

BOARD OF SUPERVISORS

Terrell Swofford, Chair 1st District

Kevin Goss, 2nd District

Sharon Thrall, 3rd District

Lori Simpson, 4th District

Jon Kennedy, Vice Chair 5th District

**AGENDA FOR REGULAR MEETING OF APRIL 09, 2013 TO BE HELD AT 10:00 A.M.
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

www.countyofplumas.com

AGENDA

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

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

Any 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

PLEDGE OF ALLEGIANCE

ADDITIONS TO OR DELETIONS FROM THE AGENDA

PUBLIC COMMENT OPPORTUNITY

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

DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

Brief announcements by, or brief reports on their activities by County Department Heads

ACTION AGENDA

1. 10:10 PLUMAS CHILDREN'S COUNCIL

Presentation by the Plumas Children's Council Coordinator; and request for Board action to adopt **PROCLAMATION** proclaiming April 2013 as Child Abuse Prevention and Family Strengthening Month in Plumas County

2. PLUMAS CRISIS INTERVENTION AND RESOURCE CENTER

Presentation by the Plumas Crisis Intervention and Resource Center Program Manager; and request for Board action to adopt **PROCLAMATION** proclaiming April 2013 as Sexual Assault Awareness Month in Plumas County

3. DEPARTMENTAL MATTERS

A. AGRICULTURE/WEIGHTS & MEASURES – Tim Gibson

Approve supplemental budget of \$15,048 and authorize hiring two grant funded temporary/extra help employees. Discussion and possible action

B. CLERK/RECORDER – Kathleen Williams

Authorize the Clerk/Recorder to fill 1.0 FTE Lead Deputy Clerk/Recorder position created by resignation. Discussion and possible action

C. OFFICE OF EMERGENCY SERVICES – Jerry Sipe

Adopt **RESOLUTION** urging return of State Responsibility Area Fire Prevention Benefit Fee Funds to Plumas County. **Roll call vote**

D. HUMAN RESOURCES – Gayla Trumbo

1) Adopt **RESOLUTION** to approve Job Description and Classification of Principal Staff Service Analyst, Range 2268; and to delete the Classification of Staff Service Manager, Range 2268 (Social Services Department). **Roll call vote**

2) Adopt **RESOLUTION** to amend the Job and Salary Classification of Licensed Vocational Nurse, Range 1694 to Licensed Vocational Nurse I, Range 1694; and to add the Job and Salary Classification of Licensed Vocational Nurse II, Range 1778 (Public Health Agency). **Roll call vote**

3) Adopt **RESOLUTION** to amend the Job and Salary Classification to include the new classifications of Substance Use Disorder Specialist I, Range 1773; and Substance Use Disorder Specialist II, Range 1955; and Alcohol & Drug Program Clinician/Supervisor, Range 2691 (Alcohol & Drug).

Roll call vote

E. PUBLIC HEALTH AGENCY – Mimi Hall

Approve budget transfer of \$25 in Department 70559 from Regular Wages (51000) to Overtime Pay (51060) to cover unanticipated overtime costs

F. PUBLIC WORKS – Robert Perreault

Authorize the Auditor/Controller to establish a budget for the Plumas County Coordinating Council funded by Title III; and approve a budget transfer/journal entry of \$6,030 to cover expenditures to date

4. COUNTY COUNSEL – Craig Settlemire

Adopt **RESOLUTION** Recognizing and Affirming that United Nations Agenda 21 is not Enforceable Law in the County of Plumas, State of California. **Roll call vote**

5. BOARD OF SUPERVISORS

- A. Ratify letter of support for the Forest Fire Prevention Act, AB 350 (Joint Authored: Assemblyman Frank Bigelow and Assemblyman Bob Wieckowski)
- B. Correspondence
- C. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations
- D. Appointments

MENTAL HEALTH COMMISSION

Appoint Kathleen O'Bryant to the Plumas County Mental Health Commission Board as recommended

FEATHER RIVER RESOURCE CONSERVATION DISTRICT

Appoint Brian Kingdon to the Feather River RCD replacing Rick Leonhardt

6. CONSENT AGENDA

These items are expected to be routine and non-controversial. The Board of Supervisors will act upon them at one time without discussion. Any Board members, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations and/or allocations from reserves will require a four/fifths roll call vote.

A. BOARD OF SUPERVISORS

Approve and authorize the Chair to execute letter(s) to the Department of Transportation for encroachment permit (Sierraville Volunteer Fire Department – 2013 Tour de Manure; and Christian Encounter Ministries – 2013 Agony Ride)

B. SHERIFF

Approve and authorize the Chair to execute agreement with Property Room.com to sell all unclaimed evidence, asset forfeiture property and county property deemed to be auctioned. Approved as to form by County Counsel

C. SOCIAL SERVICES

Approve request of Social Services to permanently delegate authority to execute a contract with Glenn County Human Resources Agency for Child Welfare Core and CWS/CMS computer training. Approved as to form by County Counsel

D. FACILITY SERVICES

- 1) Approve and authorize the Chair to sign Memorandum of Understanding with Plumas Unified School District for use of Chester Memorial Hall as an evacuation facility in the event of an emergency. Approved as to form by County Counsel
- 2) Approve and authorize the Chair to sign Memorandum of Understanding with Plumas Unified School District for use of Greenville Town Hall as an evacuation facility in the event of an emergency. Approved as to form by County Counsel

E. PUBLIC HEALTH AGENCY

- 1) Approve and authorize the Chair to sign FY 2013-2014 Agreements for the Ryan White Part C Program (David Asmuth-\$2,400; ASUR Volunteer Service-\$9,000; Rhonda Brown-\$4,100; Great Northern Corporation-\$21,500; Karuk Tribe-\$19,875; Lassen County Public Health-\$21,250; Northeastern Rural Health-\$16,250; Jennifer Pereira-\$3,000; Plumas District Hospital-\$18,000; Redding Critical Care Medical-\$7,200; Barbara Scott-\$5,000; Siskiyou County Public Health-\$18,200; Siskiyou Medical Group-\$22,000). Approved as to form by County Counsel
- 2) Approve submission of an application to The Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Treatment for the Offender Reentry Program

F. PUBLIC WORKS

- 1) Bucks Lake Road Project: Ratify the purchase of concrete K-rail on March 28, 2013 of \$44,308.28 and authorizes payment of invoices, without a contract
- 2) Approve request to waive formal competitive bidding process and authorize the Deputy Director of Public Works to negotiate the purchase of a vehicle that meets the listed specifications and not to exceed \$130,000

NOON RECESS

7. 1:30 P.M. BOARD OF SUPERVISORS

- A. Budget Workshop: Discussion to focus on the following non general fund departments or programs: Possible action and/or direction to staff
 - Department of Social Services
- B. Discussion regarding the upcoming FY 2013-2014 budget process. .Possible action and/or direction to staff

8. 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 Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

Adjourn meeting to Tuesday, April 16, 2013, Board of Supervisors Room 308, Courthouse, Quincy, California.

Plumas Children's Council

Plumas County's Child Abuse Prevention Council

Janine **P.O. Box 382** **(530) 283-5333**
Coordinator **Quincy, CA 95971** **janine@plumaschildren.org**

DATE: **March 21, 2013**

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

FROM: **Janine, Coordinator** *J*

SUBJECT: Proclamation

RECOMMENDATION/ACTION: We are requesting that the Board approve and sign this Proclamation declaring April Child Abuse Prevention and Family Strengthening Month in Plumas County.

BACKGROUND: Each year in April the Plumas Children's Council submits a proclamation to bring awareness to the prevention efforts taking place in our county that reduce the incidence of child abuse and neglect. We are also continuing our campaign to raise awareness of the many ways that we can help prevent child abuse by strengthening families.

In addition to parents, the Children's Council membership currently represents these agencies and programs: Child Abuse Treatment (CHAT); Child Care and Development Planning Council - PCOE; Child Development Center - FRC; Mental Health; Child Welfare Services; First 5 Plumas; Plumas CASA; Plumas Crisis Intervention & Resource Center (PCIRC); Plumas County Public Health; Plumas Rural Services; Roundhouse Council; SCFO Head Start; UCCE 4H; and Women's Mountain Passages.

Thank you.

**PROCLAMTION OF
CHILD ABUSE PREVENTION MONTH
IN PLUMAS COUNTY 2013**

Whereas, Child abuse and neglect continues to be a problem in Plumas County, and

Whereas, Preventing child abuse and neglect means helping families build strengths so that their children can thrive, and

Whereas, Protective factors are the strengths that families can draw upon when life gets difficult, and

Whereas, The five protective factors listed here have been proven to strengthen families and prevent child abuse and neglect:

- Parental resilience
- Social Connections
- Knowledge of parenting and child development
- Concrete support in times of need
- Social and emotional competence of children, and

Whereas, Knowledge of these factors makes it possible for communities to provide programs and resources to help strengthen families, and

Whereas, Effective programs succeed because of partnerships among human services agencies, community based organizations, schools, the faith community, law enforcement, and the business community, and

Whereas, Plumas Children's Council provides a collaborative forum for the planning and implementation of family strengthening programs, and

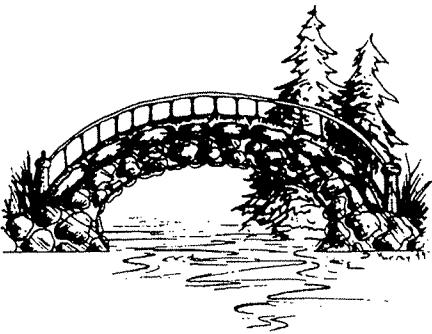
Whereas, April is recognized by the U.S. Congress as Child Abuse Prevention Month,

Now therefore be it proclaimed by the Plumas County Board of Supervisors that April 2013 is Child Abuse Prevention and Family Strengthening Month in Plumas County.

The Board of Supervisors is committed to increasing community efforts to strengthen families, thereby reducing the incidence of child abuse and neglect in Plumas County.

Chairman

Date



Plumas Crisis Intervention and Resource Center

591 W. Main St.
Quincy, CA 95971
(530) 283-5515
(530) 283-3539 Fax
E-mail: pcirc@pcirc.com

Monday, March 25, 2013

Plumas Board of Supervisors
Plumas County Courthouse
Quincy, CA. 95971

Honorable Board of Supervisors

The Rape Crisis Center is under the umbrella of Plumas Crisis Intervention & Resource Center on Main Street in Quincy. Over the years, we have diligently pursued our intention of raising awareness about the impact of violence, particularly sexual violence, on individuals and the community. This has entailed making incremental changes to the social norm around shame, blame and bullying, which interweaves with sexual violence. This a somewhat formidable task because of the cultural acceptance of violence and aggression on a national level and the trickle down impact on the community cultures, such as businesses, organizations, schools, government and individual levels.

We respectfully request your support of the programs and the advocates that are in the field dedicated to raising awareness about the reality of the magnitude of violence and the many forms that it takes, and the work that is now going on to help change the norms that keep these expressions of violence in place.

April 2013 has been declared Sexual Assault Awareness Month on a State and national level and the focus this year is on Healthy Sexuality and Child Sexual Abuse prevention. Attached you will find an article written for the Feather River Bulletin that addresses these issues. We thank you for your continued support of our efforts to protect our children and keep them safe, and to promote a healthy view of sexuality.

Respectfully Yours
Anne Gaudet
Program Manager
PCIRC/RCC
591 Main Street
Quincy, CA. 95971

Article for Feather River Bulletin for Sexual Assault Awareness Month

Title: Have you thought about sex lately?

