

## **BOARD OF SUPERVISORS**

Dwight Ceresola, Vice Chair 1<sup>st</sup> District

Kevin Goss, 2<sup>nd</sup> District

Sharon Thrall, 3<sup>rd</sup> District

Greg Hagwood, 4<sup>th</sup> District

Jeff Engel, Chair 5<sup>th</sup> District

**AGENDA FOR REGULAR MEETING OF FEBRUARY 2, 2021 TO BE HELD AT 10:00 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**

Due to the Coronavirus disease (COVID-19) Public Health Emergency, dated March 16, 2020, the County of Plumas is making several changes related to Board of Supervisors meetings to protect the public's health and prevent the disease from spreading locally.

California Governor Gavin Newsom issued Executive Order N-29-20 on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic.

Pursuant to the Executive Order, and the Governor's temporary partial exemptions to the Brown Act, and to maintain the orderly conduct of the meeting, the County of Plumas members of the Board of Supervisors may attend the meeting via teleconference or phone conference and participate in the meeting to the same extent as if they were physically present. Due to the Governor's temporary, partial exemption to the Brown Act, the Boardroom will be open to the public but subject to social distancing requirements, which limit the number of people that may enter to 25% of room capacity. Those that wish to attend the Board meeting, will be required to wear a face covering, as required by the local Public Health Officer order. The public may participate as follows:

### **Live Stream of Meeting**

Members of the public who wish to watch the meeting, are encouraged to view it [LIVE ONLINE](#)

### **Public Comment Opportunity/Written Comment**

Members of the public may submit written comments on any matter within the Board's subject matter jurisdiction, regardless of whether the matter is on the agenda for Board consideration or action. Comments will be entered into the administrative record of the meeting.

Members of the public are strongly encouraged to submit their comments on agenda and non-agenda items using e-mail address [Public@countyofplumas.com](mailto:Public@countyofplumas.com)

10:00 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. **PUBLIC HEALTH AGENCY** – Andrew Woodruff  
Report and update on COVID-19; receive report and discussion

### **2. 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) CLERK OF THE BOARD**

Approve Board minutes for January 2021

#### **B) FACILITY SERVICES**

Approve and authorize the Chair to sign contract, not to exceed \$10,000, between County of Plumas and Frank's Garage for automotive repairs, effective January 1, 2021; approved as to form by County Counsel [View Item](#)

#### **C) PUBLIC WORKS**

- 1) Approve and authorize the Chair to sign purchase agreement, not to exceed \$8,500, between County of Plumas and Browns Gas Co., for purchase of propane fuel; approved as to form by County Counsel [View Item](#)
- 2) Approve and authorize the Chair to sign agreement, not to exceed \$29,995, between County of Plumas and Clint's Tree Service, for tree removal services in Chester; approved as to form by County Counsel [View Item](#)

#### **D) SHERIFF**

- 1) Approve and authorize the Chair to sign Cooperative Law Enforcement Agreement between County of Plumas and USDA Forest Service – Plumas National Forest; approved as to form by County Counsel [View Item](#)
- 2) Approve and authorize the Chair to sign Cooperative Law Enforcement Agreement, not to exceed \$17,000, between County of Plumas and U.S. Department of Agriculture, Forest Service – Plumas National Forest; approved as to form by County Counsel [View Item](#)

### **3. DEPARTMENTAL MATTERS**

#### **A) PUBLIC HEALTH AGENCY** – Andrew Woodruff

- 1) Authorize Public Health to recruit and fill funded and allocated 1.0 FTE Administrative Services Officer, created by retirement effective May 31, 2021; and authorize an overlap in services for training purposes; discussion and possible action [View Item](#)
- 2) Authorize Public Health to recruit and fill vacant, funded and allocated 2.0 FTE Community Outreach Coordinator (COC)/Health Education Specialist (HES) positions, created by resignation; discussion and possible action [View Item](#)

#### **B) INFORMATION TECHNOLOGY** – Greg Ellingson

Authorize Information Technology to recruit and fill vacant, funded and allocated 1.0 FTE Office Automation Specialist position, created by promotion within the department; discussion and possible action [View Item](#)

#### **C) HUMAN RESOURCES** – Nancy Selvage

Adopt **RESOLUTION** to amend Job Classification Plan for Programmer Analyst Job Description, Information Technology, Department 20220. **Roll call vote** [View Item](#)

D) **BEHAVIORAL HEALTH** – Tony Hobson

Adopt **RESOLUTION** to amend the FY 2020-2021 Position Allocation for Behavioral Health Department 70570; and authorize Behavioral Health to recruit and fill 1.0 FTE Mental Health Services Act Coordinator position. **Roll call vote** [View Item](#)

E) **LIBRARY** – Lindsay Fuchs

- 1) Approve supplemental budget transfer of \$5,000 for receipt of unanticipated revenue and appropriate to various expenditure accounts within department 20670 and 20675 for the Summer Meal Program; **four/fifths required roll call vote** [View Item](#)
- 2) Approve supplemental budget transfer of \$2,800 for receipt of unanticipated revenue and appropriate to various expenditure accounts within department 20670 and 20675 for the Fall Meal Program; **four/fifths required roll call vote** [View Item](#)
- 3) Authorize the County Librarian to recruit and fill vacant, funded and allocated Extra-Help Courier position [View Item](#)

F) **SOCIAL SERVICES** – Neal Caiazzo

- 1) Presentation of Social Services Trends Report for quarter ending December 31, 2020; receive report and discussion [View Item](#)
- 2) Authorize the Department of Social Services to recruit and fill 3.0 FTE vacant, funded and allocated Eligibility Specialist I/II positions, created by promotions within the department; discussion and possible action [View Item](#)

G) **CLERK-RECORDER/ELECTIONS** – Marcy DeMartile

Authorize the Clerk-Recorder to recruit and fill vacant, funded and allocated 1.0 FTE Elections Coordinator position, created by promotion within the department; discussion and possible action [View Item](#)

H) **FAIR** – John Steffanic

Approve supplemental budget of \$159,065.79 for receipt of unanticipated revenue due to the North Complex Fire (fire camp) from August 2020 to November 2020; **four/fifths required roll call vote** [View Item](#)

I) **COUNTY ADMINISTRATOR** – Gabriel Hydrick

Discussion and possible action regarding Franchise Fee Audit services to audit current franchise agreements, and assist the County in finding and implementing new franchise fee agreement opportunities

**4. BOARD OF SUPERVISORS**

- A. Accept letter of resignation from Andrew Woodruff, Public Health Director, effective April 2, 2021; and direct Human Resources to begin recruitment to fill the position; discussion and possible action [View Item](#)
- B. Discussion and possible action regarding public access for regular meetings of the Board of Supervisors
- C. Correspondence
- D. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

E. Appointments

**PLUMAS COUNTY BOARDS, COMMISSIONS AND COMMITTEES**

Appointment and/or re-appointment of members to the Plumas County Boards, Commissions and Committees [View Item](#)

**FIRST 5 PLUMAS**

Appoint Kevin Bean to the First 5 Plumas County Children and Families Commission for a two-year term, as recommended [View Item](#)

**LASSEN-PLUMAS-SIERRA COMMUNITY ACTION AGENCY**

Appoint a Board member to the Lassen-Plumas-Sierra Community Action Agency Board of Directors, replacing past Supervisor Lori Simpson

**5. CLOSED SESSION**

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

- A. Personnel: Public employee performance evaluation – Director of Facility Services/Airports
- B. Conference with real property negotiator, Gabriel Hydrick, County Administrator regarding Plumas County Properties, Assessor's Parcel No. 110-062-008
- C. Conference with real property negotiator, Gabriel Hydrick, County Administrator regarding facilities: APN 115-023-019, 455 Main Street, Quincy
- D. Conference with real property negotiator, Gabriel Hydrick, County Administrator regarding facilities: Sierra House, 529 Bell Lane, Quincy, APN 117-021-000-000
- E. Conference with real property negotiator, Gabriel Hydrick, County Administrator regarding courthouse facilities: Greenville Sub Station, 115 Crescent St., APN 110120047000; Chester Complex, 251 E. Willow, APN 100062002000; Portola Court Building, 151 Nevada St., APN 126131001000
- F. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9 (one case)
- G. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- H. 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, February 9, 2021, Board of Supervisors Room 308, Courthouse, Quincy, California



Kevin Correira  
Director

# County of Plumas

## Facility Services

198 Andy's Way  
Quincy CA 95971



Phone: 530-283-6299  
Fax: 530-283-6103

DATE: February 2, 2021

TO: Honorable Board of Supervisors

FROM: Kevin Correira – Facility Services Director

SUBJECT: Request to approve and authorize Board Chair to sign contract for automotive repairs between Facility Services and Frank's Garage.

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### **Recommendation**

Approve and authorize Board Chair to sing contract for automotive repairs between Facility Services and Frank's Garage.

### **Background and Discussion**

Frank's Garage provides automotive inspections, maintenance, and repairs for Facility Services' maintenance vehicle fleet as well as pool cars.

Contract not to exceed \$10,000.

A copy of the contract is on file with the Clerk of the Board.

# **PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS**

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



## **CONSENT AGENDA REQUEST**

For the February 2, 2021 meeting of the Plumas County Board of Supervisors

January 25, 2021

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Award of Purchase Agreement for Propane Fuel Purchase Delivery from Browns Gas Co. in the amount of Eight Thousand Five Dollars and 00/100 (\$8,500.00) retroactively to January 1, 2021.

A handwritten signature in black ink that reads "Robert A. Perreault".

### **Background:**

This Agenda Request pertains to the need by the Department of Public Works to purchase propane fuel in the LaPorte area as identified in the FY20/21 annual budget.

On September 29, 2020, the Board of Supervisors adopted a Resolution to adopt the final budget for Plumas County and the Dependent Special Districts Therein for Fiscal Year 2020-2021.

The anticipated cost of the propane fuel, following staff reviews of the submitted bids received on October 29, 2020 is not expected to exceed \$8,500 for the 2021 calendar year as outlined in the attached purchase agreement.

The attached purchase agreement has been reviewed and approved as to form by County Counsel.

Funding for this purchase agreement is included in the Budget adopted by the Board of Supervisors on September 29, 2020.

Public Works staff has coordinated with the Auditor's Office and a Budget Transfer Form will not be required at this time.

### **Recommendation:**

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Chair of the Board of Supervisors and the Director of Public Works to execute a purchase agreement with Browns Gas Company retroactive to January 1, 2021, using FY2020-21 budget funds, not to exceed \$8,500.00 for the purchase of propane fuel.

Attachment:

**BROWN'S GAS COMPANY, INC.**  
**PROPANE FUEL PURCHASE AGREEMENT – 2021**

**Summary of Terms**

**A. PURCHASER:** County of Plumas – Department of Public Works; 1834 E. Main Street, Quincy, CA 95971

DELIVER TO:  
La Porte Maintenance Yard, 2021 Church Street La Porte, CA 95981

**SELLER:** Brown's Gas Company, Inc.  
PO Box 469  
Marysville, CA 95901

**B. TYPE OF FUEL ("Fuel"):**

Propane Fuel

**C. BRANDED & UNBRANDED PRODUCT QUANTITY:** Seller agrees to sell to Purchaser, and Purchaser agrees to purchase exclusively from Seller, all of Purchaser's requirements for Propane Fuel at the Maintenance Yards referenced above in Section A. The start date will be January 1, 2021.

**D. PRICE:** Seller's delivered price on date of lifting, plus (a) all applicable taxes, fees, duties, or other charges levied or imposed, whether directly or indirectly, on Fuel furnished to Purchaser, and (b) all delivery charges, fees and related costs incurred by Seller in delivering fuel to Purchaser. Total paid by County to Contractor under this Agreement shall not exceed eight thousand five hundred dollars (\$8,500.00).

**E. DELIVERY:** FOB Purchaser's storage tanks at the Maintenance Yards, freight prepay and add. Unless otherwise agreed in writing, the delivery of propane gas will be delivered in amounts required to keep the Purchaser's tank on a 'keep full' basis. Tank size for La Porte is 1,000 gallons.

**F. EFFECTIVE DATE:** January 1, 2021 (the "Effective Date"). County's Board of Supervisors hereby ratifies, and approves for payment, services provided by Brown's Gas Company, Inc. from January 1, 2021 to date of approval of this agreement by the Board of Supervisors.

**G. TERM:** One (1) year from the Effective Date.

**H. PAYMENT TERMS:** Net Fifteen (15) days EFT.

**I. NOTICES:**

*If to Seller:*

Address: PO Box 469  
Marysville, CA 95901  
Attention: Kathy Oswald  
Phone: 530-743-3976  
E-mail: [kathyo@brownsgasco.com](mailto:kathyo@brownsgasco.com)

*If to Purchaser:*

Address: 1834 East Main Street  
Quincy, CA 95971  
Attention: Joe Blackwell, Deputy Director  
Phone: 530-283-6268  
E-mail: [joeblackwell@countyofplumas.com](mailto:joeblackwell@countyofplumas.com)

**IN WITNESS WHEREOF**, Seller and Purchaser have executed this Agreement as of the Effective Date.

**FOR BROWN'S GAS CO.**

Name: Lois Zacharopoulos  
Title: President

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

Name: Kathy Oswald  
Title: CFO

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

**FOR PLUMAS COUNTY**

**APPROVED AS TO SCOPE OF WORK:**

Name: Robert A. Perreault, Jr., P.E.  
Title: Director of Public Works

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

**COUNTY:**

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

By: \_\_\_\_\_  
Jeff Engel, Chair  
Board of Supervisors  
Date signed: \_\_\_\_\_

Approved as to form:

  
Sara James  
Deputy County Counsel II

1/20/2021

**ATTEST:**

By: \_\_\_\_\_  
Nancy DaForno  
Clerk of the Board of Supervisors

# PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS

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

Robert A. Perreault Jr., P.E., Director John Mannle, P.E., Asst. Director Joe Blackwell, Deputy Director



## CONSENT AGENDA REQUEST

For the February 2, 2021 meeting of the Plumas County Board of Supervisors

January 25, 2021

To: The Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Authorize execution of a Tree Removal Agreement between Plumas County and Clint's Tree Service in the lump sum amount of \$29,994.75

A handwritten signature in black ink that reads "Robert A. Perreault".

### Background:

Plumas County Public Works (PCPW) recently requested sealed bids for the removal of fourteen (14) trees within the town of Chester. PCPW received three (3) bids. Tyrrell Resources of Truckee, CA 96020 is the low bidder at \$29,994.75, Joe Benigno is the second low bidder at \$43,900.00 and Arbor Pro is the third low bidder at \$50,162.00.

### Policy Compliance:

This recommended action complies with the Plumas County Purchasing Policy.

### Fiscal Impact:

The lump sum cost of \$29,994.75 for the Tree Removal Agreement between the County of Plumas and Tyrrell Resources will be paid out of the Approved Budget of the Department of Public Works General Budget.

### Staff Recommendation:

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the County Administrator and the Director of Public Works to execute the Tree Removal Agreement between the County of Plumas and Tyrrell Resources for the lump sum amount of \$29,994.75.

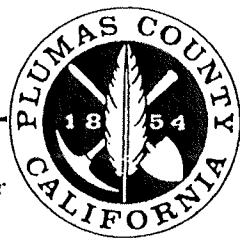
### Attachments:

Bid Award Recommendation, 12/11/20.

Proposed Tree Removal Agreement

# PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS

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



**Date:** December 11, 2020

**To:** Bob Perreault

**From:** Mark Crews

**Subject:** Bid Award Recommendation – 2020 Chester Tree Removal Project

Bob,

Public Works opened bids on December 10, 2020 for removal of 14 hazard trees in the town of Chester. Mark Crews and Joe Blackwell reviewed the Bids. There were two (3) bids;

Tyrrell Resources	\$29,994.75
Joe Benigno	\$43,900.00
Arbor Pro	\$50,162.00

After review of the bids, it was determined that Tyrrell Resources is the lowest qualified bid.

I recommend proceeding with Tyrrell Resources.

A handwritten signature in black ink that reads "Mark Crews".

Mark Crews

## Tree Removal Agreement

This Agreement is made by and between the County of Plumas, a political subdivision of the State of California, by and through its “Public Works Department” (hereinafter referred to as “County”), and **Tyrrell Resources, Inc** (hereinafter referred to as “Contractor”).

The parties agree as follows:

1. Scope of Work. Contractor shall provide County with materials and services as set forth in Exhibit A, attached hereto (hereinafter referred to as the “Work”).
2. Compensation. County shall pay Contractor for the Work in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Twenty Nine Thousand Nine Hundred Ninety Four Dollars and 75/100 (\$29,994.75) (hereinafter referred to as the “Contract Amount”), unless the Contract Amount has been adjusted pursuant to Section 15 of this Agreement.
3. Commencement and Term. The date of commencement of the Work shall be the date of execution of this Agreement. Contractor shall complete the Work as set forth in Exhibit C, attached hereto, subject to adjustment as stated in Sections 15 and 16. The term of this contract will end on June 30, 2021, unless terminated earlier as provided herein.
4. Termination.
  - a. By County for Cause. County may immediately terminate this Agreement for cause, upon written notice to Contractor, if Contractor (i) does not supply sufficient skilled workers or materials to ensure the timely and competent performance of the Work; (ii) fails to make payment to subcontractors for materials or labor in accordance with the respective agreements between Contractor and the subcontractors; (iii) violates any law, ordinance, rule, regulation, or order of a public authority having jurisdiction over Contractor, County, or this Agreement; or (iv) has committed any other substantial breach of this Agreement. If County terminates this Agreement for cause, then Contractor shall not be entitled to receive further payment from County other than for the value of the services and materials previously provided to County under this Agreement.
  - b. County’s Remedies. Upon terminating this Agreement for cause, County may, without prejudice to any other rights or remedies held by County under this Agreement or applicable law, take possession of the site and all materials thereon owned by Contractor, and finish the Work by what whatever reasonable method County deems appropriate. If County’s cost of finishing the Work under this paragraph exceeds the unpaid balance of the Contract Amount, Contractor shall pay the difference to County. This obligation for payment shall survive the termination of this Agreement.

- c. By County for Convenience. County may, at any time, terminate this Agreement for convenience and without cause. After terminating this Agreement for convenience, County shall pay Contractor the value of the services and materials previously provided to County under this Agreement as well as the costs incurred by Contractor by reason of such termination.
- d. By Contractor. If County fails to make payment as provided in Exhibit B for a period of at least thirty (30) days after the date such payment is due and payable, then Contractor may, upon seven (7) additional days' written notice to County, terminate this Agreement. Upon such termination, County shall pay Contractor for any Work performed prior to termination as well as the costs incurred by Contractor by reason of such termination.

5. County's Right to Stop and Correct Work. County may direct the Contractor in writing to stop performing the Work until Contractor corrects previously performed Work that is not in accordance with this Agreement, as determined by County in its sole discretion. If Contractor does not commence and continue correction with diligence and promptness within seven (7) days after receiving written notice from County to do so, County may, without prejudice to any other rights or remedies held by County under this Agreement or applicable law, correct the Work by what whatever reasonable method County deems appropriate. In such case, the Contract Amount shall be adjusted to deduct the cost of this correction.

6. Supervision. Contractor shall supervise and direct the Work, using Contractor's best skill and attention. Contractor shall be solely responsible for and have control over the means, methods, techniques, sequences, and procedures, and for coordinating all portions of the Work. As soon as practicable after execution of this Agreement, Contractor shall furnish in writing to County the names of any subcontractors or suppliers Contractor intends to engage in performance of the Work. Contractor shall not contract with any subcontractor or supplier to whom County has made a timely and reasonable objection.

7. 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.

8. Warranty. Contractor warrants to County that: (1) materials and equipment furnished under this 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, for a period of one year after substantial completion of the Work, correct Work not conforming to the requirements of this Agreement. If Contractor fails to correct nonconforming Work within a reasonable time, County may correct the Work, and Contractor shall pay the cost of such correction to County within

\_\_\_\_\_ COUNTY INITIALS

fifteen (15) days of Contractor's receipt of County's written request for such payment. This obligation for payment shall survive the termination of this Agreement.

9. **Taxes.** Contractor shall pay any sales, consumer, use, and similar taxes with respect to the materials and services furnished by Contractor under this Agreement.
10. **Permits and Fees.** Contractor shall obtain any permits, licenses, and inspections necessary for proper execution and completion of the Work. Fees incurred by Contractor with respect to these permits, licenses, and inspections shall be reimbursed by County. The above notwithstanding, Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, prepare and process through completion a "Public Agency, Public and Private Utility Right of Exemption" through the offices of CalFire.
11. **Legal Notices.** Contractor shall comply with any notices issued by any government agencies having jurisdiction over the Work. Contractor shall give any notices required by any government agencies having jurisdiction over the Work. If Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, then Contractor shall assume full responsibility for such Work and shall bear any costs attributable to such Work.
12. **Use of Site.** Contractor shall confine its operations at the Work site to areas permitted by law, ordinances, this Agreement, and County.
13. **Cutting and Patching.** Contractor shall be responsible for any cutting, fitting, or patching required to complete the Work or to make its parts fit together properly.
14. **Clean Up.** Contractor shall keep the premises and surrounding area free from accumulation of debris and trash related to the Work. At the completion of the Work, Contractor shall remove its tools, equipment, machinery, and surplus material.
15. **Changes in the Work.** County, without invalidating this Agreement, may approve changes in the Work within the general scope of this Agreement, consisting of additions, deletions, or other revisions. The Contract Amount under Section 2 and the time for completion of the Work under Section 3 shall be adjusted in writing to account for such changes, upon mutual agreement of County and Contractor.
16. **Delays in Performance.** If Contractor is delayed at any time in the progress of the Work by fire, unusual delay in deliveries, unavoidable casualties, or other causes beyond Contractor's control, then the time for completion of the Work under Section 3 shall be equitably adjusted.
17. **Protection of Persons and Property.** Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs, including all those required by law in connection with performance of the Work. Contractor shall take reasonable precautions to prevent damage, injury, or loss to employees performing the Work, the Work itself and materials and equipment to be incorporated therein, and other property at the Work site or adjacent thereto. Contractor shall promptly remedy damage

and loss to property caused in whole or in part by Contractor, its officers, employees, agents, contractors, licensees or servants.

18. Tests and Inspections. Contractor shall arrange and bear the cost of tests, inspections, and approvals of any portion of the Work required by this Agreement or by laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities.
19. Prevailing Wage. Contractor shall comply with all provisions of the California Public Contract Code and the California Labor Code, including, without limitation, payment of prevailing wage rates to all covered employees of Contractor and any subcontractors pursuant to California Labor Code Sections 1770 through 1780, inclusive. Pursuant to Section 1773 of the California Labor Code, the general prevailing wage rates in the county in which the work is to be done have been determined by the Director of the California Department of Industrial Relations. These wage rates for this project are in the book entitled, "Special Provisions, Notice to Contractors, Proposal and Contract." Addenda to modify wage rates, if necessary, will be issued to holders of the above referenced book. Future effective general prevailing wage rates, which have been predetermined, and are on file with the California Department of Industrial Relations, are referenced but not printed in the general prevailing wage rates. Pursuant to Section 1773.2 of the California Labor Code, General Prevailing Wage Rates included in the book entitled, "Special Provisions, Notice to Contractors. Proposal and Contract" shall be posted by Contractor at a prominent place at the site of the work.
20. Legal Compliance. 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.
21. 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.
22. 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 attorneys' 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, of County Parties. However, Contractor shall have no obligation to defend or indemnify County Parties against claims caused by the active negligence, sole negligence or willful misconduct of County Parties.

\_\_\_\_\_COUNTY INITIALS

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

- a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000).
- b. Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousand dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of the greater of (i) the limit available on the policy, or (ii) fifty thousand dollars (\$50,000) per accident.
- c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements:
  - i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the "County") as additional insureds. The Additional Insured 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

\_\_\_\_\_ COUNTY INITIALS

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.

24. 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. In particular, Contractor represents that it holds a current and active license as a Class D49 Tree Service Contractor, issued by the State of California, No. 938998.
25. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of 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. Contractor shall secure, at its expense, and be responsible for any and all payments of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Contractor and its officers, agents, and employees.
26. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of County.
27. Non-discrimination. Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.

\_\_\_\_\_ COUNTY INITIALS

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

28. Choice of Law. The laws of the State of California shall govern this agreement and venue for any dispute shall lie in Plumas County, California.
29. 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.
30. 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.
31. 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.
32. 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.
33. 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.
34. Third Party Beneficiaries. This Agreement is entered into for the sole benefit of County and Contractor, and no other parties are intended to be direct or indirect or incidental beneficiaries of this Agreement, and no third party shall have any right in, under, or to this Agreement.
35. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by County, County may immediately terminate this Agreement by giving written notice to Contractor.
36. 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:**

Robert Perreault, Director of Public Works  
1834 East Main Street  
Quincy, CA 95971  
(530) 283-6268  
Attention: Robert A. Perreault Jr., P.E., Director

\_\_\_\_\_ COUNTY INITIALS

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

**Contractor:**

Tyrrell Resources, Inc.  
P.O. Box 8219  
Truckee, CA 96162

37. **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.
38. **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.
39. **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 County or as part of any audit of 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 County or to the State Auditor upon the request of either the State Auditor or County.
40. **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, 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, County shall have the option to either cancel this Agreement with no further liability incurring to 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.

