



Note Time Change

AGENDA

Regular Meeting

Monday May 13, 2024 – 6:00 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: Led by Mayor

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. Police Department Monthly Report
- B. Fire Department Monthly Report
- C. Public Works Monthly Report
- D. Accounting Clerk's Monthly Report

CONSENT CALENDAR:

1. Items listed on the consent calendar 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. Regular Meeting April 8, 2024
- ii. Special Meeting April 12, 2024

b.) Ratification of Disbursements: April 1 through 30, 2024

c.) Review Budget vs Actual July 1, 2023 through April 30, 2024

DISCUSSION / REPORTS: ACTION ITEMS:

2. Review, discuss and possible action to enter into an Automatic / Mutual Aid Agreement between Cal Fire Siskiyou Unit and the Fort Jones Fire Department.
3. Discuss and possible action to award the contract for the Horn Street Rehabilitation Project to Advantage Paving & Excavating, Inc.
4. Review, discuss and possible action to purchase a Holmatro PCT60 Combi-Tool w/ 2 batteries and charger, plus a Horizontal Mount.
5. Review, discuss and possible action to purchase rescue rope equipment and upgrade hardware.
6. Review, discuss and possible action to move employee retirement accounts from Mission Square to Stifel.
7. Discuss and possible action to sponsor the GlowFest.
8. Review, discuss and possible action to renew the Vaccination Clinic and other Public Health Services MOU with the Siskiyou County Public Health Department.
9. Review, discuss and possible action to accept proposal for professional city clerk training from California Clerk Administrative Services
10. Discuss and possible action to enter into negotiations for a maintenance agreement for the Fort Jones Pavement Project.

PUBLIC COMMENTS ON CLOSED DOOR SESSION:

This is the time for community members to bring up items they wish to discuss regarding the closed session item only.

ADJOURN TO CLOSED SESSION:

CLOSED SESSION:

A. The Council will meet pursuant to Government Code § 54956.9 (a)(d)(2) and Government Code § 54957.1(3)(A) to discuss significant exposure to litigation – Public Works Employee

RETURN TO OPEN SESSION:

REPORT ON CLOSED SESSION:

STAFF COMMENTS:

COUNCIL MEMBER COMMENTS:

ADJOURNMENT:

The next Fort Jones Town Council Meeting is scheduled to be held on June 10, 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 will 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.

Ft. Jones Police Department Monthly Report

April 2024

While spring and winter continue to fight for position, the police department continues to see calls for service and cases on the rise. Attached you will find statistics and case numbers for the month of April. If you need any clarification or have additional questions regarding last month's activities, I will be glad to answer them during the council meeting. Also, as a reminder if there is anything the council wishes to include within the monthly PD report, please let me know so it can be added to any future reports.

Traffic- We continue to fight the good fight towards curbing and enforcing traffic related violations. As mentioned in previous meetings, the valley as a whole has seen a significant increase in traffic which translates to more violations, accidents, and distracted driving. In the past month we have continued to see traffic violations on the rise with more and more reports of improper driving. While we can't be everywhere at once, we try and monitor problematic areas on a consistent basis. More citations have been issued in recent months than ever before; however, it seems improper driving has not subdued. We have been involved with recent traffic audits and researched the implementation of traffic devices along with a change of overall speeds in certain areas. We hope to see some good information come from the traffic audits which will in turn provide the town, state, and county with some fixes to the issues we see on a daily basis.

Schools- With under 25 days left in the school year, we continue to work with teachers and students on various programs we have implemented to have a very successful graduation into the next chapter. Officers have been ensuring patrols are conducted throughout the school day providing a constant reminder to drivers and pedestrians to act appropriately when in proximity to school grounds. Graduations have been set in June, which the police department will be part of to maintain a safe environment for all.

Animal Control- With the new kennels be up and functional we have not had the need for them which proves murphy's law is alive and well. With all joking aside the department has responded to several animal control issues last month but were resolved by other avenues than a kenneling requirement. Thank you to public works along with Officer Whitchurch in providing the labor in building the kennel area. I have no doubt we will be using it on a regular basis soon. Several citations were also issued last month regarding animal control issues around town.