Contributor: Anne D. Gaudet PCIRC/RCC

It's probably true to say that many parents today did not have open and honest conversations on sexual topics with their parents. It usually sounded like this for girls, "If you have sex, I'll kill you" and for guys' "way to go." This makes it difficult, possibly embarrassing to find kinder, more relevant words to talk and to connect with their own kids about sex and sexuality in a deeper, more honest and possibly self-revealing way. Sexuality includes gender, sexual expression, beliefs, attitudes, orientation and preferences, a broad range of topics that fall within the human sexual experience. The word is not limited to the act of sex alone.

We need to talk to our children because most of them learn about this ongoing, constantly morphing life changing expression of self from watching, you, their parents' behaviors beliefs and attitudes, from their peers and from the influence of the media. Most schools have some form of sexuality education, but it usually focuses on fallopian tubes, sperm, eggs, pregnancy, sexually transmitted diseases and legalities. This is all good information but it is not enough because we need to put a focus on the importance of the child's knowledge, engagement and connection with their own bodies, with their own emerging self that invites a growing expression of healthy sexuality and their ability to develop relationships. Our young people need to feel worthy, to value their bodies, to be comfortable in setting boundaries so that they can learn to trust their decision-making. They need to find the ways to begin (it's a lifelong journey) to communicate their needs, wants and boundaries in relationships and to be comfortable in knowing how to respond to their own sexual needs as well as those of others. **They learn this from you, from watching you as their primary caregivers, from listening to your interactions, from the way you talk and act, from the shows you watch, the music you listen to, the friends that you have in your life, and from the way you model your values and boundaries.** Children need you, as their mums, dads and caregivers to listen, and I mean truly listen with empathy, kindness and patience to their concerns about stuff that comes up for them, and this includes sexual issues. We need to be aware of the covert and overt messages that we are passing down to our kids, it takes a lot of focus and a mindful engagement of who we are and how we are expressing ourselves to our children.

The media is another strong influence on your family, passing messages on to your children about what is "normal." Sex sells. This is clear from watching T.V. music selection, books and other social media. The shows and most of the commercials are loaded with sex talk, images and innuendo. It is the job of the parents to monitor their child's viewing and listening but realistically how many parents do that? Violence and sex gets blended together, and if we don't question these portrayed images of sexuality a serious indifference to sexual violence is created and the imagery becomes a reality. (This is a researched fact)

Parenting is a hero's journey, in my book and your travelling companions on this adventure are your children. You cannot just give the "sex" talk/ lecture they'll probably tune you out. This requires genuine involvement in their health and well-being, kids pick up on this difference at a young age as to

whether you are connecting with them or talking at them. At a minimum, you need to come up with some family rules that address sexual safety, sexual integrity and present them to your child and talk them through together, to make sure that you are on the same page. Including the child's viewpoint creates a sense of respect and worth. It's a good idea to review and change these rules together as the child gets older. Another good idea is to check in with your children to make sure that they are working within the parameters of these family values.

The first conversation with your child about sex needs to occur at a much younger age, about four to five years of age. It is very important that your child is totally familiar with parts of their body, especially the genitals. They need to know that no one has the right to touch them unless it is to keep them clean and healthy. . They may still need to have their parents wash them in their private parts to keep them clean, and doctors or nurses have to look at them in their private parts if they are sick in order to keep them healthy. I would venture to say that most kids recognize a "yukky" feeling usually in the belly when someone is touching them or trying to touch them inappropriately. Encourage your children to run, to yell and tell someone right away if this happens. This conversation is very important and you can research the information on the net, "Darkness to Light" is a good place to start. If you research child sexual abuse and have a solid knowledge base, you will be far more comfortable talking to your child about it in their form of languaging. Child sexual abuse has heavy impact on the child, and the family especially if the child is encouraged to keep it a secret. This heinous form of abuse is still prevalent today, in spite of all the information out there. Talking to your child about this, as difficult as it may be, gives your children the knowledge that it is not okay and that they can tell an older person to stop. This supports the child in understanding that it is not their fault. Many parents don't want to go here, or believe that it will never happen to their child. Unfortunately this does not help the children.

As a parent you have the most important job on earth.

Perhaps Joseph Chilton Pierce says it best, "What we are teaches the child more than what we say, so we must be what we want our children to become." Put another way, "Are you the adult that you want your child to grow up to be?" Our children love and accept who they are from watching us love and accept who we are, as their parents.

Thank you for taking the time to read this.

PROCLAMATION

PROCLAIMING THAT THE MONTH OF APRIL 2013 IS SEXUAL ASSAULT AWARENESS MONTH IN PLUMAS COUNTY

Whereas, Sexual violence, including rape and child sexual abuse continues to be a problem in Plumas County.

Whereas, Prevention of sexual violence means promoting awareness of healthy family values. This includes ongoing discussions on healthy sexuality within the family in order to ameliorate the negative influences of the media and peer pressure. This will strengthen the family core, strengthen family connections and encourage family members to set healthy boundaries to prevent sexual violence.

Whereas, to continue to present information on health, safety, prevention, and the law through the ongoing S.H.I.F.T. program through out the Plumas County schools. This will help the young people that do not get healthy support in their families.

Whereas, to continue giving information to parents/guardians/care givers on child sexual abuse prevention.

Whereas, to continue giving age appropriate information to young children on healthy touch and how to say “no” to unhealthy touch and how to get help.

Whereas, to continue the co-operation between county agencies/organizations/non-profits to prevent sexual violence in the communities of Plumas County.

Whereas, to continue the work on all levels to decrease and ultimately to prevent sexual violence in the County of Plumas.

Whereas, April is recognized by the U.S. Congress as sexual assault awareness month.

Now therefore, let it be proclaimed by the Plumas County Board of Supervisors that April 2013 is Sexual Assault Awareness Month in Plumas County.

The Board of Supervisors is committed to supporting individuals, organizations, and community efforts to prevent sexual violence in all of its forms in Plumas County.

Chairman

Date



Tim W. Gibson
Agricultural Commissioner
Sealer of Weights & Measures
timgibson@countyofplumas.com

Plumas-Sierra Counties Department of Agriculture



Agriculture Commissioner Sealer of Weights and Measures

208 Fairgrounds Road
Quincy, CA 95971
Phone: (530) 283-6365
Fax: (530) 283-4210

Date: April 9, 2013
To: Honorable Board of Supervisors
From: Tim Gibson, Agricultural Commissioner/
Sealer of Weights & Measures
Re: Supplemental Budget

I am requesting your approval of the supplemental budget in the amount of \$15, 048. The reason for the request is to hire 2 temporary/extra help employees, one of which will start May 1, 2013 and end August 30, 2013 the other May 28, 2013 and end July 31, 2013. The County will be reimbursed 100% by the following Grant and Agreement that were signed after the budget was adopted and approved:

1. CDFA/USFS/Weed Control Grant # 12-0349-SF in the amount of \$15,000, which is a 2 year Grant. This Grant was approved on December 11, 2012.
2. Caltrans Agreement #02A1206 in the amount of \$39,000, which is a 3 year Agreement. The Agreement was approved on August 14, 2013.

The 2 temporary/extra help employees will help insure that the terms of the above Grant and Agreement are met.

The Grant and Agreement are for the purpose of applying herbicides to infestations of noxious weeds along State and County roadsides and adjacent private lands.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: Agriculture/Weights & Measures

Dept. No: 20425

Date

3/27/2013

The reason for this request is (check one):

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

Approval Required

Board

Board

Board

Auditor

Auditor

TRANSFER FROM OR SUPPLEMENTAL REVENUE ACCOUNTS

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

TRANSFER TO OR

SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

Fund #

Dept #

Acct #

Account Name

S Amount

Supplemental budget requests require Auditor/Controller's signature

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

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

A) SEE ATTACHED MEMO

B) _____

C) _____

D) _____

Approved by Department Signing Authority:



Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature: _____

Board Approval Date: _____

Agenda Item No. _____

Clerk of the Board Signature: _____

Date Entered by Auditor/Controller: _____

Initials _____

INSTRUCTIONS:

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

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

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

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

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

Department of Food and Agriculture
COOPERATIVE AGREEMENT
GAU-03 (Rev. 3/12)

AMENDED COOPERATIVE AGREEMENT
SIGNATURE PAGE

AGREEMENT NUMBER 12-0349-SF

AMENDMENT NUMBER 1

1. This Agreement is entered into between the State Agency and the Recipient named below:

STATE AGENCY'S NAME
DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)

RECIPIENT'S NAME
COUNTY OF PLUMAS

2. The term of this Agreement is: July 1, 2012 through June 30, 2014

3. The maximum amount of this Agreement is: \$15,000.00
Fifteen Thousand Dollars and Zero Cents

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

A revised Scope of Work, which replaces the original Scope of Work, is attached (3 Pages).

A revised Budget is attached (1 Pages).

Approved as to form

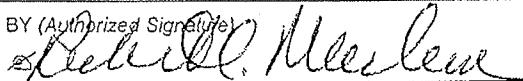
All other terms and conditions of this Agreement shall remain the same.

Name of Project: USFS State & Private Forestry

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

RECIPIENT

RECIPIENT'S NAME (County's Name)
COUNTY OF PLUMAS

BY (Authorized Signature)


DATE SIGNED (Do not type)

11 December 11, 2012

PRINTED NAME AND TITLE OF PERSON SIGNING

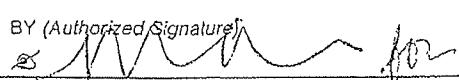
Robert Meacher, Chair

ADDRESS

208 Fairgrounds Road, Quincy, CA 95971

STATE OF CALIFORNIA

AGENCY NAME
DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)

BY (Authorized Signature)


DATE SIGNED (Do not type)

12/21/12

PRINTED NAME AND TITLE OF PERSON SIGNING
KATHY ALAMEDA, MANAGER - FEDERAL FUNDS MANAGEMENT OFFICE

ADDRESS

1220 N STREET, ROOM 120
SACRAMENTO, CA 95814

CJ

RECEIVED DEC 20 2012

BUDGET
Plumas County
2012-2014 Cycle USFS/CDFA Grant

July 1, 2012 – June 30, 2014

	FY 2012/13	In-kind '12/13	FY 2013/14	In-kind '13/14
Personnel Services				
Permanent Ag Inspector (10hrs @ 48.28/hr.)	\$242		\$241	
Permanent Ag Technician (20hrs @ 33.16/hr.)	\$332		\$331	
Seasonal Spray Technician (55.5 hrs @16.25/hr.)	\$451		\$451	
<i>Subtotal Personnel Services</i>	\$1,025	\$0	\$1,023	\$0
Operating Expenses				
<u>Equipment:</u> 20 gal Sprayer, and ATV to tote sprayer	\$9,100		\$0	
<u>County Equipment:</u> Equipment storage, 20 gal sprayer, 50 gal sprayer, 500 gal sprayer, backpack sprayers,		\$5,700		\$9,300
<u>Supplies:</u> Milestone, Telar, Transline herbicide, and blue dye map printer cartridges, GPS batteries, safety gear	\$400		\$400	
Vehicle and Equipment Maintenance/Repair	\$150		\$150	
Vehicle Mileage (2500 miles @ \$0.555/ml)	\$694		\$694	
<i>Subtotal Operating Expenses</i>	\$10,344	\$5,700	\$1,244	\$9,300
<i>Subtotal Personnel Services</i>	\$1,025	\$0	\$1,023	\$0
<i>GRAND Subtotal</i>	\$11,369	\$5,700	\$2,267	\$9,300
Overhead (@ 10%)	\$1,137		\$227	
Totals	\$12,506	\$5,700	\$2,494	\$9,300

total USFS/CDFA \$15,000

total in-kind \$15,000

COOPERATIVE AGREEMENT

THIS AGREEMENT (02A1206), ENTERED INTO ON August 1, 2012, is between the State of California, acting by and through its Department of Transportation, referred to herein as **DEPARTMENT**, and the County of Plumas, hereinafter referred to as **LOCAL AGENCY**.

