



AGENDA

Regular Meeting

City Hall 11960 East St. Fort Jones

Monday September 12, 2022 – 7:00 PM.

CALL TO ORDER:

Fort Jones City Council Roll Call: Mayor: DeCausmaker _____ Members: Garcia _____ Banks _____
Beckwith _____ Gepford _____

PLEDGE OF ALLEGIANCE:

PUBLIC COMMENTS:

Discussion items only, no action to be taken. Any person may address the Council at this time upon any subject within the jurisdiction of the Town of Fort Jones; however, any matter that requires action may be referred to staff and/or Committee for a report and recommendation for possible action at a subsequent Council meeting. There is a five (5) minute limit per topic.

DISCUSSION / REPORTS / CORRESPONDENCE: NON-ACTION ITEMS:

- A. Police Department Monthly Report
- B. Code Enforcement Report
- C. Fire Department Monthly Report
- D. Public Works Monthly Report
- E. Administrator's Report

CONSENT CALENDAR:

Items listed on the consent agenda are considered routine and may be enacted in one motion. Any item may be removed for discussion at the request of the Council or the Public.

- 1. a) Approval of Minutes: Regular Meeting August 8, 2022
- b) Ratification of Disbursements: August 1 through August 31, 2022
- c) Approve Payables for Sept 2022
- d) Receive and Review YTD P&L

DISCUSSION / REPORTS: ACTION ITEMS:

- 2. Review and Approve Resolution 1112 for 50/50 Volunteer Fire Department Capacity Program grant with Cal Fire for new radios
- 3. Review and Approve Agreement with County for the Cities Permanent Local Housing Allocation Program
- 4. Review and Approve the Fort Jones Policy for Volunteer Services
- 5. Update on Liens and Pinassi Property
- 6. Discuss and Approve the purchase of a Town Laptop – Banks
- 7. Update on Interviews and Candidate information for City Administrator's job – Garcia

STAFF COMMENTS:

COUNCIL MEMBER COMMENTS:

ADJOURNMENT: The next Fort Jones City Council Meeting is scheduled to be held on October 10, 2022, at 7:00 p.m.

REPORTS & CORRESPONDANCE

Ft. Jones Police Chief's Monthly Report

July 2022

The below report consists of statistics, events, and assignments the police department has been performing for the months of June and July as we did not have a written report for the previous month. We continue to stay very active through the summer months in not only ongoing responsibilities but also in preparing for the new school year and future events. Over the past month as you are aware we have been called upon by the county to assist in mutual aid in response to the McKinney and Yeti Fires. While it is important to us to be able to provide assistance to our allied agencies, we make certain that our priority is providing coverage for the constituents of Ft. Jones and responding to our home responsibilities.

Traffic- Traffic control in problematic areas of town has been one of our main priorities over the past couple months. Slowing drivers down and making sure they are aware of their responsibilities as a driver in our town is of utmost importance. Just being present in a patrol vehicle is an effective way to educate drivers however we can't be everywhere all at once. Vehicle stops have been also preformed on a regular basis as a warning or if warranted a citation issued. We will continue to use every avenue possible to educate drivers and enforce traffic related laws to make our city the safest possible for drivers and pedestrians alike. Our participation in the traffic safety groups have been much appreciated and a necessity for us to learn about problematic areas and be part of a team in finding a solution. One of our immediate priorities has been to cover school properties before and after school as children come and go. Our presents has seem to be very positive as drivers are reminded to be overly cautious while in school zones. We will continue this presence throughout the school year. The school district has been amazing at getting us problematic vehicles ID so we can follow up with the drivers.

Schools- As mentioned above the new school year has begun and we have been partnering with the school district in strategically implementing new approaches in the attempt to make our schools as safe as possible while providing and easier format in agencies working together. Again, working closely with the schools has given us a unique opportunity to handle situations and be proactive in sometimes an unconventional way. We are also in the works to bring the DARE program back into our schools as we continue to see all over the country a dramatic rise in the use of illegal substances and behavioral health cases.

Animal Control- Knock on wood we have seen a decrease in animal at large calls for service in the past month as we continue to educate dog owners of their responsibilities. Now with the new dog license year we have been contacting owners that have yet to register their dogs. The kennels in Etna are still working well when we do have to take a dog into custody, and we have been donated food from Dollar General and Rays to provide for the animals we

take in. We continue to see further progress in the Ft. Jones Kennel which will make the issues with Ft. Jones related animals easier to transport. Other Etna city and Ft. Jones departments also chip in by checking on the animals and making sure they are fed, sheltered, and safe. This helps the pd immensely and provides time for the officers to track down an owner in the attempts to get them reunited with their owner.

Reports/Cases- The police department has now accumulated over 60 written cases for the year of 2022. This is consistent from the previous past couple of years which I attribute to the unprecedented times and issues we have seen around the county. On a positive note the cases are continuing to decrease as we now have a positive ongoing police presence in the area. If you remember before we took over law enforcement services the cases pulled were well into the 100s with very little consistency of problems being solved. While we hope our case load will slow even further, I have been very proud of our department in taking on the challenge without complaint. It is amazing the service they provide for our little community, and we are very blessed to have them.

Calls for Service- The attached calls for service reports are an indication on how busy the department has been while also providing mutual aid and support for the McKinney Fire. As a reminder the calls for service you see on the report are a very small part of the overall service the police department provides. Many service calls, walk ins, and normal daily activity are not put over the radio for dispatch to log. In addition, the County has asked us to limit our use of dispatch due to the staffing shortage they are experiencing. This will have an effect on documented numbers, but we look for this to be short lived until they can booster their staff.

Ordinance Enforcement- Kelly and the pd staff have been very proactive in the past months on the prevention of future code violations coming to town. It is very important to us to receive information about ongoing issues in town so we can intervein if necessary. Several ongoing cases have been followed up on continually to insure they are closed in a realistic time frame prevent it from becoming bigger than the original call for service. We have also closed out several old cases recently but will continue to monitor them. The motel is continuing to go through the court process and we have made exceptional progress which I believe will be fully closed in the very near future.

PAL- The police activities league has closed out another very successful swim year and are gearing up for the start of our new pal year. Flag Football and soccer will be our initial programs of the new year and are looking forward to providing additional programs in cooperation with our schools. The mentoring program is still running strong as we provide new and exiting programs to assist our youth of the community. We are always looking for coaches and volunteers to help within our organization so if you or someone you know is interested, please send them our way.

Training- I have copied the following from last month's report as not much has changed in the realm of training and we continue as usual to provide ongoing mandated trainings. We currently partner with College of the Siskiyous to help provide critical mandated POST perishable skills training along with advanced officer trainings. Our officers have been able to attend numerous trainings recently and have several more scheduled in the upcoming months. It is with great pride we are able to have amazing trainings for our officers which attributes to the many blessings we experience in a rural area. Officers have recently completed crucial training in various equipment operation over the past several weeks and look forward to implementing vital equipment to our daily processes.

As always if the council would like to see additional specific added to my monthly report, please let me know so I can make the proper adjustments. Also take the opportunity to come out on a ride along and see first-hand what the police department encounters on a daily basis. We enjoy the company and I think builds a closer relationship between council and employees to better serve our community.



**SISKIYOU COUNTY
SHERIFF'S DEPARTMENT**
305 BUTTE ST
YREKA, CA 96097
(530) 841-2900

CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 07/01/2022 to 07/31/2022,
Primary Unit = ETNA%,
Response Area = 1

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
07/06/2022 07:06	2207060009		VEH STOP	MAIN ST/N 3		
07/06/2022 14:38	2207060031		OWAV	00 LIGHTHILL RD		
07/06/2022 16:32	2207060039		TC	QUARTZ VALLEY RD/ENGLISH RD		
07/08/2022 17:18	2207080042		VEH STOP	N HWY 3/LIGHTHILL RD		
07/10/2022 22:11	2207100056		VEH STOP	N HWY 3/FRANKLIN LN		
07/13/2022 10:31	2207130017		CODE	MINERAL RANGE RD/SERPENTINE LN		
07/21/2022 09:25	2207210014		OWAV	ISLAND RD/HOLZHAUSER LN		
07/27/2022 21:04	2207270057		DP	323 COLLIER LN		
07/31/2022 12:14	2207310019		WI	10023 SCOTT RIVER RD		
07/31/2022 21:10	2207310045		WI	00 MILL CREEK RD		

TOTAL CALLS: 10



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Agency = %,
CFS Report Date = 08/01/2022 to 08/30/2022,
Primary Unit = ETNA%,
Response Area = 1

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
08/06/2022 10:48	2208060014		NCRM	2400 N KIDDER CREEK RD		
08/08/2022 15:57	2208080034		BURG	00 SERPA LN		
08/11/2022 14:42	2208110026		TC	N HWY 3/LIGHTHILL RD		
08/13/2022 22:05	2208130044		FIRE	2445 HWY 96		
08/29/2022 11:21	2208290019		VEH STOP	N HWY 3/WILSON WAY		

TOTAL CALLS: 5



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CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 06/01/2022 to 06/30/2022,
Primary Unit = ETNA%,
Response Area = 5A

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
06/01/2022 09:42	2206010019	5220041	FORG	336 BRIDGE ST		
06/01/2022 20:09	2206010048		AB	237 BUTTE ST		
06/02/2022 14:54	2206020047		OWAV	11931 MAIN ST		
06/02/2022 15:59	2206020048		FLP	12079 MAIN ST		
06/03/2022 12:06	2206030027		WI	12236 MAIN ST		
06/03/2022 22:51	2206030054		DP	101 BUTTE ST		
06/03/2022 23:39	2206030057		ALARM	11736 MAIN ST		
06/04/2022 08:47	2206040014		VEH STOP	12137 N MAIN ST		
06/04/2022 11:15	2206040021		DP	12102 OAK MILL DR		
06/07/2022 13:27	2206070024		ANIMAL	312 JANE DR		
06/07/2022 17:30	2206070041		VEH STOP	11906 MAIN ST		
06/07/2022 18:19	2206070044		GTFT	30 NEWTON ST		
06/08/2022 15:37	2206080031		VNDL	11801 MAIN ST		
06/09/2022 13:39	2206090027		SCHOOL	237 BUTTE ST		
06/11/2022 08:10	2206110009		MP	12649 MARBLE VIEW AVE		
06/15/2022 01:42	2206150005		DP	12079 B MAIN ST		
06/15/2022 17:42	2206150029		FLP	11320 MITTAN WAY		
06/15/2022 18:00	2206150030		CIV	12079 MAIN ST		
06/17/2022 08:28	2206170020		VEH STOP	11307 MAIN ST		
06/17/2022 19:58	2206170058		DP	11906 MAIN ST		
06/17/2022 20:34	2206170067		VEH STOP	HWY3/LIGHTHILL		
06/17/2022 22:22	2206170073		DP	11307 MAIN ST		
06/17/2022 22:30	2206170076		VEH STOP	HWY3/NEWTON		
06/18/2022 13:16	2206180023		WI	MAIN ST/NEWTON ST		
06/18/2022 22:10	2206180044		ANIMAL	DOUGLAS ST/MAIN ST		
06/20/2022 12:33	2206200026		TRAF	11960 EAST ST		
06/20/2022 17:47	2206200048		NCRM	11736 MAIN ST		
06/21/2022 11:43	2206210022		TRSP	11300 N HWY 3		
06/22/2022 12:42	2206220026		TRAF	11906 MAIN ST		

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
06/22/2022 16:17	2206220038		ALARM	11217 N HWY 3		
06/22/2022 18:01	2206220048		TRSP	12307 MAIN ST		
06/23/2022 12:51	2206230020		VEH STOP	STERLING ST/MAIN ST		
06/23/2022 21:14	2206230055		PTRL	00 MARBLE VIEW AVE		
06/24/2022 22:03	2206240064		TRAF	MARBLEVIEW		
06/25/2022 14:15	2206250026		DP	447 STERLING ST		
06/25/2022 23:33	2206250054		DRNK	236 STERLING ST		
06/30/2022 14:41	2206300028		M	12079 MAIN ST		
06/30/2022 23:16	2206300069	5220043	DP	12224 MAIN ST		

