



AGENDA

Regular Meeting

Monday February 12, 2024 - 7:00 PM

Town Hall

11960 East Street Fort Jones, CA 96032

CALL TO ORDER:

Fort Jones Town Council Roll Call:

Members: Garcia_____Banks_____Eayrs _____LaRiviere_____ Collie-Mason_____

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 that is not on the agenda; 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 three (3) minute limit per person.

DISCUSSION / REPORTS / CORRESPONDENCE; NON-ACTION ITEMS:

- A. Community Gardens
- B. County Transportation Commission
- C. Public Works Department Monthly Report
- D. Administrator Monthly Report
- E. Police Department Monthly Report
- F. Fire Department Monthly Report

CONSENT CALENDAR:

1. 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.

a) Approval of Minutes:

- i. Special Meeting January 26, 2024
- b) Ratification of Disbursements: January 1 through 31, 2024
- c) Review Budget vs. Actual for July 1, 2023, through January 31, 2024

DISCUSSION / REPORTS: ACTION ITEMS:

- 2. Discuss, review, and act on Fire Chief Position Description and Salary
- 3. Discuss, review, and act on MOUs with Scott Valley Fire, Etna Fire, and Fort Jones Fire regarding the FEMA grant
 - a. Hose and Nozzle
 - b. SCBA
- 4. Discuss, review, and act on Request for Proposals
 - a. On-call Planning Services
 - b. On-call Hearings Officer

CLOSED SESSIONS:

- 4. Conference with Legal Counsel – Ongoing Litigation Govt C §54956.9(d)(4)
 - Pinassi

RETURN TO OPEN SESSION:

REPORT ON CLOSED SESSIONS: ANY ACTION TAKEN WILL BE REPORTED IN OPEN SESSION

STAFF COMMENTS:

COUNCIL MEMBER COMMENTS:

ADJOURNMENT:

The next Fort Jones Town Council Meeting is scheduled to be held on February 12, 2024 at 7:00 p.m.

It is the intention of the Town of Fort Jones to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, or in meetings on a regular basis, you need special assistance beyond what is normally provided, the Town will

attempt to accommodate you in every reasonable manner. Individuals who need auxiliary aids or services for effective communication or to participate in programs and services of the Town of Fort Jones are invited to make their needs and preferences known by contacting the City Hall office, (530) 468-2281, at least 72 hours prior to the meeting.

To members of the Fort Jones, California City Council:
February 4, 2024

We at the Fort Jones Neighborhood Garden would like to petition the FJ City Council to extend our current agreement/contract with the City for the use of the parcel behind the City Barn as an organic neighborhood garden. Since early 2000's there have been many people stepping into the project beginning with the planting of several trees by volunteer local residents, and then a \$10,000 grant from the US Forest Service for a water system and fencing. We've had an agreement with the City of Fort Jones to use the garden space for the past 10 years and would like to apply for an extension of this contract.

We started this time frame by holding many gardening workshops on organic composting, sheet mulching and mushroom inoculation to build soil as the soil was very rocky to begin with, and also a series of classes on Natural Building/ Cob bench construction. We have provided organic garden plots for neighborhood residents since 2006. Other activities we've offered are "movie nights" we held on many different topics around gardening and food preservation. We've held plant sales, contra dances, and general yard sales for fundraising, as well as been open for donations in the past through Scott Valley Focus. We also provided volunteering opportunities for the Siskiyou County community services.

The present Garden facilitators are aging, and as such, we look forward to handing the Garden over to like minded people in the Valley who are committed to our visions for the future of the Garden which are:

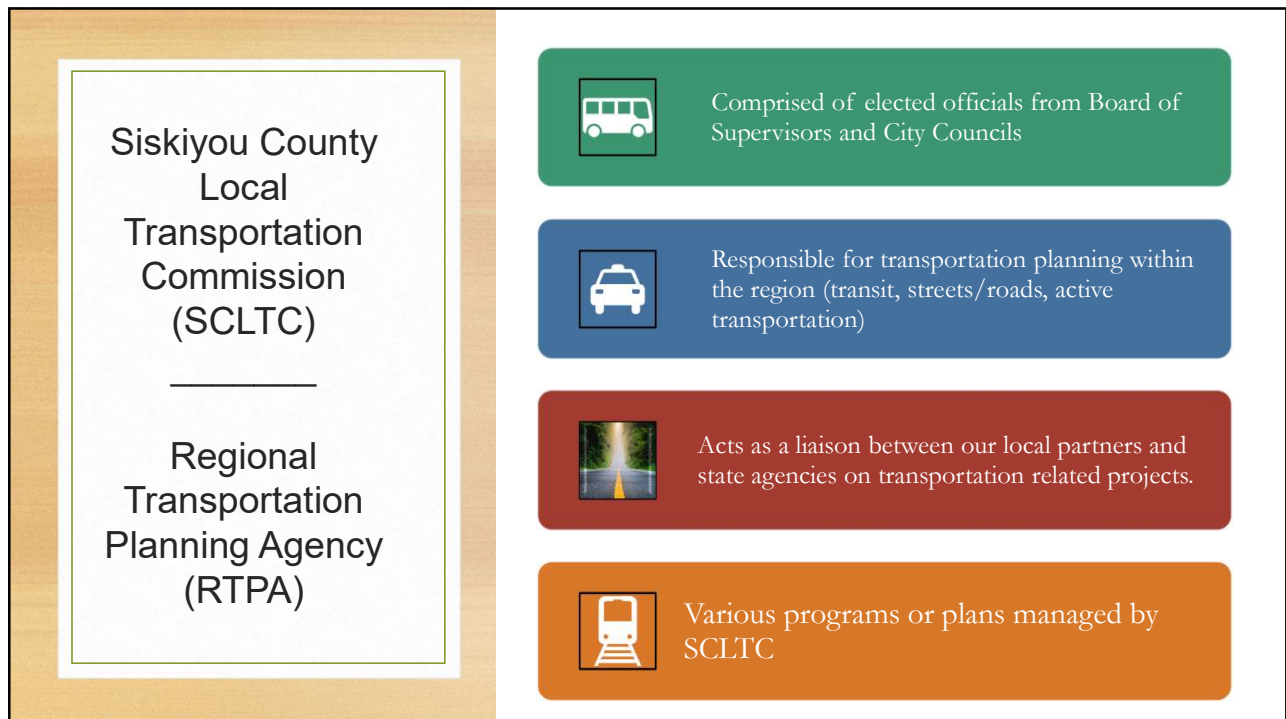
- 1) To provide organic garden plots for Fort Jones neighborhood residents
- 2) To carry on educational activities for Fort Jones and Scott Valley people interested in gardening and organic farming.
- 3) To reach out with opportunities for volunteer educational work exchange for Siskiyou County community services.
- 4) Work with Scott Valley schools and children's groups such as the Girl Scouts, and Boy Scouts, and homeschooling groups, to provide gardening education and experience.

We would like to start up conversation with interested parties including the Fort Jones City Council on how to find the perfect group of people to take over the Garden for the future of this neighborhood gem.

Geri Quintero (530) 468-5727
Elmar Braunsteffer
Julia Mason



1



2

Coordination Activities

State Highway Projects

- Happy Camp Complete Streets
- McCloud 89 Intersection Improvements
- Fort Jones – State Route 3 Pavement Project
- Dorris State Route 97 Pavement Project

Local STIP Projects

- STIP projects (amendments, extension requests, additional funding needs)
- Monthly meetings with Caltrans Division of Local Assistance

Monitor Grant Opportunities

- Clean California Funding
- US DOT Grants
- Evaluating opportunities for partnership projects between Commission, County, and other local partners.

Transportation Stakeholder Engagement

- Rural Counties Task Force
- North State Super Region
- Regional Transportation Planning Agencies Group
- California Transportation Commission
- Caltrans

3

SCLTC Funding Programs

- Regional Surface Transportation Block Grant
 - Annual Allocation of Funds for Projects (Road, Bike, Pedestrian Improvements)
- Other Funds Under SCLTC's Jurisdiction
 - Local Transportation Funds
 - Carbon Reduction Program (*NEW)
 - Transit Funding Sources
 - State of Good Repair
 - Low Carbon Transit Operations Program
 - State Transit Assistance
 - SB125 (NEW)
- Regional Transportation Improvement Program

4

Regional Transportation Improvement Program (RTIP)

- **RTIP**
 - Program primarily funds streets/roads projects.
 - Projects included must be nominated by local agency.
- **SCLTC Prepares Program**
 - RTIP each odd numbered year.
 - CTC adopts the State Transportation Improvement Program (STIP) each even numbered year.
 - SCLTC adopted and submitted the 2024 RTIP in December 2023.
- **2024 RTIP**
 - \$ 6,802 million target
 - Project submissions totaled \$ 20+ million

5

Regional Transportation Improvement Program

- Fort Jones projects include:

Existing:

- Bower, Cowan, and Butte Streets, Reconstruction
- Bridge Street Rehabilitation

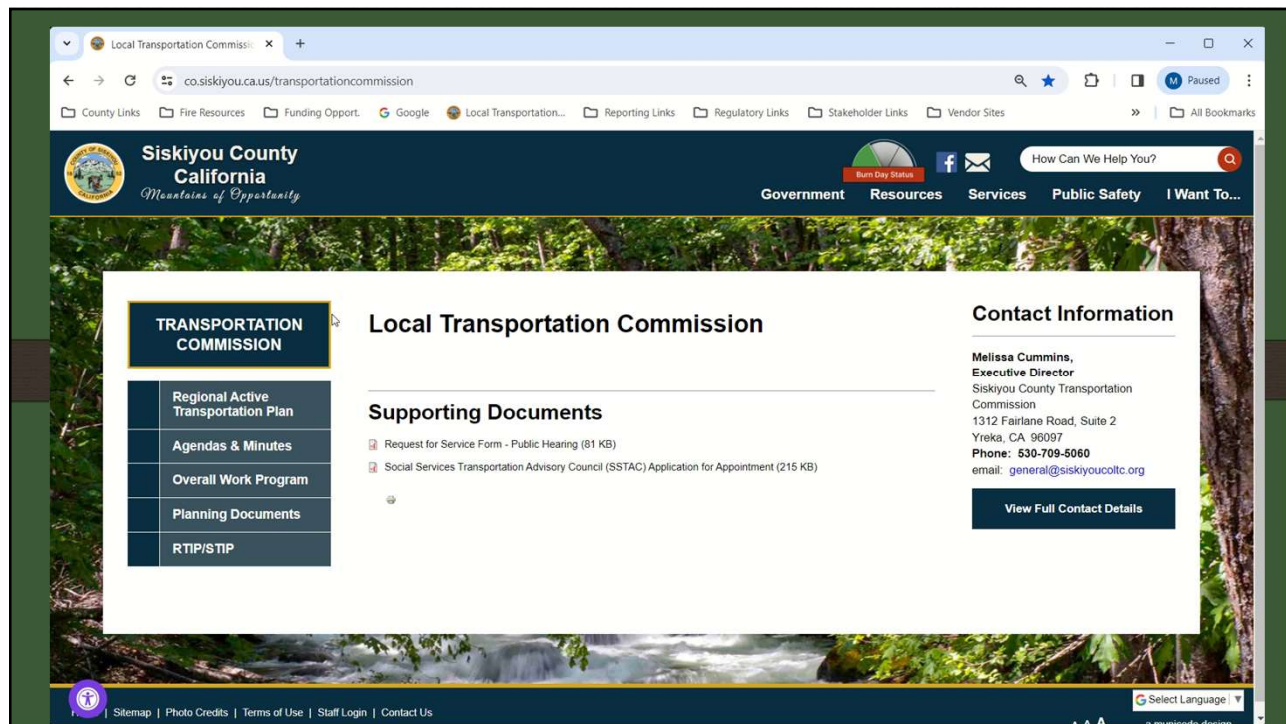
New Project:

- Allison Street Rehabilitation



The projects programming timeframes may change due to funding availability and nominating agency priority. This is not a guarantee that phases and/or projects will be completed in the fiscal year reflected in the Project Programming Request Form.