Reports/Cases/citations- This month in addition to report and case numbers, I also added citation numbers to better reflect the PD's activities. Fort Jones has generated nearly 40 written cases for the year and averages approximately 30 calls per service a week. Not included in the service calls are the numerous day to day activities and in-person requests we receive daily. Currently approximately 5-10 citations are issues per week bringing officer self-initiative into play. These citations vary immensely in violations ranging from infractions to

misdemeanors and sometimes evolving into felonies.

Calls for Service- Our service calls have also continued to maintain at a level higher than normal and only expect to see the calls increase. Officers, while on patrol, frequently perform foot patrol in areas where accessibility is a factor with a vehicle but also to meet people face to face while walking around the community. As you may know we have current officers that either hold or are certifying an EMT certificate. Officers are often the first to show up to a medical or fire emergency enabling them to render aid to victims very quickly. These officers work hand in hand with our EMS and fire services, which provide an amazing service to our rural community.

Ordinance Enforcement- Several ordinance violation cases have been ongoing this past month and will continue until the issue is adjudicated. Officer York and been working with county agencies in inspections and the permit process to ensure nothing falls through the cracks. She has also been continuing follow-ups to each case to make sure compliance is met. Some of her older cases are now in the process of complete restoration which will bring new opportunities to our community.

PAL- Our PAL wrestling program has officially ended making way for the swimming season. Wrestling was a huge success this year in many parts thanks to our amazing coach, Allen Bennett. Allen was a returning PAL kid, and we hope we are able to retain him for many years to come. Several out-of-town tournaments were attended by our youth team as well as a local hosted event bringing many wrestlers to our community. PAL will be continuing our partnership with the YESS program this summer as well as provide additional Hunter education classes. We hope to also provide several fishing and mentoring opportunities throughout the summer, bringing something to do for our local youth.



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 = 04/01/2024 to 05/06/2024,
Primary Unit = ETNA%,
Response Area = 1

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
04/01/2024 15:53	2404010034		VEH STOP	MCADAMS CREEK RD/N 3		
04/02/2024 10:28	2404020024		VEH STOP	WEST SIDE/HWY 3		
04/05/2024 18:39	2404050037		FLP	906 HWY 96		
04/13/2024 12:38	2404130015		VEH STOP	N HWY 3/TIMBERLINE RD		
04/13/2024 13:47	2404130021		VEH STOP	MAIN ST/MATHEWS ST		
04/14/2024 17:35	2404140026		VEH STOP	HWY 3/MCADAMS		
04/16/2024 09:15	2404160025		ASST	MINERAL RANGE RD/SERPENTINE LN		
04/24/2024 08:33	2404240004		NCRM	2908 S KIDDER CREEK RD		
04/27/2024 15:55	2404270022		VEH STOP	MAIN ST/MATHEWS ST		
04/27/2024 16:37	2404270028		VEH STOP	N HWY 3/MCADAMS CREEK RD		
04/29/2024 20:04	2404290041		VEH STOP	FRANKLIN LN/N 3		
05/04/2024 14:20	2405040023		VEH STOP	N HWY 3/AIR FORCE WAY		

TOTAL CALLS: 12



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(530) 841-2900

CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 04/01/2024 to 05/06/2024,
Primary Unit = ETNA%,
Response Area = 5

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
04/02/2024 11:32	2404020032		VEH STOP	9305 N STATE HIGHWAY 3		
04/11/2024 19:46	2404110046		M	S HWY 3/STARR ACCESS RD		
04/11/2024 21:15	2404110053		ASST	890 SAWYERS BAR RD		
04/15/2024 21:32	2404150056		TRSP	1444 SAWYERS BAR RD		
04/21/2024 11:38	2404210017		TC	GAZELLE CALLAHAN		
04/22/2024 12:45	2404220034		CODE	11812 S HWY 3		
04/25/2024 13:31	2404250032		VEH STOP	7000 S HWY 3		
04/29/2024 11:55	2404290021		M	8825 FAR AWAY PL		
05/05/2024 17:58	2405050025		VEH STOP	8500 S HWY 3		

TOTAL CALLS: 9



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 = 04/01/2024 to 05/06/2024,
Primary Unit = ETNA%,
Response Area = 5A