TOTAL CALLS: 38



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Primary Unit = ETNA%,
Response Area = 5A

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
07/02/2022 10:16	2207020020		ANIMAL	106 BOWER ST		
07/06/2022 19:02	2207060045		PTFT	243 STERLING ST	A	
07/07/2022 11:03	2207070017		M	11801 MAIN ST		
07/07/2022 13:07	2207070032		VEH STOP	11307 MAIN ST		
07/07/2022 20:55	2207070069		DV	12079 MAIN ST	B	
07/08/2022 12:12	2207080019		WI	12649 MARBLE VIEW AVE		
07/08/2022 16:14	2207080038		DP	136 NEWTON ST		
07/10/2022 20:09	2207100049	5220045, 5220046	TC	11307 MAIN ST		
07/12/2022 11:45	2207120022		NCRM	11801 MAIN ST		
07/12/2022 16:11	2207120042		ALARM	11217 N HWY 3		
07/13/2022 08:30	2207130009		CODE	12425 N MAIN ST		
07/13/2022 13:48	2207130042	5220047	FND	11825 MAIN ST		
07/14/2022 12:54	2207140038		ASST	11300 N HWY 3		
07/14/2022 13:13	2207140041	5220048	OWAS	12325 MARBLE VIEW DR		
07/14/2022 14:35	2207140046		VEH STOP	OAK MILL DR/BUTTE ST		
07/14/2022 17:29	2207140055		DP	12737 MARBLE VIEW AVE		
07/14/2022 18:09	2207140060		VEH STOP	12325 MARBLE VIEW DR		
07/15/2022 10:17	2207150018		ANIMAL	12624 MARBLE VIEW AVE		
07/15/2022 14:12	2207150038	5220049	TC	SCOTT RIVER RD/BRIDGE ST		
07/15/2022 15:30	2207150042		TRSP	230 DALE AVE		
07/15/2022 21:02	2207150055		OWAS	11501 MATHEWS ST		
07/16/2022 11:51	2207160022		SCHK	11501 MATHEWS ST		
07/16/2022 20:09	2207160048		OWAS	11307 MAIN ST		
07/17/2022 11:48	2207170013		NCRM	230 DALE AVE		
07/17/2022 20:35	2207170038		DP	11307 MAIN ST		
07/18/2022 06:37	2207180013		PTRL	19 CARLOCK ST		
07/18/2022 07:53	2207180016		TRSP	11307 MAIN ST		
07/20/2022 06:25	2207200006		DP	11307 MAIN ST		
07/20/2022 14:24	2207200033		ATC	12079 MAIN ST		

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
07/21/2022 17:22	2207210046		PTFT	230 DALE AVE		
07/22/2022 14:13	2207220028	5220051	BURG	12709 MAIN ST		
07/25/2022 15:52	2207250034		M	11960 EAST RD	.	
07/26/2022 11:03	2207260013		DP	11960 EAST ST		
07/28/2022 03:06	2207280004		ANIMAL	101 BUTTE ST	3	
07/29/2022 09:09	2207290008		ANIMAL	12624 MARBLE VIEW AVE		
07/30/2022 10:44	2207300011		PTFT	11300 N HWY 3		
07/30/2022 22:26	2207300032		DV	41 STERLING ST		
07/31/2022 19:51	2207310040		PTFT	11307 MAIN ST		

TOTAL CALLS: 38



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08/01/2022 20:34	2208010055		OWAS	322 SCOTT RIVER RD	.	
08/05/2022 20:59	2208050057		DP	12425 N MAIN ST		
08/05/2022 23:15	2208050062		DP	447 STERLING ST		
08/07/2022 06:18	2208070010		ALARM	11211 N HWY 3		
08/07/2022 20:11	2208070038		PTFT	11300 N HWY 3		
08/07/2022 21:19	2208070043		DP	12103 OAK MILL DR		
08/08/2022 08:00	2208080013		PTFT	11300 N HWY 3		
08/09/2022 11:50	2208090019		PROBS	108 BOWER ST		
08/09/2022 16:48	2208090034		DB	12315 MAIN ST		
08/13/2022 10:36	2208130012		TRAF	24 NEWTON ST		
08/13/2022 10:40	2208130013		VEH STOP	11211 N HWY 3		
08/15/2022 01:26	2208150001	5220054	CRNR	12086 OAK MILL DR		
08/17/2022 21:46	2208170072		ASST	11560 MAIN ST		
08/20/2022 11:04	2208200017		SCAM	12813 MARBLE VIEW AVE		
08/20/2022 13:59	2208200028	5220055	PTFT	112 NEWTON ST		
08/22/2022 12:10	2208220026		NCRM	11307 MAIN ST		
08/26/2022 22:33	2208260054		TRAF	20 HORN ST		
08/28/2022 14:48	2208280019		CIV	230 DALE AVE		
08/29/2022 11:48	2208290021		SCAM	11560 MAIN ST		
08/31/2022 22:08	2208310056		DP	11560 MAIN ST		

TOTAL CALLS: 20



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07/07/2022 16:55	2207070052		ASST	N HWY 3/S KIDDER CREEK RD		
07/13/2022 17:48	2207130061		NCRM	401 NAOMI DR		
07/20/2022 16:37	2207200040		WI	308 KELLEMS LN		

TOTAL CALLS: 3



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CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
08/20/2022 14:34	2208200032		OWAS	QUARTZ VALLEY RD/1ST ST		
08/27/2022 12:06	2208270018		VEH STOP	0 GREENVIEW		

TOTAL CALLS: 2



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Primary Unit = ETNA%,
Response Area = 5

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
07/01/2022 14:39	2207010037	4220053	TC	HWY 3/ DOTTYS		
07/07/2022 12:35	2207070030		NCRM	2111 MCCONAUGHY GULCH RD		
07/08/2022 11:06	2207080015		DP	425 CALLAHAN ST		
07/15/2022 11:27	2207150030		ALARM	3008 SAWYERS BAR RD		
07/15/2022 11:55	2207150033		ASST	119 EASTSIDE RD		
07/15/2022 16:53	2207150046		OWAS	1325 SAWYERS BAR RD		
07/16/2022 13:33	2207160031		ASST	HWY 3/FOREST		
07/23/2022 17:46	2207230038		OWAS	1140 S HWY 3		
07/27/2022 09:28	2207270013		WI	119 EASTSIDE RD		
07/28/2022 17:52	2207280040		ASST	119 EASTSIDE RD		

TOTAL CALLS: 10



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08/03/2022 09:37	2208030013	1221250	CRNR	625 OAK ST		
08/06/2022 23:43	2208060055		DP	50 STARR ACCESS RD		
08/08/2022 20:02	2208080048		FIRE	HWY3/LIGHTHILL		
08/10/2022 17:08	2208100059		ASST	119 EASTSIDE RD		
08/17/2022 22:51	2208170075		DRNK	2421 N HWY 3		

TOTAL CALLS: 5



Fort Jones Fire Department

Chief Joseph Hess
Po Box 597
31 Newton Street
Fort Jones CA, 96032
Station Phone (530)468-2261
E-Mail- ftjfire@sisqtel.net

To City Council,

The Fire Department responded to 51 calls for service in the month of August. Members participated in 16 hours of scheduled training, and numerous hours of online training. The Fire Department has responded to 315 calls year to date.

August 2022 Calls

Call Type	City Limits	Out of City
MEDICAL AID	10	18
PUBLIC ASST.	1	14
VEHICLE FIRE	0	0
VEGETATION FIRE	0	2
TRAFFIC ACCIDENT	0	2
SMOKE CHECK	0	1
ELECTRICAL HAZARD	0	1
ANIMAL RESCUE	1	0
CANCELLED	1	0
Total	13	38

Engine 1312 was released off the McKinney Fire on 8/12/22 after 2 weeks. We spent that time working in the valley doing structure prep and building contingency lines. When released from the fire it was discovered that a front axle seal leaking. The engine was removed from service for repairs and is now repaired and back in service.

The Fire Association was awarded a grant from the California Fire Foundation for over \$13,000. This money will be spent on specialized fire equipment such as chainsaws, portable weather stations, thermal imaging cameras, etc. and community outreach fire safety materials.

Public Works Report

August 2022

The static water level at well 3 is at 30 feet. We had quite a few water leaks in the month of August. We had one water leak on Main Street on a steel lateral that we were able to get patched. We had another leak, this time a mainline leak, on Carlock Street that we had to dig up and then splice in a new section of C900 pipe material. We have never worked on a mainline leak before, and it was an emergency so we enlisted the help of Ethan Aldrich as well as Matt Bray the Director of Public Works for the City Of Yreka. Matt was able to provide us with the necessary couplings that we needed to fix the leak. I wanted to thank Matt and Ethan for their help getting the leak fixed and for being available on such short notice. We fixed a broken valve on Main Street for a homeowner. We fixed a leaky valve at City Hall in the bathroom. We put together three benches at the Paul Garrison Picnic Pavilion. We installed the rest of the bike racks at Walker Fields and at City Hall. We installed a new message board at City Hall. We read all the water meters and took out all the trash. We maintained the various parks. We removed the old planter boxes off of Main Street. We hosted the Bev White Memorial tournament. We wanted to thank the participants and especially Trinity Davis for doing such a good job keeping the park clean. We sprayed some puncture vine at various spots around Town. We tore out the old chain-link fence around the outfield of the Little League Field to assist the contractor in putting up the new fabric. We painted the crosswalks at the intersections of Mathews/ Carlock and at Mathews/ Newton. We installed new batteries in the flusher truck because it wouldn't start on its own anymore. We placed new trash cans at various points in Town. Per Cal Fire's request we trimmed a tree that was growing over Hwy 3, south of Cal Fire. We cut down some staghorn sumac that was growing through the sidewalk in front of the old deli building. We trimmed some trees sat Walker Fields. We painted the 30 minute parking curbs in front of Ace Hardware and Lalo's Mexican Restaurant. Everett has been studying for his wastewater treatment plant operator examination that is taking place on October 3rd in Redding, CA. He has also applied for to take his water treatment plant operator examination and is waiting to hear back from the State Water Resource Control

Board as to when he can schedule it. Public Works assisted Karl, the California Rural Water Association and the SWRCB in preparing the Towns Operations Plan and the Towns Emergency Response plan for The Towns Water System.

City Administrator Report

August 2022

- Continue to work with Craig Bunas, RWQCB and Julia Martinez from CRWA and PACE Engineering on the Water Improvement Planning Grant
- Continue to work with Julia Martinez, CRWA and E&S Engineering on Water Meter Construction Grant
- Continue to work with Celeste, Quintin Gaddy and HCD on application for use of RLF Funds for community development projects.
- Work with Celeste, Samantha and auditor on getting books updated and CDBG loans cleaned up
- Work with staff and Aaron Reimler with RCAC on Branding Summit preparation and community development. Also work with Yvonne Wilcox from Gainstorming on Main Street concepts for community input.
- Work with Amanda Kimbell, Joy Hall and Rachelle York with Siskiyou County Sanitation Division on countywide Used Oil Recycling Grant
- Work with Rachel, Marina Ramirez with Cal Walks, and staff at Caltrans on the Community Pedestrian & Bicycle Safety Training Program for the Town of Fort Jones. This is a grant Rachel got and had a successful summit with community input.
- Reviewed, revised, and updated our agreement with AARP Foundation Senior Community Service Employment Program (SCSEP)
- Continue discussions with Vince Ray and Tamy Quigly, Office of Complete Streets, Caltrans District 2 regarding the 2026 SHOPP program and Caltrans sidewalk project and complete streets program for Fort Jones
- Work with Rachel and Everett on the State Drinking Water Electronic Annual Reporting System statistics and report.
- Requested and received Amendment to the sewer Planning Grant. Authorized SHN to continue with completion.
- Reviewed, revised, and updated our agreement with WIC for meeting space
- Review and approve the changes made to the CCCP by Brian Hoffman from CRWA
- Submitted response to HCD regarding extended deadline for SB2 funding for Housing Element 6
- Worked with Barry Sutter with the RWQCB to get connected with Cal WARN, an organization of cities and counties that share equipment in a disaster.
- Meet with Celeste and Wayne Miller to create a plan for updating the IT system for City Hall
- Continue to schedule and register for webinars for Rachel, Celeste, Everett and myself for the betterment of the Town of Fort Jones, attended a LOLA meeting,

CONSENT CALENDAR

Fort Jones City Council
Regular Meeting
August 8, 2022

CERTIFICATION OF POSTING AGENDA

I, Celeste McFall, City Clerk for the Town of Fort Jones, hereby certify that the agenda for the August 8, 2022 meeting of the City Council was posted in City Hall, near the door of the City Council Chambers, Ray's Food Place, Scott Valley Family Resource Center, Outside Ace Hardware and on the City's website www.fortjonesca.org on August 3, 2022.

