



### **BOARD OF SUPERVISORS**

Dwight Ceresola, Vice Chair 1<sup>st</sup> District  
Kevin Goss, Chair 2<sup>nd</sup> District  
Sharon Thrall, 3<sup>rd</sup> District  
Greg Hagwood, 4<sup>th</sup> District  
Jeff Engel, 5<sup>th</sup> District

**AGENDA FOR REGULAR MEETING OF  
AUGUST 9, 2022 TO BE HELD AT 10:00 A.M.  
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

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

### **AGENDA**

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

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

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

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

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



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

## **STANDING ORDERS**

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

Plumas County Health Officer Recommendation Regarding Teleconferencing, issued on September 30, 2021, recommends local legislative bodies, such as commission, committees, boards, and council, hold public meetings with teleconferencing as authorized by Government Code section 54953 (e).

Pursuant to Government Code section 54953 (e) and to maintain the orderly conduct of the meeting, the County of Plumas members of the Board of Supervisors may attend the meeting via teleconference or phone conference and participate in the meeting to the same extent as if they were physically present. Due Government Code section 54953(e), the Boardroom will be open to the public but subject to social distancing requirements, which limit the number of people that may enter to 25% of room capacity. Those that wish to attend the Board meeting, will be required to wear a face covering, as required by the local Public Health Officer order. The public may participate as follows:

### **Live Stream of Meeting**

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

### **ZOOM Participation**

The Plumas County Board of Supervisors meeting is accessible for public comment via live streaming at: <https://zoom.us/j/94875867850?pwd=SGlSeGpLVG9wQWtRSnNUM25mczlvZz09> or by phone at: Phone Number 1-669-900-9128; Meeting ID: 948 7586 7850. Passcode: 261352

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

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

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

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

### **PLEDGE OF ALLEGIANCE**

### **ADDITIONS TO OR DELETIONS FROM THE AGENDA**

### **PUBLIC COMMENT OPPORTUNITY**

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

### **DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS**

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

## **ACTION AGENDA**

### **1. UPDATES AND REPORTS**

- A. **DISASTER RECOVERY OPERATIONS** - Pamela Courtright  
Report and update Dixie Fire Recovery efforts; receive report and discussion
- B. **DIXIE FIRE COLLABORATIVE**  
Report, update, and discussion on Dixie Fire Collaborative efforts
- C. **US FOREST SERVICE** – Mike Rahe  
Report and update.

### **2. CONSENT AGENDA**

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

- A. **AUDITOR/ CONTROLLER**  
Approve and authorize the Chair to sign and ratify Agreement between Plumas County Auditor/ Controller and Smith & Newell CPAs for audit of the fiscal year ending June 30, 2022; effective June 1, 2022; not to exceed \$65,671.00; approved as to form by County Counsel. **View Item**
- B. **COUNTY COUNSEL**  
Approve and authorize the Chair to sign and ratify Agreement between the County of Plumas and Stacey Montgomery as the Public Defender permanent replacement of Jacob Zamora; effective August 1, 2022; approved as to form by County Counsel. **View Item**
- C. **PLANNING**  
Approve and authorize staff to refund applicant, Michael and Michelle Pool a portion of the fees for application to add the F (Farm Animal Combining Zone) to property at 113 Round Valley Road, Greenville; APN 110-220-022; due to the withdrawal of application (ZC 9-21/22-01); refund amount \$315.00. **View Item**

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

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

### **Convene as the Beckwourth County Service Area Governing Board**

- 3. **BECKWOURTH COUNTY SERVICE AREA** – John Mannle  
Authorize no contract payment of \$1,501.92 to Jet Plumbing and ratify all a BCSA sewer pump station repair work performed to date; discussion and possible action. **View Item**

### **Adjourn as the Beckwourth County Service Area Governing Board and reconvene as the Board of Supervisors**

#### 4. **DEPARTMENTAL MATTERS**

A. **CODE ENFORCEMENT** – Jennifer Langston

Adopt **RESOLUTION** authorizing the extension of the Abandoned Vehicle Abatement (AVA) Program until September 2032; approved as to form by County Counsel; discussion and possible action.

**Roll call vote** **View Item**

B. **HUMAN RESOURCES** – Nancy Selvage

1) Adopt **RESOLUTION** updating Child Support Services Department Job Classifications and base wage; discussion and possible action. **Roll call vote** **View Item**

2) Recruiting Incentives; options for filling the position of Assistant District Attorney or Deputy District Attorney I/II/III; discussion and possible direction. **View Item**

C. **PLANNING** – Tracey Ferguson

Approve and authorize the Chair to sign Plumas County Scoping Comment Letter to Lassen National Forest, Almanor Ranger District Recreation – Dixie Fire Project; discussion and possible action.

**View Item**

D. **PUBLIC HEALTH** – Dr. Dana Loomis

Authorize the Director of Public Health to recruit and fill, funded and allocated; (one) 1.0 FTE Assistant Director of Public Health; vacancy due to resignation; discussion and possible action. **View Item**

E. **FACILITIES & AIRPORT SERVICES**

Presentation – Transfer of instrument Flight Procedures Agreement by Donald Bobo

#### 5. **BOARD OF SUPERVISORS**

A. **TITLE III – SECURE RURAL SCHOOLS APPLICATIONS FOR FUNDING**

PUBLIC HEARING: conduct public hearing, and finalize approval of the following projects, tentatively approved by the Board on June 14, 2022; for 2021-2022 Secure Rural Schools Title III funding: discussion and possible action. **Roll call vote** **View Item**

1) Plumas Co. Sheriff's Office Search and Rescue Vehicle Replacement Project (\$116,686.24)

2) Plumas Co. Sheriff's Office Search and Rescue Reimbursement/ Replacement Project (\$80,000.00)

3) Plumas Co. Sheriff's Office Microwave Radio Replacement Project (\$20,000)

B. Correspondence

C. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

#### 6. **CLOSED SESSION**

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

A. Public employee appointment or employment – County Administrative Officer

B. Conference with real property negotiator, regarding facilities: Sierra House, 529 Bell Lane, Quincy, APN 117-021-000-000



- C. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads
- D. Conference with Legal Counsel: Existing litigation – Tiffany Wagner, Plaintiff, v. County of Plumas, et al., Defendants, United States District Court, Eastern District of California, Case No. 2:18-cv-03105-KMJ-DMC
- E. Conference with Legal Counsel: Pending litigation pursuant to Subdivision (d) (2) of Government Code §54956.9 (County of Butte and County of Plumas v. Department of Water Resources and State Water Contractors, Inc., Court of Appeal, Third Appellate District, Case No. C071785)
- F. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d)(1) of Government Code §54956.9 – Central Delta Water Agency, et al. v. Department of Water Resources, Third District Court of Appeals, Case Nos. C078249, C080572 and C086215
- G. Conference with Legal Counsel: Claim against the County filed by Cheyanna Haley on July 11, 2022.
- H. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9
- I. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9

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

#### **ADJOURNMENT**

Adjourn meeting to Tuesday, August 16, 2022, Board of Supervisors Room 308, Courthouse, Quincy, California

# PLUMAS COUNTY AUDITOR / CONTROLLER

520 MAIN STREET ♦ ROOM 205 ♦ QUINCY, CA 95971-4111 ♦ (530) 283-6249 ♦ FAX (530) 283-6442  
MARTEE GRAHAM ACTING ♦ AUDITOR / CONTROLLER



Date: 8/1/2022

TO: HONORABLE BOARD OF SUPERVISORS

FROM: MARTEE GRAHAM- ACTING AUDITOR/CONTROLLER

SUBJECT: Approve one-year contract for Auditing Services between County of Plumas and Smith & Newell CPAs for audit of the fiscal records of the County of Plumas for fiscal year ending June 30, 2022, per attached contract.

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**Recommendation:**

Approve one-year contract for Auditing Services between County of Plumas and Smith & Newell CPAs for audit of the fiscal records of the County of Plumas for fiscal year ending June 30, 2022, per attached contract.

**Background:**

The addendum to the contract with Smith and Newell CPAs expired 6/30/2022. Request for proposals for a new audit firm was not sent out in the beginning of 2022 due to resignation creating a challenge with time to proceed with this request for the 2021/22 fiscal year.

MARTEE GRAHAM  
*Plumas County Acting Auditor/Controller*

## Services Agreement

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its **Office of the Auditor** (hereinafter referred to as "County"), and Smith & Newell CPAs a general partnership (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Sixty-Five Thousand Six Hundred Seventeen and 00/100 Dollars (\$65,617.00).
3. Term. The term of this agreement shall be from July 1, 2022 through June 30, 2023, unless terminated earlier as provided herein. County's Board of Supervisors hereby ratifies, and approves for payment, services provided by Contractor from July 1, 2022 to the date of approval of this Agreement by the Board of Supervisors.
4. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.
7. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.

8. Indemnification. To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and Contractor shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively "County Parties"), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney's fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties.
9. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:
- a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000).
  - b. Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousand dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of the greater of (i) the limit available on the policy, or (ii) fifty thousand dollars (\$50,000) per accident.
  - c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements:
    - i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the "County") as additional insureds. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and
    - ii. All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and
    - iii. All of Contractor's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the County, including defense costs and damages; and

- iv. Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement; and
- v. Contractor's policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13; and
- vi. To the extent that Contractor carries any excess insurance policy applicable to the work performed under this Agreement, such excess insurance policy shall also apply on a primary and non-contributory basis for the benefit of the County before the County's own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsements necessary to effectuate this provision.

d. Workers' Compensation insurance in accordance with California state law.

If requested by County in writing, Contractor shall furnish a certificate of insurance satisfactory to County as evidence that the insurance required above is being maintained. Said certificate of insurance shall include a provision stating that the insurers will not cancel the insurance coverage without thirty (30) days' prior written notice to the County. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. Contractor shall require all subcontractors to comply with all indemnification and insurance requirements of this agreement, and Contractor shall verify subcontractor's compliance.

- 10. Licenses and Permits. Contractor represents and warrants to County that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.
- 11. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, by virtue of this Agreement, has no authority to bind, or incur any obligation on behalf of, County. Except as expressly provided in this Agreement, Contractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.
- 12. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.

\_\_\_\_ COUNTY INITIALS

CONTRACTOR INITIALS

13. Non-discrimination. Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
14. Choice of Law. The laws of the State of California shall govern this agreement.
15. Interpretation. This agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.
16. Integration. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.
17. Severability. The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.
18. Headings. The headings and captions contained in this Agreement are for convenience only and shall be of no force or effect in construing and interpreting the provisions of this Agreement.
19. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
20. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.
21. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

**County:**

Auditor/Controller  
County of Plumas  
520 Main Street, Room 205  
Quincy, CA 95971  
Attention: Martee Graham

**Contractor:**

Smith & Newell CPAs  
950 Tharp Road, Suite 502  
Yuba City, CA 95993  
Attention: Norman Newell, CPA

22. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
23. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
24. Ukraine Sanctions. Pursuant to Executive Order N-6-22 Contractor is aware that as a compliance with the economic sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>). Failure to comply may result in the termination of this agreement.
25. Suspension and Debarment. The County does not employ vendors or contractors who are listed on the National World Wide Web Site System for Award Management (sam.gov) by Federal General Services Administration (GSA) for the purpose of disseminating information on parties that are debarred from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Non-procurement suspension and debarment.
  - a. This Contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the Contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
  - b. The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
  - c. This certification is a material representation of fact relied upon by the County. If it is later determined that the Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
  - d. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any Contract that may arise from this offer. The bidder



or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

26. Retention of Records. If the maximum compensation payable under section 2 of this Agreement exceeds \$10,000, then, pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.
27. Conflicts. In the event of any conflict between the terms of this Agreement and the terms of any exhibit hereto, the terms of this Agreement shall control, and the conflicting term of the exhibit shall be given no effect. Any limitation of liability contained in an attached exhibit shall be null and void.

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

**CONTRACTOR:**

Smith & Newell CPAs a general partnership

By: 

Name: Norman Newell, CPA

Title: Managing Partner

Date signed: 7-14-22

**COUNTY:**

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

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

Name: Kevin Goss

Title: Chair, Board of Supervisors

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

**ATTEST:**

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

Name: Heidi White

Title: Clerk of the Board

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

Approved as to form:



Gretchen Stuhr

Plumas County Counsel

8/1/2022

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

CONTRACTOR INITIALS WN

EXHIBIT A

**Scope of Work**

Contractor shall audit the fiscal records of the County of Plumas for the fiscal year ending June 30, 2022, in accordance with the duties imposed upon it as set forth in this contract.

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

CONTRACTOR INITIALS     *nd*

EXHIBIT B


**Fee Schedule**

COUNTY shall pay CONTRACTOR for services described herein a sum not to exceed the following:

| <u>Required Audit Services</u>             | <u>2022<br/>Maximum<br/>Fee</u> |
|--|---------------------------------|
| County-Wide Audit                          | \$46,367                        |
| Compilation of Financial Statements        | \$3,651                         |
| Single Audit (includes up to 4 Programs)   | \$9,500                         |
| Compliance Report on Treasury Investments  | \$2,333                         |
| Cash Procedure/Control Audit of Department | \$3,266                         |
| Total Maximum Fee                          | \$65,617                        |

\*Additional programs will be billed at \$2,000 each

\_\_\_\_ COUNTY INITIALS

CONTRACTOR INITIALS 



OFFICE OF THE  
**COUNTY COUNSEL**  
COUNTY OF PLUMAS

Plumas County Courthouse  
520 Main Street, Room 302  
Quincy, California 95971-9115  
Phone: (530) 283-6240 Fax: (530) 283-6116

**GRETCHEN STUHR**  
COUNTY COUNSEL  
**SARA G. JAMES**  
DEPUTY COUNTY COUNSEL  
**JOSHUA BRECHTEL**  
DEPUTY COUNTY COUNSEL  
**KRISTINA ROGERS**  
PARALEGAL

July 29, 2022

**INTEROFFICE MEMORANDUM**

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

**FROM:** Gretchen Stuhr, *County Counsel*

**SUBJECT:** Approval of Public Defender Contract

**Background:**

The County Counsel's Office has been given the task of drafting a public defender contract with Stacey Montgomery for the permanent replacement of Jacob Zamora.

**Proposal:**

The County Counsel's office would like the Board of Supervisors to approve and ratify the permanent replacement Public Defender contract with Stacey Montgomery, effective August 1, 2022.

**Action:**

It is recommended that the Board of Supervisors approve the attached Agreement.

END OF MEMORANDUM

**PLUMAS COUNTY**  
**PUBLIC DEFENDER CONTRACT**  
For Attorney's Services Rendered  
Under Court Appointment

WHEREAS, Stacey Montgomery (hereafter "Attorney") and Plumas County (hereafter "County") seek to enter this contract; and,

WHEREAS, on August 1, 2022, the Plumas County Board of Supervisors considered and approved the terms and conditions that follow,

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. **Qualifications:** Attorney is qualified to practice law in California and to perform this contract. Nothing in this contract shall be construed to modify the Attorney's obligation to obey the Rules of Professional Conduct of the State Bar of California. County is authorized to enter this contract under Penal Code §987.2(b).

2. **Term of Contract:** This contract shall commence with an effective date of August 1, 2022 and end on May 31, 2024, unless terminated earlier in accordance with paragraph 13 below.

3. **Attorney's Services:** Attorney's services shall be limited annually to approximately one-third (1/3<sup>rd</sup>) of the total appointments made by the County's courts and, more specifically, to one-third (1/3<sup>rd</sup>) of each type of case as described more fully in paragraph 4 below. The Attorney acknowledges that one-third (1/3<sup>rd</sup>) is an approximation, and agrees not to refuse appointments on the ground of disproportionately, prior to conferring in good faith with the County's representative or Superior Court Judges

Attorney shall accept all assignments by the Court, where no conflict exists, for those matters enumerated in Government Code Section 27706 or as required by the laws of the United States and the State of California, except that Attorney is not obligated to represent defendants as excluded below:

(1) conservatorship cases; (2) state appellate court cases after filing of the notice of appeal and motion to appoint counsel per Penal Code Section 1240.1 [both misdemeanor and felony appeals are excluded]; (3) Family Support OSC Re: Contempt cases; (4) cases in which a violation of Penal Code Section 187 is charged; (5) Welfare and Institutions Code Section 300 cases; and (6) court scheduled probation status reviews and no more than two (2) pro per habeas corpus petitions per fiscal year.

4. **Appointment Process:** In order to ensure that the Attorney receives the correct one-third (1/3<sup>rd</sup>) proportion of cases annually, and to provide for alternative arrangements when the Attorney is unavailable, the following process shall be used:

(a) Monthly Reports on Appointments: By the fifteenth (15<sup>th</sup>) day of each month

(e.g., January 15, February 15, etc.), the Attorney shall make a written report to the County Counsel, or such other County office designated as County's representative by the Board of Supervisors, identifying each court appointment for the prior month. Each appointment shall be categorized under one of four separate categories as follows: Felonies, Misdemeanors, Juvenile, Other. For each appointment there shall be stated the date of appointment, the case number, court, and the code section describing the charge or proceeding. If the Attorney does not timely make such written report, the County may withhold sums due to the Attorney until the Attorney delivers the late written report to the County.

(b) Monthly Report Summaries: The County shall summarize the Attorney's monthly reports showing the total number of appointments in each of the four categories, and that number as a percentage of all appointments made to County's contract public defenders. This summary shall be forwarded promptly to the County's judges.

(c) Attorney Availability: The scheduling of court appointments shall be arranged between the Attorney and the Superior Court Judges according to the following criteria:

(1) The Attorney shall be available to receive court appointments. Recognizing that vacations, illness, or private law practice may cause unavailability from time to time, Attorney shall provide adequate prior notification of the Attorney's unavailability to the court, to the extent possible. Attorney shall arrange for a substitute attorney acceptable to the court to handle Attorney's calendar during the period of Attorney's unavailability. If a substitute for Attorney has been approved in advance by the court, then the substitute may be appointed in lieu of the Attorney, and this shall not be deemed a prohibited assignment of the contract. Attorney shall be responsible for any fees and expenses incurred by such substitute attorney, and Attorney is encouraged to negotiate in advance with such substitute attorney regarding these fees and expenses. Should Attorney not arrange for a substitute attorney during a period of unavailability, Attorney shall still be responsible for any fees and expenses incurred by an attorney or attorneys appointed by the court in Attorney's place.

(2) The Attorney shall coordinate with the County's other contract public defenders to ensure that at least one is present in court on law and motion days. If coordination cannot be arranged by and between the attorneys, the judge shall have the right under this contract to demand that the Attorney be present for a particular law and motion day.

(d) Court Use of Monthly Reports: In appointing defense counsel under this contract, the County's judges will use the County's monthly report summaries to permit each contract public defender the opportunity to attain his or her target percentage of service; provided, however, that the judges may also consider a variety of other factors such as: conflicts of interest; past representation of the same client; and the availability of other contract public defenders.

(e) Default: In the event that the Attorney declines appointment or is unavailable for appointment without justification under this contract, and a substitute attorney is not provided at Attorney's cost pursuant to subparagraph (c)(1) above, then the court shall notify County of the Attorney's default in performance. The County may declare the default to be a material breach of this contract, and good cause for contract termination.

5. **Cases Pending on Commencement of Contract**: Public defender cases to which the Attorney was appointed by County's courts prior to June 1, 2018, shall continue to be handled by the Attorney and shall be included in the services for which compensation is made under this contract.

6. **Compensation**: The Attorney shall be compensated monthly on the first day of each month following the month when services are rendered, based on a rate of \$9,178.61 per month as the total compensation due Attorney under the contract. Compensation shall increase 1.5% each year thereafter. Except as set forth below, this monthly compensation is the total compensation due Attorney under the contract.

(a) Long Trials: For any trial exceeding five days, the Attorney shall be paid at the rate of \$57.50 per hour for all work after the fifth day.

(b) Complex Pretrial Preparation: For cases involving extraordinarily complex pretrial preparation, in excess of 20 hours, the Attorney may be entitled to additional compensation at the rate of \$57.50 per hour upon approval by the court. The Attorney shall be responsible for making and preserving records justifying the amount of additional compensation.

(c) Cases Transferred to Plumas County: The Attorney shall not be required to accept appointment to cases which have been transferred by another jurisdiction for trial in Plumas County, but the Attorney may accept such cases and be paid by the transferring court by agreement pursuant to Penal Code §987.2.

7. **Expenses of County**: The County shall pay for all services of a court reporter when such services are required by law. Subject to court approval, the County shall also pay all witness fees, including expert witnesses, laboratory services and forensic services. The costs of investigative personnel in non-routine cases, where there is prior court authorization, shall be paid by the County. Appointment of counsel other than the Attorney shall be an expense of the County when:

(a) The court finds that a case is so complex that it requires legal specialization that the Attorney does not possess.

(b) The court finds a conflict of interest in appointing the Attorney

(c) The court transfers venue outside of the County.

(d) The court substitutes another attorney to resolve a scheduling conflict in or



between the courts.

8. **Private Practice:** The Attorney shall be permitted to engage in private practice to the extent that there is not substantial interference with performance of this contract. The Attorney shall be prohibited from privately representing any person who has previously appeared unrepresented in court on the same matter, who requested a court-appointed attorney and the Attorney declined to be appointed to the case.

9. **Client Reimbursement of County:** In relation to proceedings by the courts to obligate clients of court-appointed attorneys to reimburse some or all of the County's costs for provision of legal service, the Attorney shall:

(a) Comply with California Government Code section 27707; and,

(d) Advise the Court, in general, about how to raise the level of client reimbursements for public defender services.

