



Quincy Fire Protection District

Board of Commissioner's Minutes

Meeting April 8, 2021 Feather River

Bulletin Conference Room

- I. Chairman Taborski called the meeting to order at 7:30 am with Treasurer Andy Ryback, Commissioner Johnny Mansell, Chief Cassou, and Administrative Secretary Karrie White present.
- II. Public Comment: None
- III. Commissioner Johnny Mansell made a motion to approve March 11, 2021 meeting minutes, Chairman Taborski seconded, motion approved.
- IV. Financial Report:
 - a. Treasurer Ryback – Karrie sent out the financials with supporting documents. As far as the expenses go, there is nothing noteworthy for the month. Account 43010 (Quarterly Interest Invested funds) shows ninety-four hundred coming in.
We received a check for account 45070 (Strike Team Fund) in the amount of thirty-one thousand.

We have recently received reimbursement for the \$1,500 Wilburn Construction Check that was stolen, modified, and cashed.
 - b. Claims Signed
- V. Fire Chief's Report -Chief Cassou
 - a. Chief Cassou- last month we had thirty-five EMS calls and five fire calls for a total of thirty-eight calls.
 - b. Drills-

Chief Cassou – Last month on 3/9/2021 we trained on ropes, knots, and hitches.

Chief Cassou – On 3/16/2021 we provided training on (3:1) mechanical advantage systems for low angle rope rescue operations.

Chief Cassou – On 3/23/2021 training involved proper documentation and SOGs (standard operating guidelines). The class went well, and we had a lot of input and ideas on how we can improve on what we are currently doing.

Chief Cassou – On 4/13/2021 we had training on SCBA (self-contained breathing apparatus) use and maintenance.

Chief Cassou – On 4/20/21 Auto Extrication training.

Chief Cassou – On 4/27/21 supply lines, and shuttling water for areas that do not have fire hydrants.

Chief Cassou notes that these weekly drills have been live drills which it is nice to back to some normalcy.

Chief Cassou – We started our Fire Academy # 17 on April 3, 2021, we had seven auxiliaries, five showed up, one said they are not going to be able to do the academy but will come to meetings and drills, and another that we were expecting to leave in six months resigned early. Chairman Taborski asked if we extended an invitation out to the other departments. Chief Cassou informed the board that due to COVID-19 restrictions we did not invite other departments to participate. Some of our auxiliary members have been waiting two years to get into the academy. Since we are down on membership, it seemed prudent to do an inhouse class and at-least get our current auxiliaries on board.

This spring and summer we plan to do some serious recruitment campaigns to procure new volunteers. If successful, maybe in the fall we can do another academy and invite other departments to attend (COVID permitting).

We have three members (Josh Mundy, Dale Ready and Jonathan Medrano) participating in a 40-hour, State Certified, Driver Operator (DO1A) course in Beckworth. I will be participating in skills training and testing for this class. Josh Mundy will miss two days of the Academy to participate in the DO1A Class. I have made arrangements to spend time with Josh to make up the material he missed.

- c. Chief Cassou – Quincy Fire Inc. agreed to spend up to five hundred dollars on a new set of QuickBooks so that Karrie can get away from the 2012 version. Karrie has decided not to do the online version for security purposes.
- d. Chief Cassou – Grants. We finally got everybody's wildland gear inventory done so I can finish the 50/50 grant for CalFire. I sent the board a message about the awarding of the Generator Grant for forty-two thousand dollars. I called the contractor that I had lined up to do the work only to find that he had passed away, two weeks prior. As a result, we will be soliciting new bids.

I was hoping to get the generator installed prior to fire season. We do have a generator that the Sheriff's office will loaning us. The generator is a 60kw, three-phase, military surplus unit which when connected to our single-phase electrical system will generate about one-half of the generators rated capacity. It is still a step ahead of the loaner 8kw generator supplying power to Station 1 now.