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
04/01/2024 13:44	2404010020		OWAS	SCOTT RIVER RD/BRIDGE ST		
04/02/2024 09:24	2404020015		OWAS	11806 MAIN ST		
04/02/2024 15:21	2404020052		DP	12737 MARBLE VIEW AVE	1273	
04/02/2024 17:28	2404020054	5240029	DP	11300 N HWY 3		
04/02/2024 20:51	2404020065		BURG	11931 MAIN ST		
04/03/2024 13:13	2404030023		ASST	12525 MARBLE VIEW AVE		
04/04/2024 09:19	2404040015		NCRM	11801 MAIN ST		
04/04/2024 10:50	2404040022		CODE	12079 MAIN ST		
04/04/2024 15:02	2404040048		FLP	231 BRIDGE ST		
04/04/2024 17:31	2404040063		FLP	12079M MAIN ST		
04/05/2024 11:16	2404050013	5240030	CHAB	237 BUTTE ST		
04/06/2024 12:57	2404060021		VEH STOP	MAIN ST/DON ST		
04/06/2024 13:50	2404060023	5240031	VEH STOP	MATHEWS ST/CARLOCK ST		
04/10/2024 09:54	2404100024		DP	12300 MAIN ST		
04/11/2024 19:53	2404110047		M	12054 OAK MILL DR		
04/12/2024 12:43	2404120020		M	101 BUTTE ST		
04/13/2024 15:44	2404130025		FLP	11927 MAIN ST		
04/14/2024 11:25	2404140015		VEH STOP	MAIN ST/BUTTE ST		
04/14/2024 12:20	2404140017		ANIMAL	11929 MAIN ST		
04/14/2024 18:30	2404140027		VEH STOP	11307 MAIN ST		
04/17/2024 09:22	2404170010		ANIMAL	12701 OAK MILL DR		
04/17/2024 13:39	2404170025		ANIMAL	103 NEWTON ST		
04/18/2024 10:07	2404180013		ASST	BASEBALL FIELD		
04/19/2024 13:56	2404190029	5240032	VEH STOP	BUTTE ST/MAIN ST		
04/19/2024 17:38	2404190046	5240033	M	11501 MATHEWS ST		
04/20/2024 09:26	2404200016	5240034	BURG	11501 MATHEWS ST		
04/20/2024 19:33	2404200046		VEH STOP	MAIN ST/ALLISON WAY		
04/22/2024 06:45	2404220006		VEH STOP	MAIN ST/STERLING ST		
04/22/2024 07:11	2404220007	5240035	VEH STOP	SCOTT RIVER RD/BRIDGE ST		

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
04/22/2024 15:34	2404220046		DP	130 NEWTON ST		
04/23/2024 19:05	2404230065		FLP	12345 MAIN ST		
04/24/2024 18:29	2404240043		M	11549 MAIN ST		
04/24/2024 20:40	2404240051		OWAS	11307 MAIN ST		
04/25/2024 10:37	2404250021		PTRL	11906 MAIN ST		
04/25/2024 12:59	2404250030		TRSP	12504 OAK MILL DR		
04/25/2024 17:55	2404250046		ASST	24 CARLOCK ST		
04/26/2024 07:49	2404260009		SCHOOL	11501 MATHEWS ST		
04/26/2024 15:18	2404260040		ANIMAL	11931 DIGGLES ST		
04/27/2024 10:09	2404270012		VEH STOP	MAIN ST/DOUGLAS ST		
04/27/2024 21:58	2404270043		VEH STOP	MAIN ST/BUTTE ST		
04/29/2024 11:58	2404290022		CIV	12360 MARBLE VIEW AVE		
04/30/2024 17:09	2404300033	5240036	RO	11801 MAIN ST		
05/03/2024 09:36	2405030014		DP	11501 MATHEWS ST		
05/04/2024 12:14	2405040016		FLP	41 DON ST		
05/04/2024 14:08	2405040021		VEH STOP	HWY3 / MINERAL RANGE		
05/05/2024 07:19	2405050007		M	215 DALE AVE		

TOTAL CALLS: 46



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 40 calls for service in the month of April. Members participated in 26 hours of scheduled training and numerous hours of online and out of area training. The department has responded to 139 calls in 2024.

April 2024 Calls

Call Type	City Limits	Out of City
MEDICAL AID	5	15
PUBLIC ASSIST	4	3
TRAFFIC ACCIDENT	0	3
FLUE FIRE	1	1
FALSE ALARM	0	5
VEHICLE FIRE	0	1
AGENCY ASSIST	0	1
WILDLAND FIRE	0	1
Total	10	30

We submitted a FEMA grant for Recruitment and Retention. If successful this grant will pay for a full-time Recruitment and Retention Officer for 4 years, various recruitment materials, PPE and training for up to 24 new Firefighters over the 4 years as well as various advanced trainings for current firefighters. This will be a zero-match grant with over \$780,000 in federal funds.

