

## **BOARD OF SUPERVISORS**

Terrell Swofford, 1<sup>st</sup> District  
Robert A. Meacher, Vice Chair 2<sup>nd</sup> District  
Sharon Thrall, 3<sup>rd</sup> District  
Lori Simpson, Chair 4<sup>th</sup> District  
Jon Kennedy, 5<sup>th</sup> District

**AGENDA FOR MEETING OF NOVEMBER 15, 2011 TO BE HELD AT 10:00 A.M. IN THE  
BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

**9:00 – 10:00 A.M. – COMMUNITY DEVELOPMENT COMMISSION**

**[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**

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

**INVOCATION AND FLAG SALUTE**

**ADDITIONS TO OR DELETIONS FROM THE AGENDA**

### **PUBLIC COMMENT OPPORTUNITY**

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

## **ACTION AGENDA**

**Convene as the Flood Control and Water Conservation District Governing Board**

### **SPECIAL DISTRICTS GOVERNED BY BOARD OF SUPERVISORS**

The Board of Supervisors sits as the Governing Board for various special districts in Plumas County including Dixie Valley Community Services District; Walker Ranch Community Services District; Grizzly Ranch Community Services District; Beckwourth County Service Area; Plumas County Flood Control and Water Conservation District; Quincy Lighting District; Crescent Mills Lighting District.

1. 10:10 **FLOOD CONTROL & WATER CONSERVATION DISTRICT** – Brian Morris  
Approve comment letter on memorandum of agreement for the planning, preliminary design, and environmental compliance for the Bay Delta Conservation Plan, and authorize the Chair to sign

**Adjourn as the Flood Control and Water Conservation District Governing Board and reconvene as the Board of Supervisors**

### **2. 10:20 BOARD OF SUPERVISORS**

- A. Discussion and further direction to staff regarding watermaster service in the Feather River region, including possible approval of a Joint Powers Agreement with Sierra County
- B. Correspondence
- C. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations.
- D. Appointments

#### **PRATTVILLE-ALMANOR FIRE DISTRICT**

Appoint Richard Louis Davis, Alan Duncan Ramsay, Warren D. Sommers to the Prattville-Almanor Fire District effective December 02, 2011 to form a quorum necessary to conduct business

3. 10:45 **COUNTY ADMINISTRATIVE OFFICE** – Jack Ingstad

**DEPARTMENTAL MATTERS**

A. **OFFICE OF EMERGENCY SERVICES** – Jerry Sipe

Approve "Request for Qualifications" for County Fire Prevention Specialist funded by Title III.  
Discussion, possible action and/or direction to staff

B. **HUMAN RESOURCES** – Gayla Trumbo

- 1) Adopt a **RESOLUTION** to approve the job description and salary range for the position of Assistant Risk Manager/Occupational Safety & Health Specialist; and
- 2) Adopt a **RESOLUTION** amending the FY 2011-2012 Position Allocation by allocating 1.0 FTE Assistant Risk Manager/Occupational Safety & Health Specialist to the County Administrative Budget 20030 and remove 1.0 FTE Safety Officer/Auditor Account Clerk from the Auditor/Controller allocation effective January 01, 2012; and
- 3) Direct staff to issue thirty-day layoff notice to the Safety Officer/Auditor Account Clerk; and
- 4) Authorize the Auditor/Controller to adjust the budget for FY 2011-2012 accordingly pursuant to Board action and subject to approval by the County Administrative Officer/Budget Officer

C. **CRITICAL STAFFING COMMITTEE** – Gayla Trumbo

Discussion, possible action and/or direction to staff to consider recommendations of the Critical Staffing Committee to fill the following positions:

- 1.0 FTE Public Works Maintenance Worker I/II
- 1.0 FTE Benefits Assistance Counselor
- 1.0 FTE Assistant Risk Manager/Occupational Safety & Health Specialist

D. **AIRPORTS** – Joe Wilson

Approve and authorize the Airports Director to sign amended Fuel Supply Agreement and Branding Agreement with Western Fuels as Aviation Fuel Supplier.

4. 11:15 **PUBLIC WORKS** – Robert Perreault

**Solid Waste** – Continued from October 18, 2011 and November 08, 2011, discussion, possible action and/or direction to staff regarding the following Countywide Solid Waste Program issues:  
Report on the Solid Waste Rate Decrease Response, submitted by Feather River Disposal, Inc., continued from the July 05, 2011 Board of Supervisors meeting, including possible direction to staff in regard to a Pilot Program for Curbside Recycling.

5. **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. **SHERIFF**

Approve supplemental budget(s) of \$47,090 and \$36,490 for FY 2011-2012 Anti Drug Abuse Grant.  
Four/fifths required roll call vote

B. **CHILD ABUSE PREVENTION**

Approve and authorize the Chair to sign agreement between Plumas County and Mountain Circle Family Services. Approved as to form by County Counsel

C. **ELECTIONS**

- 1) Adopt a **RESOLUTION** authorizing the Plumas County Clerk to conduct a special "Vote By Mail" election on March 06, 2012 within the boundaries of the Plumas Eureka Community Services District for fire protection and emergency medical response services
- 2) Certification of election results for the November 08, 2011 Uniform District Election

**D. FACILITY SERVICES**

Approve request for exemption from the sixty-day limit on use of extra help for the winter season

**E. AIRPORTS**

- 1) Approve and authorize the Airports Director to sign Contract Change Order No. 1 of \$8,506.90 for the Chester Obstruction Removal Project. Approved as to form by County Counsel
- 2) Approve supplemental budget transfer of \$947,567 for Airport improvement projects (FAA Grants)

**F. LIBRARY**

Approve supplemental budget of \$8,592.45 for unspent grant funds from FY 2010-2011 – USDA Rural Development program

**G. SOCIAL SERVICES**

Approve contract agreement between Plumas Crisis Intervention and Resource Center (PCIRC) and the Plumas County Department of Social Services for the continuation of Independent Living Program Services; authorize the contract to be extended for an additional twelve month period following the current term, subject to the availability of Independent Living Services funds for FY 2012-2013; and authorize the Director of Social Services to sign the agreement for the term that began July 02, 2011. Approved as to form by County Counsel

**NOON RECESS**

6. 1:30 P.M. **PLANNING** – Randy Wilson

- A. Conduct a review of the Planning Commission recommended Draft General Plan as the project description for the General Plan Update Environmental Impact Report and make amendments as the Board of Supervisors may determine
- B. Direct the General Plan Updated Consulting Team to use this Draft General Plan, as may be amended by the Board of Supervisors, as the project description for the General Plan Update Environmental Impact Report, recognizing that this is a working project description, such to change due to the planning and environmental (California Environmental Quality Act) process

7. **CLOSED SESSION**

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

- A. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (b) of Government Code Section 54956.9
- B. Conference with Legal Counsel – Initiation of litigation pursuant to Subdivision (c) of Government Code § 54956.9 – one case
- C. Conference with Legal Counsel – Existing Litigation - *County of Butte, et al. v. California Department of Water Resources*, Yolo County Superior Court Case No. CV-09-1258, pursuant to Subdivision (a) of Government Code § 54956.9
- D. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Department Employees Association, Operating Engineers Local #3, and Confidential Employees

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

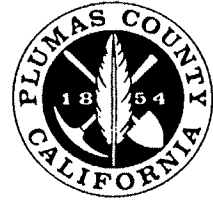
**ADJOURNMENT**

Adjourn meeting to Tuesday, December 13, 2011, Board of Supervisors Room 308, Courthouse, Quincy, California.



# PLUMAS COUNTY FLOOD CONTROL & WATER CONSERVATION DISTRICT

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## MEMORANDUM

**To:** Board of Directors  
**From:** Brian Morris  
**Date:** November 7, 2011  
**Re:** Comment Letter on Bay Delta Conservation Plan MOA

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The U.S. Bureau of Reclamation, California Department of Water Resources, and the state and federal water contractors are proposing to enter into a new Memorandum of Agreement related to the next planning phase of the Bay Delta Conservation Plan (BDCP).

The BDCP is an effort to develop of 50-year habitat conservation plan that will allow “incidental take” of threatened and endangered species by the State Water Project, with a parallel effort to achieve a similar outcome for the federal Central Valley Project through the Section 7 consultation process under the Endangered Species Act. The BDCP also includes development of a Natural Communities Conservation Plan to allow incidental take under California law.

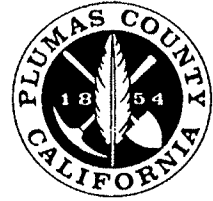
The next phase of the BDCP will be the development of a joint EIR/EIS for the project. The new MOA describes how the Bureau, DWR, and the contractors will collaborate and allocate costs. The MOA has been criticized, particularly by environmental organizations and Delta water users, because it provides the water contractors with the opportunity to be deeply involved in the development of the environmental documents, while other stakeholders who have been participating in the BDCP are limited to the public participation opportunities in the NEPA and CEQA processes.

Of particular concern in the MOA is the inclusion of the Flood Control District among the “public water agencies” that are purportedly parties to the MOA. The attached comment letter lists the specific issues than stem from such a designation.

**Recommendation: That the Board approve the attached comment letter and authorize the Chair to sign.**

# PLUMAS COUNTY FLOOD CONTROL & WATER CONSERVATION DISTRICT

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*DRAFT*

*Via e-mail: BDO@usbr.gov*

November 15, 2011

U.S. Bureau of Reclamation  
Bay-Delta Office  
801 I Street, Ste. 140  
Sacramento, CA 95814

## **Re: Comments on First Amendment to the BDCP Collaboration MOA**

Dear Sir or Madam:

Please accept the following comments from the Plumas County Flood Control and Water Conservation District (Plumas) regarding the First Amendment to the Memorandum of Agreement Regarding Collaboration on the Planning, Preliminary Design, and Environmental Compliance for the Delta Habitat Conservation and Conveyance Program In Connection With the Development of the Bay Delta Conservation Plan (BDCP).

Plumas is not a party to the Planning Agreement Regarding the Bay Delta Conservation Plan and has strong reservations related to the cost, feasibility, effectiveness, and redirected impacts of establishing a new point of diversion on the Sacramento River to increase Delta water exports. However, the Planning Agreement is at least clear as to the parties that are developing and supporting the BDCP.