10. **Independent Contractor:** The Attorney's relationship to the County is one of independent contractor and not employment. Attorney represents and warrants that Attorney is engaged in a profession described by California Labor Code section 2783 as a lawyer holding an active license from the State of California. Attorney represents and warrants that Attorney maintains a separate business location and has all required business licenses and tax registration, if any, in order to perform services under this Agreement. Attorney shall have the right to set his/her/its own hours and location of work, consistent with the nature of the services provided under this Agreement. Attorney shall determine the method, means and manner of performance of, but not limited to, such matters as outlined in this contract without restriction by County. County is interested only in the results to be achieved from Attorney's performance of the services. Attorney shall provide his/her/its own resources and equipment and direct their operation in all respects when necessary to perform these services. Notwithstanding this Agreement, Attorney shall have the right to provide the same or similar services to entities other than County without restriction, and holds themselves out as available to perform the same type of work. County shall have no authority, control, or liability regarding Attorney's performance or activities, before or after each instance, that Attorney may perform under this Agreement. Attorney will at all times indemnify and hold County, and their respective agents, contractors and employees harmless from any and all claims, damages, liabilities and costs (including attorneys' fees) arising out of any material breach by Attorney of any representation, warrant or agreement made by Attorney hereunder or arising out of Attorney's services.

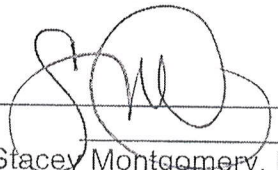
11. **Insurance:** The Attorney shall be responsible at all times, during the term of this contract, for having professional malpractice insurance in an amount of at least \$100,000 per claim and \$300,000 for all claims made on an annual basis. If County requires higher coverage, County shall reimburse the Attorney for the additional cost. If legal developments in California reduce immunity from malpractice, and malpractice insurance costs for criminal work increase substantially, the Attorney may notify the

CAO to open the contract to discuss an increase in compensation only to cover those cost increases.

12. **Termination of Contract:** Upon termination of this contract, the Attorney shall request the court to be relieved of pending cases except those set for trial. If the court denies a request, the Attorney shall be entitled to reasonable compensation for his or her services in that case, as determined by the court.

Either party may terminate this contract before its stated expiration after first serving on the other party notice of intent to terminate, at least sixty days prior to the date the termination will take effect; provided, that the County shall terminate only for good cause and shall offer an opportunity for a hearing on that issue before the Board of Supervisors or a Board-assigned hearing officer whose determination shall be final. Provided, however, that County shall terminate this contract if it is determined by the Superior Court that Attorney is not properly performing Attorney's duties hereunder, and County may terminate this contract immediately should the Plumas County Board of Supervisors fail to appropriate sufficient funds for this contract.

**ATTORNEY**

  
\_\_\_\_\_  
Stacey Montgomery, Esq.

Dated: 7/19/22

**COUNTY OF PLUMAS**


Kevin Goss, Chair  
Board of Supervisors

Dated: \_\_\_\_\_

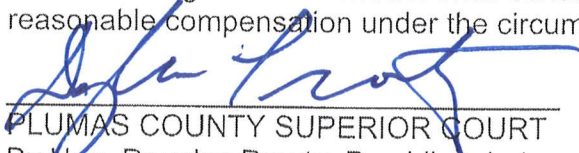
ATTEST:

\_\_\_\_\_  
Heidi White, Clerk of the Board

**Approved as to form:**

  
\_\_\_\_\_  
Gretchen Stuhr  
Plumas County Counsel

The Plumas County Superior Court has determined that the attorney listed above possesses the requisite ability to represent adequately indigent persons in the above-described matters before the Court. The Court has further determined that the compensation provided for herein constitutes reasonable compensation for assigned counsel in the above-described indigent cases. The judicial act of assigning counsel with knowledge of this contract shall constitute judicial approval and ratification of such reasonable compensation under the circumstances.

  
PLUMAS COUNTY SUPERIOR COURT  
By Hon. Douglas Prouty, Presiding Judge

Dated: 7/27/22



## **BOARD OF SUPERVISORS STAFF REPORT**

**DATE:** August 9, 2022  
**TO:** Honorable Board of Supervisors  
**FROM:** Tim Evans, Senior Planner *[Signature]*  
**APPLICANTS:** Michael and Michelle Pool  
**CONSENT ITEM:** Refund a Portion of Planning Department Filing Fee for Zone Change Application

**RECOMMENDED ACTION:** Staff recommends approval of the refund in the amount of \$315.00.

**BACKGROUND:** On September 30, 2021, the Zone Change application (Application) was submitted to the Planning Department by Michael and Michelle Pool to add the F (Farm Animal Combining) zone to allow the keeping of horses on the property located at 133 Round Valley Road, Greenville (APN 110-220-022).

Upon receipt, the Application was reviewed by Planning staff and provided to various departments and agencies for a 30-day review. The 30-day review period closed on November 1, 2021, and the application was determined to be complete.

Subsequently, Planning staff began preparing an Initial Study pursuant to the California Environmental Quality Act (CEQA) to assess the environmental impacts of adding the F (Farm Animal Combining) zone to the property.

On February 24, 2022, Michelle Pool contacted the Planning Department and was given a status on the Application that an Initial Study was being prepared and the approximate cost of the Initial Study.

In various discussion with Planning staff after February 24, 2022, Michael and Michelle Pool discussed the Initial Study cost and concluded that they wanted to withdraw their Application.

**INFORMATION:**

After being notified by Planning staff on June 8, 2022 that a partial refund of the filing fee was possible (Attachment 1), Michael and Michelle Pool requested a partial refund of their filing fee on June 17, 2022 (Attachment 2).

The refund amount is calculated as the filing fee less the amount for Planning staff's review of the Application. Planning staff's review is calculated at the "Planner's hourly rate" of \$101.00 per hour as set forth on the Planning Department's Fee Schedule (Attachment 3). Therefore, with a filing fee of \$1,325.00 less \$1,010.00 for the ten (10) hours of Planning staff's review and processing of the application, the refund amount would be \$315.00.

Therefore, if the Board approves the refund, Michael and Michelle Pool would be entitled to a refund in the amount of **\$315.00.**

**ATTACHMENTS:**

1. Planning Department June 8, 2022, letter concerning Zone Change Applicant withdrawal and refund information
2. Email from Michael and Michelle Pool dated June 17, 2022
3. Planning Department Fee Schedule





PLUMAS COUNTY PLANNING & BUILDING SERVICES

PLANNING DEPARTMENT  
555 Main Street  
Quincy, CA 95971  
(530) 283-6214  
[www.countyofplumas.com](http://www.countyofplumas.com)

June 8, 2022

Michael and Michelle Pool  
399 Genesee Indian Creek Road  
Taylorsville, CA 95983

RE: Zone Change ZC 9-21/22-01  
113 Round Valley Road  
Greenville, CA 95947  
APN 110-220-022

Dear Michael and Michelle Pool,

This letter is concerning Zone Change ZC 9-21/22-01 (Application) submitted for the property located at 113 Round Valley Road, Greenville; APN 110-220-022.

**BACKGROUND**

On September 30, 2021, the Application was submitted to the Planning Department to add the F (Farm Animal Combining) zone to the property, which has a primary zoning of 2-R (Single-Family Residential).

Upon receipt, the Application was reviewed by Planning staff and provided to various departments and agencies for a 30-day review. The 30-day review period closed on November 1, 2021, and the application was determined to be complete.

Subsequently, Planning staff began preparing an Initial Study pursuant to the California Environmental Quality Act (CEQA) to assess the environmental impacts of adding the F (Farm Animal Combining) zone to the property.

On February 24, 2022, you contacted the Planning Department and were updated on the status of the Application, that the Initial Study was being prepared for the Application, and the approximate cost of the Initial Study.

In various discussions with Planning staff after February 24, 2022, you have discussed the Initial Study cost and concluded that you want to withdraw your Application.

**APPLICATION WITHDRAWN**

Per your conversation with Tracey Ferguson, Planning Director, on June 6, 2022, regarding the cost of the Initial Study for the project, you are withdrawing your Application to add the F (Farm Animal Combining) zone to the property at 113 Round Valley Road, Greenville; APN 110-220-022.

*This letter serves as confirmation that the Application is withdrawn.*

## REFUND

If you would like a refund of the filing fee for the Application, please mail or email a letter to me requesting the refund. A refund must be approved by the Plumas County Board of Supervisors; therefore, upon receipt of a refund request letter, Planning staff will place the refund request on the Board of Supervisors' agenda to obtain approval for the refund.

Please be aware that the refund amount will be the filing fee less the amount for Planning staff's review of the Application. Planning staff's review is calculated at the "Planner's hourly rate" of \$101.00 per hour as set forth on the Planning Department's Fee Schedule (enclosed). Therefore, with a filing fee of \$1,325.00 less \$1,010.00 for the ten (10) hours of Planning staff's review and processing of the Application, the refund amount would be \$315.00.

Please don't hesitate to contact me by phone at (530) 283-6207 or email at [TimEvans@countyofplumas.com](mailto:TimEvans@countyofplumas.com) if you have any questions, or would like a refund.

Sincerely,

A handwritten signature in blue ink that reads "Timothy Evans". The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

Tim Evans  
Senior Planner

Enclosure: Fee Schedule

Cc: Tracey Ferguson, Planning Director



# PLANNING & BUILDING SERVICES FEE SCHEDULE

Resolution No. 07-7417 effective December 1, 2007  
(Environmental Health Dept. Fees Effective 1/1/20)  
(Public Works Fees Effective 10/7/18)  
(Engineering Fees Effective 10/7/18)

Make check payable to PLANNING & BUILDING SERVICES  
Fees are non-refundable

**Note: All Planning Dept. fees include Engineering, Environmental Health & Public Works fees where applicable.**

|  |   |
|--|---|
| AGENDA REQUEST (per year)  | \$31.00   |
| AMENDMENT (Reconsideration of approved application)  | 1/2 of current fee plus \$25.00 +<br>1/2 of current fee (Public Works) +<br>1/2 of current fee (Engineering)                  |
| APPEAL   | \$770.00  |
| CAMPGROUND   | \$799.00  |
| CERTIFICATE OF COMPLIANCE (per resultant parcel)   | \$1,009.00  |
| CODE AMENDMENT   | \$926.00  |
| COMPACT DISC PRODUCTION (With Planning Information)  | \$15.00   |
| DEVELOPMENT AGREEMENT  | \$3,186.00 +<br>\$1,000 deposit billed at \$77.54/hr. (Public Works) +<br>\$1,000 deposit billed at \$75.57/hr. (Engineering) |
| DEVELOPMENT AGREEMENT AMENDMENT  | \$1,672.00 +<br>\$1,000 deposit billed at \$77.54/hr. (Public Works) +<br>\$1,000 deposit billed at \$75.57/hr. (Engineering) |
| EIR (Prepared by Consultant)<br>(You will also be responsible for a 2022 Fish & Wildlife filing fee of \$3,539.25)     | \$6,873.00<br>+ 5.41% of EIR cost paid by developer   |
| EIR (Prepared by Planning Dept.)<br>(You will also be responsible for a 2022 Fish & Wildlife filing fee of \$3,539.25) | \$3,442.00 + \$89.00 per hour   |
| EXTENSION OF TIME (to record a final map)  | \$386.00  |
| FLOOD PLAIN DETERMINATION  | \$25.00   |
| GENERAL PLAN AMENDMENT / ZONE CHANGE   | \$1,663.00  |
| HYDRO-ELECTRIC PROJECT   | \$3,121.00 +<br>\$1,000 deposit billed at \$77.54/hr. (Public Works) +<br>\$1,000 deposit billed at \$75.57/hr. (Engineering) |
| INCOMPLETE APPLICATION   | \$101.00  |
| LOT LINE ADJUSTMENT  | \$1,131.00 + \$62/lot   |
| MINE INSPECTION  | \$274.00 + \$25.00 per acre   |
| MODIFICATION OF RECORDED MAP <i>by Amendment of Recorded Map</i>   | \$1,233.00 + \$50.00 per map  |
| MODIFICATION OF RECORDED MAP <i>by Certificate of Correction</i>   | \$1,082 + \$50.00 per map   |
| MODIFICATION OF DEVELOPMENT STANDARDS  | \$1,509.00 + \$25.00 per lot  |

|  |   |
|--|---|
| NEGATIVE DECLARATION (Prepared by County)<br>(You will also be responsible for a 2022 Fish & Wildlife filing fee of \$2,548.00)                  | \$2,788 + \$101 per hour  |
| NEGATIVE DECLARATION (Prepared by Consultant)<br>(You will also be responsible for a 2022 Fish & Wildlife filing fee of \$2,548.00)              | \$5,066.00<br>+ 5.41% of the Negative Declaration cost paid to the consultant                             |
| OWNER INITIATED MERGER   | \$202.00  |
| PERMIT TO MINE / RECLAMATION - FEDERAL   | \$2,989.00 + \$202.00 per acre  |
| PERMIT TO MINE / RECLAMATION - PRIVATE   | \$2,989.00 + \$202.00 per acre  |
| PLANNER'S HOURLY RATE (Consultations longer than 15 min.)  | \$101.00  |
| PLANNED DEVELOPMENT PERMIT (Without Tentative Map)   | \$2,148.00 + \$125.00 per lot   |
| PLANNED DEVELOPMENT PERMIT (With Tentative Map)  | \$1,571.00  |
| RECONSIDERATION OF APPROVED APPLICATION  | 1/2 Current Fee + \$25.00   |
| RECONSIDERATION OF TENTATIVE MAP   | 1/2 Current Fee + \$25.00   |
| REQUEST FOR NOTICE OF APPLICATION  | \$294.00 per year   |
| REVERSION TO ACREAGE   | \$689.00  |
| SIGN PERMIT  | \$101.00  |
| SITE DEVELOPMENT PERMIT  | \$1,327.00  |
| SPECIAL USE PERMIT (4-H or FFA)  | \$0.00 (no fee)   |
| SPECIAL USE PERMIT   | \$1,231.00  |
| SPECIAL USE PERMIT – AMENDMENT   | \$688.00  |
| TECHNICAL REPORT REVIEW<br>(Traffic Studies, Grading Plans, Erosion Control Plans, Flood Studies,<br>Drainage Studies, and Geotechnical Reports) | \$1,000 deposit billed at \$77.54/hr. (Public Works)<br>\$500 deposit billed at \$75.57/hr. (Engineering) |
| TENTATIVE MAP  | \$2,010.00 + \$413.00 per lot   |
| VARIANCE   | \$1,167.00  |
| WILLIAMSON ACT CONTRACT /<br>FARMLAND SECURITY ZONE  | \$592.00  |
| FARMLAND SECURITY ZONE<br>FROM WILLIAMSON ACT CONTRACT   | \$390.00  |
| ZONE CHANGE  | \$1,325.00  |

## Evans, Tim

---

**From:** Michelle Pool <m.mpool@yahoo.com>  
**Sent:** Friday, June 17, 2022 10:38 AM  
**To:** Evans, Tim  
**Subject:** Re: Zone Change ZC 9-21/22-01

**CAUTION: This email originated from OUTSIDE THE ORGANIZATION. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Yes Tim I would like the refund please  
Thank you Michelle pool  
399 geneesee Indian creek rd Taylorsville ca 95983

Sent from my iPad

On Jun 15, 2022, at 10:24 AM, Evans, Tim <[TimEvans@countyofplumas.com](mailto:TimEvans@countyofplumas.com)> wrote:

Hi Michelle,

As a follow up to the voicemail I left you earlier today, please reply to this email stating you would like a refund of the filing fee.

Best,

*Tim Evans*  
*Senior Planner*  
*Plumas County Planning Department*  
*Direct Line: (530) 283 - 6207*  
*Fax: (530) 283 - 6134*

---

**From:** Evans, Tim  
**Sent:** Wednesday, June 8, 2022 4:52 PM  
**To:** Michelle Pool <m.mpool@yahoo.com>  
**Cc:** Ferguson, Tracey <[TraceyFerguson@countyofplumas.com](mailto:TraceyFerguson@countyofplumas.com)>  
**Subject:** Zone Change ZC 9-21/22-01

Hi Michelle,

Please see the attached letter concerning the withdrawal of your zone change application for 113 Round Valley Road, Greenville; APN 110-220-022.

A hard copy is being mailed to you as well.

Let me know if you have any questions.

Regards,

*Tim Evans*

*Senior Planner  
Plumas County Planning Department  
Direct Line: (530) 283 - 6207  
Fax: (530) 283 - 6134*

# PLANNING & BUILDING SERVICES FEE SCHEDULE

Resolution No. 07-7417 effective December 1, 2007  
*(Environmental Health Dept. Fees Effective 1/1/20)*  
*(Public Works Fees Effective 10/7/18)*  
*(Engineering Fees Effective 10/7/18)*

**Make check payable to PLANNING & BUILDING SERVICES**  
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| ZONE CHANGE  | \$1,325.00  |

**BECKWOURTH COUNTY SERVICE AREA**  
**c/o PLUMAS COUNTY ENGINEERING DEPARTMENT**  
555 WEST MAIN STREET • QUINCY, CA 95971 • (530) 283-6268 • FAX (530) 283-6135  
*John Mannle, P.E.*                      *County Engineer and Manager, BCSA*

**AGENDA REQUEST**

for the August 9, 2022 meeting of the Plumas County Board of Supervisors

Date: August 1, 2022

To: Honorable Governing Board

From: John Mannle, Manager, Beckwourth CSA



Subject: Approval of Payments to Jet Plumbing for Emergency Repair of BCSA Sewer Pump Without a Contract

**BACKGROUND:**

On July 13, 2022, the Beckwourth CSA operator reported that the pump station had become clogged again. After repeated attempts to reverse the pump direction in hopes of dislodging the debris it was determined that a plumber was needed to physically remove the debris. Jet Plumbing responded to enter the wet well on July 18, 2022 and cleared the obstruction from the pump. Waters Vacuum Truck and Plumas Sanitation also provided service to keep the pump station from overflowing. Plumas Sanitation invoice was approved last week and Waters has one more invoice to submit for approval. This will be brought to the Board for approval when received.

Upon completion, the pump station was functioning properly.

**RECOMMENDATION**

The Beckwourth CSA Manager respectfully requests that the Governing Board authorize the Manager of the Beckwourth CSA to pay the invoice from Jet Plumbing totaling \$1,501.92 without a contract and to ratify all approved work performed to date.

Attachment: Jet Plumbing Invoice



**JET Plumbing, Heating & Drain Services**  
1553 Hymer Avenue  
Sparks, NV 89431  
Phone: (775) 331-3933  
Fax: (775) 331-5584

|                       |               |
|-----------------------|---------------|
| <b>INVOICE NUMBER</b> | <b>343124</b> |
|-----------------------|---------------|

**BILL TO:**

BECKWORTH COMMUNITY SERVICE AREA  
1834 E MAIN ST  
QUINCY, CA 95971

**WORK ADDRESS:**

BECKWOURTH COMMUNITY SERVICE AREA  
80956 HIGHWAY 70  
BECKWOURTH, CA 96129

| INVOICE DATE | CUSTOMER ID | CUSTOMER PO | PAYMENT TERMS    | SERVICE CALL # | WORKORDER # |
|--------------|-------------|-------------|------------------|----------------|-------------|
| 07/18/2022   | 42384       |             | Due Upon Receipt | 343124         | 56594       |

| Item ID            | Description                     | Quantity | Unit Price | Ext Price |
|--------------------|---------------------------------|----------|------------|-----------|
| LABOR13            | CONFINED SPACE ENTRY TEAM       | 3.00     | 340.00     | 1,020.00  |
| EQUIP-CONFINED SPA | Confined Space Equipment/Safety | 1.00     | 450.00     | 450.00    |
| MAC1               | Consumables, Gas, Flux, Glue    | 1.00     | 13.95      | 13.95     |
| MAC3               | Tyvek XL Disp Sanitary Suit     | 1.00     | 15.54      | 15.54     |

|              |          |
|--------------|----------|
| Sales Total  | 1,499.49 |
| Disc. Amount | 0.00     |
| Tax Total    | 2.43     |
| Net Amount   | 1,501.92 |

LIFT STATION -  
ENTER PIT, CLEAN DEBRIS (SHOP RAGS & WIPES) FROM IMPELLER, CHECK PUMP OPERATION, TEST GOOD  
NO WARRANTY

8/1/2022

**To:** The Honorable Board of Supervisors  
**From:** Jennifer Langston, Chief Code Enforcement Officer  
**Subject:** Adoption of Resolutions Extending the Abandoned Vehicle Abatement Program

**RECOMMENDATION:**

Adopt the attached resolution extending the abandoned vehicle abatement program until September 30, 2032

**BACKGROUND AND DISCUSSION:**

In 1990, the California State Legislature enacted legislation allowing for the creation of county-based vehicle service authorities, pursuant to the provisions of Section 22710 VC. In 2007, the Service Authority was formed and imposed a one dollar annual vehicle registration fees on vehicles registered to an owner with an address in the County of Plumas.

Vehicle registration fees are collected by the Department of Motor Vehicles and allocated to the Service Authority by the State Controllers Office pursuant to Section 9250.7 VC. Fees are then allocated to 2 participating entities on the basis of percentage of vehicles abated in relation to the total vehicles abated by the county as a whole. The current participating entities are the County of Plumas and the City of Portola. Since the inception of the program the Service Authority has received \$178,289.52 which has allowed staff to abate approximately 266 vehicles.

The current program expired on September 30, 2017. New legislation allows the local service authorities to extend the programs every 10 years with the approval of the County and a majority of the cities comprising a majority of the population of the incorporated areas. Adoption of the attached resolution is the first step towards the extension of this important program.

**RESOLUTION NO. 22-**

**A RESOLUTION AUTHORIZING THE EXTENSION OF THE ABANDONED  
VEHICLE ABATEMENT (AVA) PROGRAM UNTIL SEPTEMBER 2032**

**WHEREAS**, the Service Authority for the AVA program was formed on October 1, 2007; and

**WHEREAS**, the AVA program has contributed \$178,289.52 and allowed for the abatement of 266 abandoned vehicles in non-incorporated Plumas County; and

**WHEREAS**, the AVA fee collection program in Plumas County was suspended by the State Controller's office on January 25, 2016; and

**WHEREAS**, the State Controller's Office has determined that Plumas County has spent down the unexpended dollar amount leading to the suspension; and

**WHEREAS**, legislation allows for reinstatement and extension of the program with the approval of the County and a majority of the cities comprising a majority of the population of the incorporated areas; and

**WHEREAS**, it is desirable to the County of Plumas to have the program continue,

**THEREFORE, BE IT RESOLVED**, that the Plumas County Board of Supervisors support the reinstatement and extension of the AVA program until September 2032.