Together with Etna Fire, Scott Valley Fire, and Cal Fire; we completed our annual wildland refresher training in preparation for fire season. This was conducted as part of our joint weekly trainings which continue to be well attended.

Public Works Report

April 2024

Sewer

We completed the CIWQS reporting for the month of April. We are pleased to report that no spills occurred in the system or at the ponds during this time. We located the Towns sewer main behind the Denny Bar building on Main St to assist them with their replacement of their sewer lateral. We flushed portions of the sewer main on Carlock Street.

Water

We have been changing the parameters at the new VFD/controller to get it to turn on and off when it should. We oversaw the installation of the new surge tank at the well. We updated the lead service line inventory with new information. We are preparing our inventory to be uploaded into the DDW. We worked with Council and Pace Labs to get the necessary waiver signed so that they can do the Towns Consumer Confidence Report. We posted and are working on getting it certified. We updated our contact list with the DDW to reflect recent staffing changes. We fixed the water sampling port/sample station on the welded steel tank. We worked on the Towns Cross Connection program, getting a much needed backflow device installed on a business. We wanted to thank the citizens for being so understanding of the need for these devices on their water service lines.

Roads

We attended the Local Transportation Commissions local forum meeting on 4/11/2024. We worked with E and S engineers and Mellissa Cummins to get in a new request to chip seal

the Towns portion of Scott River Rd through the RSTP block grant. Hopefully it will be awarded to us and we can pay the County to chip seal that road. We worked with Mellissa Cummins, Cherie Stephens and E and S engineers to get all of the invoices and check numbers that have been spent on the Horn street project all together to eventually request reimbursement for those expenses through the CRSSA grant. We corresponded with Caltrans Clean CA staff to facilitate the annual Fort Jones Lions Club Dump Day. We filled out the request for reimbursement and sent it off to Caltrans. We wanted to thank ***Mellissa Cummins*** for her tireless work helping small communities throughout the County with funding for their projects. We worked with Jose from E and S engineers to access the Department of Industrial Regulations website to get a new project I.D. number for the Bower, Cowan, and Butte Street project as well as do the necessary certification of prevailing wages. We mowed/ used the weed eater along portions of the various roads to help prevent a catastrophic fire. We cleared the weeds from around the fire hydrants. We sprayed for weeds along the sidewalks of Oakmill.

Parks

We have been mowing all of the parks weekly. We take out the trash weekly. We turned the water on. We sprayed for weeds at the little league park, Walker Fields, and Town Hall. We set up for the meeting on 4/8/2024. We fixed a leak that was in right field at the big ball park on a 2 1/2inch PVC line. We suspect that the damage was caused by over compaction/ driving over it with large vehicles. We opened the public restrooms on 4/15/2024 at both ball fields.



MONTHLY FINANCE REPORT

APRIL 2024

- State of California Government Compensation Report: Completed and submitted the 2023 State of California Government Compensation Report. Copy available upon request.
- Financial Transaction Report: Discovered this report was due at the end of March. A letter of extension was sent to the State Controller's Office, from Mayor Garcia, requesting an extension and waiver of fees. Estimated completion of this report is no later than May 31st, 2024.
- Water Account: Reconciled the Water Account and entered all Direct Deposit amounts from UB Maxx into QuickBooks beginning July 2023 to current. This should give us a clearer picture of the Town's water revenue.
- CDBG: Reconciled CDBG payments against the bank and updated spreadsheets. Still working with a few customers to come to an agreement on balance due. I will begin sending out monthly statements beginning June 2024. This should assist in keeping this account clean and with minimal issues.
- 2024-25 Preliminary Budget: I have printed out last year's budget and will make a comparison with what we have received and expended this year to date. My goal is to get a preliminary budget completed by the end of May. I will be creating reports to keep track of A/P, A/R, and Payroll to help aid in getting a clearer picture of the Town's revenue and expenses and in turn will be less work in preparing further budgets.
- Horn Street Project: Submitted a copy of all checks sent to E&S per request. I will be meeting with Melissa Cummins from Siskiyou County Local Transportation Commission at the beginning of May to go over the invoice form and what to submit for reimbursement.

