officers**

- A) The Officers of the Commission shall be the Chair, Vice Chair, and Secretary/Treasurer. Plumas County Mental Health shall provide a non-voting clerk.
- B) Members may not serve as officers unless they have served on the Commission for one (1) year.
- C) The Officers shall be elected at the regular meeting in December and shall assume the duties at the next regular meeting.
- D) The Officers shall serve a term of one (1) year, not to exceed three (3) terms.
- E) The duties of the Chair shall be to preside at all meetings of the Commission and act as the liaison with the Mental Health Director.
- F) The Vice Chair shall preside over the meeting in the absence of the Chair.
- G) The Secretary/Treasurer shall monitor the membership of this Commission.
- H) The Clerk of the Commission (non-voting) shall maintain required records for the Commission.

### **Article VI. Meetings**

- A. The Commission will meet a minimum of nine (9) times per year at noon on the first Wednesday of the month.
- B. Special meetings may be called by the Chair or a majority of the Commission members.
- C. All Commission meetings shall be open to the public and subject to the Brown Act (Government Code, section 54950).

### **Article VII. Committees**

The Chair may form committees to perform tasks and to advise the Commission.

### **Article VIII. Conduct of Meetings**

- A. The meetings of this Commission shall be conducted in accordance with Robert's Rules of Order, newly revised.
- B. Members shall abstain from voting on any issue in which the member has a financial interest as defined in Section 87103 of the Government Code.

### **Article IX. Amendment of Bylaws**

- A. These bylaws may be amended by a majority of the members of the Commission provided that a thirty (30) day written notice is given to the Commission members prior to the meeting at which the vote will be taken.
- B. The amendments must be approved by the Board of Supervisors.

# STANDARD AGREEMENT

5A  
AGREEMENT NUMBER

1. This Agreement is entered into between:

LOCAL AGENCY'S NAME

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

CONTRACTOR'S NAME

Department of General Services / Office of Administrative Hearings

2 The term of this

Agreement is:

Upon the date of approval and execution by all parties through five years

3. The maximum amount \$ 48,000.00

of this Agreement is:

Forty Eight Thousand Dollars and No Cents

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work

2 pages

Exhibit B – Budget Detail and Payment Provisions

1 pages

Exhibit C – General Terms and Conditions

1 pages

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

## CONTRACTOR

CONTRACTOR'S NAME

Office of Administrative Hearings

BY (Authorized Signature)



DATE SIGNED(Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Zackery P. Morazzini, Director and Chief Administrative Law Judge

ADDRESS

2349 Gateway Oaks Drive, Suite 200, Sacramento, CA 95833

## LOCAL AGENCY

LOCAL AGENCY NAME

BY (Authorized Signature)



DATE SIGNED(Do not type)

I declare under penalty of perjury that I have full authority to execute this agreement on behalf of the Local Agency.

PRINTED NAME AND TITLE OF PERSON SIGNING

Sharon Thrall, Chair, Plumas County Board of Supervisors

ADDRESS

Plumas County Courthouse, 520 Main St., Rm. 309, Quincy, CA 95971



## EXHIBIT A

### SCOPE OF WORK

1. Upon request of County of Plumas (hereinafter referred to as "Local Agency"), Department of General Services, Office of Administrative Hearings (OAH) agrees to furnish the services of Administrative Law Judges (ALJs) to the Local Agency, for the purpose of conducting hearings pursuant to Government Code section 27727 when required personnel are available by OAH. The assignment of ALJs for hearings will be at the discretion of the Director and/or Presiding Administrative Law Judges, who may elect to hear the matter themselves.

The Local Agency agrees to provide OAH a written request for hearing with all pleadings, documents, papers, or other materials that have been provided to the other party. The Local Agency agrees to provide OAH copies of all applicable laws and ordinances governing the hearing. The Local Agency agrees that OAH will not be able to schedule a hearing or mediation until these materials are provided.

The Local Agency agrees to inform OAH if the hearing is to be recorded or if a court reporter is required. The Local Agency agrees to inform OAH 30 days prior to the hearing if any accommodations or interpreters are required.

In consideration of the performance of such services by OAH, the Local Agency agrees to pay to OAH the cost of rendering such services at the rate established at the time the services are rendered. In the event a calendared case is taken off calendar, or needs to be re-calendared, other than by OAH, and OAH is unable to schedule the ALJ for another case, the Local Agency agrees to pay OAH for the original hearing time or until the ALJ is assigned to another case, whichever occurs first. Every effort will be made to promptly reassign the scheduled ALJ in the event a calendared matter is cancelled, taken off calendar, settled, re-calendared or continued.

The costs of OAH's services include filing fees, ALJ hourly rates, any reasonable costs related to any requested accommodations, and translator/interpreter fees as required. All costs associated with providing a record of the hearing (reporter/transcription, etc.) shall be billed directly to the Local Agency. ALJ hourly rates and filing fees charged by OAH will be the rates set forth in the Department of General Services' Price Book at the time the services are rendered. Rates for court reporters will be the current contract rates at the time the services are rendered, which vary by geographical location. Fees for translator/interpreters and transcription services will be based on current contract rates at the time the services are rendered. All rates are subject to change annually.

The Local Agency further agrees to be responsible for the full costs of any service provided by OAH regardless of any agreement the Local Agency may have with a third party.

The contract is effective upon approval and execution of all signatures to this contract. The term of this contract is five years from the effective date of the contract and may be extended by amendment.



2. The services shall be performed at a location convenient for all parties.
3. The project representatives during the term of this agreement will be:

Office of Administrative Hearings	Local Agency: County of Plumas
Name: Alan Alvord	Name: R. Craig Settlemyre, County Counsel
Phone: 619-525-4475	Phone: (530) 283-6240
Fax: 916-263-0545	Fax: (530) 283-6116
Email: <a href="mailto:Alan.Alvord@dgs.ca.gov">Alan.Alvord@dgs.ca.gov</a>	Email: <a href="mailto:csettlemyre@countyofplumas.com">csettlemyre@countyofplumas.com</a>

Direct all inquiries to:

Office of Administrative Hearings	Local Agency: County of Plumas
	Section/Unit: Office of the County Counsel
Attention: Tim Dean	Attention: R. Craig Settlemyre, County Counsel
Address: 2349 Gateway Oaks Dr. Suite 200 Sacramento, CA 95833	Address: 520 Main St., Rm. 301, Quincy, CA 95971
Phone: 916-263-0653	Phone: (530) 283-6240
Fax: 916-263-0545	Fax: (530) 283-6116
Email: <a href="mailto:tim.dean@dgs.ca.gov">tim.dean@dgs.ca.gov</a>	Email: <a href="mailto:csettlemyre@countyofplumas.com">csettlemyre@countyofplumas.com</a>

4. OAH will retain the administrative record, including electronic recording for 30 days following the issuance of a decision / proposed decision. After 30 days, OAH will transmit the complete record to the Local Agency unless the Local Agency directs otherwise. Decisions / Proposed Decisions and closed case files shall be directed to:

Local Agency: County of Plumas
Section/Unit: Human Resources
Attention: Nancy Selvage, Director
Address: 520 Main Street, Rm. 115 Quincy, CA 95971
Phone: (530) 283-6444
Fax: (530) 283-6160
Email: <a href="mailto:NancySelvage@countyofplumas.com">NancySelvage@countyofplumas.com</a>

## EXHIBIT B

### 1. INVOICING AND PAYMENT

- A. For services rendered in accordance with the Scope of Work, and upon receipt and approval of the invoices, the Local Agency agrees to compensate the Department of General Services, Office of Administrative Hearings, for actual expenditures incurred in accordance with the rates specified herein. Compensation for services rendered by OAH pursuant to this agreement shall not be dependent on the decision rendered by the ALJ in a hearing involving the Local Agency. OAH charges will include filing fees, Administrative Law Judge hourly rates, and translator/interpreter fees as required. All costs associated with providing a record of the hearing (reporter/transcription, etc.) shall be billed directly to the Local Agency. ALJ hourly rates and filing fees charged by OAH will be the rates set forth in the Department of General Services' Price Book at the time the services are rendered. Rates for court reporters will be the current contract rates at the time the services are rendered, which vary by geographical location. Fees for translator/interpreters and transcription services will be based on current contract rates at the time the services are rendered. All rates are subject to change annually. Any training required of the ALJs by the Local Agency to conduct these hearings will be paid out of the contract funds by the Local Agency at the prevailing ALJ hourly rate. The Price Book is available at <http://www.documents.dgs.ca.gov/oah/forms/Pricebook2013-14.pdf>.
- B. The OAH shall be paid not more frequently than monthly, in arrears, upon submission of an original invoice, which properly details all charges, expenses, direct and indirect costs.

## EXHIBIT C

### **GENERAL TERMS AND CONDITIONS**

1. APPROVAL: This Agreement is of no force or effect until signed by both parties.
2. AMENDMENT: No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. CANCELLATION/TERMINATION:
  - A. This agreement may be cancelled or terminated without cause by either party by giving 30 calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment/invoicing instructions/requirements.
  - B. Upon receipt of a notice of termination or cancellation from the Local Agency, OAH shall take immediate steps to stop performance and to cancel or reduce subsequent contract costs.
  - C. OAH shall be entitled to payment for all allowable costs authorized under this agreement, including authorized non-cancelable obligations incurred up to the date of termination or cancellation, provided such expenses do not exceed the stated maximum amounts payable.
4. GOVERNING LAW: This contract is governed by and shall be interpreted in accordance with the laws of the State of California.
5. SETTLEMENT OF DISPUTES: In the event of a dispute, the Local Agency shall file a "Notice of Dispute" with the Director of OAH within 10 days of discovery of the problem. Within 10 days, the Director of OAH shall meet with the Local Agency for purposes of resolving the dispute. The Director of OAH shall make the final administrative decision regarding a dispute.

# **DEPARTMENT OF HUMAN RESOURCES**

520 Main Street, Room 115, Quincy, California 95971

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

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



5B1

**DATE:** October 20, 2016

**TO:** The Honorable Board of Supervisors

**FROM:** Nancy Selvage, Human Resources Director

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF  
NOVEMBER 1, 2016.

**RE:** RESOLUTION TO AMEND THE MEMORANDUM OF  
UNDERSTANDING BETWEEN THE COUNTY OF PLUMAS AND  
OPERATING ENGINEERS UNION LOCAL #3 UPDATING APPENDIX A  
THE CLASSIFICATIONS FOR THE GENERAL AND  
MIDMANAGEMENT BARGAINING UNITS

---

## **IT IS RECOMMENDED THAT THE BOARD:**

Approve Resolutions to amend the Memorandum of Understanding between the County of Plumas and Operating Engineers Union Local #3 (OE3) updating the "Appendix A" listing the job classifications for the General and Mid Management bargaining Units.

## **BACKGROUND AND DISCUSSIONS:**

The Board of Supervisors recently approved the re-organization for Behavioral Health Department and approved resolutions to update the County's job classification plan. Due to these significant changes to the classification plan with revised and newly created job descriptions, the Union requested an amendment to our current Memorandum of Understandings (MOU) for both the General and Mid Management bargaining units under OE3.