I declare under the penalty of perjury that the foregoing is true and correct.

Celeste McFall, City Clerk

ROLL Call

The regular meeting of the Fort Jones City Council was called to order in person by Mayor Michelle DeCausmaker at 7:00 p.m. In addition to Mayor Michelle DeCausmaker council members present were Kathye Banks, Mercedes Garcia, and Mark Gepford, Bill Beckwith absent due to recent hospitalization.

Also present: City Administrator Karl Drexel, City Clerk Celeste McFall, Fire Chief Joseph Hess.

Mayor Michelle DeCausmaker led the flag salute.

Public Comment:

Discussion/Reports: Non-Action Items:

A) Police Department Monthly Report

Police Chief Josh Short reports their department has been very busy covering the patrols for the Fire services. They have been stationed at Fort Jones for the evacuation. He believes that if things go well tomorrow, they should pull them from 24/7 duty. In addition, they have been handling their regular calls. He notes that there is good news coming with the motel, it appears the owner is willing to sell, and he has a buyer. The prospective new owner would like to keep it a motel.

B) Fire Department Monthly Report

Fire Chief Joseph provides his report verbally due to the McKinney fire. There were 53 calls in July, he doesn't have the breakdown what is within City Limits and what was outside. He introduces the new Seasonals. He reports the department has an engine assigned to the McKinney Fire, in the area, assisting the non-local fire departments with understanding the locality..

C) Code Enforcement Report

Code Enforcement Officer Kelly York was not present, and due to the McKinney fire, there is not a written report.

D} Public Works Monthly Report

Kevin Hullquist provided a monthly report in the Council packet. He notes that water is a big concern. The well is at 22 feet currently. Discussion regarding how far it dropped last year. He is monitoring it closely. He explains that the location is an excellent area for the well. The Tank cleaners spent a full day cleaning. The Tank is staying full. He has been cleaning the sidewalks in front of businesses. Residents commend him on how nice the town looks.

E} City Administrators Report

City Administrator Karl Drexel provided a monthly report in the Council packet.

Consent Calendar:

- 1 a). Approval of Minutes: Regular Meeting July 11, 2022.
- b). Ratification of Disbursements: July 1 through July 31, 2022
- c). Approve Payables for August 2022
- d). Receive and Review YTD P&L

Kathye Banks questions the wording in the minutes regarding changing speed limits and issuing tickets. And she asks that Jeanette Cramer be changed to Pauline Cramer. Mercedes Garcia moves to accept the Consent Calendar with changes, Michelle DeCausmaker seconds the motion.

AYES: M. DeCausmaker, M. Garcia, K. Banks, M. Gepford

NOES: None

ABSTAIN: None

ABSENT: Beckwith

Motion passes

Discussion/Reports: Action Items:

2. Letter and Response to Scott Valley Disposal Attorney Mercier.

Michelle DeCausmaker asks Mercedes Garcia why she took the letter directly to Mr. Isbell. Ms. Garcia stated she took the letter directly to Mr. Isbell because she wanted Mr. Isbell to know what was in the statement. Mayor DeCausmaker states those types of actions do not serve the best interests of the community and that she should not have done that. Mercedes Garcia responds saying that she thought Mr. Isbell should know that derogatory statements were being made by the City Administrator and that he lied in the staff report because she did not give the letter to Mr. Heffernan and "he lies all of the time". The Mayor said we are not servicing the community by doing something so terrible. Mercedes countered that "we are serving the community by showing the community exactly what the City Administrator does all of the time in the background reports." She said she gets reprimanded, and Karl (Drexel) does not.

3. Review and Re-Adopt SWRCB Drinking Water Planning Grant Resolution 1110.

Kathye Banks asks what the Resolution is regarding, Karl Drexel explains the Planning Grant is for the drinking water system, which includes: refinishing the insides of the tanks, an alarm to alert us if the tanks are lower, as well as an additional well, the generator, a pad for the generator, and general basic improvements such as replacing the pipes.

Mercedes Garcia makes a motion to adopt Resolution 1110, Kathye Banks seconds the motion.

AYES: M. Garcia, K. Banks, B. Beckwith, M. Gepford, M. DeCausmaker

NOES: None

ABSTAIN: None
ABSENT: Beckwith
Motion passes

4. Review and Re-Adopt the SWRCB Drinking Water Meter Construction Grant Resolution 1111

Kathye Banks makes a motion to re-Adopt the SWRCB Construction Grant for new meters Resolution 1111. Mark Gepford seconds the motion.

AYES: M. Garcia, K. Banks, B. Beckwith, M. Gepford, M. DeCausmaker
NOES: None
ABSTAIN: None
ABSENT: Beckwith
Motion passes

5. Review and Discuss the Implementation of a Transient Users Tax (TOT) AKA Hotel Users Tax (HUT)

Karl Drexel explains that this is a tax on transient users which is paid by the people who stay in the units. It must go on the general ballot, and it is too late to go on this November's ballot. But could go on the ballot in two years.

Mark Gepford makes a motion to review the Orland Resolution and advise staff to continue to research and develop a Resolution for an election on the General election ballot and to develop rules, regulations, and ordinances for such a tax; Mercedes Garcia seconds the motion.

AYES: M. Garcia, K. Banks, B. Beckwith, M. Gepford, M. DeCausmaker
NOES: None
ABSTAIN: None
ABSENT: Beckwith
Motion passes

6. Review and Approve Etna Police-Fort Jones Fire Department MOU for Code Enforcement

As the Fort Jones Fire Chief Joseph Hess completed the requirements of CA Penal Code Section 832, making him a sworn officer, or his designee, to enforce laws concerning the fire code, public resources code, the Town of Fort Jones Municipal Code, and Penal Code Violations involving fire crimes, including, but not limited to, arson investigations, the Etna Police Chief Josh Short and Chief Hess developed an MOU to clarify the associated duties authorized under Penal Code 830.37.

Mark Gepford makes a motion to approve the Etna Police-Fort Jones Fire Department MOU for Code Enforcement, pending approval by the City Attorney, Mercedes Garcia seconds the motion.

AYES: M. Garcia, K. Banks, B. Beckwith, M. Gepford, M. DeCausmaker
NOES: None
ABSTAIN: None
ABSENT: Beckwith
Motion passes

7. Review resumes for Administrator's Job Position:

Citizens question why this is all happening. Mayor DeCausmaker asks Mercedes Garcia to answer. Mercedes Garcia says that he (Karl Drexel) is unprofessional and untruthful all the time. She states that he is lying and trying to 'cover his butt' in public documents. Mercedes Garcia says that parks are a waste of time, and money. She states that she feels that the Fire Department is more important than parks.

Julie Morgen wants to know the real reason the majority of the council wants to end Karl Drexel's contract. He is doing the job that we are paying him to do. Kathye said that she understood that he came to help bail the City out of trouble and then he was leaving. She said that he said that he is going to transition out. Kathye Banks states her concern is to have the town to be protected and have the new person trained. Karl Drexel says he is 76 and he intends to work for another three or four years. Sherry Glendenning asks if they know what the facts are and what is not.

Mercedes Garcia directs staff to contact the people that they've selected. There is an interview committee which includes Colleen Baker. Direction given to staff to set up interviews. Deadline is until position is filled.

STAFF COMMENTS: Celeste McFall notes that a Council Member recently posted an election statement on Facebook in which they stated that "nothing is being done." She noted that we have a good staff, and they work hard and comments like that hurt morale. She feels that this is denigrating to the staff. The Council Member states he will take the post down.

COUNCIL MEMBER COMMENTS:

Kathye Banks notes that Suse LaMarr came into City Hall and approached her and asked if the City could help with funeral costs. She understands that we cannot use public funds. She asks for private donations.

Mark Gepford says that the Masonic Lodge has an upcoming meeting, and he will ask the Masons for funds for Mrs. LaMarr

Mayor DeCausmaker said that she attended the Fire Update at the Junior High School, and it was fantastic.

Meeting adjourned at 8:17 p.m.

Approved:

Mayor Michelle DeCausmaker

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	08/03/2022	25356	Basic Laboratory	Invoice 2207619-28	-96.00
Bill Pmt -Check	08/03/2022	25357	Cascade Fire Equipment Company	Fire Dept. Invoice # 125465, 125651	-2,799.86
Bill Pmt -Check	08/03/2022	25358	CSAA insurance Exchange	Policy #87044059392020-Rivallier Flood	-1,096.00
Bill Pmt -Check	08/03/2022	25359	Employment Development Department	Account ID 698-1449-9 period ending 31-Dec-202	-1,077.11
Bill Pmt -Check	08/03/2022	25360	ESO Solutions Inc.	Emergency Reporting for Fire Department	-850.00
Bill Pmt -Check	08/03/2022	25361	Fort Jones Ace Hardware	July 2022 statement	-256.01
Bill Pmt -Check	08/03/2022	25362	Fort Jones Lumber	July billing	-398.42
Bill Pmt -Check	08/03/2022	25363	Joseph Hess	Oil Change for 1351 reimbursement	-65.37
Bill Pmt -Check	08/03/2022	25364	Scott Valley Disposal	July billing Acct. 350	-310.00
Bill Pmt -Check	08/03/2022	25365	SHN Consulting Engineers & Geologists	Inv 113939	-1,021.72
Bill Pmt -Check	08/03/2022	25366	ULINE	Trash bin liners	-249.85
Bill Pmt -Check	08/03/2022	25367	USA Bluebook	Customer #: 917448	-473.59
Paycheck	08/05/2022	25368	Agron, Rachel		-1,176.02
Paycheck	08/05/2022	25373	Hess, Samantha F		-772.04
Paycheck	08/05/2022	25374	Hullquist*, Kevin		-1,163.62
Paycheck	08/05/2022	25375	Hullquist, Everett		-1,488.48
Paycheck	08/05/2022	25377	McFall, Celeste J		-1,359.11
Paycheck	08/05/2022	25378	Nobles, Suzanne		-356.48
Paycheck	08/05/2022	25379	Parkinson, Hayden		-2,245.96
Paycheck	08/05/2022	25382	Wilson, Dakota		-1,975.42
Paycheck	08/05/2022	25369	Beltran, Jaime		-332.46
Paycheck	08/05/2022	25370	Buker, Breanna C		-1,238.03
Paycheck	08/05/2022	25372	Hess, Joseph E		-2,576.24
Paycheck	08/05/2022	25376	Lomayaktewa, Clifton R.		-918.64
Paycheck	08/05/2022	25380	Terramagra, Joseph A		-872.54
Paycheck	08/05/2022	25371	DeCausmaker, Michelle*		-83.12
Paycheck	08/05/2022	25381	Whitworth, Barbara A		-156.99
Liability Check	08/05/2022		QuickBooks Payroll Service	Created by Payroll Service on 08/04/2022	-6,590.85
Bill Pmt -Check	08/10/2022	25383	Celeste McFall		-157.46
Bill Pmt -Check	08/10/2022	25384	Everett Hulquist *		-1,235.23
Bill Pmt -Check	08/10/2022	25385	Life Assist	Acct 96032FD	-266.02
Bill Pmt -Check	08/10/2022	25386	Pacific Power	July 2022 billing	-4,196.50
Bill Pmt -Check	08/10/2022	25387	Prentice Long	July 2022 invoices	-175.00
Bill Pmt -Check	08/10/2022	25388	Quad-B Systems	Invoice 10046	-847.45
Bill Pmt -Check	08/10/2022	25389	Scott Valley Auto Parts	Invoice 357511	-41.69
Bill Pmt -Check	08/10/2022	25390	Siskiyou County Economic Council	Invoice - Aug '22	-416.67
Bill Pmt -Check	08/10/2022	25391	Siskiyou Telephone	July billing	-843.66
Bill Pmt -Check	08/10/2022	25392	US Bank Equipment Finance	Invoice number 478561657	-214.74
Bill Pmt -Check	08/10/2022	25393	USA Bluebook	Customer #: 917448	-76.00
Bill Pmt -Check	08/10/2022	25394	Valley Pacific Petroleum Services	Account: C302016	-1,450.29
Bill Pmt -Check	08/12/2022		KD Management Services LLC	City Admin Services July 2022	-7,583.00
Check	08/12/2022		QuickBooks Payroll Service	Created by Direct Deposit Service on 08/11/2022	-1.75
Bill Pmt -Check	08/18/2022	25395	Golden State Risk Management Authority	EB081522-50	-711.00
Bill Pmt -Check	08/18/2022	25396	Quadiant	Invoice: 59478533, Acct: 8098511	-107.73
Bill Pmt -Check	08/18/2022	25397	Softline Data, Inc.	Invoice #14679	-260.00
Bill Pmt -Check	08/18/2022	25398	State Water Resources Control Board	Water Treatment Examination-Everett Hullquist	-50.00
Paycheck	08/19/2022	25399	Agron, Rachel		-1,169.23
Paycheck	08/19/2022	25400	Beltran, Jaime		-955.01
Paycheck	08/19/2022	25401	Buker, Breanna C		-138.52
Paycheck	08/19/2022	25403	Hess, Joseph E		-3,155.99
Paycheck	08/19/2022	25404	Hess, Samantha F		-401.58
Paycheck	08/19/2022	25405	Hullquist*, Kevin		-1,237.30

