



Note Time Change

AGENDA

Special Meeting

City Hall 11960 East St. Fort Jones

Wednesday January 18, 2023 – 8:00 PM.

CALL TO ORDER:

Fort Jones City Council Roll Call: Mayor: Garcia _____ Members: Banks _____ Collie-Mason _____
Eayrs _____ Stacher _____

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. Rural Community Assistance Corporation Discussion

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. Approval of Minutes: Regular Meeting January 9, 2023

DISCUSSION / REPORTS: ACTION ITEMS:

2. Authorize Collaborative Grant Application For Fire Department Breathing Apparatus
3. Authorize Collaborative Grant Application For Fire Equipment

STAFF COMMENTS:

COUNCIL MEMBER COMMENTS:

ADJOURNMENT:

The next Fort Jones City Council Regular Meeting is scheduled to be held on February 13, 2023, at 7:00 p.m.

Contents

Reports and Non-Action Items

Rural Community Assistance Corporation Discussion.....1

Consent Calendar

Approval of Minutes: Regular Meeting January 9, 2023.....2

Action Items

Authorize Collaborative Grant Application for Fire Department Breathing Apparatus.....6

Authorize Collaborative Grant Application for Fire Department.....9

DATE: January 18, 2023

TIME: 8:00pm

LOCATION: Fort Jones City Hall

WHAT: Rural Placemaking and Innovation Challenge Planning Meeting with Ft. Jones Town Council

Time	What	Description
15 Min.	Intro	• What are your goals for yourself as a councilperson and for the council itself?
30 Min	Review proposed tasks and initiatives.	• Review Workplan and Scope of Work. • Document Council's suggestions for change
20 Min.	Potential Stakeholder Groups	• Mainstreet & Branding • Housing & Infrastructure • Disaster Mitigation/Planning
20 Min	Community Engagement Sessions	• What are we looking for? • Opportunities to assist in outreach.
5 Min.	Questions/Concerns	• What else can I do to support the community?

Fort Jones City Council
Regular Meeting
January 9, 2023

I, Rachel Agron, City Clerk for the Town of Fort Jones, hereby certify that the agenda for the January 9, 2023 Regular Meeting of the City Council was posted in City Hall, near the door of the City Council Chambers, at Ray's Food Place, at Scott Valley Family Resource Center, at the Post Office Outside Ace Hardware and on the City's website, www.fortjonesca.org on January 6, 2023

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

Rachel Agron, City Clerk

ROLL Call

The meeting of the Fort Jones City Council was called to order in person by Mayor Mercedes Garcia at 7:03pm. In addition to Mayor Mercedes Garcia, Council Members present were Kathye Banks, Mark Eayrs, Amy Stacher, and Julia Collie-Mason.

Also present: Interim City Administrator Adam Cox, City Clerk Rachel Agron, Public Works Supervisor Everett Hullquist, Fire Chief Joseph Hess, and Police Chief Josh Short.

Mayor Garcia led the flag salute.

PUBLIC COMMENTS:

Nancy Morgan thanked the Town for making its facilities available for yoga and pickleball, and invited residents to join the groups.

Madeleine Ayers complimented the refinished floors in the community hall and invited the community to the performance of the Melodrama play on the third weekend in February.

APPOINTMENT AND SWEARING IN OF NEW CITY CLERK

Interim City Administrator Adam Cox recommended Deputy City Clerk Rachel Agron for the position of City Clerk.

Councilmember Stacher moves to appoint Rachel Agron as City Clerk, Councilmember Banks seconds the motion.

Aye: Mark Eayrs, Amy Stacher, Mercedes Garcia, Kathye Banks, Julia Collie-Mason

No: None

Abstain: None

Motion Passes

Rachel Agron was sworn in by Mayor Garcia.

DISCUSSION / REPORTS / CORRESPONDENCE: NON-ACTION ITEMS:

A. Police Department Monthly Report

Police Chief Josh Short reported code enforcement activity at 243 Sterling Street. A Court Date for the old Pinassi motel is anticipated for the beginning of February. Councilmember Banks asked for clarification regarding 243 Sterling Street. Josh Short reported that the department is working towards resolving the cat issue. Mayor Garcia asked Interim City Administrator Adam Cox whether anyone from the Town would need to be present at the Pinassi court date. Adam Cox assured the Council that the Police Department would handle it.