It is recommended that the Board of Supervisor approve the Resolution to amend Appendix A of the OE3 General Unit Job Classifications and Mid-Management Unit Job Classifications for existing MOUs dated July 1, 2013 through June 30, 2018.

RESOLUTION NO. 2016 \_\_\_\_\_

RESOLUTION TO AMEND THE MEMORANDUM OF UNDERSTANDING BETWEEN  
THE COUNTY OF PLUMAS AND OPERATING ENGINEERS UNION LOCAL #3  
UPDATING APPENDIX A THE CLASSIFICATIONS FOR THE GENERAL AND  
MIDMANAGEMENT BARGAINING UNITS

**WHEREAS**, the Board of Supervisors, through adoption of the budget allocates positions for the various county departments each fiscal year; and

**WHEREAS**, there are changes needed for job classifications for the Behavioral Health Department; and

**WHEREAS**, it is necessary to update the position classifications for the General and Mid-Management Units; and

**NOW, THEREFORE BE IT RESOLVED** by the Plumas County Board of Supervisors as follows:

Approve this Resolution to amend Appendix A of the Operating Engineer's Local #3 General Unit Job Classifications and Mid-Management Unit Job Classifications for existing Memorandum of Understandings dated July 1, 2013 through June 30, 2018.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 1 day of November, 2016 by the following vote:

AYES: Supervisors

NOES: Supervisors

ABSENT: Supervisors

\_\_\_\_\_  
Chairperson, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Clerk of the Board

OPERATING ENGINEER'S UNION LOCAL #3  
AGREEMENT TO AMEND THE MEMORANDUM OF UNDERSTANDING BETWEEN  
THE COUNTY OF PLUMAS AND OPERATING ENGINEERS UNION LOCAL #3  
UPDATED APPENDIX A JOB CLASSIFICATIONS LIST FOR BOTH THE GENERAL  
AND MIDMANAGEMENT BARGAINING UNITS

Memorandum of Understanding  
July 1, 2013 – June 30, 2018  
Amended as of October 18, 2016

OFFICERS AND DIRECTOR'S SIGNATURE PAGE:

\_\_\_\_\_  
Van Riviere, Business Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Russ Burns, Business Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dan Reding, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pete Figueiredo, Vice-President

\_\_\_\_\_  
Date

\_\_\_\_\_  
James K. Sullivan, Recording-Corresponding Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rick Davis, Public Employee Division

\_\_\_\_\_  
Date

Appendix A  
Operating Engineer's Local #3

Mid Management Unit Job Classifications

July 1, 2013 – June 30, 2018  
Amended as of October 18, 2016

Classifications
• Alcohol and Drug Programs Clinician – Supervisor
• Alternative Sentencing Coordinator
• Animal Control Supervisor
• Assistant County Clerk - Recorder
• Assistant Director of Child Support Services
• Assistant Director of Public Health
• Assistant Director of Public Works
• Assistant District Attorney
• Assistant Planning Director
• Assistant Treasurer – Tax Collector
• Behavioral Health Administrative Services Officer
• Behavioral Health Alcohol & Drug Program Administrator
• Behavioral Health Department Fiscal Officer I
• Behavioral Health Quality Improvement/Compliance Manager
• Behavioral Health Unit Supervisor – Adult
• Behavioral Health Unit Supervisor – Children
• Behavioral Health Unit Supervisor – Criminal Justice
• Behavioral Health Unit Supervisor - Nursing
• Building and Grounds Maintenance Supervisor I
• Building and Grounds Maintenance Supervisor II
• Building Official
• Chief Appraiser
• Chief Code Enforcement Officer
• Chief Deputy Public Guardian – Conservator
• Community Care Case Manager
• Community Care House Manager
• Continuing Care Coordinator
• Department Fiscal Officer I
• Department Fiscal Officer II
• Deputy Director Public Works
• Director of Nursing
• Director of Senior Services
• Division Director of Environmental Health
• Division Director Veterans Services Officer
• Equipment Maintenance Supervisor

## Mid Management Unit Job Classifications

July 1, 2013 – June 30, 2018

Amended as of October 18, 2016

- |   |
|---|
| • <b>Fiscal Support Coordinator</b>                 |
| • Geographic Compliance Officer                     |
| • Health Education Coordinator II                   |
| • Mental Health Children's Services Coordinator     |
| • Mental Health Deputy Director                     |
| • Mental Health Program Chief                       |
| • Mental Health Services Act Coordinator            |
| • Office Supervisor                                 |
| • Perinatal Specialist                              |
| • Principal Staff Services Analyst                  |
| • Program Chief – Nursing                           |
| • Program Manager – AFDC / GAIN                     |
| • Program Manager – Services / Assistant Director   |
| • Public Health Nurse III                           |
| • Public Health Program Division Chief              |
| • Records Management Coordinator                    |
| • Sierra House Residential Care Facility Supervisor |
| • Social Services Supervisor I                      |
| • Social Services Supervisor II                     |
| • Staff Services Manager                            |



## Appendix A

### Operating Engineer's Local #3

#### General Unit Job Classifications

July 1, 2013 – June 30, 2018

Amended as of October 18, 2016

Classifications
• Accountant
• Accounting Technician
• Administrative Assistant I
• Administrative Assistant II
• Agricultural and Standards Inspector I
• Agricultural and Standards Inspector II
• Agricultural and Standards Inspector III
• Agricultural and Standards Technician
• Alcohol and Drug Prevention Coordinator
• Alcohol and Drug Program Chief
• Alcohol and Drug Therapist I
• Alcohol and Drug Therapist II
• Animal Control Officer I
• Animal Control Officer II
• Animal Shelter Attendant
• Appraiser Assistant
• Appraiser I
• Appraiser II
• Appraiser III
• Assessor's Office Manager
• Assistant Building Official
• Assistant Civil Engineer
• Assistant Cook
• Assistant Museum Director
• Assistant Planner
• Assistant Program Manager
• Associate Engineer
• Associate Engineer / Assistant Transportation Planner
• Associate Planner
• Auditor Accounting Technician
• Auditor Accounting Clerk
• Auditor Accounting Clerk II
• Auditor – Appraiser I
• Auditor – Appraiser II

## General Unit Job Classifications

July 1, 2013 – June 30, 2018

Amended as of October 18, 2016

- Auditor – Appraiser III
- Behavioral Health Administrative Assistant I/II
- Behavioral Health Case Management Specialist I
- Behavioral Health Case Management Specialist II
- Behavioral Health Case Management Specialist Senior
- Behavioral Health Clinical Records Specialist
- Behavioral Health Quality Assurance Coordinator
- Behavioral Health Site Coordinator
- Behavioral Health Supervisor Site Coordinator
- Behavioral Health Support Services Coordinator
- Behavioral Health Support Services Tech I/II
- Behavioral Health Systems Analyst
- Behavioral Health Therapist I
- Behavioral Health Therapist II
- Behavioral Health Therapist Senior
- Benefit Assistance Counselor I
- Benefit Assistance Counselor II
- Benefit Assistance Counselor III
- Benefit Assistance Supervisor
- Branch Library Assistant I
- Branch Library Assistant II
- Building & Grounds Maintenance Technician
- Building & Grounds Maintenance Worker I
- Building & Grounds Maintenance Worker II
- Building & Grounds Maintenance Worker III
- Building Inspector I
- Building Inspector II
- Building Plancheck Inspector
- Building Plans Examiner I
- Building Plans Examiner II
- Cadastral Drafting Specialist
- Child Support Accounting Specialist
- Child Support Assistant
- Child Support Specialist I
- Child Support Specialist II
- Child Support Specialist III
- Code Enforcement Officer
- Collections Officer I
- Collections Officer II

## General Unit Job Classifications

July 1, 2013 – June 30, 2018

Amended as of October 18, 2016

- Community Care House Attendant I
- Community Care House Attendant II
- Community Outreach Coordinator
- County Fair Office Supervisor
- County Fair Promotion Coordinator
- Custodian
- Deputy Child Support Attorney I
- Deputy Child Support Attorney II
- Deputy Clerk – Recorder I
- Deputy Clerk – Recorder II
- Deputy District Attorney I
- Deputy District Attorney II
- Deputy District Attorney III
- Deputy Public Guardian – Conservator I
- Deputy Public Guardian – Conservator II
- Detention Coordinator
- District Attorney Administrator – Assistant Public Administrator
- District Attorney Investigator
- District Attorney Investigator Assistant
- District Attorney Investigations Specialist
- Drinking Driver Program Coordinator
- Driver I
- Driver II
- Driver III
- Elections Coordinator
- Elections Specialist
- Eligibility Supervisor
- Employment and Training Supervisor
- Employment and Training Worker I
- Employment and Training Worker II
- Employment and Training Worker III
- Engineering Aide
- Engineering Technician I
- Engineering Technician II
- Environmental Health Aide
- Environmental Health Specialist I
- Environmental Health Specialist II
- Environmental Health Specialist III
- Environmental Health Technician I

## General Unit Job Classifications

July 1, 2013 – June 30, 2018

Amended as of October 18, 2016

- Environmental Health Technician II
- Executive Assistant - Planning
- Fair Fiscal Coordinator I
- Fair Fiscal Coordinator II
- Family Violence Officer
- Field Services Assistant
- Fiscal and Technical Services Assistant I
- Fiscal and Technical Services Assistant II
- Fiscal and Technical Services Assistant III
- Geographic Information System Planner I
- Geographic Information System Planner II
- Grant Compliance Assistant
- Green Waste Attendant
- Hazardous Materials Specialist I
- Hazardous Materials Specialist II
- Hazardous Materials Specialist III
- Head Cook
- Health Aide I
- Health Aide II
- Health Education Coordinator I
- Health Education Specialist
- HIV Specialty Clinic Therapist
- Information Systems Technician
- Junior Engineer
- Law Librarian
- Lead Community Care House Attendant
- Lead Deputy Clerk – Recorder
- Legal Services Assistant I
- Legal Services Assistant II
- Librarian
- Library Aide
- Library Literacy Clerk
- Library Literacy Program Assistant I
- Library Literacy Program Assistant II
- Library Literacy Program Coordinator
- Library Technician
- Licensed Vocational Nurse I
- Licensed Vocational Nurse II
- Licensed Vocational Nurse I – Behavioral Health

## General Unit Job Classifications

July 1, 2013 – June 30, 2018

Amended as of October 18, 2016

- Licensed Vocational Nurse II – Behavioral Health
- Management Analyst I
- Management Analyst II
- Mental Health Therapist I
- Mental Health Therapist II
- Mental Health Therapist III
- Mentoring Coordinator
- Museum Registrar
- Natural Resource Analyst
- Nurse Practitioner
- Office Assistant I
- Office Assistant II
- Office Assistant III
- Office Automation Analyst
- Office Automation Specialist
- Paralegal I
- Paralegal II
- Paralegal III
- Permit Manager
- Permit Technician
- Physician Assistant
- Planning Technician
- Prevention Aide
- Program Training and Compliance Analyst
- Programmer Analyst
- Project Manager
- Property Tax Technician
- Property Tax Specialist I
- Property Tax Specialist II
- Psychiatric Nurse I
- Psychiatric Nurse II
- Psychiatric Nurse I – Behavioral Health
- Psychiatric Nurse II – Behavioral Health
- Psychiatric Technician
- Public Health Nurse I
- Public Health Nurse II
- Public Health Nurse III
- Quality Assurance Coordinator
- Recording Secretary