In contrast, the "Collaboration MOA" creates the appearance that all members of the State Water Project Contractors Authority (SWPCA) are parties to the MOA and have agreed to work toward the goals established by the Planning Agreement. For purposes of the MOA, section I.C. defines "public water agency" to include all members of the SWPCA, with Exhibit 2 specifically naming the Plumas County Flood Control and Water Conservation District. Section I.D. goes on to define "party" or "parties" to the MOA to include the "public water agencies" defined in section I.C. Plumas objects to being included in the list of parties to the MOA and demands that clarification be made with respect to the real agencies that are actually participating in the BDCP.

Plumas also specifically objects to the following provisions:

- Section II.H., which would have Plumas listed as an "applicant" or "permittee" for purposes of developing a Habitat Conservation Plan under the federal Endangered Species Act or as a "plan participant" or "permittee" under California's Natural Communities Conservation Planning Act.

**U.S. Bureau of Reclamation**  
**November 15, 2011**  
**Page Two**

- Section II.I., which identifies Plumas as a responsible agency pursuant to the California Environmental Quality Act.
- Section III.D., which ambiguously refers to “participating” public water agencies and states they have agreed to a 50-50 cost share between State Water Project and Central Valley Project contractors.
- Section III.H., which calls for a reapportionment of planning phase costs to the public water agencies if the BDCP proceeds to implementation.
- Section III.J., which implies that all public water agencies identified in the MOA are responsible for planning phase costs unless an agency withdraws from the MOA.

Most of these issues could be remedied by clarifying the definition of “public water agency” and excluding Plumas and any other contractors who are not participating in the BDCP. With respect to allocation of State Water Project costs among the contractors, Plumas reserves its rights to object to future charges and to insist on compliance with the terms of the 2003 Monterey Settlement Agreement with respect to the appropriateness of certain project charges.

Sincerely,

Lori Simpson  
Chair, Board of Directors



## Plumas County Office of Emergency Services

270 County Hospital Road #127  
Quincy, California 95971

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

3A

**Date:** November 4, 2011  
**To:** Honorable Board of Supervisors  
**From:** Jerry Sipe  
**RE:** Agenda Item for November 15, 2011

**Recommendation:** Approve a Request for Qualifications for the Position of County Fire Prevention Specialist funded by Title III.

**Background and Discussion:** On September 20, 2011, the Board approved the 2011 applications for Title III Secure Rural Schools and Community Self-Determination Act projects. Among the approved projects is a Plumas County staff proposal to develop, monitor and update Community Wildfire Protection Plans and to implement the Firewise Program. These projects require the services of a fire prevention specialist.

In order to solicit interest from contractors to perform this work, a Request for Qualifications (RFQ) was developed. With input from the Plumas County Fire Safe Council and the Plumas County Fire Chief's Association, the attached RFQ outlines duties, needed qualifications, and selection criteria for interested applicants. The RFQ has also been reviewed and approved by County Counsel to ensure all activities are consistent with and fundable under Title III.

At this time the Board is asked to approve the Request for Qualifications for services as Plumas County Fire Prevention Specialist. If you have any questions, please do not hesitate to contact me at 283-6367.

Thank you.

Enclosure

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**PLUMAS COUNTY OFFICE OF EMERGENCY SERVICES**

**REQUEST FOR QUALIFICATIONS**

**FOR SERVICES AS PLUMAS COUNTY  
FIRE PREVENTION SPECIALIST**

**November 15, 2011**

**Project Overview:**

The Plumas County Office of Emergency Services (OES) is soliciting interest from qualified individuals to serve as a Plumas County Fire Prevention Specialist.

The Fire Prevention Specialist will be an independent contractor providing services on behalf of and under contract with Plumas County.

This contract position is funded through Title III of the federal Secure Rural Schools and Community Self-Determination Act (SRS). Funded activities will be limited to those authorized by SRS, including but not necessarily limited to the following:

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

The contractor will work closely with the Plumas County Fire Chiefs Association, the Plumas County Fire Safe Council, designated Firewise Communities and communities seeking Firewise certification, CalFire, U.S. Forest Service and a variety of community groups to assist local fire departments and promote effective delivery of fire protection and fire prevention services countywide.

This Request for Qualifications solicits proposals from interested individuals and includes qualifications, approach, scope, and costs for the subject work.

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### **Background:**

Plumas County is currently served by 21 independent fire agencies. These fire agencies vary widely in the services provided, the population and territory served, and funding available to support their activities. Not all of the territory of Plumas County is in one of these districts. Approximately 22% of private property, representing almost 5% of the population, is outside a fire district boundary. While these areas historically receive services from an adjacent fire district when a call comes in, providing these services is becoming increasingly problematic. Costs and liability of out-of-area response are growing, but so are the problems with site access, hazardous fuels, home construction, inconsistent development standards, and public awareness. The County Fire Prevention Specialist will liaison with local departments, providing leadership, resources, and coordination of fire safety and fire prevention standards to promote Firewise Communities.

### **Duties and Responsibilities:**

Under general direction of the Plumas County Director of Emergency Services, the Plumas County Fire Prevention Specialist will serve as a countywide fire protection and fire prevention expert and resource. Specific Firewise Communities program and community wildfire prevention planning activities will be prioritized through ongoing consultation with the Director of Emergency Services.

The Fire Prevention Specialist will coordinate with existing fire protection districts and provide independent services in those areas outside of existing fire districts, and reach beyond the fire service to homeowners, community leaders, planners, developers and others in the effort to protect people, property and natural resources from the risk of wild land fire before a fire starts. Outreach activities include interpretation, education, and advice regarding the administration of Public Resources Code (PCR) 4290 and 4291 as applicable in Plumas County, and other applicable fire prevention laws, ordinances, rules or regulations adopted by the State Board of Forestry and Fire Protection and by the State Fire Marshal. He or she will provide homeowner education and outreach, provide advice regarding building construction plans and land use applications to promote compliance with applicable fire codes, rules, regulations, and policies, and will make recommendations or corrections as appropriate, all in an effort to encourage the communities in Plumas County to engage in firesafe practices that will protect the communities themselves and the national forest that surrounds them. He or she will serve as the central technical contact to the Plumas County Building and Planning Departments and the Office of Emergency Services regarding fire protection, fire prevention, and fire safety standards. Because the majority of Plumas County is forest land, these efforts will be vital to protect the County's fire-sensitive ecosystem and are at the heart of an effective Firewise Communities program.

The Fire Prevention Specialist will coordinate, review, recommend, monitor and update strategies and action plans for Community Wildfire Protection Plans and Firewise plans with an emphasis on providing fire protection services in the areas of the county currently not within an existing fire district boundary. Project goals include providing resource, leadership and advocacy to Plumas County policy makers on fire protection and fire prevention issues and reducing the wildland-urban interface (WUI) threat by reducing the

## ***DRAFT***

number of parcels and population outside existing fire district boundaries and to provide direction for development of County Code provisions, ordinances, and policies as necessary for enhanced wild land fire safety. Coordination with various public groups, local fire districts, the Plumas County Firesafe Council, the Plumas County Feasibility Study Group, the Plumas County Board of Supervisors and others is required.

### **Qualifications:**

Provide a statement of qualifications, certifications, and work history demonstrating the knowledge, skills and abilities to adequately and efficiently complete this work. As required for contract for services with Plumas County, the contract shall require proof of general liability insurance in an amount of at least \$1,000,000 in a form acceptable to the County. The contract shall require the contractor to maintain such insurance and to indemnify the County against claims arising from the contractor's performance of the contract.

### **Contract Term:**

The contract term is negotiable but anticipated to run concurrent with the County fiscal year. Subsequent contract renewals will be based on project status, funding, and other factors.

### **Proposal Evaluation and Selection Criteria:**

Fire Prevention Specialist candidates will be evaluated based on the submission of the following required information:

1. Name and address of individual and/or applicant with e-mail, fax number (optional), and phone number.
2. Familiarity and experience with the Firewise Program, Community Wildfire Protection Plans, and the local development and application of both.
3. Demonstrated relevant experience and technical competence in fire protection and fire prevention programs and planning.
4. Anticipated availability and time limits (if any) per week, per month, and annually.
5. Demonstrated relevant experience and technical competence in collaboratively working with others (i.e., Fire Safe Council, agencies and County representatives, CalFire, contractors, community members, US Forest Service, etc.)
6. Demonstrated relevant experience and technical competence in working with CalFire, the US Forest Service and applicable regulations under PRC 4290, 4291, and Government Code 24008.
7. Qualifications or certifications issued by the Office of the State Fire Marshall as appropriate.
8. Work experience with or contracts through Plumas County departments or agencies (if any).
9. A cost proposal. Cost estimates may be based upon a flat hourly rate or may include different hourly rates for various activities including travel, participation in community and fire department and other public meetings, document preparation or research, etc..
10. List of 5 most recent references and former clients. If there are time period gaps between references provided, explain the gap.

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A committee from the Plumas County Office of Emergency Services and the Plumas County Fire Chiefs' Association will review qualifications to recommend the best candidate for consideration by the Board of Supervisors.

Plumas County reserves the right to:

1. Reject any or all candidates.
2. Request clarification of any submitted information.
3. Waive any informalities or irregularities in any qualification statement.
4. Not enter into any contract.
5. Not select any candidate.
6. Cancel this process at any time.
7. Amend this process at any time.
8. Interview candidates prior to award.
9. Negotiate all final terms and conditions of any agreements entered into.
10. Issue similar RFP's or RFQ's in the future.
11. Request additional information during the process.

### **Proposal Application and Submission:**

Copies of this Request for Qualifications are available on the Plumas County Office of Emergency Services website at: [www.plumascounty.us](http://www.plumascounty.us)

Submit four (4) copies of the proposal package addressing all criteria must be received by December 9, 2011 at 5 p.m. at the following address: Plumas County Office of Emergency Services, 270 County Hospital Road #127, Quincy, CA 95971.

If you have further questions about this Request for Proposal please contact Jerry Sipe (283-6367).