6



7

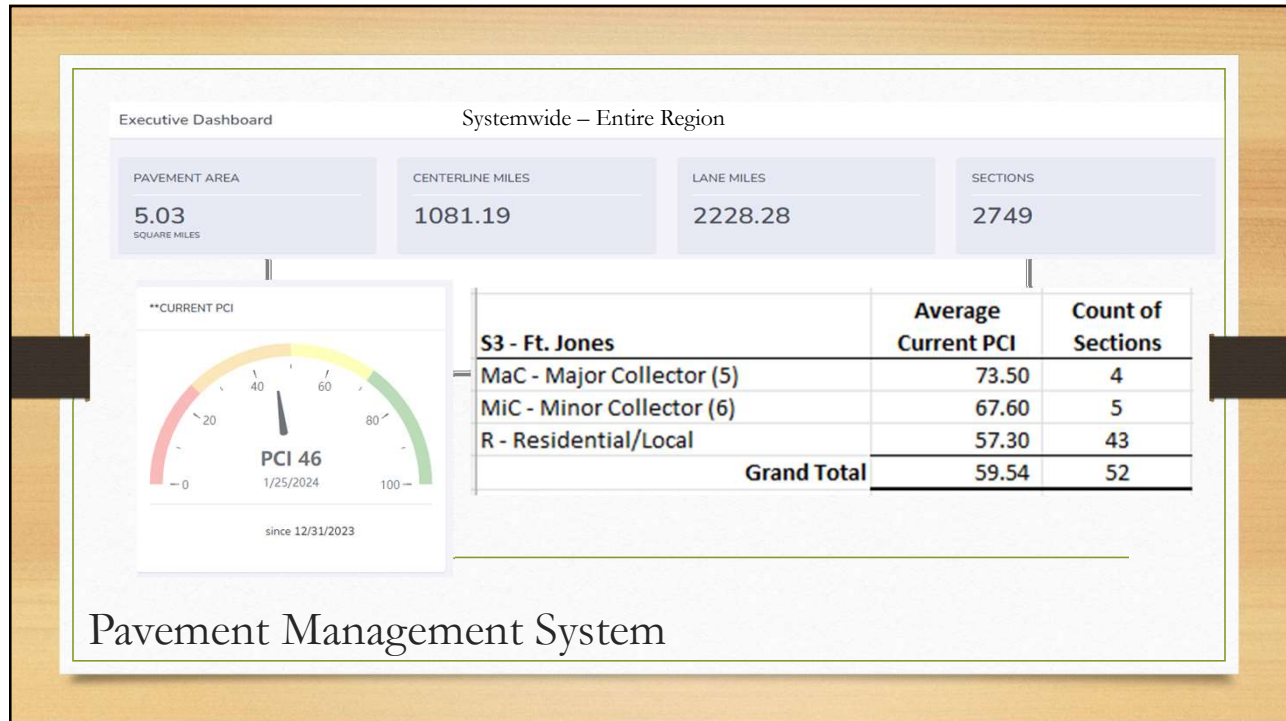
Siskiyou County Pavement Management System

- StreetSaver includes a Pavement Condition Index (PCI) rating for each segment of paved roadway.
- Consultant initially hired in 2015 with subsequent updates conducted in 2017 and 2019.
- SCLTC recently awarded 3-year contract (2023~2026).
- Update Schedule:

Agency	Last Update	Next Update
Fort Jones	2018	2026



8



9



10

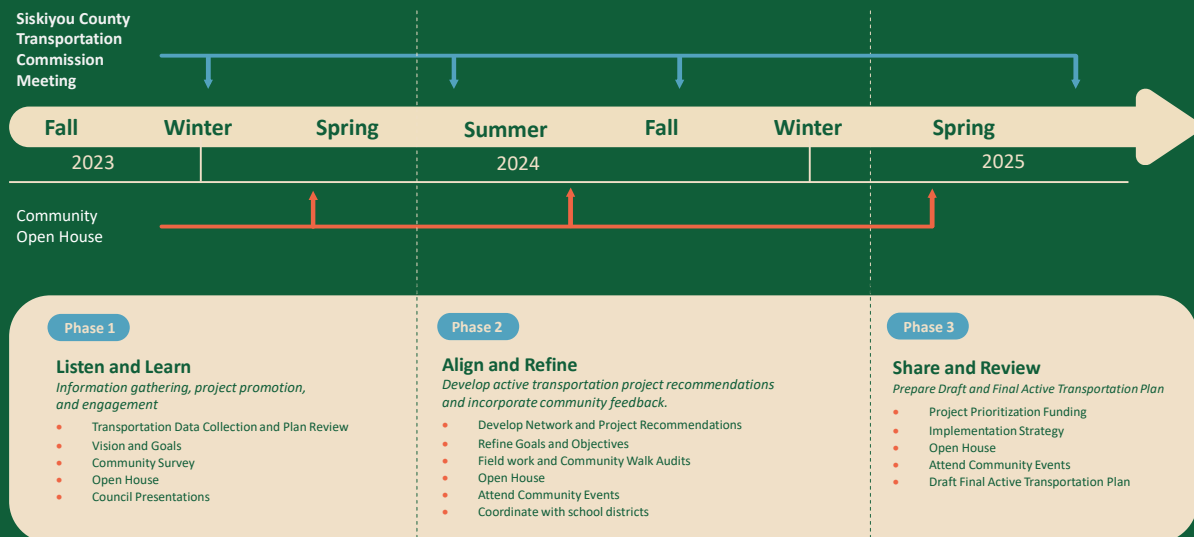
Project Summary

- **Project team:**
 - Siskiyou County Local Transportation Commission (SCLTC)
 - Alta Planning + Design, Inc.,
 - Siskiyou Outdoor Recreation Alliance (SORA)
- **Goal:** Prepare a countywide Active Transportation Plan (ATP) by identifying and prioritizing active transportation infrastructure projects, programs, and policies to meet the needs of the community. The **ATP will focus on identifying opportunities to improve pedestrian and bicycle infrastructure, such as crosswalks, bike paths, and sidewalks.**
- **Dates:** Winter 2023 through spring 2025
- **Funding:** Grant from the California Transportation Commission's Active Transportation Program

Active Transportation Plan Siskiyou County

11

Siskiyou ATP Project Timeline



12

Engagement Strategies

The following outreach strategies will be conducted to inform the public about the project and address their transportation needs in the plan. All public materials will be available in English and Spanish.

- Technical Advisory Committee (TAC)
- Community opinion survey
- Open houses at project milestones
- Coordination meetings with key partners such as school districts, local agencies, community-based groups.
- Walk audits
**** Week of April 29th through May 3rd**
- Project promotion with webpage and social media
- Mobile outreach at 8 community events throughout the County

Tentative List of Events

Montague Balloon Fair
 Butte Valley Fair
 Dunsmuir Railroad Days
 Mount Shasta July Fourth
 McCloud Mushroom Festival
 Weed Carnevale
 Yreka Gold Rush Days
 Scott Valley - Rodeo

Do you have suggestions for other key partners?

Active Transportation Plan Siskiyou County

13

Local Transportation Commission

co.siskiyou.ca.us/transportationcommission

County Links | Fire Resources | Funding Opport. | Google | Local Transportation... | Reporting Links | Regulatory Links | Stakeholder Links | Vendor Sites

Siskiyou County California
Mountains of Opportunity

Government | Resources | Services | Public Safety | I Want To...

How Can We Help You?

TRANSPORTATION COMMISSION

- Regional Active Transportation Plan
- Agendas & Minutes
- Overall Work Program
- Planning Documents
- RTIP/STIP

Local Transportation Commission

Supporting Documents

- Request for Service Form - Public Hearing (81 KB)
- Social Services Transportation Advisory Council (SSTAC) Application for Appointment (215 KB)

Contact Information

Melissa Cummins,
 Executive Director
 Siskiyou County Transportation Commission
 1312 Fairlane Road, Suite 2
 Yreka, CA 96097
 Phone: 530-709-5060
 email: general@siskiyoucoltc.org

[View Full Contact Details](#)

14

Next Steps

- Existing conditions analysis draft expected later this month.
- Please share existing data, planned projects, or policies related to active transportation!
- Help us promote the survey!
 - Printed copies of survey are being provided to each city hall.
- First open house and walk audits coming in April
- Project Page:
<https://www.co.siskiyou.ca.us/transportationcommission/page/regional-active-transportation-plan>

Active Transportation Plan Siskiyou County

15

Looking
to the
Future

Regional Transportation Plan – Fall 2024

- Requires input and participation from all local agencies.
 - Roads
 - Transit
 - Active Transportation
 - Airports

Zero Emissions

Evacuation and Preparedness Plan

* If grant is awarded.

16

Questions?



Melissa Cummins
Executive Director

melissa@siskiyoucoltc.org
530.709.5060

Current Website:
<https://www.co.siskiyou.ca.us/transportationcommission>



Public Works Report

January 2024

Sewer

We completed the CIWQS reporting for the month of December. We are working on the annual CIWQS report due in April. Everett attended the one week driving class in Redding and then took the DMV drive test the following Wednesday. Everett received his Class A CDL license. He went and took the written exam to gain his tanker endorsement and passed. He has also received his wastewater one license on 1/10/2024. He sent in the Chief Plant Operator form to the SWRCB declaring him as the CPO for the Town of Fort Jones WWTF. We resolved an issue at the Towns wastewater flowmeter battery/ solar array/ controller, getting it back up and running. We notified a parcel owner on Bridge Street about their illegal connection to the Towns sewer system and asked them to remedy the situation. They are working towards that goal and agreed with PW assessment.

Water

The static well level was 16 feet on February 2nd, 2024. We pumped about 2.2 million gallons this month and sold about 2 million gallons. Everett did the SAFER drought report for the State. If anyone is interested I can provide the drought report for review. We performed a cross connection inspection on a parcel on Bridge Street with no potential cross connection found. We are still having some issues with the tank and the well when it is raining. We will be working on the annual EAR report in February. We solicited bids for a new VFD and sensor for

the well. We provided some information to the County for their groundwater sustainability plan. We reviewed the Towns water testing schedule and found that we need to test for antimony, gross alpha particle decay and radium by March. We contacted Pace labs and made arrangements for them to test for these particles. We took water samples at the well and sent them in to have them tested for the 25 PFAS forever chemicals. I am pleased to report that there was no detectable level of any of the 25 PFAS chemicals in The Towns water supply. We read all of the meters and entered all of the information into the Towns billing software. We responded to a few shut off/on calls during normal business hours.

Roads

We met with Code enforcement and Mountain Crest Gardens to discuss the Towns easements through the parcels. Mountain Crest agrees to keep 14 feet open for fire trucks, and to not put any permanent structures over the top of the existing easements. In other news, a large pine tree became uprooted and fell over the access road to the water tanks. We cut up the large pine tree to clear the Towns easement going up the water tanks. We changed the oil and checked the fluid levels/ topped off all of the fluids on both the work trucks. We greased the backhoe, dump truck and John Deere tractor. We ordered a replacement fuel strainer bowl for the John Deere. We filled in a sinkhole on Dale Street. We got the windshield in the F-250 fixed.

Parks

We switched out an old outside light at Town Hall with a new one. We replaced all the bulbs in the Town Hall office with brighter bulbs. We took out all of the trash from the parks weekly. We are continuously cleaning out the shop, removing old items consolidating like items etcetera. We poisoned the gofers at Walker Fields twice throughout the month. We changed the air filter at Town Hall library.