## General Unit Job Classifications

July 1, 2013 – June 30, 2018

Amended as of October 18, 2016

- Records Management Technician I
- Records Management Technician II
- Registered Nurse I
- Registered Nurse II
- Registered Nurse I – Behavioral Health
- Registered Nurse II – Behavioral Health
- Secretary
- Senior Building Inspector
- Senior Building Plancheck / Inspector
- Senior District Attorney Investigator
- Senior Engineering Technician
- Senior Environmental Health Specialist
- Senior Permit Technician
- Senior Planner
- Senior Services Office Supervisor
- Senior Social Worker
- Site Manager
- Social Worker Aide
- Social Worker I
- Social Worker II
- Social Worker III
- Solid Waste Program manager
- Staff Services Analyst
- Substance Use Disorder Specialist I
- Substance Use Disorder Specialist II
- Telecommunications Technician
- Treasurer Tax Collections Officer I
- Treasurer Tax Collections Officer II
- Treasurer – Tax Specialist I
- Treasurer – Tax Specialist II
- Treasurer – Tax Technician
- Veterans Service Representative I
- Veterans Service Representative II
- Victim Witness Advocate
- Victim Witness Coordinator
- Welfare Fraud Investigator I
- Welfare Fraud Investigator II



## **DEPARTMENT OF HUMAN RESOURCES**

520 Main Street, Room 115, Quincy, California 95971

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

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



October 17, 2016

Van Riviere  
Operating Engineers Union Local #3  
Public Employees Division  
3920 Lennane Drive  
Sacramento, CA 95834

Dear Mr. Riviere:

With this recent re-organization of our Behavioral Health Department's merging Mental Health and Alcohol & Drugs Departments into one department, has brought several changes to our existing job descriptions and required the development of new and revised job descriptions.

Although we have met our meet and confer obligation with OE3, Attachment A, we would like to officially update the current Appendix A's for both the General and Mid-Management Unit's Memorandum of Understandings.

The County of Plumas Board of Supervisors approved by resolution the Behavioral Health Departments reorganization on October 18, 2016. All position reclassifications are effective October 18, 2016. We will conduct a bona fide recruitment for the new classifications with potential effective date of November 7, 2016.

With a reorganization of this magnitude updating the job classifications and wage ranges we propose to update our current Memorandum of Understandings with the additional classifications for each of our Bargaining Units. We are requesting the attached Resolution to be acknowledged by asking your Union Representatives to sign their signature page with the effective date of October 18, 2018.

Respectfully,

Nancy Selvage  
Human Resources Director



ATTACHMENT A

**Selvage, Nancy**

---

**From:** Riviere, Van <vriviere@oe3.org>  
**Sent:** Tuesday, October 18, 2016 3:43 PM  
**To:** Selvage, Nancy  
**Subject:** RE: BH Unit Supervisor NS

Nancy:

Congratulations! Great news and great work.

Thanks

Van

## **Van Riviere**

Business Representative-Public Employees Division  
Operating Engineers Local Union No. 3 AFL-CIO  
3920 Lennane Drive  
Sacramento, CA 95834

Cell: 916.439.3562  
Office: 916.993.2055 Ext. 2611  
Fax: 916.419.3491  
Email: [vriviere@oe3.org](mailto:vriviere@oe3.org)

[www.oe3.org](http://www.oe3.org)

---

**From:** Selvage, Nancy [<mailto:NancySelvage@countyofplumas.com>]  
**Sent:** Tuesday, October 18, 2016 11:39 AM  
**To:** Riviere, Van <vriviere@oe3.org>  
**Subject:** RE: BH Unit Supervisor NS

Hi Van,

Plumas County Board of Supervisors approved the Behavioral Health Department re-organization at today's Board meeting!!!

Thank you for all the support you have provided on this adventure. I will have the follow up side letter ready for your review and will request this for the November 1, 2016 Board meeting.

Nancy

---

**From:** Riviere, Van [<mailto:vriviere@oe3.org>]  
**Sent:** Friday, October 14, 2016 2:55 PM  
**To:** Selvage, Nancy

**Cc:** Bob Brunson; Monica Richardson  
**Subject:** RE: BH Unit Supervisor NS

Nancy:

Generally, these situations are addressed by creating a Letter of Understanding that makes the proposed changes an addendum to the existing MOU, much as you've described. This is approved and signed by the BOS and Union Officers, similar to any other labor agreement.

Thank you.

Van

## Van Riviere

Business Representative-Public Employees Division  
Operating Engineers Local Union No. 3 AFL-CIO  
3920 Lennane Drive  
Sacramento, CA 95834

Cell: 916.439.3562  
Office: 916.993.2055 Ext. 2611  
Fax: 916.419.3491  
Email: [vriviere@oe3.org](mailto:vriviere@oe3.org)

[www.oe3.org](http://www.oe3.org)

---

**From:** Selvage, Nancy [<mailto:NancySelvage@countyofplumas.com>]

**Sent:** Tuesday, October 11, 2016 11:38 AM

**To:** Riviere, Van

**Cc:** Bob Brunson; Monica Richardson

**Subject:** RE: BH Unit Supervisor NS

Van:

Thank you for participating in this reorganization of the Behavioral Health Department.

To address your question my thought is to do an addendum to the OE3 MOUs for both Mid Management and General Unit with an updated classification list as Appendix A and asking the BOS to approve by Resolution. I also have made inquiries with my legal representative on this matter and am waiting to hear back.

If you have an example of what other Counties have done in this similar situation, please share.

Thank you again,

Nancy

**From:** Riviere, Van [<mailto:vriviere@oe3.org>]  
**Sent:** Monday, October 10, 2016 8:00 AM  
**To:** Selvage, Nancy  
**Cc:** Bob Brunson; Monica Richardson  
**Subject:** RE: BH Unit Supervisor NS

Nancy:

Based on the information you've provided, the obligation of Plumas County to meet and confer on the proposed reorganization has been met. Operating Engineers Local Union No. 3 had no objections to the changes that have been proposed.

I would like to discuss how this reorganization will be memorialized in the context of the current MOU. Based on the magnitude of the changes, I believe that there should be a letter of understanding drafted by your Counsel that incorporates the changes for the remainder of the agreement, and commits to incorporating them into the successor MOU. This document should be executed by the Board of Supervisors, and the officials of OE3 as has been our practice with past MOUs. Do you have an alternative perspective on this part of the process?

Thank you and best regards,

Van

## **Van Riviere**

Business Representative-Public Employees Division  
Operating Engineers Local Union No. 3 AFL-CIO  
3920 Lennane Drive  
Sacramento, CA 95834

Cell: 916.439.3562  
Office: 916.993.2055 Ext. 2611  
Fax: 916.419.3491  
Email: [vriviere@oe3.org](mailto:vriviere@oe3.org)

[www.oe3.org](http://www.oe3.org)

**From:** Selvage, Nancy [<mailto:NancySelvage@countyofplumas.com>]  
**Sent:** Friday, October 07, 2016 1:54 PM  
**To:** Riviere, Van  
**Cc:** Bob Brunson  
**Subject:** FW: BH Unit Supervisor NS

Van:

Attached is the updated revised job description for the Behavioral Health Unit Supervisor as requested. Please replace and include this updated job description in the meet and confer for the Behavioral Health Department re-organization.

Nancy

---

**From:** Bob Brunson [mailto:[bbrunson@pcbh.services](mailto:bbrunson@pcbh.services)]  
**Sent:** Friday, October 07, 2016 9:47 AM  
**To:** Monica Richardson  
**Cc:** Selvage, Nancy; Riviere, Van  
**Subject:** Re: BH Unit Supervisor NS

This wording is fine.

My concern is that we do not have staff with that level of training and experience that can do the job. The "preferred" would allow us to promote someone who may not have all the specific desired Credentials but has a license and the skills needed to actually do the job.

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---

**From:** Monica Richardson <[morichardson@pcbh.services](mailto:morichardson@pcbh.services)>  
**Sent:** Friday, October 7, 2016 9:07 AM  
**Subject:** RE: BH Unit Supervisor NS  
**To:** Bob Brunson <[bbrunson@pcbh.services](mailto:bbrunson@pcbh.services)>

***Change "master" to "licensure" and eliminate "preferred" from Special Requirements. See below.***

TRAINING AND EXPERIENCE:  
Required qualifications for this position:

Possession of a Master's Degree in Social Work, Psychology, Counseling, Psychiatric Nursing or appropriate related field, received from an accredited institution,

AND

Must be Licensed Clinical Social Worker (LCSW), or Licensed Marriage and Family Therapist (LMFT), Licensed Professional Clinical Counselor (LPCC), issued by the California State Board of Behavioral Science Examiners or Clinical Psychologist by the Board of Medical Examiners.  
AND

Three (3) years of post-master/licensure experience in a mental health or behavioral health setting. Experience in a Community Mental Health or Behavioral Health Clinic in a supervisory capacity preferred.

SPECIAL REQUIREMENTS:

Possession of certification to serve as a supervisor of interns and to continually maintain any ongoing requirements imposed by the applicable licensing board to keep the supervisor certification active and in good standing preferred.

Kind regards,  
Monica Richardson  
**Department Fiscal Officer**  
**Plumas County Behavioral Health**  
**Direct Line: 530.283.6307 x 1004**  
Fax: 530.283.6045  
270 County Hospital Rd., Ste. 109, Quincy, California 95971

[www.countyofplumas.com](http://www.countyofplumas.com)



Please don't print this e-mail unless you really need to!

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---

**From:** Bob Brunson  
**Sent:** Thursday, October 06, 2016 5:12 PM  
**To:** Monica Richardson <[MoRichardson@pcbh.services](mailto:MoRichardson@pcbh.services)>  
**Subject:** Re: BH Unit Supervisor NS

Can you tell me what the changes were?

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**From:** Monica Richardson  
**Sent:** Thursday, October 6, 2016 3:44:08 PM  
**To:** Selvage, Nancy; Riviere, Van; Bob Brunson  
**Cc:** Pamela Schaffer; Kathleen Schwartz  
**Subject:** BH Unit Supervisor NS

Please see attached the changes/comments on page 4 recommended by the two current supervisors. Thank you for your consideration.