On a motion by Supervisor \_\_\_\_\_, Seconded by Supervisor \_\_\_\_\_, the foregoing resolution was passed and adopted by the Governing Body of the County of Plumas.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Kevin Goss, Chair  
Plumas County Board of Supervisors

**Attest:**

\_\_\_\_\_  
Heidi White, Clerk of the Board of Supervisors  
County of Plumas, State of California

Approved as to form:

  
Joshua Brechtel  
Deputy County Counsel I

## **DEPARTMENT OF HUMAN RESOURCES**

520 Main Street, Room 115, Quincy, California 95971

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

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



**DATE:** AUGUST 1, 2022

**TO:** The Honorable Board of Supervisors

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

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF  
AUGUST 9, 2022

**RE: APPPROVE RESOLUTION FOR UPDATED CHILD SUPPORT JOB  
CLASSIFICATION AND BASE PAY WAGES**

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

Approve the attached resolution approving updated job classifications for the Child Support Department and bases wages.

### **BACKGROUND AND DISCUSSIONS**

The Director of Child Support has requested the departments job descriptions match Cal HR - MERIT Systems job descriptions. These job descriptions are outdated and in need of updating as well as the current base wages. The Child Support department is required to observe the job descriptions and recruitment processes of CalHR. The County's goal is to match the CalHR job descriptions and increase base wages.

I propose that Plumas County adopt the CalHR PCDCSS job descriptions for the following positions:

- Child Support Assistant I
- Child Support Assistant II
- Child Support Assistant III
- Child Support Services Legal Clerk I
- Child Support Services Legal Clerk II
- Child Support Services Legal Clerk III
- Child Support Specialist I
- Child Support Specialist II
- Child Support Specialist III
- Assistant Director, Department of Child Support Services

As required by the IRS Publication 1075, all PCDCSS job descriptions note that a background check is required. This is a requirement for hire and continued employment with this department.

A salary survey was conducted using Plumas County's past practice of the ten counties and the results of the survey verify that Plumas County wages are low and not competitive.

I propose the County update the Child Support salaries to reflect the median wage for each position on the survey. This Department is non-general funded. Director, Michelle Blackford, has reviewed the proposed salaries and confirms that the department budget will support the increases.

| <b>JOB TITLE</b>             | <b>Current A Step</b> | <b>Proposed A Step</b> |
|------------------------------|-----------------------|------------------------|
| Legal Clerk I                | 15.00                 | 16.46                  |
| Legal Clerk II               | 16.54                 | 18.09                  |
| Legal Clerk III              | N/A                   | 19.14                  |
| Child Support Asst I         | 15.00                 | 15.90                  |
| Child Support Asst II        | N/A                   | 17.54                  |
| Child Support Asst III       | N/A                   | 18.37                  |
| Child Support Specialist I   | 15.75                 | 18.42                  |
| Child Support Specialist II  | 16.54                 | 19.82                  |
| Child Support Specialist III | 18.23                 | 21.49                  |
| Child Support Asst Director  | 23.88                 | 33.56                  |

I am requesting approval of the attached job description and the above proposed base wage increases.

Thank you for your time, and for considering this important matter.

**Attached Exhibits:**

- Child Support Assistant I
- Child Support Assistant II
- Child Support Assistant III
- Child Support Services Legal Clerk I
- Child Support Services Legal Clerk II
- Child Support Services Legal Clerk III
- Child Support Specialist I
- Child Support Specialist II
- Child Support Specialist III
- Assistant Director, Department of Child Support Services

**RESOLUTION NO. 2022 - \_\_\_\_\_**

**APPROVE RESOLUTION UPDATING CHILD SUPPORT SERVICES DEPARTMENT  
JOB CLASSIFICATIONS AND BASE WAGES**

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

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

**WHEREAS**, the Human Resources Director has updated the job classifications for a Child Support Services and the base wages; and

**WHEREAS**, these job descriptions were outdated as well as the base wages compared to the other relative counties; and

**WHEREAS**, it is recommended that the County match the Cal HR- MERIT Systems job descriptions for continuity within the system and update the base wages to be competitive in recruitment.

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

Approve Resolution for the updated job classifications in Exhibit A and new base wages.

| <b>JOB TITLE</b>             | <b>Current A Step</b> | <b>Proposed A Step</b> |
|------------------------------|-----------------------|------------------------|
| Legal Clerk I                | 15.00                 | 16.46                  |
| Legal Clerk II               | 16.54                 | 18.09                  |
| Legal Clerk III              | N/A                   | 19.14                  |
| Child Support Asst I         | 15.00                 | 15.90                  |
| Child Support Asst II        | N/A                   | 17.54                  |
| Child Support Asst III       | N/A                   | 18.37                  |
| Child Support Specialist I   | 15.75                 | 18.42                  |
| Child Support Specialist II  | 16.54                 | 19.82                  |
| Child Support Specialist III | 18.23                 | 21.49                  |
| Child Support Asst Director  | 23.88                 | 33.56                  |

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 August, 2022 by the following vote:

AYES:           Supervisors  
NOES:           Supervisors  
ABSENT:       Supervisors  
ATTEST:

\_\_\_\_\_  
Kevin Goss, Chair, Board of Supervisors

\_\_\_\_\_  
Heidi White, Clerk of the Board

## **CHILD SUPPORT ASSISTANT I**

### **DEFINITION**

Working under close supervision, Child Support Assistant I applies Federal, State and local codes, procedures, and rules to assist Child Support Specialists in securing current and delinquent child support payments; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Child Support Assistant I is the entry/trainee level in the Child support Assistant class series. Employees in this class receive in-service training, and are given detailed instructions in the performance of routine duties related to assisting Child Support Specialists in securing delinquent child support payments. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Employees are expected to promote to Child Support Assistant II after one year of satisfactory performance at the trainee level.

### **REPORTS TO**

Director of Child Support Services or Assistant Director of Child Support Services or as assigned.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## **CHILD SUPPORT ASSISTANT I – 2**

### **EXAMPLES OF DUTIES**

- Assists Child Support Specialists in processing cases and preparing cases for court action according to established routine and procedures.
- Operates and uses an automated system to input and extract information and generate reports and documents.
- Develops, organizes and distributes documents for child support cases.
- Establishes and maintains child support files.
- Interviews individuals to obtain pertinent information related to child support cases.
- Responds to general inquiries from the public.
- Contacts and retrieves relevant information from other jurisdictions.
- Processes and distributes incoming correspondence, redirecting complex mail and/or transactions to other staff.
- Assists with the location of parents and the establishment of parent's support capability.
- Performs related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

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

### **TYPICAL WORKING CONDITIONS**

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



## CHILD SUPPORT ASSISTANT I – 3

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Basic arithmetic.
- English usage, grammar and spelling.
- Use of computer terminals and basic data input and retrieval mechanisms.
- Good public relations techniques.

#### **Ability to:**

- Perform basic arithmetic calculations.
- Exercise tact, diplomacy, and flexibility.
- Understand and follow written and oral instructions.
- Maintain accurate records and files.
- Operate computer equipment.
- Work with computer databases and programs common to child support enforcement activities.
- Read, interpret and apply policies, procedures and regulations.
- Maintain confidentiality.
- Establish and maintain effective working relationships.

#### **Training and Experience:**

One (1) year of full-time general clerical experience.

**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. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

Must pass a Department of Justice (DOJ) background check as required under IRS Publication 1075 as a condition of employment.

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

## **CHILD SUPPORT ASSISTANT II**

### **DEFINITION**

Working under general supervision, Child Support Assistant II applies Federal, State and local codes, procedures, and rules to assist Child Support Specialists in securing current and delinquent child support payments; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Child Support Assistant II is the journey level in the Child Support Assistant class series. Employees at this level are expected to use independent judgment to perform the full scope of duties, which emphasize general, routine interviewing and information gathering, but not the full responsibilities of a caseload. Positions in this class are flexibly staffed and are normally filled by advancement from the lower/trainee level of Child Support Assistant I, or if filled from the outside, require prior related experience.

Child Support Assistant II differs from Child Support Assistant III in that the latter is the advanced journey level, and may provide lead direction to assigned staff. The Child Support Assistant series differs from the Child Support Specialist series in that the former assists Child Support Specialists in processing, preparing, and maintaining cases; while the Child Support Specialists perform the full range of case management activities.

### **REPORTS TO**

Director of Child Support Services or Assistant Director of Child Support Services or as assigned.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## **CHILD SUPPORT ASSISTANT II – 2**

### **EXAMPLES OF DUTIES**

- Assists Child Support Specialists in processing cases and preparing cases for court action according to established routine and procedures.
- Operates and uses an automated system to input and extract information and generate reports and documents.
- Develops, organizes and distributes documents for child support cases.
- Establishes and maintains child support files.
- Interviews individuals to obtain pertinent information related to child support cases.
- Responds to general inquiries from the public.
- Contacts and retrieves relevant information from other jurisdictions.
- Processes and distributes incoming correspondence, redirecting complex mail and/or transactions to other staff.
- Assists with the location of parents and the establishment of parent's support capability.
- Performs related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

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

### **TYPICAL WORKING CONDITIONS**

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

## CHILD SUPPORT ASSISTANT II – 3

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Basic arithmetic.
- English usage, grammar and spelling.
- Use of computer terminals and basic data input and retrieval mechanisms.
- Good public relations techniques.

#### **Ability to:**

- Perform basic arithmetic calculations.
- Exercise tact, diplomacy, and flexibility.
- Understand and follow written and oral instructions.
- Maintain accurate records and files.
- Operate computer equipment.
- Work with computer databases and programs common to child support enforcement activities.
- Read, interpret and apply policies, procedures and regulations.
- Maintain confidentiality.
- Establish and maintain effective working relationships.

#### **Training and Experience:**

One (1) year of full-time experience performing duties comparable to a Child Support Assistant I in a state or local government agency.

**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. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

Must pass a Department of Justice (DOJ) background check as required under IRS Publication 1075 as a condition of employment.

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

## **CHILD SUPPORT ASSISTANT III**

### **DEFINITION**

Under limited supervision, the Child Support Assistant III leads, oversees, and participates in the more complex and difficult work of staff responsible for applying Federal, State and local codes, procedures, and rules to assist Child Support Specialists in securing current and delinquent child support payments; may serve as a lead worker and provide training and work assignments to a group of Child Support Assistant staff; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Child Support Assistant III is the advanced journey level in the Child Support Assistant class series. Positions at this level differ from the lower level of Child Support Assistant I/II by the complexity and difficulty of the work performed. The Child Support Assistant III class may provide lead supervision and training to assigned staff. This classification does not carry the full responsibilities of a caseload.

### **REPORTS TO**

Director of Child Support Services or Assistant Director of Child Support Services.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## **CHILD SUPPORT ASSISTANT III – 2**

### **EXAMPLES OF DUTIES**

- May lead, plan and review the work of staff responsible for applying Federal, State and local codes, procedure and rules to assist Child Support Specialists in securing current and delinquent child support payments. May provide or coordinate staff training.
- Assists Child Support Specialists in processing cases and preparing cases for court action according to established routine and procedures.
- Responsible for the most complex and difficult cases.
- Operates and uses an automated system to input and extract information and generate reports and documents.
- Develops, organizes and distributes documents for child support cases.
- Establishes and maintains child support files.
- Interviews individuals to obtain pertinent information related to child support cases.
- Responds to general inquiries from the public.
- Contacts and retrieves relevant information from other jurisdictions.
- Processes and distributes incoming correspondence.
- Assists with the location of parents and the establishment of parent's support capability.
- Performs related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

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

### **TYPICAL WORKING CONDITIONS**

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

## CHILD SUPPORT ASSISTANT III – 3

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Basic arithmetic.
- English usage, grammar and spelling.
- Use of computer terminals and basic data input and retrieval mechanisms.
- Good public relations techniques.
- Lead work and staff development techniques and practices.

#### **Ability to:**

- Answer a variety of questions related to department programs and processes.
- Interpret and explain procedures to others.
- Provide verbal and written instructions to others.
- Exercise sound judgment when prioritizing, organizing, assigning and monitoring workload.
- Perform basic arithmetic calculations.
- Exercise tact, diplomacy, and flexibility.
- Maintain accurate records and files.
- Operate computer equipment.
- Work with computer databases and programs common to child support enforcement activities.
- Maintain confidentiality.
- Establish and maintain effective working relationships.

#### **Training and Experience:**

One (1) year of full-time experience performing duties of a Child Support Assistant II in a state or local government agency.

**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. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

Must pass a Department of Justice (DOJ) background check as required under IRS Publication 1075 as a condition of employment.

## **CHILD SUPPORT ASSISTANT III – 4**

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.

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## **CHILD SUPPORT SERVICES LEGAL CLERK I**

### **DEFINITION**

Working under close supervision, performs specialized and responsible office support work that requires knowledge of legal terminology and legal clerical procedures; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Legal Clerk I is the entry/trainee level in the Legal Clerk series. Employees in this class receive in-service training and are given detailed instructions in the performance of the more routine legal clerical duties. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Unless a position is permanently allocated to this level due to the nature of the work, employees are expected to promote to Legal Clerk II after one year of satisfactory performance at the Legal Clerk I level.

This classification series differs from the Legal Assistant classification in that Legal Clerks perform the more routine legal clerical support duties that involve producing forms, notices, and documents. They do not serve in a paraprofessional capacity and do not conduct research or provide input on legal positions or arguments.

### **REPORTS TO**

Director of Child Support Services or Assistant Director of Child Support Services or as assigned.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## CHILD SUPPORT SERVICES LEGAL CLERK I – 2

### EXAMPLES OF DUTIES

- Processes, maintains, and prepares a variety of legal forms, records, and reports; verifies that information or data is complete, accurate, consistent, and in conformance with prescribed format, procedures, and regulations.
- Gathers and reviews confidential information from agencies and processes documents related to assignments; communicates with affected parties to gather needed information and explain procedures.
- Determines acceptability of information and proper action to be taken based on established oral or written instructions.
- Contacts various agencies and organizations regarding the status of documents such as releases of liens, case settlements, etc.
- Receives, assembles, and maintains files and other information related to court actions; updates computer information; maintains court calendars by scheduling and reviewing court dates; files information or forwards to staff members.
- Files pleadings, orders, judgments, and a variety of other legal documents in the appropriate court.
- Identifies and corrects deletions or errors in accordance with prescribed format; follows up to secure additional information as needed.
- Produces a variety of legal documents including, but not limited to, Notices of Hearing, Subpoenas, Petitions, Dispositions, Dismissals, Monthly and Special Reviews, Warrants, and Special Orders, in addition to letters, reports, and fiscal or statistical reports.
- Types from electronic recording devices; proofs typewritten materials for grammar, punctuation, spelling, sentence structure, format, layout, and clarity of language; may verify the consistency, completeness and accuracy of references and other information.
- Receives and screens calls for attorneys; provides information based on knowledge of policies and procedures; performs follow up on caller requests as needed.
- Logs reports from law enforcement agencies; searches manual and automated systems for prior offenses and other relevant information; receives and processes discovery requests and gathers information.
- Maintains information related to assignments by entering information into a manual or computerized data system; serves as a court liaison regarding assigned work activities and related matters.
- May attend court proceedings to take notes and/or enter narratives into a database; may produce and file documents as a result of court proceedings.
- Performs related duties as assigned.

## **CHILD SUPPORT SERVICES LEGAL CLERK I – 3**

### **TYPICAL PHYSICAL REQUIREMENTS**

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

### **TYPICAL WORKING CONDITIONS**

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

## CHILD SUPPORT SERVICES LEGAL CLERK I – 4

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Modern office procedures, techniques, and equipment.
- Clerical and department work practices, procedures, specific rules, precedence, and regulations.
- Proper English grammar, vocabulary, spelling, and punctuation.
- Knowledge of legal terminology, phraseology, documents, and procedures.
- Business letter writing.
- Filing, indexing, and recording systems and procedures.

#### **Ability to:**

- Understand and carry out oral and written instructions.
- Understand and apply laws, rules, and policies applicable to legal office procedures.
- Exercise independent judgment in determining and selecting the appropriate processes, alternatives, forms, and desired actions within the bounds of established work practices, procedures, and commonly used regulations.
- Prepare and maintain accurate and comprehensive reports and records.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships.
- Maintain confidentiality.
- Use discretion in organizing work and carrying out assignments with minimum supervision.

#### **Training and Experience:**

One (1) year of full-time experience as an Office Assistant II;

**OR**

Two (2) years of full-time experience performing general clerical work.

**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. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

## **CHILD SUPPORT SERVICES LEGAL CLERK I – 5**

Must pass a Department of Justice (DOJ) background check as required under IRS Publication 1075 as a condition of employment.

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

## **CHILD SUPPORT SERVICES LEGAL CLERK II**

### **DEFINITION**

Working under general supervision, performs specialized and responsible office support work that requires knowledge of legal terminology and legal clerical procedures; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Legal Clerk II is the journey level in the Legal Clerk series. Incumbents are expected to be fully qualified and able to perform a wide range of legal office support work. They work with a higher level of independent responsibility for precision and accuracy in producing notices and documents identified with legal matters and proceedings. Positions in this class are flexibly staffed and are normally filled by advancement from the lower level of Legal Clerk I, or if filled from the outside, require prior related experience.

This classification series differs from the Legal Assistant classification in that Legal Clerks perform the more routine legal clerical support duties that involve producing forms, notices, and documents. They do not serve in a paraprofessional capacity and do not conduct research or provide input on legal positions or arguments.

### **REPORTS TO**

Director of Child Support Services or Assistant Director of Child Support Services or as assigned.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## CHILD SUPPORT SERVICES LEGAL CLERK II – 2

### EXAMPLES OF DUTIES

- Processes, maintains, and prepares a variety of legal forms, records, and reports; verifies that information or data is complete, accurate, consistent, and in conformance with prescribed format, procedures, and regulations.
- Gathers and reviews confidential information from agencies and processes documents related to assignments; communicates with affected parties to gather needed information and explain procedures.
- Determines acceptability of information and proper action to be taken based on established oral or written instructions.
- Contacts various agencies and organizations regarding the status of documents such as releases of liens, case settlements, etc.
- Receives, assembles, and maintains files and other information related to court actions; updates computer information; maintains court calendars by scheduling and reviewing court dates; files information or forwards to staff members.
- Files pleadings, orders, judgments, and a variety of other legal documents in the appropriate court.
- Identifies and corrects deletions or errors in accordance with prescribed format; follows up to secure additional information as needed.
- Produces a variety of legal documents including, but not limited to, Notices of Hearing, Subpoenas, Petitions, Dispositions, Dismissals, Monthly and Special Reviews, Warrants, and Special Orders, in addition to letters, reports, and fiscal or statistical reports.
- Types from electronic recording devices; proofs typewritten materials for grammar, punctuation, spelling, sentence structure, format, layout, and clarity of language; may verify the consistency, completeness and accuracy of references and other information.
- Receives and screens calls for attorneys; provides information based on knowledge of policies and procedures; performs follow up on caller requests as needed.
- Logs reports from law enforcement agencies; searches manual and automated systems for prior offenses and other relevant information; receives and processes discovery requests and gathers information.
- Maintains information related to assignments by entering information into a manual or computerized data system; serves as a court liaison regarding assigned work activities and related matters.
- May attend court proceedings to take notes and/or enter narratives into a database; may produce and file documents as a result of court proceedings.
- Performs related duties as assigned.

## **CHILD SUPPORT SERVICES LEGAL CLERK II – 3**

### **TYPICAL PHYSICAL REQUIREMENTS**

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

### **TYPICAL WORKING CONDITIONS**

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



## **CHILD SUPPORT SERVICES LEGAL CLERK II – 4**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Modern office procedures, techniques, and equipment.
- Clerical and department work practices, procedures, specific rules, precedence, and regulations.
- Proper English grammar, vocabulary, spelling, and punctuation.
- Knowledge of legal terminology, phraseology, documents, and procedures.
- Business letter writing.
- Filing, indexing, and recording systems and procedures.

#### **Ability to:**

- Understand and carry out oral and written instructions.
- Understand and apply laws, rules, and policies applicable to legal office procedures.
- Exercise independent judgment in determining and selecting the appropriate processes, alternatives, forms, and desired actions within the bounds of established work practices, procedures, and commonly used regulations.
- Prepare and maintain accurate and comprehensive reports and records.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships.
- Maintain confidentiality.
- Use discretion in organizing work and carrying out assignments with minimum supervision.

#### **Training and Experience:**

One (1) year of full-time experience as a Legal Clerk I;

**OR**

Two (2) years of full-time experience performing clerical work in a legal office environment.

## CHILD SUPPORT SERVICES LEGAL CLERK II – 5

**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. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

Must pass a Department of Justice (DOJ) background check as required under IRS Publication 1075 as a condition of employment.

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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.

## **CHILD SUPPORT SERVICES LEGAL CLERK III**

### **DEFINITION**

Under direction, the Legal Clerk III serves as a lead worker by providing training and work assignments to a group of Legal Clerks, and/or performs the more responsible, specialized, and technical office support work requiring advanced knowledge of legal terminology and legal clerical procedures; interprets, explains and implements the more complex rules, policies, and operations related to department records, programs, and services; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Legal Clerk III classification is the advanced journey level in the Legal Clerk series. Incumbents act as lead worker to a group of legal office support staff and/or perform the more specialized and responsible legal office support work that requires detailed subject matter knowledge of legal terminology and procedures.