B. Fire Department Monthly Report

Fire Chief Joseph Hess left on an emergency call. Mayor Garcia suggested coming back to the report later. The Fire Chief returned to provide a report in between Agenda Items 4 and 5. He reported on the collaborative FEMA grant he is writing that will provide new breathing apparatus, rapid intervention team packs, and possible training. The grant for ~\$700,000 will require a 5% match divided between three departments.

C. Public Works Monthly Report

Public Works Supervisor Everett Hullquist reiterated the written report found in the Agenda Packet. Mayor Garcia asked about the status of the grant for the new Wastewater Treatment Plant. Everett explained that the planning and construction grants are being consolidated and the project may be out to bid as soon as next year.

D. Economic Development Report

City Clerk Rachel Agron reiterated the written report found in the Agenda Packet. City Administrator Adam Cox said that up to two members of the Council may serve on the Economic Development Committee.

E. City Administrator's Report.

In his verbal report, City Administrator Adam Cox thanked staff for being "incredibly knowledgeable and very easy to work with." He reported that he has been familiarizing himself with the budget and offered to take new Council members through the budget line by line. He reported his progress on resolving Human Resources paperwork issues. He reported on his work with Everett and engineers to request an amendment to the Wastewater Treatment Plant grant that will speed up the timetable. He then asked whether the Council had completed their required ethics, sexual harassment, and brown act trainings. Adam suggested holding a joint training with the Etna City Council.

CONSENT CALENDAR:

1.
 - a) Approval of Minutes: Special Meeting December 19, 2022
 - b) Ratification of Disbursements: December 1 through December 31, 2022
 - c) Approve Payables for January 2023
 - d) Review Budget vs. Actual for July 1, 2022 thru December 31, 2022

Councilmember Collie-Mason moves to adopt the consent calendar. Councilmember Eayrs seconds.

Aye: Mark Eayrs, Amy Stacher, Mercedes Garcia, Kathye Banks, Julia Collie-Mason

No: None

Abstain: None

Motion Passes

DISCUSSION / REPORTS: ACTION ITEMS:

2. Sewer Hookup Fee for Ukonom Gold

Adam Cox offered to meet with Kevin Hullquist to negotiate a deferred payment agreement to be approved by the Council at a later date.

Councilmember Banks moves to direct Interim City Administrator Adam Cox to negotiate a deferred payment agreement with Kevin Hullquist. Councilmember Stacher seconds.

Aye: Mark Eayrs, Amy Stacher, Mercedes Garcia, Kathye Banks, Julia Collie-Mason

No: None

Abstain: None

Motion Passes

3. Fire Truck Donation

Councilmember Eayrs moves to accept the fire engine donated by Ben Lomond Fire Department.

Councilmember Stacher seconds.

Aye: Mark Eayrs, Amy Stacher, Mercedes Garcia, Kathye Banks, Julia Collie-Mason

No: None

Abstain: None

Motion Passes

4. Economic Development Work Group Member Selection

Councilmember Stacher moves to appoint to the Economic Development Work Group all volunteers listed in the Agenda Packet in addition to Tom Jopson, Councilmember Kathye Banks and Councilmember Julia Collie-Mason. Councilmember Eayrs seconds the motion.

Aye: Mark Eayrs, Amy Stacher, Mercedes Garcia, Kathye Banks, Julia Collie-Mason

No: None

Abstain: None

Motion Passes

5. Library MOU

Councilmember Stacher moves to approve the Memorandum of Understanding with the Siskiyou County Library. Councilmember Collie-Mason seconds.

Aye: Mark Eayrs, Amy Stacher, Mercedes Garcia, Kathye Banks, Julia Collie-Mason

No: None

Abstain: None

Motion Passes

6. Job Descriptions/Salary Schedules: Interim City Administrator Adam Cox recommended that the Council table this item so that the documents can be revised.