Monica Richardson

## Additional Attachments:

- Resolution No. 16-8195
- Exhibit A - Overview of Behavioral Health Re-Organization List of Classifications and wage ranges
- Plumas County Behavioral Health Department Organization Chart

**RESOLUTION TO AMEND PLUMAS COUNTY'S CLASSIFICATIONS & WAGE RANGES  
FOR THE RE-ORGANIZATION OF THE BEHAVIORAL HEALTH DEPARTMENT**

**WHEREAS**, Plumas County Personnel Rule 5 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

**WHEREAS**, during the fiscal year needs may arise to amend the Classification Plan; and

**WHEREAS**, the Behavioral Health Director requested the Human Resources Director to assist in revising changes to the position classifications and salary ranges as outlined:

- Behavioral Health Quality Improvement Compliance Manager – Range 3500
- Behavioral Health Quality Assurance Coordinator – Range 2600
- Behavioral Health Case Management Specialist – Range 2150
- Behavioral Health Systems Analyst – Range 2500
- Behavioral Health Clinical Records Specialist – Range 1700
  
- Behavioral Health Administrative Services Officer - Range 3200
- Behavioral Health Administrative Assistant II – Range 1465
- Behavioral Health Supervisor Site Coordinator – Range 2228
- Behavioral Health Site Coordinator – Range 1805
- Behavioral Health Support Services Coordinator – Range 1615
- Behavioral Health Support Services Technician I / II – Range 1429 / 1530
  
- Behavioral Health Unit Supervisor – Nursing – Range 3200
  
- Behavioral Health Unit Supervisor - Range 3200
- Behavioral Health Therapist I – Range 2431
- Behavioral Health Therapist II – Range 2679
- Behavioral Health Therapist Senior – Range 2960
- Behavioral Health Therapist DIC I / II – Range 2431 / 2679
- Behavioral Health Case Management Specialist I – Range 1950
- Behavioral Health Case Management Specialist II – Range 2150
- Behavioral Health Case Management Specialist - Senior – Range 2350
  
- Behavioral Health Alcohol and Drug Program Administrator – Range 3500
  
- Behavioral Health Continuing Care Coordinator – Range 3200
- Sierra House Residential Care Facility Supervisor – Range 2000
- Lead Residential Care Facility Attendant - 1800
- Behavioral Health Site Coordinator for the DIC - 1600
- DIC Behavioral Health Case Management Specialist I/II/ Senior – Range 1950 / 2150 / 2350

**WHEREAS,** These positions under the general direction of the Behavioral Health Director are responsible for a variety of county publicly funded health services, perform activities related to implementation of various health programs, to interview, educate, counsel and refer clients regarding a variety of health conditions and to do related work; and

**WHEREAS,** the Human Resources Director has updated and incorporated modifications to the job descriptions of identified nursing classifications.

**WHEREAS,** the Human Resources Director provided the proposed reorganization of the Behavioral Health Department to Operating Engineers Union #3 and has met the obligation of the meet and confer.

**NOW, THEREFORE BE IT RESOLVED** by the Plumas County Board of Supervisors as follows:

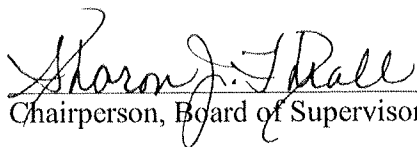
The job descriptions for the classifications attached hereto are approved, and the County's classification plan is hereby amended at the salary ranges listed for these 1.0 FTE Allocated positions.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 18<sup>th</sup> day of October, 2016 by the following vote:

AYES: Supervisors ENGEL, GOSS, SIMPSON, SWOFFORD, THRALL

NOES: Supervisors NONE

ABSENT: Supervisors NONE

  
Chairperson, Board of Supervisors

ATTEST:

  
Clerk of the Board



# Overview of Behavioral Health Re-Organization - List of Classifications

Exhibit A

## Exhibit B

Unit: QA & Compliance

Position Title	Job Description Status	Wage Range	OE3
BH Quality Improvement / Compliance Manager		3500	M
BH QA Coordinator		2600	G
Behavioral Health Systems Analyst		2500	G
BH (Intake Case) Management Specialist II / Senior		2150/2350	G
BH Clinical Records Specialist	New	1700	G
Crisis Team BH Therapist Senior		2960	G
Crisis Team BH Therapist I / II		2450/2680	G
Crisis Team BH Case Management Specialist I		1950	G
Crisis Team BH Case Management Specialist II		2150	G
Crisis Team BH Case Management Specialist Senior		2350	G

## Exhibit C

Unit: Admin Unit

Position Title	Job Description Status	Wage Range	OE3
BH Administrative Services Officer	New	3200	M
BH Fiscal Officer (DFO)	Current, title change	2021	M
BH Administrative Assistant I / II	Updated	1328/1465	G
BH Supervisor Site Coordinator	New	2228	G
BH Site Coordinator	New	1805	G
BH Support Services Coordinator	New	1615	G
BH Support Services Tech I / II	New	1429/1530	G

Exhibit D			
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Unit: Nursing			
Position Title:	Job Description Status	Wage Range	OE3
Psychiatric Medical Director - At Will / Contract		FLAT Contract	
BH Unit Supervisor Nursing	Updated	3400 M	
BH *** RN/ LVN	Updated mt & Confer me	*** /2500/1931 G	
BH DIC *** RN / LVN	Updated mt & Confer me	*** /2500/1931 G	
Exhibit E			
(positions are universal to adult / children / criminal justice)			
Unit: Behavioral Health - Adult			

Position Title	Job Description Status	Wage Range	OE3
BH Deputy Director - At Will	New	4500	
BH Unit Supervisor - Adult	Updated	3200 M	
BH Therapist Senior	Updated	2960 G	
BH Therapist I / II	Updated	2450/2680 G	
BH Therapist I / II - DIC	Updated	2450/2680 G	
BH Case Management Specialist Senior	Updated	2350 G	
BH Case Management Specialist I	Updated	1950 G	
BH Case Management Specialist II	Updated	2150 G	

(positions are universal to adult / children / criminal justice)

Unit: Behavioral Health - Children			
Position Title	Job Description Status	Wage Range	OE3
BH Unit Supervisor - Children		3200 M	
BH Therapist Senior		2960 G	
BH Therapist I / II		2450/2680 G	
BH Therapist I / II - DIC		2450/2680 G	
BH Case Management Specialist Senior		2350 G	
BH Case Management Specialist I		1950 G	
BH Case Management Specialist II		2150 G	

(positions are universal to adult / children / criminal justice)

Unit: Behavioral Health - Criminal Justice

Position Title	Job Description Status	Wage Range	OE3
BH Unit Supervisor - Criminal Justice		3200	M
BH Therapist Senior		2960	G
BH Therapist I / II		2450/2680	G
BH Therapist I / II - DIC		2450/2680	G
BH Case Management Specialist Senior		2350	G
BH Case Management Specialist I		1950	G
BH Case Management Specialist II		2150	G

Exhibit F

Unit: Community Programs

Position Title	Job Description Status	Wage Range	OE3
BH AOD Program Administrator	new	3500	M
MHSA Coordinator	no changes	2776	G
BH Administrative Assistant I / II	Updated	1328 / 1465	G

Exhibit G

Unit: Sierra House & DIC

Position Title	Job Description Status	Wage Range	OE3
Continuing Care Coordinator (SH & DIC)	No Changes	3200	M
Sierra House Residential Care Facility Supervisor	Updated	2000	M
Lead Residential Care Facility Attendant	Updated	1800	G
Residential Care Facility Attendant	Updated	1600	G
BH Case Management Specialist I / II / III	Updated	1950 / 2150 / 2350	G

## **DEPARTMENT OF HUMAN RESOURCES**

520 Main Street, Room 115, Quincy, California 95971

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

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



**DATE:** October 20, 2016

**TO:** The Honorable Board of Supervisors

**FROM:** Nancy Selvage, Human Resources Director 

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF NOVEMBER 1, 2016.

**RE:** RESOLUTION TO ADOPT THE NEW CLASSIFICATION OF ASSISTANT DIRECTOR OF EMERGENCY SERVICES RANGE 2228 & ADOPT RESOLUTION TO AMEND JOB CLASSIFICATION PLAN REVISING DEPUTY SHERIFF I/II, SHERIFF SERGEANT, SHERIFF PATROL COMMANDER, SHERIFF'S SPECIAL OPERATIONS, AND DEPUTY SHERIFF / COMMUNICATIONS EQUIPMENT COORDINATOR JOB DESCRIPTIONS

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### **IT IS RECOMMENDED THAT THE BOARD:**

Approve Resolutions to adopt a new job classification for Assistant Director of Emergency Services. It is also recommended to approve the Resolution amending specific job classifications in the Sheriff's Department in order to meet special Grant application needs.

### **BACKGROUND AND DISCUSSIONS:**

As the Board approved Resolution No. 16-8144 for the reorganization of the Sheriff's Department to appoint Sheriff Gregory Hagwood as the Director of Emergency Management and the County Ordinance 4-1.04 authorizes the Director to adopt the position of Assistant Director, we are asking to approve the attached job description for this new position.

We are also recommending the Board approve the revised job descriptions for the Sheriff Deputy I/II, Sheriff Sergeant, Sheriff Patrol Commander, Sheriff's Special Operations, and Deputy Sheriff II / Communications Equipment Coordinator to include under example of duties "As needed, act as the OES Duty Officer". This revision to the job descriptions is required for the purpose of the Director to seek additional emergency management grant funding and increase potential financial revenue for Plumas County's and the Sheriff's Department.

The Sheriff's Employee Association (S.E.A.) has no objection to these changes and we have met our obligation for the meet and confer with S.E.A.



**RESOLUTION NO. 2016 - \_\_\_\_\_**

**RESOLUTION TO ADOPT NEW JOB DESCRIPTION FOR THE POSITION OF  
ASSISTANT DIRECTOR OF EMERGENCY SERVICES RANGE 2228**

**WHEREAS**, Plumas County Personnel Rule 5 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

**WHEREAS**, during the fiscal year needs may arise to amend the Classification Plan; and

**WHEREAS**, the Sheriff requested the Human Resources Director to assist in creating a new job classification for an Assistant Director of Emergency Services, range 2228; and

**WHEREAS**, the position is under the general direction of the Emergency Services Director / Sheriff; and

**WHEREAS**, the Human Resources Director has obtained confirmation of the Sheriff's Employee Associations meet and confer obligation. The Association has no objections to approve adding this job classification to the current Memorandum of Understanding classification list.

**NOW, THEREFORE BE IT RESOLVED** by the County of Plumas Board of Supervisors as follows:

Approve Resolution adding the attached job description of Assistant Director of Emergency Services to the County's classification plan.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 1st day of November, 2016 by the following vote:

AYES: Supervisors  
NOES: Supervisors  
ABSENT: Supervisors

\_\_\_\_\_  
Chairperson, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Clerk of the Board

**ASSISTANT DIRECTOR OF EMERGENCY SERVICES**

**DEFINITION**

Under the direction of the Plumas County Office of Emergency Services Director/Sheriff, to plan, organize, and assist with the administration of the County's emergency services activities. This position assists with pre-emergency planning, emergency response activities, and post-emergency functions; to serve as a liaison with local fire districts; to perform special assignments as directed; to maintain administrative reports; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This position's primary emphasis is on emergency services program development and implementation, staff coordination, development of community resources, and program administration for assigned areas. The incumbent also provides individual services in assigned areas of responsibility.