The Town of Fort Jones

FEBRUARY 2024 Report **Town Administrator/Clerk**

Town Finance:

Cherie, the Accounting Clerk has completed the financial reconciliation of the CDBG accounts and has started to work with individual loan holders to ensure both the Town and the loan holder have as complete of records as possible. As the process begins to finalize we will be working with the accountants to bring all the accounts and documents in order for the Auditor. This may include bringing items for Council approval.

Work is now pivoting to general accounting practices. Cherie has started the deposit reconciliation for all the Town's accounts. This is the first step in reconciling the Towns accounts, and a major component of audit work. After the current year deposits are reconciled, we will work to reconcile disbursements and interfund transfers. Once we are current for this year, we will maintain reconciliation processes going forward and work on prior years.

Utilities:

Carolyn continues to work on the clean up of the UB Max system. We are in the process of linking property owners/landlords to accounts and then creating new accounts for tenants. This is a much needed step in managing the billing process for utilities.

I continue to work on the services agreement forms. This work is tied back to the general fee schedule that was discussed at the special meeting.

General Office:

Carolyn has worked very hard to bring the Town's event calendar live on the Town's website. This will be an interactive feature for residents, enabling them to see events, and in the near future, book events online. This is a work in progress and we will provide updates on the website as the features become live.

I am working on developing Standard Operating Procedures for various aspects of Town operations ranging from fiscal processes to processes for the public to utilize for town services. These written processes will increase the efficiency as well as consistency.

Ft. Jones Police Chief's Monthly Report

January 2024

Happy new year everyone. This year has started off well and with the continuation of projects and extended court cases being adjudicated after years of work it appears we will continue to make great progress. Several of these cases have been investigated and worked on for several years, so when cases finally conclude, and we see a positive result for the victims and community, it makes it all worth it. As you will see below, we have continued our high calls for service, but with a slowdown of written cases. In my experience, when you see a reduction in written cases it is because of the continued presents and determination of officers in bringing a certain standard to the community. While we have only been providing law enforcement services to town for 4 years now, along with fire and ambulance services, it has shown with the progress made, that everyone has come accustomed to and has the expectations of a high quality public safety standard. It is our continued goal to make the town of Ft. Jones one of the safest places to live in the country.

Traffic- Along with weather related issues, officers continue to patrol problematic areas of town as a priority to reduce traffic violations and keep our streets safe for all, especially pedestrians. Several crosswalk stings have been executed in the attempt to catch violators unwilling to stop for pedestrians crossing the road. Numerous citations have been issued and one case was pulled involving a near miss and the driver leaving the scene. It is apparent we need to introduce some kind of change in signage to Main Street in order to provide additional safety to our streets. The cal-trans project will not be completed for several years so an interim solution will be necessary. I will be working with City Manager Stanshaw on a couple of ideas I believe will provide safety to our streets without compromising the budget.

Schools- We have now completed 100 days of the school year, which means we are on the downhill side. We continue to work very closely with the district in the attempt to bring safety to our schools and youth. This year we have made progress in several areas of school safety improvements and look forward to many more. Our school administration has come accustomed to calling us immediately when a situation arises, giving us the ability to handle a problem before it evolves into a major issue. We also continue to develop a school resource officer program to hopefully be implemented into our district soon.

Animal Control- We continue to see several animal control issues a month with many of them involving the same owners and animals. While we have written numerous citations and incarcerated several dogs, it appears providing adjudication with an in-house hearing board will provide more accountability and a better outcome, especially when holding the property owner accountable. Many of these owners are absentee and don't really care about the problems we deal with on a daily basis. Like many cases, people won't really take it seriously until they are hit in the pocketbook.

Reports/Cases- As of this date we have approximately 10 written cases for the year. Again, these cases reflect an actual written case with them being sent to other departments such as the District Attorney's Office. This does not reflect calls for service. These cases also include abatement cases. Several of these ordinance cases have been active and we will be hopefully closing out shortly. As with any of the abatement issues we are always looking towards voluntary compliance. These are also all civil issues not criminal so the time a case remains open can be long periods often over a year. As our major abatement cases continue to see progress and closure we now have the experience and knowledge of what has been working and what has not. As mentioned at the last meeting the implementation of an in house hearing process will help the town not only enforce but hold

violators more accountable. With written cases also comes the continued investigation and court process which adds sometimes 100's of hours to one case. It's part of law enforcement and we are blessed to have the high quality of officers we do.

Calls for Service- Our calls for service for the month continue to be at a high volume as you can see in the attached stat report. These calls include our assistance to the fire department as well as the ambulance service. We have also been assisting allied agencies on a regular basis including regular calls for service and the implementation of search warrants. PAL events have also taken many hours Tuesday through Saturday which throws a curve ball into our daily activities. Time management has become very important as we transition to new officers and priorities of the town.

Code Enforcement- Enforcement continues to be on the forefront and we continue to have positive results and cooperation from those involved. The last day of transition for the motel was completed on the 3rd of February so the new owners now have complete control. We look forward to the work they will be performing in cleaning up the area. The follow-up has shown to take much of our time, however with the results we are seeing makes it well worth it. I have been very happy with the results of our ordinances, and it continues to be one other agencies are looking to in the attempt to create ordinances of their own. Again, as always, a big thank you to Mercedes for the major task of overhauling and implementation of the Town's Ordinances. With good ordinances comes the availability to uphold the town's regulations and help our town head in a positive sustaining direction. We now have had enough time to see the positive changes it brought to our town, like the motel. We hope to not only see the motel cleaned up but become additional positive growth to town.

PAL- We will be beginning our basketball season for 2024 in February along with preparing for the upcoming wrestling and swim season. The swim season will run through the summer with practice being Monday through Friday with competitions occurring over the weekends. PAL has been updating policy and procedures while hoping to provide stipends to most coaches. PAL is based on volunteers running the programs and while being very successful in providing all the programs we do, it would be nice to provide something to coaches for their continued hard work.

Training- All Officer and I have been attending trainings including our mandated perishable skills classes. January 1st marks the last year of a two year time frame to get these trainings completed. The COS ADJ program continues to make these much-needed trainings available and free to local agencies. Any other advanced officer training we utilize through post are reimbursable making the attendance obtainable for our small town officers.

Our new Officers, once officially hired will begin their 16 week field training program, bringing additional coverage to town. It will be exciting to be back to full staff and operating at full capacity. This will provide all officers the ability to take vacation and limit on call status to defray the burn out of law enforcement.

Reserves- Currently we have three reserves on the roster. Each of these reserves is putting in the required time and have been a great asset to the department. We as a community are blessed to have these individuals willing to put their lives on the line and ask for nothing in return including pay.

As mentioned before we have an open door policy and look forward to city staff, council, and our community visiting us. You are our eyes and ears out there as we can't be everywhere at once. We rely on your help to be able to provide the best service possible to our community. Please come in and visit, share what you are experiencing, and if able come out on a ride along with an officer. We are all on the same team and we enjoy working together to solve our community's needs.



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

CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 01/01/2024 to 02/07/2024,
Primary Unit = ETNA%,
Response Area = 5A

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
01/03/2024 18:41	2401030047		PTRL	12425 N MAIN ST		
01/04/2024 16:51	2401040039	5240001	FND	12137 N MAIN ST		
01/07/2024 00:49	2401070004		DP	12519 MARBLE VIEW AVE		
01/08/2024 10:24	2401080012		WI	12315 MAIN ST		
01/10/2024 08:17	2401100004		VEH STOP	11307 MAIN ST		
01/10/2024 08:31	2401100005		VEH STOP	11300 N HWY 3		
01/10/2024 08:44	2401100007		VEH STOP	0000 MAIN ST		
01/10/2024 11:38	2401100022		FLP	12315 MAIN ST		
01/11/2024 19:31	2401110051		TRSP	322 SCOTT RIVER RD		
01/11/2024 19:33	2401110052	5240003	MP	DIGGLES ST/NEWTON ST		
01/15/2024 11:35	2401150006		CHAB	00 BRIDGE ST		
01/16/2024 15:57	2401160025	5240005	IDTFT	11906 MAIN ST		
01/17/2024 00:22	2401170001	5240006	MH	11954 MAIN ST		
01/18/2024 16:46	2401180049		DV	400 HIGH ST		
01/19/2024 11:21	2401190020	5240007	ANIMAL	12709 MAIN ST		
01/19/2024 15:47	2401190035		FLP	12049 MAIN ST		
01/19/2024 15:52	2401190036	5240008	CHAB	12061 MAIN ST		
01/20/2024 16:00	2401200025		VEH STOP	MAIN ST/ALLISON WAY		
01/20/2024 16:34	2401200029		VEH STOP	MAIN ST/ALLISON WAY		
01/22/2024 13:02	2401220019		VEH STOP	11300 N HWY 3		
01/22/2024 14:26	2401220027	5240009	CHAB	1101 BUTTE ST	4	
01/23/2024 11:25	2401230022		VEH STOP	ALLISON WAY/MAIN ST		
01/23/2024 20:34	2401230046		ANIMAL	113 BUTTE ST		
01/27/2024 08:09	2401270006		DP	321 SCOTT RIVER RD		
01/28/2024 07:26	2401280003		ANIMAL	113 BUTTE ST		
01/28/2024 12:08	2401280011		MH	209 CARLOCK ST		
01/30/2024 18:01	2401300052		FLP	101 BUTTE ST		
01/31/2024 07:00	2401310007		MMIS	11907 DIGGLES ST		
02/01/2024 15:38	2402010040		ATC	12425 N MAIN ST		

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
02/01/2024 19:27	2402010051		VEH STOP	11300 N HWY 3		
02/02/2024 12:13	2402020032		VEH STOP	MAIN ST/ALLISON WAY		
02/06/2024 20:27	2402060045		PTRL	11954 MAIN ST		
02/07/2024 09:19	2402070008		NCRM	11219 N HWY 3	C	

TOTAL CALLS: 33



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 36 calls for service in the month of January. Members participated in 20 hours of scheduled training and numerous hours of online and out of area training.

January 2024 Calls

Call Type	City Limits	Out of City
MEDICAL AID	8	13
PUBLIC ASSIST	2	5
TRAFFIC ACCIDENT	0	3
FLUE FIRE	1	0
FALSE ALARM	1	1
TRAILER FIRE	0	1
AGENCY ASSIST	1	0
Total	13	23

We received the SCBAs purchased off the FEMA grant. The departments involved with the grant have all taken possession of their SCBAs and the 8 received by Fort Jones have been placed into service.

We are working on two more FEMA grants. One to finish acquiring the rest of the needed SCBAs to replace all of the old ones and one to pursue replacing hose and nozzles. Currently much of our hose is well beyond the NFPA standard of 10 years and although currently works we are starting to see some issues with it that is indicative of needed replacement in the near future. This will also be a regional grant with Etna and Scott Valley to get us all on a common hose and nozzle package for operational efficiency on incidents.

E-1311 is back in service from the Medford shop where it received annual maintenance and had some needed repairs done. E-1310 replaced for an overdue annual and should be back by the end of next week.



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,

2023 was as eventful year for the Fort Jones Fire department. We responded to 452 calls with a total of 1037 individual responses. Weekly department training consumed over 1500-man hours not including a driver/operator course, annual wildland refresher and various other outside trainings that our volunteers attended.