3:33 PM
08/31/22
Accrual Basis

Paycheck	08/19/2022	25406	Hullquist, Everett		-1,488.48
Paycheck	08/19/2022	25407	Lomayaktewa, Clifton R.		-1,938.87
Paycheck	08/19/2022	25408	McFall, Celeste J		-1,671.69
Paycheck	08/19/2022	25409	Nobles, Suzanne		-319.85
Paycheck	08/19/2022	25410	Parkinson, Hayden		-2,534.14
Paycheck	08/19/2022	25411	Schott, Dawn M		-868.50
Paycheck	08/19/2022	25412	Terramagra, Joseph A		-1,415.42
Paycheck	08/19/2022	25414	Wilson, Dakota		-2,426.32
Paycheck	08/19/2022	25402	DeCausmaker, Michelle*		-83.11
Paycheck	08/19/2022	25413	Whitworth, Barbara A		-157.00
Liability Check	08/19/2022		QuickBooks Payroll Service	Created by Payroll Service on 08/18/2022	-8,276.71
Bill Pmt -Check	08/25/2022	25415	Amrock LLC	payment overage reimbursement for 37 Allison W	-449.11
Bill Pmt -Check	08/25/2022	25416	Denny Bar Company LLC	reimbursement for Account 75	-1,590.00
Bill Pmt -Check	08/26/2022	25417	Shastina Fence	LLP fencing second payment	-2,874.45
Bill Pmt -Check	08/30/2022		KD Management Services LLC	City Admin Services Aug 2022	-7,583.00
Check	08/30/2022		QuickBooks Payroll Service	Created by Direct Deposit Service on 08/29/2022	-1.75
Bill Pmt -Check	08/31/2022	25418	Fort Jones Ace Hardware	Aug 2022 statement	-314.39
Bill Pmt -Check	08/31/2022	25419	Mt. Shasta Spring Water	Invoice #390307	-36.16
Bill Pmt -Check	08/31/2022	25420	Richardson & Company		-4,245.00
Bill Pmt -Check	08/31/2022	25421	Scott River Pump	Invoice 22-56568	-100.00
Bill Pmt -Check	08/31/2022	25422	SHN Consulting Engineers & Geologists	Inv 114195	-1,911.25
Bill Pmt -Check	08/31/2022	25423	Suburban Propane	Annual Acct Maint Fee Acct: 1638-042614	-20.00
Bill Pmt -Check	08/31/2022	25424	ULINE	ShopVac, Inv: 152553201	-387.10
Bill Pmt -Check	08/31/2022	25425	Us Bank Corporate Payment Systems	statement date 8.15.22	-2,744.25
Bill Pmt -Check	08/31/2022	25426	Valley Pacific Petroleum Services	Account: C302016	-2,180.81
Bill Pmt -Check	08/31/2022	25427	E&S Engineers and Surveyors		-3,075.00
Bill Pmt -Check	08/31/2022	25428	Joseph Hess	Oil Change for 1300, Sept groceries reimbursemen	-297.83
Bill Pmt -Check	08/31/2022	25429	Verizon Wireless	Cell phones	-399.09
					-107,081.03
					-107,081.03

Town of Fort Jones
September Payables
September 2022

Name	Type	Amount
Fort Jones Ace Hardware		
Scott River Pump	Bill	299.81
Scott Valley Auto Parts	Bill	402.70
KD Management Services LLC	Bill	7,583.00
Pacific Power	Bill	4,606.96
AT&T	Bill	281.68
SHN Consulting	Bill	
Valley Pacific Petroleum	Bill	1,114.99
Siskiyou Telephone	Bill	830.66
Celeste McFall (health insurance reimb)	Bill	78.73
Everett Hulquist (health insurance reimb)	Bill	623.20
Scott Valley Disposal	Bill	310.00
Basic Laboratory	Bill	
Prentice Long	Bill	
Verizon Wireless	Bill	118.00
US Bank Corporate Payment Systems	Bill	
Fort Jones Lumber	Bill	
US Bank Equip Finance	Bill	232.37
Joseph Hess	Bill	134.86
		<u>16,616.96</u>

Town of Fort Jones
Year to Date Financials
August 2022

	<u>Jul - Aug 22</u>
Income	
1I - General Government Income	
4099 - Property Taxes	
Slater Fire Prop Tax	342.00
4100 - Secured Current	4,244.17
4101 - Unsecured Current	6.13
4102 - Unsecured Delinquent	30.86
4106- Supp Int	2.62
4108- Supp Del	145.13
4507 - Homeowner Alloc	558.07
4514- Unsec Interest	2.62
4516- Sup Current	1,661.89
Total 4099 - Property Taxes	6,993.49
4214 - Land Use	25.00
4218 - Business License	4,408.03
4302- Fees Collection Cost	-3.34
4303 - Vehicle Fees	6.71
4400 - Rent	1,500.00
4730 - Miscellaneous	194.85
Total 1I - General Government Income	13,124.74
2I - Public Safety Income	
2a - Law Enforcement	
4111- Growth Alloc	42,846.84
4116 - Prop172	378.55
Animal Control	
4230 - Dog Licenses	120.00
Total Animal Control	120.00
Total 2a - Law Enforcement	43,345.39
2b - Fire Protection	
4740 - Fire Dept.	9,212.13
4750 - Strike Team Income	8,812.12
Total 2b - Fire Protection	18,024.25
Total 2I - Public Safety Income	61,369.64
3I - Public Works Income	
3a - Streets Income	
4499 - Gas Tax 2103	879.43
4500 - Gas Tax 2106	1,310.38
4501 - Gas Tax 2107	884.48
4502 - Gas Tax 2107.5	1,000.00
4503 - Gas Tax 2105	645.16
4530 - Local Transportation	2,415.13
Total 3a - Streets Income	7,134.58
3b - Sewer Income	
4212 - Sewer Revenue	19,311.54

Town of Fort Jones
Year to Date Financials

Total 3b - Sewer Income	19,311.54
3c - Water Income	
4810 - Water Revenue	26,113.28
4812 - Bulk Water Sales	35.00
4820 - Water Interest	3.18
4840 - Gretchen Acres Assess	799.67
Total 3c - Water Income	26,951.13
Total 3I - Public Works Income	53,397.25
4900 - CBDG Interest	2,690.70
4903 - Library Reimbursement	5,239.48
4911 Coronavirus Relief Fund	82,771.00
Housing Interest	3,254.88
Total Income	221,847.69
Gross Profit	221,847.69
Expense	
1E- General Government Expense	
2285 - IT Services	847.45
5100- Council/Election	96.00
5110- Mayor Payroll	360.00
5210- Clerk Payroll	1,400.00
5220- Supp\USPO\Petty	753.80
5400 - Professional Fees	
5401 - Legal Fees	3,093.00
5402 - Accounting Fees	4,320.00
5403 - Consulting Fees	17,206.95
5405 - Reimbursed Expenses	89.57
Total 5400 - Professional Fees	24,709.52
5500- Planning	
5502 - City Promotion	400.00
5501 - Economic Development	833.34
Total 5500- Planning	1,233.34
5550- Library Payroll	1,261.00
5555 - Admin Payroll	10,294.46
5600- Misc.	478.26
6205- Health Insurance	2,103.69
6300- Insurance	
6204- Workers Compensation	1,590.79
6303- Liability Insurance	891.32
6305 - Crime Insurance	6.83
Total 6300- Insurance	2,488.94
9150-City Hall Expenses	
1-012 - City Hall Power	981.02
133000- City Hall water	102.73
9154 - Disposal 2 yd Bin	459.00
9155 - Equipment Finance	447.11
9150-City Hall Expenses - Other	293.96
Total 9150-City Hall Expenses	2,283.82

Town of Fort Jones
Year to Date Financials

9152- Propane	10.00
August 2022	
Total 1E- General Government Expense	48,320.28
2E- Public Safety Expense	
2EA- Law Enforcement Expense	
7181 - Law Enforcement Phones	183.69
Total 2EA- Law Enforcement Expense	183.69
2EB- Fire Department Expense	
7515 - FD Sleeper Grocery	408.51
Crime Insurance	13.28
7550 - Misc Expense _ Fire Dept	2,799.86
6310- Property Insurance	183.99
7505 - Liability Insurance	979.32
7506 - Work Comp Insurance	1,749.77
7507 - Auto Insurance	1,328.76
7510- Fire Dept Payroll	4,769.24
7513 - Calls & Meetings	2,334.00
7520- Fire Dept Supl & Mtnc	1,622.14
7525- Pub Safety Fuel & Oil	4,537.49
7540- Fire Dept. Utilities	
1-001- Fire Dept. Power Bill	536.32
2261- Fire Dept. Phone	667.26
2262 - Disposal	459.00
7541- Propane	10.00
Total 7540- Fire Dept. Utilities	1,672.58
Total 2EB- Fire Department Expense	22,398.94
2EC - Strike Team Expenses	
7514 Seasonal FF Payroll	8,700.00
Crime Insurance	13.28
6311 - Property Insurance	183.99
7502 - Auto Insurance	1,328.76
7505b - Liability Insurance	979.03
7506b - Workers Comp Ins	1,749.77
7513 Fleet Maintenance - Strike	758.66
7515 - Strike Team Payroll	22,010.00
Total 2EC - Strike Team Expenses	35,723.49
Total 2E- Public Safety Expense	58,306.12
3E- Public Works Expense	
3EA- Streets	
Crime Insurance	1.14
1-000 - Street Lights	
02 HPSV Lights	95.86
02 HPSV Metal Lights	45.48
10 HPSV Wood Lights	623.10
11 HPSV Lights	250.12
72 HPSV Lights	2,044.98
Total 1-000 - Street Lights	3,059.54
6306- Property Insurance	0.00