RECITALS

1. **DEPARTMENT** and **LOCAL AGENCY**, pursuant to Streets and Highways Code section 114 (a), are authorized to enter in this Agreement affecting State highways within the jurisdiction of **LOCAL AGENCY**.
2. **LOCAL AGENCY** has agreed to perform Noxious Weed Control, hereinafter the Project, subject to the terms and conditions of this Agreement. The Project Description (Scope of Work and Cost Estimate) is attached hereto as **Attachment III**.
3. The **LOCAL AGENCY**'s governing body, under the authority of local ordinances, if applicable, if authorized to provide services or funding as described and specified herein pursuant to the **LOCAL AGENCY** Minutes attached hereto as **Attachment II**.
4. All services performed by **LOCAL AGENCY** pursuant to this Agreement are intended to be performed in accordance with all applicable Federal, State, and **LOCAL AGENCY** laws, ordinances, regulations, and **DEPARTMENT** encroachment permits, published manuals, policies, and procedures.
5. Project funding is as follows:

<u>FUND TITLE</u>	<u>FUND SOURCE</u>	<u>DOLLAR AMOUNT</u>
SHA	State	\$39,000.00

6. This Agreement is exempt from legal review and approval by the Department of General Services, pursuant to PCC section 10295.

SECTION I

LOCAL AGENCY AGREES:

To satisfactorily complete all Project Work described in **Attachment III**.

SECTION II

DEPARTMENT AGREES:

DEPARTMENT agrees that when conducting an audit of the costs claimed by **LOCAL AGENCY** under the provisions of this Agreement, **DEPARTMENT** will rely to the maximum extent possible on any prior audit of **LOCAL AGENCY** pursuant to the provisions of State and applicable Federal laws. In the absence of such an audit, work of other auditors will be relied upon to the extent that such work is acceptable to **DEPARTMENT** when planning and conducting additional audits.

ATTACHMENTS:

The following attachments are incorporated into and are made a part of this Agreement by this reference and attachment.

- I. Accounting & Audit Guidelines
- II. **LOCAL AGENCY** Minutes
- III. Scope of Work, Schedule, and Costs

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first herein above written:

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

By: Debra Anderson

Title: Contract Officer

Date: 8/14/12

COUNTY OF PLUMAS

By: Robert R. Mueller

Title: Chair

Date: 8-7-12

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Approved as to form:

Stephen J. Maxwell 7/5/12
COUNTY COUNSEL, PLUMAS COUNTY

PLUMAS COUNTY CLERK

Recorder (530) 283-6218
Registrar of Voters (530) 283-6256
Records Management (530) 283-6007



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

DATE: April 1, 2013

TO: Honorable Board of Supervisors,
County of Plumas

FROM: Kathy Williams, Clerk-Recorder,
County of Plumas

SUBJECT: Authorization to Recruit Lead Deputy Clerk
Recorder - Recorder's Division

[Signature]
Kathy Williams
Clerk – Recorder
Registrar of Voters
kathywilliams@countyofplumas.com

Melinda Rother
Assistant
melindarother@countyofplumas.com

IT IS REQUESTED AND RECOMMENDED THAT THE BOARD:

1. Authorize filling the Lead Deputy Clerk-Recorder position in the Clerk-Recorder's Department, Recorder Division at Range 1388 - Step B or C depending on experience, effective immediately; begin the recruitment process and advertise the position in Plumas County and other Counties.
2. Approve an updated job description for Lead Deputy-Clerk Recorder; removing outdated references to duties no longer performed such as passport processing, filing of wills, etc., and adding additional requirements relevant to the position pertaining to experience and knowledge of document recording regulations.

The Recorder's Division of the Clerk-Recorder Department operated with 3 allocated positions for over 20 years. During budget reductions in 2010, a full-time position was eliminated from this division as well as the Elections Division. This department has gone from 12 full-time staff in the three divisions to 6 full-time staff. With a 50% reduction in workforce and a 10% reduction of work-time due to furloughs, losing an experienced, senior level staff member without replacement would pose serious consequences in serving the public as well as a reduction in revenue to the department. Revenue of over \$10,000 was generated by staff continuing to perform indexing and verification processes and releasing the land title index to the public within two days of recording a document.



Plumas County Office of Emergency Services

3c

270 County Hospital Road #127
Quincy, California 95971

Phone: (530) 283-6367
Fax: (530) 283-6241

Date: March 29, 2013

To: Honorable Board of Supervisors

From: Jerry Sipe

RE: Agenda Item for April 9, 2013

Recommendation: Approve a Resolution urging return of State Responsibility Area fire prevention benefit fund fees to Plumas County.

Background and Discussion: As the Board knows, the Legislature has imposed a fire prevention benefit fee on owners of property located in the State Responsibility Area (SRA) that contain a structure. In fiscal year 2011-12, Plumas County property owners paid approximately \$1,200,000 to this fund.

While the fund is intended for fire prevention activities that benefit those paying the fee, Plumas County property owners have yet to realize that benefit. CalFIRE has been relieved of fire suppression and fire prevention responsibilities on much of the SRA lands throughout Plumas County per the California Master Cooperative Wildland Fire Management Agreement. Historically, the US Forest Service has not provided adequate fire prevention services on private property, including enforcement of Public Resources Code 4291. The majority of these fire prevention services are being provided by local fire districts, fire safe councils, and fire wise communities.

Section 4214(e) of the Public Resources Code requires the establishment of a local assistance grant program for fire prevention activities. To ensure maximum benefit and local control of these moneys, the Plumas County Firesafe Council, the Plumas County Economic Recovery Committee, the Plumas County Fire Chiefs' Association and other local organizations are urging CalFIRE to return fire prevention benefit funding to Plumas County through a block grant for local distribution.

Accordingly, the Board is requested to approve a resolution urging return of State Responsibility Area fire prevention benefit fee funds to Plumas County. A copy of the resolution is attached for your consideration.

If you have any questions, please do not hesitate to contact me at 283-6367.

Thank you.
Enclosure

Plumas County Resolution Number _____

A RESOLUTION URGING RETURN OF STATE RESPONSIBILITY AREA FIRE PREVENTION BENEFIT FEE FUNDS TO PLUMAS COUNTY

WHEREAS, the Legislature has imposed a fire prevention benefit fee, codified in Section 4212 of the Public Resources Code, on owners of real properties in Plumas County located in a State Responsibility Area that contain a structure; and

WHEREAS, monies so collected are deposited into the State Responsibility Area Fire Prevention Fund which must be used for fire prevention activities that benefit the owners of structures who are required to pay the fee; and

WHEREAS, funds totaling approximately \$1,200,000 dollars were collected from Plumas County property owners in Fiscal Year 2011-12, and future annual billing of a similar amount is anticipated; and

WHEREAS, the majority of State Responsibility Area (SRA) lands within Plumas County have been transferred to the US Forest Service per the California Master Cooperative Wildland Fire Management and Stafford Act Response Agreement thereby relieving CalFire of fire prevention responsibilities on such lands; and

WHEREAS, the most logical entities to receive funding to support fire prevention activities are those entities currently involved in fire prevention, which have the infrastructure and experience necessary to maximize the impact of that funding; and

WHEREAS, primary fire prevention activities in Plumas County continue to be completed by local fire districts, local firesafe councils, and local fire wise communities; and

WHEREAS, these local fire prevention entities currently operate without benefit of the State Responsibility Area Fire Prevention Fund monies and with only minimal CalFIRE participation, and their efforts would be greatly enhanced by such funding; and,

WHEREAS, Section 4214(e) of the Public Resources Code requires the establishment of a local assistance grant program for fire prevention activities that benefit structures within the state responsibility areas,

NOW, THEREFORE, BE IT RESOLVED that the Plumas County Board of Supervisors respectfully requests that the California Board of Forestry and Fire Protection and or the California Department of Forestry and Fire Protection return those FY 2011-12 State Responsibility Fire Prevention Fee monies collected from Plumas County but not spent to benefit local property owners, in the form of a local assistance grant pursuant to Public Resources Code Section 4214(e).

IT IS FURTHER RESOLVED that the most effective grant program for local use and distribution in Plumas County is through a block grant program administered by the County.

IT IS FURTHER RESOLVED that any future Fire Prevention Benefit Fees collected in excess of expenditures should also be returned through block grants administered by Plumas County for effective use and distribution in accordance with the legislative intent contained in Public Resources Code Section 4214.

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 the Board of Supervisors on April 9, 2013 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Chair,
Board of Supervisors

Attest:

Clerk of the Board of Supervisors

DEPARTMENT OF HUMAN RESOURCES



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

Gayla S. Trumbo

DATE: APRIL 1, 2013

Human Resources

TO: THE HONORABLE BOARD OF SUPERVISORS

FROM: GAYLA TRUMBO, DIRECTOR OF HUMAN RESOURCES

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING
OF APRIL 9, 2013.

**RE: A) APPROVE RESOLUTION TO ADOPT THE JOB DESCRIPTION
AND CLASSIFICATION OF PRINCIPAL STAFF SERVICE ANALYST
RANGE 2268; AND TO DELETE THE CLASSIFICATION OF STAFF
SERVICE MANAGER RANGE 2268.**

**B) APPROVE RESOLUTION TO AMEND THE JOB AND SALARY
CLASSIFICATION OF LICENSED VOCATIONAL NURSE, RANGE 1694
TO LICENSED VOCATIONAL NURSE I, RANGE 1694; AND TO ADD
THE JOB AND SALARY CLASSIFICATION OF LICENSED
VOCATIONAL NURSE II, RANGE 1778.**

**C) APPROVE RESOLUTION TO AMEND THE JOB AND SALARY
CLASSIFICATION TO INCLUDE THE NEW CLASSIFICATIONS OF
SUBSTANCE USE DISORDER SPECIALIST I, RANGE 1773; AND
SUBSTANCE USE DISORDER SPECIALIST II, RANGE 1955; AND
ALCOHOL AND DRUG PROGRAM CLINICIAN/SUPERVISOR RANGE
2691.**

IT IS RECOMMENDED THAT THE BOARD:

A) Approve resolution to adopt the job description and classification of Principal Staff Service Analyst, range 2268; and to delete the classification of Staff Service Manager, range 2268. No salary increase to this change.

B) Approve resolution to amend the job and salary classification of Licensed Vocational Nurse range 1694, to reflect Licensed Vocational Nurse I, range 1694; and to add the job and salary classification of Licensed Vocation Nurse II, range 1778.

C) Approve resolution to amend the job and salary classification table to include the new classifications of Substance Use Disorder Specialist I, range 1773; and Substance Use Disorder Specialist II, range 1955; and Alcohol and Drug Program Clinician/Supervisor, range 2691.