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

CONTRACTOR:

COUNTY OF PLUMAS

\_\_\_\_\_  
Cheryl L. Tyrrell  
CEO, CFO  
Tyrrell Resources, Inc.

\_\_\_\_\_  
Board of Supervisors

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

Attest:

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

Clerk of the Board of Supervisors

Approved as to form:

  
\_\_\_\_\_  
Sara James  
Deputy County Counsel II

1/14/2021

\_\_\_\_\_  
COUNTY INITIALS

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

**EXHIBIT A**

**Scope of Work**

1. The Contractor is responsible for removing and disposing of the trees listed below:

677 Watson Drive  
• 48" Pine

785 Watson Dr  
• 24" Pine  
• 24" Pine  
• 24" Pine  
• 24" Pine

321 Moody Meadow Rd  
• 30" Pine  
• 36" Pine

340 Moody Meadow Rd  
• 30" Pine  
• 30" Pine

Corner of Third Ave and Riverside Ave  
• 24" Cottonwood  
• 24" Cottonwood  
• 24" Cottonwood  
• 24" Cottonwood

215A Bridge St  
• 48" Cottonwood (2 tops)

2. The contractor shall be responsible for all permits and traffic control necessary to complete the work.
3. The Contractor shall provide notice to the County at least 5 days prior to removal of the trees.

## **EXHIBIT B**

### **Fee Schedule**

4. The Contract Amount, including authorized adjustments, is the total amount payable by County to Contractor for performance of the Work under this Agreement. No additional amounts will be paid to Contractor for performance of the Work except as expressly stated in this Agreement. The amount paid is not to exceed Twenty Nine Thousand Nine Hundred Ninety Four Dollars and 75/100 (\$29,994.75).
5. Notwithstanding anything to the contrary in this Agreement, County shall make a single payment for all Work performed by Contractor following (i) completion of the Work by Contractor, (ii) satisfaction of Paragraph 6 of this Exhibit B, and (iii) invoice by Contractor to County. If Paragraph 6 of this Exhibit B has been satisfied, then County shall pay the Contract Amount, as adjusted pursuant to Section 15 of this Agreement, to Contractor within fifteen (15) days of County's receipt of Contractor's invoice. Upon completion of a service requested by County pursuant to this Agreement, Contractor shall provide a written invoice to County detailing the services performed and the amounts due for such services. County shall pay any undisputed amount invoiced within fifteen (15) days of County's receipt of Contractor's invoice.
6. Contractor shall promptly pay each subcontractor and supplier, upon receipt of payment from County, an amount determined in accordance with the terms of the applicable subcontracts and purchase orders.
7. County shall not have any responsibility to make payments to any subcontractor or supplier.
8. Any payment to Contractor or any partial or entire use or occupancy of the Work by County shall not constitute acceptance of Work not in accordance with the requirements of this Agreement.
9. Upon notice from Contractor that the Work is complete, County will inspect the Work. When (i) County determines the Work to be acceptable and this Agreement fully performed, (ii) Contractor provides to County data or documentation establishing payment or satisfaction of all obligations under this Agreement, and (iii) the Contractor submits to County a release and waiver of any Claims or liens arising out of this Agreement, then payment under this Agreement shall become payable by County. Acceptance of payment by Contractor, a subcontractor, or material supplier shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of payment.

\_\_\_\_\_ COUNTY INITIALS

**EXHIBIT C**

**Work Schedule**

1. County desires to have all work completed by February 28, 2021. County understands, however, that weather may prohibit the completion of all work by February 28, 2021.
2. In any event, all work must be completed by March 31, 2021.

\_\_\_\_\_COUNTY INITIALS



# Office of the Sheriff *3D1*

## Office of Emergency Services

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

TODD JOHNS  
SHERIFF/CORONER  
DIRECTOR

## Memorandum

**DATE:** January 25, 2021  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Todd Johns   
**RE:** Agenda Items for the meeting of February 9, 2021

**It is recommended that the Board:**

Approve and sign the Cooperative Law Enforcement Agreement between the Plumas County Sheriff's Office and the USDA, Forest Service – Plumas National Forest.

**Background and Discussion:**

The Cooperative Law Enforcement Agreement between the Plumas County Sheriff's Department and the USDA, Forest Service, has been in place since 09/28/05 and must be updated and renewed. This new agreement will be executed as of the date of the last signature and, unless sooner terminated, is effective through September 30, 2025, at which time it will expire unless renewed. The purpose of this agreement is to maintain a cooperative effort between the parties to enhance State and local law enforcement in connection with activities on national forest service lands and provide for reimbursement to the Sheriff for the services provided.

On an annual basis, a separate Exhibit A and/or Exhibit B will be completed so that changes can be made if applicable to the funding allocation, reimbursement rates, etc. The USFS enters into an agreement with the Sheriff for cooperative patrol for providing law enforcement services of National Forest System lands (Exhibit A) and for the detection of locations and activities related to illegal production and trafficking of controlled substances (Exhibit B). The USFS reimburses the Sheriff's Office for the law enforcement patrols performed under the agreement and for certain expenses resulting from investigative activities associated with investigating cases involving controlled substances on National Forest System lands.



FS Agreement No. 21-LE-11051360-033

Cooperator Agreement No. \_\_\_\_\_

**COOPERATIVE LAW ENFORCEMENT AGREEMENT**  
Between The  
**PLUMAS, COUNTY OF**  
(Sheriff's Department)  
And The  
**USDA, FOREST SERVICE**  
**PLUMAS NATIONAL FOREST**

This COOPERATIVE LAW ENFORCEMENT AGREEMENT ('Agreement') is entered into by and between the Plumas, County of (Sheriff's Department), hereinafter referred to as "Cooperator," and the USDA, Forest Service, Plumas National Forest, hereinafter referred to as the "U.S. Forest Service," under the provisions of the Cooperative Law Enforcement Act of August 10, 1971, Pub. L. 92-82, 16 U.S.C. 551a.

Background: The parties to this agreement recognize that public use of National Forest System lands (NFS lands) is usually located in areas that are remote or sparsely populated. The parties also recognize that the enforcement of State and local law is related to the administration and regulation of NFS lands and Cooperator has/have a limited amount of financing to meet their responsibility of enforcing these laws.

Title: Plumas County Sheriff - (Plumas National Forest) Cooperative Law Enforcement Agreement

**I. PURPOSE:**

The purpose of this agreement is to document a cooperative effort between the parties to enhance State and local law enforcement in connection with activities on NFS lands and provide for reimbursement to Cooperator for the intensified portion of this effort.

In consideration of the above premises, the parties agree as follows:

**II. THE COOPERATOR SHALL:**

- A. Perform in accordance with the approved and hereby incorporated Annual Financial and Operating Plan (Annual Operating Plan) attached as Exhibit A and Exhibit B.  
*See related Provision IV-E.*
- B. Ensure that the officers/agents of Cooperator performing law enforcement activities under this agreement meet the same standards of training required of the officers/agents in their jurisdiction, or the State Peace Officers Standards of Training where they exist.



- C. Provide uniformed officers/agents with marked vehicles to perform all activities unless agreed to otherwise in the Annual Operating Plan.
- D. Advise the U.S. Forest Service Principal Contact, listed in Provision IV-B, of any suspected criminal activities in connection with activities on NFS lands.
- E. Upon the request of the U.S. Forest Service, dispatch additional deputies within manpower capabilities during extraordinary situations as described in Provision IV-J.
- F. Complete and furnish annually the U.S. Forest Service with Form FS-5300-5, Cooperative Law Enforcement Activity Report, identifying the number of crimes occurring on NFS lands. The report shall follow the FBI Uniform Crime Reporting groupings, Part I and Part II offenses. Offenses and arrest information shall be combined and reported for each crime. This report shall separate the crimes handled under this agreement from those handled during regular duties.
- G. Provide the U.S. Forest Service Principal Contact, listed in Provision IV-B, with case reports and timely information relating to incidents/crimes in connection with activities on NFS lands.
- H. Bill the U.S. Forest Service for Cooperator's actual costs incurred to date, displayed by separate cost elements, excluding any previous U.S. Forest Service payment(s) made to the date of the invoice, not to exceed the cumulative funds obligated hereunder and as specified on the Annual Operating Plan. Billing frequency will be as specified in the Annual Operating Plan. *See related Provisions III-B, IV-I, and IV-K.*
- I. Give the U.S. Forest Service or Comptroller General, through any authorized representative, access to and the right to examine all records related to this agreement. As used in this provision, "records" include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form.
- J. Comply with all Federal statutes relating to nondiscrimination and all applicable requirements of all other Federal laws, Executive Orders, regulations, and policies. These include, but are not limited to Sections 119 and 504 of the Rehabilitation Act of 1973 as amended, which prohibits discrimination on the basis of race, color, religion, sex, age, national origin, marital status, familial status, sexual orientation, participation in any public assistance program, or disability.
- K. Maintain current information in the System for Award Management (SAM) until receipt of final payment. This requires review and update to the information at least annually after the initial registration, and more frequently if required by changes in information or agreement term(s). For purposes of this agreement, System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a Cooperative. Additional



information about registration procedures may be found at the SAM Internet site at [www.sam.gov](http://www.sam.gov).

L. Monitor the U.S. Forest Service radio during the following time period(s): 08:00 – 17:00 hours between the dates of October 1, 2020 and September 30, 2025. Address any concerns or notify/ request assistance from the U.S. Forest Service as required in the judgment of Cooperator.

### III. THE U.S. FOREST SERVICE SHALL:

A. Perform in accordance with the Annual Operating Plan attached as Exhibit A and Exhibit B.

B. Reimburse Cooperator for actual expenses incurred, not to exceed the estimated amount shown in the Annual Operating Plan. The U.S. Forest Service will make payment for project costs upon receipt of an invoice. Each correct invoice shall display Cooperator's actual expenditures to date of the invoice, displayed by separate cost elements as documented in the Annual Operating Plan, less any previous U.S. Forest Service payments. *See related Provisions II-H and IV-L.* The invoice should be forwarded as follows:

Submit original invoice(s) for payment to:

USDA, Forest Service  
Albuquerque Service Center  
Payments – Grants & Agreements  
101B Sun Avenue NE  
Albuquerque, NM 87109  
FAX: (877) 687-4894  
E-Mail: [sm.fs.asc\\_ga@usda.gov](mailto:sm.fs.asc_ga@usda.gov)

Send copy to:

Michelle Barrios, Patrol Captain  
U.S. Forest Service  
Plumas National Forest  
159 Lawrence Street  
Quincy, CA 95971  
Phone: 530-283-7769  
E-Mail: [michelle.barrios@usda.gov](mailto:michelle.barrios@usda.gov)

### IV. IT IS MUTUALLY UNDERSTOOD AND AGREED UPON BY AND BETWEEN THE PARTIES THAT:

A. The parties will make themselves available, when necessary to provide for continuing consultation, exchange information, aid in training and mutual support, discuss the conditions covered by this agreement and agree to actions essential to fulfill its purposes.

B. The principal contacts for this agreement are:

**Principal Cooperator Contacts:**

Cooperator Program Contact	Cooperator Administrative Contact
Todd Johns, Sheriff 1400 East Main Street Quincy, CA 95971 Phone: 530-283-6300 FAX: 530-283-6344 E-Mail: <a href="mailto:tjohns@pscoco.net">tjohns@pscoco.net</a>	Roni Towery 1400 East Main Street Quincy, CA 95971 Phone: 530-283-6375 FAX: 530-283-6344 E-Mail: <a href="mailto:roni@pscoco.net">roni@pscoco.net</a>

Principal U.S. Forest Service Contacts:

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Michelle Barrios, Patrol Captain 159 Lawrence Street Quincy, CA 95971 Phone: 530-283-7769 FAX: (530) 283-7811 E-Mail: michelle.barrios@usda.gov	Patricia Ballard, Program Support Assistant 159 Lawrence Street Quincy, CA 95971 Phone: 530-283-7775 FAX: (530) 283-7811 E-Mail: patricia.ballard@usda.gov
	<b>U.S. Forest Service Grants and Agreement Contact</b> Geraldine C. Bordash (Gerri) Grants Management Specialist Pacific Southwest Region 1323 Club Drive Vallejo, CA 94592-1110 Phone: 707-562-8782 FAX: 707-562-9144 E-Mail: gerri.bordash@usda.gov

C. An Annual Operating Plan will be negotiated on a fiscal year basis. At the end of the year, funds not spent may be carried forward to the next year, or de-obligated at the request of the U.S. Forest Service. Upon expiration of the Cooperative Law Enforcement Agreement, funds not spent will be de-obligated.

D. This agreement has no effect upon Cooperator's right to exercise civil and criminal jurisdiction on NFS lands nor does this agreement have any effect upon the responsibility of the U.S. Forest Service for the enforcement of federal laws and regulations relative to NFS lands.

E. Any Annual Operating Plan added to this agreement will be jointly prepared and agreed to by the parties. The Annual Operating Plan shall at a minimum contain:

1. Specific language stating that the Annual Operating Plan is being added to this agreement thereby subjecting it to the terms of this agreement.
2. Specific beginning and ending dates.
3. Bilateral execution prior to any purchase or the performance of any work for which reimbursement is to be made.
4. Specify any training, equipment purchases, and enforcement activities to be provided and agreed rates for reimbursement including the maximum total amount(s) for reimbursement.
5. An estimate of the useful life of any equipment purchased under this agreement as required by Provision IV-K.



6. Billing frequency requirement(s). *See related Provisions II-H and III-B.*
7. Designation of specific individuals and alternate(s) to make or receive requests for enforcement activities under this agreement.
8. A review and signature of a U.S. Forest Service Agreements Coordinator.

F. Nothing in this agreement obligates either party to accept or offer any Annual Operating Plan under this agreement.

G. The officers/agents of Cooperator performing law enforcement activities under this agreement are, and shall remain, under the supervision, authority, and responsibility of Cooperator. Law enforcement provided by Cooperator and its employees shall not be considered as coming within the scope of federal employment and none of the benefits of federal employment shall be conferred under this agreement.

H. Federal Communication Commission procedures will be followed when operating radio(s) on either party's frequency.

I. Cooperator's reimbursable expenses must be: listed in an approved Annual Operating Plan; expended in connection with activities on NFS lands; and expenses beyond those which are normally able to provide.

J. During extraordinary situations such as, but not limited to: fire emergency, drug enforcement activities, or certain group gatherings, the U.S. Forest Service may request to provide additional special enforcement activities. The U.S. Forest Service will reimburse Cooperator for only the additional activities requested and not for activities that are regularly performed by Cooperator.

K. ~~Reimbursement may include the costs incurred by Cooperator in equipping or training its officers/agents to perform the additional law enforcement activities authorized by this agreement. Unless specified otherwise in the Annual Operating Plan, reimbursement for equipment and training will be limited to a pro rata share based on the percentage of time an officer/agent spends or equipment is used under this agreement.~~

~~When reimbursement for items such as radios, radar equipment, and boats is being contemplated, reimbursement for leasing of such equipment should be considered. If the U.S. Forest Service's equipment purchases are approved in the Annual Operating Plan, an estimate of the useful life of such equipment shall be included. When purchased, equipment use rates shall include only operation and maintenance costs and will exclude depreciation and replacement costs. Whether Cooperator is/are reimbursed for lease/purchase costs, or the U.S. Forest Service purchases and transfers the equipment, the total cost for the equipment cannot exceed the major portion of the total cost of the Annual Operating Plan unless approved by all parties in the agreement and shown in the Annual Operating Plan.~~



When the U.S. Forest Service provides equipment, the transfer shall be documented on an approved property transfer form (AD-107) or equivalent. Title shall remain with the U.S. Forest Service, however; Cooperator shall ensure adequate safeguards and controls exist to protect loss or theft. Cooperator shall be financially responsible for any loss at original acquisition cost less depreciation at the termination of the agreement. Cooperator is/are responsible for all operating and maintenance costs for equipment that the U.S. Forest Service has reimbursed Cooperator for and/or transferred to Cooperator under the AD-107 process or equivalent.

- L. Equipment and supplies approved for purchase under this agreement are available only for use as authorized. The U.S. Forest Service reserves the right to transfer title to the U.S. Forest Service of equipment and supplies, with a current per-unit fair market value in excess of \$5,000.00, purchased by Cooperator using any Federal funding. Upon expiration of this agreement Cooperator shall forward an equipment and supply inventory to the U.S. Forest Service, listing all equipment purchased throughout the life of the project and unused supplies. The U.S. Forest Service will issue disposition instructions within 120 calendar days, in accordance with equipment regulations contained in 7 CFR 3016.32.
- M. When no equipment or supplies are approved for purchase under an Annual Operating Plan, U.S. Forest Service funding under this agreement is not available for reimbursement of Cooperator's purchase of equipment or supplies.
- N. When State conservation agencies have the responsibility for public protection in addition to their normal enforcement responsibility, their public protection enforcement activities may be included in Annual Operating Plans and are then eligible for reimbursement. Reimbursement is not authorized to State Conservation Agencies for enforcement of fish and game laws in connection with activities on NFS lands.
- Q. Pursuant to 31 U.S.C. 3716 and 7 CFR, Part 3, Subpart B, any funds paid to Cooperator in excess of the amount to which Cooperator is/are finally determined to be entitled under the terms and conditions of the award constitute a debt to the federal Government. If not paid within a reasonable period after the demand for payment, the Federal awarding agency may reduce the debt by:
  1. Making an administrative offset against other requests for reimbursements.
  2. Withholding advance payments otherwise due to Cooperator.
  3. Taking other action permitted by statute.

Except as otherwise provided by law, the Federal awarding agency shall charge interest on an overdue debt in accordance with 4 CFR, Chapter II "Federal Claims Collection Standards" and 31 U.S.C. Chapter 37.



P. Modifications within the scope of the agreement shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by both parties, prior to any changes being performed. The U.S. Forest Service is not obligated to fund any changes not properly approved in advance.

Q. Either party, in writing, may terminate this agreement in whole, or in part, at any time before the date of expiration. Neither party shall incur any new obligations for the terminated portion of this agreement after the effective date and shall cancel as many obligations as is possible. Full credit shall be allowed for each party's expenses and all noncancelable obligations properly incurred up to the effective date of termination.

R. PROHIBITION AGAINST INTERNAL CONFIDENTIAL AGREEMENTS: All non federal government entities working on this agreement will adhere to the below provisions found in the Consolidated Appropriations Act, 2016, Pub. L. 114-113, relating to reporting fraud, waste and abuse to authorities:

- (a) The recipient may not require its employees, contractors, or subrecipients seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting them from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.
- (b) The recipient must notify its employees, contractors, or subrecipients that the prohibitions and restrictions of any internal confidentiality agreements inconsistent with paragraph (a) of this award provision are no longer in effect.
- (c) The prohibition in paragraph (a) of this award provision does not contravene requirements applicable to any other form issued by a Federal department or agency governing the nondisclosure of classified information.
- (d) If the Government determines that the recipient is not in compliance with this award provision, it:
  - (1) Will prohibit the recipient's use of funds under this award, in accordance with sections 743, 744 of Division E of the Consolidated Appropriations Act, 2016, (Pub. L. 114-113) or any successor provision of law; and
  - (2) May pursue other remedies available for the recipient's material failure to comply with award terms and conditions.



S. Federal wage provisions (Davis-Bacon or Service Contract Act) are applicable to any contract developed and awarded under this agreement where all or part of the funding is provided with Federal funds. Davis-Bacon wage rates apply on all public works contracts in excess of \$2,000 and Service Contract Act wage provisions apply to service contracts in excess of \$2,500. The U.S. Forest Service will award contracts in all situations where their contribution exceeds 50 percent of the cost of the contract. If Cooperator is/are approved to issue a contract, it shall be awarded on a competitive basis.

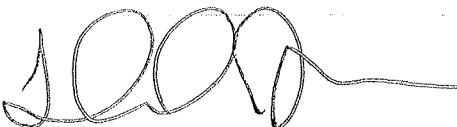
T. This agreement in no way restricts the U.S. Forest Service or Cooperator from participating in similar activities with other public or private agencies, organizations, and individuals.

U. In accordance with Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messaging While Driving," any and all text messaging by Federal employees is banned: a) while driving a Government owned vehicle (GOV) or driving a privately owned vehicle (POV) while on official Government business; or b) using any electronic equipment supplied by the Government when driving any vehicle at any time. All cooperators, their employees, volunteers, and contractors are encouraged to adopt and enforce policies that ban text messaging when driving company owned, leased or rented vehicles, POVs or GOVs when driving while on official Government business or when performing any work for or on behalf of the Government.

V. Any information furnished to the U.S. Forest Service under this agreement is subject to the Freedom of Information Act (5 U.S.C. 552).

W. This agreement is executed as of the date of the last signature and, unless sooner terminated, shall be effective for a period of five years through September 30, 2025.

X. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this agreement. In witness whereof, the parties hereto have executed this agreement as of the last date written below.



TODD JOHNS, Sheriff  
Plumas, County of



1/21/2021  
Date

---

CHRISTOPHER CARLTON, Forest Supervisor  
U.S. Forest Service, Plumas National Forest

Date

Approved as to form:



1/15/2021

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(Rev. 9-15)

COUNTY COUNSEL



Chairman, Board of Supervisor

Date

DON HOANG, Special Agent in Charge  
U.S. Forest Service, Pacific Southwest Region, R-5

Date

The authority and format of this agreement have been reviewed and approved for signature.

GERALDINE BORDASH

Digitally signed by GERALDINE

BORDASH

Date: 2020.12.16 15:02:27 -08'00'

12/16/20

GERALDINE C. BORDASH  
U.S. Forest Service, Grants Management Specialist

Date

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint end at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

**Law Enforcement Billing Summary  
PATROL**

USDA Forest Service, Plumas NF	County: PLUMAS
--------------------------------	----------------

Law Enforcement Billing Summary	Month:	Year:
---------------------------------	--------	-------

Check appropriate block:	<input checked="" type="checkbox"/> Coop Patrol	Controlled Substance Operations
--------------------------	---	---------------------------------

A. Total Patrol/Labor Hours:	
B. Rate per Hour:	\$
C. Total Salary Reimbursement: (subtotal 1)	\$
D. Other Allowable Reimbursements: (mileage, dispatch, court, clerical, equipment, etc.)	
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
E. Total of D1 - D4 (subtotal 2)	\$
F. Total Invoice Reimbursement:	\$
G. Total Reimbursement for Maximum Op Plan Amt:	\$

**Certification Statement**

County Sheriff	USFS Patrol Captain		
I certify the above billing/invoice is accurate and complete.	I certify services have been received as stated.		
Sheriff	Date	USFS Patrol Captain	Date

**Law Enforcement Billing Summary  
Drug**

USDA Forest Service, Plumas NF	County: Plumas
--------------------------------	----------------

Law Enforcement Billing Summary	Month:	Year:
---------------------------------	--------	-------

Check appropriate block:	<input type="checkbox"/> Coop Patrol	<input checked="" type="checkbox"/> x <input type="checkbox"/> Controlled Substance Operations
--------------------------	--------------------------------------	--

A. Total Patrol/Labor Hours:	
B. Rate per Hour:	\$
C. Total Salary Reimbursement: (subtotal 1)	\$
D. Other Allowable Reimbursements: (mileage, dispatch, court, clerical, equipment, etc.)	
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**Certification Statement**

County Sheriff		USFS Special Agent	
I certify the above billing/invoice is accurate and complete.		I certify services have been received as stated.	
Sheriff	Date	USFS Special Agent	Date



USDA  
Forest Service

LAW ENFORCEMENT ACTIVITY  
REPORT  
(Ref. FS Form 5300)

Agreement Number

21-LE-11051360-033

Initial

Follow Up

1. Cooperator (Department Name):

Plumas County Sheriff's Department

2. National Forest:

Plumas/Lassen

3. Record (1)	4. Action Code (2) (FS Use Only) U-Update	5. Unit Identification (3-11)				6. Date (12-5)	
		Region 05	Forest 06	State CA	County Plumas	Month	Year

7. Patrol Units (16-18)	8. Search and Rescue Missions Hours (19-22)	9. Property Stolen (25-30) Dollars			
		No. (23-24)			

10. Property Recovered (31-36) Dollars	11. Controlled Substances Seized (37-45) Dollars (Street Value)			

12. Record (1)		13. Number of Crimes Occurring on National Forest System Lands		
13a. Item # (16-17)	13b. Type of Crime	13c. Coop Agreement Reimbursed Activity (18-20)	13d. Non-Coop Agreement Activities (21-23)	

**PART I - FBI UNIFORM CRIME REPORTING**

01	Criminal Homicide		
02	Forcible Rape		
03	Robbery		
04	Aggravated Assault		
05	Burglary - Breaking or Entering		
06	Larceny - Theft (Except Motor Vehicle)		
07	Motor Vehicle - Theft		
08	Arson		

**PART II - FBI UNIFORM CRIME REPORTING**

09	Other Assaults (simple)		
10	Stolen Property by Buying, Receiving, Possessing		
11	Vandalism		
12	Weapons - Carry, Possessing		
13	Narcotic Drug Law		
14	Driving Under the Influence		
15	Liquor Laws		
16	Drunkenness		
17	Disorderly Conduct		
18	All Other Offenses		

**PART III - COOPERATOR ASSISTS**

19	Assists to Forest Service Officers		
20	Assists to Public		

Remarks:

NOTE: This document is for OFFICIAL USE ONLY. It and its contents are not to be distributed outside your agency, nor duplicated, without prior approval of the USDA, Forest Service, Law Enforcement and Investigations.