- e. Chief Cassou – Chief Cassou handed out a draft letter addressed to the Butterfly Area Fire Protection Fund, Thomas Miles signed the memorandum of understanding agreement between the QVFD Inc. and Butterfly Area Fire Protection Fund (BAFPF). The MOU requests QVFD Inc. to provide a line item in their budget to manage funds collected by the BAFPF to facilitate the proposed annexation process.
- f. Chief Cassou – Our next corporate meeting is on June 16, 2021, in Paradise if anyone wants to come to dinner at 5:30 pm.
- g. Chief Cassou- I spoke with our officers about flying the Deputy Chief's position coming up, and I am working on an updated job description to send out.
- h. Chief Cassou – I received a call from Fair Manager, John Steffanic. He informed me that there will be a fair this year and asked if we would organize the firefighter's muster again this year. I spoke with the officers last Tuesday and they are all for it. I will be broaching the subject at the Plumas County Fire Chief's Association meeting on the April 17th and bounce it off the rest of the County to see if they want to do it.
- i. Chief Cassou – Quincy Volunteer Fire Department Inc. has a balance of \$526,675.76. Much of these funds have come from donations and administrative costs associated with our firefighters participating in mutual-aid fires through the California State Office of Emergency Services and the US Forest Service. Now that we are running all the payroll through the County, QVFD Inc. will no longer receive administrative fees for managing the funds and issuing 1099s. This will also reduce the donations received from the volunteers responding on mutual aid calls.
- j. Chief Cassou – handed out COVID-19 flyers to the commissioners on the vaccination clinic being held at the fairgrounds on April 22, 2021.
- k. Chief Cassou – In recognition of Wildfire Preparedness Month, the Plumas County Fire Safe Council and UC Cooperative Extension are hosting a wildfire preparedness event at the fairground on May 15, 2021, from 10-2.

We have been asked to participate. I have two volunteers, Captain David Schmid, and Assistant Chief Frank Carey who are going to set up a booth to show off our equipment, give advice on fire safety, and hopefully recruit new members.

- l.** Chief Cassou – We are hosting the Strike Team Leader Overhead Administration Refresher Course. The course will be held on May 15, 2021 at Station 1. The topics of discussion will include, negotiating CFA Agreements (Salary Surveys) with State OES, proper procedures for documenting staff qualifications, proper deployment, check-in and demobilization procedures and the completion of necessary paperwork including the F-42 Form. We will also discuss damage claims, travel reimbursement and work through some sample scenarios.

Treasurer Ryback questioned if we still have any outstanding payments. Chief Cassou informed the board that we are still waiting for reimbursements from the Claremont Complex Fires.

- m.** Chief Cassou – On April 17, 2021, in Graeagle we are having a Plumas County Fire Chief's Association Meeting. This will be the first meeting since COVID-19 hit.
- n.** Chief Cassou - We have elected new members to the membership committee, David Schmid, Matt West, Robert Pierson, and Deirdre McCarthy. Replacing David Windle is Dale Ready.

VI. Other Business

- a.** Chairman Taborski opened the floor for discussion of the agenda line item three. Chief Cassou, we spoke about the new requirements that NORCAL EMS (our regional EMS Authority) wants us to do with respect to documentation, quality improvement programs, tracking responder certifications and continuing education hours, to name a few.

Last month we spoke about possibly reaching out to Jennifer McGuire or Julie Cassou to see if we could get back on track. Julie has agreed to help us with this project. I am asking the board to bring her on as temporary office help. Chairman Taborski asked about a time frame for the completion of the work, Chief Cassou hoped it could be completed in the next few months. Chief Cassou asked for a preliminary cap of \$2,000.00 to begin the process.

Treasurer Ryback made a motion to approve hiring Julie Cassou for temporary office help, Commissioner Mansell second the motion, motion approved.

- b.** Chief Cassou – on Fire Station 2 replacement, I have not moved forward at this time, Treasurer Ryback asked about Skip's 4X4 property being available if he moves. Commissioner Mansell spoke in detail regarding Skip buying a spot in the future to move his business, so maybe if that happens it can free up the property.

Chairman Taborski brought up the point that during this time it is a challenging conversation to have not knowing about the loss of volunteers or where it is going. Chief Cassou stated, "I have to think we will turn this slump around".

- c. Chief Cassou – The Butterfly Valley Area Annexation Project is still moving forward. I have been working with LAFCO on completing our municipal service review. LAFCO is sending me information and questionnaires to complete the report. They would like to get the MSR done before the ending of their fiscal year so it should be completed in about a month.