BACKGROUND AND DISCUSSION:

The Human Resources Department received requests from Mr. Elliott Smart, Director of Social Services; and Ms. Mimi Hall, Director of Public Health, to amend or to add position classifications to the County's job and salary classification table.

The first request was from Mr. Smart as a result of information brought forward to him by Merit Systems. As you are probably aware, Social Service employees are under Merit System Services. Merit System Services has revised the Staff Services Series Classifications within the IMS counties. After reviewing the Staff Service Manager Classification it was determined that the duties being performed were that of the new classification of Principal Staff Service Analyst. This determination was based on the overall responsibility of this position to administer the complex fiscal operations (budgetary and accounting) for Social Services and for the Public Guardian Department.

The duties and responsibilities of which the incumbent has been performing under the Staff Service Manager classification are consistent with those in the new classification of Principal Staff Service Analyst. Therefore, no salary adjustment is recommended as a result of this change.

A meet and confer was conducted by the Human Resource Director with Operating Engineers Union Representative, and there are no issues moving forward with this change.

The remaining requests are from Ms. Hall regarding positions within the Nursing and Alcohol and Drug divisions of her department. The first request is to remove the Licensed Vocational Nurse single classification that was last revised in 1995, and create a Licensed Vocational Nurse I and II. The Licensed Vocational Nurse I would remain at the salary range of 1694 previous that of the Licensed Vocation Nurse. The Licensed Vocational Nurse II would be at a range 1778, which is 5% higher than the Licensed Vocational Nurse I. By adding the Licensed Vocational Nurse II we would be enhancing the career ladder within the nursing classifications. This is very important in the recruitment and retention of nursing staff for the Health Department.

A meet and confer was completed on March 26, 2013, by the Human Resource Director and Operating Engineers Union Representative, and there are no issues in moving forward with this change.

The last request is to add classifications for positions working in the Alcohol and Drug division of the Public Health Department. The proposed classifications are Substance Use Disorder

Specialist I, range 1773; Substance Use Disorder II, range 1955; and Alcohol and Drug Program Clinician/Supervisor, range 2691. The proposed job descriptions for these new classifications are attached for your review. These job descriptions reflect the job duties that are necessary to be completed to provide the services to the clients under the Alcohol and Drug program. In addition, the requirements to qualify for these positions reflect the current state requirements for qualified candidates.

As with the other positions, a meet and confer was completed on March 26, 2013, with no issues being brought forward by Operating Engineers.

At this time I respectfully request that the Board approve the resolutions to implement the changes listed above.

Thank you.

RESOLUTION NO. _____

**RESOLUTION TO ADOPT THE JOB DESCRIPTION AND CLASSIFICATION
OF PRINCIPAL STAFF SERVICE ANALYST; AND TO DELETE THE
CLASSIFICATION OF STAFF SERVICE MANAGER**

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, Merit System Services has completed a review of the Staff Services Classification Series within the various counties; and

WHEREAS, after reviewing Plumas County's Staff Service Manager classification it was determined that the position should be revised to the new classification of Principal Staff Service Analyst; and

WHEREAS, this determination was a result of the overall responsibility of this position to administer the complex fiscal operations, focusing on budgetary and accounting for Social Services and the Public Guardian Department; and

WHEREAS, the salary range will remain the same at range 2268 based on the job duties being consistent with the normal duties of the incumbent.

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 Principal Staff Service Analyst at range 2268; and the deletion of Staff Service Manager at range 2268, 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 9th day of April, 2013 by the following vote:

AYES:	Supervisors
NOES:	Supervisors
ABSENT:	Supervisors

Chairperson, Board of Supervisors

ATTEST:

Clerk of the Board

RESOLUTION NO. _____

**RESOLUTION TO ADOPT THE JOB DESCRIPTIONS AND
CLASSIFICATIONS OF LICENSED VOCATIONAL NURSE I & II; AND TO
DELETE THE CLASSIFICATION OF LICENSED VOCATIONAL NURSE.**

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, unlike the other nursing classifications within the Public Health Department, the Licensed Vocational Nurse classification was a single classification; and
WHEREAS, as a single classification there was no career ladder or advancement within this nursing classification; and
WHEREAS, this can cause issues with recruitment and retention of this level of nurses; and
WHEREAS, it has been determined that it would be in the best interest of the County to create a Licensed Vocational Nurse II classification.

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 Licensed Vocational Nurse I and II; and to delete the Licensed Vocational Nurse classification 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 9th day of April, 2013 by the following vote:

AYES:	Supervisors
NOES:	Supervisors
ABSENT:	Supervisors

Chairperson, Board of Supervisors

ATTEST:

Clerk of the Board

RESOLUTION NO. _____

**RESOLUTION TO ADOPT THE JOB DESCRIPTIONS AND
CLASSIFICATIONS OF SUBSTANCE USE DISORDER SPECIALIST I,
SUBSTANCE DISORDER SPECIALIST II; AND ALCOHOL AND DRUG
PROGRAM CLINICIAN/SUPERVISOR**

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, the Public Health Department is establishing classifications to operate the Alcohol and Drug Program for Plumas County; and
WHEREAS, the following positions are necessary in the operational needs of the Alcohol and Drug Program: Substance Use Disorder Specialist I, Range 1773; Substance Use Disorder Specialist II, Range 1955; and Alcohol and Drug Program Clinician/Supervisor, Range 2691.

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 following:

Substance Use Disorder Specialist I – Range 1773
Substance Use Disorder Specialist II – Range 1955
Alcohol and Drug Program Clinician/Supervisor – Range 2691

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 9th day of April, 2013 by the following vote:

AYES: Supervisors
NOES: Supervisors
ABSENT: Supervisors

Chairperson, Board of Supervisors

ATTEST:

Clerk of the Board

PRINCIPAL STAFF SERVICES ANALYST

DEFINITION

Under general direction, manages and administers one or more department-wide staff services functions; plans, organizes, directs, and controls functional activities pertaining to general and fiscal services; performs highly advanced and complex analytical duties in support of the assigned function(s); and performs other work as required.

DISTINGUISHING CHARACTERISTICS

This is a highly advanced-level class in the professional Staff Services series. In a small department, incumbents may be responsible for managing and administering several staff services functions. In a larger department, incumbents are typically responsible for managing and administering a single, department-wide staff services function, depending on the size and scope of that function. In addition to managing and administering the assigned function(s), the incumbent also performs highly advanced and complex analytical work. Incumbents may supervise subordinate clerical, technical, and/or professional staff; however, supervision is not a distinguishing characteristic of this classification. Instead, positions are primarily characterized by their functional management responsibilities.

The Principle Staff Services Analyst classification is distinguished from the Staff Services Analyst III in that the latter describes a lead worker who does not manage or administer a major department-wide staff function. It is also distinguished from the Supervising Staff Services Analyst in that the latter is primarily a first level supervisor over a group of professional analyst staff. Finally, it is distinguished from the class of Staff Services Manager in that the latter describes an incumbent who serves as a second level professional supervisor and also has advanced management responsibility over multiple divisions and functions.

The Principal Staff Services Analyst differs from child support or social service program manager classifications in that incumbents in the former manage administrative rather than program-related functions pertaining to employment, eligibility, social services, or child support.

REPORTS TO

Social Services Director or Program Manager-Services-Asst. Director.

CLASSIFICATIONS DIRECTLY SUPERVISED

Accountant Technician, Fiscal & Technical Service Assistant and various Office Staff.

PRINCIPAL STAFF SERVICES ANALYST – 2

EXAMPLES OF DUTIES

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

- Plans, directs, and manages the activities of a staff services functional area with department-wide scope and impact.
- Provides guidance and technical direction to management, supervisors, and subordinate staff; serves as a highly skilled subject matter expert in areas of assignment.
- Plans, directs, and manages the collection and analysis of data; makes recommendations on the formulation of policy and procedures, as well as staffing and organizational changes.
- Plans, directs, and manages the implementation of surveys; directs and/or performs research and statistical analysis on complex administrative, fiscal, personnel, and/or programmatic matters.
- Plans, directs, and manages the design, analysis, development, and implementation of new and revised programs, systems, software, procedures, methods of operation, and forms.
- Plans, directs, and manages the preparation of budgets, reports, manuals, and/or publications.
- Conducts a variety of analytical and operational studies regarding departmental activities; evaluates alternatives, makes recommendations for improvement; and assists with the implementation of procedural, administrative, and/or operational changes after approval.
- Prepares narrative and statistical reports, correspondence, spreadsheets, and graphics.
- Assists in the management of the department by evaluating existing and proposed organization, policies and procedures; consulting with and advising department personnel; making recommendations and directing, reviewing, and evaluating the implementation of changes.
- Directs the maintenance of complete and accurate fiscal, personnel, payroll and related records, and ensures timely completion.
- Participates in the establishment of strategic short-term and long-range program planning.
- Coordinates, monitors, and directs the acquisition, allocation, and use of equipment, supplies, telecommunication systems, and forms, conducts research and develops procedures to improve efficiency and cost effectiveness; and monitors expenditures.
- Conducts studies, evaluates, and prepares reports on departmental and assigned division operations including procedures, systems, space requirements, organizational structure, expenditure of funds and types of effectiveness of equipment.
- Drafts, reviews, and analyzes existing and proposed policies, rules, regulations, legislation, and ordinances affecting unit area, recommends and implements changes as needed.
- Plans, directs, and manages activities to meet department-wide training and development needs.
- Plans, directs, and manages the development and/or coordination of resources for department-wide training and staff development including workshops, college coursework, training programs, and on-the-job training sessions.
- Evaluates department training needs, designs, and delivers in-service training, evaluates effectiveness. Coordinates department participation in countywide training program.

PRINCIPAL STAFF SERVICES ANALYST – 3

- Ensures effective coordination of assigned activities with other departments, divisions, units, and outside agencies; represents the department head in committee meetings; responds to the more sensitive and difficult complaints and requests for information.
- Supervises the work of clerical, technical, and/or professional analyst staff; assigns work, establishes work priorities and performance standards and provides feedback to subordinates.
- Interviews, selects, and makes hiring recommendation of assigned staff.
- Serves as the fiscal officer with department-wide responsibility for administering fiscal functions.
- Directs and oversees staff in performing various fiscal analyses, preparation of recommendations relating to the status of various fund balance projections, fiscal transactions, and related financial activities; analyzes findings and prepares recommendations for department management.
- Plans, directs, manages, and participates in the development of the departmental budget including proper expenditure coding; analysis of estimates of expenditures, analysis and projections of revenue; review of intra-department requests and sub-budgets; recommendations on allocations of funds and personnel; review and consultation with department management staff; review with the County Executive's staff; final budget preparation and presentation.
- Develops policy and procedure recommendations for the preparation and maintenance of the department budget.
- Ensures that revenues are maximized by ensuring proper use of time study codes, understanding the nature of allocations, capped vs. uncapped allocations, grant requirements, etc.
- Oversees the fiscal administration of specified grant-funded programs, including developing fiscal reporting systems, ensuring that funding requirements are met, and coordinating preparation and response to funding agency audits.
- Analyzes and evaluates requests from department personnel for changes in budget allocations throughout the fiscal year in such areas as staffing levels, facilities, systems, and equipment; coordinates and consults with other department personnel and other departments; and obtains final approval for changes.
- Monitors and evaluates departmental budgets, budget change proposals, and related expenditures and revenues; monitors expenditure of funds to ensure compliance with legal restrictions and conditions set by funding agency or control of expenditures within authorized budgets.
- Formulates or assists in formulating fiscal policy for the department in consultation with program administrator and other management staff. Leads or assists in planning, coordinating, and implementing fiscal goals, objectives, policies and procedures, and internal financial control systems within assigned department.
- Recommends strategies to maintain the fiscal integrity of the department.
- Oversees or participates in consulting, researching, negotiation, and monitoring contracts and agreements with outside suppliers, service providers, leasing agents, and others.