# Office of the Sheriff

## Office of Emergency Services

202

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

TODD JOHNS  
SHERIFF/CORONER  
DIRECTOR

## Memorandum

**DATE:** January 25, 2021

**TO:** Honorable Board of Supervisors

**FROM:** Sheriff Todd Johns *(Signature)*

**RE:** Agenda Items for the meeting of February 9, 2021

**It is recommended that the Board:**

Approve and sign the annual amendment to the Cooperative Law Enforcement Agreement between the Plumas County Sheriff's Office and the U.S. Department of Agriculture, Forest Service, Plumas National Forest, Exhibit A - FY 2021 in the amount of \$17,000.00.

**Background and Discussion:**

The purpose of this agreement is to maintain a cooperative effort between the parties to enhance State and local law enforcement in connection with activities on national forest service lands and provide for reimbursement to the Sheriff for the services provided.

Exhibit A will be in effect from October 1, 2020 through September 30, 2021. This is updated annually so that changes can be made if applicable to the funding allocation, reimbursement rates, etc. The USFS enters into an agreement with the Sheriff for law enforcement patrols on National Forest System lands. The USFS reimburses the Sheriff's Office for expenses related to law enforcement patrols performed under the agreement on National Forest System lands.

Agreement has been approved as to form by County Counsel.

FS Agreement No. 21-LE-11051360-033  
Modification No. \_\_\_\_\_**EXHIBIT A**

**COOPERATIVE LAW ENFORCEMENT ANNUAL OPERATING PLAN &  
FINANCIAL PLAN**  
Between The  
**PLUMAS, COUNTY OF**  
(Sheriff's Department)  
And the  
**USDA, FOREST SERVICE**  
**PLUMAS NATIONAL FOREST**

**FY-2021 ANNUAL OPERATING AND FINANCIAL PLAN**

This Annual Financial and Operating Plan (Annual Operating Plan), is hereby made and entered into by and between Plumas County Sheriff's Department hereinafter referred to as "PCSO," and the USDA, Forest Service, Plumas National Forest, hereinafter referred to as the "U.S. Forest Service," under the provisions of Cooperative Law Enforcement Agreement #21-LE-11051360-033 executed on \_\_\_\_\_, 2021. This Annual Operating Plan is made and agreed to as of the last date signed below and is for the estimated period beginning October 1, 2020 and ending September 30, 2021.

Previous Year Carry-over: \$ 0.00

Current FY-2021 Year Obligation: \$ 17,000.00

FY-2021 Total Annual Operating Plan: \$ 17,000.00

**I. GENERAL:**

A. The following individuals shall be the designated and alternate representative(s) of each party, so designated to make or receive requests for special enforcement activities.

**Principal Cooperator Contacts:**

Cooperator Program Contact	Cooperator Administrative Contact
Todd Johns, Sheriff 1400 East Main Street Quincy, CA 95971 Phone: 530-283-6300 FAX: 530-283-6344 E-Mail: <a href="mailto:tjohns@pcso.net">tjohns@pcso.net</a>	Roni Towery 1400 East Main Street Quincy, CA 95971 Phone: 530-283-6375 FAX: 530-283-6344 E-Mail: <a href="mailto:roni@pcso.net">roni@pcso.net</a>

**Principal U.S. Forest Service Contacts:**

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Michelle Barrios, Patrol Captain 159 Lawrence Street Quincy, CA 95971 Phone: 530-282-7769 FAX: 530-283-7811 E-Mail: michelle.barrios@usda.gov	Patricia Ballard, Program Support Assistant 159 Lawrence Street Quincy, CA 95971 Phone: 530-283-7775 FAX: 530-283-7811 E-Mail: patricia.ballard@usda.gov
	<b>U.S. Forest Service Grants and Agreement Contact</b> Geraldine C. Bordash (Gerri) Grants Management Specialist Pacific Southwest Region 1323 Club Drive Vallejo, CA 94592-1110 Phone: 707-562-8782 FAX: 707-562-9144 E-Mail: gerri.bordash@usda.gov

B. Reimbursement for all types of enforcement activities shall be at the following rates unless specifically stated otherwise:

\$0.575 mile patrolled  
Per diem rate is \$51/day/ME&I + \$91.00 for lodging actuals, per day  
Wages at the prevailing rate of \$ 29.00/hour plus fringe benefits of \$ 11.00 for the individual officer at the rate of \$ 40.00/hour.  
Overtime Rate \$ 43.50/hour plus .75 benefits for total of \$ 44.25 hour

**II. PATROL DISPATCH ACTIVITIES:**

A. Plumas County will be an unscheduled service.

Total reimbursement of this category shall not exceed the amount of \$3,000.00

**III. PATROL ACTIVITIES:**

A. Time schedules for patrols will be flexible to allow for emergencies, other priorities, and day-to-day needs of both PCSO and the U.S. Forest Service. Ample time will be spent in each area to make residents and visitors aware that law enforcement officers are in the vicinity.

1. Patrol on following U.S. Forest Service roads:

Roads designated and maintained by the U.S. Forest Service within the Cooperator's jurisdiction.



2. Patrol in the following campgrounds, developed sites, or dispersed areas:

**Bucks Lake Recreation Area:** Patrol two to four hours during weekend and occasional short patrols during the week.

**Snake Lake & Deanes Valley Areas:** Occasional short patrols during the weekend and on Friday nights after 2200 hours, especially on the holiday weekends.

**Antelope Lake Recreation Areas:** Two to four hour patrols each Friday and Saturday. Patrols should cover evening hours, occasionally extending to the 2200 hours when the campground are full. Welfare patrol check with Campground Host during the patrols.

**North Fork of the Feather River Canyon, Highway 70:** Patrol four hours a day during the weekends and an occasional short patrol during the week. Coordinate with CHP and District LEOs as needed.

**Lake Davis Recreation Area:** Patrol four hours in one day during weekends and occasional short patrols during the week, to included dispersed camp sites, such as Crocker Campground, Little Summit Lake and Ross Meadow.

**Frenchman Lake Recreation Area:** Patrol eight hours on Friday and Saturday, and four hours on Sunday, to included dispersed camp sites, such as Meadow View Campground, Snow Lake, Frenchman Cove, and Grigsby Creek.

**Lake Basin Area:** Regular patrol, including Jackson Creek and Sloat area, near Poplar Valley.

**Little Grass Valley Reservoir:** Patrol six hours on Friday and/or Saturdays with the emphasis on hours extending to 2200 or later and respond to specific calls for public service. Welfare patrol check with Campground Host prior to leaving the area.

Additional patrols during the three (3) major summer holiday weekends as needed or requested.

**Total reimbursement for this category shall not exceed the amount of: \$14,000.00.**

**Unused dispatch funds may be used for patrol activities, in which case the maximum reimbursement may not exceed the amount of: \$17,000.00.**

**IV. TRAINING:**

*See Cooperative Law Enforcement Agreement Provision IV-K for additional information.*

Not available currently.

Total reimbursement for this category shall not exceed the amount of: \$0.00

**V. EQUIPMENT:**

*See Cooperative Law Enforcement Agreement Provisions IV-I, IV-K, IV-L, and IV-M for additional information.*

Not available currently.

Total reimbursement for this category shall not exceed the amount of \$0.00

**VI. SPECIAL ENFORCEMENT SITUATIONS:**

- A. Special Enforcement Situations include but are not limited to: Fire Emergencies, Drug Enforcement, and certain Group Gatherings.
- B. Funds available for special enforcement situations vary greatly from year to year and must be specifically requested and approved prior to any reimbursement being authorized. Requests for funds should be made to the U.S. Forest Service designated representative listed in Item I-A of this Annual Operating Plan. The designated representative will then notify PCSO whether funds will be authorized for reimbursement. If funds are authorized, the parties will then jointly prepare a revised Annual Operating Plan.
  1. Drug Enforcement: This will be handled on a case by case basis. The request will normally come from the Patrol Captain; however, it may come from the Special Agent in Charge or their designated representative. Reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to the incident will coordinate all of their activities with the designated officer in charge of the incident.
  2. Fire Emergency: During emergency fire suppression situations and upon request by the Forest Service pursuant to an incident resource order, the Cooperator agrees to provide special services beyond those provided under Section II-A, within the Cooperator's resource capabilities, for the enforcement of State and local laws related to the protection of persons and their property. The Cooperator will be compensated at the rate specified in Section I-B; the Forest Service will specify times and schedules. Upon concurrence of the local Patrol Captain or their designated representative, an official from the Incident Management Team managing the incident, Cooperator personnel assigned to an incident where meals are provided will be entitled to such meals.



3. Group Gatherings: This includes but is not limited to situations which are normally unanticipated, or which typically include very short notices, large group gatherings such as rock concerts, demonstrations, and organization rendezvous. Upon authorization by a Forest Service representative listed in Section I-A for requested services of this nature, reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to this type of incident will normally coordinate their activities with the designated officer in charge of the incident.

This includes but is not limited to situations which are normally unanticipated, or which typically include very short notice, large group gatherings such as rock concerts, demonstrations, and organizational rendezvous.

## VII. BILLING FREQUENCY:

*See Cooperative Law Enforcement Agreement Provisions II-H and III-B for additional information.*

A. Hard copy or scanned/mailed version of billing/invoices must be submitted to:

Michelle Barrios, Patrol Captain  
159 Lawrence Street  
Quincy, CA 95971  
E-Mail: Michelle.barrios@usda.gov

And

U.S. Forest Service  
Albuquerque Service Center  
Payments, Grants & Agreements  
101 B San Avenue NE  
Albuquerque, NM 87019  
E-Mail: sm.fs.asc\_ga@usda.gov

B. The following is a breakdown of the total estimated costs associated with this Annual Operating Plan.

Category	Estimated Costs	Not to Exceed by %
Patrol Activities	\$ 14,000.00	N/A
Dispatch	\$ 3,000.00	N/A
Equipment	N/A	N/A
Special Enforcement Situations	N/A	N/A
<b>Total</b>	<b>\$ 17,000.00</b>	<b>N/A</b>

C. Any remaining funding in this Annual Operating Plan may be carried forward to the next fiscal year and will be available to spend through the term of the Cooperative Law Enforcement Agreement, or de-obligated at the request of the U.S. Forest Service. *See Cooperative Law Enforcement Agreement Provision IV-C.*



D. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this agreement.

In witness whereof, the parties hereto have executed this Annual Operating Plan as of the last date written below.

Approved as to form:

TODD JOHNS, Sheriff  
Plumas, County of

Date

1/15/21

COUNTY COUNSEL

CHRISTOPHER CARLTON, Forest Supervisor  
U.S. Forest Service, Plumas National Forest

Date

County Board of Supervisor

Date

DON HOANG, Special Agent in Charge  
U.S. Forest Service, Pacific Southwest Region, R-5

Date

The authority and format of this agreement have been reviewed and approved for signature.

**GERALDINE BORDASH**

Digitally signed by GERALDINE  
BORDASH  
Date: 2020.12.15 22:01:08 -08'00'

12/15/20

GERALDINE C. BORDASH,  
U.S. Forest Service, Grants Management Specialist

Date



## Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

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Law Enforcement Billing Summary  
PATROL

USDA Forest Service, Plumas NF	County: PLUMAS
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Law Enforcement Billing Summary	Month:	Year:
---------------------------------	--------	-------

Check appropriate block:	<input checked="" type="checkbox"/> X	Coop Patrol	Controlled Substance Operations
--------------------------	---------------------------------------	-------------	---------------------------------

A. Total Patrol/Labor Hours:	
B. Rate per Hour:	\$
C. Total Salary Reimbursement: (subtotal 1)	\$
D. Other Allowable Reimbursements: (mileage, dispatch, court, clerical, equipment, etc.)	
1. _____	\$ _____
2. _____	\$ _____
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4. _____	\$ _____
E. Total of D1 - D4 (subtotal 2)	\$
F. Total Invoice Reimbursement:	\$
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## Certification Statement

County Sheriff	USFS Patrol Captain		
I certify the above billing/invoice is accurate and complete.	I certify services have been received as stated.		
Sheriff	Date	USFS Patrol Captain	Date



USDA  
Forest Service

LAW ENFORCEMENT ACTIVITY  
REPORT  
(Ref. FS Form 5300)

Agreement Number

21-LE-11051360-033

Initial

Follow Up

1. Cooperator (Department Name):

Plumas County Sheriff's Department

2. National Forest:

Plumas

3. Record (1)

4. Action Code (2)  
(FS Use Only) U-Update

5. Unit Identification (3-11)

6. Date (12-5)  
Region Forest State County Month Year

05

11

CA

Plumas

7. Patrol Units (16-18)

8. Search and Rescue Missions

Hours (19-22)

No. (23-24)

9. Property Stolen (25-30)

Dollars

10. Property Recovered (31-36)

Dollars

11. Controlled Substances Seized (37-45)

Dollars (Street Value)

12. Record (1)

13. Number of Crimes Occurring on National Forest System Lands

13a. Item # (16-17)	13b. Type of Crime	13c. Coop Agreement Reimbursed Activity (18-20)	13d. Non-Coop Agreement Activities (21-23)
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**PART I - FBI UNIFORM CRIME REPORTING**

01	Criminal Homicide		
02	Forcible Rape		
03	Robbery		
04	Aggravated Assault		
05	Burglary - Breaking or Entering		
06	Larceny - Theft (Except Motor Vehicle)		
07	Motor Vehicle - Theft		
08	Arson		

**PART II - FBI UNIFORM CRIME REPORTING**

09	Other Assaults (simple)		
10	Stolen Property by Buying, Receiving, Possessing		
11	Vandalism		
12	Weapons - Carry, Possessing		
13	Narcotic Drug Law		
14	Driving Under the Influence		
15	Liquor Laws		
16	Drunkenness		
17	Disorderly Conduct		
18	All Other Offenses		

**PART III - COOPERATOR ASSISTS**

19	Assists to Forest Service Officers		
20	Assists to Public		

Remarks:

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341



# PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



Growing Healthy Communities

**Date:** January 21, 2021

**To:** Honorable Board of Supervisors

**From:** Andrew Woodruff, Director

**CC:** Nancy Selvage, Human Resources

**Agenda:** Item for February 2, 2021

**Recommendation:**

- a. Approve and direct Human Resources to recruit and hire a fully funded and allocated 1.00 FTE Administrative Services Officer which will become vacant due to retirement on May 31, 2021; and
- b. Request an overlap in duties be approved so the current Administrative Services Officer can assist in training the new employee.

**Background:** As the Board is aware Plumas County Public Health Agency is required to provide a variety of services, some state mandated. Public Health has received notice that as of May 31, 2021 our Administrative Services Officer will retire. This retirement will leave a vacant position that is imperative to fill as soon as possible in order to meet state mandates, related health contractual agreements and fiscal stability. This position is responsible for Public Health Administration Unit and works closely with the Director in policy and procedure development and implementation; financial and program management; including complex budgetary systems, statistical and other management analyses in support of projects, activities and functions.

Should a successful applicant be chosen we request that an overlap be approved so the current Administrative Services Officer can assist in training the new employee.

**Fiscal Impact:** There is no impact to the General Fund as the Fiscal Year 20-21 Budget for Public Health fully funds salary and benefits for this position.

A copy of the critical staffing request and organizational chart is attached for your review.

Please contact me if you have any questions or need additional information. Thank you.



530-283-6337 OFFICE  
530-283-6425 FAX



270 County Hospital Rd, Suite 206  
Quincy, California 95971



<http://countyofplumas.com/publichealth>

## CRITICAL STAFFING COMMITTEE REQUEST FORM

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

DATE OF REQUEST: February 2, 2021

DEPARTMENT TITLE: Public Health Agency

BUDGET CODE(s) AND BREAKDOWN FOR REQUESTED POSITION: 70560, 1.00  
FTE

**POSITION TITLES: 1.0 FTE Administrative Services Officer**

ARE POSITIONS CURRENTLY ALLOCATED? YES  NO

**For Committee use only**

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

Determination of Committee? \_\_\_\_\_ Recommended  
Not Recommended

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

Date to Board of Supervisors:

Board Action:  Approved  Denied

## Board Modifications

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

Date submitted to HR Technician for recruitment:

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

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

This position is responsible for Public Health Administration Unit. They work closely with the Director in policy and procedure development and implementation; financial and program management; including complex budgetary systems, statistical and other management analyses in support of projects, activities and functions. This position will become vacant on May 31, 2021.

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

No, This position is budgeted and funded in the current year.

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

N/A

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

Lack of compliance, billing and administration are all results of the vacancies. The negative impacts to our agency will exacerbate as the vacancies continue.

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

Not filling this position will cost PCPHA funds that cannot be drawn down from grants, as we cannot bill for a position unless we have spent the funds. It can be argued that these are not funds lost because we don't have to expend the funds to pay the position if it is vacant. However, the county has lost the value of the services being provided to families, children, and seniors.

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

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

contracted health service deliverables.

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

No.

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

No.

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

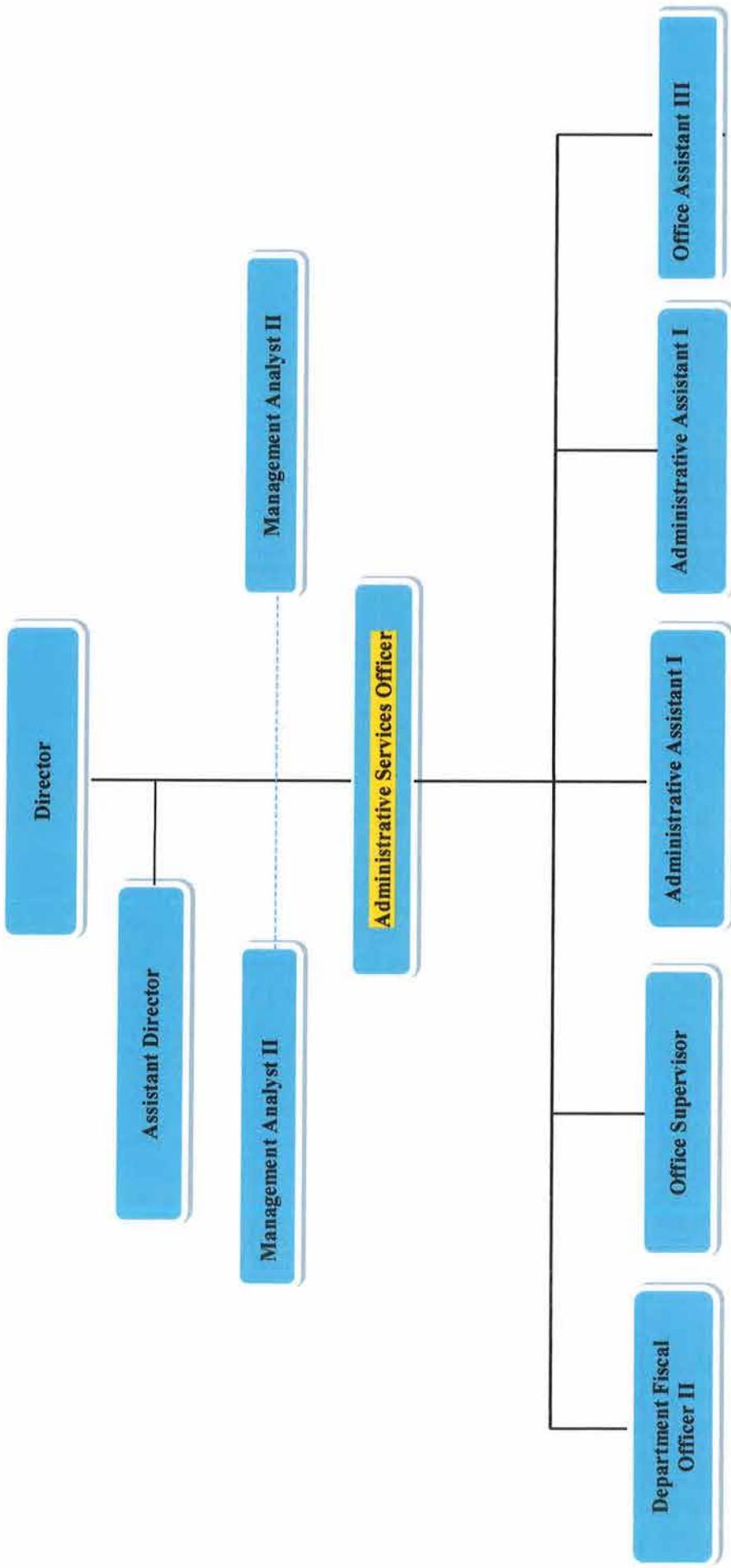
N/A. The position requested is fully funded by public health contracts for the 20-21 fiscal year. Filling this position helps PCPHA draw down grant revenue, which in turn helps support the county general fund by nearly half a million dollars in overhead payments.

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

Yes. The cash reserves for the last three years are as follows:

FY 17/18	Total Cash Reserves	\$ 575,661
FY 18/19	Total Cash Reserves	\$ 582,102
FY 19/20	Total Cash Reserves	\$1,410,133

PLUMAS COUNTY PUBLIC HEALTH AGENCY  
ADMINISTRATION & FISCAL SERVICES DIVISION  
1



342



# PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



Growing Healthy Communities

**Date:** January 21, 2021

**To:** Honorable Board of Supervisors

**From:** Andrew Woodruff, Director

**CC:** Nancy Selvage, Human Resources

**Agenda:** Item for February 2, 2021

**Recommendation:** Approve and direct Human Resources to recruit and hire 2.00 FTE Community Outreach Coordinator (COC)/Health Education Specialist (HES) positions for Public Health due to positions vacated this fiscal year. These positions are fully funded and allocated.

**Background:** Earlier this fiscal year, we terminated a Health Education Specialist who was within their one year probationary period leaving a vacancy. On December 1, 2020 an employee was promoted leaving a vacancy in the COC/HES/HECI/II position series. These positions will fill vacant positions funded by our Tobacco Use Reduction, Oral Health and Supplemental Nutritional Assistance Education programs which have stable on-going funding.

It is critical that these positions be filled in order to meet state mandates, related health contractual agreements, fiscal stability, and services to public health clients.

**Fiscal Impact:** There is no impact to the General Fund as the Fiscal Year 20-21 Budget for Public Health fully funds salary and benefits for these positions.

A copy of the critical staffing request and organizational chart is attached for your review.

Please contact me if you have any questions or need additional information. Thank you.



530-283-6337 OFFICE  
530-283-6425 FAX



270 County Hospital Rd, Suite 206  
Quincy, California 95971



<http://countyofplumas.com/publichealth>

## CRITICAL STAFFING COMMITTEE REQUEST FORM

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

DATE OF REQUEST: February 2, 2021

DEPARTMENT TITLE: Public Health Agency

BUDGET CODE(s) AND BREAKDOWN FOR REQUESTED POSITION: 70560, 1.00 FTE

**POSITION TITLES: 2.0 FTE Health Education Coordinator I, Health Education Specialist and/or Community Outreach Coordinator**

ARE POSITIONS CURRENTLY ALLOCATED? YES  NO

**For Committee use only**

Date of Committee Review:

Determination of Committee? \_\_\_\_\_ Recommended  
Not Recommended

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

Date to Board of Supervisors:

Board Action:  Approved  Denied

## Board Modifications

Date returned to Department:

Date submitted to HR Technician for recruitment:

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

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

These positions are responsible for organization, coordination, implementation, and conducts a variety of public health education programs and related health services, public information programs, health promotion, prevention programs. These positions became vacant in November 2020.

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

No, All positions are budgeted and funded in the current year.