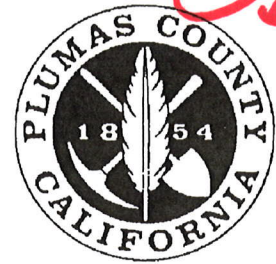


# DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

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

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



Gayla S. Trumbo  
*Human Resources  
Director*

DATE: November 7, 2011

TO: The Honorable Board of Supervisors

FROM: Gayla Trumbo  
Human Resources Director

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF  
NOVEMBER 15, 2011.

RE: a) APPROVE RESOLUTION TO ADOPT THE JOB  
DESCRIPTION AND SALARY RANGE FOR THE POSITION OF  
ASSISTANT RISK MANAGER/OCCUPATIONAL SAFETY &  
HEALTH SPECIALIST.

b) APPROVE RESOLUTION AMENDING THE 2011-2012 POSITION  
ALLOCATION BY ALLOCATING 1.0 FTE ASSISTANT RISK  
MANAGER/OCCUPATIONAL SAFETY & HEALTH SPECIALIST TO  
THE COUNTY ADMINISTRATIVE BUDGET 20030 AND REMOVE  
1.0 FTE SAFETY OFFICER/AUDITOR ACCOUNT CLERK FROM  
THE AUDITOR/CONTROLLER'S ALLOCATION AS OF  
JANUARY 1, 2012.

c) DIRECT STAFF TO ISSUE 30 DAY LAYOFF NOTICE TO THE  
SAFETY OFFICER/AUDITOR ACCOUNT CLERK.

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

- a) Approve resolution adopting the job description and salary range for the position of Assistant Risk Manager Occupational Safety & Health Specialist.
- b) Approve resolution to amend the Position Allocation for 2011-2012 to reflect the addition of 1.0 FTE Assistant Risk Manager/Occupational Safety & Health Specialist to the County Administrative Office 20030 and remove 1.0 FTE Safety Officer/Auditor Account Clerk from the Auditor/Controller department 20040.
- c) Direct staff to issue a 30-day layoff notice to the Safety Officer/Auditor Account Clerk.

## **BACKGROUND AND DISCUSSION:**

The County Auditor/Controller Ms. Shawn Montgomery took on the additional responsibilities of the Risk Manager approximately two years ago. Ms. Montgomery provided to the Board her resignation as the Risk Manager effective January 1, 2012. It

is very important that the County insure that the Risk Manager functions are completed fully and in a timely manner to lower our liability and workers compensation costs. This is also very important to continue to receive reimbursement from Trindel on our Risk and Safety Management programs. Last year, Plumas County was successful in receiving \$51,050.00 from Trindel as a result of their review/audit of our implementation and continual improvement of our safety and risk programs. This reimbursement helps cover the cost of one employee. If we do not move forward in maintaining and improving our programs, Trindel's reimbursements may be lowered or disappear.

The proposed reorganization will place the Risk Manager functions under the County Administrative Officer. The reorganization proposed will add a new classification of Assistant Risk Manager/Occupational Safety & Health Specialist. This classification will be under the general direction of the County Administrative Officer/Risk Manager. This position will assist the Risk Manager in the coordination and operations of the County's Risk Management and Safety Programs; work closely with our workers compensation adjusters, liability claim adjusters, employees, private providers, contractors and managers to ensure proper action is taken and that the claims, investigations etc., are completed in a timely manner, as well as preparing and maintaining the proper documentation to conform with the record keeping requirements of Cal OSHA and California Labor Code, and maintaining and utilizing records to complete the quarterly statistical reports. In addition to maintaining records, this classification will establish and direct the safety training necessary to be in compliance with State and Federal OSHA, Department of Transportation and other applicable State and Federal labor regulations, standards and codes.

After review of the duties that are to be completed and due to the time sensitivity of filing incident reports; and for various other mandatory reporting for liability and for workers compensation, along with investigation and safety inspections, it is recommended that a classification of Assistant Risk Manager/ Occupational Safety & Health Specialist be approved. This position will be expected to handle a wider scope of duties with more complexity than those currently being performed by the classification of Safety Officer/Auditor Account Clerk.

At this time, I am recommending that the Board approve the job description of Assistant Risk Manager/Occupational Safety & Health Specialist at range 2404.

I also request approval of the resolution amending the Position Allocation for the fiscal year 2011-2012 to include 1.0 Assistant Risk Manager/Occupational Safety & Health Specialist under the County Administrative Officer 20030 and remove 1.0 FTE Safety Officer/Auditor Account clerk under the Auditor/Controller 20040 as of January 1, 2012.

As a result of removing the Safety Officer/Auditor Account Clerk allocation as of January 1, 2012 a layoff notice will need to be issued to the employee of this classification. Therefore, I request that the Board provide direction to staff to issue a 30 day layoff notice to the employee.

This is a new classification that will be under an employment contract and therefore considered an at-will employee. As an equal opportunity employer the County must provide an equal opportunity to those interested in apply for this position. Therefore, should the employee who is currently filling the position of Safety Officer/Auditor Account Clerk wish to apply for this new position they may do so and will be considered as anyone else that may apply.

Thank you for your time and consideration of this agenda item.

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

**RESOLUTION TO ADOPT THE JOB DESCRIPTION OF ASSISTANT RISK  
MANAGER/OCCUPATIONAL SAFETY & HEALTH SPECIALIST**

**WHEREAS**, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and  
**WHEREAS**, there is a need to reorganize the functions of the Risk Manager; and  
**WHEREAS**, the Human Resources Director has discussed the functions of the Risk Manager with the Auditor/Controller, Ms. Montgomery, who is the current Risk Manager for the County and the County Administrative Officer, Jack Ingstad, who will be taking on these functions as of January 1, 2012; and  
**WHEREAS**, to accurately reflect the duties, responsibilities and qualifications of this position, the Human Resources Director recommends that a new classification be created with the Title of Assistant Risk Manager/Occupational Safety & Health Specialist; and  
**WHEREAS**, this will be a contracted at-will classification at the salary range of 2404.

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

The County's classification plan is hereby amended to reflect the addition of the Assistant Risk Manager/Occupational Safety & Health Specialist as presented to the Board.

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 15<sup>th</sup> day of November, 2011 by the following vote:

|         |             |
|---------|-------------|
| AYES:   | Supervisors |
| NOES:   | Supervisors |
| ABSENT: | Supervisors |

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

ATTEST:

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

## **ASSISTANT RISK MANAGER/OCCUPATIONAL SAFETY & HEALTH SPECIALIST**

### **DEFINITION**

Under general direction of the Risk Manager, to ensure adequate safety principles, practices, and techniques are applied in workplaces, to plan, organize, develop, implement, coordinate and administer comprehensive risk management, loss control, County self-insured Workers Compensation, County-wide occupational and industrial safety programs, policies, including inspections, training and related functions and activities; analyze, develop and recommend risk management procedures and programs; performs risk identification and analysis, recommends appropriate corrective action; statistical and systems analysis of special projects and programs; performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position classification responsible to assist the Risk Manager in the direction and coordination of the County's Risk Management Programs. This position consults with the Workers Compensation Claims Adjusters, Liability Claims Adjuster, other employees and private providers and contractors. This position is expected to at all times observe the procedures and limitations set forth by the Board of Supervisors and County Counsel for the adjustment and settlement of claims; this position focuses upon the area of employee safety, coordination and monitoring multiple programs funding under Risk Management. This position is responsible for preparation of documentation to OSHA citations/appeal processes and should be familiar with OSHA policies and procedures. Conducts safety inspections, training, accident/injury investigations, and regulatory compliance; promotes a high level of safety consciousness and loss prevention throughout the County.

### **REPORTS TO**

Reports directly to the County Administrative Officer/Risk Manager

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

May supervise support staff as assigned

## **DIVISION CHIEF RISK MANAGER/OCCUPATIONAL SAFETY & HEALTH SPECIALIST – 2**

### **EXAMPLES OF DUTIES**

- Plan, organize, coordinate and supervise the County's comprehensive risk management and loss control program, including but not limited to liability insurance self-insured employee insurance, self-insured workers compensation, and industrial safety programs.
- Reviews, evaluates and reports on the effectiveness of the comprehensive risk management program such as safety, loss control, claims management and related activities to the County Administrative Officer/Risk Manager.
- Regularly identifies and analyzes risks, recommends appropriate risk transfers, risk controls and risk financing techniques.
- May conduct studies of operations and researches data and information to identify potential risk exposure and liability; analyzes trends and information and make recommendations to the County Administrative Officer/Risk Manager.
- Establish and direct safety training to meet compliance with State and Federal OSHA, Department of Transportation and other applicable State and Federal labor regulations, standards and codes where appropriate; maintain data information to provide quarterly statistical reports and meet OSHA record keeping standards and requirements.
- Develops, implements, and manages the County's Injury/Illness Prevention Program and directly coordinates the participation of departments within the program; creates or modifies safety program and updates County IIPP (Injury & Illness Prevention Program) as needed.
- Conducts regular safety audits of County departments including the inspection of facilities, worksites, equipment, work practices and safety devices to ensure compliance with required workplace safety standards, regulations, and reports findings to the Risk Manager.
- Prepares various monthly, quarterly and annual reports as required.
- Maintains proper documentation to conform record-keeping requirements of Cal OSHA and California Labor Code.
- Performs comprehensive investigations of serious accidents and/or incidents of injury or property damage; develops and implements measures and strategy to prevent their recurrence in order to meet long-range loss-reduction goals; and prepares responses to OSHA citations/appeals resulting from serious accidents/injuries and participates as a County representative, when appropriate, in administrative court proceedings resulting from appeal processes.
- Receives, tracks, and enters all workers compensation reported incident reports with the County's third party administrator.
- Coordinates and assists County's TPA, with workers compensation investigations.
- Authorize 4850 time and coordinates with Auditor's staff to ensure benefits are paid correctly.
- Provides departments with fiscal and statistical information.
- Assist TPA and County Counsel with claims made against the County.
- Assist the Risk Manager in obtaining various County wide insurance policies and renewals.
- Monitors, reviews, and completes various annual insurance policy applications.
- Assists Risk Manager in ensuring County has adequate insurance coverage.