**REPORTS TO**

The Emergency Services Director / Sheriff

**CLASSIFICATIONS DIRECTLY SUPERVISED**

None

**EXAMPLES OF DUTIES**

- Member of the County's Emergency Medical Care Committee.
- Alternate Chief of the Operational Area Counsel.
- County's Representative on the Regional American Red Cross Board.
- Maintains the County's Emergency Operations Plan and assist the Environmental Health Director with the Bio Terrorism and Hazardous Materials Response Plan.
- Member of the LEPC (Local Emergency Planning Committee);
- Attend Plumas County Public Health Preparedness Coalition meetings as needed or requested.
- Attend Plumas County Fire Chief's meetings as a member;
- Respond to extraordinary emergency incidents not limited to vegetation fires with a structure or life threat, structure fires, hazardous material incidents and/or multi casualty incidents.
- Serve as a liaison between Fire /Law Enforcement/Public Works/Red Cross and other responder agencies. Coordinate emergency response with neighboring counties through various types of agreements and assist in providing mutual aid resources as needed.
- Performs the Public Information Officer function on behalf of the Board of Supervisors/County at all emergency's making local and regional or national press releases as required.
- Administers the Emergency Management Preparedness Grant (EMPG) and assists in the Homeland Security Grant Programs (HSGP) for the county.
- Oversees and/or assist in training for County employees to comply with SEMS/NIMS. Recruits volunteers to fulfill emergency staffing requirements.
- Creates and maintains a schedule reflecting 24/7 OES coverage.
- The Assistant Director of Emergency Services will assume the role of the Director in his/her absence as determined by the OES Director.
- In the absence of the Assistant Director of Emergency Services these duties may be delegated to other staff at the discretion of the OES Director.
- The Assistant Director of Emergency Services shall be notified by Sheriff's Dispatch of all emergencies listed below:
- All Major Wildland Fires; All Major Structure Fires; All Haz-Mat Incidents; SWAT activations; Major Power Outages; 911 System Failures; Major Crimes; Search and Rescue Activations; Homeland Security Threat Level Elevations; or any time we received damage to county property under the control of our mission.

**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 law enforcement radio communication devices; 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.

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

- Methods, techniques, and practices of federal, State, and local emergency services.
- Laws, codes, rules, regulations, and ordinances governing emergency services and fire services.
- Principles and techniques of fire inspection.
- Purposes, requirements, and mandated programs of State and federal agencies overseeing emergency service and fire service activities.
- Fire prevention and control.
- Program development and expenditure control.

**Ability to:**

- Plan, organize, coordinate, implement, and assist with the administration of County emergency services programs.
- Ability to assist with the implementation and oversight of a variety of services and programs related to emergency services.
- Analyze and interpret laws and regulations and regulations related to assigned areas of responsibility.
- Prepare concise and accurate records and reports.
- Ability to communicate effectively with others from diverse socio-economic and cultural backgrounds.
- Effectively represent assigned programs and services in contacts with the public, community organizations, other County staff, and other governmental agencies. Maintain cooperative working relationships at all times.



**TRAINING AND EXPERIENCE:**

Four (4) years of responsible work experience in government or business program development, implementation, and administration. Experience in emergency and disaster services preferred.

**SPECIAL REQUIREMENTS:**

Must have a valid California Driver's License issued by the California Department of Motor Vehicles. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Services 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.

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION TO AMEND PLUMAS COUNTY'S JOB CLASSIFICATION PLAN  
REVISING DEPUTY SHERIFF I / II, SHERIFF SERGEANT, SHERIFF PATROL  
COMMANDER, SHERIFF'S SPECIAL OPERATIONS JOB DESCRIPTIONS, AND  
DEPUTY SHERIFF II/COMMUNICATIONS EQUIPMENT COORDINATOR  
JOB DESCRIPTIONS**

**WHEREAS**, Plumas County Personnel Rule 5 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

**WHEREAS**, during the fiscal year needs may arise to amend the Classification Plan; and

**WHEREAS**, the Sheriff requested the Human Resources Director to assist in revising the following job classifications:

- Deputy Sheriff I
- Deputy Sheriff II
- Sheriff Sergeant
- Sheriff Patrol Commander
- Sheriff's Special Operations Sergeant
- Deputy Sheriff II / Communications Equipment Coordinator

**WHEREAS**, these positions under the general direction and *as needed, may act as the Office of Emergency Services (OES) Duty Officer*; and

**WHEREAS**, the Human Resources Director has updated and incorporated modifications to the job descriptions as required for potential grant opportunities.

**WHEREAS**, the Human Resources Director has confirmed the Sheriff's Employee Associations (S.E.A.) meet and confer obligation has been met.

**NOW, THEREFORE BE IT RESOLVED** by the County of Plumas Board of Supervisors as follows:

The job descriptions for the above classifications attached hereto are approved, and the County's classification plan is hereby amended for these 1.0 FTE allocated positions.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 1st day of November, 2016 by the following vote:

AYES: Supervisors  
NOES: Supervisors  
ABSENT: Supervisors

\_\_\_\_\_  
Chairperson, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Clerk of the Board

## **DEPUTY SHERIFF I**

### **DEFINITION**

Under general supervision, to learn and perform basic law enforcement and crime prevention work; to learn and assist with law enforcement patrol work, answering calls and complaints; to basic learn investigate methods and techniques; to serve as deputy coroner; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry and training classification for the performance of professional law enforcement work. Incumbents are expected to undergo formal training in an academy certified by the California Commission on Peace Officer Standards and Training. An incumbent will also be given field assignments to demonstrate work habits and capabilities. After successful completion of training and demonstration of readiness for promotion, an incumbent will normally be promoted to the journey level Deputy Sheriff II classification.

### **REPORTS TO**

Sheriff Sergeant.

### **CLASSIFICATIONS SUPERVISED**

None.

## **DEPUTY SHERIFF I - 2**

### **EXAMPLES OF DUTIES**

- Learns to patrols assigned areas and answers calls for protection of life and property.
- Learns to conducts preliminary investigations.
- Learns to interrogate witnesses, gather evidence, and takes statements in connection with suspected criminal activities.
- Substantiates findings of fact in court.
- Serves warrants/civil papers and makes arrests.
- Learns to investigate accidents.
- Assists and cooperates with other law enforcement agencies, responding to incidents, conducting investigations and making arrests.
- Dispatches law enforcement personnel.
- May transport mental health clients.
- May be assigned to assist with fingerprinting or fingerprint classification work.
- Learns to take pictures or make sketches at crime scenes.
- Learns to lift latent prints and take plaster casts at crime scenes.
- Searches files for information.
- May develop photographs.
- Keeps firearms and other equipment in good working condition.
- Prepares detailed reports of all activities and incidents.
- Functions as a Deputy Coroner.
- May be assigned to facilitate communications with other law enforcement agencies.
- Learns and assists with follow-up and investigative work.
- May secure search warrants and criminal complaints, preparing detailed reports.
- As needed, act as the OES Duty Officer.
- Performs related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing up to 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; 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 office, detention facility, courtroom, and outdoor environments; unusual exposure to life-threatening situations; continuous contact with staff and the public.

## DEPUTY SHERIFF I - 3

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Basic knowledge of modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, bailiff, and basic crime scene investigation.
- Some familiarity with laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- The general geography and topography of Plumas County.
- Use and care of Department authorized fire arms.
- First aid techniques.

#### Ability to:

- Learn to perform a wide variety of professional law enforcement work.
- Understand and interpret laws and regulations relating to arrest, rules of evidence, and the apprehension, retention and treatment of prisoners and juveniles.
- Understand and interpret the Code of Civil Procedures and Civil Processes.
- Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.
- Secure information from witnesses and suspects.
- Adopt quick, effective, and responsible courses of action during emergencies.
- Write clear and comprehensive reports.
- Meet standards of adequate physical stature, endurance and agility.
- Demonstrate technical and tactical proficiency in the use and care for firearms.
- Operate a motor vehicle under critical and unusual conditions.
- Effectively represent the Sheriff's Department in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationship with those contacted during the course of work.

## DEPUTY SHERIFF 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:

Some previous basic law enforcement experience is desirable.

Completion of special educational training in criminal justice is desirable.

**Special Requirements:** An incumbent must graduate from a Peace Officer Standards and Training Commission (P.O.S.T) certified academy within one (1) year of initial employment.

An incumbent must obtain First Aid and CPR certificates within one (1) year of initial employment.

Must possess a valid drivers 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.

## **DEPUTY SHERIFF II**

### **DEFINITION**

Under general supervision, to perform law enforcement and crime prevention work by patrolling assigned areas and answering calls and complaints; to investigate incidents and perform identification work; to serve as deputy coroner; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a fully trained journey level classification for the performance of professional law enforcement work. Incumbents perform a wide range of law enforcement assignments. While an incumbent may be assigned to a specific area of law enforcement, he/she must be capable of performing assignments in other areas.

### **REPORTS TO**

Sheriff Sergeant.

### **CLASSIFICATIONS SUPERVISED**

None.

## **DEPUTY SHERIFF II - 2**

### **EXAMPLES OF DUTIES**

- Patrols assigned areas and answers calls for protection of life and property.
- Conducts preliminary investigations.
- Interrogates witnesses.
- Gathers evidence and takes statements in connection with suspected criminal activities.
- Substantiates findings of fact in court.
- Serves warrants/civil papers and makes arrests.
- Investigates accidents.
- Assists and cooperates with other law enforcement agencies, responding to incidents, conducting investigations and making arrests.
- Dispatches law enforcement personnel.
- May transport mental health clients.
- May be assigned to assist with fingerprinting or fingerprint classification work.
- Takes pictures or makes sketches at crime scenes.
- May lift latent prints and takes plaster casts at crime scenes.
- Searches files for information.
- May develop photographs.
- Keeps firearms and other equipment in good working condition.
- Prepares detailed reports of all activities and incidents.
- Functions as a Deputy Coroner.
- May be assigned to facilitate communications with other law enforcement agencies.
- May perform staff administrative duties such as training, background investigations, crime prevention, public relations, and school liaison work.
- May be assigned to assist with follow-up, in-depth investigations for the preparation of charges in criminal cases.
- May secure search warrants and criminal complaints, preparing detailed reports.
- May make public speaking engagements at schools, fairs, official meetings and service clubs, serving as a Department spokesperson.
- May function as an undercover officer to conduct in-depth investigations for the detection and prevention of the sale of narcotics and the arrest of drug offenders.
- May perform special law enforcement assignments such as Field Training Officer, Search and Rescue, SWAT, Canine, and other areas.
- As needed, act as the OES Duty Officer.
- Performs related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing up to 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; 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.



## **DEPUTY SHERIFF II - 3**

### **TYPICAL WORKING CONDITIONS**

Work is performed in office, detention facility, courtroom, and outdoor environments; unusual exposure to life-threatening situations; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, bailiff, and basic crime scene investigation.
- Laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Laws applicable to the apprehension, retention, and treatment of juveniles.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- The general geography and topography of Plumas County.
- Use and care of Department authorized fire arms.
- First aid techniques.
- Principles of criminal identification and fingerprint classification.

#### **Ability to:**

- Perform a wide variety of professional law enforcement work.
- Understand and interpret laws and regulations relating to arrest, rules of evidence, and the apprehension, retention and treatment of prisoners and juveniles.
- Understand and interpret the Code of Civil Procedures and Civil Processes.
- Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.
- Secure information from witnesses and suspects.
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Write clear and comprehensive reports.
- Meet standards of adequate physical stature, endurance and agility.
- Demonstrate technical and tactical proficiency in the use and care for firearms.
- Operate a motor vehicle under critical and unusual conditions.
- Effectively represent the Sheriff's Department in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationship with those contacted during the course of work.

## DEPUTY SHERIFF 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 previous law enforcement experience equivalent to Deputy Sheriff I with Plumas County.

Special Requirements: Graduation from a Peace Officer Standards and Training Commission (P.O.S.T) certified academy.

Possession of First Aid and CPR certificates.