Town of Fort Jones
Year to Date Financials

August 2022

8120- Street Utilities	
1-005 - Barn Power	114.31
1-007 - Phone Bill	96.27
8121- Street Maintenance	279.27
Total 8120- Street Mtnce/Utilities	489.85
8130- Equipment Maintenance	
8133- Parts & Supplies	806.98
Total 8130- Equipment Maintenance	806.98
8136 -Auto Insurance	0.00
8137- Mobile Equip	36.41
8199- Road Payroll	1,197.00
8509 - Liability Insurance	106.80
8511 - Work Comp Insurance	190.78
Total 3EA- Streets	5,888.50
Total 3E- Public Works Expense	5,888.50
3EB- Sewer Expense	
Crime Insurance	1.14
6308-Property Insurance	245.31
8510- Sewer Payroll	208.00
8520- Sewer Expenses	
1-015 - Sewer Power bill	40.36
1-019 bbp sewer	32.11
8521- Sewer Rep & Mtnce	549.59
8553- Auto Insurance	156.21
Total 8520- Sewer Expenses	778.27
8522 - Waste Water Monitoring	2,932.97
8549- Mobile Equip.	36.41
8550 - Liability Insurance	142.40
8551 - Work Comp Insurance	254.37
8552 - Training	120.00
Sewer Testing	304.51
Total 3EB- Sewer Expense	5,023.38
3EC- Water Expense	
Crime Insurance	1.14
6307-Property Insurance	858.60
8609- Water Training	50.00
8612- Water Office & Postage	260.00
8615- Water Payroll	12,242.75
8620- Water Repairs & Mtnce	4,137.44
8623- Mobile Equip.	36.41
8624 - Auto Insurance	156.21
8625- Water Liability Ins	178.01
8626 - Work Comp	317.96
8627 - Fuel-Oil	653.00
8630- Water Fees & Testing	192.00
8640- Water Utilities	
1-000 - Water Power	

Town of Fort Jones
Year to Date Financials

August 2022	3,222.84
New pump	
Old pump	125.78
Total 1-000 - Water Power	3,348.62
1-001 - Water Phones	
468-2598	283.11
468-5864	80.02
Cell	399.09
Total 1-001 - Water Phones	762.22
Total 8640- Water Utilities	4,110.84
8650- Water Engineering	3,075.00
3EC- Water Expense - Other	4,191.20
Total 3EC- Water Expense	30,460.56
4E- Parks & Recreation Expense	
9151- City Hall Maintenance	1,367.65
Crime Insurance	1.14
03 Parks & Recreation Grants	
2020 Per Capita - LLP	
Improvements	15,065.33
LLP Project Payroll	1,642.50
Total 2020 Per Capita - LLP	16,707.83
Total 03 Parks & Recreation Grants	16,707.83
6305- Property Ins Parks	
9104- Mobile Equip.	36.41
6305- Property Ins Parks - Other	981.26
Total 6305- Property Ins Parks	1,017.67
9105- Auto Insurance	156.21
9106 - Work Comp Parks	508.73
9107 - Liability Ins Parks	284.81
9109- Parks Payroll	1,900.00
9130- Ball Park Expenses	
1-002 - LLP Snack	69.77
1-013 - BBP lights	349.32
1-014 - LLP lights	49.33
1-017 - BBP pump	36.14
9131- Maintenance & Supplies	952.16
Total 9130- Ball Park Expenses	1,456.72
9140- Scout Hall Expenses	
1-006 - Scout Hall Power	36.14
Total 9140- Scout Hall Expenses	36.14
9160- Museum Expenses	
1-004 - Museum Electricity	150.48
5568- Museum Phone	96.67
Total 9160- Museum Expenses	247.15
4E- Parks & Recreation Expense - Other	648.29
Total 4E- Parks & Recreation Expense	24,332.34
6504- Payroll Taxes	
Federal Unemployment	268.15

Town of Fort Jones
Year to Date Financials

6506- FICA August 2022	4,414.96
6508- Medicare	1,032.53
6512- SUI	1,769.31
6516 - ETT	0.00
Total 6504- Payroll Taxes	7,484.95
9700- CBDG Const Housing	
Gen Adm & Program Delivery	2,890.15
Total 9700- CBDG Const Housing	2,890.15
Payroll Expenses	351.49
Total Expense	183,057.77
Net Income	38,789.92



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: SEPTEMBER 12, 2022

FROM: KARL DREXEL, CITY ADMINISTRATOR

**SUBJECT: REVIEW AND APPROVE RESOLUTION 1112 FOR 50/50 GRANT
WITH CAL FIRE FOR NEW RADIOS**

BACKGROUND

Chief Hess has applied for, and been approved for, a 50/50 Volunteer Fire Department Capacity Program grant with Cal Fire for new radios. This is in addition to the 50/50 grant he applied for and was awarded last year for new radios. With this grant we'll be able to upgrade most of the rest of our equipment to the new radios. The total grant is not to exceed \$17,513.89, and the Town's share would be the same for a total cost for the radios at \$35,027.77. The Fire Department budget can support such an expenditure. Resolution 1112 provides for the authorization of the Council to accept the funding from this grant.

RECOMMENDATION

Staff recommends the Council approve Resolution 1112 accepting the 50/50 grant from Cal Fire for new radios for the Fire Department.



RESOLUTION 1112

A RESOLUTION OF THE TOWN OF FORT JONES TOWN COUNCIL AUTHORIZING THE FIRE CHIEF TO EXECUTE A FINANCIAL GRANT AGREEMENT WITH CALFIRE

BEFORE THE TOWN COUNCIL OF THE TOWN OF FORT JONES COUNTY OF SISKIYOU,
STATE OF CALIFORNIA

IN THE MATTER OF:

Resolution Number: 1112

Approving the Department of Forestry and Fire Protection Agreement # 7GF22037 for services from the date of last signatory on page 1 of the Agreement to June 30, 2023 under the Volunteer Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978.

BE IT RESOLVED by the Town Council of the Town of Fort Jones that said Board does hereby approve the Agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 1 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Volunteer Fire Capacity Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2022-23 up to and no more than the amount of \$ 17,513.89.

BE IT FURTHER RESOLVED that the Mayor of said Council be and hereby is authorized to sign and execute said Agreement and any amendments on behalf of the Town of Fort Jones.

PASSED AND ADOPTED by the Town Council of the Town of Fort Jones on September 12, 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

I Rachel Agron, Deputy Clerk of the Town of Fort Jones, County of Siskiyou California, do hereby certify that this is a true and correct copy of the original Resolution Number 1112.

APPROVED:

Michelle DeCausmaker, Mayor

ATTEST:

Rachel Agron, Deputy City Clerk

California Department of Forestry and Fire
Protection 2022-2023 Application for Funding
Cooperative Forestry Assistance Act of 1978
Rural Fire Capacity (RFC) Program
Agreement # 7GF 22037



A. Department/Organization

Organization Name: Fort Jones Fire Department

Contact's First Name: Joseph

Contact's Last Name: Hess

Street Address: 31 Newton St

Mailing Address: PO Box 597

City: Fort Jones

County: Siskiyou



Zip Code: 96032

State: California

CAL FIRE Unit: SKU - Siskiyou Unit



Phone Number: (530) 468-2261

Email Address: ftjfire@sisqtel.net

Unique Entity ID: N9J3KY38Q2U7

To check to see what your UEI Number is, or to apply for one,
please visit the [SAM.GOV](https://sam.gov) website.

B. Area to be served by award (include areas covered by contract or written mutual aid agreements).

Number of Communities: 5

Area: 865.00 square miles

Congressional District #: CA-#01

Population: 6,000

Annual Budget: \$ 120,000.00

Latitude N 41 ° 55 ' 11 "

Longitude W 122 90 69 "

(Latitude must be between 32 and 42 degrees. Longitude must be between 114 and 125 degrees. Latitude and Longitude minutes and seconds must be between 0 and 60. Use a central point in the Applicant's service area for the general area covered by the project).

All projects **MUST** have a project area.

C. Activity: Annual number of emergency incidents.

Fire: 54 + EMS: 327 + Other: 73 = Total: 454

D. Indian Tribal Community (If project includes an Indian Tribal Community, please provide):

Population: 200 Size (acres): 186.70 # of structures: 45

Distance to nearest fire station (miles): 11.00

CAL FIRE USE ONLY (Formula-driven)

Total Application Request (up to 50%; \$500 minimum, \$20,000 maximum)

Project Total Cost: \$ 35,027.77

Amount Funded for this Agreement: \$17,513.89 *ME*

E. Proposed Project (List individual items for funding. Include tax and shipping in unit cost):

	Type	Item	Quantity	Unit Cost	Item Total
1.	Communications	BK BKR 5000 HT radios	10	\$ 2,202.05	\$ 22,020.50
2.	Communications	BK M150 Mobile radios	4	\$ 3,082.62	\$ 12,330.48
3.	Communications	Radio programming supplies	1	\$ 676.79	\$ 676.79
4.					\$ 0.00
5.					\$ 0.00
6.					\$ 0.00
7.					\$ 0.00
8.					\$ 0.00
9.					\$ 0.00
10.					\$ 0.00
11.					\$ 0.00
12.					\$ 0.00
13.					\$ 0.00
14.					\$ 0.00
15.					\$ 0.00
16.					\$ 0.00
17.					\$ 0.00
18.					\$ 0.00
19.					\$ 0.00
20.					\$ 0.00
21.					\$ 0.00
22.					\$ 0.00

F. CAL FIRE USE ONLY (Formula-Driven)

Project Total Cost: \$ 35,027.77

G. Additional Information. 1. Briefly describe the area to be served: fire protection system, water system, equipment, facilities, staffing, hazards, etc. and purpose of proposed project. 2. How will the request(s) maintain or bring your organization into compliance with NFPA 1977? (Limited to space below)

The Fort Jones Fire Department has a primary response area of 380 square miles and a secondary response area of 865 square miles with automatic aid agreements with various local, state, and federal agencies. The primary water source for the Town of Fort Jones and the City of Etna is fire hydrants. This amounts to less than 2 square miles. The rest of the area is supplied through water tenders, seasonal creeks, and ponds. The radios currently utilized by the Fort Jones Fire Department are outdated and in many places in our response area are unable to reach our dispatch center due to poor transmission capabilities. The main hazard to the department is the outstanding growth of Wildland-Urban interface in the area, and poor communications while dealing with these incidents. If awarded this grant will help us maintain prompt and clear communications with our dispatching center and adjoining resources on incidents. With Calfire and many other local agencies upgrading their communications our current radios we use will no longer be supported by the communication systems used throughout the state by other fire agencies. A new radio system will allow us to continue to meet NFPA 1977 standards, as well as staying safe as we respond to incidents in our community and throughout the state

In addition to the original request(s), Applicants may list alternative projects for excess or unused funds, which the State will review during the initial application process. The State will determine which of the Applicant's projects are eligible for funding if excess or unused funds become available. Upon advance written approval by the State, the applicant may use additional/excess funding up to the contract maximum amount to purchase State approved items in listed order of priority on their application.

Deviations from the original application are considered an amendment and require prior approval before the amended expenditures can be made.

The funds will be only for those projects accomplished and/or items purchased between Agreement Approval Date and June 30, 2023. The Recipient agrees to provide CAL FIRE with itemized documentation of the Agreement project expenditures and bill CAL FIRE as soon as the project is complete, but no later than September 1, 2023.

The Recipient gives CAL FIRE or any authorized representative access to examine all records, books, papers, or documents relating to the Agreement. The Recipient shall hold harmless CAL FIRE and its employees for any liability or injury suffered through the use of property or equipment acquired under this Agreement. The applicant certifies that to the best of the applicant's knowledge and belief, the data in this application is true.