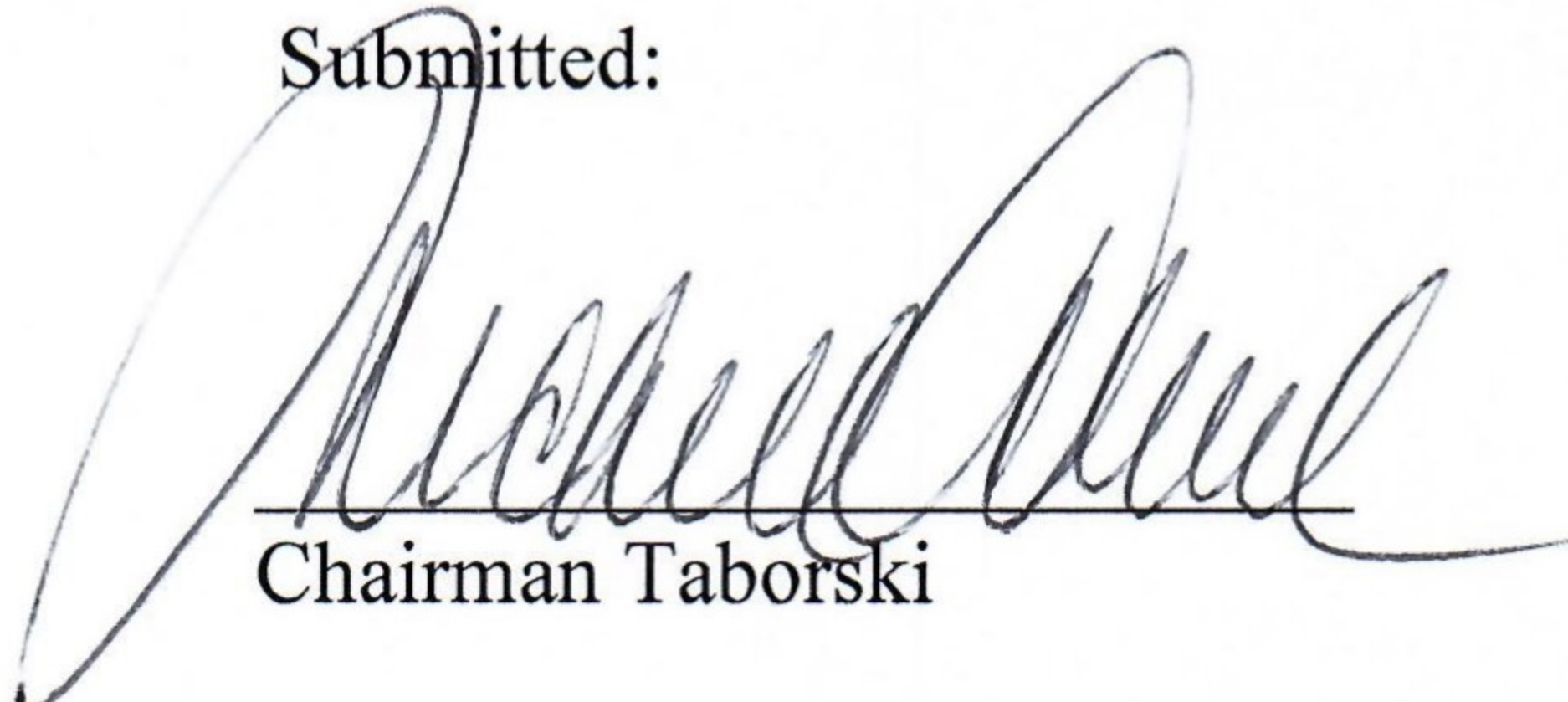
Chairman Taborski questioned if there is anything that the board can do to assist in the process of the annexation. Chief Cassou said not at this time, it is a fairly straight forward process.

Chief Cassou - My biggest concern is that the proposed annexation may trigger a new ISO (Insurance Services Office) inspection for us. Our last site visit was in 2012 and took three days to complete. My concern an expanded survey could dragging down our ISO rating for the rest of the District. The Board and Chief Cassou had a detailed discussion regarding the annexation process.

- d. Chief Cassou – I have been talking with Tracy Ferguson at the Planning Department about the property on La Porte Road. County Council is working on the process to list the property as surplus and take that action to the County Board of Supervisors. We are now nailing down what the facility is supposed to look like, and how it will function. Building, Planning, Feather River College and Environmental Health are helping us with advice on construction and regulatory compliance.

VII. The meeting adjourned by Chairman Taborski at 9:08 a.m.

Submitted:


Chairman Taborski

5/13/21
Date