Councilmember Banks moves to table this item until the next Council meeting. Councilmember Eayrs seconds.

Aye: Mark Eayrs, Amy Stacher, Mercedes Garcia, Kathye Banks, Julia Collie-Mason

No: None

Abstain: None

Motion Passes

7. On Call Pay for Public Works

Council members discuss how service fees could offset city costs. Mayor Garcia directs Adam Cox to ask the attorney about the process for adopting service fees.

Councilmember Stacher moves to approve on call pay for Public Works personnel at \$2/hr., beginning retroactively at the beginning of the current pay period. Councilmember Collie-Mason seconds.

Aye: Mark Eayrs, Amy Stacher, Mercedes Garcia, Kathye Banks, Julia Collie-Mason

No: None

Abstain: None

Motion Passes

8. Bank Signers

Councilmember Banks moves to appoint Mayor Mercedes Garcia, Councilmember Kathye Banks, Councilmember Mark Eayrs, and Interim City Administrator Adam Cox as signers on the Town bank accounts. Councilmember Eayrs seconds.

Aye: Mark Eayrs, Amy Stacher, Mercedes Garcia, Kathye Banks, Julia Collie-Mason

No: None

Abstain: None

Motion Passes

9. Mutual Aid Agreement - Fort Jones Fire Department, Etna Fire Department, and Scott Valley Fire Fire Chief Joseph Hess explains the agreement.

Councilmember Eayrs moves to approve the Mutual Aid Agreement with the following amendments: that the dates on the document be corrected, and that "City" be changed to "Town." Councilmember Collie-Mason seconds.

Aye: Mark Eayrs, Amy Stacher, Mercedes Garcia, Kathye Banks, Julia Collie-Mason

No: None

Abstain: None

Motion Passes

STAFF COMMENTS:

Public Works Supervisor Everett Hullquist thanks the Council for the on call pay. City Clerk Rachel Agron thanks the Council for the opportunity to serve them as City Clerk.

COUNCIL MEMBER COMMENTS:

Councilmember Collie-Mason asked whether Rachel Agron's old position was being advertised. Adam Cox responded that Staff is working on filling the position of Administrative Assistant.

PUBLIC COMMENTS ON CLOSED SESSION:

NO COMMENT

ADJOURN TO CLOSED SESSION:

The City Council adjourned to closed session at 8:24p.m. The Councilmembers present were Mercedes Garcia, Kathye Banks, Mark Eayrs, and Amy Stacher.

CLOSED SESSION:

The Council met pursuant to Government Code §54957, Public Employee Performance Evaluation Title: City Administrator

RETURN TO OPEN SESSION 9:51PM:

REPORT ON CLOSED SESSION:

Mayor Garcia reported that direction had been given to staff.

ADJOURNMENT: The next Fort Jones City Council Meeting is scheduled to be held on February 13, 2023 at 7:00 p.m.

FY2022 AFG Grant Memorandum of Understanding

WHEREAS The City of Etna Fire Department (Known hereafter as “EFD”), Town of Fort Jones Fire Department (Known hereafter as “FJFD”), and Scott Valley Fire Protection District (Known hereafter as “SVFPD”) have come together to collaborate and to make an application for Assistance to Firefighters Grant; and

WHEREAS the partners listed above have agreed to enter into a collaborative agreement in which FJFD will be the lead agency and named applicant and the other agencies will be partners in this application; and

WHEREAS the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative; and

WHEREAS the application prepared and approved by the collaborative through its partners is to be submitted to the Federal Emergency Management Agency (FEMA.)

I) Description of Partner Agencies

- A) EFD, FJFD, and SVFPD represent the entirety of the official local fire protection agencies for their respective areas. Each entity is in good standing with regards to laws and statutes that govern fire departments and fire protection districts in respect to this agreement at the time of the signing of this MOU.

II) Development of Application

- A) Throughout the application process it has been known by all parties that FJFD will be the “Host” agency meaning all matters regarding the grant writing process would be handled by FJFD staff. Staff of EFD and SVFPD shall provide FJFD with all needed information for the application process including, but not limited to, budgets, personnel rosters, and equipment lists.