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

N/A

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

Lack of compliance, billing and administration are all results of the vacancies. The negative impacts to our agency will exacerbate as the vacancies continue.

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

Not filling this position will cost PCPHA funds that cannot be drawn down from grants, as we cannot bill for a position unless we have spent the funds. It can be argued that these are not funds lost because we don't have to expend the funds to pay the position if it is vacant. However, the county has lost the value of the services being provided to families, children, and seniors.

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

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

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

No.

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

No.

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

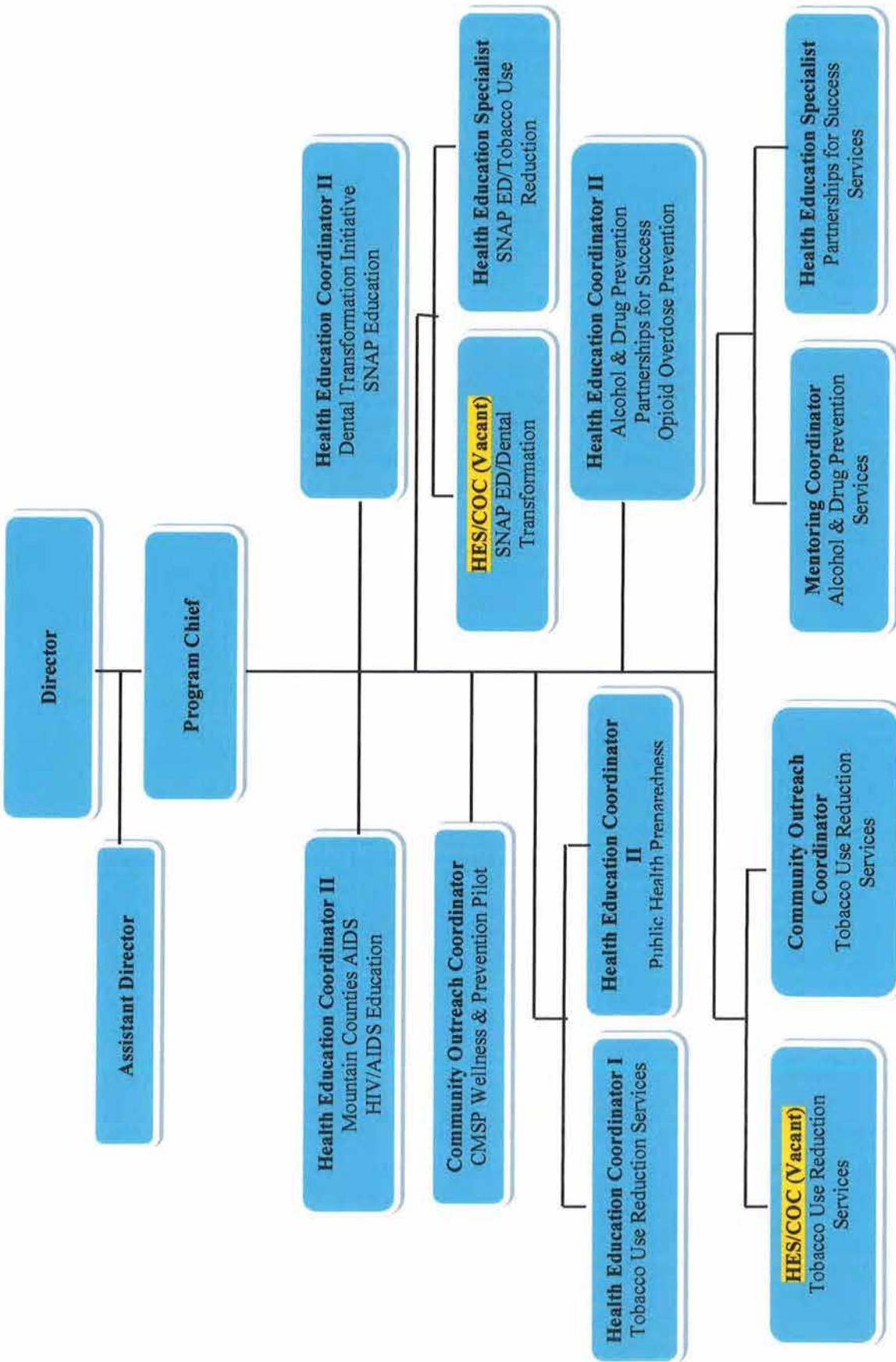
N/A. The positions requested are fully funded by public health contracts for the 20-21 fiscal year. Filling this position helps PCPHA draw down grant revenue, which in turn helps support the county general fund by nearly half a million dollars in overhead payments.

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

Yes. The cash reserves for the last three years are as follows:

FY 17/18	Total Cash Reserves	\$ 575,661
FY 18/19	Total Cash Reserves	\$ 582,102
FY 19/20	Total Cash Reserves	\$1,410,133

PLUMAS COUNTY PUBLIC HEALTH AGENCY  
HEALTH EDUCATION AND PREVENTION DIVISION



3B



## Plumas County Department of Information Technology

County Courthouse, 520 Main Street, Room 211  
Quincy, California 95971  
Phone: (530) 283-6336

Greg Ellingson  
Director of Information  
Technology

DATE: January 19, 2021  
TO: Honorable Board of Supervisors  
FROM: Greg Ellingson, Director of Information Technology  
SUBJECT: AGENDA ITEM FOR THE MEETING OF FEBRUARY 2<sup>nd</sup>, 2021 RE:  
APPROVAL TO FILL 1.0 FTE (OFFICE AUTOMATION SPECIALIST).

It is recommended that the Board:

1. Approve Item 1 below.

**Item 1:** Authorize the Information Systems Manager to recruit and fill the vacancy of 1.0 FTE Office Automation Specialist created by promotion.

**Background and Discussion:**

The current Office Automation Specialist has been promoted to the Systems Analyst position. The Office Automation Specialist position is the daily frontline support position for I.T. This position is fully funded in the current budget year.

QUESTIONS FOR STAFFING CRITICAL POSITIONS CURRENTLY ALLOCATED FOR  
FISCAL YEAR 2020/2021

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

No

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

- Frontline desktop support for county departments
- End user computer diagnosis / repair
- New computer setup
- Printer and scanner setup and management

3. How long has this position been vacant?

Position became vacant: 1/14/21

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

No

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

Not applicable.

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

- Frontline desktop support for county departments
- End user computer diagnosis / repair
- New computer setup
- manning primary IT phone line
- printer and scanner setup and management

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

None

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

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

No

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

No

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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?

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

No

# Plumas County Department of Information Technology

## Organization and Duty Chart

### Director of Information Technology

*Greg Ellingson (Since July, 2020)*

#### Areas of Responsibility

- Departmental Administration
- Budget / Cost Allocation
- Accounts Payable / Claims
- Personnel / Payroll
- Operating System Support
- Application System Support
- Voice / Centrex Administration
- Telephone Moves, Adds & Changes
- Hardware & Software Purchasing
- Hardware Troubleshooting & Repair
- Network & Telco Wiring

### Systems Analyst II

*Jeremiah Bridges (Since January, 2021)*

#### Areas of Responsibility

- Operating System Administration
- Network Administration
- Data Center Administration
- Tax System Support
- Financial System Support
- H.R. System Support
- Informix Data Base Administration
- 4js 4GL Programming Development
- GIS/AutoCAD Support
- Hardware Troubleshooting & Repair
- Router & Switch Configuration
- Network Wiring

### Programmer Analyst

*Lorrie D. Bennett (Since 1986)*

#### Areas of Responsibility

- Web Page Administration & Training
- E-Mail System Administration
- Active Directory - Group Policy Administration
- Building/Planning System Maintenance
- Streaming Media Admin & Training
- Dog License System Maintenance
- Health Information System Maintenance
- End User Training & Support
- VOIP phone system support

### Office Automation Specialist

*Vacant (Since January 2021)*

#### Areas of Responsibility

- Help Desk Support
- Computer Setup & Configuration
- Virus Removal & Reconfiguration
- Hardware & Software Upgrades
- Hardware & Software Inventory
- Computer Room Operations
- End User Support
- Data Center Backup & Offsite Storage
- End User Backup & Restoration
- County Web Page Training
- Email System Support
- Voicemail System Support

## OFFICE AUTOMATION SPECIALIST

### **DEFINITION**

Under general supervision, to operate and provide support for the County mainframe, minicomputer, and microcomputer systems; to install and support microcomputer computers for County users; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized classification in the County's Information Technology Department for positions which operate and provide support for the County mainframe and minicomputer systems. Incumbents also install and support microcomputers for County users.

### **REPORTS TO**

Information Systems Manager

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

**EXAMPLES OF DUTIES:**

- Operates the County's centralized computer systems.
- Ensures the timely completion of jobs.
- Analyzes system halts and takes corrective action.
- Maintains documentation for centralized computer applications.
- Installs personal computers and software.
- Troubleshoots and repairs computer hardware.
- Installs computer software packages.
- Assists users with resolving various software/hardware problems.
- May provide training in the use of County personal computers, software, and automated systems.
- Maintains accurate records of computer operations problems and corrective actions.
- Assists with the development of county wide computer standards and documentation.

**TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand, walk, stoop, kneel, and crouch; physical ability to lift and carry objects weighing up to 50 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

**TYPICAL WORKING CONDITIONS**

Work is performed in an office; occasionally works outside; exposure to electrical energy and dust; continuous contact with staff and the public.

### **KNOWLEDGE OF**

- Principles and procedures of mainframe and minicomputer operations.
- Specific knowledge of operating systems and environments used by County mainframe, minicomputer, and microcomputer systems.
- Personal computer hardware and software.
- Computer communications systems.
- Computer networking protocols.
- Basic principles of electricity and electronics.

### **ABILITY TO**

- Operate the County's mainframe and minicomputer systems.
- Analyze operations problems and take appropriate corrective action.
- Read and interpret operating and technical manuals.
- Install and maintain microcomputers and software packages for County users.
- Gather, organize, analyze, and present a variety of data and information.
- Maintain documentation of operations problems and corrective actions.
- Prepare, clear, concise and accurate records and reports.
- Effectively represent the County's Information Technology Department in contacts with other County staff and vendors.
- Establish and maintain cooperative working relationships.

### **TRAINING AND EXPERIENCE**

Two (2) years of computer operations or technical support experience with mainframe and/or minicomputer systems.

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

May work other than a normal 8:00 AM to 5:00 PM shift.

# 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)

3c



**DATE:** December 30, 2020

**TO:** Honorable Board of Supervisors

**FROM:** Nancy Selvage, Human Resources Director  
Greg Ellingson, Director of Information Technology

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF  
FEBRUARY 2, 2021

RE: ADOPT RESOLUTION TO AMEND JOB CLASSIFICATION  
PLAN FOR PROGRAMMER ANALYST JOB DESCRIPTION,  
INFORMATION TECHNOLOGY DEPARTMENT #20220

---

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

Adopt the updated job description for the Programmer Analyst position.

### **BACKGROUND AND DISCUSSION**

The current employee in this position has given her retirement notice for February 2021. The current job description was last revised on 11/1995 and many technological advancements have been made since that time that effect this position. Therefore, the job description is outdated and in need of relevant changes.

#### Updated job description recap:

Under general direction of the Director of Information Technology, this position develops and maintains automated computer programs for use by County departments. They will also maintain and develop county web pages and informational resources, responsible for the maintenance of a variety of computer systems and operating systems on County computer equipment. They will also administer and maintain county phone (VOIP) system and to perform related duties as required.

To qualify, applicants will need a minimum of two (2) years of responsible experience in the field of computer programming, website development, or systems analysis. The educational requirements are equivalent to completion of twelfth grade and additional college courses or specialized training in computer programming, operating systems, network operations, or related fields. A Bachelor's degree in a related field is highly desirable.

The base wage for this position is \$22.19 per hour and based on qualifications and experience the applicant could start this position at a higher step.

The Information Technology Department is a small department with four (4) employees and the entire County departments to assist with phone and computer needs. We ask for approval to begin recruiting for this 1.0 funded and allocated position. The County has meet the meet and confer obligation with OE3.

Thank you for your consideration.

Attachments:

- Resolution
- Programmer Analyst updated and current job descriptions
- Org Chart
- Critical Staffing Questionnaire

**RESOLUTION NO. 2021-** \_\_\_\_\_

**ADOPT RESOLUTION TO AMEND JOB CLASSIFICATION FOR  
PROGRAMMER ANALYST JOB DESCRIPTION, INFORMATION TECHNOLOGY  
DEPARTMENT #20220**

**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 Human Resources Director has amended the allocated job classification for Systems Analyst base rate of pay of \$22.19; and

**WHEREAS**, the Human Resources Director has met and conferred with Operating Engineers Local #3 (OE3) regarding the amended job classification and the Unit has no objections to approve adding the amended job classification for the Programmer Analyst in the OE3 General Unit.

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

Approve the Programmer Analyst job classification, base wage - \$22.19

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 2<sup>nd</sup> day of February, 2021 by the following vote:

**AYES:**      Supervisors

**NOES:**      Supervisors

**ABSENT:**      Supervisors

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

ATTEST:

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

**PROGRAMMER ANALYST****DEFINITION**

Under general direction of the Director of Information Technology, develop and maintain automated computer programs for use by County departments; maintain and develop county web pages and information resources; responsible for the maintenance of a variety of computer systems and operating systems on County computer equipment; administer and maintain county phone (VOIP) system; and to perform related duties as required.

**DISTINGUISHING CHARACTERISTICS**

This is a specialized classification position in the Informational Technology Department, which has responsibility for developing, coding, and debugging application programs for the County computer systems. The position also has responsibility for the development and maintenance of database applications.

**REPORTS TO**

Director of Informational Technology

**CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## **PROGRAMMER ANALYST - 2**

### **EXAMPLES OF DUTIES**

- Develops, codes, tests, and debugs a variety of application programs for County computer systems.
- Modifies existing programs as necessary.
- Prepares documentation and user manuals for programs.
- Develops user menus for application programs.
- Works with users to identify needs and develop programs to meet those needs.
- Develops, maintains, and update County database programs.
- Defines database standards and requirements.
- Codes and install database applications.
- Establishes appropriate security for database applications.
- Modifies and updates database applications as necessary.
- Trains users in the use of programs and database applications.
- Provides technical support for computer user groups.
- Assists with the diagnosis and correction of computer system problems.
- Installs and maintains computer networks.
- Serves as back-up for system and network administrators.
- Installs hardware and software at user locations when necessary.
- Website maintenance and development of county web pages
- Phone system administration (VOIP)
- Active directory management.
- County email administration
- PDF manipulation & creation.
- Desktop support for all county departments
- IT Ticketing system administration and maintenance
- Prepares systems specifications, definitions, and documentation for new and existing applications.
- Performs complex work in the writing, debugging, and enhancement of computer programs.
- Installs and tests new computer hardware, software and operating systems.
- Maintain accurate records of automation related problems and solutions.
- Perform related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; some kneeling and stooping; physical ability to lift and move objects weighing up to 50 lbs.; 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 environment; some exposure to dust and electrical energy; continuous contact with staff and the public.

## **PROGRAMMER ANALYST - 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Computerized information systems including hardware and software capabilities.
- Principles, methods, and procedures of application program development, testing, and maintenance.
- Development of database applications.
- Database application development languages used by County database software.
- Programming languages and available software packages.
- Recent developments, current literature, and sources of information regarding data processing and computer systems.
- Project development, management, and coordination.
- Development and conversion of applications and services to automated data processing.

#### **Ability to:**

- Develop, implement, modify, and maintain application programs and database systems.
- Train users in use of application programs and database applications.
- Analyze user data processing needs and develop programs and database applications to meet those needs.
- Develop documentation and user manuals for systems and programs.
- Prepare reports and correspondence.
- Effectively present ideas and recommendations orally and in writing.
- Effectively represent the programs, operations, and functions of the County Data Processing Division, with the public, other County staff, and other government agencies.
- Establish and maintain cooperative working relationships.

## **PROGRAMMER ANALYST - 4**

### **Training and Experience:**

Two (2) years of responsible experience in the field of computer programming, website development, or systems analysis.

Equivalent to completion of twelfth grade and additional college courses or specialized training in computer programming, operating systems, network operations, or related fields. Bachelor's degree related field is highly desirable.

### **Special Requirements:**

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

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

## PROGRAMMER ANALYST

### **DEFINITION**

Under general direction, to develop and maintain computer application programs for County users; to develop and maintain database systems; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized classification for the position which has responsibility for developing, coding, and debugging application programs for the County computer systems. The position also has responsibility for the development and maintenance of database applications.

### **REPORTS TO**

Supervising Systems Analyst.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **EXAMPLES OF DUTIES**

- Develops, codes, tests, and debugs a variety of application programs for County computer systems.
- Modifies existing programs as necessary.
- Prepares documentation and user manuals for programs.
- Develops user menus for application programs.
- Works with users to identify needs and develop programs to meet those needs.
- Develops, maintains, and update County database programs.
- Defines database standards and requirements.
- Codes and install database applications.
- Establishes appropriate security for database applications.
- Modifies and updates database applications as necessary.
- Trains users in the use of programs and database applications.
- Provides technical support for computer user groups.
- Assists with the diagnosis and correction of computer system problems.
- Installs and maintains computer networks.
- Serves as back-up for system and network administrators.
- Installs hardware and software at user locations when necessary.

## **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; some kneeling and stooping; physical ability to lift and move objects weighing up to 50 lbs.; 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 environment; some exposure to dust and electrical energy; continuous contact with staff and the public.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of:**

- Computerized information systems including hardware and software capabilities.
- Principles, methods, and procedures of application program development, testing, and maintenance.
- Development of database applications.
- Database application development languages used by County database software.
- Programming languages and available software packages.
- Recent developments, current literature, and sources of information regarding data processing and computer systems.
- Project development, management, and coordination.
- Development and conversion of applications and services to automated data processing.

### **Ability to:**

- Develop, implement, modify, and maintain application programs and database systems.
- Train users in use of application programs and database applications.
- Analyze user data processing needs and develop programs and database applications to meet those needs.
- Develop documentation and user manuals for systems and programs.
- Prepare reports and correspondence.
- Effectively present ideas and recommendations orally and in writing.
- Effectively represent the programs, operations, and functions of the County Data Processing Division, with the public, other County staff, and other government agencies.
- Establish and maintain cooperative working relationships.

**PROGRAMMER ANALYST - 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:

Two (2) years of responsible experience in the development, debugging, and maintenance of application programs, including some experience in the development and maintenance of database applications.

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

# Plumas County Department of Information Technology

## Organization and Duty Chart

### Director of Information Technology

*Greg Ellingson (Since July, 2020)*

#### Areas of Responsibility

- Departmental Administration
- Budget / Cost Allocation
- Accounts Payable / Claims
- Personnel / Payroll
- Operating System Support
- Application System Support
- Voice / Centrex Administration
- Telephone Moves, Adds & Changes
- Hardware & Software Purchasing
- Hardware Troubleshooting & Repair
- Network & Telco Wiring

### Systems Analyst II

*Jeremiah Bridges (Since January, 2021)*

#### Areas of Responsibility

- Operating System Administration
- Network Administration
- Data Center Administration
- Tax System Support
- Financial System Support
- H.R. System Support
- Informix Data Base Administration
- 4js 4GL Programming Development
- GIS/AutoCAD Support
- Hardware Troubleshooting & Repair
- Router & Switch Configuration
- Network Wiring

### Programmer Analyst

*Lorrie D. Bennett (Since 1986)*

#### Areas of Responsibility

- Web Page Administration & Training
- E-Mail System Administration
- Active Directory - Group Policy Administration
- Building/Planning System Maintenance
- Streaming Media Admin & Training
- Dog License System Maintenance
- Health Information System Maintenance
- End User Training & Support
- VOIP phone system support

### Office Automation Specialist

*Vacant (Since January 2021)*

#### Areas of Responsibility

- Help Desk Support
- Computer Setup & Configuration
- Virus Removal & Reconfiguration
- Hardware & Software Upgrades
- Hardware & Software Inventory
- Computer Room Operations
- End User Support
- Data Center Backup & Offsite Storage
- End User Backup & Restoration
- County Web Page Training
- Email System Support
- Voicemail System Support

# PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

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



Tony Hobson, Ph.D., Director

DATE: February 2, 2021

TO: Honorable Board of Supervisors

FROM: Tony Hobson, Behavioral Health Director 

SUBJECT: Adopt Resolution amending the 2020-2021 Personnel Allocation for the Behavioral Health Budget Unit 70571 (MHSA) adding 1.0 FTE Mental Health Services Act Coordinator and authorize the Director of Human Resources to recruit to fill the allocated position.

## Recommendation

1. Approve a Resolution to Amend the FY 2020-2021 County Personnel Allocation in the Budget Unit 70571 (MHSA) adding 1.0 FTE Mental Health Services Act Coordinator. Approved by the Director of Human Resources Director.
2. Authorize the Director of Human Resources to recruit and fill the allocated position of 1.0 FTE Mental Health Services Act Coordinator.

## Background and Discussion

The Mental Health Services Act Coordinator resigned from the position on August 1, 2020. Since that time, the Director has assumed all the Mental Health Services Act Coordinator's duties and responsibilities. The position requires a voluminous amount of time. Under California's Mental Health Services Act (MHSA), also known as Proposition 63, it requires a comprehensive approach to the development of the community based mental health services in which the Act addresses a broad continuum of community services and supports, prevention and early intervention, technology and innovation, and workforce education and training that will effectively support all components of MHSA. The roles and responsibilities of this position are better suited to be carried out as a full-time position.

Based on mid-year budget projections, the department is realizing a savings in wages and benefits that will fund the added expense for this position. This position would be filled without the use of any General Fund monies. It would respectfully be recommended that the Board of Supervisors approve the position outlined in this letter.

**RESOLUTION TO AMEND FISCAL YEAR 2020/2021 POSITION ALLOCATION FOR  
BEHAVIORAL HEALTH DEPARTMENT #70570**

**WHEREAS**, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Fiscal Year 2020/2021 Position Allocation covering all positions in the County service; and

**WHEREAS**, the Behavioral Director has requested reallocate 1.0 FTE for job classification MHSA; and

**WHEREAS**, the position is necessary in the daily operational needs of the Behavioral Health Department; and

**WHEREAS**, this request was brought to the attention of the Human Resources Director who is now requesting approval of this resolution to amend the County's Position Allocation to allocate 1.0 FTE for Mental Health Services Act Coordinator (MHSA) in the Behavioral Health Department #70571; and

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

Approve the amendment to Fiscal Year 2020/2021 Position Allocation as follows:

<u>Behavioral Health Department #70571</u>	<u>Current FTE</u>	<u>Proposed FTE</u>
MHSA	0.00	1.00

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 on the 2<sup>nd</sup> day of February, 2020 by the following vote:

**AYES:** Supervisors:  
**NOES:** Supervisors:  
**ABSENT:** Supervisors:

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Chair, Board of Supervisors

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Clerk, Board of Supervisors



QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED IN 20-21 BUDGET

**1.0 FTE Mental Health Services Act Coordinator**

- Is there a legitimate business, statutory or financial justification to fill the position? **Yes, the Mental Health Services Act Coordinator position is a legitimate business justification due to the financial, programmatic and budgetary oversight necessary to the management of the Mental Health Services Act within the Behavioral Health Department.** This position ensures that services and programs are in compliance with guidelines set forth by the Act and DHCS.
- Why is it critical that this position be filled at this time? **The main function of this position is covering a wide range of required administrative responsibilities, such as assisting the Director to plan, develop, and coordinate education and training services as outlined in the Mental health Services Act (MHSA) and is responsible for implementation and compliance of all related programs.**
- How long has the position been vacant? **The former MHSA Coordinator resigned on 8-1-2020. Since that time, the Director has assumed the role. It is a large amount of work for the Director to manage with all the demands of a large department.**
- Can the department use other wages until the next budget cycle? **Other wages are not suitable in recruiting, hiring, and retaining a MHSA Coordinator.**
- What are staffing levels at other counties for similar departments and/or positions? **Other county behavioral health departments of similar size have an MHSA Coordinator along with support staff to manage the program.**
- What core function will be impacted without filling the position prior to July 1? **Time sensitive Act requirements would be negatively impacting of the funding without the oversight of the 3-year plan and updates the state mandates.**
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **There is a potential for the Behavioral Health Department to suffer the loss of revenue from the State without proper management of revenue and expenditures. The implementation of the MHSA program is time consuming and requires attention to detail.**

- A non-general fund department head needs to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments? **No impact is expected as funding is secure and ongoing.**
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **No.**
- Does the budget reduction plan anticipate the elimination of any of the requested positions? **No.**
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? **No General Fund monies support is required.**
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? **Yes, the Department has an adequate reserve fund to cover emergency expenses, long-term hospitalizations, and future MHSA program development. Some reserves have been used in the past 3 budget years and financial reductions are currently a priority for sustainability.**

## **MENTAL HEALTH SERVICES ACT COORDINATOR**

### **DEFINITION**

Under general direction, plans, develops, and coordinates education and training services as outlined in the Mental Health Services Act (MHSA) and is responsible for the implementation and compliance of all related programs. Performs mental health clinical services and related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a single level classification that is to provide mental health clinical and administrative services; and to coordinate the programs funded under California's Mental Health Services Act (MHSA), also known as Proposition 63. MHSA represents a comprehensive approach to the development of community based mental health services in which the Act addresses a broad continuum of community services and supports, prevention and early intervention, and technology and innovation, as well as workforce education and training that will effectively support all components of MHSA.