## **DIVISION CHIEF RISK MANAGER/OCCUPATIONAL SAFETY & HEALTH SPECIALIST – 3**

- Assist departments in establishing departmental specific safety manuals to minimize or eliminate hazards while maintaining consistency with County policies.
- Assist Human Resources, departments, and back-to-work service provider through all aspects of claims.
- Coordinates and assists with the calculation of various County charged insurance premiums.
- Monitors and presents written and oral reports concerning legislation, changes in insurance coverage and costs, loss trends, and other topics that may impact the County to the Risk Manager.
- Examines and test machinery and equipment, such as lifting devices, machine guards, scaffolding.
- Ensure the machinery and equipment meet appropriate safety regulations.
- Check that personal protective equipment, such as masks, respirators, protective eyewear, or hardhats, is being used in workplaces according to regulations.
- Check that dangerous materials are stored correctly.
- Test and identify work areas for potential accident and health hazards, such as toxic fumes and explosive gas-air mixtures.
- May implement appropriate control measures, such as adjustments to ventilation systems.
- Investigations may involve talking with workers and observing their work, as well as inspecting elements in their work environment, such as lighting, tools, and equipment.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; stooping, bending, kneeling, crouching, crawling reaching, lifting up to 50 lbs, climbing ladders, verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX; equipment would also include motor vehicle.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office environment, the community or regional setting; may work outdoors, continuous contact with staff, public and local and state agencies.

## **DIVISION CHIEF RISK MANAGER/OCCUPATIONAL SAFETY & HEALTH SPECIALIST – 4**

### **KNOWLEDGE OF**

- Principles and practices of Risk Management, Insurance, Occupational Health and Safety, Claims, Risk control, Risk Financing, Wellness and Legal programs and procedures.
- Principles and practices of evaluating and implementing a comprehensive safety program training techniques.
- Techniques of accident prevention; methods of assessing safety hazards and controls, and conducting accident/injury investigations and safety inspections.
- Laws and regulations applicable to employee safety and occupational health (i.e. Cal OSHA standards and California Labor Code).
- OSHA policy and procedures, citation and appeal processes, and Cal OSHA Standards Board processes.
- Industrial safety practices.
- General liability, employment liability, automobile, property, environmental liability and other insurance or self-insurance program development and administration.
- Principles, practices and methods of administrative, organizational, economic and procedural analysis.
- Principles and practices of budget development and administration, organizational planning, work measurements capital improvement programming and planning and personnel management.
- Statistical and financial analysis, recordkeeping and report generating principles and techniques.
- Applicable laws and regulations.

### **ABILITY TO**

- Interpret and apply laws, regulations, policies and procedures.
- Investigate and evaluate complex safety problems and issues.
- Collect, interpret and evaluate data.
- Develop management information systems to establish loss history for risk analysis.
- Prepare clear concise reports and recommendations.
- Communicate effectively orally and in writing.
- Analyze complex and sensitive administrative, budgetary, operational, economic, political and organizational problems, evaluating alternatives and reaching sound conclusions.
- Analyzing insurance policy provisions to determine the existence and extend of liability
- Establish and maintain effective working relationships with those contacted during the course of the work.
- Represent the County effectively and in a professional manner in meetings, hearings, administrative court proceedings with other governmental agencies, boards and commissions, and with the public



## DIVISION CHIEF RISK MANAGER/OCCUPATIONAL SAFETY & HEALTH SPECIALIST – 5

### **TRAINING AND EXPERIENCE**

1. Five years of experience in coordinating safety and loss prevention activities for an insurance company, independent administrator, or large employer with a diverse work environments; **or**,
2. Five years of professional level experience in risk analysis, safety operations, claims adjustments, liability and workers compensation.

Possession of a Bachelor's Degree from an accredited college or university in safety or industrial engineering, social sciences, human resources or a closely related field is highly desirable.

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

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

**RESOLUTION TO AMEND THE PLUMAS COUNTY POSITION ALLOCATION FOR  
BUDGET YEAR 2011-2012 WITHIN THE DEPARTMENTS OF 20030 COUNTY  
ADMINISTRATIVE OFFICE, AND 20040 AUDITOR/CONTROLLER.**

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

**WHEREAS**, during the fiscal year the Board of Supervisors may amend the position allocation by resolution; and

**WHEREAS**, it has been determined that a reorganization is necessary to achieve the operational needs of our Risk and Safety functions of the County; and

**WHEREAS**, it is necessary in completing this reorganization to adjust the 2011-2012 Position Control to reflect the addition of 1.0 FTE Assistant Risk Manager/Occupational Safety & Health Specialist to department #20030 County Administrative Office; and reduce by 1.0 FTE Safety Officer/Auditor Account Clerk within department #20040 Auditor/Controller.

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

1. Approve the amendments to the Position Allocation for budget year 2011-2012 to reflect the following:

| <u>County Administrative Office 20030</u>                      | <u>FROM</u> | <u>TO</u> |
|--|-------------|-----------|
| Assistant Risk Manager/Occupational Safety & Health Specialist | .00         | 1.0       |
| <u>Auditor Controller 20040</u>                                |             |           |
| Safety Officer/Auditor Account Clerk                           | 1.0         | .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 held on the 15th day of November, 2011 by the following vote:

AYES: Supervisors  
NOES: Supervisors  
ABSENT: Supervisors

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

ATTEST:

\_\_\_\_\_  
Executive Clerk/Board of Supervisors

3c

**PLUMAS COUNTY CRITICAL STAFFING  
COMMITTEE**

Lori Simpson, Jack Ingstad and Gayla Trumbo

DATE: November 7, 2011

TO: The Honorable Board of Supervisors

FROM: Critical Staffing Committee

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF  
NOVEMBER 15, 2011.  
RE: CRITICAL STAFFING REPORT AND POSSIBLE ACTION TO:  
FILL 1.0 FTE PUBLIC WORKS MAINTENANCE WORKER I OR II,  
1.0 FTE BENEFITS ASSISTANCE COUNSELOR, AND 1.0 FTE  
ASSISTANT RISK MANAGER/OCCUPATIONAL SAFETY &  
HEALTH SPECIALIST.

---

**IT IS RECOMMENDED THAT THE BOARD:**

Approve the recommendation of the Critical Staffing Committee to refill the positions of 1.0 FTE Benefits Assistance Counselor, 1.0 FTE Public Works Maintenance Worker I or II and 1.0 Assistant Risk Manager/Occupational Safety & Health Specialist.

**BACKGROUND AND DISCUSSION:**

Critical Staffing Committee met on November 2, 2011, to review requests of several departments to refill positions that are currently allocated to their departments for fiscal year 2011-2012. These requests included 1.0 FTE Benefits Assistance Counselor within the Social Services Department and 1.0 FTE Public Works Maintenance Worker I or II within the Public Works Department. Both positions are vacant due to recent resignations. You will find copies of the departments backup material included within this agenda packet.

In addition to the two positions that are allocated for fiscal year 2011-2012, we also reviewed and discussed a new proposed classification of Assistant Risk Manager/Occupational Safety & Health Specialist. This proposed classification is also on the Boards agenda today, as a result of the resignation of Ms. Montgomery as the County Risk Manager.

The recommendation of the Critical Staffing Committee is for the Board of Supervisors to approve the refilling of the 1.0 FTE Benefits Assistance Counselor within the Social Services Department and a 1.0 FTE Public Works Maintenance Worker I or II at the

Public Works Department. In addition, this Committee also recommends that the Board approve the filling of the Assistant Risk Manager/Occupational Safety & Health Specialist, should the reorganization have been approved by Board of Supervisors within the earlier agenda item. By approving the filling of this position, it will allow staff to complete the recruitment process and have the successful candidate ready to take over as of January 1, 2012.

Thank you for your time and consideration of this agenda item.



ELLIOTT SMART  
DIRECTOR

## DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

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

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

DATE: OCTOBER 24, 2011  
TO: GAYLA TRUMBO, HUMAN RESOURCES DIRECTOR  
FROM: ELLIOTT SMART, DIRECTOR  
DEPARTMENT OF SOCIAL SERVICES  
SUBJ: REQUEST FOR CRITICAL STAFFING COMMITTEE REVIEW

I am enclosing completed forms necessary for the Critical Staffing Committee to review a current vacancy in my Department. May I request that you assist my Department by scheduling such a review at the soonest convenient time. If it is necessary, I am available (subject to my schedule) to appear at a Committee meeting to answer questions.

Please give me a call if you have questions or need additional information.

PLUMAS COUNTY DEPT. OF SOCIAL SERVICES

A handwritten signature of Elliott Smart, consisting of stylized initials "ES" with a horizontal line extending to the left.

ELLIOTT SMART, DIRECTOR

Copy: Neal Caiazzo, Program Manager

Enclosures.

2011 OCT 27 AM 11:27

PC HUMAN RESOURCES

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

### Position: Benefits Assistance Counselor – 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 Benefits Assistance Counselor 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 became vacant effective October 24, 2011.

- 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 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.

**Position Classification:** Benefits Assistance Counselor (BAC) 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.



To: HR

## DEPARTMENT OF PUBLIC WORKS

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



ROBERT A. PERREAULT Jr.  
Director of Public Works

October 25, 2011

ASST. DIRECTOR

JOE BLACKWELL  
DEPUTY DIRECTOR

TO: Critical Staffing Committee

FR: Public Works, Road Dept.  
Robert Perreault, Director

RE: Maintenance Worker Resignation

On October 20, 2011 the Department received a letter of resignation from one of our newly hired Maintenance Workers. This employee has been with us for 10 months as a full time permanent employee.

The employee's supervisor was told that due to the initiation of furlough days and the possibility of having to make a contribution to his PERS, he has decided that working for himself would be a better investment for his future.

It is necessary for the position to be filled in order to maintain a level of safe roads and bridges, to the best of our ability, within our communities. Performing construction projects and doing snow removal is especially difficult when staffing is short.

The Department requests authority to fill the vacant position. This position is allocated and fully funded within our 11/12 Road Department Budget.

Attached is a completed "Questions for Staffing Critical Positions Which are Currently Allocated."

Public Works is requesting authorization from the Board of Supervisors to fill the Maintenance Worker vacancy.