Call Type	Fort Jones	Scott Valley	Etna	Out of Area
2023 Calls				
Average Response Time	3.75 Min	14.5 Min	11.25 Min	67 Min
Structure Fires		3	1	
Flue Fires	2	3	4	
Vehicle Fires		3		
Wildland Fires		12		2
Propane/gas Fire	2			
All Other Fires	1	3		
EMS	96	183	15	
Vehicle Accidents	1	11		
Powerline/Electrical	1	4		
Public Assist	13	34		
Agency Assist	3	1		
False Alarm	9	13	1	
Alarm Malfunction	5		1	
Cancelled	2	19	3	1
Total	135	289	25	3

**Fort Jones Town Council
Special Meeting
January 26, 2024**

CERTIFICATION OF POSTING AGENDA

I, Joshua Stanshaw, Town Administrator and Clerk, for the Town of Fort Jones, hereby certify that the agenda for the January 26, 2024 regular meeting of the Town Council was posted at the Town Hall, near the door of the Town Council Chambers, Ray's Food Place, outside Ace Hardware, on the front window of the Fort Jones Post Office and on the Town's website www.fortjonesca.org on January 25, 2024.

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

Joshua Stanshaw, Town Administrator and Clerk

ROLL CALL:

The special meeting of the Fort Jones Town Council was called to order in person by Mayor Mercedes Garcia at 5:30 p.m. In addition to the mayor, councilmembers present were Kathye Banks, Mark Eayrs, Julia Collie-Mason, and Alexander LaRiviere.

Staff present: Joshua Stanshaw, Town Administrator/Clerk.

PLEDGE OF ALLEGIANCE: Led by Mayor Garcia

PUBLIC COMMENTS:

There were no public comment on the agenda items.

ADJOURN TO CLOSED SESSION:

Adjourned to Closed Session at 5:33 PM

CLOSED SESSION:

1. Public Employee Performance Evaluation §54957
 - a. Fire Chief
 - b. Accounting Clerk

RETURN TO OPENS SESSION:

Return to Open Session at 6:45 PM

REPORT ON CLOSED SESSION

2. The only reportable action in Closed Session was direction given to staff.

DISCUSSION / REPORTS: ACTION ITEMS:

Under Civil Code § 49630(d) agenda item 4. Appointment of Town Treasurer was added by unanimous vote.

3. Review of Fee Schedule

Discussion: Town Administrator & Clerk, Joshua, brought forward a copy of a master fee schedule for review and direction by Council. The need for a review of Town Ordinances and Resolutions was discussed. Council gave direction to the Town Administrator to review existing Town Ordinances and Resolutions, as well as research requirements for

4. Appointment of Town Treasurer

Discussion: Town Administrator brought requested this addition to the agenda to appoint a treasurer for the Town of Fort Jones. This position is a requirement of California General Law Cities, and is further needed to fully execute bank signer document. Historically the position has been appointed to the incumbent Accounting Clerk.

The current Accounting Clerk, Cherie Stephen had agreed to accept the appointment if so appointed by Council.

Motion: Council Member Ayers made the motion to appoint Cherie Stephen as Treasurer for the Town of Fort Jones.

Second: La Riviere

Ayes: M. Garcia, K. Banks, M. Eayrs, J. Collie-Mason, A. LaRiviere

Nays: None

Motion: Passes

STAFF COMMENTS:

Town Administrator and Clerk, Joshua Stanshaw, thanked the Council and was relieved the week was over. It has been challenging in keeping up with shifting high priority projects of the Town.

COUNCIL COMMENTS:

K. Banks gave a report on the Recycling program within the County. Mayor Pro Tem Banks is the Town's delegate on the County committee. The County committee has been working on a county wide grant for \$600,000 for a composting/green waste project. Additionally there has been discussion on installing automated recycling machines at Rain Rock Casino.

ADJOURNMENT:

The meeting was adjourned at 7:08 p.m. The next regular town council meeting is scheduled to be held on February 12, 2024 at 7:00 p.m.

Attest:

Joshua Stanshaw, Town Administrator/Clerk

Approved:

Mercedes Garcia, Mayor

Type	Date	Num	Name	Memo	Split	Amount
02-810025 - GF						
Bill Pmt -Check	01/03/2024	26559	E&S Engineers and Surveyors	Dec Planning Dept # 4333	2000 - AP	-500.00
Bill Pmt -Check	01/03/2024	26560	Everett Hulquist *	Travel and fee for Class A license drug test Dec 2023	2000 - AP	-71.09
Bill Pmt -Check	01/03/2024	26561	Fort Jones Ace Hardware	statement Acct 112265	2000 - AP	-324.34
Bill Pmt -Check	01/03/2024	26562	Fort Jones Lumber	5010: 297197 & 297286	2000 - AP	-698.23
Bill Pmt -Check	01/03/2024	26563	Gold Nugget Printing	Dec 2023 Newsletter	2000 - AP	-385.37
Bill Pmt -Check	01/03/2024	26564	Golden State Risk Management Authority	EB-001371	2000 - AP	-1,796.00
Bill Pmt -Check	01/03/2024	26565	Jiffy's Truck School, LLC.	Truck School fee and truck rental for Everett	2000 - AP	-3,995.00
Bill Pmt -Check	01/03/2024	26566	Mt. Shasta Spring Water	Acct 136371	2000 - AP	-71.45
Bill Pmt -Check	01/03/2024	26567	Quad-B Systems	Invoice 10243	2000 - AP	-1,547.32
Bill Pmt -Check	01/03/2024	26568	Scott River Pump	23-58958	2000 - AP	-240.00
Bill Pmt -Check	01/03/2024	26569	Suburban Propane	1638-042614 for 121323	2000 - AP	-726.11
Bill Pmt -Check	01/03/2024	26570	SWRCB	Drinking Water annual fees	2000 - AP	-1,125.98
Bill Pmt -Check	01/03/2024	26571	Us Bank Corporate Payment Systems	statement date12.15.23, acct # 4866914555516 423	2000 - AP	-2,570.36
Bill Pmt -Check	01/03/2024	26572	Valley Pacific Petroleum Services	Account: C302016 ;12-15-2023	2000 - AP	-978.84
Bill Pmt -Check	01/03/2024	26573	Valley Tire Andrew, Juliusson	Invoice number 55487	2000 - AP	-177.84
Paycheck	01/05/2024	26574			-SPLIT-	-267.81
Paycheck	01/05/2024	26575	Arrwood, Teresa		-SPLIT-	-51.72
Paycheck	01/05/2024	26576	Barnes, David		-SPLIT-	-72.03
Paycheck	01/05/2024	26577	Buker*, Breanna		-SPLIT-	-55.41

Accrual Basis	Type	Date	Num	Name	Memo	Split	Amount
Paycheck		01/05/2024	26578	Font*, Ron GEPFORD,		-SPLIT-	-874.56
Paycheck		01/05/2024	26579	NICHOLAS A Hess*, Samantha		-SPLIT-	-117.29
Paycheck		01/05/2024	26580	F KWASNIKOW,		-SPLIT-	-69.26
Paycheck		01/05/2024	26582	VICTOR A		-SPLIT-	-45.25
Paycheck		01/05/2024	26583	Schott*, Dawn Scroggins,		-SPLIT-	-308.45
Paycheck		01/05/2024	26584	Jaysen L		-SPLIT-	-69.26
Paycheck		01/05/2024	26585	Stebbins, Glade		-SPLIT-	-48.82
Paycheck		01/05/2024	26586	Varga*, Alex		-SPLIT-	-15.70
Paycheck		01/05/2024	26588	Wear, John Wedgley,		-SPLIT-	-19.40
Paycheck		01/05/2024	26589	Shannon HOOVER,		-SPLIT-	-28.63
Paycheck		01/05/2024	26581	MARK A		-SPLIT-	-44.32
Paycheck		01/05/2024	26587	Wailes, Dustin R		-SPLIT-	-15.70
Paycheck		01/05/2024	26590	Banks, Kathye J		-SPLIT-	-92.35
Paycheck		01/05/2024	26591	Eayrs, Mark Garcia,		-SPLIT-	-92.35
Paycheck		01/05/2024	26592	Mercedes M LaRiviere,		-SPLIT-	-166.23
Paycheck		01/05/2024	26593	Alexander		-SPLIT-	-92.35
Paycheck		01/05/2024	26594	Hess, Joseph E Hess, Samantha		-SPLIT-	-1,846.07
Paycheck		01/05/2024	26595	F Hoefer, Carolin		-SPLIT-	-251.96
Paycheck		01/05/2024	26596	B Hullquist*,		-SPLIT-	-1,072.26
Paycheck		01/05/2024	26597	Kevin Hullquist,		-SPLIT-	-1,204.63
Paycheck		01/05/2024	26598	Everett McFall, Celeste		-SPLIT-	-2,143.87
Paycheck		01/05/2024	26599	J		-SPLIT-	-230.73
Paycheck		01/05/2024	26600	Nobles, Suzanne		-SPLIT-	-616.94
Paycheck		01/05/2024	26602	Stephen, Cherie I Whitworth,		-SPLIT-	-725.16
Paycheck		01/05/2024	26603	Barbara A Stanshaw,		-SPLIT-	-78.50
Paycheck		01/05/2024	26601	Joshua J		-SPLIT-	-3,012.38
Liability Check		01/05/2024		QuickBooks Payroll Service	Created by Payroll Service on 01/04/2024	-SPLIT-	-5,109.27

Type	Date	Num	Name	Memo	Split	Amount
Bill Pmt -Check	01/05/2024	26604	Joseph Hess	Travel expense	2000 - AP	-189.95
Bill Pmt -Check	01/05/2024	26605	Prentice Long	Dec Inv 6325	2000 - AP	-786.80
Bill Pmt -Check	01/05/2024	26606	Ubeo West LLC	518853254	2000 - AP	-324.88
Bill Pmt -Check	01/17/2024	26607	AT&T	FD iPads and new phone	2000 - AP	-943.89
Bill Pmt -Check	01/17/2024	26608	Derick Girven	roof leak / sheet rock	2000 - AP	-560.00
Bill Pmt -Check	01/17/2024	26609	ESO Solutions Inc.	Emergency Reporting for Fire Department	2000 - AP	-850.00
Bill Pmt -Check	01/17/2024	26610	HydroKleen	Invoice # 75 Nov 2023	2000 - AP	-500.00
Bill Pmt -Check	01/17/2024	26611	Pacific Power	billing	2000 - AP	-5,171.35
Bill Pmt -Check	01/17/2024	26612	PlaceWorks	Housing Element 6th cycle	2000 - AP	-1,560.00
Bill Pmt -Check	01/17/2024	26613	Scott Valley Auto Parts	Dec billing Inv # 379842, 379849, 379884,380457, 380566	2000 - AP	-206.52
Bill Pmt -Check	01/17/2024	26614	Scott Valley Disposal	Dec billing Acct. 350	2000 - AP	-310.00
Bill Pmt -Check	01/17/2024	26615	Siskiyou County Economic Council	Invoice - Jan 2024	2000 - AP	-416.67
Bill Pmt -Check	01/17/2024	26616	Siskiyou Telephone	Dec billing	2000 - AP	-817.89
Bill Pmt -Check	01/17/2024	26617	Valley Pacific Petroleum Services	Account: C302016 ;12-31- 2023	2000 - AP	-536.51
Liability Check	01/17/2024		QuickBooks Payroll Service Victor	Created by Payroll Service on 01/10/2024 Expense for	Federal Unemplmt	-3,191.90
Bill Pmt -Check	01/18/2024	26618	Kwasnikow	physical	2000 - AP	-240.00
Bill Pmt -Check	01/18/2024	26641	ALLSTAR Fire Equipment Inc.		2000 - AP	-222,582.36
Bill Pmt -Check	01/18/2024	26643	Alex Varga	Per Diem Head Fire 2023	2000 - AP	-204.00
Bill Pmt -Check	01/18/2024	26644	Andrew Juliusson	Per Diem Head Fire 2023	2000 - AP	-68.00