Fort Jones Town Council
Regular Meeting
April 8, 2024

CERTIFICATION OF POSTING AGENDA

I, Joshua Stanshaw, Town Administrator/Clerk, for the Town of Fort Jones, hereby certify that the agenda for the April 8, 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, Ace Hardware, on the front window of the Fort Jones Post Office and on the Town's website www.fortjonesca.org on April 4, 2024.

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

Joshua Stanshaw, Town Administrator/Clerk

CALL TO ORDER AND ROLL CALL:

The regular meeting of the Fort Jones Town Council was called to order in person by Mayor Mercedes Garcia at 7:00 p.m.

Mayor Garcia announces that councilmember LaRiviere requested on Saturday April 6, 2024 to attend this meeting by teleconference so that he may take care of his sick brother down south. Per AB2449 a councilmember may request this action two times per calendar year. This will be councilmember LaRiviere's first request of this calendar year. The mayor states that a motion is needed to approve the request and calls for a motion from the council.

Motion: Eayrs moves to allow request for remote attendance to this meeting.

Second: Collie-Mason

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

Nays: None

Abstain: A. LaRiviere

Motion: Passes

As per required for teleconference purposes Mayor Garcia asked councilmember LaRiviere if there was anyone, besides himself, over the age of eighteen that would be attending the meeting at his location. LaRiviere established it was only him attending.

In addition to the mayor, councilmembers present were Kathye Banks, Mark Eayrs, Julia Collie-Mason, and LaRiviere by teleconference.

Staff present: Joshua Stanshaw – Town Administrator/Clerk, Chief Joseph Hess – F.J. Fire Department, Everett Hullquist – Public Works, and Deputy Clint Whitchurch – Etna P.D.

PLEDGE OF ALLEGIANCE: Led by Mayor Garcia

NOTICE TO ADD AGENDA ITEMS:

Mayor Garcia announced that two items needed to be officially added to the agenda. She explained they were not on the original posted agenda. They are agenda items #4 and #5 on the current agenda. This action requires a super majority vote.

Agenda item #4 Siskiyou County Local Transportation Commission LTF Claim

Reason to add: Item is time sensitive. It takes time for the department to process this claim. The deadline for completion is 21 March 2024. If funds are not claimed they will be lost and the Stage will no longer stop in the Town of Fort Jones.

Motion: Banks moves to officially add agenda item #4 Siskiyou County Local Transportation LTF Claim to this meeting's agenda.

Second: Collie-Mason

Ayes (by roll call): M. Garcia, K. Banks, M. Eayrs, A. LaRiviere, J. Collie-Mason

Nyes: None

Motion: Passes

Agenda item #5 Waiver for PACE Labs

Reason to add: This waiver needs to be signed before Pace Labs can prepare the Town's Consumer Confidence Report. This item is time sensitive as it takes weeks to compile this report.

Motion: Collie-Mason moves to officially add agenda item #5 Waiver for Pace Labs to this meeting's agenda.

Second: Eayrs

Ayes (by roll call): M. Garcia, K. Banks, M. Eayrs, A. LaRiviere, J. Collie-Mason

Nyes: None

Motion: Passes

PUBLIC COMMENTS:

Kory Hayden and Jen Thackeray from Siskiyou Economic Development Council (SEDC) spoke about the upcoming contract renewal with the Town that they will present in an upcoming meeting. They also talked about Discover Siskiyou and what S.E.D.C. offered to the Town and the local businesses.

Madeleine Ayers spoke about wanting the council to consider a project for a splash pad in the town. It will bring the community together and the town can use the money from the parks grant. She mentioned another grant called iCarp that could help as well. She would like council to keep an open mind. Contact her when council is ready to consider.

PUBLIC COMMENTS ON CLOSED SESSION: None

ADJOURN TO CLOSED SESSION: @ 7:15 p.m.

CLOSED DOOR SESSION:

1. Public Employee Performance Evaluation – Government Code §54957 for Town Administrator/Clerk

RETURN TO OPEN SESSION: @ 7:55 p.m.

REPORT ON CLOSED SESSION:

Information was received and direction was given to staff.

DISCUSSION / REPORTS COORESPONDENCE: NON-ACTION ITEMS:

A. Larry Alexander – GlowFest

Mr. Alexander provided brochures and sponsorship information for the upcoming GlowFest. He is wanting to re-establish this event annually in the Town of Fort Jones and advertise at Walker Field. He invites the Town to sponsor the event as we have in the past.