Thank you.

criticalstaffing.Vacancy QuincyCrew  
pmt

2011 OCT 25 PM 4:06

PC HUMAN RESOURCES

## PUBLIC WORKS – ROAD FUND

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

#### PW Maintenance Worker I / II

- Is there a legitimate business, statutory or financial justification to fill the position?  
Yes
- Why is it critical that this position be filled at this time? The Department requires full staffing in order to maintain county roads and bridges to a safe, efficient condition.
- How long has the position been vacant? October 20, 2011
- Can the department use other wages until the budget cycle? The Department will fund all related cost from within the current budget.
- What are staffing levels at other counties for similar departments and/or position?  
Full
- What core function will be impacted without filling the position prior to July 1?  
Safe, efficient and timely maintenance and construction operations. Snow removal, paving – chip sealing projects, disaster response.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? None
- A non-general fund department head 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?  
Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? This request does not affect the General Fund.
- 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 Support Anticipated.
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years. Yes.

| Reserve Activity |           | Reserve Balances |                        |
|------------------|-----------|------------------|------------------------|
| Period           | 1/2008    | \$7,834,992      |                        |
|                  | 13/2008   | \$7,953,443      |                        |
|                  | 13/2009   | \$6,410,321      | Equipment Acquisitions |
|                  | 13/2010   | \$6,410,321      |                        |
|                  | Oct. 2010 | \$6,410,321      |                        |
|                  | Oct. 2011 | \$6,160,321      | Equipment Acquisition  |

Pmt 10/24/11



Joe Wilson  
Director

## DEPARTMENT OF FACILITY SERVICES

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

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



DATE: November 3, 2011

TO: Honorable Board of Supervisors

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

Subject: Consent Agenda Item for the meeting of November 15<sup>th</sup> 2011  
**Approve Amended Fuel Supply Agreement and Branding agreement with Western Fuels as Aviation Fuel Supplier- Authorize the Airports Director to Execute.**

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### Recommended Action

Approve Amended Fuel Supply Agreement and Branding agreement with Western Fuels as Aviation Fuel Supplier- Authorize the Airports Director to execute the agreements. Agreements have been reviewed by County Counsel's Office.

### Background

Plumas County's longstanding aviation fuel supplier Western Petroleum has been purchased by a company called World Fuel. This acquisition requires that all branding agreements and fuel supply agreements be updated to reflect the new company's involvement. World Fuel is associated with Conoco Philips which provides some benefits to the County such as lower card processing fees and line service training. This agreement amendment does not change the terms of the existing contract as to price or delivery of the product, but simply puts a different corporate letterhead on the agreement. A copy of the Branding Agreement and the Fuel Supply Agreement are on File with the Clerk of the Board.

County Counsel is not able to approve these agreements as to form because both the Fuel Supply Agreement and the Branding Agreement (via Section 6's incorporation of the miscellaneous terms of the Fuel Supply Agreement) are governed by Minnesota law. Neither Mr. Settlemire nor Mr. Mansell is licensed to practice in Minnesota, and cannot render an opinion as to the enforceability of the contract under Minnesota law. Accordingly, Counsel cannot approve as to form either the Amendment or the Branding Agreement. Despite this, Counsel has reviewed the agreements and made comments that have been incorporated into the contracts.


It should be noted that due to a decline in General Aviation there are fewer and fewer wholesalers of 100 LL Aviation fuel resulting in somewhat limited options for alternative suppliers. Staff is closely monitoring the prices of 100 LL and intends on rebidding the contracts for fuel supply in 2013.

**PLUMAS COUNTY  
DEPARTMENT OF PUBLIC WORKS  
SOLID WASTE DIVISION**



**MEMORANDUM**

October 31, 2011

From: Bob Perreault, Director of Public Works 

Subject: Request to Continue Consideration of the FRD Curbside Recycling Proposal  
from November 8, 2011 to November 15, 2011

To: Nancy DaForno, Clerk of the Board of Supervisors

At the October 18, 2011 meeting of the Board of Supervisors, the Board voted to continue discussions pertaining to Feather River Disposal's (FRD's) proposal to establish a pilot program for curbside recycling in the FRD franchise area (not including La Porte) to the Board of Supervisors meeting on November 8, 2011. During the October 18<sup>th</sup> meeting, the Board also directed staff that the advice of the Task Force was necessary before the Board would make a final decision on the FRD proposal.

As of October 18<sup>th</sup>, the next meeting of the Task Force had been scheduled for Thursday, November 3, 2011.

Since October 18<sup>th</sup>, FRD has prepared and submitted additional information. However, Mr. Greg Martinelli of Waste Management, Inc. is unable to attend the November 3<sup>rd</sup> meeting of the Task Force. In fairness to FRD, I believed that Mr. Martinelli should be able to address any questions on the curbside proposal directly with the Task Force.

Accordingly, the Task Force members were surveyed to determine if a Task Force quorum could be assembled on Thurs, Nov 10, 2011 instead of Thurs, Nov 3, 2011. The results of the survey concluded that a quorum could be assembled on Thursday, November 10, 2011 in East Quincy.

The Task Force meeting is now scheduled for Thursday, November 10, 2011.

The purpose of this Memorandum is to respectfully recommend that the Board of Supervisors further continue their consideration of the FRD curbside recycling proposal until Tuesday, November 15, 2011, at which time the comments and/or recommendations of the Task Force can be available and submitted to the Board of Supervisors.

cc: Supervisor Lori Simpson, Chair  
CAO Jack Ingstad  
County Counsel Craig Settlemyre  
John Sciborski, Chair, PCIWMTF  
John Kolb, Public Works

5A



# Office of the Sheriff

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

GREGORY J. HAGWOOD  
SHERIFF/CORONER

## Memorandum

**DATE:** November 2, 2011  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Greg Hagwood  
**RE:** Agenda Item for the meeting of November 16, 2011

### Recommended Action:

Approve supplemental budget requests for the Anti-Drug Abuse grant.

### Background and Discussion:

On October 18, 2011 the Board adopted Resolution #11-7732 authorizing the Sheriff to sign the grant award agreement for the FY 11/12 Plumas County Anti-Drug Abuse Enforcement Operation (ADA grant).

The Sheriff's Office has just completed a monitoring visit from CalEMA on this grant which resulted in several advisories regarding County policies and one FINDING that must be resolved immediately. The grant requires that all expenditures be incurred prior to requesting reimbursement. The Sheriff's Office believed that they were compliant on this because each participating department (Sheriff, Probation & D.A.) incurred the expenses before reimbursements were requested. However, the grant monitor indicated that the Sheriff's Office is the implementing agency and MUST incur the expenses before requesting reimbursement from CalEMA.

The attached supplemental budget requests will "clean up" the budgets and allow the Sheriff's Fiscal Officer to reimburse the D.A. and Probation by journal entry for their grant expenses prior to submitting the quarterly grant reimbursement requests to CalEMA. This will resolve the issue of the FINDING received by the grant monitor.



5B

**Plumas County  
Child Abuse Prevention Council**

**Janine  
Coordinator**

**P.O. Box 382  
Quincy, CA 95971**

**(530) 283-5333  
[janine@plumaschildren.org](mailto:janine@plumaschildren.org)**

**DATE: November 3, 2011**

**TO: The Honorable Plumas County Board of Supervisors**

**FROM: Janine, Coordinator**

**SUBJECT: Signing PSSF Contract**

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**RECOMMENDATION/ACTION:** I am requesting that the Board approve and sign the contract for PSSF funding. The contract is between Plumas County and Mountain Circle Family Services.

**BACKGROUND:** The Preserving Safe and Stable Families (PSSF) funding has been allocated to Plumas County by the Office of Child Abuse Prevention (OCAP). An RFP process was used to choose the agency to provide the services and receive the funding, which comes through the Plumas County Department of Social Services. Elliott Smart has approved the recommendation and allocation of funding for the PSSF grant.

This contract has been approved as to form.

Thank you.

5c1

**A RESOLUTION AUTHORIZING THE PLUMAS COUNTY CLERK  
TO CONDUCT A SPECIAL VOTE BY MAIL ELECTION ON MARCH 6, 2012,  
WITHIN THE BOUNDARIES OF THE PLUMAS EUREKA COMMUNITY SERVICES  
DISTRICT PLACING A MEASURE BEFORE THE VOTERS IN THE DISTRICT, TO  
SUPPORT AN ANNUAL SPECIAL PROPERTY TAX WITH ALL REVENUE  
STAYING IN THE COMMUNITY FOR LOCAL FIRE PROTECTION AND  
EMERGENCY MEDICAL RESPONSE SERVICES**

**WHEREAS**, the Plumas Eureka Community Services District (hereinafter "District") has adopted and forwarded to the County Clerk a resolution (see copy attached hereto and made part of), requesting that the Plumas County Board of Supervisors authorize the Plumas County Clerk to conduct a special election on March 6, 2012, as set forth in Resolution #2011-84, as follows:

"To maintain local fire protection and emergency medical response services for properties within the Plumas Eureka Community Services District, so that victims of heart attack, stroke, car accidents and other medical emergencies can receive rapid response care, and to keep property insurance rates manageable, do you support an annual special property tax with all revenue staying in our community, for local fire protection and emergency medical response services?"

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

1. The ballot measure set forth in the attached Resolution #2011-84, authorized by the Board of Directors of the Plumas Eureka Community Services District, which is incorporated herein by reference in its entirety, including the Full Text of the Special Tax Measure which shall be included in the Sample Ballot & Voter Information Guide, is hereby set for March 6, 2012, for a Special Vote By Mail Election and shall require a two-thirds vote of the voters voting to approve the tax.
2. The Plumas County Clerk is requested to conduct a Vote By Mail election within the boundaries of the Plumas Eureka Community Services District, including preparation and publications of all legal notices, providing necessary supplies and equipment, preparation of official ballots, canvassing the returns and taking all other necessary steps required under state and local law in conducting an election. The Plumas County Clerk, Registrar of Voters is authorized to recover expenses for any election service performed, by advance payment or reimbursement from the District.