### **REPORTS TO**

Director of Child Support Services or Assistant Director of Child Support Services.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## CHILD SUPPORT SERVICES LEGAL CLERK III – 2

### EXAMPLES OF DUTIES

- As lead worker, instructs employees in the policies and procedures for completing and maintaining various legal documents, and in the interpretation and application of laws, regulations, policies, and procedures related to programs of the assigned department.
- Prioritizes and manages workload distribution.
- Acts as a technical resource on the more difficult problems or specialized issues.
- Monitors the quality and timeliness of unit work.
- Identifies and provides individual instruction to co-workers for work deficiencies; provides feedback to a supervisor as requested.
- Processes, maintains, and prepares a variety of legal forms, records, and reports; verifies that information or data is complete, accurate, consistent, and in conformance with prescribed format, procedures, and regulations.
- Researches, gathers, and reviews confidential information from agencies and processes documents related to assignments; communicates with affected parties to gather needed information and explain procedures.
- Determines acceptability of information and proper action to be taken based on established oral or written instructions.
- Contacts various agencies and organizations regarding the status of documents such as releases of liens, case settlements, etc.
- Receives, assembles, and maintains files and other information related to court actions; updates computer information; maintains court calendars by scheduling and reviewing court dates; files information or forwards to staff members.
- Files pleadings, orders, judgments, and a variety of other legal documents in the appropriate court.
- Identifies and corrects deletions or errors in accordance with prescribed format; follows up to secure additional information as needed.
- Produces a variety of legal documents including, but not limited to: Notices of Hearing, Subpoenas, Petitions, Dispositions, Dismissals, Monthly and Special Reviews, Warrants, and Special Orders in addition to letters, reports, and fiscal or statistical reports.
- Types from electronic recording devices; proofs typewritten materials for grammar, punctuation, spelling, sentence structure, format, layout, and clarity of language; may verify the consistency, completeness and accuracy of references and other information.
- Receives and screens calls for attorneys; provides information based on knowledge and interpretation of policies and procedures; performs follow up on caller requests as needed.
- Logs reports from law enforcement agencies; searches manual and automated systems for prior offenses and other relevant information; receives and processes discovery requests and gathers information.

## **CHILD SUPPORT SERVICES LEGAL CLERK III – 3**

- Maintains information related to assignments by entering information into a manual or computerized data system; serves as a court liaison regarding assigned work activities and related matters.
- May attend court proceedings to take notes and/or enter narratives into a database; may produce and file documents as a result of court proceedings.
- Performs related duties as assigned.

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### **TYPICAL PHYSICAL REQUIREMENTS**

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

### **TYPICAL WORKING CONDITIONS**

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

## CHILD SUPPORT SERVICES LEGAL CLERK III – 4

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Leadership and staff development techniques and practices.
- Modern office procedures, techniques, and equipment.
- Clerical and department work procedures, practices, specific rules, precedence, and regulations.
- Proper English grammar, vocabulary, spelling, and punctuation.
- Knowledge of legal terminology, phraseology, documents, and procedures.
- Business letter writing.
- Filing, indexing, and recording systems and procedures.

#### **Ability to:**

- Lead and train subordinate employees effectively.
- Interpret and explain procedures to others.
- Exercise sound judgment when prioritizing, organizing, assigning, and monitoring workload.
- Understand and carry out oral and written instructions.
- Understand, interpret and apply laws, rules, and policies applicable to legal office procedures.
- Exercise independent judgment in determining and selecting the appropriate processes, alternatives, forms, and desired actions within the bounds of established work practices, procedures, and commonly used regulations.
- Prepare and maintain accurate and comprehensive reports and records.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships.
- Maintain confidentiality.
- Use discretion in organizing work and carrying out assignments with minimum supervision.

#### **Training and Experience:**

One (1) year of full-time experience as a Legal Clerk II;

**OR**

Three (3) years of full-time experience performing clerical work in a legal office environment.

## CHILD SUPPORT SERVICES LEGAL CLERK III – 5

**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. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

Must pass a Department of Justice (DOJ) background check as required under IRS Publication 1075 as a condition of employment.

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

## **CHILD SUPPORT SPECIALIST I**

### **DEFINITION**

Under close supervision, performs a wide variety of child support duties consisting of maintaining a caseload, locating and interviewing custodial and non-custodial parents and others to elicit factual information for the purpose of establishing child support obligations and enforcing child support laws; arranges for support payments when possible; prepares cases for court hearings as necessary; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Child Support Specialist I is the entry/trainee level in the Child Support Specialist series. Employees in this class receive in-service training, and are given detailed instructions in the performance of duties related to child support laws, regulations, and a broad range of child support casework activities. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Employees are expected to promote to Child Support Specialist II after one year of satisfactory performance at the entry/trainee level.

### **REPORTS TO**

Director of Child Support Services or Assistant Director of Child Support Services or as assigned.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.



## CHILD SUPPORT SPECIALIST I - 2

### EXAMPLES OF DUTIES

- Manages a general caseload consisting of child support legal actions and the establishment, enforcement and collection of child support payment obligations based on established guidelines.
- Coordinates appointments for personal interviews with custodial and non-custodial parents, employers, and attorneys.
- Develops and analyzes information for the establishment of paternity.
- Uses a variety of methods, systems and procedures for locating information on custodial and non-custodial parents' assets, income, and liabilities.
- Evaluates income and expense data of custodial and non-custodial parents to determine and recommend child support payment obligations based on established guidelines.
- Responds to general inquiries and explains general child support laws, court orders, rules, regulations, and policies to public and staff.
- Participates in interviews to secure support agreements and to persuade responsible parties to make payments without recourse to legal action.
- Prepares and processes legal documents necessary for the Documents and updates customer information, contact information, case actions/history logs, and records using a state-wide automated system.
- Provides case status information, explains the complaint resolution process, and answers case specific questions for all involved parties ensuring the verbiage used cannot be interpreted as legal advice.
- Applies federal, state, and local codes, procedures, and rules in establishing and processing child support cases.
- Coordinates and/or conducts genetic tests when needed.
- Takes sworn statements from the custodial parent and non-custodial parent, and arranges or facilitates DNA testing in cases where paternity is in question.
- Evaluates income and expense data of custodial and non-custodial parent to determine support capability; reviews financial history to determine arrears obligation.
- Explains legal requirements and the calculation of support payments to custodial and non-custodial parents and other involved parties.
- Issues Summons and Complaints and Proposed Judgments to establish paternity and support orders and enforces those orders through wage assignments and other legal actions.
- Obtains and enforces health insurance orders.
- Recommends cases for prosecution, prepares legal documents for court filing, assists attorneys in preparing cases, and testifies in court as necessary.
- Initiates and processes such legal actions as subpoenas, orders to show cause, registration of foreign support orders, notices of assignment, writs of execution, property liens, orders of examination, and contempt of court actions pertaining to the enforcement of child support.
- Responds to and investigates complaints from custodial and non-custodial parents regarding hidden assets and/or "under the table" employment.

## **CHILD SUPPORT SPECIALIST I – 3**

- Accesses computerized databases and maintains computerized files. Responds to and complete numerous daily, weekly, and monthly automated task lists.
- Responds to inquiries from the public, private attorneys, appointed and elected officials.
- Provides case status information and interprets child support statutes, regulations, and procedures to custodial and non-custodial parents.
- Performs related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

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

### **TYPICAL WORKING CONDITIONS**

Work is performed in office and courtroom environments; continuous contact with staff and the public.

Child Support Specialists are expected to handle a high volume of work which is deadline driven. Applicants must be able to prioritize, plan and project their work, but at the same time be flexible to changes at any moment, such as unscheduled visits from clients. They perform in a high-paced work environment.

It is important to understand that the actions you take as a Child Support Specialist impact the lives of clients and their families, both emotionally and financially.

## CHILD SUPPORT SPECIALIST I – 4

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Civil and criminal law, and Federal and California laws and regulations pertaining to the establishment, and enforcement of child support obligations.
- Sources, methods and techniques used to locate non-custodial parents, relatives and related persons, assets, income, and liabilities.
- Techniques and methods for establishing paternity.
- Child Support specific collection methods and techniques.
- Legal terminology used when explaining legal procedures to customers or the public.
- When and how to prepare and process a variety of child support related legal documents in a clear and concise manner.
- The structure and content of the English language.
- Basic mathematics and business arithmetic, including addition, subtraction, multiplication, division, fractions, percentages, and decimals.

#### Ability to:

- Apply specialized Federal child support laws and procedures as they apply to intergovernmental and international cases.
- Explain child support procedures, regulations, and requirements to individuals from a wide variety of educational and cultural backgrounds.
- Use effective interviewing techniques to interview a wide variety of people, over the telephone and in person.
- Use patience, tact and courtesy in firmly dealing with people who may be uncooperative, unreasonable, angry, upset, or hostile.
- Collect DNA samples to establish paternity.
- Use sound independent judgment to analyze factual information, situations, and people.
- Understand financial records such as tax records, income and expense reports, and employer earnings records to determine the amount of child support payment obligations.
- Compile multiple pieces of information clearly and concisely into an organized and understandable written report or oral presentation.
- Organize work and set priorities in order to meet critical deadlines with minimal direction.
- Exercise initiative within the limits of assigned duties.
- Maintain the confidentiality of sensitive or personal information.
- Establish rapport and maintain effective working relationships with coworkers, courts, attorneys, other agencies, and the public.
- Be flexible and supportive of change.
- Ability to prioritize multiple assignments having conflicting deadlines.
- Effectively use computer and other resources to prepare and manage cases.
- Enforce mandatory guideline child support orders that may not seem reasonable.

## CHILD SUPPORT SPECIALIST I – 5

- Attach the wages of non-custodial parents who then allege they will not be able to support their current family.
- Revoke driver's licenses, required employment and professional licenses, and passports.
- Demonstrate sensitivity toward homeless individuals and families.
- Understand the responsibilities relative to mandatory reporting of child and adult abuse.

### **Training and Experience:**

Two (2) years of full-time clerical experience which included interaction with the public;

**OR**

One year of full-time experience performing debt collections duties which included interviewing others for the purpose of collecting information;

**OR**

One year of full-time experience performing duties of a Child Support Assistant I or Office Assistant II in a Child Support Services Department;

**OR**

Completion of 60 semester or 90 quarter units of college. Qualifying experience or education may be combined in order to meet the above requirements. When combining education and experience, fifteen (15) semester units or twenty-two (22) quarter units equals six months of experience.

**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. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

Some positions may require possession of special language proficiency as a bona fide qualifications standard. In these cases, candidates must demonstrate that they possess the required skills.

Must pass a Department of Justice (DOJ) background check as required under IRS Publication 1075 as a condition of employment.

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

## **CHILD SUPPORT SPECIALIST II**

### **DEFINITION**

Under general supervision, Performs a wide variety of child support duties consisting of maintaining a caseload, locating and interviewing custodial and non-custodial parents and others to elicit factual information for the purpose of establishing child support obligations and enforcing child support laws; arranges for support payments when possible; prepares cases for court hearings as necessary; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Child Support Specialist II is the journey level in the Child Support Specialist series. Employees at this level are expected to perform a broad range of child support casework from intake to establishment, enforcement, and case closure. Within legal requirements and departmental policies and procedures, incumbents operate with considerable independence and must exercise discretion and judgment in evaluating cases and determining the level of support and the methods of enforcement. Positions in this class are flexibly staffed and are normally filled by advancement from the lower level of Child Support Specialist I, or if filled from the outside, require prior related experience.

Child Support Specialist II differs from the higher class of Child Support Specialist III in that the latter is the advanced journey level, and incumbents act as lead worker or exercise detailed subject knowledge of a specific program area or specialized department system.

### **REPORTS TO**

Director of Child Support Services or Assistant Director of Child Support Services or as assigned.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **CHILD SUPPORT SPECIALIST II - 2**

### **EXAMPLES OF DUTIES**

- Manages a general caseload consisting of child support legal actions and the establishment, enforcement and collection of child support payment obligations based on established guidelines.
- Coordinates appointments for personal interviews with custodial and non-custodial parents, employers, and attorneys.
- Develops and analyzes information for the establishment of paternity.
- Uses a variety of methods, systems and procedures for locating information on custodial and non-custodial parents' assets, income, and liabilities.
- Evaluates income and expense data of custodial and non-custodial parents to determine and recommend child support payment obligations based on established guidelines.
- Responds to general inquiries and explains general child support laws, court orders, rules, regulations, and policies to public and staff.
- Participates in interviews to secure support agreements and to persuade responsible parties to make payments without recourse to legal action.
- Prepares and processes legal documents necessary for the Documents and updates customer information, contact information, case actions/history logs, and records using a state-wide automated system.
- Provides case status information, explains the complaint resolution process, and answers case specific questions for all involved parties ensuring the verbiage used cannot be interpreted as legal advice.
- Applies federal, state, and local codes, procedures, and rules in establishing and processing child support cases.
- Coordinates and/or conducts genetic tests when needed.
- Performs related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

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

### **TYPICAL WORKING CONDITIONS**

Work is performed in office and courtroom environments; continuous contact with staff and the public.

## **CHILD SUPPORT SPECIALIST II - 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Civil and criminal law, and Federal and California laws and regulations pertaining to the establishment, and enforcement of child support obligations.
- Sources, methods and techniques used to locate non-custodial parents, relatives and related persons, assets, income, and liabilities.
- Techniques and methods for establishing paternity.
- Child Support specific collection methods and techniques.
- Legal terminology used when explaining legal procedures to customers or the public.
- When and how to prepare and process a variety of child support related legal documents in a clear and concise manner.
- The structure and content of the English language.
- Basic mathematics and business arithmetic, including addition, subtraction, multiplication, division, fractions, percentages, and decimals.

#### **Ability to:**

- Apply specialized Federal child support laws and procedures as they apply to intergovernmental and international cases.
- Explain child support procedures, regulations, and requirements to individuals from a wide variety of educational and cultural backgrounds.
- Use effective interviewing techniques to interview a wide variety of people, over the telephone and in person.
- Use patience, tact and courtesy in firmly dealing with people who may be uncooperative, unreasonable, angry, upset, or hostile.
- Collect DNA samples to establish paternity.
- Use sound independent judgment to analyze factual information, situations, and people.
- Understand financial records such as tax records, income and expense reports, and employer earnings records to determine the amount of child support payment obligations.
- Compile multiple pieces of information clearly and concisely into an organized and understandable written report or oral presentation.
- Organize work and set priorities in order to meet critical deadlines with minimal direction.
- Exercise initiative within the limits of assigned duties.
- Maintain the confidentiality of sensitive or personal information.
- Establish rapport and maintain effective working relationships with coworkers, courts, attorneys, other agencies, and the public.
- Be flexible and supportive of change.
- Ability to prioritize multiple assignments having conflicting deadlines.
- Effectively use computer and other resources to prepare and manage cases.

## CHILD SUPPORT SPECIALIST II – 4

### **Training and Experience:**

One (1) year of full-time experience performing duties of a Child Support Specialist I in a state or local government agency.

**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. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

Some positions may require possession of special language proficiency as a bona fide qualifications standard. In these cases, candidates must demonstrate that they possess the required skills.

Must pass a Department of Justice (DOJ) background check as required under IRS Publication 1075 as a condition of employment.

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



## **CHILD SUPPORT SPECIALIST III**

### **DEFINITION**

Under limited supervision, the Child Support Specialist III performs a wide variety of child support duties involving the more difficult and/or sensitive cases; performs special assignments; maintains a caseload; and performs related work as required.

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### **DISTINGUISHING CHARACTERISTICS**

The Child Support Specialist III is the advanced journey level in the Child Support Specialist series. Incumbents act as the lead-worker to a group of child support staff, and/or exercise detailed subject matter knowledge of a specific program area or specialized system inherent to the operations of the department.

Positions in this class differ from those in the class of Child Support Specialist II by the assignment of complex, sensitive or confidential cases requiring advanced technical skills. Incumbents may act in a lead capacity, may provide training to lower level Child Support Specialists and may participate in special projects such as audits and/or quality control reviews.

### **REPORTS TO**

Director of Child Support Services or Assistant Director of Child Support Services.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Lead Worker for Child Support Specialist I and II and office support positions.

## **CHILD SUPPORT SPECIALIST III - 2**

### **EXAMPLES OF DUTIES**

- Analyzes and evaluates the more difficult and sensitive cases.
- Coordinates appointments for personal interviews with custodial and non-custodial parents, employers, and attorneys
- Coordinates and/or conducts genetic tests when needed.
- Uses a variety of methods and procedures for locating absent parents.
- Develops and analyzes information for the establishment of paternity.
- Evaluates income and expense data of custodial and non-custodial parents to determine and recommend child support payment obligations based on established guidelines.
- Participates in interviews to secure support agreements and to persuade responsible parties to make payments without recourse to legal action
- Assists or acts as a primary resource to Child Support Attorney.
- Attends court hearings to obtain payments and to testify to financial or case matters.
- Prepares and processes legal documents necessary for
- Provides guidance to Child Support Specialists as a technical expert.
- Assigns and coordinates work performed by lower level Child Support Specialists.
- Reviews lower level cases for quality control, audit, and/or training purposes.
- Researches, develops, and conducts group and/or one-on-one training for new and existing staff.
- Acts as the supervisor for administrative purposes in the supervisor's absence.
- Uses a variety of methods, systems and procedures for locating absent parents, including contacting other agencies, utilizing databases and web-based searches.
- May perform State mandated functions, including but not limited to: ombudsperson, customer and community outreach, quality assurance and program improvement, training, Fair Hearing Officer, and/or media relations.
- Performs related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

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

### **TYPICAL WORKING CONDITIONS**

Work is performed in office and courtroom environments; continuous contact with staff and the public.

## CHILD SUPPORT SPECIALIST III - 3

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Civil and criminal law, and Federal and California laws and regulations pertaining to the establishment and enforcement of child support obligations.
- Effective investigative principles, research, techniques, and procedures to obtain information for child support cases.
- Sources, methods and techniques used to locate non-custodial parents, relatives and related persons, assets, income, and liabilities
- Techniques and methods for establishing paternity.
- Child Support specific collection methods and techniques.
- Legal terminology used when explaining legal procedures to customers or the public.
- When and how to prepare and process a variety of child support related legal documents in a clear and concise manner.

#### Ability to:

- Apply specialized Federal child support laws and procedures as they apply to intergovernmental and international cases
- Explain child support procedures, regulations, and requirements to individuals from a wide variety of educational and cultural backgrounds.
- Use effective interviewing techniques to interview a wide variety of people, over the telephone and in person
- Use patience, tact and courtesy in firmly dealing with people who may be uncooperative, unreasonable, angry, upset, or hostile
- Use sound independent judgment to analyze factual information, situations, and people
- Understand financial records such as tax records, income and expense reports, and employer earnings records to determine the amount of child support payment obligations.
- Compile multiple pieces of information clearly and concisely into an organized and understandable written report or oral presentation
- Organize work and set priorities in order to meet critical deadlines with minimal direction
- Exercise initiative within the limits of assigned duties
- Be flexible and supportive of change.
- Assist and train newly assigned staff.
- Plan, organize, and prioritize the work of others in order to meet critical deadlines on multiple tasks.
- Maintain the confidentiality of sensitive or personal information.
- Promote harmony, good morale, establish rapport and maintain effective working relationships with coworkers, courts, attorneys, other agencies, and the public.
- Effectively use computer and other resources to prepare and manage cases.

## CHILD SUPPORT SPECIALIST III - 4

### **Training and Experience:**

One (1) year of experience performing work assignments similar to those of a Child Support Specialist II in a state or local government agency.

**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. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

Some positions may require possession of special language proficiency as a bona fide qualifications standard. In these cases, candidates must demonstrate that they possess the required skills.

Must pass a Department of Justice (DOJ) background check as required under IRS Publication 1075 as a condition of employment.

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

## **ASSISTANT DIRECTOR, DEPARTMENT OF CHILD SUPPORT SERVICES**

### **DEFINITION**

Under executive direction, the Assistant Director, Department of Child Support Services assists in planning, organizing and directing a county Child Support Services Department; acts for the Director in the Director's absence; manages assigned department units through subordinate supervisors; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized single position classification which oversees the daily operations of the County Department of Child Support Services and provides administrative support for the Director of Child Support Services.

### **REPORTS TO**

Director of Child Support Services.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Department Fiscal Officer; Supervising Child Support Specialist; Child Support Specialist I, II, III; Legal Services Assistant; Administrative Assistant I, II; Fiscal & Technical Services Assistant I, II, III; Office Assistant I, II, III; Child Support Legal Clerk I, II, III; Child Support Assistant I, II, III.

## **ASSISTANT DIRECTOR OF CHILD SUPPORT SERVICES – 2**

### **EXAMPLES OF DUTIES**

- Assists the Director in developing program policies and operational procedures.
- Manages the work of assigned department units through subordinate supervisors.
- Analyzes and interprets existing and proposed legislation, regulations and State policies and directives to determine their impact on departmental operations.
- Establishes performance standards and training programs.
- Formulates long-range strategic plans to increase the efficiency and cost effectiveness of providing child support services in the county.
- Acts for the Director in the absence of the regular incumbent and represents the Director before the Board of Supervisors and at State and regional child support conferences and meetings.
- As assigned by the Director, represents the department as liaison to the public, media and other county departments.
- Participates with the Director in the selection of supervisory and management staff.
- Manages assigned units in the department through subordinate supervisors.
- Oversees the development and implementation of procedures, quality control standards, staff selection and development, and budget preparation and control of assigned units.
- May perform State mandated functions, including but not limited to: ombudsperson, customer & community outreach, quality assurance and program improvement, training, Fair Hearing Officer, and/or media relations.
- Performs related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

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

### **TYPICAL WORKING CONDITIONS**

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

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

- Principles of public administration.
- Principles of strategic planning.
- Principles of personnel and budget management.
- Federal and California laws and regulations pertaining to child support.
- Issues in the management of child support programs.
- California local government organization and state/local government relations.
- Legal terminology and document processing as they relate to child support enforcement.