PRINCIPAL STAFF SERVICES ANALYST – 4

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and practices of management in a public agency departmental setting.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles of management analysis and organizational design necessary to formulate administrative policies and procedures.
- Basic county government rules and responsibilities and functions, terminology and practices of the department to which assigned.
- Principles of organization, administrative, and fiscal management.
- Principles of program planning and evaluation.
- Principles, problems, and methods of public and business administration, including organization, personnel, fiscal, management, and budgetary control.
- Data analysis and statistical representation techniques.
- Computer applications related to the work, including spreadsheets and basic methods of graphic presentation, word processing, and electronic mail.
- Techniques and methods of organizing and motivating groups. Principles and methods of strategic planning.
- Governmental functions and organization.
- Effective leadership and team building principles.
- Effective communication, facilitation methods, and aids used for training programs and presentations.
- Long range financial projecting and forecasting techniques and public financing methods.
- Advanced principles, methods, and procedures of budget preparation and control; general accounting principles.
- Financial statement preparation.
- Economic analysis and forecasting techniques.
- Methods and techniques of public financing.
- Principles and practices of auditing and reconciling financial documents and records related to the functions of the department to which assigned.
- Principles and practices of governmental accounting, auditing, budget analysis, formulation and control, and complex financial systems development and operations.
- Principles and practices of various budgeting processes, including performance-based budgeting, zero-based budgeting, and incremental budgeting.

Ability to:

- Plan, organize, direct, control, and review the work of staff and activities of a department-wide staff services function.
- Administer and perform highly complex activities associated with department-wide fiscal, personnel, or general analysis.
- Analyze data and present ideas and information effectively.
- Identify problems and central issues and develop workable solutions.

PRINCIPAL STAFF SERVICES ANALYST – 5

- Consult with and advise executive staff, managers, and supervisors on a wide variety of matters.
- Participate in strategic planning activities to recommend and implement organizational changes and improvements.
- Analyze complex organizational problems, evaluate and select alternatives, identify potential consequences of proposed actions, and implement recommendations in support of departmental objectives.
- Collect, analyze, interpret, and evaluate a variety of financial and statistical data and prepare persuasive verbal and written reports and recommendations.
- Analyze system requirements, design solutions and implement processes and communicate with users who have no technical data processing background.
- Analyze situations accurately and initiate appropriate action.
- Consult with and coordinate the administrative requirements of different department staff members.
- Effectively counsel employees on work errors or deficiencies and take appropriate disciplinary actions as necessary.
- Prepare clear, concise, accurate, and effective correspondence, presentations; financial, statistical, and narrative reports; policies, procedures, and other written materials.
- Speak effectively and convey ideas clearly while facilitating group discussions and training sessions.
- Understand, interpret, apply, and explain complex laws, rules, and regulations as they relate to assigned areas of responsibility.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or making appropriate referral.
- Effectively represent the department to other departments and agencies and before public bodies; and to secure willing cooperation of operating officials in accepting and carrying out sound personnel management practices.
- Establish and maintain effective working relationships with a variety of department staff.
- Exercise judgment, tact, and diplomacy with a variety of political, social, economic groups in a variety of situations relative to a variety of issues.
- Work independently in identifying the need for developing proposed changes to operating practices, programs, and policies.
- Manage and perform various aspects of budget analysis, preparation, and monitoring.
- Analyze and make effective recommendations regarding financial and accounting procedures.
- Develop, implement, and administer a multiple accounting control, fund disbursement, and fiscal reporting system.
- Develop, monitor, and implement a complex annual budget for a moderate-sized public agency, including policy development.
- Monitor proposed state and federal budgetary or legislative actions to identify potential impact to the department's fiscal condition.
- Plan and carry out various analytical studies in the area of budget administration and complete tasks that include high level inter-departmental coordination and cooperation.

PRINCIPAL STAFF SERVICES ANALYST – 6

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods, frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; use of office equipment including computers, telephones, calculators, copiers and FAX; sufficient physical ability and strength to deal with active children; corrected hearing and vision to normal range.

TYPICAL WORKING CONDITIONS

Work is performed in an office and in a field environment; continuous contact with staff, the public as well as adult and child clients.

Training and Experience:

One (1) year of full time experience comparable to a Supervising Staff Services Analyst;

OR

Two (2) years of full time experience comparable to a Staff Services Analyst III;

OR

Three (3) years of full time experience comparable to a Staff Services Analyst II;

OR

Graduation from an accredited college or university with a bachelor's degree;

AND

Four (4) years of professional experience performing general administration, personnel, and/or fiscal work.

Substitution: Additional technical or higher-level administrative experience performing general administrative and/or fiscal work may substitute for up to two (2) years of the required education on a year-for-year basis.

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.

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

LICENSED VOCATIONAL NURSE I**DEFINITION**

Under general supervision, to perform a variety of health related activities in the provision of basic nursing care; to administer immunizations and vaccinations, hearing and vision screening, basic skin and blood test, and blood pressure monitoring; to assist with activities related to implementation of various health programs; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The Licensed Vocational Nurse I is the entry level to the Licensed Vocational Nurse class series. Incumbents in the Licensed Vocational Nurse I class do not have the necessary years of experience to qualify as a Licensed Vocational Nurse II class. Incumbents in both the Licensed Vocational Nurse I and II classifications lack the education or license requirements to qualify as either a Registered Nurse or Public Health Nurse. Incumbents perform a variety of clinical and basic nursing duties consistent with their license and experience.

REPORTS TO

Director of Nursing.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

LICENSED VOCATIONAL NURSE I – 2

EXAMPLES OF DUTIES

- Performs, reads, and evaluates skin, hearing, vision, and blood tests.
- Performs and evaluates blood pressure readings.
- Provides health education sessions.
- Administers immunizations and vaccinations.
- Participates in health care clinics throughout the County, coordinating them as assigned.
- Conducts home health care visits throughout County.
- Maintains a current inventory of clinic supplies.
- Operates a mobile health van.
- Evaluates medical records and determines the need for patient immunization or vaccination.
- Prepares patients for physical examinations.
- Weights and measures patients.
- Assists with examinations.
- Refers clients to other health care providers.
- Prepares specimens for mailing.
- Prepares a variety of statistical reports.
- Provides general health information and instruction to individuals and families.
- Answers health related questions from the public.
- Performs sterilization of equipment.
- Maintains safety requirements in a clinical setting.

TYPICAL PHYSICAL REQUIREMENTS

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

TYPICAL WORKING CONDITIONS

Work is usually performed in an office or clinic environment; exposure to communicable diseases; continuous contact with staff and the public.

LICENSED VOCATIONAL NURSE I – 3

Training and Experience:

- Prior general nursing experience or at least one year of experience as a Certified Nurse's Aid or Medical Assistant.
- Completion of nursing studies and curriculum sufficient to obtain requisite licenses from the State of California.

Special Requirements:

- Possession of a valid license as a Licensed Vocational Nurse issued by the California Board of Nursing
- Possession of an appropriate California Driver's License issued by the California Department of Motor Vehicles.
- All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

LICENSED VOCATIONAL NURSE II**DEFINITION**

Under general supervision, to perform a variety of health related activities in the provision of basic nursing care; to administer immunizations and vaccinations, hearing and vision screening, basic skin and blood test, and blood pressure monitoring; to assist with activities related to implementation of various health programs; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents in the Licensed Vocational Nurse II classification perform many activities on a relatively independent basis. They work under less direction and supervision than a Licensed Vocational Nurse I Classification. Incumbents in both the Licensed Vocational Nurse I and II classifications lack the education or license requirements to qualify as either a Registered Nurse or Public Health Nurse.

REPORTS TO

Director of Nursing.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

LICENSED VOCATIONAL NURSE II – 2

EXAMPLES OF DUTIES

- Performs, reads, and evaluates skin, hearing, vision, and blood tests.
- Performs and evaluates blood pressure readings.
- Provides health education sessions.
- Administers immunizations and vaccinations.
- Participates in health care clinics throughout the County, coordinating them as assigned.
- Conducts home health visits throughout the County.
- Maintains a current inventory of clinic supplies.
- Operates a mobile health van.
- Evaluates medical records and determines the need for patient immunization or vaccination.
- Prepares patients for physical examinations.
- Weights and measures patients.
- Assists with examinations.
- Refers clients to other health care providers.
- Prepares specimens for mailing.
- Prepares a variety of statistical reports.
- Provides general health information and instruction to individuals and families.
- Answers health related questions from the public.
- Performs sterilization of equipment.
- Maintains safety requirements in a clinical setting.

TYPICAL PHYSICAL REQUIREMENTS

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

TYPICAL WORKING CONDITIONS

Work is usually performed in an office or clinic environment; exposure to communicable diseases; continuous contact with staff and the public.

LICENSED VOCATIONAL NURSE II – 3

Training and Experience:

- Two (2) years of nursing experience in a capacity similar to Licensed Vocational Nurse I with Plumas County
- Completion of nursing studies and curriculum sufficient to obtain requisite license from the State of California.

Special Requirements:

- Special Requirements: Possession of a valid license as a Licensed Vocational Nurse issued by the California Board of Nursing
- Possession of an appropriate California Driver's License
- All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

SUBSTANCE USE DISORDER SPECIALIST I

DEFINITION

Under the general supervision, provides drug and alcohol counseling, case management services, and support to groups and individuals. Develops and implements education and prevention programming.

DISTINGUISHING CHARACTERISTICS

This position is an entry level position in the Substance Use Disorder Specialist class series. It differs from the Substance Use Disorder Specialist II in the level of training and experience that is required.

REPORTS TO

This position may report to Public Health Director, Assistant Director of Public Health, Public Health Program Chief, or other assigned supervisory or management personnel.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

SUBSTANCE USE DISORDER SPECIALIST I - 2

EXAMPLES OF DUTIES

- Conducts initial screenings of potential clients; gathers and assesses relevant background information; manages client waiting lists. Evaluates the severity of client problems and determines the appropriate level of care; formulates treatment and discharge plans.
- Participates in treatment team, staff, and professional meetings to discuss client treatment and progress.
- Provides drug and alcohol counseling and crisis intervention services to individuals, families, and groups; manages the more difficult cases as assigned, including dual and multi-diagnosed disorders (i.e. mental illness, HIV, or other acute/chronic medical conditions).
- Makes home visits as appropriate.
- Conducts group sessions dealing with drug/alcohol education and communication, parenting, life skills, relapse prevention, coping and relaxation skills.
- Conducts admission procedures for detoxification and residential programs.
- Provides information and referrals for appropriate services provided through other Health and Human Service Agency departments and other community agencies as needed.
- Provides pre-sentence evaluations and treatment recommendations for criminal justice agencies.
- Provides and participates in alternative activities and recreational programs for clients.
- Observes and records client behavior; maintains complete case files, ensuring the accurate completion of various required documents, records, and reports within established deadlines.
- Reports documented or suspected abuse and neglect as mandated by law.
- Provides follow-up and after-care services.
- Develops and implements education and prevention programming. Attends and participates as requested in meetings of community groups dealing with drug/alcohol related problems;
- Distributes information and gives formal and informal presentations and training sessions to schools, various agencies, and community groups.
- Establishes client financial liability for services.
- Provides transportation services for clients and their families to and from treatment and to conduct case management services.
- Attends training sessions, workshops, and meetings to enhance job knowledge and skills.
- Performs various office/administrative duties as necessary, including preparing and typing reports and correspondence, compiling statistical data for reports, procuring supplies and materials, attending meetings, and answering the telephone.
- Provides case management services to clients, families and significant others.
- Participates in multidisciplinary team meetings with valid written consent from clients to review client caseload, treatment outcomes and recommendations.
- May provide leadership to ancillary staff.
- Collects and processes laboratory specimens in accordance with approved policy.
- Will meet department standards for productivity and related documentation requirements for third party reimbursement.
- Compliance with all provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- Compliance with all relevant laws and regulations regarding confidentiality, including CFR 42.