The foregoing resolution was adopted on \_\_\_\_\_, at a regular meeting of the Plumas County Board of Supervisors, by the following vote:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
Chair of the Board of Supervisors

ATTEST:

\_\_\_\_\_  
Nancy DaForno, Clerk to the Board

25



# Plumas Eureka Community Services District

## RESOLUTION #2011 - 84

# COPY

**RESOLUTION TO ENACT THE PLUMAS EUREKA COMMUNITY SERVICES DISTRICT SPECIAL TAX ON ALL TAXABLE REAL PROPERTY FOR THE PURPOSE OF PROVIDING FIRE PROTECTION AND EMERGENCY MEDICAL RESPONSE SERVICES INCLUDING FIRE PREVENTION AND SUPPRESSION, RESCUE AND OTHER SERVICES; AND TO CALL AN ELECTION THEREON.**

**WHEREAS**, the Board of the Plumas Eureka Community Services District (the "Board") has determined that it is in the best interests of the District's citizens to prevent significant cutbacks and provide the appropriate level of fire protection and emergency services for our community; that the cost to maintain such adequate levels of service is beyond the reach of the District absent this proposed special tax and that this tax is therefore necessary for public protection and public safety; and

**WHEREAS**, it is desirable that the special all mail district election be conducted by the County of Plumas Election Department and it is necessary for the District to request services of the County; and

**WHEREAS**, all necessary expenses in performing these services shall be paid by the Plumas Eureka Community Services District; and

**WHEREAS**, pursuant to the provisions of California Health & Safety Code section Article 13911 and Government Code sections 50075-50077.5, the Board of Directors is authorized to adopt this resolution which shall, subject to the approval of the voters impose a special property tax, which shall be applied against all taxable real property within the District; and

**WHEREAS**, the Board has also determined that it is in the best interest of the community to seek voter approval, which will require approval by two-thirds of the voters voting thereon, for the proposed special property tax in order to be able to maintain appropriate fire protection and emergency medical response services; and

**WHEREAS**, if approved by the voters, the special property tax will be used solely for the purpose of providing fire protection and emergency medical response services within the District; and

**WHEREAS**, all district elections shall be called, held and conducted in all respects as nearly as is practicable in conformity with the Uniform District Election Law (Election Code 10500 et seq.). Section 10517 of which provides that the County Elections Official shall conduct such elections; and

# RECEIVED

OCT 27 2011

KATHLEEN WILLIAMS,  
PLUMAS COUNTY CLERK/RECORDER

**WHEREAS**, Section 9280 of the Elections Code authorizes the filing of an impartial analysis and Sections 9282 et seq. of said code authorize the filing of written arguments for or against any ballot proposition and rebuttal arguments.

**NOW THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE PLUMAS EUREKA COMMUNITY SERVICES DISTRICT AS FOLLOWS:**

Section 1 There is hereby enacted within the Plumas Eureka Community Services District (the "District"), if approved by the voters, a special tax to be assessed against all taxable real property within the District. The full text of the proposed ballot measure is attached as Exhibit A and incorporated herein.

If approved by the voters, the special tax shall continue until repealed by the Board of Directors or by the voters.

Section 2. That the Plumas County Board of Supervisors is requested to issue instructions to the County Election Department to take any and all steps necessary for the holding of the all mail ballot special district election on March 6, 2012 for the Plumas Eureka Community Services District.

Section 3. That the County Election Department is authorized to canvass the returns of the special municipal election.

Section 4. That the County Clerk is authorized to recover expenses for the election service performed from the District.

Section 5 That the special tax shall be deemed established and shall be in effect as of the day following the election, upon certification of the election results evidencing approval by at least two-thirds of the registered voters voting thereon by the Board of Directors of the District.

Section 6 That the special property tax shall be used solely for the purpose of providing fire protection, both prevention and suppression, emergency medical response services within the District, for any responses outside of the District under automatic/mutual aid agreements with other fire suppression or emergency service agencies, and for any incidental expenses related to the collection of the tax.

In accordance with Government Code Section 50075.3, the District's General Manager, as the chief fiscal officer of the District, shall file a report with the District Board of Directors at least once a year. The annual report shall contain both of the following: (a) the amount of funds collected and expended; (b) the status of any project required or authorized to be funded with the proceeds of the special tax in accordance with this Section.

Section 7 That there may be an annual adjustment in the fee based upon changes in the Western States Consumer Price Index (CPI) or 3% WHICHEVER IS LESS. The District will consider changes using data provided by the United States Bureau of Labor

Statistics, U. S. Cities averages for the preceding calendar year (or, if discontinued, a comparable index). Under no circumstances can the cost of living adjustment be put in place without the ~~proposed modification of the fee~~ being placed on the agenda of the Plumas Eureka CSD Board of Director's regular meeting with an opportunity for public input and discussion.

Section 8 That unless otherwise ordered pursuant to a resolution adopted by the Board, the special property tax shall be collected on the Plumas Eureka Community Services semi-annual billing in the same manner as the current community service charges are collected, and subject to the same penalties.

Upon receipt of the special taxes, the District shall cause same to be deposited in a special tax account or such other account established by the District which allows the District to properly account for the taxes in compliance with the provisions of Government Code Section 50075.3.

Section 9 That any property owner who is assessed a special tax as provided for herein may appeal any determination by the District concerning the nature of the use of the property or the calculation of the amount of the tax by filing a notice of appeal with the District offices. The appeal shall be filed on the form provided by the District and shall contain a statement by the property owner as to the nature and basis for the appeal in accordance with the District's appeal procedure.

Section 10. The District Secretary is directed to forward without delay to the Board of Supervisors and to the County Election Department, each a certified copy of this resolution.

Section 11 That pursuant to the provisions of Government Code Section 50077.5 any judicial action or proceeding to attack, review, set aside, void or annul this resolution and/or the approval of the subject special property tax and/or increase in the spending limitation pertaining to the special property tax shall be commenced, if at all, within 60 days of the date of the adoption hereof.

Adopted on this 12<sup>th</sup> day of October, 2011 by the following roll call vote of the Board of Directors of the Plumas Eureka Community Services District.

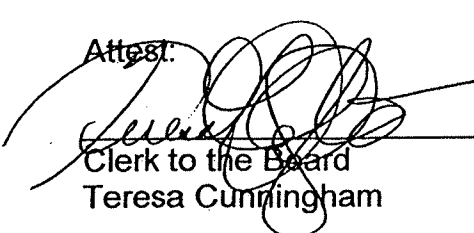
Ayes: *E. Tretten, L. Walker, F. Shepard, R. Machado, P. Jeglum*

Noes: *None*

Abstain: *None*

Absent: *None*

Attest:

  
Clerk to the Board  
Teresa Cunningham

  
Board Chairperson  
Elmer Tretten

## EXHIBIT A

### TEXT OF THE BALLOT MEASURE

The question submitted to the voters shall read substantially as follows:

To maintain local fire protection and emergency medical response services for properties within the Plumas Eureka Community Services District, so that victims of heart attack, stroke, car accidents and other medical emergencies can receive rapid response care, and to keep property insurance rates manageable, do you support an annual special property tax with all revenue staying in our community, for local fire protection and emergency medical response services?

**FULL TEXT OF SPECIAL TAX MEASURE  
PLUMAS EUREKA COMMUNITY SERVICES DISTRICT PARCEL TAX  
FOR FIRE SUPPRESSION, PROTECTION AND  
EMERGENCY MEDICAL RESPONSE SERVICES**

The Plumas Eureka Community Services District is responsible for fire protection and emergency medical response services within the CSD area.

In order to maintain year-round fire protection and medical emergency response services, keep property insurance rates manageable, and to adequately train and equip firefighters, the District proposes to levy a special tax on each taxable parcel of land within the District at the following annual rates. If passed, this special tax would replace the current annual benefit assessment charges as listed below:

|                                | <b>Proposed New<br/>Rate</b> | <b>Current<br/>Assessment to<br/>Be Replaced</b> | <b>Total Increase</b> |
|--------------------------------|------------------------------|--|-----------------------|
| <b>Plumas Eureka Estates</b>   |                              |  |                       |
| Developed                      | \$105.00                     | -\$43.08   | \$61.92               |
| Undeveloped                    | \$51.00                      | -\$20.04   | \$30.96               |
| <b>Eureka Springs</b>          |                              |  |                       |
| Developed                      | \$105.00                     | -\$43.08   | \$61.92               |
| Undeveloped                    | \$51.00                      | -\$57.96   | -\$6.96               |
| <b>Village at Plumas Pines</b> |                              |  |                       |
| Developed                      | \$105.00                     | -\$43.08   | \$61.92               |
| Undeveloped                    | \$51.00                      | -\$57.96   | -\$6.96               |

Taxable parcels are those parcels that appear on the annual secured Plumas County property tax roll and are billable for Plumas Eureka CSD services.

The purpose of this parcel tax will be to ensure continued local fire suppression and protection as well as rapid emergency response services for all residents, employees, and visitors in the District. The revenues raised by this special tax will only be used to defray operating expenses and capital improvement expenditures to accomplish the foregoing purposes.

In order to help ensure that the revenues from the special tax grow in line with the inflation adjusted cost of providing local fire protection and emergency medical emergency services, the tax rate may increase in future years by an annual amount not to exceed 3% per year, based upon changes in the Western States Consumer Price Index (CPI) or 3% WHICHEVER IS LESS. Under no circumstances can the cost of living adjustment be put in place without the proposed modification of the fee being placed on the agenda of the Plumas Eureka CSD Board of Director's regular meeting with an opportunity for public input and discussion.

If the special tax is approved by two-thirds of the voters voting on the measure, the District's appropriations limit will be increased by the amount of this voter-approved tax.

The special tax revenues shall be deposited into a separate account for exclusive use by the Plumas Eureka Community Services District, in accordance with Government Code Section 50075.1, and shall be expended by the District according to a plan developed annually by the District staff and approved and adopted by the District's Board of Directors.

The District will cause to be filed an annual report with its Board of Directors, which report shall include the amount of special tax revenues collected and expended, and which shall otherwise comply with the accountability measures established in Government Code Sections 50075.1 et seq.

Any property owner who is assessed a special tax as provided for herein may appeal any determination by the District concerning the nature of the use of the property or the calculation of the amount of the tax by filing a notice of appeal with the District offices. Any such appeal shall be filed by December 1st of the calendar year for which the tax is levied. The appeal shall be filed on the form provided by the District and shall contain a statement by the property owner as to the nature and basis for the appeal in accordance with the District's appeal procedure.