Type	Date	Num	Name	Memo	Split	Amount
Bill Pmt -Check	01/18/2024	26645	Joseph Hess	Per Diem from Head Fire 2023	2000 - AP	-204.00
Bill Pmt -Check	01/18/2024	26646	Shannon Wedgley*	Per Diem Head Fire	2000 - AP	-136.00
Paycheck	01/19/2024	26624	Hess, Joseph E		-SPLIT-	-12,536.31
Paycheck	01/19/2024	26626	Hoefer, Carolin B		-SPLIT-	-1,070.06
Paycheck	01/19/2024	26627	Hullquist*, Kevin		-SPLIT-	-1,381.58
Paycheck	01/19/2024	26642	Hullquist, Everett		-SPLIT-	-2,057.44
Paycheck	01/19/2024	26629	McFall, Celeste J		-SPLIT-	-274.58
Paycheck	01/19/2024	26630	Nobles, Suzanne		-SPLIT-	-513.73
Paycheck	01/19/2024	26635	Stephen, Cherie I		-SPLIT-	-492.21
Paycheck	01/19/2024	26619	Andrew, Juliusson		-SPLIT-	-5,453.30
Paycheck	01/19/2024	26620	Arrwood, Teresa		-SPLIT-	-5,214.92
Paycheck	01/19/2024	26621	Barnes, David		-SPLIT-	-1,822.99
Paycheck	01/19/2024	26622	Buker, Breanna C		-SPLIT-	-3,498.47
Paycheck	01/19/2024	26623	Font *, Ron		-SPLIT-	-1,836.45
Paycheck	01/19/2024	26625	Hess, Samantha F		-SPLIT-	-10,993.07
Paycheck	01/19/2024	26631	Schott, Dawn M		-SPLIT-	-11,930.36
Paycheck	01/19/2024	26632	Scroggins, Jaysen L		-SPLIT-	-5,263.87
Paycheck	01/19/2024	26634	Stebbins, Glade		-SPLIT-	-4,886.03
Paycheck	01/19/2024	26636	Varga, William A		-SPLIT-	-8,647.48
Paycheck	01/19/2024	26637	Wailes, Dustin R		-SPLIT-	-6,508.44
Paycheck	01/19/2024	26638	Wear, John		-SPLIT-	-1,730.43
Paycheck	01/19/2024	26639	Wedgley, Shannon		-SPLIT-	-7,296.05
Paycheck	01/19/2024	26633	Stanshaw, Joshua J		-SPLIT-	-3,012.38
Paycheck	01/19/2024	26640	Whitworth, Barbara A		-SPLIT-	-78.49
Liability Check Payment	01/19/2024 01/22/2024		QuickBooks Payroll Service MAD Players	Created by Payroll Service on 01/18/2024	-SPLIT- 1200 - AR	-69,119.43 315.00

	Date	Num	Name	Memo	Split	Amount
Payment	01/22/2024	10585147 & 10586574	County of Siskiyou - WIC		1200 - AR	300.00
Payment	01/22/2024		Cal Forest		1200 - AR	150.00
Payment	01/22/2024		Julia Collie-Mason*		1200 - AR	30.00
Payment	01/22/2024	cash	Hunt		1200 - AR	150.00
Payment	01/22/2024	0233	Backcountry Horsemen		1200 - AR	30.00
Payment	01/22/2024		D. Lazcano		1200 - AR	150.00
Payment	01/22/2024	9092	North Zone Fallers, Inc.		1200 - AR	400.00
Payment	01/22/2024	29043936483	Jamie Huber		1200 - AR	150.00
Payment	01/22/2024		Don Flickinger		1200 - AR	15.00
Liability Check	01/22/2024		QuickBooks Payroll Service	Created by Payroll Service on 01/19/2024	-SPLIT-	-218.50
Bill Pmt -Check	01/25/2024	26647	Charles W. Pillon	Inv# 4586	2000 - AP	-543.75
Bill Pmt -Check	01/25/2024	26648	City of Medford Finance Department	Fire Dept- Fleet Services-Nov and Dec 2023	2000 - AP	-3,236.64
Bill Pmt -Check	01/25/2024	26649	David Dunn	monthly stipend for services in Dec 23 and Jan 24	2000 - AP	-700.00
Bill Pmt -Check	01/25/2024	26650	Dawn Schott	Reimbursement for Costco - Food	2000 - AP	-62.45
Bill Pmt -Check	01/25/2024	26651	League of California Cities	Inv-11714-L1B9V8 Membership Dues	2000 - AP	-467.00
Bill Pmt -Check	01/25/2024	26652	League of California Cities*	Inv 5277	2000 - AP	-100.00
Bill Pmt -Check	01/25/2024	26653	Mark Hoover	Physical - reimbursement	2000 - AP	-240.00
Bill Pmt -Check	01/25/2024	26654	Mean Gene's Gas	Invoice 173290 Museum	2000 - AP	-416.39
Bill Pmt -Check	01/25/2024	26655	SHN Consulting Engineers & Geologists	Invoice 119983 - Dec 2023	2000 - AP	-2,428.42

Type	Date	Num	Name	Memo	Split	Amount
Bill Pmt -Check	01/25/2024	26656	Siskiyou County Tax Collector	Town property tax 2nd Quarter 2023/24	2000 - AP	-171.21
Bill Pmt -Check	01/25/2024	26657	Us Bank Corporate Payment Systems	statement date01.15.24, acct # 4866914555516 423	2000 - AP	-7,637.09
Bill Pmt -Check	01/25/2024	26658	Valley Pacific Petroleum Services	Account: C302016 ;01-15- 2024	2000 - AP	-521.60
Bill Pmt -Check	01/31/2024	26659	California Rural Water Assn.	Jan 2024 - Jan 2025 Renewal Jan 2024	2000 - AP	-631.00
Bill Pmt -Check	01/31/2024	26660	Fort Jones Ace Hardware	statement Acct 112265	2000 - AP	-381.81
Bill Pmt -Check	01/31/2024	26661	Fort Jones Lumber	5010: 299623, 299246, 301258	2000 - AP	-91.06
Bill Pmt -Check	01/31/2024	26662	Golden State Risk Management Authority	Inv GS2313100616	2000 - AP	-36,642.34
Bill Pmt -Check	01/31/2024	26663	Horne LLP dba CA LIHWAP	pay run 12052022	2000 - AP	-475.00
Bill Pmt -Check	01/31/2024	26664	PACE Engineering Suburban	Project 2935.01 Engineering Assistance 1638-042614	2000 - AP	-892.50
Bill Pmt -Check	01/31/2024	26665	Propane	for 011724	2000 - AP	-1,284.13
Bill Pmt -Check	01/31/2024	26666	Valley Tire	Invoice # 55557, 55663, 55722	2000 - AP	-2,864.14
Bill Pmt -Check	01/31/2024	26667	Verizon Wireless	Cell phones Nov and Dec billing acct 670733444- 00001	2000 - AP	-237.94
Total 02-810025 - GF						-498,018.35
TOTAL						-498,018.35

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
Income				
1I - General Government Income				
4099 - Property Taxes				
Slater Fire Prop Tax	0.00	0.00	0.00	0.0%
4100 - Secured Current	65,197.95	74,666.65	-9,468.70	87.32%
4101 - Unsecured Current	4,496.13	2,333.35	2,162.78	192.69%
4102 - Unsecured Delinquent	277.36	0.00	277.36	100.0%
4106- Supp Int	19.55	0.00	19.55	100.0%
4108- Supp Del	0.00	0.00	0.00	0.0%
4507 - Homeowner Alloc	555.67	700.00	-144.33	79.38%
4508 - VLF Net	37,268.21	37,916.65	-648.44	98.29%
4512 - Off Highway Vehicle Tax	0.00	641.65	-641.65	0.0%
4514- Unsec Interest	0.00	0.00	0.00	0.0%
4516- Sup Current	2,367.16	700.00	1,667.16	338.17%
4518 - CA Fish& Game PILT	0.00	46.65	-46.65	0.0%
Total 4099 - Property Taxes	110,182.03	117,004.95	-6,822.92	94.17%
4111 - Sales Tax	172,362.51	169,166.65	3,195.86	101.89%
4214 - Land Use	529.00	87.50	441.50	604.57%
4215e - Tax Allocation - Parks	0.00	71,458.35	-71,458.35	0.0%
4216 - Franchises	7,719.30	4,491.65	3,227.65	171.86%
4218 - Business License	2,286.35	3,500.00	-1,213.65	65.32%
4301- Fees Booking	0.00	23.35	-23.35	0.0%
4302- Fees Collection Cost	-6.92	-26.25	19.33	26.36%
4303 - Vehicle Fees	24.97	58.35	-33.38	42.79%
4400 - Rent	4,900.00	2,333.35	2,566.65	210.0%
4410 - Interest General Fund	2.79	0.00	2.79	100.0%
4504 - Motor Vehicle in Lieu	0.00	0.00	0.00	0.0%
4730 - Miscellaneous	12.10	17.50	-5.40	69.14%
Transfer In - Admin	0.00	237,860.60	-237,860.60	0.0%
Transfer Out - Tax Allocation	0.00	285,833.35	-285,833.35	0.0%
1I - General Government Income - Other	61,967.61	0.00	61,967.61	100.0%
Total 1I - General Government Income	359,979.74	891,809.35	-531,829.61	40.37%
2I - Public Safety Income				
2a - Law Enforcement				
4111- Growth Alloc	413.60	0.00	413.60	100.0%
4112 - COPS Allocation	138,059.64	58,333.35	79,726.29	236.67%
4115 - 17-18 Growth Allocation	0.00	29,166.65	-29,166.65	0.0%
4116 - Prop172	1,815.95	729.15	1,086.80	249.05%
4117 - Tax Allocation - Law Enf	0.00	42,875.00	-42,875.00	0.0%
Animal Control				
4230 - Dog Licenses	60.00	350.00	-290.00	17.14%
Total Animal Control	60.00	350.00	-290.00	17.14%
2a - Law Enforcement - Other	350.23			
Total 2a - Law Enforcement	140,699.42	131,454.15	9,245.27	107.03%
2b - Fire Protection				
4740 - Fire Dept.	7,770.83	1,400.00	6,370.83	555.06%
4741 - Tax Allocation - Fire	0.00	71,458.35	-71,458.35	0.0%
4750 - Strike Team Income	6,072.64	204,166.65	-198,094.01	2.97%

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
Total 2b - Fire Protection	13,843.47	277,025.00	-263,181.53	5.0%
Total 2I - Public Safety Income	154,542.89	408,479.15	-253,936.26	37.83%
3I - Public Works Income				
3a - Streets Income				
4499 - Gas Tax 2103	2,915.39	2,916.65	-1.26	99.96%
4500 - Gas Tax 2106	3,429.98	3,500.00	-70.02	98.0%
4501 - Gas Tax 2107	2,456.27	2,333.35	122.92	105.27%
4502 - Gas Tax 2107.5	1,000.00	583.35	416.65	171.42%
4503 - Gas Tax 2105	1,783.28	2,333.35	-550.07	76.43%
4530 - Local Transportation	2,159.08	2,333.35	-174.27	92.53%
4534-Prop 42 TCRF	0.00	466.65	-466.65	0.0%
4538-Vehicle License Fee	0.00	233.35	-233.35	0.0%
4540 - Tax Allocation - Roads	9,744.59	42,875.00	-33,130.41	22.73%
SB1	2,714.02	4,083.35	-1,369.33	66.47%
Total 3a - Streets Income	26,202.61	61,658.40	-35,455.79	42.5%
3b - Sewer Income				
4210 - Tax Allocation - Sewer	0.00	42,875.00	-42,875.00	0.0%
4212 - Sewer Revenue	89,708.17	42,000.00	47,708.17	213.59%
4213 - Connections & Fees	0.00	291.65	-291.65	0.0%
3b - Sewer Income - Other	276.41	0.00	276.41	100.0%
Total 3b - Sewer Income	89,984.58	85,166.65	4,817.93	105.66%
3c - Water Income				
4810 - Water Revenue	89,851.95	81,666.65	8,185.30	110.02%
4812 - Bulk Water Sales	0.00	0.00	0.00	0.0%
4815 - Tax Allocation - Water	0.00	14,291.65	-14,291.65	0.0%
4820 - Water Interest	0.00	0.00	0.00	0.0%
4830 - Water Connections	0.00	175.00	-175.00	0.0%
4835 - Material Reimbursement	22.00			
4840 - Gretchen Acres Assess	4,065.55	1,750.00	2,315.55	232.32%
3c - Water Income - Other	0.00	0.00	0.00	0.0%
Total 3c - Water Income	93,939.50	97,883.30	-3,943.80	95.97%
3I - Public Works Income - Other	100.00			
Total 3I - Public Works Income	210,226.69	244,708.35	-34,481.66	85.91%
5I - American Rescue Plan Act				
4915 - ARPA Income	0.00	0.00	0.00	0.0%
Total 5I - American Rescue Plan Act	0.00	0.00	0.00	0.0%
4900 - CBDG Interest				
MI Bank/LAIF Interest	0.00	0.00	0.00	0.0%
4900 - CBDG Interest - Other	11,353.52	0.00	11,353.52	100.0%
Total 4900 - CBDG Interest	11,353.52	0.00	11,353.52	100.0%
4901 - SCORE Reimbursement	0.00	0.00	0.00	0.0%
4903 - Library Reimbursement	8,163.98	4,958.35	3,205.63	164.65%
4904 - SWRCB Reimbursement	0.00	0.00	0.00	0.0%
4911 Coronavirus Relief Fund	0.00	0.00	0.00	0.0%
4950-Housing Interest	0.00	0.00	0.00	0.0%
Housing Interest	3,282.47	0.00	3,282.47	100.0%
Total Income	747,549.29	1,549,955.20	-802,405.91	48.23%