### **REPORTS TO**

Mental Health Director or Mental Health Deputy Director

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Providing programmatic supervision of professional and support staff of Mental Health

## MENTAL HEALTH SERVICES ACT COORDINATOR - 2

### **EXAMPLES OF DUTIES**

#### A. MHSA Administrative example of duties

- Work with administration, supervisors, staff and consumers to develop and implement of MHSA program.
- Ensures that all services and programs are in compliance with guidelines set forth by the MHSA.
- Educate and train all new and current staff regarding the Wellness and Recovery Model.
- Leads activities that assist with the successful change in role from consumer to provider of services for adult and children systems of care.
- Conduct MHSA stakeholder meetings and public hearings and prepare documentation, as needed.
- Supervise other MHSA staff.
- Attend appropriate training and workshops to maintain current knowledge and understanding of the expectation, and requirements for MHSA programs
- Prepare MHSA reports as required.
- Assist in the coordination of community resources.
- Assist with development and maintenance of performance outcome measures.
- Attend all regularly scheduled Mental Health and MHSA staff meetings.
- Address cultural competency issues by attending and providing trainings and perform surveys as requested.
- Work with Quality Assurance Coordinator and other Mental Health staff to integrate MHSA services.
- Participate in annual MHSA program budget development.
- Participate in State MHSA Medi-Cal Compliance audit.
- Coordinate State site review of MHSA programs.
- Maintain professional conduct outlined in personnel policies and procedures.
- May teach new staff charting and data requirements for record keeping and billing.

#### B. MHSA Clinical Services:

Either directly provide or insure delegation of clinical duties, including but not limited to the following:

- Develop and provide MHSA clinical services.
- Conducts training surveys to assess feedback regarding immediate and long range needs that promote recovery and wellness, cultural competency, and consumer family partnership and participation.
- Leads activities that assist with the successful change in role from consumer to provider of services for adult and children systems of care.
- Triage individual cases to determine if appropriate for Mental Health services.
- Perform clinical evaluations.
- Develop assessment, service plan and disposition of cases.

## **MENTAL HEALTH SERVICES ACT COORDINATOR - 3**

### **B. MHSA Clinical Services - continued:**

- Perform as coordinator for cases assigned:
  1. Develop coordination plan that addresses needs in cases assigned.
  2. Liaison with other providers to assure that consumer is provided with services needed.
  3. Monitor the progress of cases assigned.
- Attend and participate in in-service training.
- Document all services provided to clients as required by regulations.
- Other duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office environment with continuous contact with staff and public. Incumbent will be expected to attend off-site meetings and trainings; and may need to travel to satellite offices.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Federal, State, and local laws, rules, regulations, ordinances, and procedures relating to mental health programs and services.
- Standards, policies, procedures, rules, and regulations pertaining to the Mental Health Services Act.
- Principles and practices of public program development, contract development, and administration.
- Principles and practices of training, evaluating, and supervising subordinates.
- Principles of wellness and recovery and cultural competency in accordance with MHSA.
- Principles and practices of effective public speaking.
- Best practices in community outreach and public relations.

## MENTAL HEALTH SERVICES ACT COORDINATOR – 4

### **Ability to:**

- Develop, implement, and coordinate community outreach programs.
- Communicate effectively with the public and exercise interpersonal sensitivity with those of diverse backgrounds.
- Coordinates the efforts of multiple organizations and oversee various community programs.
- Develop and implement policies and procedures. Research, develop, and present a variety of narrative and/or statistical reports.
- Establish and maintain cooperative interpersonal relationships at all organizational levels, with public, and with other agencies.
- Maintain a high degree of initiative, maturity, integrity, accountability, creativity and good judgment. Maintain strong working relationships with multiple departments and agencies in the County and community.
- Read and understand complex laws and regulations.
- Write project proposals and develop programs.
- Negotiate contracts.
- Develop, prepare and present comprehensive reports and recommendations.
- Apply statistical methods to management analysis.

### **Training and Experience:**

Equivalent to a Bachelor's degree from an accredited college or university in public administration, business administration, economics or related field. With three (3) years of full-time, paid experience involving the development, implementation, and/or coordination of mental health, health, or human service programs.

Or

A Bachelor's degree from an accredited college or university with major course work in Psychology, Sociology or a related social science field; or completion of core college course work in psychology, sociology, or a related social science field. With three (3) years of full-time, paid experience involving the development, implementation, and/or coordination of mental health, health, or human service programs.

Or

Possession of a master's degree in Social Work, Psychology, Counseling, Psychiatric Nursing or appropriate related field from an accredited institution. With possession of a license as a LCSW or MFCC issued by the California State Board of Behavioral Science Examiners or Clinical Psychologist by the Board of Medical Examiners. AND Three (3) years of full-time, paid experience involving the development, implementation, and/or coordination of mental health, health, or human service programs.

Or

## **MENTAL HEALTH SERVICES ACT COORDINATOR – 5**

### **Training and Experience - continued:**

Applicable full-time paid Mental Health Services Coordinator experience involving the development, implementation and/or coordination of mental health, health, or human service programs can be substituted for the college degree.

### **Special Requirements:**

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

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

# PLUMAS COUNTY LIBRARY

445 JACKSON STREET • QUINCY, CA 95971 • (530) 283-6310 • Fax (530) 283-3242

3E1



Lindsay Fuchs  
County Librarian

DATE: September 25, 2020  
TO: Honorable Board of Supervisors  
FROM: Lindsay Fuchs, Plumas County Librarian  
SUBJECT: Authorize supplemental budget transfer to 20670/46070 for \$362, supplemental expenditure account 20670 / 51020 Other Wages. Authorize supplemental budget transfer to 20670/46070 for \$165, supplemental expenditure account 20670 / 527400 In-County Travel. Authorize supplemental budget transfer to 20670/46070 for \$935, supplemental expenditure account 20670 / 521800 Office Expenses. Authorize supplemental budget transfer to 20670/46070 for \$3538, supplemental expenditure account 20675 / 524510 Book (s) – SP Dept Exp.

### Recommendation:

Authorize supplemental budget transfer to 20670/46070 for \$362, supplemental expenditure account 20670 / 51020 Other Wages.

Authorize supplemental budget transfer to 20670/46070 for \$165, supplemental expenditure account 20670 / 527400 In-County Travel.

Authorize supplemental budget transfer to 20670/46070 for \$935, supplemental expenditure account 20670 / 521800 Office Expenses.

Authorize supplemental budget transfer to 20670/46070 for \$3538, supplemental expenditure account 20675 / 524510 Book (s) – SP Dept Exp.

### Background:

Plumas County Library has received a \$5,000 Lunch at the Library grant from CA State Library to be used to enhance current community meal sites served by the Plumas Unified School District during their Summer Meal Program with library to-go programming. This money is specifically to be used for staffing, supplies, and materials for library programming for the meal program only.

The Summer Meal Program is a summer program designed to make sure kids 18 and under have access to free meals throughout the summer months. Many community meal sites, particularly school-based sites, face challenges in attracting kids and families because of lack of programming to wrap around the meal service to create an inviting, fun space. The CA State Library offers grants to help create pop-up library programming at these sites to help interest children and their families. Due to COVID-19, guidelines for the grant have expanded to include programming on the go.

# PLUMAS COUNTY LIBRARY

445 JACKSON STREET • QUINCY, CA 95971 • (530) 283-6310 • Fax (530) 283-3242



*Lindsay Fuchs  
County Librarian*

DATE: October 22, 2020

TO: Honorable Board of Supervisors

FROM: Lindsay Fuchs, Plumas County Librarian

SUBJECT: Authorize supplemental budget transfer to 20670/46070 for \$260, supplemental expenditure account 20670 / 51020 Other Wages. Authorize supplemental budget transfer to 20670/46070 for \$238, supplemental expenditure account 20670 / 527400 In-County Travel. Authorize supplemental budget transfer to 20670/46070 for \$426, supplemental expenditure account 20670 / 521800 Office Expenses. Authorize supplemental budget transfer to 20670/46070 for \$1876, supplemental expenditure account 20675 / 524510 Book (s) – SP Dept Exp.

**Recommendation:**

Authorize supplemental budget transfer to 20670/46070 for \$260, supplemental expenditure account 20670 / 51020 Other Wages.

Authorize supplemental budget transfer to 20670/46070 for \$238, supplemental expenditure account 20670 / 527400 In-County Travel.

Authorize supplemental budget transfer to 20670/46070 for \$426, supplemental expenditure account 20670 / 521800 Office Expenses.

Authorize supplemental budget transfer to 20670/46070 for \$1876, supplemental expenditure account 20675 / 524510 Book (s) – SP Dept Exp.

**Background:**

Plumas County Library has received a \$2,800 Lunch at the Library grant from CA State Library to be used to enhance current community meal sites served by the Plumas Unified School District during their Fall Meal Program with library to-go programming. This money is specifically to be used for staffing, supplies, and materials for library programming for the meal program only.

The Fall Meal Program is a program designed to make sure kids 18 and under have access to free meals throughout the school months during this time of distance learning and economic worries. Many community meal sites, particularly school-based sites, face challenges in attracting kids and families because of lack of programming to wrap around the meal service to create an inviting, fun space. The CA State Library offers grants to help create pop-up library programming at these sites to help interest children and their families. Due to COVID-19, guidelines for the grant have expanded to include programming on the go.

RECEIVED  
OCT 23 2020

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

TRANSFER NUMBER

(Auditor's Use Only)

## Department: Library & Literacy

Dept. No: 20670/20675

Date 10/22/2020

The reason for this request is (check one):

1. For whom this request is (check one):

- A.  Transfer to/from Contingencies OR between Departments
- B.  Supplemental Budgets (including budget reductions)
- C.  Transfers to/from or new Fixed Asset, within a 51XXX
- D.  Transfer within Department, except fixed assets
- E.  Establish any new account except fixed assets

### **Approval Required**

### Board

## Board

## Board

### Auditor

## Auditor

TRANSFER FROM OR

#### SUPPLEMENTAL REVENUE ACCOUNTS

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

TRANSFER TO OR

**SUPPLEMENTAL EXPENDITURE ACCOUNTS**

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

Supplemental budget requests require Auditor/Controller's signature

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

# PLUMAS COUNTY LIBRARY

445 JACKSON STREET • QUINCY, CA 95971 • (530) 283-6310 • Fax (530) 283-3242



*Lindsay Fuchs  
County Librarian*

DATE: January 15, 2021  
TO: Honorable Board of Supervisors  
FROM: Lindsay Fuchs, Plumas County Librarian  
RE: Authorize the County Librarian to recruit and fill vacant, funded and allocated Extra-Help Courier position.

#### **Recommendation:**

Authorize the County Librarian to recruit and fill vacant, funded and allocated Extra-Help Courier position.

#### **Background:**

Our current courier will no longer be available during the needed hours to perform the courier service. This position delivers and picks up our bins between library branches on a weekly basis. This is necessary to move materials for borrowers, time-sensitive documents and reports, deposits, and other necessary items.

The appropriate Critical Staffing Questionnaire is attached.

#### **Fiscal Impact:**

Other Wages to fulfill this Extra Help position have already been approved and marked for in the Library budget for 20/21FY. This position starts at \$14/hr per the CA minimum wage.



# DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

**3FI**

Courthouse Annex, 270 County Hospital Road, Suite 207, Quincy, California 95971

**NEAL CAIAZZO**  
DIRECTOR

(530) 283-6350  
Fax: (530) 283-6368  
Toll Free: (800) 242-3338

DATE: JANUARY 15, 2021  
TO: HONORABLE BOARD OF SUPERVISORS  
FROM: NEAL CAIAZZO, DIRECTOR  
DEPARTMENT OF SOCIAL SERVICES  
SUBJ: BOARD AGENDA ITEM FOR FEBRUARY 2, 2021  
RE: SOCIAL SERVICES TRENDS REPORT

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

Receive and file the Social Services Trends report.

**Background and Discussion**

Social Services Trends is a semi-annual report to the Plumas County Board of Supervisors and the citizens of Plumas County. The report provides information regarding public assistance caseloads and workload trends for services that are offered by the Department of Social Services. The report being delivered to the Board today includes case count and work load data through December 31, 2020.

Copies: PCDSS Management Staff  
Members of the Board of Supervisors

Enclosure

## SOCIAL SERVICES TRENDS

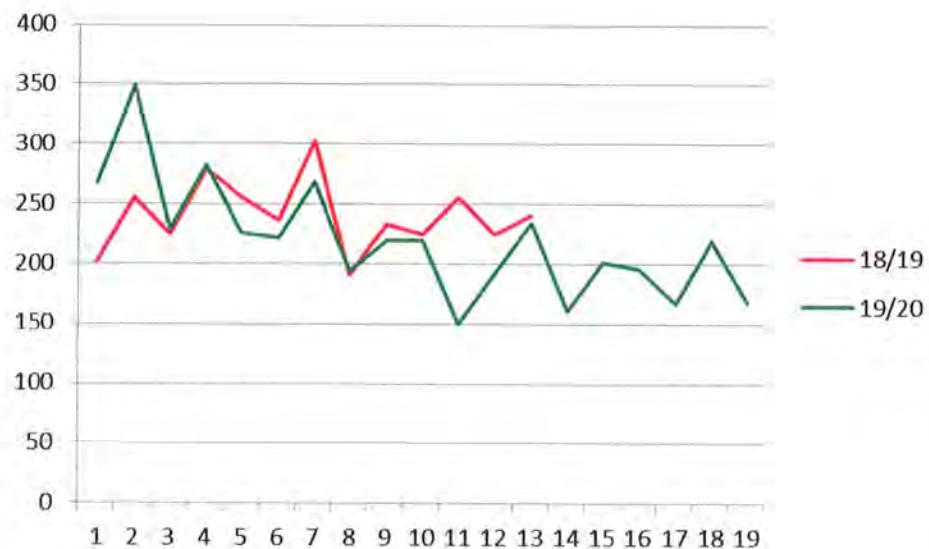
**Semi-Annual Ending: December 31, 2020**

**Social Services Trends** is a semi-annual report to the Plumas County Board of Supervisors and members of the public. This report provides case counts, application data, referrals for services and other workload information in the Department of Social Services. This edition of Trends includes case counts and workload data for the last half of the year that ended December 31, 2020. The Department welcomes questions regarding the information contained in this report or about our programs and services. Additional information regarding our programs is available by calling 530-283-6350 or by accessing the Plumas County web site at [www.countyofplumas.com](http://www.countyofplumas.com).

### **I. WELFARE TO WORK & PUBLIC ASSISTANCE DIVISION**

#### **A. APPLICATIONS RECEIVED**

The overall trend for applications has declined during the last six months of 2020. The average number of applications for the second half of 2020 was 206 per month. Just over one year ago the average was 230 per month. It's possible that Covid-19 has impacted the number of applications received. Clients were encouraged to complete applications online and submit them through C-4 Yourself. During the second half of 2020 CalFresh received the most applications of all programs available.



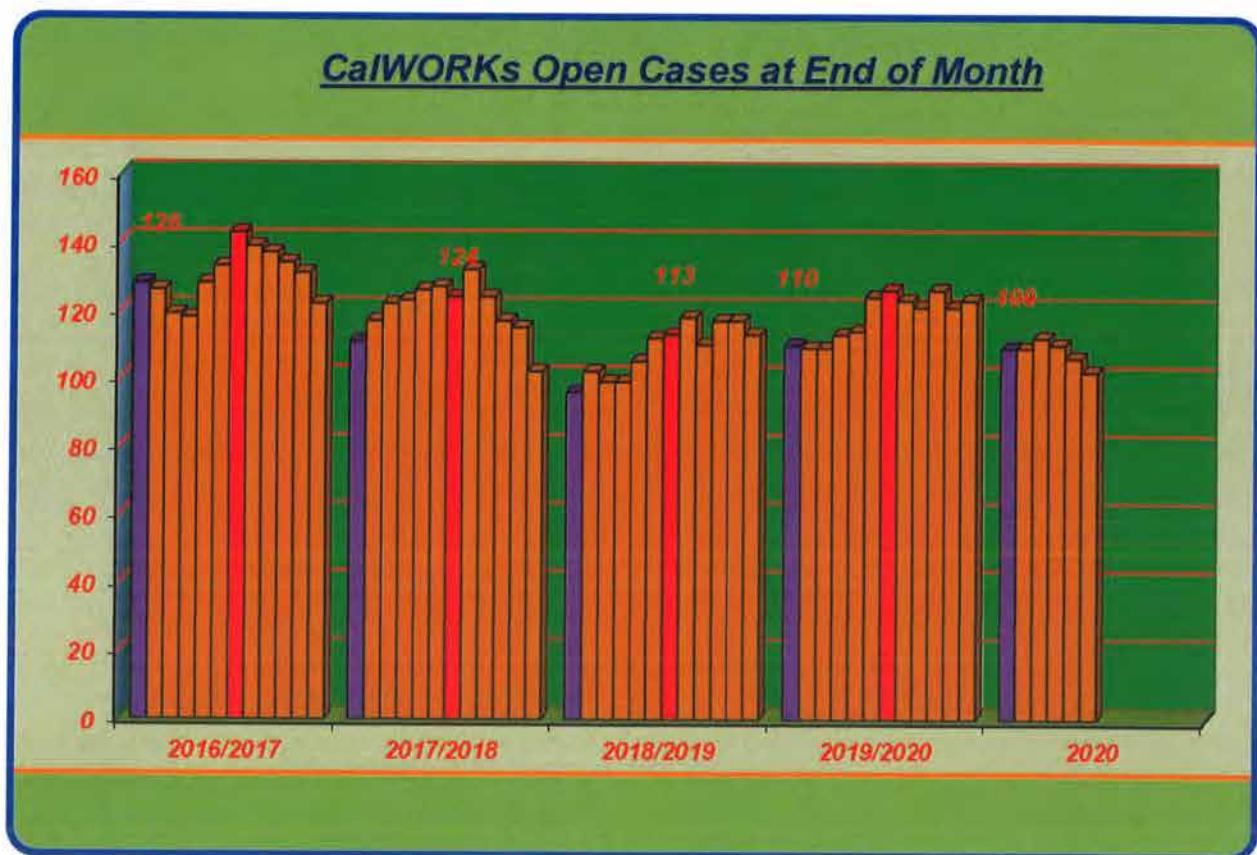
## **B. CONTINUING CASES**

### **(1). Cash Assistance (AFDC/CalWORKs)**

The average number of open CalWORKs cases per month was 108, the case count has continued to remain relatively steady over time. The average caseload for CalWORKs cases in the system at the end of June 2020 was 123. At the end of December 2020 the average caseload was 108. The continued stability of the case count is encouraging considering the restrictions on employment during the pandemic. The Department continues to assist many non-needy relative cases where a close relative is providing care for an eligible child.

#### **Average Monthly Caseload**

2017/2018	120
2018/2019	108
2019/2020	116



## **(2). CalFresh (Supplemental Nutrition Assistance Program) Assistance**

### **A. Case Count**

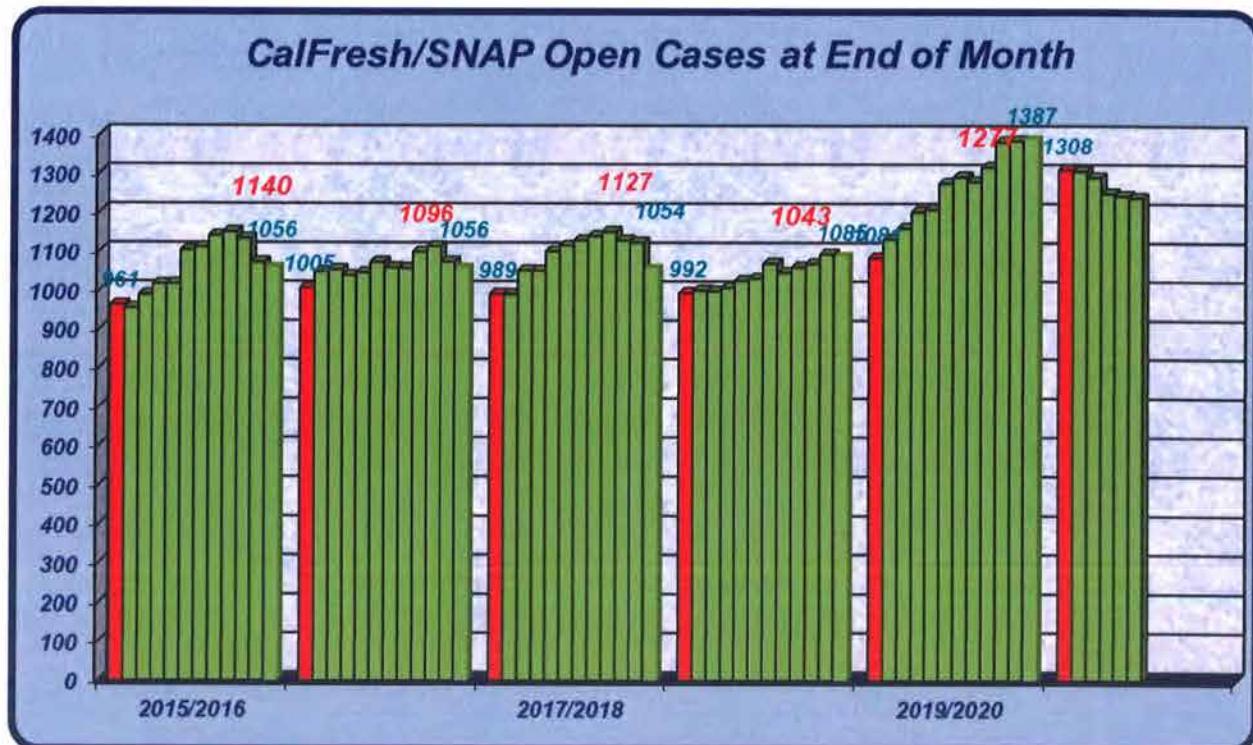
The Department has seen a decrease in applications for the CalFresh program. The average monthly caseload for the six-month period ending in December 2019 was 1155. For the first six-month period of 2020, the average caseload was 1338. The caseload for the final six months of 2020 was 1270.

For working people, CalFresh supplements their purchasing power.

The Department also continues to see more customers who are over 55 and more individuals with disabling conditions where in the past, it was less likely to see people in those areas applying.

#### **Average Monthly Caseload**

2017/2018	1084
2018/2019	1138
2019/2020	1254



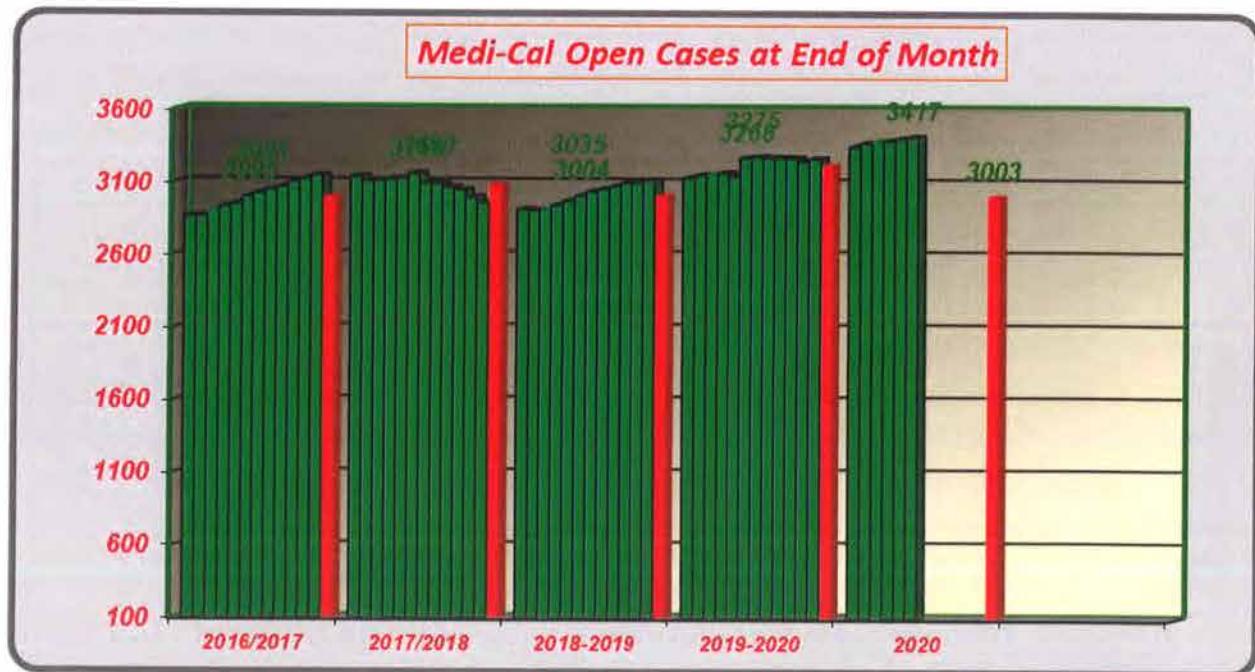
### **(3). Medi-Cal**

The Medi-Cal case count continues to experience steady growth. The number of active cases has increased by approximately 124 cases per month during the last six months of 2020.