This is a community event with vendors, food, and films from all over the world. He would like the community to feel that the town is part of the festival. Dates are June 20th to 23rd.

B. Public Works Monthly Report

A written report appears in the May 8th agenda packet. Everett Hullquist informed the council that the slab for the dog kennels were poured and the kennels were setup with the help of Deputy Whitchurch. Also stated was that the VFD has been installed at the well.

C. Town Administrator's Report

A verbal report was given by Joshua Stanshaw. He reported that Customer Service Clerk Carolin Hoefer is still in the process of updating and inputting data into the UB Max system; the US Treasury Department wants reports for the Covid funding;

D. Police Department Monthly Report

A written report appears in the May 8th agenda packet. Deputy Whitchurch mentioned the slabs being poured for the dog kennels.

E. Fire Department Monthly Report

A written report appears in the agenda packet. Chief Hess mentioned that he was applying for another FEMA grant for recruitment and retention – deadline is this Friday; the department will be needing inventory in the future and a fuel pump for Rescue 1340.

CONSENT CALENDAR:

Public Comments: None

2. a) Approval of Minutes:

- i. Regular Meeting March 11, 2024
- ii. Special Meeting March 18, 2024

b) Ratification of Disbursements: March 1 through 31, 2024

c) Review Budget vs. Actual for July 1, 2023, through March 31, 2024

Corrections: Garcia asks to have the spelling of Hullquist corrected on the special meeting minutes and to change the time entering closed session on those minutes to 5:37 p.m.

Motion: Eayrs moves to accept the consent calendar with the above corrections to the March 18th special meeting minutes.

Second: LaRiviere

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

Nyes: None

Motion: Passes

DISCUSSION / REPORTS: ACTION ITEMS:

3. Resolution 1126 Adopting a List of Projects for Fiscal Year 2024-2025 Funded by SB1: The Road Repair and Accountability Act of 2027

Public Comments: None

Discussion: State needs to correct paragraph 3 in resolution.

Motion: Eayrs moves to accept Resolution 1126 approving the list of projects for fiscal year 2024-2025 that is funded by SB1 with the correction to the end of paragraph 3 in the resolution.

Second: Collie-Mason

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

Nyes: None

Motion: Passes

4. Siskiyou County Local Transportation Commission LTF Claim

Public Comments: None

Motion: Banks moves to accept the Local Transportation Funds.

Second: Eayrs

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

Nays: None

Motion: Passes

5. Waiver for Pace Labs – Consumer Confidence Report

Public Comments: None

Motion: Eayrs moves to approve signing the waiver for Pace Labs to prepare the Consumer Confidence Report.

Second: Banks

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

Nays: None

Motion: Passes

6. GlowFest Sponsorship

Public Comments: Madeleine Ayres states that this is ambitious for a private citizen and feels this is good for the community and the Town should support the event.

Discussion: Administrator asked council for direction on sponsorship. Historically the town has sponsored in the past. Administrator recommends to table until financial direction can be given.

Motion: Collie-Mason moves to table the agenda item until the council is given financial direction from Administrator.

Second: Eayrs

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

Nays: None

Motion: Passes

7. Wage Recommendation for Everett Hullquist

Public Comments: Madeleine Ayres feels the amount is a steal and he is worth every dime. It is important to retain quality personnel.

Motion: Eayrs moves to accept the proposed wage increase to \$22.50 hr.

Second: LaRiviere

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

Nays: None

Motion: Passes

8. Wage Recommendation for Kevin Hullquist

Public Comments: Madeliene Ayres feels we need to retain good employees.

Motion: Eayrs moves to accept the proposed wage increase to \$21.00 hr.

Second: Collie-Mason

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

Nays: None

Motion: Passes

9. Wage Recommendation for Carolin Hoefer

Public Comments: None

Motion: Banks moves to accept the proposed wage increase to \$20.00 hr.

Second: LaRiviere

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

Nays: None

Motion: Passes

10. Wage Recommendation for Cherie Stephen

Public Comments: None

Motion: Eayrs moves to accept the proposed wage increase to \$27.50 hr.

Second: LaRiviere

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

Nays: None

Motion: Passes

11. Wage Recommendation for Suzanne Nobles

Public Comments: None

Motion: Eayrs moves to accept the proposed wage increase to \$18.25 hr.