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
Gross Profit	747,549.29	1,549,955.20	-802,405.91	48.23%
Expense				
1E- General Government Expense				
2285 - IT Services	10,232.57	7,583.35	2,649.22	134.94%
5100- Council/Election	2,545.37	2,333.35	212.02	109.09%
5110- Mayor Payroll	1,080.00	1,260.00	-180.00	85.71%
5210- Clerk Payroll	2,704.24	2,100.00	604.24	128.77%
5220- Supp\USPO\Petty	7,175.18	2,333.35	4,841.83	307.51%
5400 - Professional Fees				
5401 - Legal Fees	7,807.66	20,787.10	-12,979.44	37.56%
5402 - Accounting Fees	4,449.43	6,416.65	-1,967.22	69.34%
5403 - Consulting Fees	81,483.75	43,750.00	37,733.75	186.25%
5404 - Engineering Fees - Annex	0.00	18,375.00	-18,375.00	0.0%
5405 - Reimbursed Expenses	0.00	0.00	0.00	0.0%
5400 - Professional Fees - Other	1,500.00	1,750.00	-250.00	85.71%
Total 5400 - Professional Fees	95,240.84	91,078.75	4,162.09	104.57%
5500- Planning				
5502 - City Promotion	0.00	5,833.35	-5,833.35	0.0%
5501 - Economic Development	3,750.03	3,966.65	-216.62	94.54%
5500- Planning - Other	14,583.05	291.65	14,291.40	5,000.19%
Total 5500- Planning	18,333.08	10,091.65	8,241.43	181.67%
5550- Library Payroll	7,320.00	4,900.00	2,420.00	149.39%
5555 - Admin Payroll	15,247.51	62,277.85	-47,030.34	24.48%
5600- Misc.	0.00	233.35	-233.35	0.0%
5700- Publication	0.00	291.65	-291.65	0.0%
5705 - Dues and Subscriptions	1,618.39	583.35	1,035.04	277.43%
6205- Health Insurance	2,675.20	9,916.65	-7,241.45	26.98%
6300- Insurance				
6204- Workers Compensation	10,505.67	6,358.35	4,147.32	165.23%
6303- Liability Insurance	37,489.39	2,702.60	34,786.79	1,387.16%
6304 -Property Insurance	0.00	1,180.10	-1,180.10	0.0%
6305 - Crime Insurance	8.01	87.50	-79.49	9.15%
6300- Insurance - Other	0.00	933.35	-933.35	0.0%
Total 6300- Insurance	48,003.07	11,261.90	36,741.17	426.24%
6301- Insurance Expense	0.00	145.85	-145.85	0.0%
6400- Property Tax	342.42	560.00	-217.58	61.15%
6406- 98 Bank Charge	10.00	0.00	10.00	100.0%
9150-City Hall Expenses				
1-012 - City Hall Power	2,450.35	2,829.15	-378.80	86.61%
133000- City Hall water	224.30	175.00	49.30	128.17%
2281- City Hall Phone	0.00	1,166.65	-1,166.65	0.0%
6601-Library Expense	0.00	291.65	-291.65	0.0%
9154 - Disposal 2 yd Bin	930.00	1,750.00	-820.00	53.14%
9155 - Equipment Finance	2,208.36	2,100.00	108.36	105.16%
9150-City Hall Expenses - Other	3,464.06	0.00	3,464.06	100.0%
Total 9150-City Hall Expenses	9,277.07	8,312.45	964.62	111.61%
9152- Propane	0.00	7,000.00	-7,000.00	0.0%
1E- General Government Expense - Other	660.23	0.00	660.23	100.0%

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
Total 1E- General Government Expense	222,465.17	222,263.50	201.67	100.09%
2E- Public Safety Expense				
2EA- Law Enforcement Expense				
7120 - Admin Allocation - Law E	0.00	23,786.00	-23,786.00	0.0%
7125 - Law Enforcement Services	111,578.00	86,949.35	24,628.65	128.33%
7135- Police Maintenance	0.00	4,666.65	-4,666.65	0.0%
7145- Dispatch	0.00	5,979.15	-5,979.15	0.0%
7180 - Law Enforcement - Other	0.00	2,916.65	-2,916.65	0.0%
7181 - Law Enforcement Phones	1,281.38	1,400.00	-118.62	91.53%
Animal Control				
7930- Animal Control	200.00	291.65	-91.65	68.58%
Total Animal Control	200.00	291.65	-91.65	68.58%
2EA- Law Enforcement Expense - Other	0.00	0.00	0.00	0.0%
Total 2EA- Law Enforcement Expense	113,059.38	125,989.45	-12,930.07	89.74%
2EB- Fire Department Expense				
7515 - FD Sleeper Grocery	1,236.31	0.00	1,236.31	100.0%
7532 - FF Training	0.00	875.00	-875.00	0.0%
Crime Insurance	13.68	0.00	13.68	100.0%
7550 - Misc Expense _ Fire Dept	679.08	175.00	504.08	388.05%
6310- Property Insurance	170.81	933.35	-762.54	18.3%
7500 - Admin Allocation - Fire	0.00	59,465.00	-59,465.00	0.0%
7505 - Liability Insurance	924.03	3,150.00	-2,225.97	29.33%
7506 - Work Comp Insurance	1,531.75	11,666.65	-10,134.90	13.13%
7507 - Auto Insurance	1,367.29	9,333.35	-7,966.06	14.65%
7510- Fire Dept Payroll	1,105.46	8,750.00	-7,644.54	12.63%
7511- Firefighter Physicals	240.00	58.35	181.65	411.31%
7512 - Live Scan	0.00	116.65	-116.65	0.0%
7513 - Calls & Meetings	9,526.50	5,250.00	4,276.50	181.46%
7520- Fire Dept Supl & Mtnce	19,520.16	13,416.65	6,103.51	145.49%
7525- Pub Safety Fuel & Oil				
7527- Gas Reimbursement	93.61			
7525- Pub Safety Fuel & Oil - Other	6,363.10	5,250.00	1,113.10	121.2%
Total 7525- Pub Safety Fuel & Oil	6,456.71	5,250.00	1,206.71	122.99%
7540- Fire Dept. Utilities				
1-001- Fire Dept. Power Bill	1,844.07	2,333.35	-489.28	79.03%
2261- Fire Dept. Phone	3,360.70	2,508.35	852.35	133.98%
2262 - Disposal	930.00	583.35	346.65	159.42%
7541- Propane	0.00	116.65	-116.65	0.0%
Total 7540- Fire Dept. Utilities	6,134.77	5,541.70	593.07	110.7%
2EB- Fire Department Expense - Other	288,851.63	0.00	288,851.63	100.0%
Total 2EB- Fire Department Expense	337,758.18	123,981.70	213,776.48	272.43%
2EC - Strike Team Expenses				
7514 Seasonal FF Payroll	31,400.00	30,000.00	1,400.00	104.67%
Crime Insurance	13.68	0.00	13.68	100.0%
6311 - Property Insurance	165.32	0.00	165.32	100.0%
7502 - Auto Insurance	1,367.29	0.00	1,367.29	100.0%
7505b - Liability Insurance	926.03	0.00	926.03	100.0%
7506b - Workers Comp Ins	1,531.75	0.00	1,531.75	100.0%

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
7513 Fleet Maintenance - Strike	0.00	14,000.00	-14,000.00	0.0%
7515 - Strike Team Payroll	214,520.78	98,000.00	116,520.78	218.9%
7516 - Payroll Taxes				
7517 - FICA	0.00	7,875.00	-7,875.00	0.0%
7518 - Medicare	0.00	1,597.15	-1,597.15	0.0%
7519 - SUI	0.00	2,625.00	-2,625.00	0.0%
Total 7516 - Payroll Taxes	0.00	12,097.15	-12,097.15	0.0%
2EC - Strike Team Expenses - Other	612.00			
Total 2EC - Strike Team Expenses	250,536.85	154,097.15	96,439.70	162.58%
2E- Public Safety Expense - Other	362.45			
Total 2E- Public Safety Expense	701,716.86	404,068.30	297,648.56	173.66%
3E- Public Works Expense				
3EA- Streets				
8505 - Clothes Allowance	0.00	14.60	-14.60	0.0%
Crime Insurance	2.17	0.00	2.17	100.0%
1-000 - Street Lights				
02 HPSV Lights	271.82	350.00	-78.18	77.66%
02 HPSV Metal Lights	125.50	58.35	67.15	215.08%
10 HPSV Wood Lights	1,766.82	2,041.65	-274.83	86.54%
11 HPSV Lights	690.17	291.65	398.52	236.64%
72 HPSV Lights	5,809.86	7,000.00	-1,190.14	83.0%
Total 1-000 - Street Lights	8,664.17	9,741.65	-1,077.48	88.94%
6306- Property Insurance	0.00	233.35	-233.35	0.0%
8110 - Admin Allocation - Stree	0.00	35,679.00	-35,679.00	0.0%
8120- Street Mtnce/Utilities				
1-005 - Barn Power	853.30	1,166.65	-313.35	73.14%
1-006 Barn Maintenance	0.00	0.00	0.00	0.0%
1-007 - Phone Bill	681.09	700.00	-18.91	97.3%
8121- Street Maintenance				
8126- LTC	0.00	58.35	-58.35	0.0%
8127- STIP Project - Consulting	0.00	0.00	0.00	0.0%
8121- Street Maintenance - Other	200.00	0.00	200.00	100.0%
Total 8121- Street Maintenance	200.00	58.35	141.65	342.76%
8120- Street Mtnce/Utilities - Other	0.00	0.00	0.00	0.0%
Total 8120- Street Mtnce/Utilities	1,734.39	1,925.00	-190.61	90.1%
8130- Equipment Maintenance				
8131- Fuel & Oil	0.00	1,166.65	-1,166.65	0.0%
8132- Repairs	0.00	1,166.65	-1,166.65	0.0%
8133- Parts & Supplies	1,385.74	291.65	1,094.09	475.14%
8135- Roads	0.00	583.35	-583.35	0.0%
Total 8130- Equipment Maintenance	1,385.74	3,208.30	-1,822.56	43.19%
8136 -Auto Insurance	0.00	350.00	-350.00	0.0%
8137- Mobile Equip	38.41	0.00	38.41	100.0%
8199- Road Payroll	10,795.12	6,218.35	4,576.77	173.6%
8200- Major Street Const.				
8245 - STIP	0.00	0.00	0.00	0.0%
8200- Major Street Const. - Other	0.00	0.00	0.00	0.0%