As has been noted in previous reports, those who are eligible for the expanded Medi-Cal program have earned income that is 138% of the federal poverty level or less. For a single individual that roughly translates into about \$1,467 per month. For a single working person that amounts to \$17,609 annually. For a family of three, annual income at 138% of poverty is \$29,974 or less.

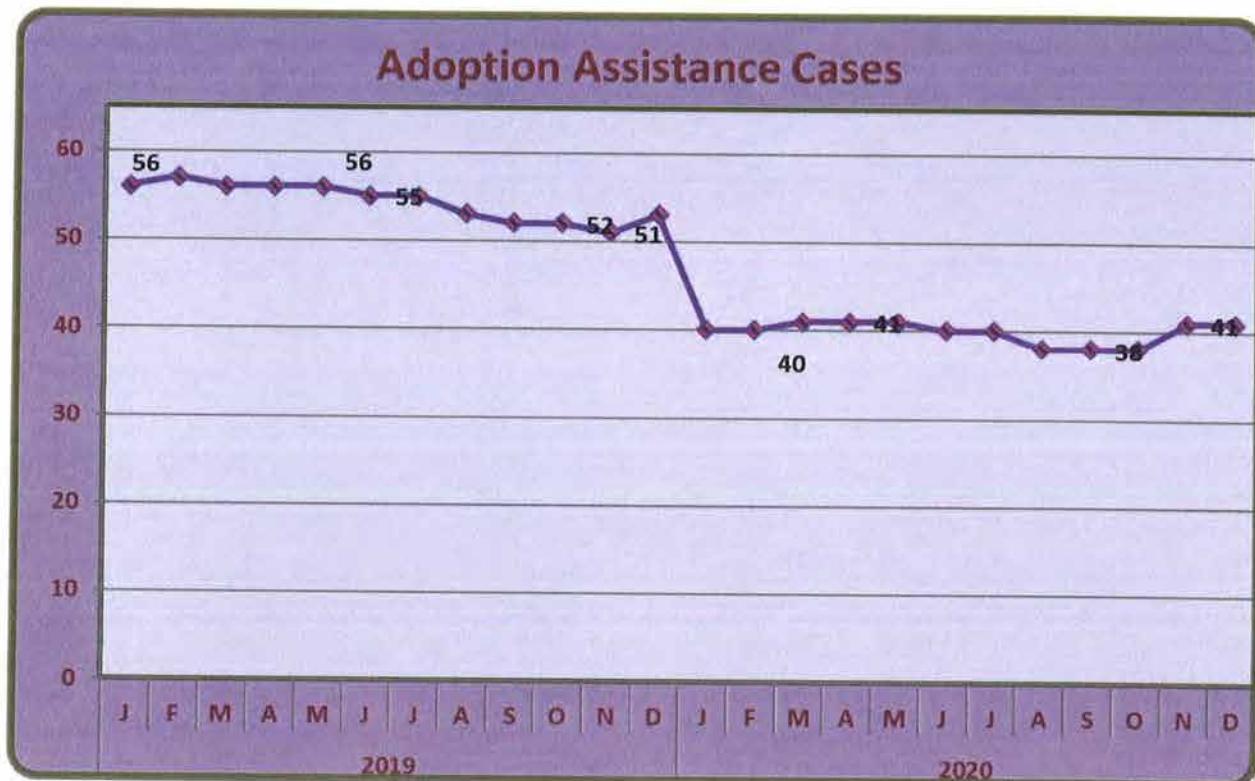
#### **Average Monthly Caseload**

2017/2018	3081
2018/2019	3009
2019/2020	3388



#### **(4). Aid to Adoptions**

In 2012 the Department of Social Services began operating the Adoptions program. The services provided and benefits issued are mandated by Welfare and Institutions Code under Chapter 2.1 beginning at Section 16115. Services provided include home studies, training for adoptive parents and case management of adoptive placements. Adoptive families also qualify for cash assistance under the Aid to Adoptions program. The caseload for the Adoptions Program remains at 41 children currently receiving assistance. There have been as many as 70 children receiving assistance in the past. Most of this decline is the result of children who have aged out of the system.

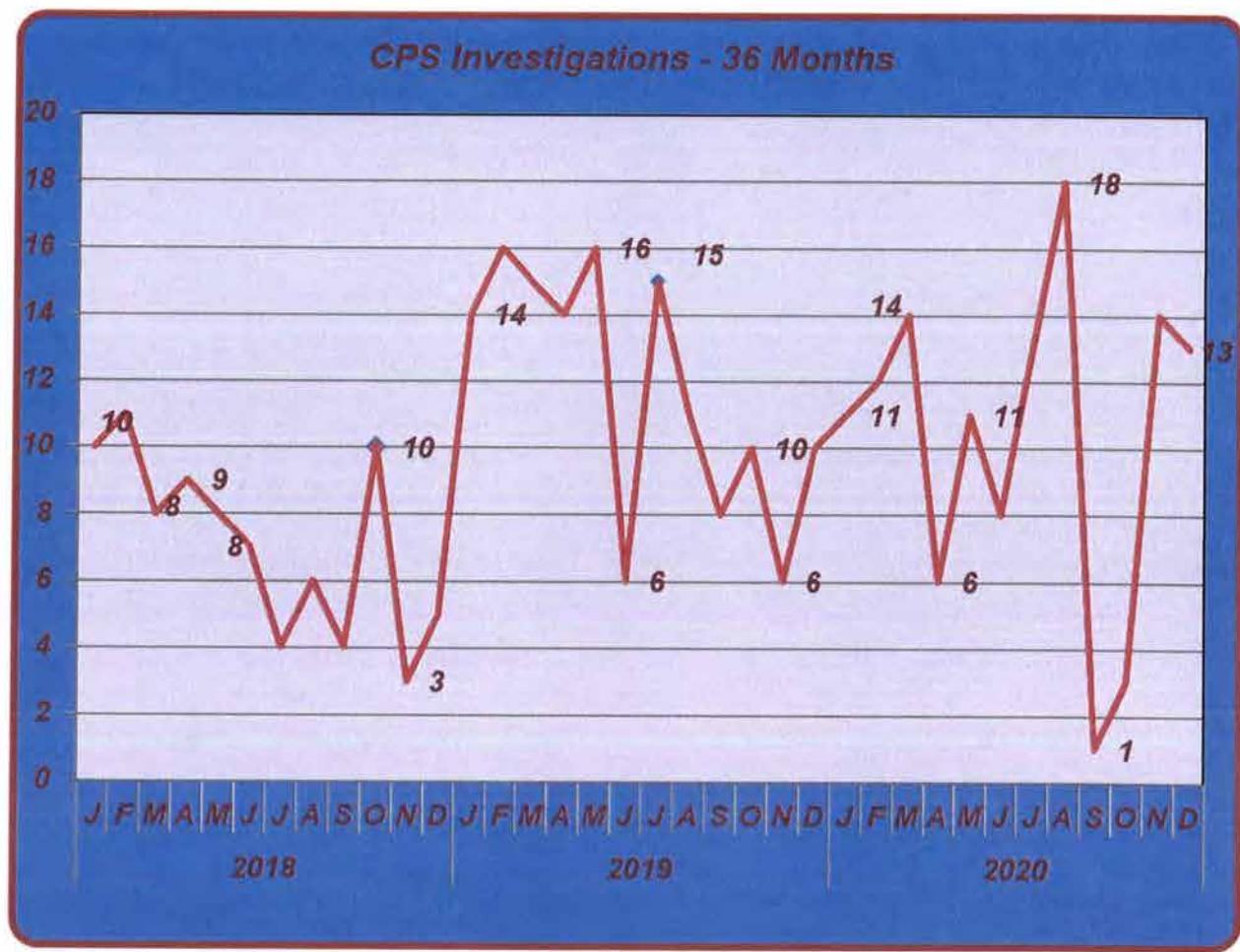


## **II. SOCIAL SERVICES DIVISION**

### **A. Child Welfare Services**

The Emergency Response component of Child Protective Services averaged about 8 child abuse investigations per month during the last six months of 2020. It is likely that referrals decreased during the "Stay at home" order as a result of the Covid-19 pandemic. Families had less contact with teachers and other observers outside of the home. Most referrals now are dependent on reporting from law enforcement agencies.

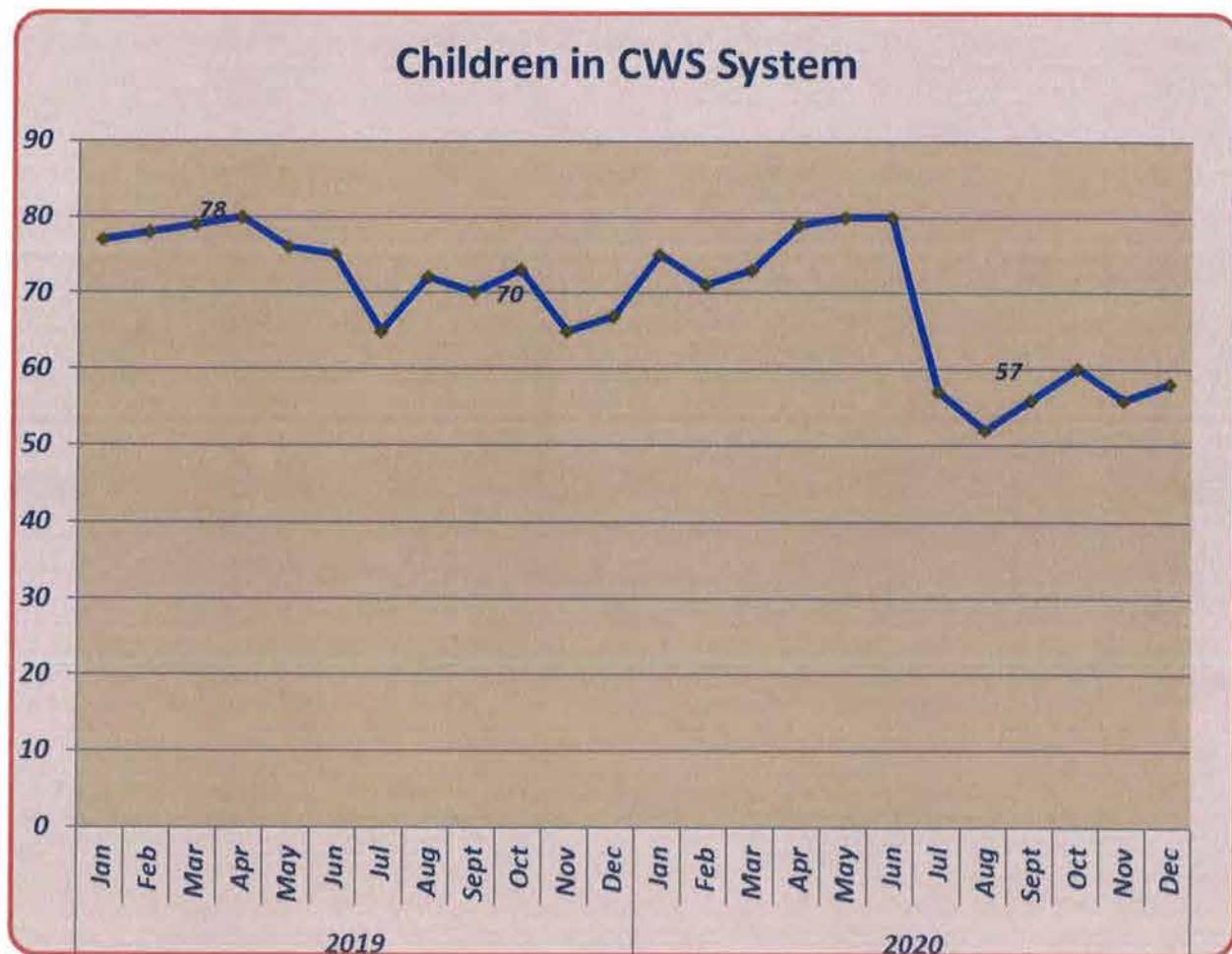
As the Department has noted previously, we have continued to experience significant numbers of cases where the precipitating factors leading to abuse and neglect are associated with substance abuse, in particular methamphetamine but also alcohol and other drugs. Substance abuse and the resultant failure to fulfill a parenting role is the foremost reason that children are removed from unsafe environments.



## **B. Children in the Child Welfare Services System**

As has been reported previously, under changes in the law associated with Assembly Bill 12 of 2012, some children will stay in the Child Welfare System (CWS) longer so that they can complete their education or secure independent housing. Currently the Department has 4 children who are completing an educational plan or living independently. This circumstance has generated an increase in the case count which is not directly associated with new detentions of children. We currently have 58 children in CWS.

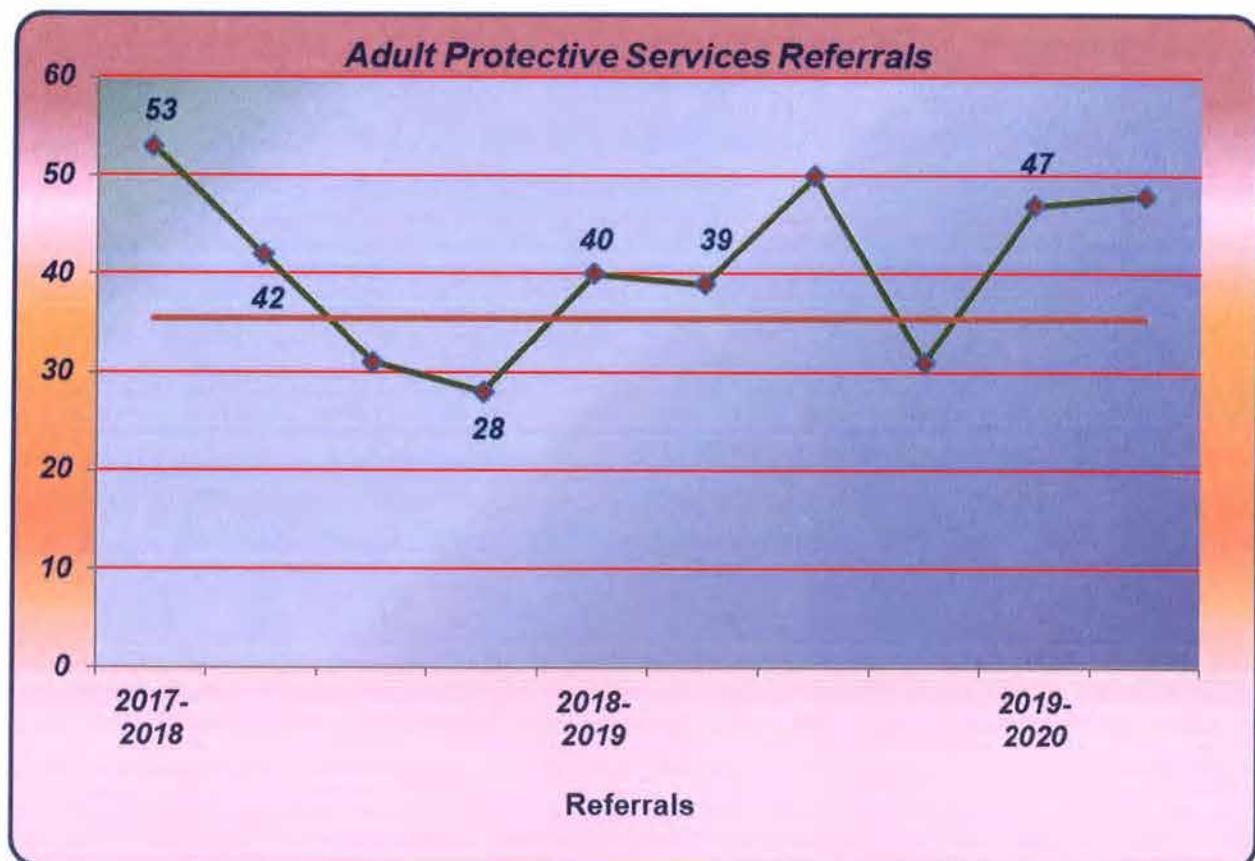
The Department has continued its trend toward placing foster children with relatives and with non-related extended family members. This has placed us in a position where we are less reliant on foster family agencies and foster homes for placement resources. While we expect that trend to continue, there remains a need for foster homes for children who come into our system. This is particularly evident when the Department detains children with special needs as there are fewer foster homes or group homes that provide the specialized care needed by these children.



### **C. Adult Protective Services**

Generally, the Department receives about 8 referrals per month for situations involving abuse or neglect of elderly and disabled people. During the six-month period that concluded December 31, 2020, the Department received 47 requests for investigation. APS referrals have continued to be above the average. The Department believes the reason that referrals are growing are due to the increased elderly population in Plumas County and good public awareness of potential threats to the safety and well-being of elderly and/or disabled persons.

The Department continues to receive referrals from financial institutions regarding suspicious circumstances connected with an elderly or disabled person's financial resources. The Department also receives referrals that are for self-neglect. In some of these situations it is not always possible to intercede because the individual being referred may still have a right to self-determination if a cognitive disability isn't the cause for their self-neglect.

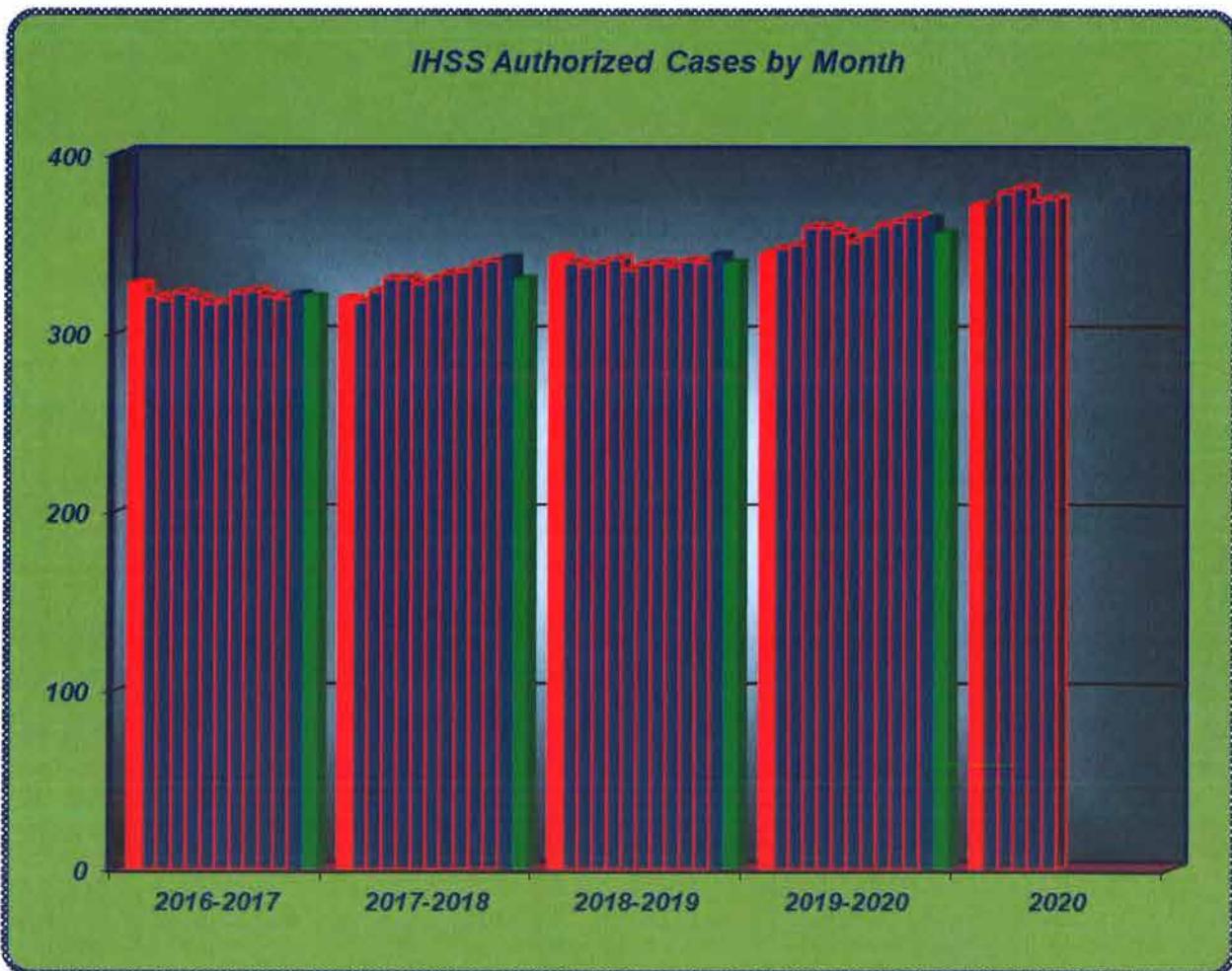


#### **D. In-Home Supportive Services (IHSS)**

The In-Home Supportive Services caseload has increased over the last six months of 2020 with the average case count increasing from 359 to 375 per month.

##### **Average Monthly Case Count**

2017/2018	320
2018/2019	339
2019/2020	359



### **III. Public Guardian/Conservator**

The Public Guardian is currently servicing 9 L.P.S. Conservatorship cases, 4 Probate Conservatorship cases and serves as the Representative Payee for 6 recipients. Public Guardian is also managing the estates of 7 deceased conservatees.



# DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

*3F2*

Courthouse Annex, 270 County Hospital Road, Suite 207, Quincy, California 95971

**NEAL CAIAZZO**  
DIRECTOR

(530) 283-6350  
Fax: (530) 283-6368  
Toll Free: (800) 242-3338

DATE: JANUARY 15, 2021  
TO: HONORABLE BOARD OF SUPERVISORS  
FROM: NEAL CAIAZZO, DIRECTOR  
DEPARTMENT OF SOCIAL SERVICES  
SUBJ: AGENDA ITEM FOR FEBRUARY 2, 2021  
RE: APPROVAL TO FILL VACANT ELIGIBILITY SPECIALIST POSITIONS

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

Authorize the Department of Social Services to fill three vacant Eligibility Specialist (ES) I/II positions as soon as administratively possible.

### **Background and Discussion**

The Department of Social Services has experienced vacancies in the class of Eligibility Specialist I/II. These positions became vacant as a result of promotions of the incumbents.

The Eligibility Specialist is the position in the Department that performs eligibility determinations and ongoing case management for economic assistance programs such as CalFresh, Medi-Cal and county General Assistance. Demands for these programs have been high due to the expansion of the Medicaid Program and the increase in CalFresh applications. It is the Department's expectation that our need for ES's will remain in place for some time.

### **Financial Impact**

There is no financial impact to the County's General Fund as a result of taking this action because all funds to support this position come from federal, state and Realignment sources. The position is funded in the Department's 2020-2021 proposed budget.

Copies: PCDSS Management Staff  
Nancy Selvage, Human Resources Director

Enclosures (3)

**Position Classification:** Eligibility Specialist I/II

**FTE:** 1.00

**Budgeted Position:** Yes

**Mandated Program:** Yes

**Position Description:**

This position is primarily responsible for performing eligibility determinations for the Medi-Cal, CMSP and CalFresh (Foodstamp) programs. Eligibility determinations for the Medi-Cal and CMSP programs are critical to the mission of assuring that county citizens who do not have medical insurance or another payer for health care services have access, to the extent that they are eligible, to the State Medi-Cal and County CMSP programs. This also helps to assure that hospitals that are required by law to serve poor and indigent county residents receive payment for the services they provide. Eligibility determinations for the CalFresh (Foodstamp) program are a state mandated activity.