I certify that the above and attached information is true and correct:


Original Signature Required: Grantee's Authorized Representative

04/28/2022

Date Signed

Printed Name: Joseph Hess

Title: Fire Chief

Executed on: 04/28/2022

at

Fort Jones

Date

City

Organization Name: Fort Jones Fire Department

Grant Assurances for Cooperative Forestry Assistance Act of 1978
Rural Fire Capacity (RFC)

Organization Name: Fort Jones Fire Department

Contact's First Name: Joseph

Contact's Last Name: Hess

Street Address: 31 Newton St

Mailing Address: PO Box 597

City: Fort Jones

County: Siskiyou



Zip Code: 96032

State: California

CAL FIRE Unit: SKU - Siskiyou Unit



Phone Number: (530) 468-2261

Email Address: ftjfire@sisqtel.net

UEI Number: N9J3KY38Q2U7

As the duly authorized representative of the applicant, I certify that the applicant named above:

1. Has the legal authority to apply for the Rural Fire Capacity grant, of the Cooperative Forestry Assistance Act of 1978 and has the institutional, managerial and financial capability to ensure proper planning management, and completion of the grant.
2. Will assure that grant funds are used only for items requested and approved in the application.
3. Assures that all wildland fire response employees (full-time, part-time, or volunteer) are fully equipped with appropriated wildland fire response personal protective equipment that meets NFPA 1977, *Standard on Protective Clothing and Equipment for Wildland Fire Fighting*, and are trained to a proficient level in the use of the personal protective equipment. Wildland fire suppression safety clothing, and equipment includes:
 - Safety helmet
 - Goggles
 - Ear Protection
 - Fire-resistant (i.e. Nomex) hood, shroud, or equivalent face and neck protection
 - Fire-resistant (i.e. Nomex) shirt and pants
 - Gloves
 - Safety work boots
 - Wildland fire shelter
 - Communications Equipment
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain for themselves or others, particularly those with whom they have a family, business or other ties.
6. Will comply with all applicable requirements of all other Federal laws, Executive orders, regulations, Program and Administrative requirements, policies, and other requirements governing this program.
7. Will comply with USDA Forest Service Civil Rights requirements.

See the [Forest Service Civil Rights literature](#) on their web page.

8. Understands that failure to comply with any of the above assurances may result in suspension, termination, or reduction of grant funds.



In compliance with NFPA 1977 and trained in the use of Wildland PPE.



Not in compliance with NFPA 1977, but applying for grant funding to purchase Wildland PPE and/or provide required training.

The undersigned represents that he/she is authorized by the above named applicant to enter into this agreement for and on behalf of the said applicant.

Printed Name of Authorized Agent: Joseph Hess

Signature of Authorized Agent:



Title of Authorized Agent: Fire Chief

Date: 04/28/2022

Submission requires an unsigned and signed application.

1. Please complete and save an **unsigned** application.
2. In addition, please **sign and date** an application (electronic or wet signature OK).
3. On one email, please attach both the **unsigned** and **signed** applications and submit to CALFIRE.GRANTS@FIRE.CA.GOV.

Electronic copies must be submitted by May 4, 2022 at 11:59pm.

State of California
Department of Forestry and Fire Protection (CAL FIRE)
Cooperative Fire Protection
GRANT AGREEMENT

APPLICANT:

PROJECT TITLE: Volunteer Fire Capacity

GRANT AGREEMENT: 7GF22037

PROJECT PERFORMANCE PERIOD is from date upon approval through June 30, 2023.

Under the terms and conditions of this Grant Agreement, the applicant agrees to complete the project as described in the project description, and the State of California, acting through the Department of Forestry & Fire Protection, agrees to fund the project up to the total state grant amount indicated.

PROJECT DESCRIPTION: Cost-share funds awarded to provide assistance to rural areas in upgrading their capability to organize, train, and equip local forces for fire protection.

Total State Grant not to exceed \$ **\$17,513.89** (or project costs, whichever is less).

**The Special and General Provisions attached are made a part of and incorporated into this Grant Agreement.*

**STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY
AND FIRE PROTECTION**

Applicant

By _____

Signature of Authorized Representative

Title _____

Date _____

By _____

Title: **Matthew Sully**
Staff Chief, Cooperative Fire Programs

Date _____

CERTIFICATION OF FUNDING

GRANT AGREEMENT NUMBER	PO ID	SUPPLIER ID
FUND 0001	FUND NAME General Fund	
PROJECT ID 354022DG2012142	ACTIVITY ID SUBGNT	AMOUNT OF ESTIMATE FUNDING \$ \$17,513.89
GL UNIT 3540	BUD REF 001	CHAPTER 43
PROGRAM NUMBER 9999000FED	ENY 2022	ADJ. INCREASING ENCUMBRANCE \$ 0.00
ACCOUNT 5340580	ALT ACCOUNT 5340580002	ADJ. DECREASING ENCUMBRANCE \$ 0.00
REPORTING STRUCTURE 35409206	SERVICE LOCATION 92734	UNENCUMBERED BALANCE \$ \$17,513.89

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance.

Signature of CAL FIRE Accounting Officer

Date

VOLUNTEER FIRE CAPACITY PROGRAM TERMS AND CONDITIONS

DEPARTMENT OF FORESTRY AND FIRE PROTECTION

STATE OF CALIFORNIA Natural Resources Agency

Agreement for the Volunteer Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978

THIS AGREEMENT, made and entered between the STATE of California, acting through the Director of the Department of Forestry and Fire Protection hereinafter called "STATE", and _____ hereinafter called "LOCAL AGENCY", covenants as follows:

RECITALS:

1. STATE has been approved as a passthrough agent of the United States Department of Agriculture, (USDA), Forest Service for the purpose of administering the Volunteer Fire Capacity program in California, hereinafter referred to as VFC, authorized by the Cooperative Forestry Assistance Act (CFAA) of 1978 (PL 95-313, 92 Stat 365, 16 U.S.C. 2101-2114), as amended.
2. This is a subaward under the 2022 Volunteer Fire Capacity Grant #22-DG-11052012-142 awarded to STATE by the Forest Service on August 26 ,2022. The Federal Assistance Listing for the award is 10.664, Cooperative Forestry Program. This subaward is funded solely with Federal funds and is subject to the Office of Management and Budget (OMB) guidance in subparts A through F of 2 CFR Part 200, as adopted and supplemented by the USDA in 2 CFR Part 400, and under certain terms and conditions to LOCAL AGENCY to assist LOCAL AGENCY to upgrade its fire protection capability.
3. LOCAL AGENCY desires to participate in said VFC and agrees to the terms and conditions specified in the Procedural Guide for Volunteer Fire Capacity Program 2022.

NOW THEREFORE, it is mutually agreed between the parties as follows:

4. **APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. LOCAL AGENCY may not commence performance until such approval has been obtained.
5. **INCORPORATION:** The Procedural Guide for Volunteer Fire Capacity Program 2022, submitted Application for Funding and associated Grant Assurances are hereby incorporated by reference as part of the Grant Agreement.
6. **TIMELINESS:** Time is of the essence in this Agreement.
7. **FORFEITURE OF AWARD:** LOCAL AGENCY must return this Agreement and required resolution properly signed and executed to STATE at the email address specified in paragraph 12, with a timestamp no later than December 1, 2022 or LOCAL AGENCY will forfeit the funds.

8. GRANT AND BUDGET CONTINGENCY CLAUSE: It is mutually understood between the parties that this **Agreement** may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds, to avoid program and fiscal delays that would occur if the **Agreement** were executed after that determination was made.

This **Agreement** is valid and enforceable only if sufficient funds are made available to the STATE by the United States Government for the **State Fiscal Year 2022** for the purpose of this program. In addition, this **Agreement** is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this **Agreement** in any manner.

The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this **Agreement** shall be amended to reflect any reduction in funds.

The STATE has the option to invalidate the **Agreement** under the 30-day cancellation clause or to amend the **Agreement** to reflect any reduction in funds.

9. REIMBURSEMENT: STATE will reimburse LOCAL AGENCY, from funds made available to STATE by the Federal Government, an amount not to exceed **\$17,513.89** on a 50/50 matching funds basis, for the performance of specific projects and/or purchase of specific items identified in Proposed Project, Application for Funding, attached hereto. **Reimbursement will be only for those projects accomplished and/or items purchased between THE LAST SIGNATORY DATE ON PAGE 1 and JUNE 30, 2023.** This sum is the sole and maximum payment that STATE will make pursuant to this Agreement. **LOCAL AGENCY must bill STATE at the e-mail address specified in paragraph 12, with a timestamp no later than September 1, 2023 in order to receive the funds.** The bill submitted by LOCAL AGENCY must clearly delineate the projects performed and/or items purchased. A vendor's invoice and proof of payment to vendor(s) must be included for items purchased.
10. LIMITATIONS: Expenditure of the funds distributed by STATE herein is subject to the same limitations as placed by the VFC, upon expenditure of United States Government Funds. Pursuant to 2CFR200.313 Equipment, subject to the obligations and conditions set forth in that section; title to any equipment and supplies acquired under this **Agreement** vests with the LOCAL AGENCY. For any equipment items over \$5,000, the federal government may retain a vested interest in accordance with paragraph 17 below.
11. MATCHING FUNDS: Any and all funds paid to LOCAL AGENCY under the terms of this **Agreement**, hereinafter referred to as "VFC Funds", shall be matched by LOCAL AGENCY on a dollar-for-dollar basis, for each project listed on attachment(s) hereto identified as "Proposed Project". No amount of unpaid "contributed" or "volunteer" labor or services shall be used or consigned in calculating the matching amount "actually spent" by LOCAL AGENCY.

LOCAL AGENCY shall not use VFC Funds as matching funds for other federal grants, including Department of Interior (USDI) Rural Fire Assistance grants, nor use funds from other federal grants, including USDI Rural Fire Assistance grants, as matching funds for VFC Funds.

12. ADDRESSES: The mailing addresses of the parties hereto under the terms of the Agreement are:

LOCAL AGENCY: _____

Attention:

Telephone Number(s):

E-mail

STATE:

Department of Forestry and Fire Protection
Grants Management Unit, Attn: Megan Esfandiary
P. O. Box 944246
Sacramento, California 94244-2460
PHONE: (916) 894-9845
E-MAIL: Megan.Esfandiary@fire.ca.gov

13. PURPOSE: Any project to be funded hereunder must be intended to specifically assist LOCAL AGENCY to organize, train, and/or equip local firefighting forces in the aforementioned rural area and community to prevent or suppress fires which threaten life, resources, and/or improvements within the area of operation of LOCAL AGENCY. Project funds are not to be used for research and development.
14. COMBINING: In the event funds are paid for two or more separate, but closely related projects, the 50/50 cost-sharing formula will be applied to the total cost of such combined projects.
15. OVERRUNS: In the event that the total cost of a funded project exceeds the estimate of costs upon which this Agreement is made, LOCAL AGENCY may request additional funds to cover the **Agreement** share of the amount exceeded. However, there is no assurance that any such funds are, or may be, available for reimbursement. Any increase in funding will require an amendment.
16. UNDERRUNS: In the event that the total cost of a funded project is less than the estimate of costs upon which this **Agreement** is made, LOCAL AGENCY may request that additional eligible projects/items be approved by STATE for **Agreement** funding. However, there is no assurance that any such approval will be funded. Approval of additional projects/items, not listed on the Proposed Project application, made by STATE, will be in writing and will require an amendment.
17. FEDERAL INTEREST IN EQUIPMENT: The Federal Government has a vested interest in any item purchased with VFC funding in excess of \$5,000 regardless of the length of this **Agreement**, until such time as the fair market value is less than \$5,000. The VFC percentage used to purchase the equipment will be applied to the sale price and recovered for the Government during the sale. This percentage will remain the same even following depreciation. The Federal Government may not have to be reimbursed if the disposal sale amounts to a fair market value of less than \$5,000. LOCAL AGENCY will notify STATE of the disposal of such items.