SUBSTANCE USE DISORDER SPECIALIST I - 3

EXAMPLES OF DUTIES - continued

- Performs related work as required.
- Exhibits counselor competency

TYPICAL PHYSICAL REQUIREMENTS

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

TYPICAL WORKING CONDITIONS

Work is usually performed in an office setting, off-site, or client home; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Policies, rules, laws and regulations of the Plumas County Public Health Agency and Federal, State and local governments regarding alcohol/drug abuse and treatment.
- Theories and causes of drug and alcohol dependence.
- Techniques and methods used in drug/alcohol abuse counseling, treatment, education and prevention.
- Theories of normal and abnormal psychology.
- Casework and interviewing techniques.
- Available community resources.
- Modern office practices, methods and computer equipment.
- Record keeping principles and procedures.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.
- Culturally and linguistically appropriate services and how they influence agency practices.
- Leadership concepts and principles.
- Maintain ethical standards.

SUBSTANCE USE DISORDER SPECIALIST I - 4

Ability to:

- Analyze drug/alcohol abuse related emotional/behavior disorders and carry out effective treatment plans;
- Perform individual and group counseling;
- Evaluate the effectiveness of drug/alcohol abuse programs;
- Develop and implement effective drug/alcohol education and prevention programs;
- Use independent judgment and discretion in implementing various programs;
- Maintain significant flexibility in daily operations and decision making;
- Read and interpret complex materials pertaining to the responsibilities of the job;
- Speak effectively in public;
- Assemble and analyze information and prepare written reports and records in a clear, concise manner;
- Work independently and as a team member;
- Use English effectively to communicate in person, over the telephone and in writing;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines;
- Operate modern office equipment including computer equipment and specialized software applications programs;
- React calmly and professionally in emergency, emotional and/or stressful situations;
- Establish and maintain effective working relationships with those contacted in the course of the work;
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.

Training and Experience:

Requires registration to obtain a State of California certification as a Drug/Alcohol Counselor within six months of date of hire. Requires possession of a valid State of California certification as a Drug/Alcohol Counselor within five years of date of registration. Failure to obtain certification as outlined will result in the incumbent becoming disqualified for further employment as a Drug/Alcohol Counselor I.

- Equivalent to completion of a drug and alcohol addiction studies program as part of two (2) years of formal education beyond high school in psychology, sociology, or related field.
- Five (5) years of clinical experience is preferred.

Special Requirements:

- Possession of an appropriate valid California Driver's License.
- Must complete periodic continuing education coursework as required to maintain active certification.
- Must possess, or be willing to obtain, national provider identifier (NPI).

SUBSTANCE USE DISORDER SPECIALIST I – 5

Special Requirements – continued:

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

ALCOHOL AND DRUG PROGRAM CLINICIAN/SUPERVISOR**DEFINITION**

Under general direction, to plan, organize, and supervise the functions, services, and programs of the Plumas County Alcohol and Drug Program related to substance use disorder treatment; to be responsible for the development and evaluation of programs and services; to provide individual and group counseling services; to supervise treatment team staff; to represent Alcohol and Drug Programs with community organizations and other government agencies; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position classification. Incumbents possess a valid California license as a Licensed Clinical Social Worker, Marriage and Family Therapist, or Psychologist. Incumbents exercise independent clinical judgment within the scope of program responsibilities and licensure, and may provide training and guidance to less experienced employees and/or provide clinical supervision for hours towards certification or licensure. This position has responsibility for the supervision and coordination of substance use disorder treatment services provided by Alcohol and Drug programs of the Plumas County Public Health Agency. The incumbent works closely with the Plumas County Public Health Agency Director in the development and administration of Alcohol and Drug programs. Responsibilities also include providing direct counseling services and supervision of treatment staff.

REPORTS TO

Public Health Director or Public Health Assistant Director

CLASSIFICATIONS DIRECTLY SUPERVISED

Substance Use Disorder Specialist I and II, Community Care Case Manager, and other contracted program staff.

ALCOHOL AND DRUG PROGRAM CLINICIAN/SUPERVISOR – 2

EXAMPLES OF DUTIES

- Develops, administers, and evaluates the County Alcohol and Drug Programs in consultation with the Director of Public Health and/or Assistant Director of Public Health.
- Assists with recruitment, staffing, and selection of personnel.
- Supervises, trains, and schedules staff.
- Assists with establishing clinical treatment procedures and processes.
- Provides leadership, clinical supervision, and consultation to staff in the resolution of difficult questions concerning clinical problems and client services.
- Assists with the development of the County's plan for Alcohol and Drug/Prevention and Treatment.
- Works with State Department of Alcohol and Drug Programs.
- Conducts program evaluations.
- Serves as a member of the Plumas County Crisis Intervention Team to assess individuals for involuntary hospitalization.
- Develops policies and procedures.
- Provides supportive services and consultations to private alcohol and drug abuse facilities.
- Develops the budget and monitors financial reports.
- Provides training and education for community organizations.
- Acts as liaison with community groups, and State and local agencies concerned with alcohol and drug problems.
- Analyzes and makes recommendations regarding the effectiveness of services.
- Participates in policy development and implementation.
- Develops grant proposals for development of alcohol and drug services.
- Manages grant compliance.
- Conducts community presentations on alcohol and drug issues.
- Provides services to clients in recovery or in crisis as needed.
- May provide prevention services as needed.
- Works as part of the treatment team for persons ordered into treatment by the Courts.
- Provides records and reports to the County Probation Department and other authorized agencies.
- Refers individuals for residential substance abuse treatment.
- Coordinates continuity of services for clients needing in-patient treatment services

TYPICAL PHYSICAL REQUIREMENTS

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

TYPICAL WORKING CONDITIONS

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

ALCOHOL AND DRUG PROGRAM CLINICIAN/SUPERVISOR – 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Substance use disorder treatment related to addiction, recovery, rehabilitation, after care and prevention programs.
- The psychological and physiological effects of substance use and abuse
- Modern methods of assessing, treating, and counseling persons with substance use disorders
- Federal, State and local laws, regulations, policies and standards pertaining to alcohol and drug programs.
- Community organization principles and practices.
- Causes and treatment of substance use disorders.
- Crisis intervention principles and techniques.
- Methods and techniques of individual, group and family counseling.
- Methods of program monitoring and evaluation.
- Budget development and control.
- Principles of supervision, training, and employee evaluation.

Ability to:

- Plan, organize, develop, and implement a continuum of substance use disorder prevention, treatment, and after care programs and services.
- Assign, schedule, supervise, and evaluate staff.
- Develop a budget and control expenditures.
- Develop and implement alcohol and drug education programs for staff and community groups.
- Provide individual and group counseling sessions.
- Interpret, apply, and explain Federal, State and local laws, regulations, policies and procedures regarding substance use disorders.
- Effectively represent Plumas County Public Health Agency's Alcohol and Drug Programs in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.

Training and Experience:

- Five (5) years experience in alcohol, drug, medical, mental health, or public health program, which must have included at least two (2) years of responsibility for program planning, administration and supervision of services.
- Graduation from a recognized college or university with a Master's degree in Psychology, Counseling, Psychiatric Nursing, or Social Work, including sufficient courses for obtaining the requisite license.
- Additional education in Health Administration, Business Administration, or Public Administration is desirable.

ALCOHOL AND DRUG PROGRAM CLINICIAN/SUPERVISOR – 4

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.
- Must possess valid California license as a Licensed Clinical Social Worker; Licensed Marriage and Family Therapist; Licensed Marriage, Family and Child Counselor; or Licensed Clinical Psychologist by the California State Board of Behavioral Science Examiners.
- All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.



Plumas County Public Health Agency *3E*

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Environmental Health Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	<input type="checkbox"/> Environmental Health – Chester 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844
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Date: March 27, 2013

To: Honorable Board of Supervisors

From: Mimi Hall,

Agenda: Item for April 9, 2013

Item Description and Recommendation: Approve a Budget Transfer in Department 70559 from Regular Wages (51000) to Overtime Pay (51060) in the amount of \$25.00 to cover unanticipated overtime costs.

Background: As the Board is aware, Plumas County Public Health Agency has served as fiscal and administrative agent for the Ryan White Program in Plumas, Sierra, Lassen, Modoc, and Siskiyou Counties. The Ryan White Program provides for direct outpatient HIV primary care that includes HIV counseling, testing & referral, medical evaluation and clinical care, and referral to specialty and other health services

In November a Public Health Nurse attended the 2012 Annual Ryan White Grantee Meeting. Due to the required travel and delays the PHN went over the regular hours and had to be paid out of overtime.

The attached Budget Transfer has been reviewed and approved by the Auditor/Controller.

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

PLUMAS COUNTY COORDINATING COUNCIL

c/o 1834 EAST MAIN STREET • QUINCY, CA 95971 • (530) 283-6268

3F

AGENDA REQUEST

for the April 9, 2013 meeting of the Board of Supervisors

April 1, 2013

To: Honorable Board of Supervisors

From: Robert Perreault, Chair, PCCC



Subject: Establish the Coordinating Council Budget for FY 2012/13

BACKGROUND

At the time that the final budget was approved for Fiscal Year 2012-13, a separate budget for the Plumas County Coordinating Council had not been established.

RECOMMENDATION

It is respectfully recommended that the Board of Supervisors authorize the Auditor/Controller to establish a budget for the Plumas County Coordinating Council funded by Title III; and approve a budget transfer/journal entry of \$6,030 to cover expenditures to date.

Attachments

4

Plumas County, California

RESOLUTION NO. 13-

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF PLUMAS
RECOGNIZING AND AFFIRMING THAT UNITED NATIONS AGENDA 21 IS NOT
ENFORCEABLE LAW IN THE COUNTY OF PLUMAS, STATE OF CALIFORNIA.**

WHEREAS, the United Nations Conference on Environment and Development ("UNCED"), also known as the "Earth Summit," was held in Rio de Janeiro, Brazil, from June 3 to June 14, 1992; and

WHEREAS, "Agenda 21" was revealed at the UNCED and subsequently affirmed and modified at later United Nations conferences; and

WHEREAS, although the United States of America is a signatory country to Agenda 21, since Agenda 21 has not been ratified as a treaty by the Senate of the United States, nor has it been ratified by the Executive Branch of the United States, it is not enforceable as law in the United States of America; and

WHEREAS, the International Council for Local Environmental Initiatives ("ICLEI"), an international association of local governments and national and regional local government organizations, was founded in 1990 when more than 200 local governments from 43 countries meet at its first conference, the World Congress of Local Governments for a Sustainable Future, at the United Nations in New York in September 1990; and

WHEREAS, ICLEI supports the local-level adoption and implementation of Agenda 21; and

WHEREAS, in 2003 ICLEI changed its name to "ICLEI – Local Governments for Sustainability;" and

WHEREAS, the County of Plumas is not presently, nor has it ever been, a member of ICLEI – Local Governments for Sustainability,

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Plumas, State of California, that this Board recognizes and affirms that Agenda 21 is not legally enforceable as law in the County of Plumas, State of California; and

RESOLVED, FURTHER, that the County of Plumas does not grant the United Nations or any other agency the authority to enforce Agenda 21 within the County of Plumas.