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
Total 8200- Major Street Const.	0.00	0.00	0.00	0.0%
8250 - Street Engineering	0.00	583.35	-583.35	0.0%
8300- Secondary Street Const.	24,733.13			
8509 - Liability Insurance	92.21	466.65	-374.44	19.76%
8511 - Work Comp Insurance	177.62	875.00	-697.38	20.3%
3EA- Streets - Other	93.21	0.00	93.21	100.0%
Total 3EA- Streets	47,716.17	59,295.25	-11,579.08	80.47%
3E- Public Works Expense - Other	194.68			
Total 3E- Public Works Expense	47,910.85	59,295.25	-11,384.40	80.8%
3EB- Sewer Expense				
8545 - Clothes Allowance	0.00	14.60	-14.60	0.0%
Crime Insurance	1.09	0.00	1.09	100.0%
6308-Property Insurance	251.72	379.15	-127.43	66.39%
8505 - Admin Allocation - Sewe	0.00	49,205.35	-49,205.35	0.0%
8510- Sewer Payroll	6,320.65	9,555.00	-3,234.35	66.15%
8520- Sewer Expenses				
1-015 - Sewer Power bill	105.29	116.65	-11.36	90.26%
1-019 bbp sewer	80.12	175.00	-94.88	45.78%
8521- Sewer Rep & Mtnce	578.22	1,166.65	-588.43	49.56%
8527 Fuel-Oil	0.00	291.65	-291.65	0.0%
8553- Auro Insurance	162.31	379.15	-216.84	42.81%
8520- Sewer Expenses - Other	-138.76	0.00	-138.76	100.0%
Total 8520- Sewer Expenses	787.18	2,129.10	-1,341.92	36.97%
8522 - Waste Water Monitoring	2,100.00	2,916.65	-816.65	72.0%
8530- Sewer Supplies	53.62	583.35	-529.73	9.19%
8535-Office	0.00	0.00	0.00	0.0%
8540- State Fees	30,531.00	12,250.00	18,281.00	249.23%
8549- Mobile Equip.	38.41	58.35	-19.94	65.83%
8550 - Liability Insurance	124.19	466.65	-342.46	26.61%
8551 - Work Comp Insurance	237.50	1,166.65	-929.15	20.36%
8552 - Training	0.00	175.00	-175.00	0.0%
Sewer Testing	0.00	1,166.65	-1,166.65	0.0%
3EB- Sewer Expense - Other	773.55			
Total 3EB- Sewer Expense	41,218.91	80,066.50	-38,847.59	51.48%
3EC- Water Expense				
8618 - Clothes Allowance	0.00	14.60	-14.60	0.0%
Crime Insurance	1.09	0.00	1.09	100.0%
6307-Property Insurance	882.95	991.65	-108.70	89.04%
8605 - Allocate Admin - Water	1,077.00	47,572.00	-46,495.00	2.26%
8609- Water Training	7,134.82	291.65	6,843.17	2,446.36%
8610- Water Parts & Supplies	2,725.41	583.35	2,142.06	467.2%
8612- Water Office & Postage	1,752.64	2,916.65	-1,164.01	60.09%
8615- Water Payroll	38,888.63	11,223.35	27,665.28	346.5%
8620- Water Repairs & Mtnce	1,041.92	2,916.65	-1,874.73	35.72%
8623- Mobile Equip.	38.41	87.50	-49.09	43.9%
8624 - Auto Insurance	162.31	379.15	-216.84	42.81%
8625- Water Liability Ins	124.19	466.65	-342.46	26.61%
8626 - Work Comp	297.37	1,750.00	-1,452.63	16.99%

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
8627 - Fuel-Oil	4,287.16	758.35	3,528.81	565.33%
8630- Water Fees & Testing	4,257.86	2,333.35	1,924.51	182.48%
8640- Water Utilities				
1-000 - Water Power				
New Pump	7,045.73	8,166.65	-1,120.92	86.27%
Old pump	358.99	583.35	-224.36	61.54%
Total 1-000 - Water Power	7,404.72	8,750.00	-1,345.28	84.63%
1-001 - Water Phones				
468-2598	1,911.20	1,458.35	452.85	131.05%
468-5864	549.18	525.00	24.18	104.61%
Cell	832.16	0.00	832.16	100.0%
Total 1-001 - Water Phones	3,292.54	1,983.35	1,309.19	166.01%
Total 8640- Water Utilities	10,697.26	10,733.35	-36.09	99.66%
8650- Water Engineering	0.00	0.00	0.00	0.0%
8660- Water Interest				
8632 - Revenue Bond Interest	0.00	7,875.00	-7,875.00	0.0%
Total 8660- Water Interest	0.00	7,875.00	-7,875.00	0.0%
3EC- Water Expense - Other	475.00	0.00	475.00	100.0%
Total 3EC- Water Expense	73,844.02	90,893.25	-17,049.23	81.24%
3EG -8690 -Water Planning Grant	1,657.50	0.00	1,657.50	100.0%
4E- Parks & Recreation Expense				
9151- City Hall Maintenance	827.81	4,666.65	-3,838.84	17.74%
9115 - Clothes Allowance	0.00	14.60	-14.60	0.0%
Crime Insurance	1.09	0.00	1.09	100.0%
9116 - Janitorial Payroll	8,586.36	3,048.50	5,537.86	281.66%
02 Admin Allocation - Parks	0.00	23,786.00	-23,786.00	0.0%
03 Parks & Recreation Grants				
2020 Per Capita - Scout Hall	110.00	0.00	110.00	100.0%
2020 Per Capita - LLP				
Improvements	116.00	0.00	116.00	100.0%
LLP Project Payroll	152.00	0.00	152.00	100.0%
2020 Per Capita - LLP - Other	0.00	0.00	0.00	0.0%
Total 2020 Per Capita - LLP	268.00	0.00	268.00	100.0%
Total 03 Parks & Recreation Grants	378.00	0.00	378.00	100.0%
6305- Property Ins Parks				
9104- Mobile Equip.	38.41	0.00	38.41	100.0%
6305- Property Ins Parks - Other	1,010.78	1,458.35	-447.57	69.31%
Total 6305- Property Ins Parks	1,049.19	1,458.35	-409.16	71.94%
9105- Auto Insurance	162.31	408.35	-246.04	39.75%
9106 - Work Comp Parks	474.99	1,750.00	-1,275.01	27.14%
9107 - Liability Ins Parks	250.53	1,166.65	-916.12	21.47%
9108 - L.L. Park	0.00	0.00	0.00	0.0%
9109- Parks Payroll	10,382.82	16,986.65	-6,603.83	61.12%
9110 - Park Expense	31.25	1,166.65	-1,135.40	2.68%
9130- Ball Park Expenses				
1-002 - LLP Snack	187.74	116.65	71.09	160.94%
1-013 - BBP lights	1,003.71	1,458.35	-454.64	68.83%

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
1-014 - LLP lights	67.23	175.00	-107.77	38.42%
1-017 - BBP pump	87.60	0.00	87.60	100.0%
9131- Maintenance & Supplies	718.94	2,916.65	-2,197.71	24.65%
9130- Ball Park Expenses - Other	0.00	109.10	-109.10	0.0%
Total 9130- Ball Park Expenses	2,065.22	4,775.75	-2,710.53	43.24%
9140- Scout Hall Expenses				
1-006 - Scout Hall Power	408.77	320.85	87.92	127.4%
9141- Scout Hall Repairs	0.00	0.00	0.00	0.0%
Total 9140- Scout Hall Expenses	408.77	320.85	87.92	127.4%
9160- Museum Expenses				
1-004 - Museum Electricity	280.41	583.35	-302.94	48.07%
1-XXX - Museum Monitor Fuel	1,988.52	1,166.65	821.87	170.45%
5568- Museum Phone	682.18	875.00	-192.82	77.96%
9161- Museum Maintenance	39.20			
Total 9160- Museum Expenses	2,990.31	2,625.00	365.31	113.92%
4E- Parks & Recreation Expense - Other	0.00	0.00	0.00	0.0%
Total 4E- Parks & Recreation Expense	27,608.65	62,174.00	-34,565.35	44.41%
4EF - Sewer Grant	6,872.54	0.00	6,872.54	100.0%
5E - American Rescue Plan				
6.1 - Government Expense	197.75	0.00	197.75	100.0%
Total 5E - American Rescue Plan	197.75	0.00	197.75	100.0%
6504- Payroll Taxes				
Federal Unemployment	4,255.38	0.00	4,255.38	100.0%
6506- FICA	25,289.03	10,177.40	15,111.63	248.48%
6508- Medicare	5,914.37	4,887.15	1,027.22	121.02%
6512- SUI	10,922.25	2,228.35	8,693.90	490.15%
6516 - ETT	0.00	5.85	-5.85	0.0%
6504- Payroll Taxes - Other	0.00	0.00	0.00	0.0%
Total 6504- Payroll Taxes	46,381.03	17,298.75	29,082.28	268.12%
9700- CBDG Const Housing				
Gen Adm & Program Delivery	631.75	0.00	631.75	100.0%
Housing Loans				
Gomez	457.79	0.00	457.79	100.0%
Johnson P	-49.10			
Vasquez	-244.82			
Total Housing Loans	163.87	0.00	163.87	100.0%
Total 9700- CBDG Const Housing	795.62	0.00	795.62	100.0%
Payroll Expenses	48,937.54	1,458.35	47,479.19	3,355.68%
Reconciliation Discrepancies	2.00	0.00	2.00	100.0%
Total Expense	1,219,608.44	937,517.90	282,090.54	130.09%
Net Income	-472,059.15	612,437.30	-1,084,496.45	-77.08%



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: February 12, 2024
From: Joshua Stanshaw, Town Administrator
Subject: Fire Chief

Background

The Fire Chief position description is currently set as an hourly, non-exempt, position. The duties of the Fire Chief are extensive both operationally for public safety and administrative regarding the overall functioning of the fire department. This status as hourly, non-exempt, necessitates that the Fire Chief track their time, not only during “normal” business hours, but also on after hours calls for service and training. This makes the timekeeping exceptionally difficult and potentially results in costly overtime. Additionally, this creates difficulties in making sure that the correct overtime rules are applied based on number days worked and hours worked in a defined work week. Under California Labor Code, exempt employees are required to receive a minimum salary equal to double the minimum wage.

Recommendation

Staff recommends that council review and approve the Accounting Clerk position as a FLSA Exempt (Salaried) Position.



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 Fort Jones Fire Department is working on applying for a FEMA AFG grant for fire hose, nozzles, and related appliances. We are applying as a regional grant to help ensure all valley departments have common equipment to streamline safe and effective fire ground operations. As a regional grant we need a signed MOU between the agencies (Etna, Fort Jones, and Scott Valley Fire). This grant has the same 5% local match requirements as the SCBA grant we received last year. See attached MOU for review.

FY2023 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 a FEMA Assistance to Firefighters Grant for the purpose of purchasing Fire Hose, Nozzles, and related equipment; 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 will 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 subsequently result in this MOU being deemed null and void at the option of signers.
- B) Each party shall provide true and accurate information based upon real data regarding their respective agencies.