III) Roles and Responsibilities

- A) NOW, THEREFORE, it is hereby agreed by and between the partners as follows: Each party in this agreement will provide all needed information pertaining to the grant in a timely manner as set by FJFD staff. Any delay, and/or neglect in providing this information may result in removal from the grant writings.
- B) Each party shall provide true and accurate information based upon real data regarding their respective agencies. FJFD will not accept responsibility for false information and is hereby released of all liability from any false information provided to FJFD staff from any entity in this agreement.
- C) Each party will be responsible for payment of matching funds should the grant be successful. All parties in this MOU understand that the matching funds will be decided and based upon

actual equipment received by each agency. FJFD staff will calculate what percentage of total funds each agency will receive and request all parties receiving any grant funded equipment to pay for their proportionate matching funds prior to any equipment being issued to any party.

- D) Should any party refuse to pay their matching fees as calculated by the above listed method, that party/ parties will be responsible for all action taken against FJFD and the other parties in this MOU from any outside agency regarding this grant. Said party refusing to pay shall be responsible to reimburse the remaining parties any fees associated with this grant process.
- E) If this grant is successful, all parties will provide the needed documentation and information in order to "close-out" the grant in accordance with all rules and regulations set forth by FEMA.
- F) All agencies are responsible for abiding by any rules and regulations regarding grant funded equipment as set forth by FEMA.
- G) All equipment (SCBAs, RIT Packs, and any other associated equipment such as compressors if applicable) will be inventoried and issued to each agency by the host agency in a timely manner once received and inspected. Each agency is responsible for inspection and self-inventory of their equipment prior to taking delivery. Each agency shall be responsible for retrieving their equipment from the host agency once it is notified as ready for pickup no later than 10 business days. (Exception being equipment delivered on site to any agency in this agreement)
- H) Maintenance and repair of SCBAs and all other equipment received through the grant will be the responsibility of the agency in possession of said SCBAs and/or other equipment.

IV) Timeline

- A) The roles and responsibilities described above are contingent on FJFD receiving funds requested for the project described in the grant application. Responsibilities under this Memorandum of Understanding would coincide with the grant period and follow up period.
- B) The deadline for all requested information shall be February 1st, 2023, at 5pm. Failure by an agency to comply with this deadline may result in said agencies removal from the grant process.

V) Grant close-out responsibilities

- A) All agencies shall be required to report NFIRS data to FEMA for a period of not less than 3 years following the award of grant monies as required by FEMA.
- B) All agencies shall provide all requested information and documentation to FJFD in a timely manner for FEMA grant close-out requirements.

VI) Commitment to Partnership

- A) The collaboration service area includes the City of Etna, Town of Fort Jones, and Scott Valley Fire Protection District.
- B) We, the undersigned have read and agree with this MOU. Further, we have reviewed the proposed project and approve it.

City of Etna

_____ Mayor Print	_____ Sign	_____ Date
----------------------	---------------	---------------

_____ Fire Chief Print	_____ Sign	_____ Date
---------------------------	---------------	---------------

Town of Fort Jones

_____ Mayor Print	_____ Sign	_____ Date
----------------------	---------------	---------------

_____ Fire Chief Print	_____ Sign	_____ Date
---------------------------	---------------	---------------

Scott Valley Fire Protection District

_____ Chairman of the Board Print	_____ Sign	_____ Date
--------------------------------------	---------------	---------------

_____ Fire Chief Print	_____ Sign	_____ Date
---------------------------	---------------	---------------

FY2022 AFG Grant Memorandum of Understanding

WHEREAS The City of Etna Fire Department (Known hereafter as “EFD”), Town of Fort Jones Fire Department (Known hereafter as “FJFD”), and Scott Valley Fire Protection District (Known hereafter as “SVFPD”) have come together to collaborate and to make an application for Assistance to Firefighters Grant; and

WHEREAS the partners listed above have agreed to enter into a collaborative agreement in which EFD will be the lead agency and named applicant and the other agencies will be partners in this application; and

WHEREAS the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative; and

WHEREAS the application prepared and approved by the collaborative through its partners is to be submitted to the Federal Emergency Management Agency (FEMA.)