**Ability to:**

- Effectively participate in the development of departmental policies and in the development of procedures to implement department policy.
- Plan, organize, assign and review work through subordinate supervisors.
- Apply and explain Federal and California child support laws and regulations in complex situations.
- Independently analyze workflow, employee performance and child support casework issues and take effective action.
- Communicate with and explain technical information to individuals from a wide variety of educational and cultural backgrounds.
- Maintain credibility and effective working relationships with local elected and appointed officials, state program officials, media and advocate representatives in the face of conflicting issues and perspectives.
- Maintain confidentiality.
- Establish and maintain effective working relationships.

**Training and Experience:**

Two (2) years of experience performing duties comparable to those of a Child Support Supervisor in a state or local government agency;

**OR**

Three (3) years of supervisory experience in a Social Services Agency, which experience included responsibility for program, staff and budget management.

## ASSISTANT DIRECTOR OF CHILD SUPPORT SERVICES – 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. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

Must pass a Department of Justice (DOJ) background check as required under IRS Publication 1075 as a condition of employment.

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



## **DEPARTMENT OF HUMAN RESOURCES**

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

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



**DATE:** July 26, 2022

**TO:** The Honorable Board of Supervisors

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

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF AUGUST 9, 2022

**RE:** Discussion and possible direction on options for filing the position of Assistant District Attorney or Deputy District Attorney I/II/III.

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

Discussion and possible direction on options for filling the position of Assistant District Attorney or Deputy District Attorney I/II/III.

### **BACKGROUND AND DISCUSSIONS**

It has been 2 ½ months working with just one prosecutor. We have not had a formal applicant for a DDA position (we are now going on 8 months since we first posted the job).

Our posting looks good on the California District Attorney's website (<https://www.cdaa.org/about-us/employment>) and features the recent pay increases, though we are but one of many counties seeking prosecutors. This is a very tough employer market right now. Instead of competing with Trinity and Siskiyou we are competing with San Diego and San Mateo – this makes our recruitment even more challenging.

We are looking for hiring ideas. Some counties are offering hiring bonuses and moving stipends. The District Attorney is considering hiring extra help to do more active recruitment on social media and the CDAA bulletin boards. One incentive we have used in the past for department heads that were recruited from out of the area was to provide moving expenses with stipulations. This may be a way we can assist with the employment relocation expenses.

Potential relocation expense options:

Moving Expense Reimbursement:

1. Upon presentation of receipts acceptable to the Auditor's Office, COUNTY will reimburse EMPLOYEE for his/her actual moving expenses incurred to relocate their personal

residence from \_\_\_\_\_ County to Plumas County in an amount not to exceed the sum of two thousand and No/100 dollars (\$2,000.00).

Should EMPLOYEE leave employment within one (1) year from EMPLOYEE's starting date, he/she will immediately repay to COUNTY the full amount of the moving expense reimbursement.


Should EMPLOYEE leave employment within two (2) years from CONTRACT EMPLOYEE's starting date, he/she shall immediately repay to COUNTY fifty percent (50%) of such moving expense reimbursement paid to EMPLOYEE.

2. Option two (2), change the dollar amount of above #1 option. Based on the County of relocation.

Providing relocation assistance may be an incentive to applicants who wish to come to Plumas County and work as an Deputy District Attorney. We are seeking ideas and guidance on this matter and appreciate your consideration.



## **BOARD OF SUPERVISORS STAFF REPORT**

**TO:** Honorable Board of Supervisors  
**FROM:** Tracey Ferguson, AICP, Planning Director   
**MEETING DATE:** August 9, 2022  
**SUBJECT:** LASSEN NATIONAL FOREST, ALMANOR RANGER DISTRICT  
RECREATION, DIXIE FIRE PROJECT, PLUMAS COUNTY SCOPING  
COMMENT LETTER

### **STAFF RECOMMENDATION:**

Approve and authorize the Chair to sign Plumas County Scoping Comment Letter to Lassen National Forest, Almanor Ranger District Recreation – Dixie Fire Project

### **BACKGROUND:**

The Lassen National Forest, Almanor Ranger District is soliciting scoping comments on the Almanor Ranger District Recreation – Dixie Fire Project.

Project work would include repair of recreation facilities impacted by the Dixie Fire.

The primary objectives of the Project are to reduce hazards to the public and repair damaged structures within several campgrounds, trails, and trailheads by removing burnt trees; replacing campground toilets; replacing burned picnic tables, fire rings, signs, and parking barriers; and other minor improvements at the affected sites. Project activities would also include minor road repairs, reducing fuel loads, and replanting all areas.

### **DISCUSSION:**

Lassen National Forest is currently seeking information, comments, and assistance from Tribes and other individuals or organizations who may be interested in or affected by the proposed management activities. Comments due by August 12, 2022.

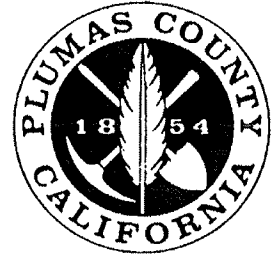
### **ATTACHMENT:**

Lassen National Forest, Almanor Ranger District Recreation – Dixie Fire Project, Plumas County Scoping Comment Letter

# BOARD OF SUPERVISORS

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DWIGHT CERESOLA, DISTRICT 1  
KEVIN GOSS, DISTRICT 2  
SHARON THRALL, DISTRICT 3  
GREG HAGWOOD, DISTRICT 4  
JEFF ENGEL, DISTRICT 5



August 9, 2022

Janie Ackley  
United States Forest Service  
Lassen National Forest  
Almanor Ranger District  
PO Box 767  
Chester, CA 96020

*Submitted via email: [janie.ackley@usda.gov](mailto:janie.ackley@usda.gov)*

**RE: LASSEN NATIONAL FOREST  
ALMANOR RANGER DISTRICT RECREATION  
DIXIE FIRE PROJECT  
PLUMAS COUNTY SCOPING COMMENT LETTER**

Dear Janie Ackley:

The Plumas County Board of Supervisors understands the Lassen National Forest is soliciting scoping comments on the Almanor Ranger District Recreation – Dixie Fire Project.

According to the Lassen National Forest, Almanor Ranger District, July 21, 2022 Letter to Plumas County Planning Department, Opportunity to Provide Scoping Comments for Dixie Fire Project (Enclosure), the primary objectives of the Project are to reduce hazards to the public and repair damaged structures within several recreation sites, campgrounds, trails, and trailheads in the Dixie Fire footprint including removing burnt trees; replacing equipment, signage, and parking barriers; minor road repairs; and other small improvements throughout the affected sites (i.e., High Bridge Campground, Echo Lake Campground, Warner Creek Campground, Stover Mountain Ski Hill, Locherman Canyon Outdoor Classroom, Domingo Springs, Willow Lake Dispersed Camp, Hay Meadows Trailhead, Cold Springs Trailhead, and Little Grizzly Dispersed Camp) on a total of 288 acres.

The Board of Supervisors is highly aware that the County's forests have been seriously impacted by wildfires in recent years and strongly supports the recovery from the damage sustained by the 2021 Dixie Fire. The restoration of Lassen National Forest designated recreation sites, facilities, and amenities for the benefit of public health and safety, recreation, and the County's economy is a high priority.

Plumas appreciates the opportunity to provide scoping comments on the Dixie Fire Project and encourages the Lassen National Forest to communicate with County departments, as needed.

**DIXIE FIRE PROJECT  
PLUMAS COUNTY SCOPING COMMENTS**

For example, should any of the sites interface with County roads don't hesitate to contact Public Works Director, John Mannle (530-283-6268); or if there are parcel, land use, or zoning questions reach out to Planning Director, Tracey Ferguson (530-283-6214), and for mapping inquiries or Geographic Information System (GIS) shapefile needs call GIS Coordinator, Becky Osborn (530-283-6420).

**In Closing**

The Board of Supervisors understands the proposed post-fire rehabilitation Project activities would be categorically excluded from the National Environmental Policy Act (NEPA), making the Project schedule accelerated with a decision expected in late August 2022 and Project implementation starting as early as September 1, 2022.

The Lassen National Forest Dixie Fire Project is an important effort in the County's wildfire recovery process and the Board of Supervisors welcomes Lassen National Forest's proactive approach to getting the work completed. The sooner these recreation sites, campgrounds, trails, and trailheads are back open to the public, the better for public health and safety, recreation opportunities, and the Plumas County economy.

Sincerely,

Kevin Goss, Chair  
Plumas County Board of Supervisors

Enclosure: Lassen National Forest, Almanor Ranger District, July 21, 2022 Letter to Plumas County Planning Department, Opportunity to Provide Scoping Comments for Dixie Fire Project

Cc: Doug LaMalfa, Congressional District 1  
Brian Dahle, Senate District 1  
Megan Dahle, Assembly District 1  
Deb Bumpus, Forest Supervisor  
Russell Nickerson, District Ranger  
Board of Supervisors, Plumas  
Sheriff Todd Johns  
Gretchen Stuhr, County Counsel

Tracey Ferguson, Director of Planning  
John Mannle, Director of Public Works  
Willo Vieira, Agricultural Commissioner



United States  
Department of  
Agriculture

Forest  
Service

Lassen National Forest  
Supervisor's Office

2550 Riverside Drive  
Susanville, CA 96130  
530 257-2151  
TDD: 530 257-2151  
Fax: 530 252-6428

File Code: 1950  
Date: July 21, 2022

Plumas County Planning Department  
Tracey Ferguson  
traceyferguson@countyofplumas.com

Dear Ms. Ferguson:

The Lassen National Forest, Almanor Ranger District is soliciting scoping comments on the Almanor Ranger District Recreation – Dixie Fire Project. The primary objectives of this project are to reduce hazards to the public and repair damaged structures within several campgrounds, trails, and trailheads by removing trees killed in the Dixie fire, replacing a toilet at Little Grizzly campground, replacing burned picnic tables, fire rings, signs, parking barriers and other minor improvements throughout the following list of affected sites. Maps of the sites are attached.

**High Bridge Campground** is located north of Chester on Feather River Drive at T. 29 N., R. 6 E., Section 28 MDM, Plumas County, CA.

**Echo Lake Campground** is located north of Chester near the southeast corner of the Caribou Wilderness on forest road 30N64 at T. 30 N., R. 7 E., Section 26 MDM, Plumas County, CA.

**Warner Creek Campground** is located on north of Chester on Warner Valley Road at T. 29 N., R. 6 E., Section 21 MDM, Plumas County, CA.

**Stover Mountain Ski Hill** is located west of Chester on County Road 316A at R. 6 E., T. 28 N., Section 14 MDM, Plumas County, CA.

**Locherman Canyon Outdoor Classroom** is located west of Chester on forest road 28N61 at R. 6 E., T. 28 N., Section 4 MDM, Plumas County, CA.

**Domingo Springs** is located north of Chester on Feather River Drive at T. 29 N., R. 6 E., Section 19 MDM, Plumas County, CA.

**Willow Lake Dispersed Camp** is located north of Chester on forest road 29N14 at T. 29 N., R. 6 E., Section 6 MDM, Plumas County, CA.

**Hay Meadows Trailhead** is located north of Chester on forest road 30N25 at the south end of the Caribou Wilderness at T. 30 N., R. 7 E., Section 27 MDM, Plumas County, CA.

**Cold Springs Trailhead** is located southwest of Chester on County Road 307 at T. 26 N., R. 5 E., Section 23 MDM, Plumas County, CA.

**Little Grizzly Dispersed Camp** is located southwest of Chester on forest road 26N06 at T. 26 N., R. 6 E. Sections 5 and 8 MDM, Plumas County, CA.



The purpose of this letter is to initiate an early and open discussion to identify any concerns you may have related to this project.

### **Background:**

Several designated recreation sites were damaged by the Dixie Fire. High Bridge Campground has a High Severity burn rate with 75-100% consumption, Echo Lake and Warner Creek Campgrounds have a Moderate Severity burn rate with 50-75% consumption. These campgrounds are currently closed to the public for the 2022 calendar year due to the overabundance of hazards. All of the other areas have varying degrees of damage, are currently open to the public and have burned trees that need to be removed for public safety.

### **Description of the Proposed Action:**

Project work would include repair of recreation facilities impacted by the Dixie Fire. Project activities would include minor road repairs, replacing burned campground and road and trails signage, replacing picnic tables and fire rings in their current locations, felling and removing hazard trees, reducing fuel loads, replacing a burned toilet building at Little Grizzly Campground and replanting all areas. All interior campground roads are to be evaluated under this PIN. The project proposes 288 treatment acres and no temporary roads.

We are currently seeking information, comments and assistance from Tribes and other individuals or organizations who may be interested in or affected by the proposed management activities. To assist the Forest Service in identifying and considering issues and concerns on the proposed action, written comments should be as specific as possible. In order for your comments to be most useful for informing the planning of this project, we would appreciate receiving them by August 12, 2022. The Forest Service will consider your scoping comments to help identify issues. A decision on this project is expected in late August with implementation beginning as early as September 01, 2022.

This project would be categorically excluded from documentation in an Environmental Impact Statement (EIS) or an Environmental Assessment (EA). The planning of this project would be excluded based on the following:

This project meets the requirements of Forest Service Interim Directive, FSH 1909.15, Chapter 30, Categorical Exclusion from Documentation, 32.2, Category (11) **Post-fire rehabilitation activities, not to exceed 4,200 acres (such as tree planting, fence replacement, habitat restoration, heritage site restoration, repair of roads and trails, and repair of damage to minor facilities such as campgrounds), to repair or improve lands unlikely to recover to a management approved condition from wildland fire damage, or to repair or replace minor facilities damaged by fire. Such activities:**

- (i) Shall be conducted consistent with Agency and Departmental procedures and applicable land and resource management plans;*
- (ii) Shall not include the use of herbicides or pesticides or the construction of new permanent roads or other new permanent infrastructure; and*
- (iii) Shall be completed within 3 years following a wildland fire.*

Please submit your comments via email to: [janie.ackley@usda.gov](mailto:janie.ackley@usda.gov) or in writing to the Almanor Ranger District, attn: Janie Ackley, PO Box 767, Chester, CA 96020.

For additional information regarding this project, please contact Janie Ackley, Project Leader, at 530-258-5165 or via email at [janie.ackley@usda.gov](mailto:janie.ackley@usda.gov) or Russell Nickerson, District Ranger, at 530-258-2141 or via email at [russell.nickerson@usda.gov](mailto:russell.nickerson@usda.gov).

Sincerely,

A handwritten signature in blue ink that reads "Russell Nickerson". The signature is fluid and cursive, with the first name "Russell" and last name "Nickerson" clearly distinguishable.

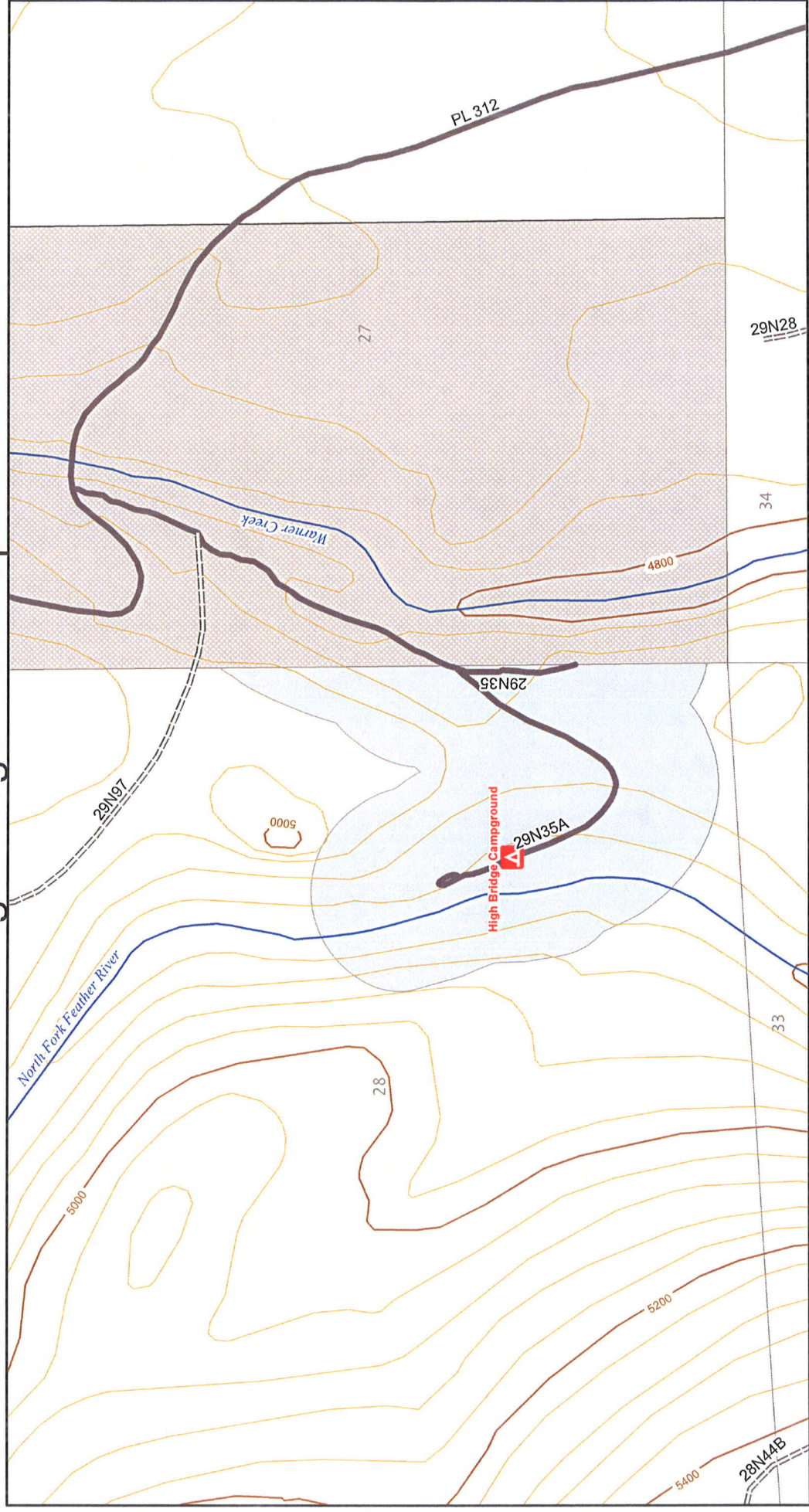
RUSSELL NICKERSON  
District Ranger

cc:

Enclosures (10)



# Lassen National Forest Dixie Fire



# Lassen National Forest Dixie Fire Almanor Ranger District Recreation CE Echo Lake Area Map

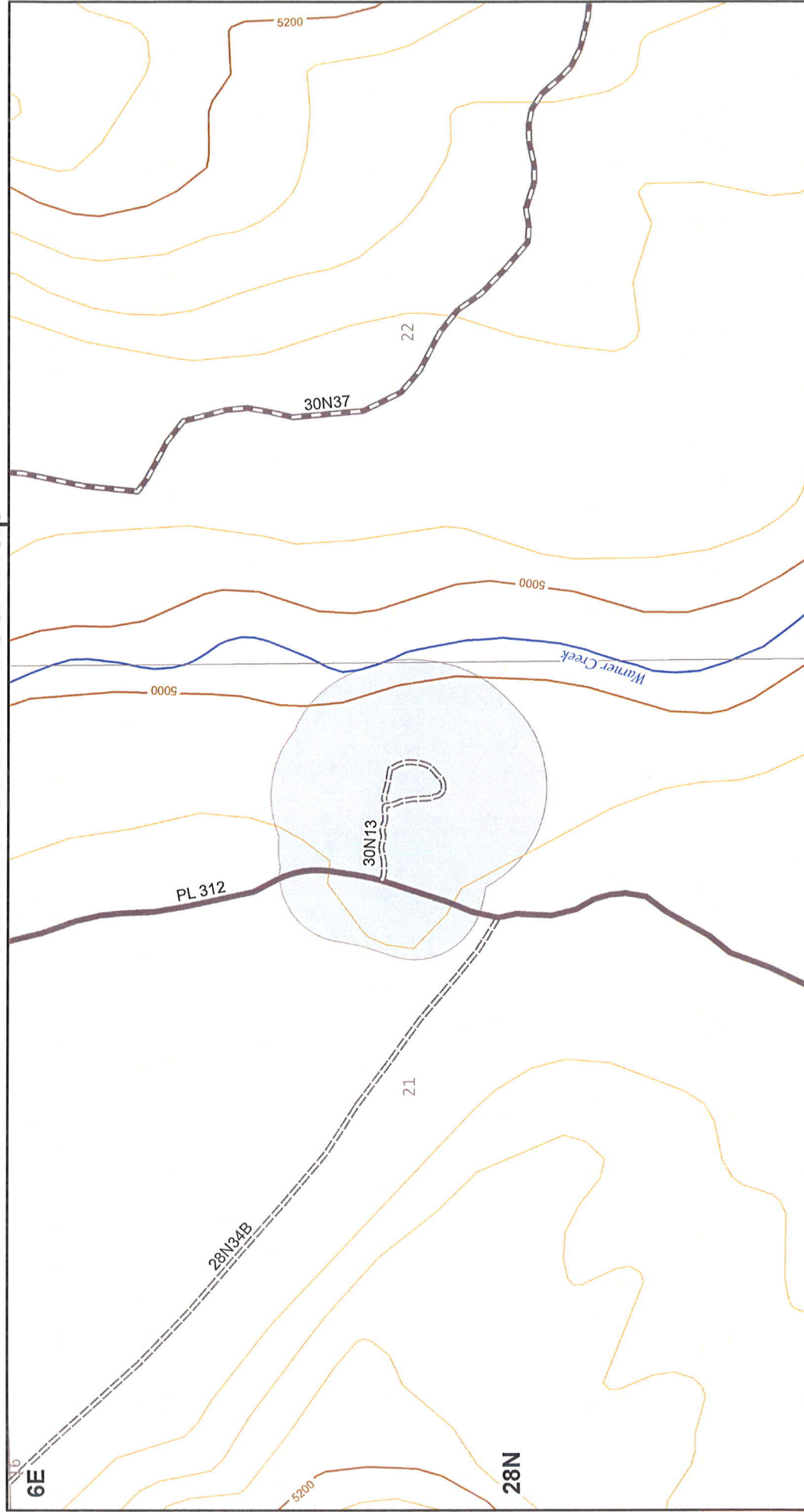


|  |  |   |  |   |  |   |  |
|--|--|---|--|---|--|---|--|
| <p><b>Campground Planning Unit</b></p> <p><span style="display: inline-block; width: 10px; height: 10px; background-color: #90EE90; border: 1px solid black;"></span> National Forest</p> <p><span style="display: inline-block; width: 10px; height: 10px; background-color: #FFFFE0; border: 1px solid black;"></span> Other Ownership</p> |  | <p><b>Highway</b></p> <p><span style="display: inline-block; width: 10px; height: 10px; background-color: #FFD700; border: 1px solid black;"></span> Paved Surface</p> <p><span style="display: inline-block; width: 10px; height: 10px; background-color: #FFD700; border: 1px solid black;"></span> Gravel Surface</p> <p><span style="display: inline-block; width: 10px; height: 10px; background-color: #FFD700; border: 1px solid black;"></span> Native Surface</p> <p><span style="display: inline-block; width: 10px; height: 10px; background-color: #FFD700; border: 1px solid black;"></span> Unspecified Surface</p> |  | <p><b>Intermittent Stream</b></p> <p><span style="display: inline-block; width: 10px; height: 10px; background-color: #4682B4; border: 1px solid black;"></span> Perennial Stream</p> |  | <p><b>Miles</b></p> <p>0 0.05 0.1 0.2</p> <p>Datum: NAD 1983 - UTM Zone 10N</p> <p>All Landlines and Features are Approximate</p> |  |
|--|--|---|--|---|--|---|--|