PASSED AND ADOPTED this 9th day of April, 2013, by the following vote:

AYES:

NOES:

ABSENT:

Terry Swofford, Chair
Board of Supervisors

ATTEST:

Nancy DaForno,
Clerk of the Board

BOARD OF SUPERVISORS

TERRY SWOFFORD, DISTRICT 1
KEVIN GOSS, DISTRICT 2
SHERRIE THRALL, DISTRICT 3
LORI SIMPSON, DISTRICT 4
JON KENNEDY, DISTRICT 5

April 03, 2013



5A

The Honorable Frank Bigelow
California State Capitol, Room 4116
Sacramento, CA 95814

Re: Letter of Support for the Forest Fire Prevention Act, AB 350

Dear Assemblyman Bigelow:

On behalf of the Plumas County Board of Supervisors, I am writing in support of the Forest Fire Prevention Act, AB 350, joint-authored by Assembly Members Bigelow and Wieckowski, which expands the diameter of a tree stump exempted from the Forest Fire Prevention Exemption under the Timber Harvest Plan.

California's forests provide our state with wildlife habitat, carbon sequestration, water supply, forest products and recreation. It is essential to our ecosystems and industry that we supply our private forest-land owners the tools necessary to protect our forests from destructive fires.

AB 350 would simply increase the diameter of the stump size under the FFPE exemption. Under AB 350, trees with a 28 inch stump diameter would qualify under the FFPE in most instances, and 34 inches where it is necessary to achieve the state's fuel reduction goals.

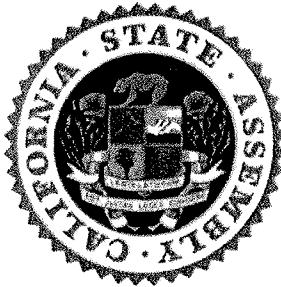
California's privately-owned forest lands offer a vast array of benefits and it is imperative we do everything we can to keep our forest flourishing and safe. That is why Plumas County will be supporting Assemblyman Bigelow and Assemblyman Wieckowski's AB 350, the Forest Fire Prevention Act.

Sincerely,

A handwritten signature in black ink that reads "Terry Swofford".

Terry Swofford, Chair
Plumas County Board of Supervisors

Assemblyman Frank Bigelow
5th Assembly District
California State Capitol, 4116
Sacramento, CA 95814
P: 916-319-2005 | F: 916-319-2105



Hello,

Assemblyman Frank Bigelow (R-O'Neals) and Assemblyman Bob Wieckowski (D-Fremont) have Joint Authored AB 350, The Forest Fire Prevention Exemption Act of 2013. This bipartisan effort comes at a critical time; forests are overgrown, the threat of wild fire is prevalent and the consequences could be catastrophic for wildlife, our ecosystems and Californians. AB 350 simply cuts the red tape to allow private forest land owners to do the much-needed work of clearing out deadwood, underbrush and other highly flammable materials that turn healthy forest fires disastrous.

According to the United States Forest Service, 550,000 acres of private timberland is still over-stocked and in need of thinning. Since the inception of the FFPE 10 years ago, only 8,000 acres of private forest land have been thinned to reduce the threat of rampant wild fires. While this is a step in the right direction, there is still much more that needs to be done.

Currently, the Forest Fire Prevention Exemption (FFPE) in the Timber Harvest Plan (THP) allows trees less than 18 inches at stump diameter to be cleared and in special circumstances trees less than 24 inches in stump diameter without forcing the landowner to spend upwards of \$40,000 to file a THP. Unfortunately, the current FFPE exemption has been under-utilized and adequate fire thinning has not been accomplished in California.

AB 350 would simply increase the diameter of the stump size under the FFPE exemption. Under AB 350, trees with a 28 inch stump diameter would qualify under the FFPE in most instances, and 34 inches where it is necessary to achieve the state's fuel reduction goals.

I am writing because I believe your organization and its members could benefit from this legislation, and I invite you to join our efforts in supporting our bill. Please find the fact sheet and language of the bill enclosed, along with a sample support letter.

Assemblyman Bigelow and Assemblyman Wieckowski are looking forward to working with your organizations to help private forest land owners, the environment and California industry with this legislation. Thank you for your consideration.

A handwritten signature in black ink that reads "Frank Bigelow".

Assemblyman Frank Bigelow
Assemblyman, 5th Assembly District

BOARD OF SUPERVISORS

TERRY SWOFFORD, DISTRICT 1
KEVIN GOSS, DISTRICT 2
SHERRIE THRALL, DISTRICT 3
LORI SIMPSON, DISTRICT 4
JON KENNEDY, DISTRICT 5



April 09, 2013

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

Attention: Permits Engineer

**Subject: Caltrans Encroachment Permit Request
Sierraville Volunteer Fire Department
2013 Tour de Manure – June 15, 2013**

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

Sincerely,

Terry Swofford, Chair

Cc: Plumas County Director of Public Works

BOARD OF SUPERVISORS

TERRY SWOFFORD, DISTRICT 1
KEVIN GOSS, DISTRICT 2
SHERRIE THRALL, DISTRICT 3
LORI SIMPSON, DISTRICT 4
JON KENNEDY, DISTRICT 5



April 09, 2013

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

Attention: Permits Engineer

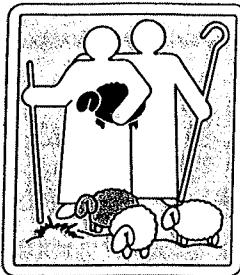
**Subject: Caltrans Encroachment Permit Request
Christian Encounter Ministries
2013 Agony Ride – July 26-27, 2013**

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

Sincerely,

Terry Swofford, Chair

Cc: Plumas County Director of Public Works



CHRISTIAN ENCOUNTER MINISTRIES

Tending Lives...
Training Leaders...

February 22, 2013

Mark Cruz
Plumas County Dept of Public Works
1834 E Main St
Quincy, CA 95971

Dear Mark,

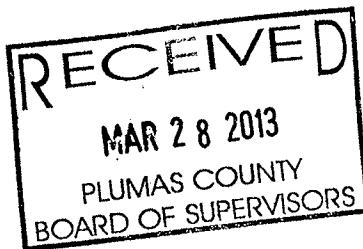
Christian Encounter Ministries is planning our 31st annual Agony ride, July 26-27, 2013, and we would like to apply for a permit, as usual. I've enclosed all of the pertinent information as follows:

- Permit form
- sample Special Event Resolution for the California Department of Transportation, which they require for their permit process
- operating plan
- Verification of Notification from Sheriff and Highway Patrol
- Certificate of Insurance
- route map (x3)
- rider safety rules

Please let me know if you need anything else. Thank you for your help with this each year.

Sincerely,

Caryn Galekas
Administrative Assistant, CEM



*A higher standard.
A higher purpose.*



Office of the Sheriff

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

6B

GREGORY J. HAGWOOD
SHERIFF/CORONER

Memorandum

DATE: March 25, 2013

TO: Honorable Board of Supervisors

FROM: Sheriff Greg Hagwood

RE:  Agenda Items for the meeting of April 9, 2013

It is recommended that the Board:

Approve and sign contract #PCSO00116 between the Plumas County Sheriff's Office (PCSO) and Property Room.com.

Background and Discussion:

The term of this contract is 04/01/13 – 03/31/14. This purpose of this agreement is to have Property Room.com sell all unclaimed evidence, asset forfeiture and County property deemed to be auctioned.

Agreement has been approved as to form by County Counsel.

A copy of the complete agreement is on file with the Clerk of the Board.



DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

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

ELLIOTT SMART
DIRECTOR

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

DATE: MARCH 29, 2013

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR
DEPARTMENT OF SOCIAL SERVICES

A handwritten signature of Elliott Smart, which appears to read "ELLIOTT SMART" followed by a stylized "S".

SUBJ: BOARD AGENDA ITEM FOR APRIL 9, 2013, CONSENT AGENDA

RE: REQUEST TO PERMANENTLY DELEGATE AUTHORITY TO THE SOCIAL SERVICES DIRECTOR TO EXECUTE A CONTRACT WITH GLENN COUNTY HUMAN RESOURCES AGENCY FOR CHILD WELFARE CORE AND CWS/CMS COMPUTER TRAINING

It is Recommended that the Board of Supervisors

Permanently delegate authority to the Social Services Director to execute an annual contract with the Glenn County Human Resources Agency (HRA) for Child Welfare Core and CWS/CMS computer training.

Background and Discussion

In the enclosed memorandum to the Office of County Counsel, the Department has provided background information regarding our annual agreement with Glenn County HRA for CWS Core and CWS/CMS computer training. On two occasions (see enclosed memos dated July 23, 2007 and November 1, 2010) the Department sought and received approval from the CAO to sign the agreements, however, we believe that delegation to be inoperative now due to the fact that the CAO is no longer here.

Consequently, the Board is asked to permanently delegate authority to sign this agreement to the Director of the Department of Social Services. It is noted that no funds change hands directly as a result of this agreement. Instead, funds designated for CWS training are sent directly from the state to Glenn County.

Other Agency Involvement

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

Copy: DSS Management Staff (memo only)

Enclosures



DEPARTMENT OF FACILITY SERVICES

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



Donald Sawchuk
Director

Date: March 25, 2013
To: Honorable Board of Supervisors
From: Donald Sawchuk, Director
Subject: Authorize and execute MOU with PUSD

Recommendation

Authorize the Chair to execute a "Memorandum of Understanding" with the Plumas Unified School District for the use of Chester Memorial Hall as an evacuation facility in the event of an emergency.

Authorize the Chair to execute a "Memorandum of Understanding" with the Plumas Unified School District for the use of Greenville Town Hall as an evacuation facility in the event of an emergency.

Background

In the event of an emergency, the Plumas Unified School District ("PUSD") may need to evacuate one or more of its school sites. In the event of such an evacuation, PUSD may require a large building in which to safely and securely house evacuated students and staff until further disposition is made for them. The purpose of this Agreement is to provide emergency facilities for PUSD in case of emergency.

The above referenced MOU's have been approved as to form by County Counsel's office and are on file with the Clerk of the Board.