I) Description of Partner Agencies

- A) EFD, FJFD, and SVFPD represent the entirety of the official local fire protection agencies for their respective areas. Each entity is in good standing with regards to laws and statutes that govern fire departments and fire protection districts in respect to this agreement at the time of the signing of this MOU.

II) Development of Application

- A) Throughout the application process it has been known by all parties that EFD will be the “Host” agency meaning all matters regarding the grant writing process would be handled by EFD staff. Staff of FJFD and SVFPD shall provide EFD with all needed information for the application process including, but not limited to, budgets, personnel rosters, and equipment lists.

III) Roles and Responsibilities

- A) NOW, THEREFORE, it is hereby agreed by and between the partners as follows: Each party in this agreement will provide all needed information pertaining to the grant in a timely manner as set by EFD staff. Any delay, and/or neglect in providing this information may result in removal from the grant writings.
- B) Each party shall provide true and accurate information based upon real data regarding their respective agencies. EFD will not accept responsibility for false information and is hereby released of all liability from any false information provided to EFD staff from any entity in this agreement.
- C) Each party will be responsible for payment of matching funds should the grant be successful. All parties in this MOU understand that the matching funds will be decided and based upon actual equipment received by each agency. EFD staff will calculate what percentage of total

funds each agency will receive and request all parties receiving any grant funded equipment to pay for their proportionate matching funds prior to any equipment being issued to any party.

- D) Should any party refuse to pay their matching fees as calculated by the above listed method, that party/ parties will be responsible for all action taken against EFD and the other parties in this MOU from any outside agency regarding this grant. Said party refusing to pay shall be responsible to reimburse the remaining parties any fees associated with this grant process.
- E) If this grant is successful, all parties will provide the needed documentation and information in order to "close-out" the grant in accordance with all rules and regulations set forth by FEMA.
- F) All agencies are responsible for abiding by any rules and regulations regarding grant funded equipment as set forth by FEMA.
- G) All equipment (Cutters, Spreaders, Combi-tools, Dash-rams, and/or other equipment as applicable.) will be inventoried and issued to each agency by the host agency in a timely manner once received and inspected. Each agency is responsible for inspection and self-inventory of their equipment prior to taking delivery. Each agency shall be responsible for retrieving their equipment from the host agency once it is notified as ready for pickup no later than 10 business days. (Exception being equipment delivered on site to any agency in this agreement)
- H) Maintenance and repair of all other equipment received through the grant will be the responsibility of the agency in possession of said equipment.

IV) Timeline

- A) The roles and responsibilities described above are contingent on EFD receiving funds requested for the project described in the grant application. Responsibilities under this Memorandum of Understanding would coincide with the grant period and follow up period.
- B) The deadline for all requested information shall be February 1st, 2023, at 5pm. Failure by an agency to comply with this deadline may result in said agencies removal from the grant process.

V) Grant close-out responsibilities

- A) All agencies shall be required to report NFIRS data to FEMA for a period of not less than 3 years following the award of grant monies as required by FEMA.
- B) All agencies shall provide all requested information and documentation to EFD in a timely manner for FEMA grant close-out requirements.

VI) Commitment to Partnership

- A) The collaboration service area includes the City of Etna, Town of Fort Jones, and Scott Valley Fire Protection District.

- B) We, the undersigned have read and agree with this MOU. Further, we have reviewed the proposed project and approve it.

City of Etna

_____ Mayor Print	_____ Sign	_____ Date
----------------------	---------------	---------------

_____ Fire Chief Print	_____ Sign	_____ Date
---------------------------	---------------	---------------

Town of Fort Jones

_____ Mayor Print	_____ Sign	_____ Date
----------------------	---------------	---------------

_____ Fire Chief Print	_____ Sign	_____ Date
---------------------------	---------------	---------------

Scott Valley Fire Protection District

_____ Chairman of the Board Print	_____ Sign	_____ Date
--------------------------------------	---------------	---------------

_____ Fire Chief Print	_____ Sign	_____ Date
---------------------------	---------------	---------------