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FY22\_DixieFireCampgrounds



# Lassen National Forest Dixie Fire Almanor Ranger District Recreation CE Warner Creek Area Map



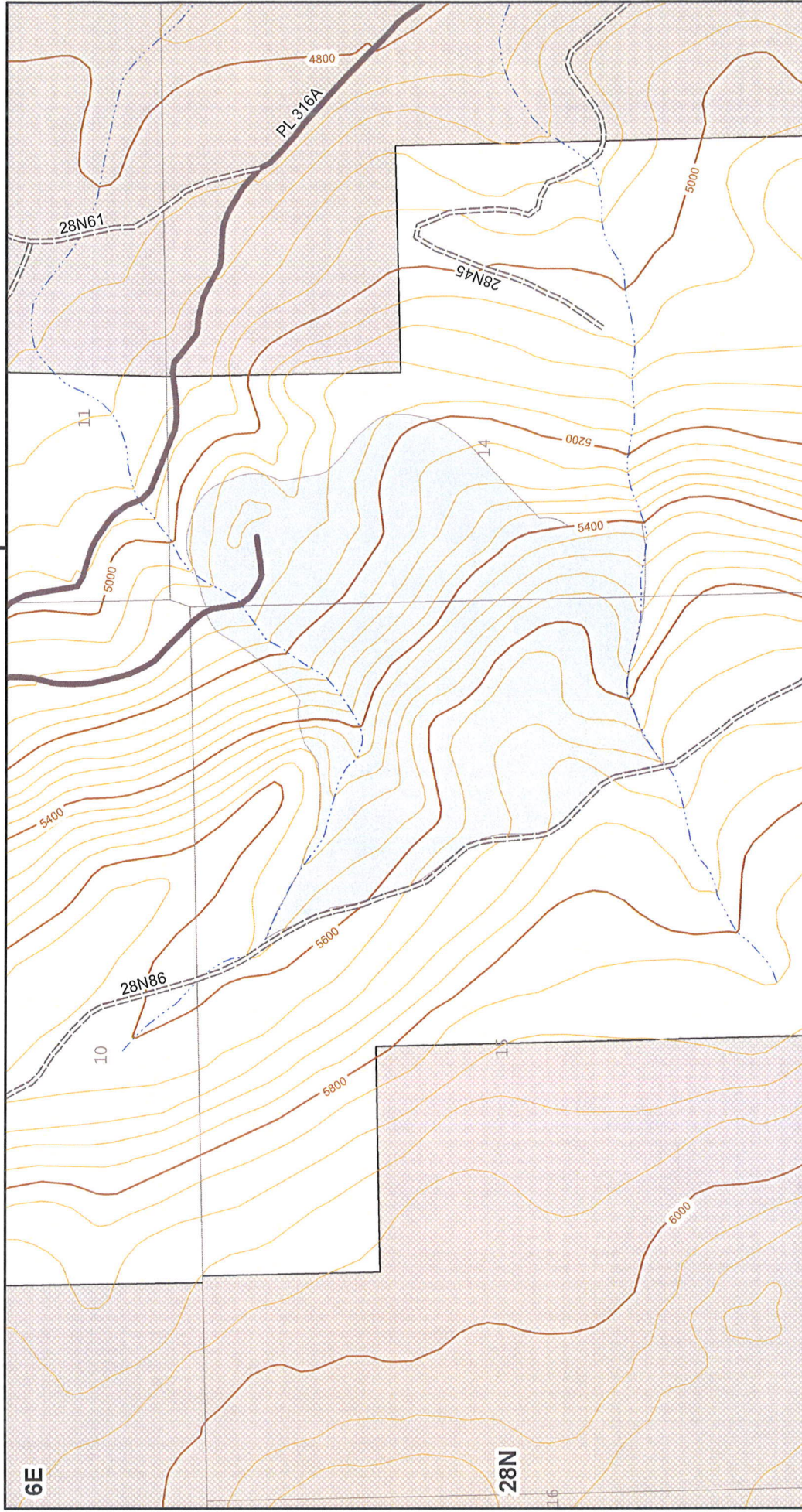
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|  | Campground Planning Unit |  | Highway        |  | Trail_Route         | <br>0 0.05 0.1 0.2 Miles<br>Datum: NAD 1983 - UTM Zone 10N<br>All Landlines and Features are Approximate |
|  | National Forest          |  | Paved Surface  |  | Intermittent Stream |  |
|  | Other Ownership          |  | Gravel Surface |  | Perennial Stream    |  |

Native Surface  
 Unspecified Surface

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 FY22\_DixieFireCampgrounds



# Lassen National Forest Dixie Fire Almanor Ranger District Recreation CE Stover Mtn. Area Map



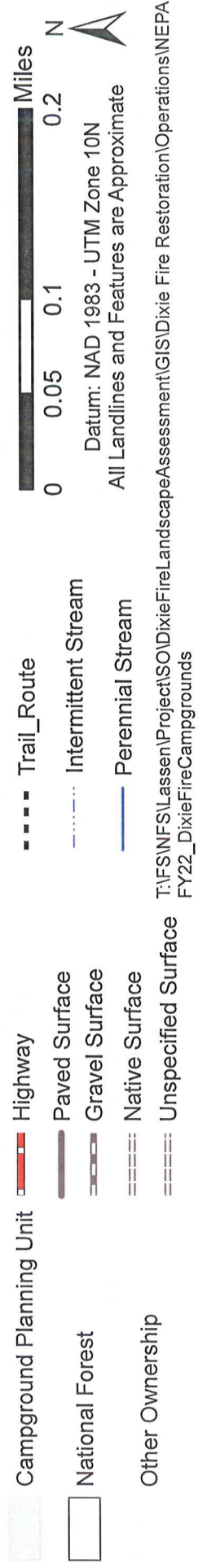
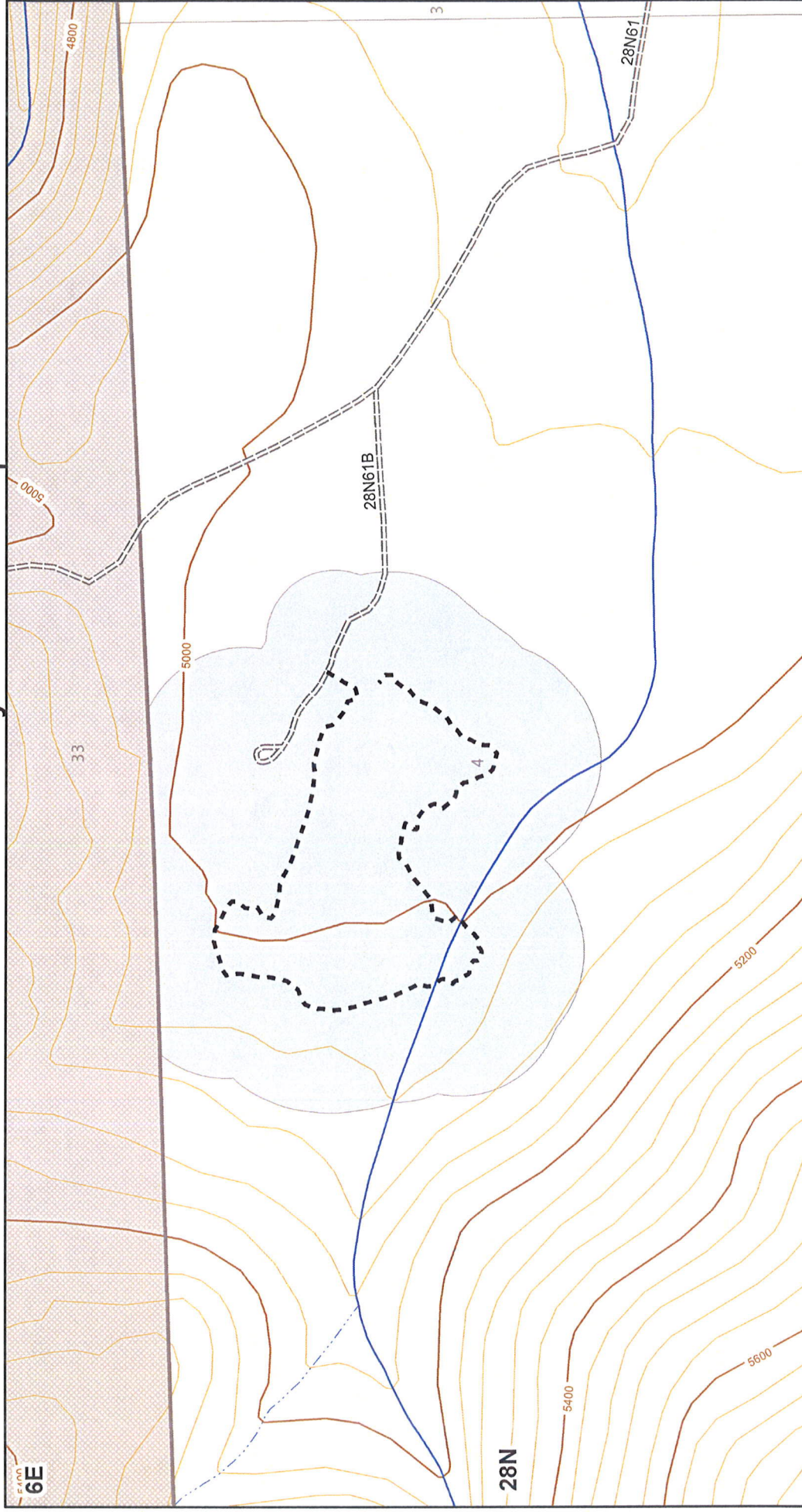
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|---|---------------------------------|---|-----------------------|---|----------------------------|---|--|
|  | <b>Campground Planning Unit</b> |  | <b>Highway</b>        |  | <b>Intermittent Stream</b> |  <b>Miles</b><br>0 0.1 0.2 0.4 |  <b>N</b> |
|  | <b>Other Ownership</b>          |  | <b>Paved Surface</b>  |  | <b>Perennial Stream</b>    |   |  |
|   |                                 |  | <b>Gravel Surface</b> |   |                            |   |  |

Datum: NAD 1983 - UTM Zone 10N  
All Landlines and Features are Approximate

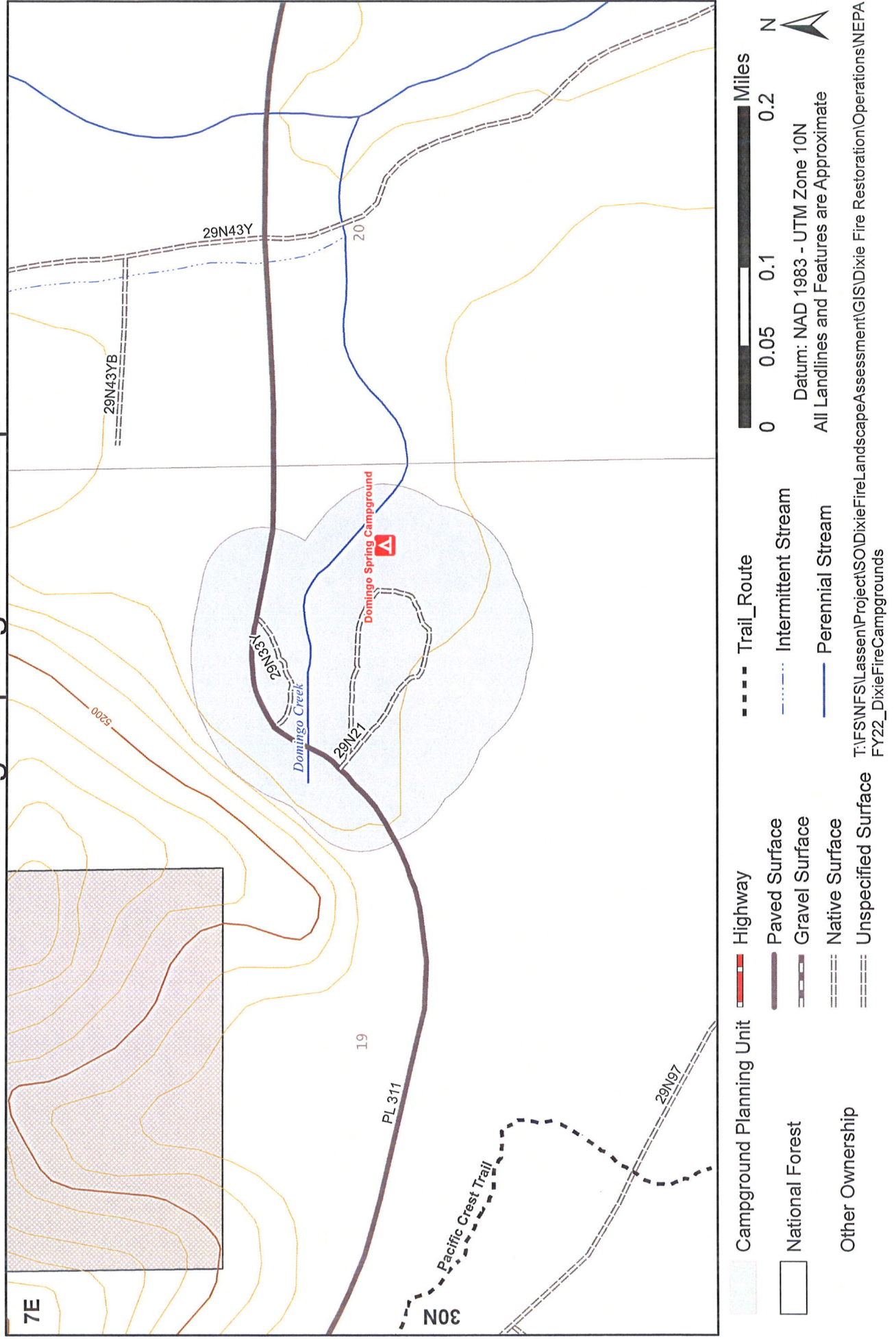
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# Lassen National Forest Dixie Fire Almanor Ranger District Recreation CE Locherman Canyon Area Map



# Lassen National Forest Dixie Fire Almanor Ranger District Recreation CE Domingo Springs Area Map





# Lassen National Forest Dixie Fire Almanor Ranger District Recreation CE Willow Lake Area Map

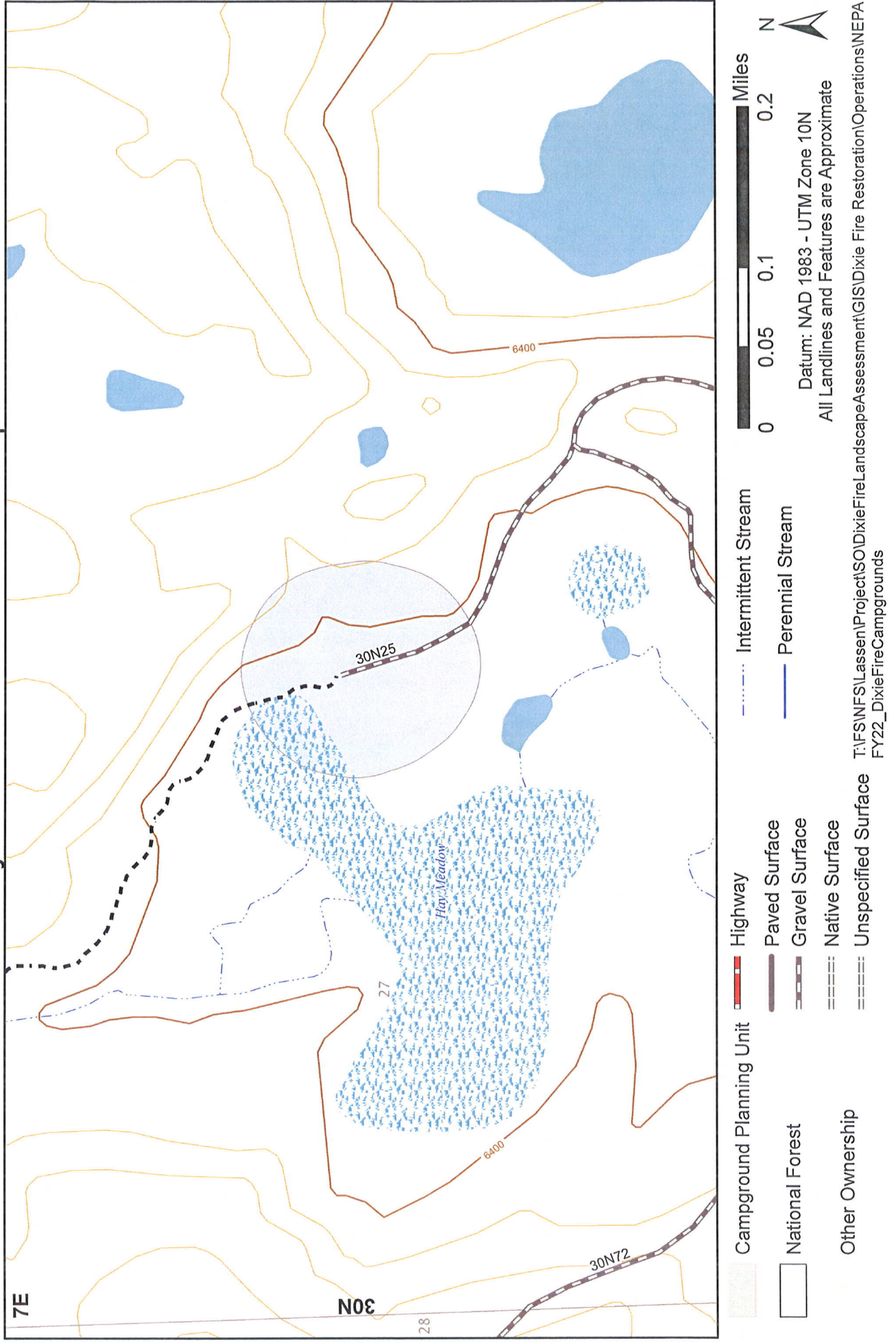


|  |                          |  |                     |  |                     |  |       |
|--|--------------------------|--|---------------------|--|---------------------|--|-------|
|  | Campground Planning Unit |  | Highway             |  | Intermittent Stream | <br>Miles<br>0 0.05 0.1 0.2  | <br>N |
|  | National Forest          |  | Paved Surface       |  | Perennial Stream    |  |       |
|  | Other Ownership          |  | Gravel Surface      |  |                     | Datum: NAD 1983 - UTM Zone 10N<br>All Landlines and Features are Approximate |       |
|  |                          |  | Native Surface      |  |                     |  |       |
|  |                          |  | Unspecified Surface |  |                     |  |       |