**Funding Sources:** Medi-cal is entirely funded by State General Fund and federal pass through dollars. There is a small apportionment of Realignment dollars that is part of the funding mix for this position, generally 15% of the cost of time spent performing CalFresh (Foodstamp) eligibility determinations. As is explained below, there are potential Realignment funding implications *when the position is left empty.*

**Special Considerations:** Department of Social Services funding mechanisms are structured on a very specific cost allocation plan that generates the distribution of fixed overhead costs based on filled positions. To the extent that a position is not filled, the fixed overhead costs redistribute themselves in uncontrolled and unpredictable ways adding unanticipated costs to other program areas particularly to program areas that contain Realignment dollars in their cost structure. It is in the County's best interests to avoid such a scenario.

**Reason for the Vacancy:** The reason for this vacancy is because the prior incumbents promoted to other positions in the department.

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

### Position: Eligibility Specialist – Medi-Cal/CalFresh Program

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

Answer: Yes. Medi-Cal and CalFresh (Foodstamp) administration is a state mandated service. The Eligibility Specialist performs eligibility determinations for these services

- 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.

- How long has the position been vacant?

Answer: The position will became vacant effective January 18, 2021 due to an employee promotion.

- 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 determines appropriate staffing levels and funds accordingly.

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

Answer: We will not be able to process applications for Medi-Cal, CalFresh and CMSP in accordance with the state requirements.

- 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 and Realignment dollars will be disbursed to other programs costing the Department money.**

- 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?

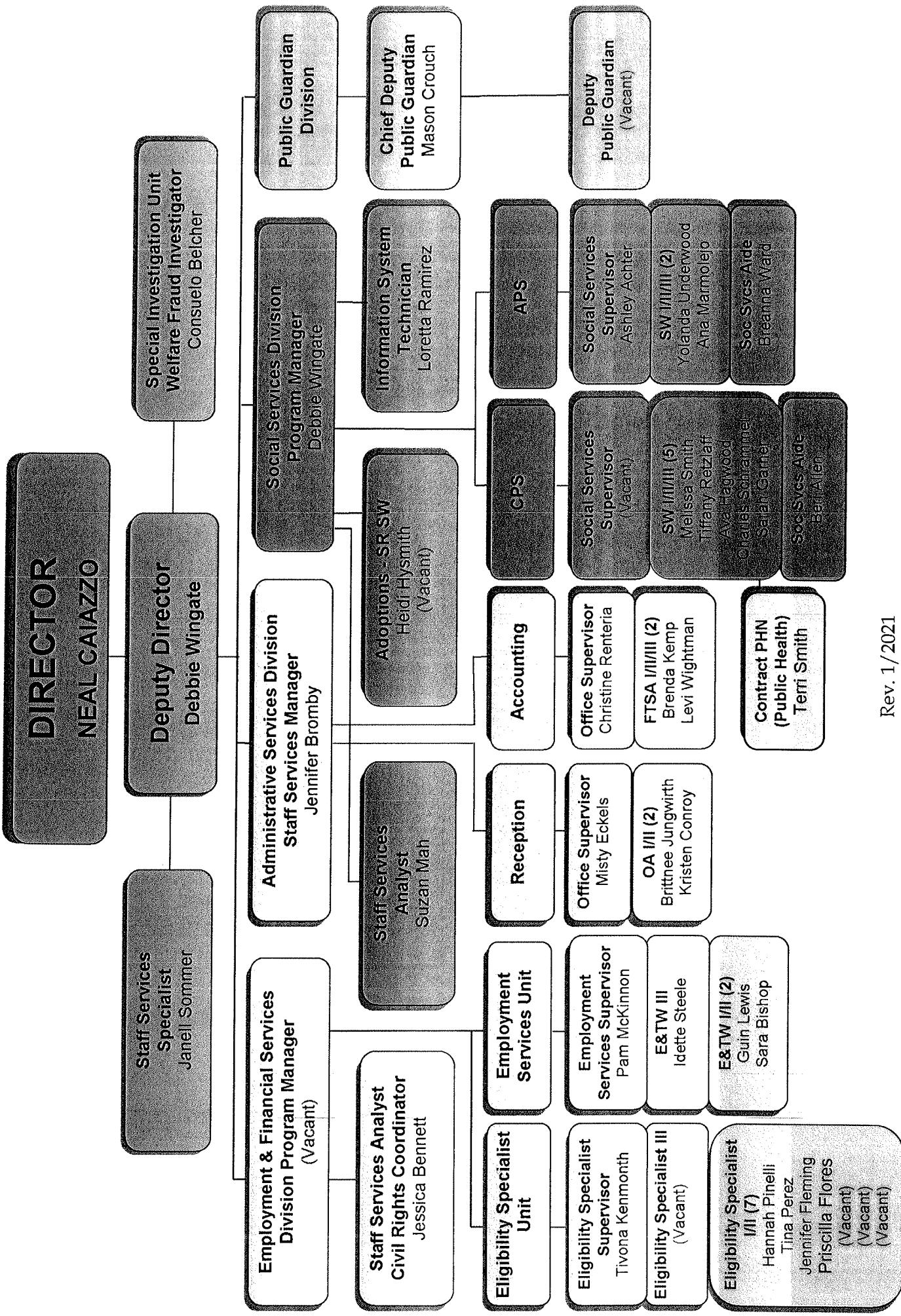
**Answer: No.**

- 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



QUESTIONS FOR STAFFING CRITICAL POSITIONS CURRENTLY ALLOCATED  
FOR FISCAL YEAR 2020/2021

1. Is this a legitimate business, statutory, or financial justification to fill the position?  
*The Elections Coordinator position is essential is the planning and execution of all aspects of the election process. This position is also the filing officer for the Statement of Economic Interest (Form 700) for all county employees, consultants and contractors pursuant to Resolution 2020-8546 adopted by the Board of Supervisors on December 15, 2020.*
2. Why is it critical that this position be filled at this time?  
*We are requesting that this position be filled as soon as possible as there are currently two elections scheduled for 2021 and the 2022 California Primary election cycle will begin in December 2021.*
3. How long has this position been vacant?  
*The position has been vacant since January 19, 2021 due to promotion within the department.*
4. Can the department use other wages until the next budget cycle?  
*The department's wage and benefits portion of the 2020-2021 budget includes funding for this position.*
5. What are staffing levels at other counties for similar departments and/or positions?  
*Most other counties have Election Managers the equivalent of Plumas County's Elections Coordinator position, to handle the daily and required duties in conducting the election processes.*
6. What core function will be impacted without filling the position prior to July 1<sup>st</sup>? *With current election scheduled prior to July 1, and other elections scheduled, this position is an essential position in the department.*
7. What negative fiscal impact will the County suffer if the position is not filled prior to July 1<sup>st</sup>?  
*None*

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

*None*

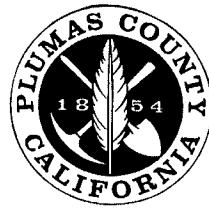
8. Does the Department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? *No*
9. Does the budget reduction plan anticipate the elimination of any of the requested positions?  
*No*

Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? *No*

10. Does the department have a reserve? *N/A* If yes, provide the activity of the department's reserve account for the last three years?

# **PLUMAS COUNTY CLERK~RECORDER**

**Recorder Division** (530) 283-6218  
**Elections Division** (530) 283-6256



520 Main Street, Room 102, Courthouse  
Quincy, CA 95971 Fax: (530) 283-6155

DATE: January 25, 2021

TO: The Honorable Board of Supervisors

FROM: Marcy DeMartile, Plumas County Clerk-Recorder

**SUBJECT:** Authorize the County Clerk-Recorder, Elections Department to recruit and fill the funded and allocated 1.0 FTE Elections Coordinator position

## Background

On January 19, 2021, the current Elections Coordinator position became vacant due to a promotion in the department.

## Recommendation

It is recommended that the Board authorize the County Clerk-Recorder to recruit and fill the funded and allocated 1.0 FTE Elections Coordinator position as soon as possible.

**ELECTIONS COORDINATOR****DEFINITION**

Under general direction, to perform a variety of specialized administrative election duties for the Plumas County Elections Division of the Clerk-Recorder's Department. Performs information gathering, information preparation, and public relations assignments in the planning and conduction of local, State and Federal elections and does related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a single position classification with responsibility for the day-to-day coordination of the Elections Division. This position must exercise a high degree of judgment and initiative, and must have a thorough knowledge of "The Help America Voter Act", the "National Voter Registration Act", all election codes, the election process, local, State, and Federal elections, and perform office support duties for the County Clerk-Recorder.

**REPORTS TO**

Assistant County Clerk-Recorder

**CLASSIFICATIONS DIRECTLY SUPERVISED**

Elections Services Assistant I and II  
Temporary Election Boards  
Ballot Processing Boards

## **ELECTIONS COORDINATOR – 2**

### **EXAMPLES OF DUTIES**

- Assists in planning, organizing and coordinating the election functions of the county including local, State and Federal elections.
- Using a secure statewide database and certified software, creates and redesigns the ballot layout, with paper sizing, formatting, water marks, and coding for each individual election.
- Programs memory cards for touch screen and optical scan units.
- Insures proper publication and posting of legal notices.
- Insures proper preparation of reports and documents for the Secretary of State's office.
- Maintains voter registration data.
- Reviews candidates filing documents to insure proper submission of forms, other documents and fees.
- Accepts initiative, referendum, and other petitions for filing, verifying signatures when necessary.
- Secures additional staffing for election boards and maintains security during election cycles.
- Assists in recruiting, electing and training of election processing boards.
- Canvasses precinct records to verify election results and prepares statements of votes cast.
- Establishes and maintains filing systems for election documents, making changes and adjustments as necessary.
- Provides information to the public concerning candidates filing requirements, election regulations, and election functions.
- Accepts Conflict of interest statements and insures proper filing with the Fair Political Practices Commission.
- Issues marriage licenses, performs wedding ceremonies, and issues certified copies of birth, death, marriage and military discharge papers.
- Performs official Oath of Office ceremonies.
- May be required to work extended hours and weekends as needed during peak election periods and attend out of county training as needed.
- Oversees collaboration among management, staff and consultants to develop training curriculum as necessary.
- Prepares statistical reports and provides analysis.

## **ELECTIONS COORDINATOR - 3**

### **Voter Registration Services**

This classification oversees all aspects of the voter registration and voter services and is responsible for:

- Processing conditional voter registration and provisional voting.
- Cancelling active voters based on notification from the Superior Court of felony status.
- Maintaining voter records of confidential voters, military and overseas voters as well as seasonal address voters.
- Overseeing all functions within the VoteCal (Statewide Voter Registration Database).
- Filing and processing state and local petitions.
- Administering the maintenance of official lists of streets, precincts and districts from maps and records provided by the County Geographic Information System.
- Participating in the decennial census line boundary line changes.

### **Candidate Filing and Campaign Services:**

- Manages relationships with vendors related to the Voter Information Guide preparation.
- Maintains official list of districts, offices, incumbents and candidates for present and historical purposes.
- Oversees all candidate filings, including declarations of candidacy, nomination petitions and codes of fair campaign practices.
- Facilitates submission of materials related to measures, resolutions, measure text, measure questions, impartial analyses, arguments and rebuttals.
- Conducts the randomized alphabet drawing in accordance with the California Election Code.
- Manages the layout, proofreading, production and timely mailing of Voter Information Guides.
- Prepares appointments of candidates in lieu of election and secures Board of Supervisor agenda time.
- Updates and monitors election and candidate project calendars.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods, frequently stand and walk, normal manual dexterity and eye-hand coordination; physical ability to lift and move objects weighing up to 50 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, scanners and FAX. Programs and tests specific election equipment.

### **TYPICAL WORKING CONDITIONS**

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

## **ELECTIONS COORDINATOR – 4**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- County policies, rules and regulations.
- Policies, functions, and requirements of the Registrar of Voters.
- Laws, rules, regulations including “The Help America Vote Act”, “National Voter Registration Act” and legislation governing the conduct of elections, filing of petitions, and the registration of voters.
- Laws, rules, and regulations, and legislation governing the public access to election documents and information.
- Proper procedures for the acceptance and filing of candidate documents.
- Election and precincting procedures.
- Public and community relations.
- Business and professional Codes.
- Health and safety Codes.
- Establishment and maintenance of filing and information retrieval systems.
- Account and fiscal recordkeeping.
- Office management methods and procedures.
- Computerization of election functions.
- Principles of work coordination and training.
- Fair Political Practices Commission rules, regulations and requirements.

#### **Ability to:**

- Plan, organize, and coordinate county election functions.
- Ensure accuracy of ballot configuration including layout, sizing, formatting and coding for each election.
- Monitor accuracy of ballot tabulation ensuring accuracy and confer with software vendors as needed.
- Provide training and coordination for assigned staff and temporary election personnel.
- Interpret, explain, and apply a variety of Federal, State and County election policies, rules and procedures and regulations.
- Read and understand statutes and instruction related to election functions.
- Work with initiative and independence while exercising good judgment in recognizing scope of authority.
- Write and update subject-matter procedures.
- Review and establish the validity of election results.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare clear, concise, and accurate records and reports.
- Effectively represent County Clerk-Recorder in answering questions, responding to inquiries, providing assistance, and handling concerns from the public, community organizations, and other agencies.

## **ELECTIONS COORDINATOR - 5**

### **Training and Experience:**

Qualifications needed for this position:

Four (4) years of responsible clerical experience or administrative support work at a level equivalent to Deputy Clerk-Recorder II in Plumas County or Four (4) years of responsible experience performing a variety of elections office/administrative support functions.

### **Special Requirements:**

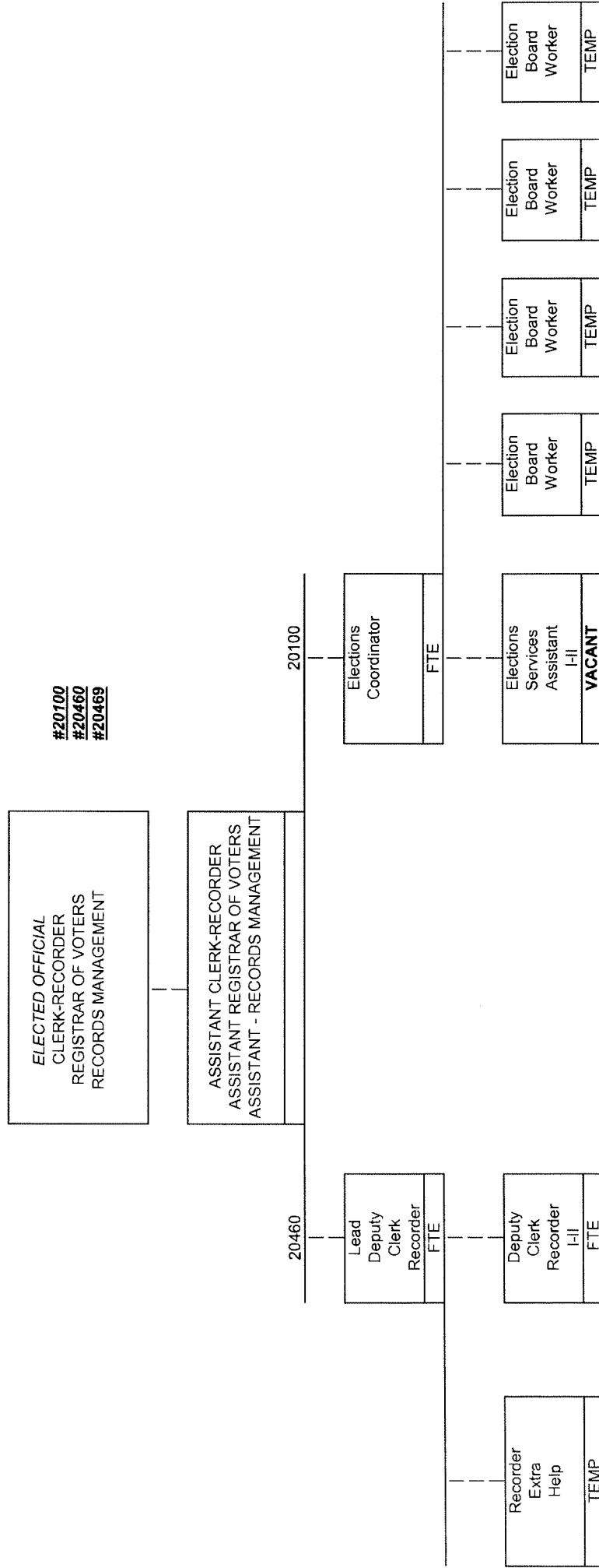
Must possess a valid driver's license at the time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

Must pass a Department of Justice (DOJ) background check as a condition of employment

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

## ORGANIZATIONAL CHART

3/20/2020





34

**204 Fairgrounds Road, Quincy, CA 95971 530-283-6272 Fax: 530-283-6431**  
[johnsteffanic@countyofplumas.com](mailto:johnsteffanic@countyofplumas.com) [www.plumas-sierracountyfair.net](http://www.plumas-sierracountyfair.net)

DATE: January 21, 2021  
TO: The Honorable Board of Supervisors  
FROM: John Steffanic, Fair & Event Center Manager  
SUBJECT: Board Agenda Request, Supplemental Budget Request

---

**Background:**

1. Due to the North Complex Fire, the Plumas Sierra County Fairgrounds hosted a fire camp from mid-August to mid-November
2. Revenue generated by the fire camp will represent over 90% of total revenues at the fairgrounds due to almost complete cancellations of events because of COVID-19
3. Intense use of the facility by the fire camp exposed many maintenance and facility shortcomings that have been deferred over the years
4. The unusual situation gives the fairgrounds the opportunity to use the unexpected resources to correct maintenance and safety considerations, as well as make some one time capital improvements to increase the value of services for future events

**Recommendation:**

Approve and authorize the recommended supplemental budget.

Thank you for your consideration

John Steffanic  
Fair & Event Center Manager

**PLUMAS-SIERRA COUNTY FAIR**  
**SUPPLEMENTAL BUDGET PROPOSAL**

**Review:**

Due to COVID-19, all events and the associated revenues were lost at the Plumas Sierra County Fair. The approved budget for the current fiscal year showed revenues of less than \$100,000 and expenses, excluding payroll, was cut by 25%. Additionally, we reduced our request from the general fund by 25%. What balanced the budget was anticipated continued allotment from CDFA of \$190,000, which was what we received the prior year.

Several months after we got word that that funding was still in place for this year, we received word from CDFA that although the amount of the funding was the same, or even more possibly, they were going to re-allot the amounts between the fairs, sending the lion's share to the largest California Fairs. At this point, my estimate for our funding will be around half of what was budgeted.

That is the only major difference that is reflected in my mid-year budget report. Although we have been able to round up some unexpected local rental revenue, it will fall in the \$10,000 range and not impact the overall budget greatly.

**Fire Camp:**

Elements of the North Complex Fire began in the middle of August. A fire camp was established at the Plumas Sierra County Fairgrounds on August 18, 2020. The initial contract was for \$8000 per day, with a cap of \$250,000. Additionally, they would pay for utilities and damages. No one thought the fire would go as long as it did, so that contract was terminated on September 30, 2020 and replaced by another contract calling for \$2000 per day, plus utilities and damages. That contract concluded on November 18, 2020.

Payment for the first contract has been received and was \$271,065.79. It breaks down as follows:

Rental:           \$250,000.00

Utilities:        \$ 21,065.79

The rental portion has been received as Grounds Rental and the utilities have been placed into the Refunds and Reimbursements account (46251) and are part of the requested budget adjustments to place them back into our electric and water/sewer accounts.

The costs surrounding the second contract are still being assembled. Quotes are being gathered for rehabilitation of the carnival lawn area including top soil and seed. The anticipated revenue for the second contract is a rental payment of \$86,000.00, plus utilities and repairs.

**Requested Budget Adjustments:**

These budget increases, with the exceptions of Other Wages and Maintenance, are for expenses that are minor but were overlooked in my original budget request. The increase for Other Wages and

Maintenance are to tackle many of the facility shortcomings that were exposed during fire camp. These were things like light posts that didn't work, sub-par wiring, water delivery systems, and bathroom repairs. We have lived with these shortcomings for quite a while, certainly due to lack of funds, but also because we had to prioritize repairs based on usage. With the emphasis of bringing more and bigger events to the fairgrounds, along with the increased possibility of regular fire camps in the future, these repairs and improvements need to be attended to. Even before fire camp, we began an area by area assessment of the fairgrounds and identified repairs and improvements that we could take care of with the resources we had. This budget increase should greatly expand the number of tasks we can accomplish. This adjustment also accounts for the reduced State Allotment.

Revenue Reduction:

State Allotment <\$90,000.00>

Expense Increase:

Other Wages \$ 5000.00

Vehicle Maintenance 1000.00

Maintenance 20,000.00

Advertisement 1000.00 (I missed this in my original budget, it is for the Americana website)

Special Department 3000.00 (This is for training that will be reimbursed by the State, so it will either be replaced or won't be spent)

Electric Charges 19,341.65 (This was the reimbursement from Fire Camp for the first contract)

Water/Sewer 1724.14 (This was the reimbursement from Fire Camp for the first contract)

Total Budget Increase \$151,065.79

**Capital Improvements and Repairs:**

The following requests are one-time expenses. The lawn mower was approved by the Board before COVID, but was tabled to conserve the funds. All the others are revenue generators, enhancers, or money saving investments. They are listed by priority.

Lawn Mower \$24,500.00 (542600 Fixed Asset Equipment)

We easily spend up to \$1000 annually on repairs of our current mower, not counting the lost time

Water Line Improvement \$5000.00 (521300 Maintenance Buildings and Grounds)

Water pressure to the major buildings drops under certain conditions. This would replace the meter from American Valley CSD with a larger capacity, and replace some smaller diameter water lines, primarily to the Mineral Building.

Wi Fi Capability to buildings \$2000.00 (521300 Maintenance Buildings and Grounds)

Most meetings now require connectivity which we do not offer. This will cover equipment through our IT Department to offer WiFi in each building. Additionally, WiFi

is needed to operate a security system being considered by the PSCF Foundation in light of the recent break-ins at our maintenance shop.

Upgrade Public Address System to Wireless      \$16,000.00 (540112 Fixed Asset Capital Improvement)

Our current P.A. System was installed with grant money from the State. Over several winters, ice forming on the wires stretched them to where they cannot be used. After considering alternatives like braided cable to support wires, it appeared a wireless system would best integrate with what we have now. This is also a safety issue, allowing for communication throughout the fairgrounds during an evacuation scenario.

Re-Key Major Buildings      \$5500.00 (521300 Maintenance Buildings and Grounds)

During the recent burglary, many keys were missing. In addition to re-keying the buildings, adding a keypad option to each building means we would no longer have to issue keys to tenants.

Mineral Building Flooring      \$11,105.00 (540112 Fixed Asset Capital Improvement)

The carpet in the main meeting area is becoming threadbare, especially at the joints. Since this is one of the most used meeting places in the County, a better presentation would be beneficial. This project also includes new vinyl in the bathrooms. As a side effect of the reduced water flow to the building, we have frequent toilet back-ups that flood the floor and have caused the current vinyl to start to come un-attached.

Parking Lot Light      \$10,000.00 (540112 Fixed Asset Capital Improvement)

For years, people attending events at the fairgrounds have gotten in the habit of parking on the grounds. Our insurance carrier has long complained this is unsafe, mixing vehicle and foot traffic in such a confined space. The proper solution is to have customers park outside the grounds in the parking area, but there has never been adequate lighting, causing an equal liability. This 30' light would cover a large area, in conjunction with smaller lights already in place to offer this as a safer alternative to keep parking off the fairgrounds.

Total Capital Improvements and Repairs:      \$74,105.00

### Conclusion:

Certainly, we benefitted from a very unfortunate circumstance this year. But I also think this is an excellent example of the value of our fairgrounds. Be it planned events, or emergencies, it behooves us to keep this facility in the best shape we can. I believe we do a great job at keeping it operational, but we have a one-time opportunity here to improve and prepare for the future.

I have asked for a supplemental budget increase of \$225,170.79 without any of the expenses hindering us for future years. After expenses and repairs from fire camp, that leaves a surplus of funds equal to \$131,895.00. I would like to suggest that that amount be rolled over to next year's fair budget since we are still unsure what will happen with being able to generate revenue or State funding.