Second: Collie-Mason

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

Nays: None

Motion: Passes

12. Town Administrator/Clerk Contract (Agreement)

Public Comments: None

Motion: Banks moves to table the agreement until presented at a future meeting.

Second: Collie-Mason

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

Nays: None

Motion: Passes

STAFF COMMENTS:

Accounting Clerk Cherie Stephen said she is still working on cleaning up and reconciling the financials. She has run reports and is getting a clearer picture of what it looks like financially for Jan-March. She is looking to project for the budget based on these months.

COUNCIL COMMENTS:

Banks wished Eayrs a happy birthday.

ADJOURNMENT:

The meeting was adjourned at 8:55 p.m. The next regular town council meeting is scheduled to be held on May 13, 2024, at 7:00 p.m.

Attest:

Joshua Stanshaw, Town Administrator & Clerk

Approved:

Mercedes Garcia, Mayor

**Fort Jones Town Council
Special Meeting
April 12, 2024**

CERTIFICATION OF POSTING AGENDA

I, Joshua Stanshaw, Town Administrator/Clerk, for the Town of Fort Jones, hereby certify that the agenda for the April 12, 2024 special meeting of the Town Council was posted at the Town Hall, near the door of the Town Council Chambers, Ray's Food Place, Ace Hardware, on the front window of the Fort Jones Post Office and on the Town's website www.fortjonesca.org on April 11, 2024.

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

Joshua Stanshaw, Town Administrator/Clerk

CALL TO ORDER AND ROLL CALL:

Call to order: The special meeting of the Fort Jones Town Council was called to order in person by Mayor Mercedes Garcia at 5:30 p.m.

Roll call: Mercedes Garcia, Kathye Bank, Mark Eayrs, Alex LaRiviere, and Julia Collie-Mason. All present in person.

Staff present: Joshua Stanshaw – Town Administrator/Clerk and Everett Hullquist – Public Works

PLEDGE OF ALLEGIANCE: Led by Mayor Garcia

PUBLIC COMMENTS: None

DISCUSSION / REPORTS: ACTION ITEMS:

1. RFP Review and Recommendation for On-Call Planning Services

Public Comments: None

Council Discussion: Administrator recommends PlaceWorks as we have already been working with them on other projects. They know the town and they are easy to deal with.

Motion: Eayrs moves to accept the RFP from PlaceWorks for on-call planning services.

Second: LaRiviere

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

Nyes: None

Motion: Passes

2. Town Administrator Employment Agreement

Public Comments: None

Council Discussion: Agreement is acceptable, but in section 3.1, job duty for city clerk needs to be added.

Motion: LaRiviere moves to accept new agreement with the added job duty of the city clerk.

Second: Collie-Mason

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

Nays: None

Motion: Passes

3. Proclamation for Child abuse Prevention Month

Public Comments: Kim Potts from First 5 Siskiyou Children and Families Commission presented a proclamation for the Town to acknowledge April 2024 as Child Abuse Prevention and Sexual Assault Awareness Month and the week of April 6th to the 12th as the Week of the Young Children.

Motion: Collie-Mason moves to accept the proclamation.

Second: LaRiviere

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

Nays: None

Motion: Passes

4. Employee Retirement Services

Public Comments: None

Council Discussion: General discussion between member and administrator.

Motion: Banks moves to allow the Town Administrator explore different providers for retirement services.

Second: LaRiviere

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

Nays: None

Motion: Passes

STAFF COMMENTS:

Everett Hullquist – Public Works inquired about what certificates receive the \$1.00 wage increase. He was thinking of become a notary.

COUNCIL COMMENTS: None

ADJOURNMENT:

The meeting was adjourned at 6:11 p.m. The next regular town council meeting is scheduled to be held on May 13, 2024, at 7:00 p.m.