6E1

Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Environmental Health Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	<input type="checkbox"/> Environmental Health – Chester 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844
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Date: March 26, 2013

To: Honorable Board of Supervisors

From: Mimi Khin Hall

Agenda: Consent Item for April 9, 2013

Item Description/Recommendation: Approve the following Service Agreements for the Ryan White Part C Program for FY 13-14, and direct the Chair to sign:

Asmuth, David	PARTC1314ASMUTH	\$2,400.00
ASUR Volunteer Services	PARTC1314ASUR	\$9,000.00
Brown, Rhonda	PARTC1314BROWN	\$4,100.00
Great Northern Corporation	PARTC1314GNC	\$21,500.00
Karuk Tribe	PARTC1314KARUK	\$19,875.00
Lassen County Public Health	PARTC1314LCPH	\$21,250.00
Northeastern Rural Health	PARTC1314NRHC	\$16,250.00
Pereira, Jennifer	PARTC1314JP	\$3,000.00
Plumas District Hospital	PARTC1314PDH	\$18,000.00
Redding Critical Care Medical	PARTC1314RCCMG	\$7,200.00
Scott, Barbara	PARTC1314SCOTT	\$5,000.00
Siskiyou County Public Health	PARTC1314SCPH	\$18,200.00
Siskiyou Medical Group	PARTC1314SMG	\$22,000.00

History/Background: As the Board is aware, Plumas County Public Health Agency has served as fiscal and administrative agent for the various HIV/AIDS programs for Plumas, Sierra, Lassen, Modoc, and Siskiyou Counties. Plumas County Public Health Agency will continue to serve to our five county regions for the RW Part C Program.

Ryan White Part C funds provide for direct outpatient HIV primary care that includes HIV counseling, testing & referral, medical evaluation and clinical care, and referral to specialty and other health services. The program maintains four HIV clinic sites within the five county regions to provide these services. Services available to clients include primary medical care, HIV specialty care, laboratory services, medications, dental care, nutrition counseling, psychosocial counseling, health education and risk reduction counseling, medication adherence counseling and nutritional supplements.

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



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

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Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Environmental Health Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	<input type="checkbox"/> Environmental Health – Chester 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844
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Date: March 25, 2013

To: Honorable Board of Supervisors

From: Mimi Hall

Agenda: Consent Item for April 9, 2013

Item Recommendation: Approve submission of an application to The Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Treatment (CSAT) for the Offender Reentry Program.

History/Background: The Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Treatment (CSAT) is accepting applications for fiscal year (FY) 2013 for the Offender Reentry Program grants. The purpose of this program is to expand and/or enhance substance abuse treatment and related recovery and reentry services to sentenced adult offenders returning to the community from incarceration for criminal offenses. Applicants are expected to form stakeholder partnerships that will plan, develop and provide a transition from incarceration to community-based substance abuse treatment and related reentry services. Because reentry transition must begin in the correctional facility before release, limited funding may be used for certain activities in institutional correctional settings in addition to the expected community-based services.

The Offender Reentry Program (hereafter referred to as ORP), provides an opportunity for stakeholders to work together to give adult offenders/ex-offenders with substance use and/or co-occurring mental disorders the opportunity to improve their lives, including recovery from substance use and mental disorders and developing the capacity and skills to become parents, employees and citizens in recovery from behavioral health disorders. SAMHSA's interest is to actively support and shape offender reentry treatment partnerships so that clinical needs are met and clients are treated using evidence-based practices consistent with the disease model and the problem-solving model, rather than with the traditional criminal justice model. A long-term goal of this program is to build sustainable systems of care for adults needing substance abuse treatment and recovery support services as they return to the community from incarceration.

In alignment with the goals of SAMHSA's Trauma and Justice Strategic Initiative, this program will help "reduce the pervasive, harmful, and costly health impact of violence and trauma by integrating trauma-informed approaches throughout health, behavioral health, and related systems and addressing the behavioral health needs of people involved in or at risk of involvement in the criminal justice systems".

By providing needed treatment and recovery services, this program is intended to reduce the health and social costs of substance abuse and dependence to the public, and increase the safety of America's citizens by reducing substance abuse related crime and violence.

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

C:\Documents and Settings\rosieolney\My Documents\BOS\SAMHSA 2013 submission.doc

Cc: CCP Executive Committee
Ira Kaufman, Superior Court
Janet Hilde, Superior Court
David Hollister, District Attorney
Sharon Reinert, Probation
Greg Hagwood, Sheriff
Elliott Smart, Social Services
Kimball, Mental Health

PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS

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



CONSENT AGENDA REQUEST

for the April 9, 2013 meeting of the Board of Supervisors

April 1, 2013

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Bucks Lake Road Project: Ratify Emergency Purchases of Concrete K-rail

BACKGROUND

As reported previously to the Board of Supervisors on March 25, 2013, emergency conditions exist on Bucks Lake Road, located about 5 miles west of the Plumas District Hospital, as evidenced by an unstable slope and excessive rockfall conditions. The height of the slope at this location is estimated to be about 75 feet above the roadway.

The concrete K-rail is needed to redirect traffic away from the existing edge of the unstable slope. The placement of K-rail will also enable a rock capture area to be created at the bottom of the unstable slope, the intent being to prevent falling rock from entering the travel way areas. The K-rail configuration is expected to be in place for at least several months.

Public Works had deemed the current conditions at this location to warrant a new project. As part of the Phase I traffic control efforts, there was a need for Public Works to immediately purchase concrete K-rail. Public Works staff was not able to locate availability of such materials until late afternoon, March 28, 2013. At that time, the Chair of the Board and County Counsel were not immediately available to authorize purchases with written approval of purchase orders. However, later in the day, Vice Chair Jon Kennedy was available for signature of the documents and did approve the purchase orders in writing.

Following are the purchases approved on March 28, 2013:

Charpin Pre-Cast, Hollister, CA	\$24,717.48
Jensen Precast, Fairfield, CA	<u>\$19,590.80</u>
	Total = \$44,308.28

An image example of assembled K-rail appears on the next page.

RECOMMENDATION

The Director of Public Works respectfully recommends that the Board of Supervisors ratify the purchases of concrete K-rail on March 28, 2013 in the total amount of \$44,308.28 and authorize payment of associated invoices, without a contract, by the Auditor upon recommendation to pay such invoices by the Director of Public Works.

Bucks Lake Road Project: Ratify Emergency Purchase of Concrete K-rail

April 1, 2013

Page 2



EXAMPLE OF ASSEMBLED CONCRETE K-RAIL

Source: <http://www.dot.ca.gov/newtech/operations/roadsidesafety/staking/>

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cc COPY

CONSENT AGENDA REQUEST

for the April 9, 2013 meeting of the Board of Supervisors

April 1, 2013

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Robert A. Perreault

Subject: Authorization to waive formal competitive bidding for purchase of a truck

BACKGROUND

The Board previously approved the purchase of a 2008 or newer water truck to replace a 1980 water truck that previously suffered catastrophic failures. The water truck being replaced does not meet C.A.R.B. compliance and it is not cost effective to repower this unit to meet the C.A.R.B. requirements. Additionally, the existing water truck has numerous mechanical problems that would require extensive repairs to bring this unit back into service.

PROPOSED PROCEDURE FOR ACQUISITION OF THIS EQUIPMENT

In consideration of purchasing a used Water Truck, Public Works is requesting to review proposals as they are received. It is very unlikely to successfully request a vendor to "hold" used equipment until a specific date, not knowing how many will become available that will fit our criteria. Public Works is requesting authority to select and accept a proposal if it meets the general specifications criteria and falls within the approved budget, i.e., not to exceed \$130,000.

Public Works will advertise in the same manner (internet and newspaper) as is conducted for requests for new equipment in order to interest a wide selection of dealers. Attached is a copy of the "Notice to Dealers for Proposals" for a 2008 or Newer 4,000 gallon water truck.

RECOMMENDATION

The Director of Public Works respectfully recommends that the Board of Supervisors vote to waive formal competitive bidding and authorize the Deputy Director of Public Works to negotiate the purchase of a vehicle that meets the listed specifications, provided that the purchase price does not exceed \$130,000.

NOTICE TO DEALERS FOR PROPOSALS

GENERAL SPECIFICATIONS FOR:

One – 2008 or NEWER 4,000 GALLON WATER TRUCK

The Department of Public Works reserves the right to reject any and all proposals.

Proposals will be reviewed as they are received at the Public Works Office, 1834 E. Main St., Quincy California, 95971. Proposals will be accepted until purchased.

Due to the nature of this Proposal, Public Works may select and accept a Proposal at anytime if all requirements are met and the Proposal is within the allowed budget.

SCOPE:

These general specifications cover a Class 8 Water Truck intended for use as a Public Works Department vehicle for the County of Plumas. The specifications are intended for use in the purchase of a completed vehicle unit and all equipment and accessories for the safe operation of the vehicle shall be provided. All parts, equipment and accessories shall be completely installed, assembled and/ or adjusted as required and shall conform in strength, quality of materials and workmanship to recognized industry standards.

APPLICABLE SPECIFICATIONS:

The vehicle furnished to meet these specifications including all equipment and accessories shall comply with the following regulations applicable to all 2008 or newer model vehicles:

1. State of California Vehicle Code.
2. California Health and Safety Code.
3. Federal Safety Regulations.
4. Engine Family must be 2008 or newer C.A.R.B. Compliant.

REQUIREMENTS:

1. Gross Vehicle Weight: 50,000 lb. minimum
2. Engine: Type: Turbo Diesel overhead valve, electronic fuel injected, designed to operate on diesel fuel
3. Engine/Transmission Retarder
4. Engine Horsepower: minimum 400 HP
5. Rear drive ratio: 4.56 to 6.21 (preferred)
6. Manual locking power divider
7. Cooling system: Heaviest available option for the engine furnished
8. Transmission: 18 speed (preferred)
9. Pump Drive: Hydraulic Transmission mounted PTO ("pony motor" not acceptable)
10. Spray system: 5 Head minimum (2-front, 2-rear, 1-side)
11. Side hose reel: 1" hose minimum (can be side or rear mounted)
12. Priming system: Self loading
13. Towing: Plumbed for air trailer brakes and lights
14. Windshield wipers: Electric

RECEIVING INSPECTION

Delivered vehicle will be inspected, by an authorized representative of the County for workmanship, appearance, proper functioning of all equipment and systems, and conformance to all other requirements of this specification. In the event deficiencies are detected the vehicle will be rejected and the delivering dealer will be required to pick up the vehicle at the delivery point and make necessary repairs, adjustments or replacements.

Payment and/or the commencement of a discount period (if applicable) will not be made until the corrective action is made and the vehicle delivered, re-inspected and accepted.

Warranty – The County's established preventative maintenance procedures and practices shall be acceptable to manufacturer/dealers in lieu of the manufacturers prescribed procedures, which may form a part of the warranty.

PROTESTS

Any directly affected party who is aggrieved in connection with the solicitation or award of a purchase order or contract issued through a formal sealed bid procedure may protest the procurement action taken. Such protests must be filed in writing with:

County of Plumas
Purchasing Agent/CAO
520 Main Street, Room 309
Quincy, CA 95971

Protests must be filed in writing within five (5) working days from the time of the occurrence generating the protest. Protests received after this time will not be considered. Any protest shall include the following information:

1. The date action taken resulting in a protest, and
2. Identify the material issue, including a detailed explanation of the basis for the protest, and the remedy sought. Specification related protests must be fully supported by technical data test results, or other pertinent information, that the substitute offered is equal to or better than the specification requirement.

COUNTY OF PLUMAS

Year, Make and Model of Water Truck

\$ _____

Current Mileage _____

Documentary Fee

\$ _____

State Sales Tax (7.50%)

\$ _____

Total Cost – FOB Quincy

\$ _____

I hereby certify that the above price does not contain any Federal Tax and that the vehicle to be furnished conforms to the specifications with the following exceptions:

(If no exceptions, state “NONE”)

Proposal expiration date: _____

Approximate date of delivery: _____

Firm name and address: _____

Email: _____

Phone: _____

Signature of authorized representative: _____ Date: _____

Print Name: _____

Please include business card.