18. EQUIPMENT INVENTORY: Any single item purchased in excess of \$5,000 will be assigned an VFC Property Number by the STATE. LOCAL AGENCY shall forward a copy of the purchase documents listing the item, brand, model, serial number, any LOCAL AGENCY property number assigned, and a LOCAL AGENCY contact and return address to STATE at the address specified in paragraph 12. The STATE will advise the LOCAL AGENCY Contact of the VFC Property Number assigned.
19. AUDIT: LOCAL AGENCY agrees that the STATE, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. LOCAL AGENCY agrees to maintain such records for possible audit for a minimum of five (5) years after final payment, unless a longer period of records retention is stipulated. LOCAL AGENCY agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, LOCAL AGENCY agrees to include a similar right of the State of California to audit records and interview staff in any subcontract related to performance of this **Agreement**. (GC 8546.7, PCC 10115 et seq., CCR Title 2, Section 1896).
20. DISPUTES: In the event of any dispute over qualifying matching expenditures of LOCAL AGENCY or audit findings, the dispute will be decided by STATE and its decision shall be final and binding.
21. MONITORING: LOCAL AGENCY agrees to the monitoring of activities as necessary by STATE to ensure that the award is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the agreement; and that performance goals are achieved.
22. INDEMNIFICATION: LOCAL AGENCY agrees to indemnify, defend, and save harmless, the STATE, its officers, agents, and employees, from any and all claims and losses, accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this **Agreement**, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by LOCAL AGENCY in the performance of this **Agreement**.
23. CIVIL RIGHTS: LOCAL AGENCY agrees to comply with civil rights requirements as detailed in the Complying With Civil Rights Requirements brochure (FS-850) and the And Justice For All poster (AD-475A). The poster is to be placed at all public point of contact/reception areas.
24. DRUG-FREE WORKPLACE REQUIREMENTS: LOCAL AGENCY will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed **Agreement** will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the **Agreement**.

Failure to comply with these requirements may result in suspension of payments under the **Agreement** or termination of the **Agreement** or both and LOCAL AGENCY may be ineligible for funding of any future State **Agreement** if the department determines that any of the following has occurred: (1) the LOCAL AGENCY has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

25. **TERM:** The term of the **Agreement** SHALL COMMENCE ON THE LAST SIGNATORY DATE ON PAGE 1 and continue through June 30, 2023.
26. **TERMINATION:** This **Agreement** may be terminated by either party giving 30 days written notice to the other party or provisions herein amended upon mutual consent of the parties hereto.
27. **AMENDMENTS:** No amendment or variation of the terms of this **Agreement** shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or **Agreement** not incorporated in the **Agreement** is binding on any of the parties.
28. **INDEPENDENT CONTRACTOR:** LOCAL AGENCY, and the agents and employees of LOCAL AGENCY, in the performance of this **Agreement**, shall act in an independent capacity and not as officers or employees or agents of the STATE or the Federal Government.
29. **INDIRECT RATE:** LOCAL AGENCY may not assess an indirect rate in excess of their Federally approved Negotiated Indirect Cost Rate Agreement (NICRA), a de minimis rate if LOCAL AGENCY does not have an approved NICRA, or the VFC program cap rate of 10%, whichever is lesser. LOCAL AGENCY may also elect not to assess an indirect rate. The approved indirect cost rate at the time of execution is 0%.

30. MEDIA: LOCAL AGENCY shall acknowledge STATE and USDA Forest Service support in any publications, audiovisuals and electronic media developed as a result of this award.

It is encouraged to give public notice of the receipt of this award and announce progress and accomplishments, acknowledging STATE and USDA Forest Service support. Follow direction in USDA Supplemental 2 CFR 415.2.

31. ASSIGNMENT: This Agreement is not assignable by LOCAL AGENCY either in whole or in part.



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: SEPTEMBER 12, 2022

FROM: KARL DREXEL, CITY ADMINISTRATOR

**SUBJECT: AGREEMENT WITH COUNTY FOR THE CITIES PERMANENT
LOCAL HOUSING ALLOCATION PROGRAM**

BACKGROUND

All cities have been awarded grant funding from State of California Department of Housing and Community Development for the development and maintenance of permanent local housing for the homeless population in their city. The Council looked at this almost a year ago and approved passing that money on to Youth Empowerment Siskiyou for the use for housing homeless youth in the County. YES has since partnered with the County and deferred to the County for these funds to provide services for the homeless of all ages and throughout the County. This is an agreement with the County authorizing the use of the PLHA funds the Town of Fort Jones is allocated.

RECOMMENDATION

Staff recommends the Council approve Resolution 1113 allocating all PLHA funds through 2025 to the County Department of Health and Human Services.



RESOLUTION 1113

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FORT JONES AUTHORIZING APPLICATION FOR, AND RECEIPT OF, PERMANENT LOCAL HOUSING ALLOCATION PROGRAM FUNDS

The Town Council of the Town of Fort Jones ("Applicant") hereby consents to, adopts, and ratifies the following resolution:

- A. WHEREAS** the State of California, Department of Housing and Community Development is authorized to provide up to \$195 million under the SB 2 Permanent Local Housing Allocation Program Formula Component from the Building Homes and Jobs Trust Fund for assistance to Cities and Counties (as described in Health and Safety Code section 50470 et seq. (Chapter 364, Statutes of 2017 (SB 2)).
- B. WHEREAS** the State of California (the "State"), Department of Housing and Community Development ("Department") issued a Notice of Funding Availability ("NOFA") dated 8/17/2022 under the Permanent Local Housing Allocation (PLHA) Program;
- C. WHEREAS** Applicant is an eligible Local government applying for the program to administer one or more eligible activities, or a Local or Regional Housing Trust Fund to whom an eligible Local government delegated its PLHA formula allocation.
- D. WHEREAS** the Department may approve funding allocations for PLHA Program, subject to the terms and conditions of the Guidelines, NOFA, Program requirements, the Standard Agreement and other contracts between the Department and PLHA grant recipients;

NOW THEREFORE BE IT RESOLVED THAT:

1. If Applicant receives a grant of PLHA funds from the Department pursuant to the above referenced PLHA NOFA, it represents and certifies that it will use all such funds in a manner consistent and in compliance with all applicable state and federal statutes, rules, regulations, and laws, including without limitation all rules and laws regarding the PLHA Program, as well as any and all contracts Applicant may have with the Department.
2. Applicant is hereby authorized and directed to receive a PLHA grant, in an amount not to exceed the five-year estimate of the PLHA formula allocations, as stated in Appendix C of the current NOFA, of **\$415,004** in accordance with all applicable rules and laws.
3. Applicant hereby agrees to use the PLHA funds for eligible activities as approved by the Department and in accordance with all Program requirements, Guidelines, other rules and laws, as well as in a manner consistent and in compliance with the Standard Agreement and other contracts between the Applicant and the Department.

4. Applicant certifies that it has delegated the **County of Siskiyou** to submit an application on its behalf and administer the PLHA grant award for the formula allocation of PLHA funds. Applicant authorizes the **County Administrator or their Designee** for the County of Siskiyou to execute the PLHA Program Application, the PLHA Standard Agreement and any subsequent amendments or modifications thereto, as well as any other documents which are related to the Program or the PLHA grant awarded to Applicant, as the Department may deem appropriate.
5. This Resolution authorizes the Applicant to enter into a legally binding agreement with the **County of Siskiyou**, attached hereto as Exhibit A.
6. Pursuant to Applicant's certification in this resolution, the PLHA funds will be expended only for eligible Activities and consistent with all program requirements.
7. Applicant certifies that, if funds are used for the acquisition, construction or rehabilitation of for-sale housing projects or units within for-sale housing projects, the grantee shall record a deed restriction against the property that will ensure compliance with one of the requirements stated in Guidelines Section 302(c)(6)(A),(B) and (C).
8. Applicant certifies that, if funds are used for the development of an Affordable Rental Housing Development, the Local government shall make PLHA assistance in the form of a low-interest, deferred loan to the Sponsor of the Project, and such loan shall be evidenced through a Promissory Note secured by a Deed of Trust and a Regulatory Agreement shall restrict occupancy and rents in accordance with a Local government-approved underwriting of the Project for a term of at least 55 years.
9. Applicant shall be subject to the terms and conditions as specified in the Standard Agreement, the PLHA Program Guidelines and any other applicable SB 2 Guidelines published by the Department.

PASSED AND ADOPTED at a regular meeting of the **Town Council of the Town of Fort Jones** this 12th day of September 2022 by the following vote:

AYES:

ABSTENTIONS:

NOES:

ABSENT:

I Rachel Agron, Deputy Clerk of the Town of Fort Jones, County of Siskiyou California, do hereby certify that this is a true and correct copy of the original Resolution Number 1113.

APPROVED:

Michelle DeCausmaker, Mayor

ATTEST:

Rachel Agron, Deputy City Clerk

AN AGREEMENT BETWEEN THE COUNTY OF SISKIYOU AND THE CITY OF FORT JONES FOR JOINT PARTICIPATION IN THE PERMANENT LOCAL HOUSING ALLOCATION FUNDING PROGRAM FOR FISCAL YEARS 2020-2025, AND TO DESIGNATE THE COUNTY OF SISKIYOU AS THE ADMINISTERING LOCAL GOVERNMENT FOR THE PROGRAM

THIS AGREEMENT is made and entered into this 12th day of September, 2022, by and between the County of Siskiyou, a political subdivision of the State of California, hereinafter called "County"; and the Town of Fort Jones, a municipal corporation of the State of California, located in the County of Siskiyou, hereinafter called "Fort Jones", jointly referred to as "Parties".

WITNESSETH

WHEREAS, the State of California Department of Housing and Community Development ("State") is authorized to provide up to \$335 million in calendar year 2021 funds in addition to the \$131 million in remaining calendar year 2019 and calendar year 2020 funds for assistance under the SB 2 Permanent Local Housing Allocation Program ("PLHA Program") Formula Component from the Building Homes and Jobs Trust Fund (as described in Health and Safety Code section 50470 et seq. (Chapter 364, Statutes of 2017 (SB2)));

WHEREAS, the State issued Permanent Local Housing Allocation Final Guidelines ("PLHA Program Guidelines") in October 2019;

WHEREAS, the State issued a Notice of Funding Availability ("NOFA") dated August 17, 2022, under the Permanent Local Housing Allocation ("PLHA");

WHEREAS, each of the Parties is eligible to submit an application for and administer Permanent Local Housing Allocation funds;

WHEREAS, Section 300(c) of the PLHA Program Guidelines allows a local government to delegate another local government to submit an application and administer on its behalf its formula allocation of Program funds, provided that the local governments enter into a legally binding agreement and the funds are expended for eligible activities consistent with Program requirements;

WHEREAS, Fort Jones desires to participate jointly with the County in said Program;

WHEREAS, the County desires to participate jointly with Fort Jones in said Program, and whereas the County agrees to administer the receipt of formula allocation Program funds on behalf of all Parties and act as the Applicant to the State for the funding;

NOW THEREFORE, in consideration of the mutual promises, recitals and other provisions hereof, the Parties agree as follows:

SECTION I. GENERAL

- A. Responsible Officers.** The County Administrator of the County of Siskiyou (hereinafter referred to as “CAO”) is hereby authorized to act as applicant for the PLHA Program and to administer funding and activities under the Program. The City Administrator of Fort Jones is hereby authorized to act as the responsible officer for Fort Jones under the Program.
- B. Full Cooperation.** Parties agree to fully cooperate and to assist each other in undertaking eligible programs or projects as defined in Section 301 of PLHA Program Guidelines, including but not limited to assisting persons who are experiencing or at risk of homelessness, developing affordable rental housing, and maintaining capitalized reserves for services connected to the preservation and creation of permanent supportive housing.
- C. Threshold Requirements for Participation.** Parties understand and agree to comply with State’s threshold requirements for participation in the formula allocation program as follows:
- a. Housing Element compliance:** The County as Applicant and the delegating city must have a Housing Element that has been adopted by the local government’s governing body and subsequently determined to be in substantial compliance with state Housing Element Law pursuant to GC Section 65585.
 - b. Housing Element APR compliance:** The County as Applicant and the delegating city must submit to the State the APR required by GC Section 65400 for the current or prior year.
- D. Term of Agreement—Automatic Renewal Provision.** Agreement shall be for a period encompassing five (5) years of formula allocations (2019-2023), made available in NOFAs issued by the State beginning in February 2020 and extending through 2024, and shall include the years stipulated in the State standard agreement. In addition, this Agreement provides for automatic renewal of participation in successive five-year periods, unless either of the Parties provides written notice of at least 60 days prior to the end of the term that it elects not to participate in a new five-year period. Before the end of the first five-year term, the County will notify Fort Jones in writing of its right not to participate in the joint Program for a successive five-year term. This Agreement remains in effect until the PLHA Program funds received with respect to the five-year planning period are fully committed, expended, and all required reports have been submitted and the required reporting period has ended.
- E. Scope of Agreement.** This agreement covers the PLHA formula program funding administered by the State where each of the Parties is awarded and accepts funding from the State.