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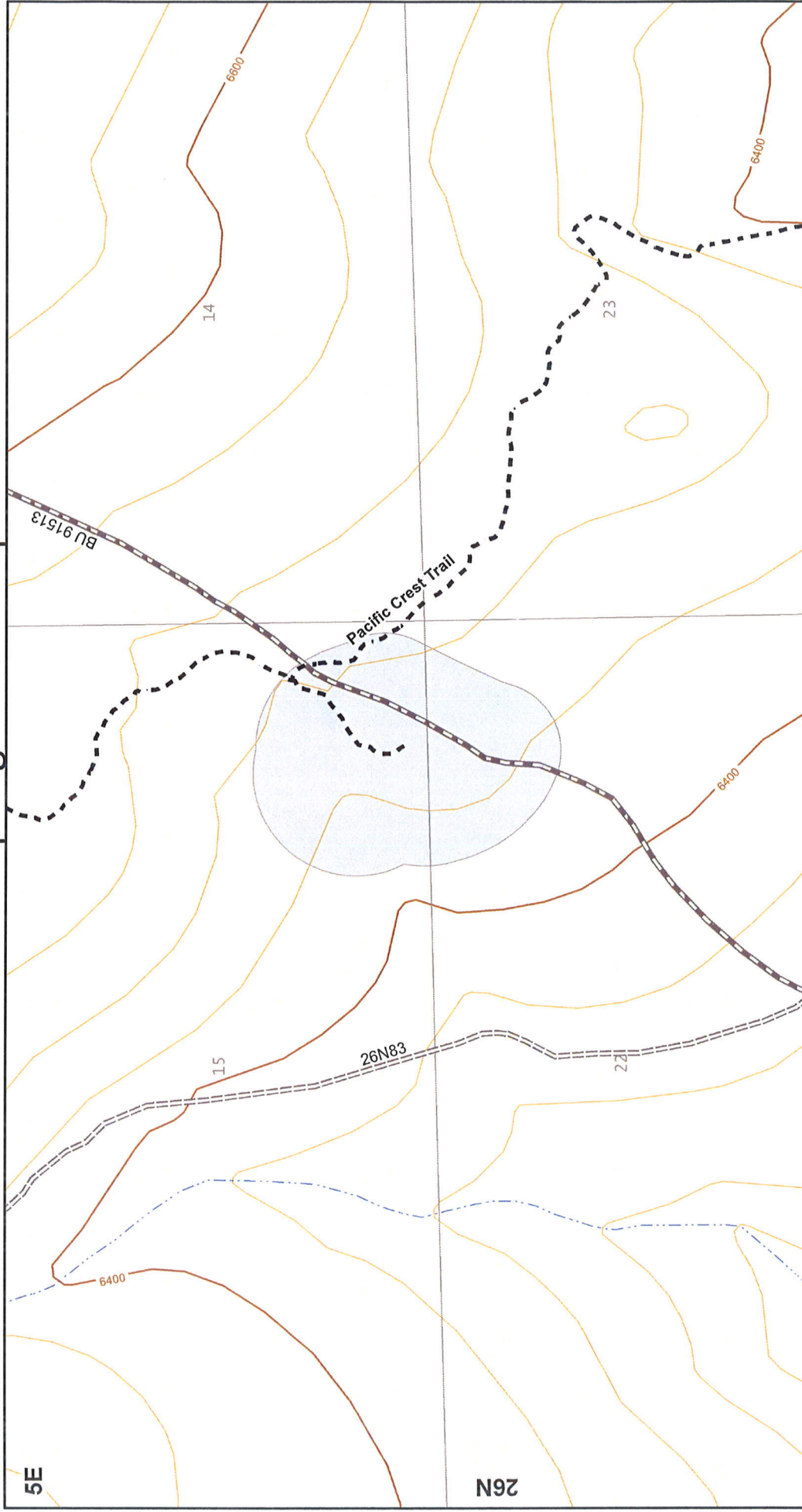


# Lassen National Forest Dixie Fire Almanor Ranger District Recreation CE Hay Meadows Trailhead Map





# Lassen National Forest Dixie Fire Almanor Ranger District Recreation CE Cold Springs Area Map



**Campground Planning Unit**

- National Forest
- Other Ownership

**Surface Type**

- Highway
- Paved Surface
- Gravel Surface
- Native Surface
- Unspecified Surface

**Stream Type**

- Intermittent Stream
- Perennial Stream

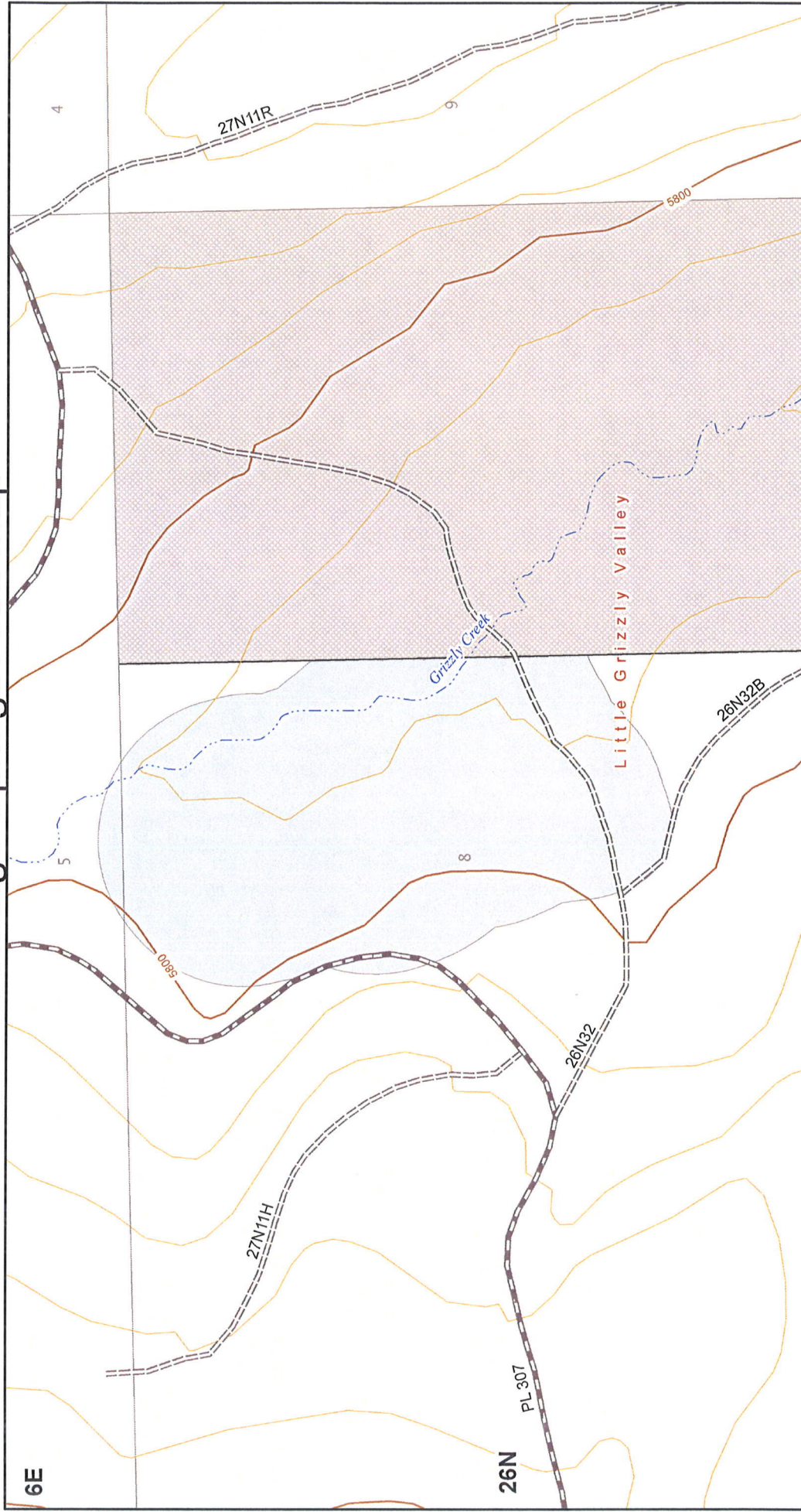
**Scale**

0 0.05 0.1 0.2 Miles

**Datum:** NAD 1983 - UTM Zone 10N  
All Landlines and Features are Approximate

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# Lassen National Forest Dixie Fire Almanor Ranger District Recreation CE Domingo Springs Area Map



|  |                          |  |                     |   |
|--|--------------------------|--|---------------------|---|
|  | Campground Planning Unit |  | Highway             | <br>Miles<br>0 0.05 0.1 0.2<br>Datum: NAD 1983 - UTM Zone 10N<br>All Landlines and Features are Approximate |
|  | National Forest          |  | Paved Surface       |   |
|  | Other Ownership          |  | Gravel Surface      |   |
|  |                          |  | Native Surface      |   |
|  |                          |  | Unspecified Surface |   |

|  |                     |  |                  |
|--|---------------------|--|------------------|
|  | Intermittent Stream |  | Perennial Stream |
|--|---------------------|--|------------------|

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Growing Healthy Communities

**AGENDA REQUEST**

For the August 9, 2022 meeting of the Plumas County Board of Supervisors

August 1, 2022

To: Honorable Board of Supervisors

From: Dana Loomis, Director of Public Health

Subject: Authorization for the Department of Public Health to fill the vacancy of one (1) FTE Assistant Director of Public Health position.

**Background:**

Effective September 2, 2022, the Assistant Director of Public Health has resigned from the Department. The Department is requesting to fill this vacancy.

**Fiscal Impact:**

This position is able to be funded as allocated in the FY22/23 Public Health budget that will be adopted in September 2022.

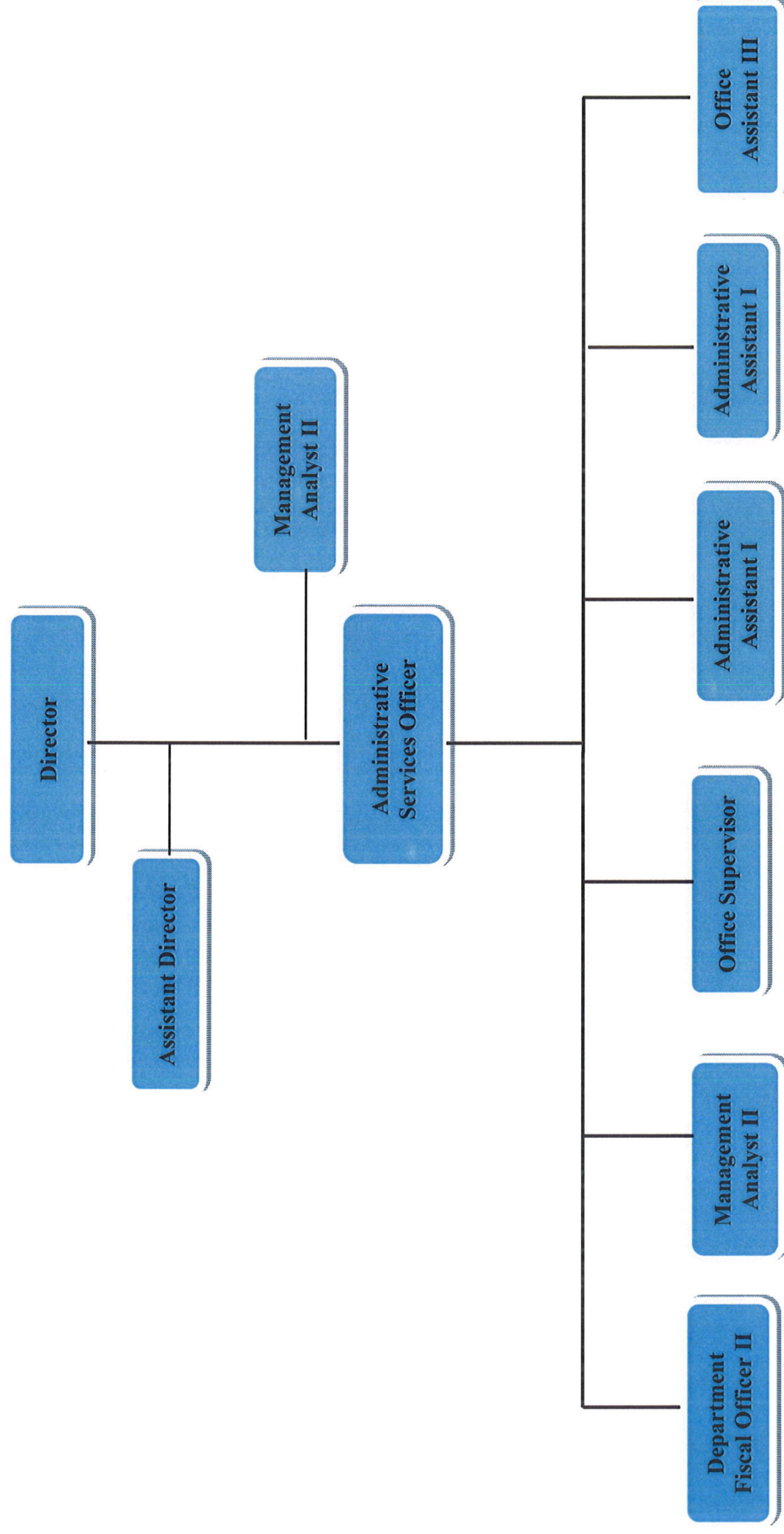
The appropriate Critical Staffing Questionnaire and Departmental Organizational Chart are attached.

**Recommendation:**

The Director of Public Health respectfully recommends that the Board of Supervisors authorize the Department to fill the vacancy of one (1) FTE Assistant Director of Public Health in the Public Health Department.

PLUMAS COUNTY PUBLIC HEALTH AGENCY  
ADMINISTRATION & FISCAL SERVICES DIVISION

1



QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

**Assistant Director - Public Health Agency**

- Is there a legitimate business, statutory or financial justification to fill the position?  
**Assistant Directors provide management oversight for the Department, and a prolonged vacancy can negatively impact the performance of the Department.**
- Why is it critical that this position be filled at this time?  
**Assistant Directors provide oversight to move forward with vital strategic planning and accreditation efforts that will affect future funding opportunities of the Department.**
- How long has the position been vacant?  
**Effective 9/2/22.**
- Can the department use other wages until the next budget cycle?  
**The department's wage and benefits portion of the 22/23 budget includes funds for this position.**
- What are staffing levels at other counties for similar departments and/or positions?  
**No specific research has been performed for this position. Generally speaking, however, past research tasks have identified Plumas County as being consistent with neighboring Counties.**
- What core function will be impacted without filling the position prior to July 1? **N/A**
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **None**
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding. What impact will this reduction plan have to other County departments? **N/A**
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **No**
- Does the budget reduction plan anticipate the elimination of any of the requested positions? **No**
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? **No change in General Fund support since this is already a budgeted position**
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?

FY18/19 = \$582,102

FY19/20 = \$1410,133

FY20/21 = \$1421,255

## **ASSISTANT DIRECTOR OF PUBLIC HEALTH**

### **Definition**

Under general direction of the Public Health Director, the Assistant Director will provide oversight for the development of state and federally required data, reports, financial plans, statistical analysis, policies and procedures, and contract management; reviewing and analyzing legislation and determining effects on organizational procedures and operations; and assures department's compliance with state and federal laws, department goals and objectives, and county policies and procedures.

### **Distinguishing Characteristics**

This is the senior administrative position in the department under the Public Health Director. The position encompasses a wide variety of day-to-day administrative, supervisory, and budgetary responsibilities.

### **Report To**

Public Health Director

### **Classifications Directly Supervised**

Program Chief, Dept. Fiscal Officer I/II, Director of Nursing, Director of Senior Services, Contract Physician (Health Officer)

## **ASSISTANT DIRECTOR OF PUBLIC HEALTH – 2**

### **Examples of Duties**

- Assists with planning, organizing and implementing activities of the department; serves as Department Head in the absence of the Public Health Director.
- Screens and assigns workload; plans and assigns tasks and projects; directs the development of performance standards
- Monitors operations and procedures; evaluates department issues, and recommends and implements solutions; assures strategic goals are reached.
- Prepares mandated responses to Federal and State regulations.
- Interprets policies and regulations for the public.
- Develops, coordinates, evaluates and implements requirements for accreditation through the Public Health Accreditation Board
- Conducts research and strategic planning functions; analyzes trends and makes recommendations for staffing adjustments and personnel assignments; directs department projects.
- Directs the preparation of reports, which summarize and forecast department financial activities and position; reviews department's financial status and revenue trends.
- May act in the absence of the Director or represent the County at meetings and conferences.
- Maintains contact with the press and community organizations.
- Performs special assignments for the Director of Public Health.
- Interprets policies and regulations for the public.
- Determines financial implications of proposed and actual legislative/regulatory changes.
- Evaluates services and where necessary implements changes.
- Promotes and assists in the development of health services programs and initiatives designed to strengthen the public health community.
- Promotes and assists the effective integration of client programs and services provided by the Health department.
- Maintains relationships with other County offices, public and private agencies and community groups.
- Recommends hiring, terminations and other personnel actions.
- Reviews and evaluates proposals for new services and/or program modifications and evaluates services and when necessary, implements changes.
- Performs other duties as assigned.

## **ASSISTANT DIRECTOR OF PUBLIC HEALTH – 3**

### **Typical Physical Requirements**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of 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.

### **Desirable Qualifications**

- Knowledge of principles, practices and trends in public administration, leadership and management
- Knowledge of public health practice and its relationship to the development and operations of public programs and services.
- Knowledge of Federal, State and County laws and regulations applicable to public health programs and communicable disease control.
- Knowledge of Department and County policies and procedures
- Knowledge of grant proposals, budgets, and financial reporting
- Principles and techniques of effective employee supervision, training, and development.
- Skill in scheduling and supervising staff, delegating tasks and authority, and coaching to improve staff performance.
- Skill in understanding, interpreting and applying relevant statutes, ordinances, codes and regulations.
- Skills in assessing and prioritizing multiple tasks, projects and demands.
- Skill in establishing and maintaining effective working relations with co-workers, other county employees and representatives from other county, state and federal agencies.
- Skill in analyzing and interpreting fiscal and accounting records, and financial statements.
- Skill in following and effectively communicating verbal and written instructions.



## **ASSISTANT DIRECTOR OF PUBLIC HEALTH – 4**

### **Training and Experience**

- Master's degree in Public Health, Public Health Nursing, Community Health, Environmental Health, Business Administration, Public Administration, or a related field from an accredited college or university.
- Five (5) years of experience in public health, community health, health education programs or related programs of which must have included at least three (3) years of administrative or management experience at the division director, program and/or facility manager in a public health, community health, or environmental health program involving the evaluation, administration and program direction of varied types of public health services and programs requiring large expenditures of funds would provide such opportunity.
- Job related experience may be substituted for educational requirements on a year-to-year basis. Job related experience would be defined as experience performing duties set forth in the "Example of Duties" in this job description.

### **Special Requirements**

Possession of an appropriate California Driver's License issued by California Department of Motor Vehicles. 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.

| <u>APPLICATION</u>  | <u>APPLICANT</u>  | <u>CATEGORY/PROJECT</u> | <u>AMOUNT REQUESTED</u> | - |
|---------------------|---|-------------------------|-------------------------|---|
| 1                   | Plumas County Sheriff Search & Rescue Vehicle Replacement Project       | II                      | \$ 116,686.24           |   |
| 2                   | Plumas County Sheriff Search & Rescue Reimbursement Replacement Project | II                      | \$ 80,000.00            |   |
| 2                   | Plumas County Sheriff Microwave Radio Replacement                       | II                      | \$ 20,000.00            |   |
| TOTAL               |   |                         | \$ 216,686.24           |   |
| TOTAL RECEIVED 2020 |   |                         | \$ 216,686.24           |   |

**Category I**

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

**Category II**

Reimburse the participating county for search and rescue and other emergency services, including firefighting, that are (a) performed on Federal land after the date on which the use was approved or (b) paid for by the participating county

**Category III**

Develop community wildfire protection plans in coordination with the Secretary of Agriculture

# DEPOSIT PERMIT

COUNTY OF PLUMAS  
STATE OF CALIFORNIA

THE TREASURER  
HAS RECEIVED FOR DEPOSIT

FROM: State Of California  
(Department or Agency)

Date: 5/4/2022

THE SUM OF: Two million Eight Hundred Forty Seven Thousand Eight Hundred Seventy Six and 3/4

DOLLARS \$ \$2,847,876.34

RECEIPT NOS. \_\_\_\_\_

By: Martine Hake  
(SIGNATURE)

| ON ACCOUNT OF           | FUND | OBJECT  | ORG   | CASH ACCT. | AMOUNT          |
|-------------------------|------|---------|-------|------------|-----------------|
| US Forest Reserve/ SRS  | 0002 | 2052144 | 44512 |            | \$ 1,315,595.05 |
| GC sections 29480-29484 | 3004 | 2506046 | 46060 |            | 1315595.05      |
|                         | 0011 | 200274  | 44512 |            | 216686.24       |
| 10/01/2020-9/30/2021    |      | 2002744 |       |            |                 |
| Claim Schedule 2100389A |      |         |       |            |                 |

|             |                 |
|-------------|-----------------|
| Coin        | 0.00            |
| Currency    | 0.00            |
| Checks      |                 |
| Direct Dep. | \$ 2,847,876.34 |

Union Bank

CERTIFIED INTO THE COUNTY TREASURY  
UNDER SEC. 27008, GOVT. CODE.

County Auditor/Controller

Date: 5/4/2022

By: [Signature]  
Deputy

Treasurer and Tax Collector

Date: 5/4/2022

By: [Signature]

| FUND NAME | FUND NO. |
|-----------|----------|
| 335       |          |
| 154292    |          |

DEPOSIT NO.

State Controller's Office  
Remittance Advice  
United States Forest Reserve  
Claim Schedule: 2100389A  
Issue Date: May 2, 2022  
Fiscal Year: 2021-2022

Collection Period: October 01, 2020 - September 30, 2021

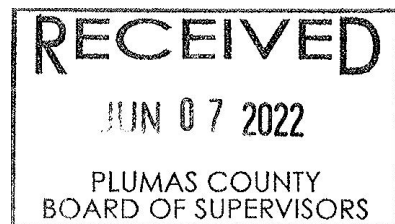
Description: Government Code sections 29480 - 29484. Allocation of Federal Forest Reserve Receipts pursuant to the Secure Rural Schools (SRS) Act that was reauthorized by P.L. 117-58 for fiscal years 2021 through 2023 and amended by P.L. 117-102 for fiscal year 2021.