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

TRANSFER NUMBER  
(Auditor's Use Only)

Department: Fairgrounds

Dept. No. 20190

Date 1/21/2021

The reason for this request is (check one)

### Approval Required

A	<input checked="" type="checkbox"/>	Transfer to/from Contingencies OR between Departments
B	<input checked="" type="checkbox"/>	Supplemental Budgets (including budget reductions)
C	<input checked="" type="checkbox"/>	Transfers to/from or new Fixed Asset, within a 51XXX
D	<input checked="" type="checkbox"/>	Transfer within Department, except fixed assets
E	<input checked="" type="checkbox"/>	Establish any new account except fixed assets

## Board

## Board

## Board

### Auditor

### Auditor

## TRANSFER FROM OR

**SUPPLEMENTAL REVENUE ACCOUNTS**

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

Fund #                    Dept #                    Acct #                    Account Name                    \$ Amount

TRANSFER TO OR

SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
--------	--------	--------	--------------	-----------

2005 2010 2012 Other Wages 5.00

0005	20190	520902	Vehicle Maintenance	1,000.00
0005	20190	521300	Maintenance Buildings & Grounds	32,500.00
0005	20190	523001	Advertisement	1,000.00
0005	20190	524400	Special Department	36,895.00
0005	20190	527802	Electric Charges	19,341.65
0005	20190	527807	Water/Sewer	1,724.14
0005	20190	542600	Fixed Asset Equipment	24,500.00
0005	20190	540112	Fixed Asset Capital Improvement	37,105.00
Total (must equal transfer to total)				159,065.79

Supplemental budget requests require Auditor/Controller's signature

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

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 meet maintenance needs and make one time expenditures

B) Unexpected revenue from North Complex Fire Camp

C) Repairs and purchases need to be made in this fiscal year

D) COVID-19 budget cuts and unexpected changes in State Funding

Approved by Department Signing Authority:

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.

4A



# PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



*Growing Healthy Communities*

January 22, 2021

Dear Honorable Board of Supervisors,

I respectfully submit my notice of resignation from the position of Plumas County Public Health Director. This decision has been incredibly difficult for me, but the overarching feeling is one of incredible gratitude for having served Plumas County in this capacity. I am excited to further my career with a new opportunity. Although I will be staying in the beautiful Sierra Valley and remain a part of the community, I will be assuming a leadership position within a national health organization based on the east coast. My career passion has remained the same; I will be working to protect and improve health care access for the country's most vulnerable.

Throughout my tenure as Director, I have worked hard to build upon an infrastructure within the Public Health Agency that is supported by a strong network of dedicated community and county partners. I am confident that the Public Health Agency can continue to rely on the Board's leadership that has supported its success. With several current vacancies in the agency, I will be working closely with the public health leadership team in the coming weeks to draft a plan that will allow for a smooth and stable transition, and instill confidence in current leadership.

I take great pride in the accomplishments of the Public Health Agency under my leadership and that of the Board. Together we built a regional response to the opioid crisis that had taken too many lives. We became the smallest, most rural county public health department in the state to achieve national accreditation under the Public Health Accreditations Board's standards. And unforgettably, we continue to lead Plumas County through the devastating effects of a 100-year pandemic.

I am sensitive to the timing, and potential impact of my departure. For that reason, I have negotiated a spring start date with my new employer. My last day with Plumas County Public Health Agency is anticipated to be April 2, 2021, roughly ten weeks from now. I encourage this



530-283-6337 OFFICE  
530-283-6425 FAX



270 County Hospital Rd, Suite 206  
Quincy, California 95971



<http://countyofplumas.com/publichealth>



board to move quickly to recruit for my replacement hoping that I might assist with onboarding and critical knowledge transfer.

Lastly, thank you for the Board's constant commitment to Public Health and the support of my leadership through many challenges. I have grown both personally and professionally in this role and yet still leave with humility. It has been an honor.

Sincerely,



Andrew Woodruff



**PLUMAS COUNTY**  
**BOARDS & COMMISSIONS**

**Required by Statute**

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PURSUANT TO GOVERNMENT CODE §54970, THE BOARD OF SUPERVISORS OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA, HAS CAUSED TO BE PREPARED THE FOLLOWING LIST OF REGULAR AND ONGOING BOARDS, COMMISSIONS AND COMMITTEES.

**ABANDONED VEHICLE ABATEMENT AUTHORITY BOARD****VC §22710**

Tom Cooley	City of Portola
Susan Scarlett	City of Portola
Chuck White	Building
Kevin Goss	Board of Supervisors
Sharon Thrall	Board of Supervisors

**AIRPORT LAND USE COMMISSION**    **Established 10/13/99 and reinstated on April 03, 2007**  
**PUC Code § 21670 (b) and 21671.5 – Term of office shall be four years**

	<u>TERM EXPIRES</u>
Alan Holloway – Expertise in aviation	2020
VACANCY – City of Portola	2021
VACANCY - Member of the public	2021
Bill Mainland – Board appointment	2022
VACANCY – City of Portola	2022
VACANCY – Board appointment	2019
Herb Bishop, Beckwourth-Nervino Airport Manager	2019

**ALCOHOL AND DRUG ADVISORY BOARD - FOUR YEAR TERM (RESOLUTION NO. 93-5532)****H&S §11805****The Alcohol & Drug Advisory Board is now under the Behavioral Health Commission****AUDIT COMMITTEE**    **Established April 10, 2007**

Board of Supervisors Chair	Board of Supervisors Vice Chair
Auditor/Controller	County Administrator
Treasurer/Tax Collector	Two Grand Jury members

**BEHAVIORAL HEALTH COMMISSION - W&I §5604 (3 YEAR TERM)**

Pursuant to W&I §5604 the Commission shall include: 3 Family Members; 3 Consumers; 1 Family Member or Consumer; 1 member of the Board of Supervisors; and the remaining membership is "Undesignated"

<u>NAME</u>	<u>STATUS</u>	<u>TERM EXPIRES</u>
Supervisor Simpson	Board of Supervisors	
VACANCY	Undesignated	2020
VACANCY	Family Member	2020
Lisa Tobe	Undesignated	2021
Vicki Chestnut	Undesignated	2021
VACANCY	Family Member	2021
Valerie Sheldon	Consumer	2022

**CEMETERY DISTRICTS (H&S 9001) - 4 YEAR TERMS****CHESTER CEMETERY DISTRICT**

SCALLY, Barbara  
WHEATLEY, JoAnn  
FLOYD, Wanda  
Mailing: PO Box 539 Chester, CA 96020  
Phone: 258-3878

**TERM EXPIRES**

2023  
2022  
2023

**QUINCY/LA PORTE CEMETERY DISTRICT**

LOWE, Michelle  
KING, Steven  
GRAY, Jon  
Mailing: PO Box 3933, Quincy CA 95971

**TERM EXPIRES**

2023  
2023  
2021

**MEADOW VALLEY CEMETERY DISTRICT**

Resolution 05-7135 adopted 04/19/05 increasing the number of members to the District

VACANCY  
FILLIPPI, Jerry  
SUTTON, Vicki  
SCHMIDT, John  
OLSON, Thelma  
Mailing: PO Box 208, Meadow Valley 95956

**TERM EXPIRES**

2023  
2023  
2021  
2021  
2021

**CROMBERG CEMETERY DISTRICT**

GAGE, Barbara  
HINTON, Carolyn  
VACANCY  
Mailing: PO Box 30206 Cromberg, CA 96103

**TERM EXPIRES**

2022  
2022  
2021

**MOHAWK VALLEY CEMETERY DISTRICT**

BRIDGE, Patricia  
CORRELL, James  
SMITH, Andrew  
Mailing: Box 1051, Graeagle, CA 96103

**TERM EXPIRES**

2023  
2021  
2021

**PORTOLA CEMETERY DISTRICT (530) 832-4323**

VACANCY  
MARSHALL, Curtis  
MARTINI, Judith  
FRUCHTENICHT, Edward Patrick  
FRANCE, Gary  
Mailing: PO Box 3 Portola, CA 96122

**TERM EXPIRES**

2023  
2023  
2021  
2021  
2021

**TAYLORSVILLE CEMETERY DISTRICT**

Resolution 04-7036 adopted 6/15/04 increasing the number of members to the District

MORRIS, Megan  
ERICKSON, Kathleen  
REED, Suzette  
LEHR, Delbert  
VACANCY  
Mailing address: PO Box 52, Taylorsville 95983

**TERM EXPIRES**

2023  
2023  
2021  
2021  
2021

**GREENVILLE CEMETERY DISTRICT**

	<u>TERM EXPIRES</u>
CROUCH, Marilyn	2023
NEER, Susan	2023
<b>VACANCY</b>	<b>2021</b>
CASSOL, Debbie	2021
CASSOL, Matt	2021

Mailing: PO Box 834 Greenville, CA 95947

**CRESCENT MILLS CEMETERY DISTRICT**

	<u>TERM EXPIRES</u>
WRIGHT, Kerry	2023
NORTH, Kay	2021
WRIGHT, David	2021

Mailing: PO Box 55 Crescent Mills CA 95934

**CHILD CARE COUNCIL EARLY EDUCATION**

Rachael Brothers, Coordinator	
Debbie Guy	PRS-Child Care Resource and Referral
Lucie Kreth	Portola Kids, Inc.
Ellen Vieira	First 5 Plumas
Merle Rusky	FRC Early Childhood Education Program
Elisabeth Welch	PRS – First 5 IMPACT
Dorrie Philbeck	Plumas County Public Health – Family First

**CHILDREN'S COUNCIL, PLUMAS**

Cal Works-Social Services	Child Abuse Treatment – CHAT
Child Care & Development Council	Child Development Center
Children's Systems of Care-Mental Health	Child Welfare Services
First 5 Plumas	Healthy Touch
Parent	Plumas CASA
Plumas Crisis Intervention	County Probation
Women's Mountain Passages	SCFO Head Start
UCCE 4H	Plumas Rural Services
Roundhouse Council	

**CHILDREN & FAMILIES COMMISSION (First 5) - H&S Code 9001(b)(c); H&S Code 9010-9014**

Andrew Woodruff – Public Health	Neil Caiazzo – Social Services
<b>Supervisor Simpson – Board of Supervisors</b>	Pam Becwar – At Large ECE
Rachelle Hines – At-Large	Colleen Kroll – At-Large
Kendra Fredrickson, At-Large	
<b>VACANCY – At-Large</b>	
<b>VACANCY – At-Large</b>	

**DISASTER COUNCIL      ORDINANCE NO. 92-790 Govt. Code §8610**

Members of the Plumas County Board of Supervisors

City of Portola Administrator

Plumas/Sierra REA

Union Pacific Railroad

Feather River College

California Highway Patrol

Sheriff Department

Greenville CSD

US Forest Service

Social Services

Quincy Fire Department

Emergency Medical Services

Plumas County Clerk/Information Officer

Public Health Agency

Plumas County Public Works

Plumas County OES

**EMERGENCY MEDICAL CARE COMMITTEE      HEALTH & SAFETY CODE §197.270**

	<u>Primary</u>	<u>Alternate</u>
Chester Fire Department	Chris Dean	Brian Layne
Peninsula Fire Department	Gary Pini	Andrew Courtright
Indian Valley Ambulance Authority	Guy McNett	Amy Burkhardt
Plumas District Hospital Ambulance	Sam Blesse	Matt Brown
Eastern Plumas Healthcare Ambulance	John DeArmund	Patty Schulz
Seneca Healthcare District	Royce Raker	Linda Mcurdy
Plumas District Hospital	Darren Beatty	Zoe Stancer
Eastern Plumas Healthcare	Vacant	Dee Dee Clark
Fire Chief's Association	Joe Waterman	Robbie Cassou
Sheriff's Office	Mike Grant	Becky Grant
Public Health Officer	Mark Satterfield, MD	Tina Venable, RN, PHN
Board of Supervisors	Supervisor Sharon Thrall	Supervisor Kevin Goss

**FAR NORTHERN COORDINATING COUNCIL**

Deborah Anderson

**FEATHER RIVER RESOURCE CONSERVATION DISTRICT (PRC SEC. 9251,9351) - (4 YEAR TERM)**

Public Resource Code 9161 et seq and 9181-9190; Govt. Code 56825

Resolution adopted by FRRCD (2009-01) reducing Board members from seven to five

LUNDER, Nils	2022
HOWELL, Bethany Johnson	2022
WILSON, James	2020
REID, Russell	2020
NOIA, Phillip	2020

**INTEGRATED WASTE MANAGEMENT TASK FORCE**

John Sciborski, Chair

Terry Swofford

VACANCY - City of Portola

Faith Strailey

Roger Diefendorf - Community Development

Joe Waterman, Chester PUD

**JUVENILE JUSTICE COORDINATING COUNCIL** – Resolution No. 19-8425

One member from each of the following agencies

District Attorney's Office	Public Defender
Board of Supervisors	Social Services
Behavioral Health	County Office of Education
Alcohol & Drug Program	Sheriff's Department
Nonprofit Org. Providing Services to Minors	At-Large Community Representative

**LOCAL AGENCY FORMATION COMMISSION-LAFCo**

**TERM EXPIRES** (4 Year Term)

**Govt. Code 56325**

Supervisor Thrall	County Supervisor
Supervisor Goss	County Supervisor
Bill Powers	Portola City Government
Tom Cooley	Portola City Government
Matthew Haesche	Public Member (LAFCO appointment)

**Alternates**

Terry Swofford	Public Member
Pat Morton	Portola City Government
Supervisor Engel	County Supervisor

**LOCAL SOLID WASTE ENFORCEMENT APPEALS BOARD (PRC §44305)**

Board of Supervisors Representative – Kevin Goss

Technical Expert – Jim Perez

Public Representative – Terry Swofford

**NORCAL-EMS BOARD OF DIRECTORS**

Supervisor Goss appointed August 6, 2019

**NORTH CAL-NEVA RESOURCE CONSERVATION AND DEVELOPMENT COUNCIL**

Pierce Flournoy, Chair	Ron Sharpless, Treasurer	Supervisor Engel
Central Modoc RCCD	Modoc Fire Safe Council	Plumas County

Sandy Higa	Jerry Shea, Secretary
Vya Conservation District	City of Alturas

**NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT**

Formed in 1986, required by State law

Ed Schofield	Nevada County	Peter Huebner	Sierra County
Richard Anderson	Nevada County	Paul Roen	Sierra County
Supervisor Thrall	Plumas County		
Supervisor Ceresola	Plumas County		

**Alternates**

Lee Adams	Sierra County
Hank Weston	Nevada County
Jeff Engel	Plumas County

### PLANNING COMMISSION

Established on March 29, 2005 pursuant to Ordinance No. 05-1026 – Govt. Code 65101

Term of Office: Members shall serve for a term which shall expire the date the appointing Supervisor leaves office.

District No. 1                    VACANT

District No. 2                    Moorea Hoffman Stout

District No. 3                    Thomas McGowan

District No. 4                    Larry Williams

District No. 5                    Harvey West

### STATE COUNCIL ON DEVELOPMENTAL DISABILITIES (AREA 2)

### TRANSPORTATION COMMISSION

Govt. Code §29535

Susan Scarlett

City of Portola Appointment

Phil Oels

City of Portola Appointment

Bill Powers

City of Portola Appointment

Supervisor Jeff Engel

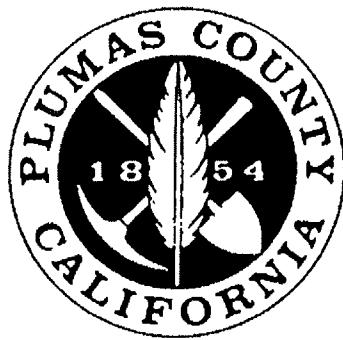
Board of Supervisors Appointment

Supervisor Sharon Thrall

Board of Supervisors Appointment

Supervisor Greg Hagwood

Board of Supervisors Appointment



**PLUMAS COUNTY**  
**BOARDS, COMMISSIONS AND COMMITTEES**

**Established by Board or Local Action and Membership Organizations**

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PURSUANT TO GOVERNMENT CODE §54970, THE BOARD OF SUPERVISORS OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA, HAS CAUSED TO BE PREPARED THE FOLLOWING LIST OF REGULAR AND ONGOING BOARDS, COMMISSIONS AND COMMITTEES

**CALIFORNIA STATE ASSOCIATION OF COUNTIES (CSAC)**

Supervisor Greg Hagwood – 2021

Supervisor Jeff Engel, Alternate

**CALIFORNIA STATE ASSOCIATION OF COUNTIES EXCESS INSURANCE AUTHORITY (CSAC EIA)**

Gabriel Hydrick                    Roberta Allen, Alternate

**CAPITAL FACILITIES PLANNING COMMITTEE**

Committee dissolved by the Board of Supervisors on February 19, 2019

**CHESTER DESIGN REVIEW COMMITTEE**

Under re-organization

**COORDINATING COUNCIL, PLUMAS COUNTY** (Established by Resolution 08-7514)

The Plumas County Coordinating Council was established to implement Coordinated Agency Status and help ensure that management plans and actions of state and federal agencies are coordinated with local plans as required by state and federal law.

**Permanent Members:**

Director of Planning

Director of Public Works

General Manager, Plumas County Flood Control & Water Conservation District

Supervisor Sharon Thrall

Supervisor Jeff Engel

**Appointed by the Board of Supervisors:**

Gabriel Hydrick, County Administrator

John Sheehan

**DEBT ADVISORY COMMITTEE** (Established by Resolution 92-5392 and re-activated in July 2004)

Board of Supervisors Chair

County Counsel

Auditor/Controller

Treasurer/Tax Collector

**DISTRICTS GOVERNED BY BOARD OF SUPERVISORS**

Dixie Valley Community Services District

Walker Ranch Community Services District

Quincy Lighting District

Crescent Mills Lighting District

Plumas County Flood Control and Water Conservation District

<u>FAIR BOARD-PLUMAS-SIERRA COUNTY</u>	<u>3 YEAR TERM</u>	<u>TERM EXPIRES</u>
VACANCY (Sierra County)		12/21
Jim Griffin (Sierra County)		12/20
VACANCY (Sierra County)		12/20
VACANCY	District 1	12/21
VACANCY	District 1	12/22
Susan Neer	District 2	12/21
Jenay Cogle	District 2	12/20
VACANCY	District 3	12/21
Kara Cardona	District 3	12/22
Thelma Olson	District 4	12/21
Kenny Chance	District 4	12/22
Darlene Buckhout	District 5	12/21
Cindy Noble	District 5	12/22

**FEATHER RIVER REGIONAL WATER MANAGEMENT GROUP - Plumas County Representative**  
 (Established by Feather River Regional MOU – 6/1/09) Term: Indefinite  
 Supervisor Sanchez Supervisor Simpson (Alternate)

**FEATHER RIVER REGIONAL WATER MANAGEMENT GROUP - Steering Committee (County Seats)**  
 (Established by Feather River Regional MOU – 6/1/09) Term: 2 years  
 Supervisor, District 1 (VACANT)  
 Paul Roen

<u>FISH &amp; GAME ADVISORY COMMISSION</u>	<u>TERM OF OFFICE = 1 YEAR</u>	<u>TERM EXPIRES</u>
<b>DISTRICT 1</b>		
Daniel Seiler	Portola	12/20
Dave Valle	Portola	12/20
<b>DISTRICT 2</b>		
Bob Orange	Greenville	12/20
Frank Williams	Greenville	12/20
<b>DISTRICT 3</b>		
Jim Pleau	Chester	12/20
John Crotty	Chester	12/20
<b>DISTRICT 4</b>		
Gary Rotta	Quincy	12/20
Dakota Johnson	Quincy	12/20
<b>DISTRICT 5</b>		
Ron Horton	Quincy	12/20
Randy Bess	Quincy	12/20

**HOUSING & LAND USE COMMITTEE (QUINCY)** - Appointed 01/24/06

Supervisor Simpson  
Economic Development  
Community Development Commission  
Planning Department

**JOHNSVILLE SPECIAL PLAN REVIEW COMMITTEE HISTORICAL AREA**

Robert Murray	Planning Director	Public Works Director
Ken Hattich	Alice Abbott	
David Daun	Mary Katherine Piepho	

<b><u>MUSEUM BOARD</u></b>	<b><u>TERM OF OFFICE = 3 YEARS</u></b>	<b><u>TERM EXPIRES</u></b>
Richard Short	Graeagle	12/22
Norman Lamb	Greenville	12/22
Tandi Bozeman	Chester	12/20
Helen Roberti	Sierra Valley	12/20
Michelle Fulton	Meadow Valley	12/23

**NATIONAL ASSOCIATION OF COUNTIES (NACo)**

Supervisor Greg Hagwood

**NUISANCE ABATEMENT COMMITTEE**

County Counsel  
Supervisor Kevin Goss  
Director of Environmental Health  
Director of Public Health Agency  
Building Department – Building Official and Code Enforcement Officer  
Planning Director

**PUBLIC SAFETY COMMUNICATIONS ADVISORY COMMITTEE** – Established January 05, 2016

Supervisor Thrall	Robert Perreault
Sheriff Johns	Chuck White
Mike Grant	Tracey Ferguson

**QUINCY DESIGN REVIEW COMMITTEE – County Code §9-2.3704**

Brian Walmer - Historical Architecture

**VACANCY – Business/Property Owner**

Johnny Mansell – Real Estate

**VACANCY - Property Owner**

Alan Baitinger – Public Member

Pete Hentschel – Resident

Tracey Ferguson – Planning & Building Services

**RURAL COUNTY REPRESENTATIVES OF CALIFORNIA (RCRC)**

Supervisor Kevin Goss

Supervisor Sharon Thrall, Alternate

**SIERRA NEVADA CONSERVANCY NORTH CENTRAL SUB-REGION**

Plumas County Supervisor Sherrie Thrall, Representative

**SIERRA VALLEY GROUNDWATER MANAGEMENT DISTRICT – (4 YEAR TERMS)**

<b>DIRECTOR NO.</b>		<b>TERM EXPIRES</b>
01	Dwight Ceresola, Plumas County Supervisor	2026
02	Paul Roen, Sierra County Supervisor	2021
03	Jim Roberti (Plumas appointment)	2021
04	Don Wallace (Sierra appointment)	2021
05	Greg Ramelli (Plumas appointment)	2023
06	Dave Goicoechea (Sierra appointment)	2023
07	Einen Grandi (District appointment)	2023

Plumas Alternate: Supervisor Kevin Goss

**WESTERN INTERSTATE REGION (WIR) – CSAC APPOINTMENT**

**DATE:** January 25, 2021

**TO:** Honorable Board of Supervisors

**FROM:** Ellen Vieira, Executive Director

**RE:** **Board of Supervisors February 2, 2021 Consent Agenda Item:  
Appointment of Kevin Bean for membership on the First 5  
Plumas County Children and Families Commission.**

---

**RECOMMENDTION:**

Appoint Kevin Bean to a two-year term of membership on the First 5 Plumas County Children and Families Commission.

**HISTORY/DISCUSSION:**

As you recall, Proposition 10, the Children and Families First Act, was approved by California voters in 1998 to promote and improve the early development of children from prenatal to five years of age. Proposition 10 increases the state surtax on cigarettes by \$0.50 per pack, and on other tobacco products. Plumas County receives \$350,000/year in funding opportunities. In accordance with Plumas County Ordinance No. 98 908, all nine memberships on the First 5 Plumas County Children and Families Commission must be appointed by the Board of Supervisors.

On January 6, 2021, the Commission voted to recommend to the Board, appointment of Kevin Bean to a two-year term on the Commission. Kevin currently is the Plumas Unified School District's Special Education Local Plan Area (SELPA) director and has held this position for two years. During his tenure at the school district, he has been attending the First 5 meetings regularly.

Kevin is currently an active member of the Plumas County Child Care and Development Council (LPC) and supervises the coordinator as one of his job duties. "The intersection between special education/inclusion and early childhood education right now is really at the forefront and is where the state wants to take ECE. My experience will be an asset to the Commission by being able to answer questions or provide ideas and link the liaisons back to the school district and Far Northern Regional Center to enhance those programs and support young children in Plumas County."

At this time the Board of Supervisors is asked to accept the recommendation of First 5 Plumas and appoint Kevin Bean to a two-year term of membership on the Commission. I have attached the Commission's Membership Matrix for your review.

Please contact me should you have any questions.

Thank you.

## First 5 Plumas County Children and Families Commission

### Membership Matrix (Revised 12-31-20)

Name	Member Designation	Geographic Area	Representation	Diverse Populations	Term Expires	Office Title	Office Expires
Kevin Bean-pending	At-Large	County-wide	Families with special needs children	Children with special needs/disabilities	3-22		
Lori Simpson			New Supervisor will be appointed in February 2021.				
Kendrah Fredricksen	At-Large	County-wide	Children in the court system	At-risk children	5-2022	Treasurer	5-2021
Colleen Kroll	At-Large	Quincy	Parents		5-2022	Vice-Chair	5-2021
Andrew Woodruff	County Health Dept. Director	County-wide	SF/LG-Social Services	Low income Children & Families	5-2022		
Rachelle Hines	At-Large	Quincy	Parents	Children with Sp. Needs and Disabilities	5-2021	Chair	5-2021
Pam Becwar	At-Large ECE	County-wide	Early Childhood Education		5-2021		
VACANT							
Neal Caiazzo	Social Services County Director		LG-Government	Child and Families at-risk	5-2021		

<sup>1</sup>Members mandated by Proposition 10 Legislation

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

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