SECTION II. PREPARATION AND SUBMITTAL OF PLHA FUNDING APPLICATION AND PLAN

- A. Inclusion of Fort Jones as an Applicant.** The Parties agree that Fort Jones shall be included in the five-year plan and application the County shall submit to State for formula funding under the PLHA Program.
- B. PLHA Application and Plan.** Pursuant to the requirements listed in Section 302(c) of the PLHA Program Guidelines, the County shall prepare its own application requesting the formula funds, and a Plan which details how the allocated funds will be used for eligible activities, how investments will be prioritized to increase the supply of housing for households with incomes at or below 60% of Area Median Income, and how the Plan is consistent with the programs set forth in its Housing Element. The County will also prepare evidence that the Plan was authorized and adopted by resolution by the Board of Supervisors of the County of Siskiyou and that the public had an adequate opportunity to review and comment on its content. The County will also prepare an application on behalf of Fort Jones requesting the formula funds, and a Plan which details how the allocated funds will be used for eligible activities, how investments will be prioritized to increase the supply of housing for households with incomes at or below 60% of Area Median Income, and how the Plan is consistent with the programs set forth in the County's Housing Element. The County will also provide evidence that the Plan was authorized and adopted by resolution by the Board of Supervisors of the County of Siskiyou and that the public had an adequate opportunity to review and comment on its content.
- C. Application Submittal.** The County agrees to commit sufficient resources to completing and submitting the PLHA Application and Plan to State in time for the Parties to be eligible to receiving funding beginning in 2022, including unclaimed allocations from previous years, dependent upon State's execution of a Standard Agreement with County.

SECTION III. PROGRAM ADMINISTRATION

- A. Responsibilities of Parties.** The Parties agree, in the designation of the County as the administering local government for the PLHA Program, that the County shall be responsible for execution of the Standard Agreement with State and the proper performance of the PLHA Plan. County agrees to perform necessary administrative tasks such as, but not limited to, environmental clearance under CEQA or NEPA, establishment of loan underwriting policies and terms, execution and management of any loans made using PLHA funds, monitoring of programs and projects as needed to fulfill PLHA requirements, and submittal of annual reports to State on PLHA-funded activities. Fort Jones agrees to cooperate fully with the County in all things required and appropriate to comply with the provisions of the Standard Agreement with State and to execute the PLHA Plan, as approved by State.
- B. Program Administration Funding.** In consideration of the County's agreement to be the administering local government for the PLHA Program and its assumption of the responsibilities inherent in this role, the Parties agree that the

allowable Program Administration for the funding, which is equal to a maximum of 5% of each year's allocation for each local government jurisdiction, shall be retained exclusively by the County of Siskiyou for these administrative purposes.

- C. Maintenance of Records.** The County shall maintain records of activities for any projects undertaken pursuant to the PLHA Program, and said records shall be available for inspection by staff and/or auditors representing Fort Jones, on reasonable notice during the normal business hours of County.

SECTION IV. USE OF PLHA FUNDS

- A. Joint Participation in Funding of Projects.** The Parties agree it is in the best interest of the public that the allocations made available to each local government jurisdiction be combined into a pool of funds to be used throughout the County, pursuant to the criteria described in Section IV. D. of this Agreement. The Parties agree this method will allow for more timely development of the housing services assisted by the funding, and therefore address the current shortage of affordable housing, shelter, and services to address homelessness throughout Siskiyou County, which is of vital importance and a high priority to all Parties.
- B. Use of Funding During the First Five-Year Term.** The first five-year term will focus on developing a continuum of services to address the needs of Extremely low, Very low, Low, or Moderate-income households. Uses will include, but not be limited to, developing affordable rental housing (PLHA Activity 1), maintaining capitalized reserves for permanent supportive housing (PLHA Activity 5), and assisting persons who are experiencing or at risk of homelessness, including, but not limited to, providing rapid rehousing, rental assistance, supportive/case management services that allow people to obtain and retain housing, operating and capital costs for navigation centers and emergency shelters, and the new construction, rehabilitation, and preservation of permanent and transitional housing (PLHA Activity 6).
- C. Projects Included in PLHA Plan.** In order to develop the PLHA Plan, the Parties have agreed upon the need for permanent supportive housing, interim housing, and supportive services for households experiencing or at risk of homelessness. In accordance with this need, the Parties have shared the status of potential projects within Siskiyou County that may be targeted for PLHA funding. These potential projects have been used to develop the unit count and affordability targeting required to be described in the PLHA Plan. Due to the preliminary nature of the potential projects, the Parties agree that these are subject to change.
- D. Project Assistance Criteria.** As the Parties have agreed to combine their allocations into a pool of funds to be used throughout the County, the following criteria shall be considered by the County as funding decisions are made for the use of the PLHA funds.

- a. **Meeting PLHA Commitment Requirements:** Pursuant to Section 300(e) of the PLHA Program Guidelines, the County shall consider how individual project readiness and project funding needs will impact the County's ability to remain in compliance with the commitment requirements of PLHA.
 - b. **Project Funding Needs:** The County shall select projects based on the unmet needs of the target populations. The County shall prioritize projects with a demonstrated need for the PLHA funding to ensure or enhance project viability.
 - c. **Provision of Services:** The County reserves the right to provide housing services directly or to seek a third-party contractor to provide programs in accordance with the needs of the target population and the PLHA Program requirements. The County will be the sole entity responsible for selecting PLHA-funded contractors according to the regular procurement procedures established by the County. The County shall select contractors based on the demonstrated experience and capacity of the organization to administer the project and comply with PLHA funding requirements.
 - d. **Targeting to the Lowest Income Households:** PLHA funds can be used for households at a variety of income levels, but are especially intended to meet the housing needs of households at or below 60% of Area Median Income. Projects which have units or services targeted for these households will be prioritized for funding.
- E. **Availability of Services to all Jurisdictions.** The Parties agree that services funded through the PLHA Program will be available to all residents of Siskiyou County provided that the residents meet the project's eligibility criteria. The County shall determine the location of services based on the infrastructure and service connections available to the target population. The County will make every effort to ensure that services are accessible to all eligible residents of Siskiyou County regardless of their location.
- F. **Funding Assistance in the Form of Loans.** The Parties agree that any funding provided to a housing developer for a project will be provided in the form of a low-interest deferred loan, with the loan amount and loan terms (including conditions for the payment of accrued interest and principal from residual receipts), delineated at the time the loan commitment is approved by the Siskiyou County Board of Supervisors. The loan shall be evidenced through a Promissory Note secured by a Deed of Trust in favor of the County of Siskiyou. A recorded Regulatory Agreement shall restrict occupancy and rents for a term of at least 55 years.
- G. **Use of Program Income.** The Parties agree that program income generated as a result of the receipt of PLHA funds will be retained by the County and utilized to fund future PLHA-eligible activities. Program income will include payments from residual receipts, accrued interest and any monitoring fees the County chooses to charge.

IN WITNESS WHEREOF, County and the City of Fort Jones have executed this Agreement on the dates set forth below, each signatory represents that he/she has the authority to execute this Agreement and to bind the Party on whose behalf his/her execution is made.

COUNTY OF SISKIYOU

Date: _____

BRANDON A. CRISS, CHAIR
Board of Supervisors
County of Siskiyou
State of California

ATTEST:
LAURA BYNUM
Clerk, Board of Supervisors

By: _____
Deputy

CITY: City of Fort Jones

Date: _____

Karl Drexel, City Administrator

ACCOUNTING:

Fund	Organization	Account	Activity Code (if applicable)
2122	401030	540800	



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: SEPTEMBER 12, 2022

FROM: KARL DREXEL, CITY ADMINISTRATOR

SUBJECT: ADOPTING POLICY FOR TOWN VOLUNTEERS

BACKGROUND

There have been instances of volunteers being utilized for occasional jobs within the Town for various jobs on a part-time basis to assist staff and departments within the Town. Such volunteers have worked in the library, the museum, public works and in City Hall. This policy provides the terms and conditions of such volunteer duties to protect the volunteers and the Town of Fort Jones from unnecessary exposure to liability and to provide citizens of the Town of Fort Jones the best possible service by said volunteers.

RECOMMENDATION

Staff recommends the Council approve the policy for Town Volunteers



POLICY FOR VOLUNTEER SERVICES FOR THE TOWN OF FORT JONES

I. PURPOSE OF POLICY: This policy, which applies to all persons who perform voluntary services for the Town of Fort Jones, is to provide such persons with the terms and conditions of their voluntary service to the Town of Fort Jones and to provide the necessary supervision and control over the provision of such services so as to protect the volunteer and the Town of Fort Jones from unnecessary exposures to liability or other problems in connection with such service and to provide the citizens of Town of Fort Jones with the best possible service by said volunteers.

II. POLICY: The following conditions apply to all voluntary services:

- A. Individuals wishing to perform voluntary service for the City shall complete an application for volunteer service (see Attachment 1). An interview will be conducted with the potential volunteer. Depending on the type of volunteer services to be rendered, reference checks, DMV driver license checks and professional licensure checks may also be conducted. Prior to engaging in voluntary service for the City, all persons must sign the "AGREEMENT FOR VOLUNTEER SERVICES"
- B. The City, in utilizing volunteer services shall be required to do the following:
 - 1. Maintain the Agreement for Volunteer Services in the City files
 - 2. Maintain logs that contain the name, type of duty, and date of service, for each day that the volunteer provides service to the County.
 - 3. If the volunteer drives licensed motor vehicles in providing such service, the City shall conduct a DMV driver's license check to determine if driving privilege will be allowed.
 - 4. Injury reports concerning a volunteer providing volunteer service.
- C. The City Clerk shall administer the volunteer program.

VOLUNTEER INFORMATION SHEET	
NAME:	SS#:
ADDRESS:	
PHONE NUMBER:	
EMERGENCY CONTACT/ PHONE NUMBER:	

AGREEMENT FOR VOLUNTEER SERVICES

THIS AGREEMENT is hereby entered into between the Town of Fort Jones, hereinafter referred to as "City", and _____ hereinafter referred to as "Volunteer". Volunteer has agreed to perform volunteer serves for City performing library services and does hereby agree as follows:

1. Volunteer shall perform the following tasks and/or services for the City.
➤
2. Volunteer's services shall be limited to those specified in Paragraph 1 unless otherwise agreed to in writing between Volunteer and City.
3. Volunteer shall adhere to the directives of City in the performance of said duties.
4. In performing said services under this Agreement, Volunteer understands and agrees that Volunteer is not an employee of the City, and will not be compensated for services performed. Volunteer further understands and agrees that he/she may be covered by the Workers' Compensation Insurance, for medical expenses only, for an injury incurred during the course of his/her volunteer services.
5. Volunteer shall not be allowed to use City vehicles on City business without prior authorization from the City.
6. This Agreement may be terminated by either party by giving written notice one to the other.

Volunteer does hereby certify that, I am over 18 years of age, or have my parent's signed consent. I understand and have been fully advised of the nature of the activity for which I am volunteering and am able to perform such services. Consent is hereby given for my work supervisor to perform first-aid or take any other emergency action he/she deems necessary in his/her best judgment.

THIS AGREEMENT was executed on _____
in Siskiyou County, California.

Volunteer _____
I have read and understand the above paragraphs.

Town of Fort Jones, by _____