**CERTIFICATION OF ELECTION RESULTS OF THE**

**UNIFORM DISTRICT ELECTION**

**HELD ON NOVEMBER 8, 2011**

502

I, Kathy Williams, Plumas County Clerk-Recorder and Registrar of Voters, having completed the canvass of returns for the Uniform District Election held November 8, 2011 and recorded in the Elections Records, certify the results as follows:

The results hereto attached and made a part of and the following local results are true and correct:

**LOCAL PLUMAS COUNTY RACE AS FOLLOWS:**

**EAST QUINCY SERVICES DISTRICT DIRECTOR**

Four Year Term - Vote for Three

|                      | <u>Precinct 16</u> | <u>Precinct 17</u> | <u>TOTAL</u> |
|----------------------|--------------------|--------------------|--------------|
| Ernest R. Eaton, Jr. | 116                | 206                | 322          |
| Greg Margason        | 97                 | 195                | 292          |
| Michael T. Green     | 110                | 175                | 285          |
| Mary Henrici         | 107                | 107                | 214          |
| Stephen Grant        | 65                 | 115                | 180          |
| Write-In Votes       | 5                  | 19                 | 24           |

**MEASURE A - SPECIAL TAX FOR EMERGENCY MEDICAL RESPONSE AND FIRE PROTECTION  
WEST ALMANOR COMMUNITY SERVICES DISTRICT**

|     |     |
|-----|-----|
| Yes | 122 |
| No  | 64  |

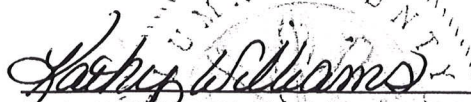
**\*\* MEASURE FAILED DUE TO NOT RECEIVING THE REQUIRED 2/3 VOTE.**

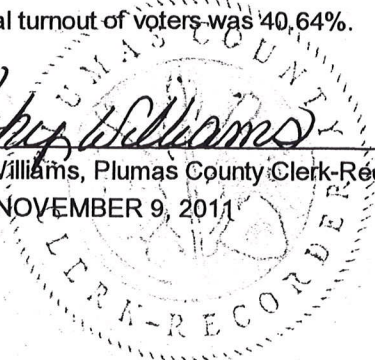
**MEASURE B - SPECIAL TAX FOR EMERGENCY MEDICAL RESPONSE AND FIRE PROTECTION  
PRATTVILLE/ALMANOR FIRE PROTECTION DISTRICT TAX**

|     |    |
|-----|----|
| Yes | 20 |
| No  | 3  |

**\*\* MEASURE PASSED DUE TO RECEIVING THE REQUIRED 2/3 VOTE.**

The Official Final Canvass of votes cast is attached hereto and made a part hereof.  
The total turnout of voters was 40.64%.

  
Kathy Williams, Plumas County Clerk-Recorder  
Dated: NOVEMBER 9, 2011



NOVEMBER 8, 2011  
PLUMAS COUNTY  
UNIFORM DISTRICT ELECTION  
OFFICIAL FINAL

Date:11/08/11  
Time:20:46:04  
Page:1 of 1

Registered Voters 1794 - Cards Cast 729 40.64%

Num. Report Precinct 4 - Num. Reporting 4 100.00%

Measure A- West Almanor CSD

|                     |       |         |
|---------------------|-------|---------|
|                     | Total |         |
| Number of Precincts | 1     |         |
| Precincts Reporting | 1     | 100.0 % |
| Vote For            | 1     |         |
| Total Votes         | 186   |         |
| YES                 | 122   | 65.59%  |
| NO                  | 64    | 34.41%  |

Measure B - Prattville/Almanor FPD

|                     |       |         |
|---------------------|-------|---------|
|                     | Total |         |
| Number of Precincts | 1     |         |
| Precincts Reporting | 1     | 100.0 % |
| Vote For            | 1     |         |
| Total Votes         | 23    |         |
| YES                 | 20    | 86.96%  |
| NO                  | 3     | 13.04%  |

East Quincy Services Dist Directors - 4 Years

|                      |       |         |
|----------------------|-------|---------|
|                      | Total |         |
| Number of Precincts  | 2     |         |
| Precincts Reporting  | 2     | 100.0 % |
| Vote For             | 3     |         |
| Total Votes          | 1317  |         |
| Henrici, Mary        | 214   | 16.25%  |
| Grant, Stephen       | 180   | 13.67%  |
| Green, Michael T.    | 285   | 21.64%  |
| Eaton, Jr., Ernest R | 322   | 24.45%  |
| Margason, Greg       | 292   | 22.17%  |
| Write-in Votes       | 24    | 1.82%   |



NOVEMBER 8, 2011  
PLUMAS COUNTY  
UNIFORM DISTRICT ELECTION  
OFFICIAL FINAL - PRECINCT 16

Date:11/09/11  
Time:09:49:27  
Page:1 of 1

Registered Voters 640 - Cards Cast 199 31.09%

Num. Report Precinct 1 - Num. Reporting 1 100.00%

East Quincy Services Dist Directors - 4 Years

|                      | Total |         |
|----------------------|-------|---------|
| Number of Precincts  | 1     |         |
| Precincts Reporting  | 1     | 100.0 % |
| Vote For             | 3     |         |
| Total Votes          | 500   |         |
| Henrici, Mary        | 107   | 21.40%  |
| Grant, Stephen       | 65    | 13.00%  |
| Green, Michael T.    | 110   | 22.00%  |
| Eaton, Jr., Ernest R | 116   | 23.20%  |
| Margason, Greg       | 97    | 19.40%  |
| Write-in Votes       | 5     | 1.00%   |

NOVEMBER 8, 2011  
PLUMAS COUNTY  
UNIFORM DISTRICT ELECTION  
OFFICIAL FINAL - PRECINCT 17

Date:11/09/11  
Time:09:49:41  
Page:1 of 1

Registered Voters 867 - Cards Cast 320 36.91%

Num. Report Precinct 1 - Num. Reporting 1 100.00%

East Quincy Services Dist Directors - 4 Years

|                      | Total |         |
|----------------------|-------|---------|
| Number of Precincts  | 1     |         |
| Precincts Reporting  | 1     | 100.0 % |
| Vote For             | 3     |         |
| Total Votes          | 817   |         |
| Henrici, Mary        | 107   | 13.10%  |
| Grant, Stephen       | 115   | 14.08%  |
| Green, Michael T.    | 175   | 21.42%  |
| Eaton, Jr., Ernest R | 206   | 25.21%  |
| Margason, Greg       | 195   | 23.87%  |
| Write-in Votes       | 19    | 2.33%   |



Joe Wilson  
Director

## DEPARTMENT OF FACILITY SERVICES

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



DATE: November 1<sup>st</sup>, 2011  
TO: Honorable Board of Supervisors  
FROM: Joe Wilson, Director of Facility Services/ Airports  
Subject: Consent Agenda Request for the Meeting of November 15<sup>th</sup> 2011

**Request exemption from the 60 day limit for extra help**

---

### Recommended Action

1. Approve an exemption to allow the Department of Facility Services to use extra help for the upcoming 2011- 2012 winter

### Background

Each year the Facility department hires extra help for snow and ice removal. There is not enough current fulltime staff capacity to adequately remove snow and ice at County facilities. The extra help is used on an "as needed" basis to supplement the existing staff.

In order to provide an acceptable level of service for snow and ice removal, the department is requesting an exemption from the 60 day limit for temporary extra help. This exemption if granted will not require any additional appropriations from the Board.



Joe Wilson  
Director

## DEPARTMENT OF FACILITY SERVICES

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



DATE: November 1<sup>st</sup>, 2011  
TO: Honorable Board of Supervisors  
FROM: Joe Wilson, Director of Facility Services/ Airports *Joe*  
Subject: Consent Agenda Request for the Meeting of November 15<sup>th</sup> 2011

**Approve Contract Change order #1 in the amount of \$8,506.90 for the Chester Obstruction Removal Project**

---

### Recommended Action

Approve Contract Change Order #1 with Dig It Construction for the Chester Obstruction Removal Project. Approved as to form by County Counsel.

### Background

The Chester Obstruction Removal Project was put on hold for approximately a year while the FAA reviewed a revised environmental document resulting in a finding of no significant impact (FONSI). As a result of the project being stalled, there are additional costs for remobilization and an adjustment for the change in the market price of chips. There is approximately 5 days worth of work before the project is finished. Staff is anticipating completion before the Thanksgiving Holiday.

Through the project grant the FAA will fund the cost of this change order. It is recommended that the Board approve the change order as presented and authorize the Director of Airports to complete this project.

# Change Order

Dig It Construction, Inc

PO Box 494

Chester, CA 96020

(530) 258-3306

Date: 10/31/11

Owner: Plumas County

Project number: Rogers Field Obstructions Removal

Change order number: 1- revised 10/31/11

Original contract date: 9-15-2009

## Change (add or delete) the following work to the original contract:

- Mobilization cost due to delay on Site B:  
2 Dozers, In/Out. \$880.00 (8 hrs of lowboy trucking @ \$110)  
Feller Buncher, In/Out. \$440.00 (4 hrs of lowboy trucking @ \$110)  
Chipper, In/Out. \$440.00 (4 hrs of lowboy trucking @ \$110)  
Fire Truck, In/Out. \$150.00 ( 2 hrs @ \$75)  
Excavator, In/Out. \$440.00 (4 hrs of lowboy @ \$110)  
Backhoe, In/Out. \$210.00 (2 hrs of trucking @ \$105)  
Mobilization Total = \$2,560.00 x 15% markup = \$2,944.00
- Original quote for the chip product was \$40.00 BDT, assuming a start date of September 1, 2009. The job was delayed until October 14, 2009 due to permit issues. Thus resulting in a reduction of the chip product price to \$30.00 BDT. The chip product price was reduced due to the available chips that had been delivered to Collins Pine Company from September 1, 2009 – October 13, 2009. Total BDT shipped on Site A was 477.08 x \$10.00 BDT = \$4,778.00  
Chip Product Change: (Work by Holt Logging ) \$4,778.00 x 5% = \$5,016.90
- Remianing acres contain an estimated 20 loads (260 bdt) of biomass. Original price was bid at \$40 bdt and the  
Current price at Collins Pines is \$38 bdt. (Work by Holt Logging ) Estimated product change of \$520.00 x 5% = \$546.00

Change the original contract amount by: **\$8,506.90**

Payment to be made as follows:

We agree to furnish labor & materials complete in accordance with the above specifications at the price stated above.