Possession of a current and valid California Driver's license issued by the California Department of Motor Vehicles.

## **SHERIFF SERGEANT**

### **DEFINITION**

Under general direction, to provide supervise and training for an assigned shift or unit of Deputy Sheriffs and other personnel; to perform law enforcement and crime prevention work by patrolling assigned areas and answer calls and complaints; to investigate incidents and perform identification work; to perform the full scope of professional law enforcement and deputy coroner functions; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the first supervisory level in the professional law enforcement class series. An incumbent typically supervises a group of Deputy Sheriffs and other staff assigned to a shift, substation, or special work unit in the Department. In addition, they are expected to perform the full scope of professional law enforcement work. They may be "on-call" to respond to special law enforcement emergencies.

### **REPORTS TO**

Assistant Sheriff.

### **CLASSIFICATIONS SUPERVISED**

Deputy Sheriff I and II.

## **SHERIFF SERGEANT - 2**

### **EXAMPLES OF DUTIES**

- Plans, organizes, and supervises the work of an assigned shift or unit of Deputy Sheriffs and law enforcement support staff;
- Provides training and work evaluations for assigned personnel;
- Ensures that staff assignments are conducted in accordance with departmental rules and regulations;
- Ensures proper use of Department equipment; assists with calls for the protection of life and property, and the enforcement of local and State laws;
- May be assigned some supervisory responsibilities for the receiving and assignment of prisoners and/or Department records and communication activities;
- Supervises and assists with conducting preliminary investigations of crimes;
- Interviews victims, complainants, and witnesses;
- Cooperates with other law enforcement agencies in the apprehension of criminals and suspects;
- May establish and maintain record and identification systems; may search, collect and preserve evidence from crime scenes, obtaining samples for laboratory identification;
- May take photographs at crime scenes; interrogates suspects; locates suspects, makes arrests and searches for and seizes criminal evidence; prepares evidence and reports of investigations and arrests;
- May serve as an undercover agent for vice and narcotic investigations;
- May conduct shift briefings and assign patrol staff to coverage areas; reviews, approves/rejects, and routes incident and crime reports;
- Testifies in court and presents evidence;
- May handle citizen complaints and preliminary stages of internal affairs investigations;
- Conducts research and assists with drafting departmental policies and procedures;
- May coordinate and oversee Deputy Coroner functions;
- May investigate deaths and prepare follow-up reports;
- May be responsible for special enforcement programs such as Special Weapons and Tactics, Child Abuse Investigations, and Search and Rescue;
- Performs the full scope of professional law enforcement work as needed;
- Keeps firearms and other equipment in good working condition;
- As needed, act as the OES Duty Officer.
- Perform related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; 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.

## **SHERIFF SERGEANT - 3**

### **TYPICAL WORKING CONDITIONS**

Work is performed in office, detention facility, courtroom and outdoor environments; unusual exposure to life threatening situations; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, bailiff, and basic crime scene investigation.
- Laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Laws applicable to the apprehension, retention, and treatment of juveniles.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- The general geography and topography of Plumas County.
- Use and care of Department authorized firearms.
- First aid techniques.
- Principles of criminal identification and fingerprint classification.
- Principles of supervision, training, and work evaluation.

#### **Ability to:**

- Plan, organize, supervise, train, and evaluate the work of an assigned group or unit of employees.
- Perform a wide variety of professional law enforcement work.
- Perform specialized law enforcement assignments.
- Understand and interpret laws and regulations relating to arrest, rules of evidence, and the apprehension, retention and treatment of prisoners and juveniles.
- Understand and interpret the Code of Civil Procedures and Civil Processes.
- Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.
- Secure information from witnesses and suspects.
- Make independent judgements and adopt quick, effective, and responsible courses of action during emergencies.
- Write clear and comprehensive reports.
- Meet standards of adequate physical stature, endurance and agility.
- Demonstrate technical and tactical proficiency in the use and care for firearms.
- Operate a motor vehicle under unusual and critical conditions.
- Effectively represent the Sheriff's Department in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationship with those contacted during the course of work.

## SHERIFF SERGEANT - 4

### Training and Experience:

Required qualifications needed for this position:

Experience: Five (5) years of experience in professional law enforcement work comparable to that of a Deputy Sheriff in Plumas County. An incumbent must have no felony convictions.

Completion of advanced educational training in criminology, criminal justice, and law enforcement is desirable.

Special Requirements: Possession of a Basic and Intermediate Post Certificates issued by the California Peace Officer Standards and Training Commission (P.O.S.T).

Possession of First Aid and CPR certificates.

Possession of a current and valid California Driver's license issued by the California Department of Motor Vehicles.

## **SHERIFF PATROL COMMANDER**

### **DEFINITION**

Incumbent will manage, as well as supervise the day to day operations of the Patrol Division, Communications Division, Swat, Reserves, Chaplains and Court and Annex Security; coordinates activities with other divisions and departments; provides highly complex staff assistance to the Sheriff and Undersheriff; performs a variety of technical tasks relative to assigned areas of responsibility; and does related work as required or assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized supervisory level in the professional law enforcement class series. The incumbent will be responsible for providing direction and exercising supervision over sergeants, deputies, and non-sworn supervisors and other staff. In addition, the incumbent will provide specialized administrative support to the Sheriff and Undersheriff.

### **REPORTS TO**

Undersheriff

### **CLASSIFICATIONS SUPERVISED**

Patrol sergeants, Communications Supervisor, Swat Commander, Reserve Coordinator, Chaplains, and Court and Annex Security Supervisor.

## SHERIFF PATROL COMMANDER - 2

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Directs, plans, organizes and supervises assigned law enforcement activities.
- Establish schedules for the Sheriff's Office to facilitate operations.
- Assist in the development, planning, and implementation of Department goals and objectives.
- Prepare and present staff reports to the Undersheriff.
- Assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Direct the forecast of funds needed for equipment, materials, supplies, and staffing.
- Monitor and approve expenditures.
- Assist with the selection, motivation and evaluation of personnel.
- Assists in developing, recommending and implementing department/division goals and objectives.
- Implements department/division policies and procedures.
- Coordinate staff training, including ongoing evaluation of staff and recognizing the additional need for training.
- Evaluate operations and activities of assigned responsibilities.
- Recommend improvements and modifications.
- Prepare various reports on operations and activities, both to the Sheriff and the Undersheriff.
- Work with employees to correct deficiencies.
- Participates in budget preparation and administration.
- Prepares cost estimates for budget recommendations.
- Submits justification for budgetary items.
- Monitors and controls expenditures as assigned.
- Attend and participate on a variety of boards and commissions.
- Participates in the selection of staff.
- Implements disciplinary procedures as necessary.
- Answer questions and provide information to the public.
- Investigate complaints and recommends corrective action.
- Contacts and cooperate with other agencies as needed.
- Conducts investigations involving internal affairs.
- Oversee the Department purchase and inventory of equipment.
- Negotiate contracts with other Departments and government agencies in mutual assistance tasks and support services.
- As needed, act as the OES Duty Officer.
- Perform related duties as assigned.



## **SHERIFF PATROL COMMANDER - 3**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; 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 office, courtroom, and outdoor environments; unusual exposure to life threatening situations; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices of law enforcement program development and administration.
- Procedures, methods and techniques in law enforcement patrol, traffic control, crime prevention, investigations, apprehension, civil process, and arrest.
- Types of law enforcement equipment, materials, and specialty items including, but not limited to, training.
- Principles and practices of organization, administration and personnel management pertaining to law enforcement.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training and personnel management.
- Principles and procedures of record keeping and reporting.

#### **Ability to:**

- Organize, direct and implement a comprehensive law enforcement program.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- Effectively administer a variety of law enforcement activities.
- Prepare and administer a budget.
- Respond to requests and inquiries from the general public.
- Supervise, train and evaluate assigned staff.
- Communicate clearly and concisely, both orally and in writing.

## **SHERIFF PATROL COMMANDER - 4**

### **Ability to (continued):**

- Establish and maintain cooperative relationships with those contacted in the course of work.
- Gain cooperation through discussion and persuasion.
- Use and care for firearms.

### **TRAINING AND EXPERIENCE**

#### **Minimum qualifications for this position:**

Five years of increasingly responsible experience in law enforcement work, including one year in a supervisory capacity.

Equivalent to completion of the twelfth grade, supplemented by college level courses in administration of criminal justice, police science, public administration, business administration, or a related field.

### **SPECIAL REQUIREMENTS**

Possession of a P.O.S.T. Intermediate and Supervisory Certificate.

Possession of a valid California Driver's License at time of appointment.

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.

## **SHERIFF'S SPECIAL OPERATIONS SERGEANT**

### **DEFINITION**

To manage, plan, organize, and supervise the Training of all Sheriff's Office Personnel (sworn and non-sworn); as well as supervise the day to day operations of the Animal Control Department; Boat Patrol Division; coordinates activities with other divisions and departments; provides highly complex staff assistance to the Sheriff and Undersheriff; performs a variety of technical tasks relative to assigned areas of responsibility; and does related work as required or assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized supervisory level in the professional law enforcement class series. The incumbent will be responsible for supervising/overseeing the Department's training program for sworn and non-sworn personnel. This will include providing direction and exercising supervision over Sergeants, deputies, correctional officers and non-sworn supervisors and other staff. The incumbent will also be responsible for directing and supervising the Animal Control Division of the Sheriff's Department. In addition, the incumbent will provide specialized administrative support to the Sheriff and Undersheriff.

### **REPORTS TO**

Undersheriff

### **CLASSIFICATIONS SUPERVISED**

Boat Patrol Supervisor, Boat Patrol Officers, Animal Control Supervisor, Animal Control Officer, Office Assistant III, and those outlined in "Distinguishing Characteristics".

## **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

Directs, plans, organizes and supervises assigned law enforcement activities; including the training of Boat Patrol and Animal Control Divisions.

- Establish schedules for the Sheriff's Office to facilitate the training of personnel.
- Prepare work schedules for the Animal Control Department, Boat Patrol, and Department Trainings.
- Maintains department training equipment, updates current training curriculum, writes new training courses for certification by the Commission on Peace Officer Standards and Training (P.O.S.T.) as necessary.
- Supervise the Field Training Program (FTO) and staff to ensure proper training and performance of the new personnel hired by the Department.
- Prepares all necessary reports and keeps the Field Training Manual current to comply with P.O.S.T. certification.
- Arranges and schedules all necessary department training including the reservation of class space, lodging, meals and preparation of the reports necessary for the expenditures.
- Assists in developing, recommending and implementing department/division goals and objectives.
- Implements department/division policies and procedures.
- Responsible for monitoring and updating the Sheriff's Department Manual, including Animal Control.
- Evaluate operations and activities of assigned responsibilities.
- Recommend improvements and modifications.
- Prepare various reports on operations and activities, both to the Sheriff and the Commission on Peace Officer Standards and Training (P.O.S.T.).
- Participates in budget preparation and administration.
- Prepares cost estimates for budget recommendations.
- Submits justification for budgetary items.
- Monitors and controls expenditures as assigned.
- Serves as the Department liaison with the Commission on Peace Officer Standards and Training (P.O.S.T.) to ensure compliance with legislative mandates and current law enforcement training needs and methods.
- Participates in the selection of staff.
- Works with employees to correct deficiencies.
- Implements disciplinary procedures as necessary.
- Answer questions and provide information to the public.
- Investigate complaints and recommends corrective action.
- Contacts and cooperate with other agencies as needed.
- Conducts investigations involving internal affairs.
- Performs background investigations of prospective employees.
- Participates on a variety of boards and commissions.
- Attends and participates in professional groups and committees.
- As needed, act as the OES Duty Officer.
- Performs related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; 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 office, courtroom, and outdoor environments; unusual exposure to life threatening situations; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices of law enforcement program development and administration.
- Procedures, methods and techniques in law enforcement patrol, traffic control, crime prevention, investigations, apprehension, civil process, and arrest.
- Types of law enforcement equipment, materials, and specialty items including, but not limited to, training.
- Principles and practices of organization, administration and personnel management pertaining to law enforcement.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training and personnel management.
- Principles and procedures of record keeping and reporting.