- C) Should the grant be successful, each party will be responsible for payment of matching funds up to 5% of the total funds allocated to each individual department and all parties agree that matching funds will be calculated based upon actual equipment mutually agreed upon and received by each agency. All parties will collaborate to calculate what the percentage of total funds each agency will receive. All parties receiving grant funded equipment agree to pay for their proportionate matching funds up to 5% upon receipt of equipment.
- D) Should any party refuse to pay their matching fees as calculated by the above listed method, that party will be responsible for all action taken against 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 for any penalties and/or legal 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. If FJFD (the host agency) is unable to conduct all required FEMA reporting, the Town of Fort Jones shall be the party responsible for completing such reporting.
- F) All agencies are responsible for abiding by any rules and regulations regarding grant funded equipment as set forth by FEMA.
- G) All equipment 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 any equipment delivered on site to any agency in this agreement)
- H) Maintenance and repair of Hose, Nozzles, Adapters, Appliances, and 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 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 March 1st, 2024, at 5pm. Failure by an agency to comply with this deadline may result in this MOU becoming null and void at the option of the signers.

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

_____	_____	____ / ____ /2024
Mayor Print	Sign	Date
_____	_____	____ / ____ /2024
Fire Chief Print	Sign	Date

Town of Fort Jones

_____	_____	____ / ____ /2024
Mayor Print	Sign	Date
_____	_____	____ / ____ /2024
Fire Chief Print	Sign	Date

Scott Valley Fire Protection District

_____	_____	____ / ____ /2024
Chair of the Board Print	Sign	Date
_____	_____	____ / ____ /2024
Fire Chief Print	Sign	Date



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 Fort Jones Fire Department is working on reapplying for the FEMA AFG grant for SCBAs. This is the same grant that we were partially successful with last year. As this is a regional grant, we need a MOU between all agencies (Etna, Fort Jones, and Scott Valley Fire) that are a part of the process. With last year's regional grant we were able to purchase over \$263,000 worth in equipment with a total local match of under \$13,000. Our hope is to be able to replace the remainder of our SCBAs through this grant. This year's grant will have the same 5% local match requirement as last year. See attached MOU for review.

FY2023 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 a FEMA Assistance to Firefighters Grant for the purpose of purchasing Self-Contained Breathing Apparatus, and related equipment; 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 will 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 subsequently result in this MOU being deemed null and void at the option of signers.
- B) Each party shall provide true and accurate information based upon real data regarding their respective agencies.

- C) Should the grant be successful, each party will be responsible for payment of matching funds up to 5% of the total funds allocated to each individual department and all parties agree that matching funds will be calculated based upon actual equipment mutually agreed upon and received by each agency. All parties will collaborate to calculate what the percentage of total funds each agency will receive. All parties receiving grant funded equipment agree to pay for their proportionate matching funds up to 5% upon receipt of equipment.
- D) Should any party refuse to pay their matching fees as calculated by the above listed method, that party will be responsible for all action taken against 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 for any penalties and/or legal 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. If FJFD (the host agency) is unable to conduct all required FEMA reporting, the Town of Fort Jones shall be the party responsible for completing such reporting.
- F) All agencies are responsible for abiding by any rules and regulations regarding grant funded equipment as set forth by FEMA.
- G) All equipment 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 any 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 March 1st, 2024, at 5pm. Failure by an agency to comply with this deadline may result in this MOU becoming null and void at the option of the signers.

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

_____	_____	____/____/2024
Mayor Print	Sign	Date
_____	_____	____/____/2024
Fire Chief Print	Sign	Date

Town of Fort Jones

_____	_____	____/____/2024
Mayor Print	Sign	Date
_____	_____	____/____/2024
Fire Chief Print	Sign	Date

Scott Valley Fire Protection District

_____	_____	____/____/2024
Chair of the Board Print	Sign	Date
_____	_____	____/____/2024
Fire Chief Print	Sign	Date



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: February 12, 2024
From: Joshua Stanshaw, Town Administrator
Subject: RFP – On-Call Planning Services

Background

Fort Jones' current planning capabilities are minimal and by implementing an on-call planning service we are better positioned to meet the needs of residents. This strategic move offers advantages in both cost-effectiveness and access to specialized expertise. Maintaining a full-time staff for every potential planning need might be fiscally impractical, but engaging on-call professionals provides flexibility and affordability. With this approach, Fort Jones can swiftly respond to unforeseen projects or emerging opportunities, leveraging expert skillsets without incurring long-term personnel costs. Furthermore, on-call professionals bring fresh perspectives and diverse experience to the table, fostering innovative solutions and enriching the planning process. In essence, on-call planning offers Fort Jones a cost-efficient, expert-driven approach to tackling future challenges and capitalizing on new possibilities.

Recommendation

Staff recommends that council review and approve the Request for Proposal (RFP) for On-Call Planning Services



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Request for Proposals (RFP) On-Call Planning Services

1. Introduction

The Town of Fort Jones, California, invites qualified and experienced firms to submit proposals for providing on-call planning services. We anticipate a diverse range of projects, including:

- General plan amendments and updates
- Specific plan development and implementation
- Zoning code revisions and updates
- Design guidelines development and revisions
- Community engagement and outreach initiatives
- Environmental impact assessments and compliance
- Grant writing and funding assistance
- Economic development planning and strategies
- Infrastructure planning and feasibility studies

2. Project Scope

The selected firm will provide a comprehensive range of on-call planning services tailored to the Town's evolving needs. Each project's specific scope will be outlined in a separate work order collaboratively developed with the Town. However, proposals should address the following:

- Demonstrated expertise: A team with diverse planning expertise encompassing land use, zoning, environment, design, and community engagement disciplines.
- Rural community experience: Proven success working with small, rural communities similar to Fort Jones, California.
- Regulatory and funding knowledge: In-depth understanding of relevant state and federal regulations and grant opportunities.
- Collaborative approach: Strong communication, collaboration, and project management skills.
- Competitive fee structure: Flexible engagement models and competitive hourly rates for various staff levels.



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3. Submission Requirements

Proposals must be submitted electronically to by [Date]. They should include:

- Cover letter: A concise introduction highlighting your firm's qualifications and alignment with the project objectives.
- Statement of qualifications: A detailed overview of your team's experience and expertise in the aforementioned areas. Include relevant project examples and emphasize experience with rural communities.
- Project management approach: A clear outline of your approach to managing on-call services, including communication, scheduling, invoicing, and progress reporting.
- Staffing plan: Identification of key personnel assigned to the project, along with their relevant experience and qualifications.
- Fee schedule: A comprehensive breakdown of your hourly rates for different staff levels and any additional fees associated with specific services.
- References: Contact information for at least three recent clients who can attest to your work quality and service.

4. Selection Process

The Town will evaluate proposals based on the following criteria:

- Qualifications and experience of the proposed team (40%)
- Understanding of the Town's needs and project scope (20%)
- Approach to project management and communication (20%)
- Fee schedule and cost competitiveness (20%)

Shortlisted firms may be invited for interviews and reference checks may be conducted.

5. Timeline

- RFP issued: [Date]
- Questions due: [Date]
- Proposals due: [Date]
- Shortlisted firms notified: [Date]
- Interviews (if applicable): [Date]



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- Selection of final firm: [Date]

6. Contact Information

Please direct all questions and proposals to:

Joshua Stanshaw
Town Administrator & Clerk

11960 East St
PO BOX 40
Fort Jones, CA 96032

(530) 468-2281
jstanshaw@fortjonesca.com

7. Disclaimer

This RFP is for informational purposes only and does not constitute a binding agreement. The Town reserves the right to reject any or all proposals, amend this RFP, or cancel the procurement process at any time.



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: February 12, 202
From: Joshua Stanshaw, Town Administrator
Subject: RFP - On-Call Hearings Officer

Background

Fort Jones can significantly improve its efficiency and fairness in handling administrative hearings by implementing an on-call hearings officer system. This innovative approach offers several key advantages:

1. **Enhanced Efficiency:** Streamline the hearing process by eliminating the need to schedule regular staff time for often unpredictable caseloads. On-call officers dedicate focused time to hearings, reducing delays and backlog, ensuring timely resolutions for residents and businesses.
2. **Expertise and Neutrality:** Access to a qualified professional with specialized knowledge in administrative law and relevant regulations. These diverse perspectives ensure fair and impartial hearings, fostering trust and public confidence in the system.
3. **Cost-Effectiveness:** Avoid the burden of full-time salaries and benefits, making the system financially sustainable, especially for smaller municipalities like Fort Jones. This cost-conscious approach redirects resources towards other critical initiatives.

By issuing a Request for Proposals outlining specific qualifications, caseload expectations, and a clear understanding of Fort Jones' unique needs, the town can attract highly qualified professionals and tailor the program to best serve its community. Implementing an on-call hearings officer system signifies a commitment to efficient, just, and cost-effective administrative processes, strengthening Fort Jones for the future.

Recommendation

Staff recommends that council review and approve the Request for Proposals (RFP) for an On-Call Hearings Officer.



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Request for Proposals (RFP) On-Call Code Enforcement Hearings Officer

1. Introduction

The Town of Fort Jones, California, seeks qualified legal professionals to submit proposals for the position of On-Call Code Enforcement Hearings Officer. The successful candidate will play a crucial role in upholding the Town's Municipal Code by conducting fair and impartial administrative hearings on alleged violations.

2. Scope of Services

The Hearings Officer will be responsible for:

- Pre-Hearing:
 - Meticulously reviewing case files and evidence presented by the Code Enforcement Officer.
 - Conducting comprehensive legal research to ensure adherence to the Town's Municipal Code and relevant due process requirements.
 - Scheduling hearings at mutually convenient times for all involved parties.
- Hearing Conduct:
 - Presiding over administrative hearings with professionalism and impartiality.
 - Administering oaths to witnesses and ensuring adherence to established protocols.
 - Facilitating the presentation of evidence and testimony from all parties involved.
 - Ruling on evidentiary matters and maintaining a decorous courtroom environment.
- Post-Hearing:
 - Promptly issuing well-written decisions that clearly outline findings of fact, legal conclusions, and any imposed orders or sanctions.
 - Ensuring timely communication of decisions to all parties involved.
 - Maintaining accurate and complete records of all hearings and decisions in accordance with Town policy.



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3. Qualifications

- A minimum of three years of demonstrably successful experience conducting complex administrative hearings.
- Proven expertise in municipal code enforcement matters, particularly regarding building and zoning, nuisance, and animal control regulations.
- Exceptional written and oral communication skills, with the ability to present complex legal matters in a clear and concise manner for diverse audiences.
- Demonstrated commitment to fairness, impartiality, and upholding the highest ethical standards.
- Strong analytical and problem-solving skills, with the ability to effectively manage competing arguments and reach sound legal conclusions.
- Availability to conduct hearings on an as-needed basis, including evenings and weekends.

4. Proposal Requirements

Proposals must be submitted electronically to by February 29, 2024, and include the following:

- Cover Letter:
 - A concise and compelling cover letter expressing your interest in the position and highlighting your qualifications and experience that align with the outlined requirements.
- Resume:
 - A detailed resume showcasing your educational background, professional work history, and relevant legal experience, emphasizing accomplishments and expertise in administrative hearings and municipal code enforcement.
- References:
 - Contact information for three professional references who can provide firsthand insights into your qualifications and character.
- Hourly Rate or Fee Schedule:
 - A clear and competitive hourly rate or fee structure for your services.



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5. Selection Process

The Town will evaluate proposals based on the following criteria:

- Qualifications and experience of the proposed team (40%)
- Understanding of the Town's needs and project scope (20%)
- Approach to project management and communication (20%)
- Fee schedule and cost competitiveness (20%)

6. Timeline

- RFP issued: [Date]
- Questions due: [Date]
- Proposals due: [Date]
- Shortlisted firms notified: [Date]
- Interviews (if applicable): [Date]
- Selection of final firm: [Date]

7. Contact Information

Please direct all questions and proposals to:

Joshua Stanshaw
Town Administrator & Clerk

11960 East St
PO BOX 40
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