  
General Contractor

10.31.11  
Date

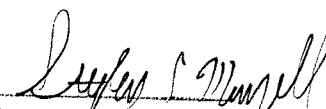
Above additional work to be performed under the same conditions as specified in the original contract unless otherwise stipulated.

Owner

Date

**Note:** This change order becomes part of the original contract.

Approved as to form:

  
COUNTY COUNSEL, Deputy



Joe Wilson  
Director

## DEPARTMENT OF FACILITY SERVICES


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

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



DATE: November 3, 2011

TO: Honorable Board of Supervisors

FROM: Joe Wilson, Director of Facility Services/ Airports 

Subject: Consent Agenda Item for the meeting of November 15<sup>th</sup> 2011  
**Approve Supplemental Budgets for Airport Improvement Projects.**

---

### Recommended Action

1. Approve Supplemental Budgets for Airport Improvement Projects

### Background

Plumas County has received three FAA grants totaling \$924,456.00 for Airport Improvement projects at the three County Airports. These projects will enhance the safety and usability of the airports as well as preserve the existing infrastructure.

The grants from the FAA fund 95% of the cost of the projects. The State of California Department of Transportation grants will fund an additional 2.5% through its Aviation Development Program, with the County responsible for the remaining 2.5%. The total cost of these projects to the County Airports is \$25,544.00 which will be transferred from an existing contingency account established within the Airport Capital Improvements Budget.

It is recommended that the Board approve the supplemental budgets as presented.



5F

## PLUMAS COUNTY LIBRARY

445 JACKSON STREET • QUINCY, CA 95971 • (530) 283-6310 • Fax (530) 283-3242  
plibq@psln.com • www.plumaslibrary.org



*Dora Mitchell*  
*Interim County Librarian*

DATE: November 7, 2011

TO: Honorable Board of Supervisors

FROM: Dora Mitchell, Interim County Librarian 

RE: AGENDA ITEM FOR November 7, 2011

It is recommended that the Board:

Approve a supplemental budget request in the amount of \$8,592.45, to cover unspent grant funds from fiscal year 2010-11 that need to be rolled over into 2011-12.

Background:

The library was awarded two grants from the USDA Rural Development program last year which were not fully spent by the end of the year. The grants were used for improvement projects in all four branches of the county library (new carpet in the Portola library, new computers for the Chester library, etc). These projects came in under budget, leaving the remainder of \$8,592.45. The remainder will be used for further improvements, such as new seating areas, materials for the children's sections, tables, etc.

As this is a reimbursement grant, once the funds are spent, the county will receive full reimbursement from the USDA. There will be no overall cost to county. The USDA expects the grant to be completed by Nov. 30<sup>th</sup> 2011, so the reimbursement can be expected to be received in December.



ELLIOTT SMART  
DIRECTOR


DEPARTMENT OF SOCIAL SERVICES  
AND PUBLIC GUARDIAN

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

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

DATE: NOVEMBER 3, 2010

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR   
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR NOVEMBER 15, 2011 - CONSENT  
AGENDA

RE: APPROVAL AND AUTHORIZATION TO SIGN A CONTRACT WITH  
PLUMAS CRISIS INTERVENTION AND RESOURCE CENTER (PCIRC)  
TO PROVIDE INDEPENDENT LIVING PROGRAM SERVICES

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

- (1) Approve the enclosed contract agreement between Plumas Crisis Intervention and Resource Center (PCIRC) and the Plumas County Department of Social Services for the continuation of Independent Living Program Services.
- (2) Authorize the contract to be extended for an additional twelve month period following the current term, subject to the availability of Independent Living Services funds for Fiscal Year 2012-2013.
- (3) Authorize the Director of the Department of Social Services to sign the agreement for the term that began July 1, 2011 as the Board's designee.

**Background and Discussion**

The Independent Living Services Program (ILPS) is a set of federally funded services that are designed to assist foster youth and former foster youth who are 16 years of age or older and who are moving toward the transition from foster care to living independently. The program provides services to both dependents (W&I Code Section 300) children who are under the supervision of the Social Services Department and to children who are wards (W&I Code Section 600) of the juvenile court under the supervision of the Probation Department.

The range of transitional services that are offered to these children are decided at the local level, but they typically include assistance with obtaining a high school diploma or



equivalency, assistance with achieving an advanced education plan including assistance with applying for Chafee educational assistance stipends, securing housing, learning skills necessary to be successful in everyday living situations, and money management and consumer education.

Independent Living Program services are pivotal to providing foster youth with skills and support mechanisms that will make transition to living on their own more likely to be a successful experience. The program bridges gaps in skills learning that for non-foster children are typically taught in the home environment by family members, usually parents.

In accordance with the Plumas County Purchasing Policy, the Department is recommending that the Board authorize the extension of the contract agreement for an additional period of 12 calendar months following the conclusion of the contract's initial term. The Department is requesting authority for an extension because we believe it is important for transitioning foster youth to have continuity in their connection with services that are targeting their independence from foster care. The authorization would be conditioned upon the availability of federal funding to support the ILP program.

### **Financial Impact**

Independent Living Services are funded 100% by state general fund and federal dollars. There is no local match requirement.

Funding available for the current contract term for Independent Living Services is \$29,284. The funding available for Emancipated Youth Stipends for the current year is \$2,100. The approved County budget for the Department of Social Services includes an appropriation to fund this contract.

### **Other Agency Involvement**

The Office of County Counsel has reviewed the agreement and approved it as to form.

Copies: PCDSS Management Staff (memo only)  
Mr. Dennis Thibeault, PCIRC (with enclosures)  
Karen Hayden, Staff Services Analyst (with enclosures)

Enclosure

# PLUMAS COUNTY PLANNING & BUILDING SERVICES

555 Main Street  
Quincy, CA 95971-9366  
(530) 283-7011

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



**DATE:** November 15, 2011  
**TO:** Honorable Chair and Members of the Board of Supervisors  
**FROM:** Randy Wilson, Plumas County Planning Director *RW*  
**RE:** Draft General Plan

Please find attached a Draft General Plan. The Draft General Plan reflects changes recommended by the Planning Commission at its October 20, 2011 meeting. The Planning Commission passed a Resolution at this meeting, which is attached. This Planning Commission Resolution recommends the Plumas County Board of Supervisors direct that the Draft General Plan, dated October 14, 2011, as amended at the Planning Commission meeting of October 20, 2011, is the project description that the General Plan Update Consulting Team is to use for the General Plan Update Environmental Impact Report.

Your Board may consider additional amendments to the Draft General Plan. The Draft General Plan is a working project description subject to change due to the planning and environmental process.

## ACTIONS FOR CONSIDERATION

Staff recommends the Board of Supervisors take the following action as recommended by the Planning Commission.

- I. Conduct a review of the Planning Commission recommended Draft General Plan as the project description for the General Plan Update Environmental Impact Report and make amendments as the Board of Supervisors may determine.
2. Direct the General Plan Updated Consulting Team to use this Draft General Plan, as may be amended by the Board of Supervisors, as the project description for the General Plan Update Environmental Impact Report, recognizing that this is a working project description, such to change due to the planning and environmental (California Environmental Quality Act) process.

**NOTE:**  
THE DRAFT GENERAL PLAN IS AVAILABLE  
ON THE PLANNING DEPT. WEBSITE

**RESOLUTION NO. P.C. 11-002**

**RESOLUTION RECOMMENDING THAT THE BOARD OF SUPERVISORS OF THE COUNTY OF PLUMAS PROVIDE DIRECTION TO THE GENERAL PLAN UPDATE CONSULTING TEAM THAT THE DRAFT GENERAL PLAN IS THE PROJECT DESCRIPTION FOR THE GENERAL PLAN UPDATE ENVIRONMENTAL IMPACT REPORT**

**WHEREAS**, the Draft General Plan, dated August 2011, was circulated to the public and the Planning Commission for review and comment, and

**WHEREAS**, the Planning Commission held public hearings on the Draft General Plan on September 1, 2011, September 15, 2011 and September 22, 2011, and

**WHEREAS**, the Planning Commission at the September 1, 2011, the September 15, 2011, and September 22, 2011, Planning Commission Meetings reviewed and made comments on the Draft General Plan and considered both written and oral comments from the public, and

**WHEREAS**, Plumas County Planning Department staff and the consultant team for the General Plan Update have made changes to the Draft General Plan, based on the Planning Commission's comments and written and oral comments by the public, and have produced a new Draft General Plan, dated October 14, 2011, and

**WHEREAS**, on October 20, 2011, the Planning Commission held a public hearing on the Draft General Plan, dated October 14, 2011, to consider the changes made by the Plumas County Planning Department staff and the consultant team, and

**WHEREAS**, the Planning Commission, on October 20, 2011, after consideration of the changes made by Plumas County Planning Commission, Planning Department staff, and the consultant team, and after consideration of the public's written and oral comments, have recommended minor additional changes which will be incorporated in the document for the project description of the General Plan Update Environmental Impact Report.

**NOW, THEREFORE, BE IT RESOLVED**, the Planning Commission of the County of Plumas, State of California, recommends the Plumas County Board of Supervisors direct that the Draft General Plan, dated October 14, 2011, as amended at the Planning Commission meeting of October 20, is the project description that the General Plan Update Consulting Team is to use for the General Plan Update Environmental Impact Report.

The forgoing Resolution was duly passed and adopted by the Plumas County Planning Commission at a meeting held on the 20<sup>th</sup> day of October, 2011, by the following roll call vote:

**AYES:** Commissioners: Schramel, Olofson, Dotta, Rydell, Williams

**NOES:** Commissioners: None

**ABSENT:** Commissioners: None

Elizabeth L. Schramel  
Betsy Schramel, Chair  
Plumas County Planning Commission

ATTEST:

Randy Wilson  
Randy Wilson, Planning Director