#### **Ability to:**

- Organize, direct and implement a comprehensive law enforcement training program.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- Effectively administer a variety of law enforcement activities.
- Prepare and administer a budget.
- Respond to requests and inquiries from the general public.
- Supervise, train and evaluate assigned staff.

## **SHERIFF'S SPECIAL OPERATIONS SERGEANT – 4**

### **Ability to (continued):**

- Communicate clearly and concisely, both orally and in writing.
- Compile and forward necessary training reports to P.O.S.T. and write training courses, as necessary, for certification.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Gain cooperation through discussion and persuasion.
- Use and care for firearms.

### **TRAINING AND EXPERIENCE**

#### **Minimum qualifications for this position:**

Four years of increasingly responsible experience in law enforcement work, including one year in a supervisory capacity.

Equivalent to completion of the twelfth grade, supplemented by college level courses in administration of criminal justice, police science, public administration, business administration, or a related field.

#### **Special Requirements:**

Possession of a P.O.S.T. Intermediate and Supervisory Certificate.

Possession of, or ability to obtain, an appropriate, valid California Driver License.

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.

**DEPUTY SHERIFF II/COMMUNICATIONS EQUIPMENT  
COORDINATOR**

**DEFINITION**

Under general supervision, to perform law enforcement and crime prevention work by patrolling assigned areas responding to calls and complaints; to investigate incidents and perform identification work; to serve as deputy coroner. Directs and coordinates, participates in the enhancement, modification, maintenance and use of complex computer systems and communication equipment within the Sheriff's Department.

**DISTINGUISHING CHARACTERISTICS**

This is a fully trained first responder journey level classification for the performance of professional law enforcement work. Incumbent performs a wide range of law enforcement assignments. This position is a unique experienced class, assigned the responsibility for coordination and participating in the research, development modification, installation and operation of complex communication equipment in the Sheriff's Department. Incumbent is responsible for interpreting regulations and policies which affect the assigned system, and for developing and testing modifications to ensure adherence to those regulations. Incumbents must work effectively within the Sheriff's department providing user training, contact with outside vendors and other county departments to ensure proper functions of these systems.

**REPORTS TO**

Sheriff and Assistant Sheriff

**CLASSIFICATION DIRECTLY SUPERVISED**

None

## **DEPUTY SHERIFF II/COMMUNICATIONS EQUIPMENT COORDINATOR – 2**

### **EXAMPLES OF DUTIES**

- Patrols assigned areas and answers calls for protection of life and property.
- Conducts preliminary investigations.
- Interrogates witnesses
- Gathers evidence and takes statements in connection with suspected criminal activities.
- Substantiates findings of fact in court.
- Serves warrants/civil papers and makes arrests.
- May assist with other law enforcement agencies, responding to incidents conducting investigations and making arrests.
- Keeps firearms and other equipment in good working condition.
- Prepares detailed reports of all activities and incidents.
- Functions as Deputy Coroner.
- May be assigned to facilitate communications with other law enforcement agencies.
- May make public speaking engagements at schools, fairs, official meetings and service clubs, serving as a Department spokesperson.
- May function as an undercover officer to conduct in-depth investigations for the detection and prevention of the sale of narcotics and the arrest of drug offenders.
- May perform special law enforcement assignments such as Field Training Officer, SWAT, Canine and other areas.
- Management, training, supervision and recruitment responsibilities of the counties volunteer search and rescue team.
- Directs all matters concerning two way, wire line and wireless communications, with the exception of cell phones for the department.
- Maintain and repair the current equipment, research and purchase new equipment.
- Develop long range plans for communication upgrades that meet local, state and federal requirements.
- Research, apply for, and manage outside funding sources to purchase and install communications equipment and equipment programming.
- Management of the infrastructure side of the EMS and Fire radio systems (base, stations, repeaters, interfaces).
- Installation and implementation of a complex, comprehensive county-wide microwave system that will interface with all public safety communication system and provide for transfer of data at speeds that will be a 100 fold increase over current rates.
- Determines materials, equipment, software and infrastructure required by department staff to accomplish assigned projects and objectives.
- Directs matters concerning the department wide software system, including networking servers, work stations, network devices, and security, etc.



## **DEPUTY SHERIFF II/COMMUNICATIONS EQUIPMENT COORDINATOR – 3**

- Manage, maintain, update, provide, training for Computer Aided Dispatching, Records Management, Jail Management, Electronic Mapping, California Law Enforcement Telecommunications applications, Radio Interfaces to software systems, as well as four other separate, lesser used systems running on ten separate servers.
- Maintain the department's network to three substations and the jail, which requires managing complex systems of firewalls, encryption, virtual private networks, system security and access management using both hard wired and wireless connections.
- Manage and maintain the infrastructure and equipment side of the County E911 system, which includes interfaces with software systems, data corrections to route E911 calls appropriately, mapping interfaces that allow dispatchers to quickly and accurately determine the location of wireless and VolP911 calls.
- Installs hardware and software installation and upgrades.
- Provide trouble shooting and maintenance for all two-way, wire line, and wireless communication equipment necessary to communicate with emergency service personnel.
- Troubleshoot and maintain connectivity between the Sheriff's office and the Jail.
- Diagnosis and repairs of problems with the jail security systems, doors, intercoms and cameras.
- Prepare and tracks various grants that provide communication and information technology funding for the department.
- Write, manage and administer Homeland Security Grant applications and funds. Requires complex management and planning activities that involve public Safety agencies in Plumas County and surrounding counties both in California and Nevada.
- Participates in developing, implementing, and coordinating operating policies and procedures related to the Department's automated systems.
- Consults with and advises staff and users on technical problems, legal and system requirements, and county policies and procedures that impact operation of the computer system.
- Authorizes system access to users.
- Develops, generates and distributes reports.
- Tracks and coordinates new computer equipment purchases, and equipment maintenance and repair requests.
- As needed, act as the OES Duty Officer.
- Performs related duties as assigned.

## **DEPUTY SHERIFF II/COMMUNICATIONS EQUIPMENT COORDINATOR – 4**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing up to 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; 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; courtroom, and outdoor environments; exposure to life-threatening situations; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, bailiff, and basic crime scene investigation.
- Laws of apprehension, arrest and custody of persons accused of felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Laws applicable to the apprehension, retention, and treatment of juveniles.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- The general geography and topography of Plumas County.
- Use and care of Department authorized fire arms.
- First aid techniques.
- Principles of criminal identification and fingerprint classification.
- Operation of various types of computer and peripheral equipment.
- Principles, procedures, techniques, nomenclature, and operation of computer systems.
- Computer equipment maintenance procedures.
- Hardware configuration and operating principles.
- Capabilities, limitation, characteristics, and uses of computer information systems, related hardware, various software application programs and operating systems.
- Telecommunications and networking equipment, maintenance procedures, hardware and software configurations, and operating principles.

## DEPUTY SHERIFF II/COMMUNICATIONS EQUIPMENT COORDINATOR – 5

### Knowledge of: continued.

- Techniques of personal and group instruction and training.
- Procedures necessary to maintain the integrity and security of data in the automated system.
- Principles and practices of technical problem solving.

### Ability to:

- Perform a wide variety of professional law enforcement work.
- Understand and interpret laws and regulations relating to arrest, rules of evidence and the apprehension, retention and treatment of prisoners and juveniles.
- Understand and interpret the Code of Civil Procedures and Civil Processes.
- Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.
- Secure information from witness and suspects.
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Write clear and comprehensive reports.
- Demonstrate technical and tactical proficiency in the use and care for firearms.
- Operate a motor vehicle under critical and unusual conditions.
- Effectively represent the Sheriff's Department in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationship with those contacted during the course of work.
- Evaluate and interpret automated information and communication systems from a user's perspective.
- Analyze departmental data system and communication system needs and requirements.
- Identify goals and objectives, and problems.
- Examine alternatives, develop conclusions and recommendations, and implement solutions.
- Prepare clear and concise reports, documentation and other written materials.
- Read and comprehend written material on a wide variety of technical subjects.
- Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of directions.
- Establish and maintain effective working relationships with all department personnel and those contacted in the course of the work.

## **DEPUTY SHERIFF II/COMMUNICATIONS EQUIPMENT COORDINATOR – 6**

### **Training and Experience:**

One (1) year of previous law enforcement experience equivalent to Deputy Sheriff I with Plumas County.

Two (2) years of experience working with, analyzing, maintaining and evaluating telecommunications systems, two-way, wire line and wireless technology, and the use of personal computers and software packages. (30 semester or 45 quarter units in Computer Science may be substituted for experience).

**Special Requirement:** Graduation from a Peace Officer Standards and Training Commission (P.O.S.T) certified academy.

Possession of First Aid and CPR certificates.

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.



ELLIOTT SMART  
DIRECTOR

DEPARTMENT OF SOCIAL SERVICES  
AND PUBLIC GUARDIAN

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

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

DATE: OCTOBER 21, 2016

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR  
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR NOVEMBER 1, 2016

RE: REPORT ON CHANGES COMING TO THE FOSTER CARE SYSTEM  
THAT RESULT FROM THE CONTINUUM OF CARE REFORM

**It is Recommended that the Board of Supervisors**

Receive and file a report from the Department of Social Services regarding upcoming changes to the Foster Care system that result from Assembly Bill 403, Statutes of 2015, also referred to as the Continuum of Care Reform.

**Background and Discussion**

Prior to the implementation of the Continuum of Care Reform (CCR), County Foster Care systems have relied heavily on congregate care settings or Foster Care Group Homes (Group Homes). Group Homes are residential facilities that provide additional on-site services that meet the needs of children who require specialized care that is considered beyond the scope and ability of Foster Family homes to provide. Typically children placed in a Group Home have required support services such as behavioral health interventions, individualized education plans, counseling and other supports to overcome the trauma of having lived in an abusive and dysfunctional household.

In the past, when such children were placed in a group home setting, efforts were made to match the level of care available at the group home to the needs of the child. While these efforts have fulfilled an obligation to tailor services to the specific needs of troubled children, it also has resulted in payments for their care which could reach amounts in excess of \$10,000 per month.

Group Homes have provided necessary and valuable supports to children who've required added levels of care and support. However, such homes are typically located at a distance from where the child has been raised. Because of this, a consequence of placing a child in a Group Home is that it removes a child from important supports such

as friends, community and family: Supports that can be critical to a child's successful transition to responsible adulthood.