For assistance, please call Antwan Madison at 916-324-7335 or at amadison@sco.ca.gov.

| County                                       | 25% Percent Payment Amount | Title I Amount  | Title III Amount | Payment Amount  | Year to Date    |
|--|----------------------------|-----------------|------------------|-----------------|-----------------|
| Alpine County Treasurer                      | \$0.00                     | \$351,015.06    | \$28,907.12      | \$379,922.18    | \$379,922.18    |
| Amador County Treasurer                      | \$0.00                     | \$230,886.03    | \$40,744.59      | \$271,630.62    | \$271,630.62    |
| Butte County Treasurer                       | \$0.00                     | \$305,440.49    | \$26,726.04      | \$332,166.53    | \$332,166.53    |
| Calaveras County Treasurer                   | \$0.00                     | \$123,543.95    | \$21,801.87      | \$145,345.82    | \$145,345.82    |
| Colusa County Treasurer                      | \$0.00                     | \$91,443.77     | \$0.00           | \$91,443.77     | \$91,443.77     |
| Del Norte County Treasurer                   | \$0.00                     | \$1,074,786.80  | \$0.00           | \$1,074,786.80  | \$1,074,786.80  |
| El Dorado County Treasurer                   | \$0.00                     | \$1,464,921.59  | \$120,640.60     | \$1,585,562.19  | \$1,585,562.19  |
| Fresno County Treasurer                      | \$0.00                     | \$997,533.88    | \$82,149.85      | \$1,079,683.73  | \$1,079,683.73  |
| Glenn County Treasurer                       | \$0.00                     | \$245,052.34    | \$21,442.08      | \$266,494.42    | \$266,494.42    |
| Humboldt County Treasurer                    | \$0.00                     | \$763,308.83    | \$62,860.73      | \$826,169.56    | \$826,169.56    |
| Inyo County Treasurer                        | \$665,092.22               | \$0.00          | \$0.00           | \$665,092.22    | \$665,092.22    |
| Kern County Treasurer                        | \$0.00                     | \$157,048.03    | \$12,933.37      | \$169,981.40    | \$169,981.40    |
| Lake County Treasurer                        | \$0.00                     | \$359,704.12    | \$29,622.69      | \$389,326.81    | \$389,326.81    |
| Lassen County Treasurer                      | \$0.00                     | \$1,405,084.73  | \$115,712.86     | \$1,520,797.59  | \$1,520,797.59  |
| Los Angeles County Treasurer                 | \$1,450,358.11             | \$0.00          | \$0.00           | \$1,450,358.11  | \$1,450,358.11  |
| Madera County Treasurer                      | \$0.00                     | \$403,718.54    | \$33,247.41      | \$436,965.95    | \$436,965.95    |
| Mariposa County Treasurer                    | \$0.00                     | \$228,305.87    | \$40,289.27      | \$268,595.14    | \$268,595.14    |
| Mendocino County Treasurer                   | \$0.00                     | \$250,768.41    | \$20,651.52      | \$271,419.93    | \$271,419.93    |
| Modoc County Treasurer                       | \$0.00                     | \$1,212,066.28  | \$42,778.81      | \$1,254,845.09  | \$1,254,845.09  |
| Mono County Treasurer                        | \$711,151.52               | \$0.00          | \$0.00           | \$711,151.52    | \$711,151.52    |
| Monterey County Treasurer                    | \$0.00                     | \$15,355.95     | \$0.00           | \$15,355.95     | \$15,355.95     |
| Nevada County Treasurer                      | \$0.00                     | \$279,415.73    | \$23,010.71      | \$302,426.44    | \$302,426.44    |
| Orange County Treasurer                      | \$59,235.20                | \$0.00          | \$0.00           | \$59,235.20     | \$59,235.20     |
| Placer County Treasurer                      | \$0.00                     | \$561,920.50    | \$49,168.05      | \$611,088.55    | \$611,088.55    |
| Plumas County Treasurer                      | \$0.00                     | \$2,631,190.10  | \$216,686.24     | \$2,847,876.34  | \$2,847,876.34  |
| Riverside County Treasurer                   | \$412,391.13               | \$0.00          | \$0.00           | \$412,391.13    | \$412,391.13    |
| San Bernardino County Treasurer              | \$708,551.80               | \$0.00          | \$0.00           | \$708,551.80    | \$708,551.80    |
| San Diego County Treasurer Public Works Road | \$312,914.32               | \$0.00          | \$0.00           | \$312,914.32    | \$312,914.32    |
| San Luis Obispo County Treasurer             | \$29,144.16                | \$0.00          | \$0.00           | \$29,144.16     | \$29,144.16     |
| Santa Barbara County Treasurer               | \$96,411.60                | \$0.00          | \$0.00           | \$96,411.60     | \$96,411.60     |
| Shasta County Treasurer                      | \$0.00                     | \$1,454,752.74  | \$119,803.16     | \$1,574,555.90  | \$1,574,555.90  |
| Sierra County Treasurer                      | \$0.00                     | \$669,854.06    | \$27,582.22      | \$697,436.28    | \$697,436.28    |
| Siskiyou County Treasurer                    | \$0.00                     | \$3,360,425.69  | \$276,740.93     | \$3,637,166.62  | \$3,637,166.62  |
| Tehama County Treasurer                      | \$0.00                     | \$868,108.71    | \$53,618.48      | \$921,727.19    | \$921,727.19    |
| Trinity County Treasurer                     | \$0.00                     | \$2,801,935.71  | \$98,891.84      | \$2,900,827.55  | \$2,900,827.55  |
| Tulare County Treasurer                      | \$0.00                     | \$393,967.07    | \$32,444.35      | \$426,411.42    | \$426,411.42    |
| Tuolumne County Treasurer                    | \$0.00                     | \$929,159.75    | \$76,519.04      | \$1,005,678.79  | \$1,005,678.79  |
| Ventura County Treasurer                     | \$89,436.27                | \$0.00          | \$0.00           | \$89,436.27     | \$89,436.27     |
| Yuba County Treasurer                        | \$0.00                     | \$86,624.94     | \$15,286.75      | \$101,911.69    | \$101,911.69    |
| Total  | \$4,534,686.33             | \$23,717,339.67 | \$1,690,260.58   | \$29,942,286.58 | \$29,942,286.58 |

**2022 Title III, Secure Rural Schools and Community Self-Determination Act  
Plumas County**

|           |  |                                  |
|-----------|--|----------------------------------|
| <b>1.</b> | <b>Project Title:</b><br>Plumas Co. Sheriff's Office Search and Rescue Vehicle Replacement Project |                                  |
|           | <b>Group Submitting Project:</b><br>Plumas Co. Sheriff's Office                                    |                                  |
|           | <b>Requested Grant Amount:</b><br>\$116,686.24   | <b>Funding Period:</b> 2022-2025 |
|           | <b>Contact Name:</b> U/S Chad Hermann  |                                  |
|           | <b>Address:</b> 1400 E Main St Quincy, CA  |                                  |
|           | <b>Phone:</b> 530-283-6390   |                                  |
|           | <b>E-Mail:</b> chermann@pcso.net   |                                  |



## **2022 Title III, Secure Rural Schools and Community Self-Determination Act Plumas County**

|    |   |
|----|---|
| 2. | <p><b>Project Summary</b> The Plumas County Sheriff's Office and Plumas County Search and Rescue are the primary responders to all search and rescue (SAR) related missions within the County. Due to the significant amount of federal land in the County, almost all SAR related calls end up being on USFS controlled land. The Plumas County Sheriff's Office Dispatch Center coordinates response to these calls with all agencies, within and outside of Plumas County.</p> <p>Currently SAR has some vehicles used for emergency response that were made in 1986, making them 36 years old. One vehicle has recently been very problematic mechanically and it is no longer adequate to tow equipment trailers that are used to transport SAR equipment. It is no longer cost effective to continue to pay for repairs as the end result is the vehicle is still old and has outlived its useful life. Essentially the repair is just a stop gap ahead of the next part breaking and taking the vehicle out of service.</p> <p>With a number of new SAR members currently going through their initial training, the team's membership numbers will increase. This will lead to a situation where if just over 50% of members respond to a call, there will not be enough space in the current vehicles to transport everyone to the call for service. This typically requires available members to respond in their personal vehicles which creates a new set of problems. Limited communications enroute to a call along with dealing with potential damage to someone's personal vehicle used to respond to calls makes a greater argument for replacing the current, older truck.</p> <p>This application seeks to replace the problematic vehicle with a new truck outfitted with radios, effective storage space, a winch and other permanently mounted emergency equipment. It has been nine years since a Title III application was submitted to replace a SAR vehicle. The vehicle's replacement will certainly help the overall SAR response and likely add to the team's overall capabilities. In turn this will lead to more successful SAR missions as the vehicle it replaces reliability should not continue to be an issue.</p> |
|----|---|

**2022 Title III, Secure Rural Schools and Community Self-Determination Act  
Plumas County**

|           |   |
|-----------|---|
|           |   |
| <b>3.</b> | <p><b>How does the project address the activities authorized by Title III? Check all that apply:</b></p> <p><input type="checkbox"/> I. Carry out activities under the Firewise Communities program to provide to homeowners in fire-sensitive ecosystems education on, and assistance with implementing, techniques in home siting, home construction, and home landscaping that can increase the protection of people and property from wildfires.</p> <p><input checked="" type="checkbox"/> II. Reimburse the participating county for search and rescue and other emergency services, including firefighting, that are (a) performed on Federal land after the date on which the use was approved and (b) paid for by the participating county.</p> <p><input type="checkbox"/> III. Develop community wildfire protection plans in coordination with the Secretary of Agriculture.</p> <p><b>Explain: The Plumas County Sheriff's Office is responsible for all SAR related activities in Plumas County. Both paid and volunteer resources respond to SAR related calls on federal lands, with the response coordinated through the Sheriff's Office Dispatch Center.</b></p> <p><b>Reimbursement for the purchase of replacement equipment, materials and supplies expended, damaged or destroyed during an emergency response on national forests is an authorized use of Title III funding. Since this project seeks to replace a vehicle used for decades of emergency responses on USFS land and has become unreliable to continue such use, the use of Title III funds are appropriate.</b></p> |

**2022 Title III, Secure Rural Schools and Community Self-Determination Act  
Plumas County**

4.

**Project Workplan:** By using established financial tracking mechanisms currently in place within the Sheriff’s Office, the Sheriff will use these funds to purchase the needed vehicle, following the County Purchasing Policy. Once the vehicle is purchased and outfitted, it will be placed into service as a frontline SAR response vehicle.

The utilization of these funds allows the Sheriff’s Office to replace equipment effectively without undue negative impact on existing budgets, which have already been reduced to a point where basic services are in jeopardy.

5

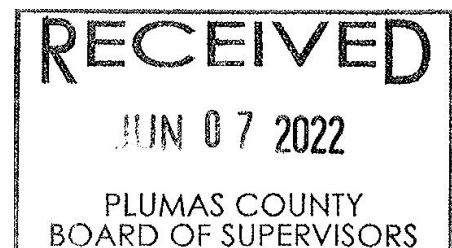
**Project Budget:**

|                            |                     |
|----------------------------|---------------------|
| <b>Vehicle Replacement</b> | <b>\$116,686.24</b> |
|----------------------------|---------------------|



**2022 Title III, Secure Rural Schools and Community Self-Determination Act  
Plumas County**

|           |  |                                  |
|-----------|--|----------------------------------|
| <b>1.</b> | <b>Project Title:</b><br>Plumas Co. Sheriff's Office Search and Rescue Reimbursement/Replacement Project |                                  |
|           | <b>Group Submitting Project:</b><br>Plumas Co. Sheriff's Office  |                                  |
|           | <b>Requested Grant Amount:</b> \$80,000  | <b>Funding Period:</b> 2022-2025 |
|           | <b>Contact Name:</b> U/S Chad Hermann  |                                  |
|           | <b>Address:</b> 1400 E Main St Quincy, CA  |                                  |
|           | <b>Phone:</b> 530-283-6390   |                                  |
|           | <b>E-Mail:</b> chermann@pcso.net   |                                  |



## 2022 Title III, Secure Rural Schools and Community Self-Determination Act Plumas County

2. **Project Summary** The Plumas County Sheriff's Office and Plumas County Search and Rescue are the primary responders to all search and rescue (SAR) related missions within the County. Due to the significant amount of federal land in the County, almost all SAR related calls end up being on USFS controlled land. The Plumas County Sheriff's Office Dispatch Center coordinates response to these calls with all agencies, within and outside of Plumas County.

With current economic issues, many times available personnel to handle these calls are lacking and the missions are not staffed adequately without depleting overtime funding. While Search and Rescue call for service saw a brief decline during Covid, the call volume is once again continuing an upward trend which started a decade ago. More calls for service mean more resources to handle them. In addition, there are other, non-salary related costs involved in these responses, such as vehicle and equipment repair or replacement, that are not otherwise specifically funded. The costs of SAR operations would tax the existing budget and threaten general law enforcement service responses. The Sheriff's Office is seeking these funds to adequately respond to SAR related calls on federal land with enough staff and proper equipment to handle the mission along with providing related maintenance needs and equipment replacement, if needed. This provides the best service possible with available resources for the residents and visitors to Plumas County in a timely and professional manner during these emergencies.

In the 1990's Search and Rescue acquired three ATVs for use on SAR related calls. At the time these ATVs had a distinct and positive impact on calls as they were able to reach victims in need who were in areas not accessible by on highway type vehicles. Fast forward almost 30 years and the need for ATV's has diminished. Mountain biking and single-track motorcycle trails are now far more common than ATV trails.

The ATVs purchased in the 1990s have become unreliable due to their age. Search and Rescue has effectively used the State's Off Highway Grant Program to purchase two side by side utility vehicles for SAR operations. While these new side by sides certainly fill some of the gap ATVs were previously used for, they do not address, or have not been effective, in dealing with calls on trails developed for hikers, bicyclists and motorcyclists. Calls for these types of recreationalists have increased significantly and make up the majority of the rise in overall calls for service.

While it seems logical to replace the current, aging ATVs with motorcycles, there are many places where their use will come up short. Many hiking/bicycle trails have areas too narrow to pass with a motorcycle or obstructions such as downed trees which prevent passage. This is not to mention that many trails expressly prohibit the use of gas-powered vehicles and also require a specific endorsement on driver's licenses that many SAR responders do not have.

A viable solution seems to lie with electric mountain bikes. These bikes have come a long way over the past 10 years, with significantly more capacity and range. There are now electric bikes made specifically for hunters and are designed to carry larger loads, while still offering 50+ miles of range on a single battery charge. The needs for hunters and SAR in regards to back country access are very similar, so like equipment is many times used by each group. The bikes are narrow enough to transit limited trails, light

## 2022 Title III, Secure Rural Schools and Community Self-Determination Act Plumas County

|           |  |
|-----------|--|
| <b>2.</b> | <p><b>enough to lift over obstructions and do not require special driver's license endorsements.</b></p> <p><b>The intention for this part of the application is to replace the three aging ATVs with electric mountain bikes specifically for search and rescue use. This will eliminate the increased costs associated with maintaining the older ATVs and provide a platform with more response capabilities as they can reach areas the ATVs cannot. While electric bikes with the capabilities search and rescue needs are expensive, they are still initially more cost effective than ATVs. Also, with electric mountain bikes, long terms costs should be much less as maintenance needs for the bikes is just a fraction of what is needed for ATVs. Lastly electric mountain bikes are more environmentally friendly and significantly more appropriate to access back country locations where, technically, gas powered vehicles use may be prohibited.</b></p>   |
| <b>3.</b> | <p><b>How does the project address the activities authorized by Title III? Check all that apply:</b></p> <p><input type="checkbox"/> <i>I. Carry out activities under the Firewise Communities program to provide to homeowners in fire-sensitive ecosystems education on, and assistance with implementing, techniques in home siting, home construction, and home landscaping that can increase the protection of people and property from wildfires.</i></p> <p><input checked="" type="checkbox"/> <i>II. Reimburse the participating county for search and rescue and other emergency services, including firefighting, that are (a) performed on Federal land after the date on which the use was approved and (b) paid for by the participating county.</i></p> <p><input type="checkbox"/> <i>III. Develop community wildfire protection plans in coordination with the Secretary of Agriculture.</i></p> <p><b>Explain: The Plumas County Sheriff's Office is responsible for all SAR related activities in Plumas County. Both paid and volunteer resources respond to SAR related calls on federal lands, with the response coordinated through the Sheriff's Office Dispatch Center. The Sheriff's Office is seeking reimbursement for actual expenses incurred during the SAR calls on USFS lands, as well as other related emergency responses, which include wildfire evacuations. This includes wages and benefits for those involved Sheriff's employees, mileage, fuel, repair or replacement of equipment damaged or destroyed, and training of department personnel. In addition, this application will provide funding for electric mountain bikes to be used exclusively for SAR activities to enhance response capabilities on the ever-increasing single track and walking trails systems throughout the forest.</b></p> |

**2022 Title III, Secure Rural Schools and Community Self-Determination Act  
Plumas County**

4. **Project Workplan:** By using established financial tracking mechanisms currently in place within the Sheriff's Office, the Sheriff will use these funds to cover salaries and benefits of Sheriff Office employee's involved in the dispatch, and response to SAR and other related emergency calls on federal lands. The funds will also be used to reimburse actual expenses incurred in these missions as they relate to vehicle repair, replacement, fuel, purchase of electric mountain bikes, incidental expenses and repairing or replacing damaged or destroyed SAR equipment.

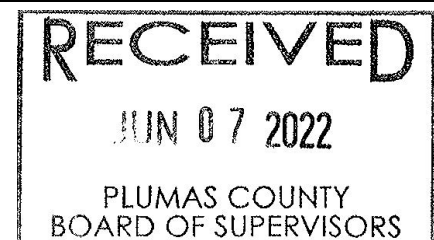
The utilization of these funds allows the Sheriff's Office to staff and support missions effectively without undue negative impact on existing budgets, which have already been reduced to a point where basic services are in jeopardy.

2022 Title III, Secure Rural Schools and Community Self-Determination Act  
Plumas County

|                                      |   |                       |          |                         |          |                                  |          |                                      |                 |       |          |
|--------------------------------------|---|-----------------------|----------|-------------------------|----------|----------------------------------|----------|--------------------------------------|-----------------|-------|----------|
| 5                                    | <div>Project Budget:</div> <table><tr><td>Salaries and benefits</td><td>\$20,000</td></tr><tr><td>Electric Mountain Bikes</td><td>\$35,000</td></tr><tr><td>Equipment repair and replacement</td><td>\$12,500</td></tr><tr><td>Vehicle Repair, Maintenance and Fuel</td><td><u>\$12,500</u></td></tr><tr><td>Total</td><td>\$80,000</td></tr></table> | Salaries and benefits | \$20,000 | Electric Mountain Bikes | \$35,000 | Equipment repair and replacement | \$12,500 | Vehicle Repair, Maintenance and Fuel | <u>\$12,500</u> | Total | \$80,000 |
| Salaries and benefits                | \$20,000  |                       |          |                         |          |                                  |          |                                      |                 |       |          |
| Electric Mountain Bikes              | \$35,000  |                       |          |                         |          |                                  |          |                                      |                 |       |          |
| Equipment repair and replacement     | \$12,500  |                       |          |                         |          |                                  |          |                                      |                 |       |          |
| Vehicle Repair, Maintenance and Fuel | <u>\$12,500</u>   |                       |          |                         |          |                                  |          |                                      |                 |       |          |
| Total                                | \$80,000  |                       |          |                         |          |                                  |          |                                      |                 |       |          |
|                                      |   |                       |          |                         |          |                                  |          |                                      |                 |       |          |

**2022 Title III, Secure Rural Schools and Community Self-Determination Act  
Plumas County**

|  |   |                                     |
|--|---|-------------------------------------|
| <b>1.</b>  | <b>Project Title:</b><br><b>Plumas Co. Sheriff's Office Microwave Radio Replacement Project</b> |                                     |
|  | <b>Group Submitting Project:</b><br><br>Plumas County Sheriff's Office                          |                                     |
|  | <b>Requested Grant Amount:</b> \$20,000   | <b>Funding Period:</b> 2022 to 2025 |
|  | <b>Contact Name:</b> U/S Chad Hermann   |                                     |
|  | <b>Address:</b> 1400 E Main St Quincy, CA. 95971  |                                     |
|  | <b>Phone:</b> 530-283-6361  |                                     |
| <b>2.</b>  | <b>E-Mail:</b> chermann@pcso  |                                     |
|  | <b>Project Summary</b>  |                                     |
| <p><b>Strong and robust communications are needed to support Search and Rescue (SAR) operations throughout the County. The loss of radio communication has affected SAR responses more than any other type of call due to the fact they are typically in remote areas with reduced coverage on USFS lands. These lack or inability for responding units to communicate directly with the dispatch center can lead to a reduced success rate of recovery of those needed quick emergent services. The impact can also be on those responding to the calls for service if they are injured and unable to request assistance. Over the years, the Sheriff's Office has built out a large microwave network that supports all types of emergency communications in the field to the central dispatch center in Quincy. This system has vastly improved radio communications.</b></p> <p><b>The current system was installed in 2006 and is now 16 years old. It is time to start replacing the microwave equipment as they are nearing their life expectancy. It is time to start replacing equipment before it fails to maintain the high level of reliability we have experienced over the last 15+ years.</b></p> <p><b>This grant application will help assure our radio systems will continue to operate properly in remote areas of the county on lands managed by USFS and support our SAR responders on their missions through the jurisdiction.</b></p> |   |                                     |



**2022 Title III, Secure Rural Schools and Community Self-Determination Act  
Plumas County**

**3. How does the project address the activities authorized by Title III? Check all that apply:**

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

\_XX\_ II. Reimburse the participating county for search and rescue and other emergency services, including firefighting, that are (a) performed on Federal land after the date on which the use was approved and (b) paid for by the participating county.

\_\_\_\_\_ III. Develop community wildfire protection plans in coordination with the Secretary of Agriculture.

**Explain: To achieve an acceptable level of search and rescue along with other emergency service related calls, radio equipment must remain operational. It is never a good plan to wait for emergency communication equipment to fail, but a much better path forward to replace the equipment before a failure occurs. A lack of communications in remote areas is dangerous for first responders and search and rescue related calls, and detrimental to the search, rescue and treatment of the victims that need help. This project continues to build on the communication system already in place by starting to replace equipment nearing its life expectancy.**

**2022 Title III, Secure Rural Schools and Community Self-Determination Act  
Plumas County**

|   |
|---|
| <div>4.</div> <div><div>Project Workplan:</div><div>Replace a critical microwave link with new equipment.</div></div>               |
| <div>5</div> <div><div>Project Budget:</div><div><div>Purchase and install a microwave link</div><div>\$20,000.00</div></div></div> |



**2022 Title III, Secure Rural Schools and Community Self-Determination Act  
Plumas County**

|  |
|--|
|  |
|--|