For these and other reasons, four years ago the California Department of Social Services in partnership counties, child welfare specialists and stakeholders initiated an effort to develop recommendations for policy and service changes that would improve the care and outcomes for children and families in the continuum of foster care placements. These changes became known as the Continuum of Care Reform or CCR.

### **CCR's Changes**

The changes that arise from CCR can be summarized in four categories:

- Limited reliance on congregate care or Foster Care Group Homes except when a child's intensive needs cannot be met in another manner.
- Development and implementation of plans for recruiting, supporting and retaining foster parents, Resource Families and relative caregivers who provide care for foster children with high level needs.
- Implementing specific training supports for Resource Families.
- Development and implementation of a revised foster care rate structure that will encourage and support Resource Families when they care for the most troubled children in the system.

To help assure that such changes and supports are effective, county human services departments across the state are engaged in cooperative efforts to align coordinated and collaborative service delivery systems so that they are targeted to providing placement and treatment services in a "wraparound-like" structure. In our county, the Department of Social Services and Probation Departments have engaged collaboratively with the Behavioral Health Department to ensure that Resource Families and relative caregivers receive the supports and services they need to assure that children with high levels of need can remain in the most family-like setting possible.

Some of the changes being initiated will include training provided to Resource Families and relative caregivers so that they are better prepared to provide support to troubled foster children. Such support will also include the availability of intensive behavioral health interventions in the family setting for the most troubled children in the system. In addition, the Department will have the flexibility to provide funds to improve the family setting. This could include purchasing bedding, clothing and appliances (such as replacing a broken washing machine) when the situation warrants it.

Planning for these changes has been ongoing. The scheduled implementation is January 1, 2017, however it is anticipated that implementing the changes will be a gradual and evolving process. Part of the implementation process includes recruiting

potential Resource Families into the system. Enclosed with this report is a brochure that the Department will be utilizing to recruit Resource Families.

### **Financial Impact**

Both Foster Care administration and payment for services were included in 2011 Public Safety Realignment. Under the 2011 Realignment structure, Federal Financial Participation comes via Title IVE of the Social Security Act and generally covers 50% of the cost of Foster Care placements. The balance is covered by State General Fund dollars and 2011 Public Safety Realignment.

Under the CCR reforms, Resource Families will receive payment rates that are based on the level of care that is provided by the family, not the age of the child. The level of care that a family provides will be determined by the amount of training they have.

Currently, a foster home licensed by a foster family agency receives between \$688 and \$859 per month for the care they provide to a foster child under the basic program and depending the child's age. Resource Families will receive from \$889 to \$1189 per month depending upon the level of care they provide. Even with increased monthly rates, the CCR reform is expected to save money over time due to limited reliance on Group Homes which are typically more expensive than Resource Family placement.

### **Other Agency Involvement**

Continuum of Care Reform is a collaborative initiative that includes the Probation Department and the Behavioral Health Department. To a lesser extent, the Department will also be working with the Group Homes we refer children to. For the most troubled children in the Foster Care system, the Department may need to continue to rely on Foster Care Group Homes to meet highly specialized needs of children who've been severely traumatized or who have specialized mental health needs.

Enclosure

Copies:      Bob Brunson, Behavioral Health Director  
                 Erin Metcalf, Chief Probation Officer  
                 Mimi Hall, Public Health Director  
                 Craig Settlemire, County Counsel  
                 Bill Abramson, Counsel for Child Welfare





# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

5D

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

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<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Veteran's Services Office Suite 206 Quincy, CA 95971 (530) 283-6275 (530) 283-6425 Fax
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**Date:** October 20, 2016

**To:** Honorable Board of Supervisors

**From:** Mimi Hall

**Agenda:** Item for November 1, 2016

**Item Description/Recommendation:** It is recommended that the Board of Supervisors approve a Supplemental Budget and unanticipated revenues in Unit 20480 Senior Transportation in the amount of \$10,800.00 from the Plumas County Transportation Commission.

**History/Background:** Plumas County Senior Transportation provides transportation to seniors who require assistance going from one location to another, with primary focus on transportation to and from the nutrition sites in Chester, Greenville, Quincy and Portola; medical appointments; and shopping.

The Plumas County Transportation Commission has awarded Senior Transportation the amount of \$10,800.00 for fiscal year 16/17 for operations associated with the weekly Reno Route. This amount is based on mileage and driver wages less the fares collected from non-senior clients. Seniors Transportation will provide a weekly Reno trip open to non-seniors on Thursdays. This will be in cooperation with the Social Services Transportation Advisory Council and Plumas County Transit, as of September 1, 2016.

A copy of the Supplemental Budget with line item detail is attached for your review.

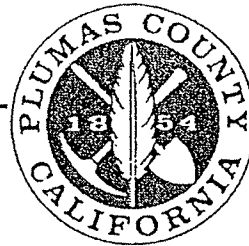
Please contact me should you have any questions.

Thank you.



## PLUMAS COUNTY PUBLIC WORKS DEPARTMENT

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



### Memorandum

Date: October 19, 2016

To: John Rix, Director of Senior Services

From: Jim Graham, Senior Environmental Planner

Re: Funding for weekly Reno Route

The Plumas County Transportation Commission has authorized a not-to-exceed amount of \$10,800.00 for Fiscal Year 16/17 for operations associated with the weekly Reno route.

The allocation of these costs is as follows:

Salaries and Benefits	\$7,640.00
Fuel Costs/Maintenance	<u>\$4,360.00</u>
Total:	\$12,000.00
Less anticipated Fare Box:	<u>\$1,200.00</u>
Net Cost:	\$10,800.00

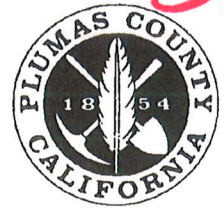
These costs are reimbursed for actual expenditures only.

**PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS**

1834 East Main Street, Quincy, CA 95971 – Telephone (530) 283-6268 – Fax (530) 283-6323

Robert A. Perreault, Jr., P.E., Director

Joe Blackwell, Deputy Director



**AGENDA REQUEST**

For the November 1, 2016 meeting of the Plumas County Board of Supervisors

October 24, 2016

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

A handwritten signature in blue ink, which appears to read 'Robert Perreault', is written over the 'From:' line.

Subject: Bucks Lake Road Slope Stabilization Project: Consider approval of the 100% plans and specifications and concur with FHWA's recommendation to advertise and award the project contract; discussion and possible action.

**Background:**

The Federal Highway Administration (FHWA), Central Federal Lands Highway Division (CFLHD), in cooperation with the United States Department of Agriculture Forest Service (USFS), the California Department of Transportation (Caltrans), and Plumas County, is proposing to improve a portion of Bucks Lake Road, (County Road No. 411) in Plumas County, California. The location of the highway improvement project is the site of the rock-fall incident that occurred on March 13, 2013.

The proposed action is to reconstruct and realign a 1700-foot section of Forest Highway 119, located approximately 3 miles west of Quincy on Bucks Lake Road.

The proposed project is being administered by FHWA under the Federal Lands Access Program (FLAP). The FLAP program covers all project costs except right-of-way acquisition. However, no right-of-way acquisition is required for this project because it is located on lands managed by the Plumas National Forest. The project is currently budgeted at \$3 million for the construction phase and is scheduled to be constructed during the summer of 2017. Under the FLAP program, FHWA will be the lead agency responsible for public solicitation of bids, contract administration, oversight during construction, and project close-out.

AGENDA REQUEST

For the November 1, 2016 meeting of the Plumas County Board of Supervisors

Bucks Lake Road Slope Stabilization Project

October 24, 2016

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A copy of the 100% completed set of construction plans and the related highway design standards are available for viewing by the general public during normal office hours at the following locations:

- Office of the Clerk of the Board of Supervisors  
Quincy Courthouse, Room 309,  
520 Main Street, Quincy, CA 95971
- Department of Public Works  
Headquarters Building  
1834 East Main Street, Quincy, CA 95971

**Recommendation:**

The Director of Public Works respectfully recommends that the Board of Supervisors vote to:

1. Approve the 100% Plans and Specifications, and
2. Concur with the FHWA's recommendation to begin formal advertisement for construction bids, and, that FHWA subsequently award a construction contract.

6A

**RESOLUTION NO. 09 - 7564**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF PLUMAS TEMPORARILY SUSPENDING PUBLIC FACILITIES DEVELOPMENT IMPACT FEES**

**WHEREAS**, the County's adopted General Plan calls for new development to pay its proportionate share for new and improved public facilities needed because of such new development; and

**WHEREAS**, in the 2006 "Nexus Study" both significant new development and consequent need for new or enhanced public facilities were anticipated and their relationship documented; and

**WHEREAS**, without adequate mitigation of the impacts of population growth there will be serious declines in the level of services to both existing residents and the business community which would be contrary to the County's General Plan; and

**WHEREAS**, the Board of Supervisors adopted in 2006 by Resolution No. 06-7302 certain public facility Development Impact Fees to mitigate environmental and infrastructure impacts created by new development; and

**WHEREAS**, Public facility Development Impact Fees were set at \$1,392 per residential dwelling unit, \$193 per 1000 square feet of commercial/office development and \$82 per 1000 square feet of industrial development; and

**WHEREAS**, since the creation of the Impact Fees, the United States, the State of California and Plumas County have experienced the worst economic crisis since the "Great Depression" of the 1930's; and

**WHEREAS**, because of this economic crisis, construction and growth in Plumas County has stagnated in comparison to what was projected in the Nexus Study; and

**WHEREAS**, the anticipated growth and environmental and infrastructure impacts have been diminished due to the effects of the severe economic crisis although no determination has been made under Section 66001(e) of the Government Code; and

**WHEREAS**, the Board of Supervisors desires to help stimulate construction; and

**WHEREAS**, this Resolution No. 09- 7564 was adopted on July 7, 2009 and was incorrectly stated.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors that Resolution No. 09- 7564 adopted July 7, 2009 is repealed and reenacted as stated herein so that the

Board of Supervisors does hereby temporarily suspend, effective June 9, 2009, the existing public facilities Impact Fees adopted by Resolution No.06-7302, in accordance with the provisions set forth below; and

**BE IT FURTHER RESOLVED** that the Impact Fees shall be administered as follows:

1. The public facility Development Impact Fees for those projects that **applied** for a building permit on or after June 9, 2009 shall be refunded.
2. The impact of the temporary suspension of public facility Development Impact Fees set forth herein shall be monitored by the Board of Supervisors and formally reviewed every six months.
3. The Board of Supervisors, after holding a noticed public hearing, may lift the suspension set forth herein and reinstate the schedule of Impact Fees established in Resolution No. 06-7302.

The foregoing resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 21<sup>st</sup> day of July 2009, by the following vote:

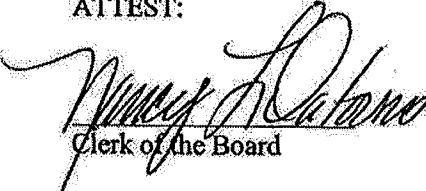
AYES: Supervisors Swofford, Simpson, Meacher, Olsen and Thrall

NOES: None

ABSENT: None

  
Chairperson, Board of Supervisors

ATTEST:

  
Clerk of the Board