Attest:

Joshua Stanshaw, Town Administrator & Clerk

Approved:

Mercedes Garcia, Mayor

Town of Fort Jones Payroll Summary

April 2024

	Administration (General Fund)			General Fund - C (General Fund)	
	Hours	Rate	Apr 24	Hours	Rate
Employee Wages, Taxes and Adjustments					
Gross Pay					
Salary (Fire Chief)			0.00		
Town Administrator/Clerk	1.00		3,653.85		
Admin-Hourly	91.00	17.54	1,596.14		
Clerk Payroll	101.00	19.74	1,993.74		
FD Calls			0.00		
FD Training			0.00		
Fire Hall Seasonal			0.00		
Firefighter Rate			0.00		
Holiday - Admin		19.74	0.00		
Holiday - Janitorial		17.54	0.00		
Janitorial Payroll	77.00	17.54	1,350.58		
Library Payroll	20.00	20.00	400.00	20.00	17.00
On-call PW			0.00		
Overtime- Water			0.00		
Overtime-Roads			0.00		
Overtime-Sewer			0.00		
Overtime - Admin	17.00	29.61	450.57		
Overtime - Parks/Rec			0.00		
Parks Payroll			0.00		
Road Payroll			0.00		
Sewer Payroll			0.00		
Sick Pay - Admin	36.00	19.74	680.56		
Sick Pay - Fire			0.00		
Sick Pay - Janitorial		17.54	0.00		
Sick Pay - Water			0.00		
Vacation - Admin	8.00	19.74	140.32		
Vacation - Fire			0.00		
Vacation - Janitorial		17.54	0.00		
Water Payroll	30.00	17.54	526.20		
Total Gross Pay	381.00		10,791.96	20.00	
Adjusted Gross Pay	381.00		10,791.96	20.00	
Net Pay	381.00		10,791.96	20.00	
Employer Taxes and Contributions					
Federal Unemployment			22.64		
Medicare Company			156.49		
Social Security Company			669.12		
CA - Unemployment Company			233.99		
CA - Employee Training Tax			0.00		
Total Employer Taxes and Contributions			1,082.24		

Town of Fort Jones Payroll Summary

April 2024
Other

	d)	Total General Fund			Total Parks
	Apr 24	Hours	Rate	Apr 24	Hours
Employee Wages, Taxes and Adjustments					
Gross Pay					
Salary (Fire Chief)	0.00			0.00	
Town Administrator/Clerk	0.00	1.00		3,653.85	
Admin-Hourly	0.00	91.00		1,596.14	
Clerk Payroll	0.00	101.00		1,993.74	
FD Calls	0.00			0.00	
FD Training	0.00			0.00	
Fire Hall Seasonal	0.00			0.00	
Firefighter Rate	0.00			0.00	
Holiday - Admin	0.00			0.00	
Holiday - Janitorial	0.00			0.00	
Janitorial Payroll	0.00	77.00		1,350.58	
Library Payroll	340.00	40.00		740.00	
On-call PW	0.00			0.00	
Overtime- Water	0.00			0.00	
Overtime-Roads	0.00			0.00	
Overtime-Sewer	0.00			0.00	
Overtime - Admin	0.00	17.00		450.57	
Overtime - Parks/Rec	0.00			0.00	
Parks Payroll	0.00			0.00	53.50
Road Payroll	0.00			0.00	18.00
Sewer Payroll	0.00			0.00	16.00
Sick Pay - Admin	0.00	36.00		680.56	
Sick Pay - Fire	0.00			0.00	
Sick Pay - Janitorial	0.00			0.00	
Sick Pay - Water	0.00			0.00	3.00
Vacation - Admin	0.00	8.00		140.32	
Vacation - Fire	0.00			0.00	
Vacation - Janitorial	0.00			0.00	
Water Payroll	0.00	30.00		526.20	33.00
Total Gross Pay	340.00	401.00		11,131.96	123.50
Adjusted Gross Pay	340.00	401.00		11,131.96	123.50
Net Pay	340.00	401.00		11,131.96	123.50
Employer Taxes and Contributions					
Federal Unemployment	2.04			24.68	
Medicare Company	4.93			161.42	
Social Security Company	21.08			690.20	
CA - Unemployment Company	21.08			255.07	
CA - Employee Training Tax	0.00			0.00	
Total Employer Taxes and Contributions	49.13			1,131.37	

Town of Fort Jones Payroll Summary

April 2024

	Parks, Rec and Building		Fire Dept (Public Safety)	
	Rate	Apr 24	Hours	Rate
Employee Wages, Taxes and Adjustments				
Gross Pay				
Salary (Fire Chief)	0.00		2.00	5,115.84
Town Administrator/Clerk	0.00			0.00
Admin-Hourly	0.00			0.00
Clerk Payroll	0.00			0.00
FD Calls	0.00	138.00	10.00	1,380.00
FD Training	0.00	56.00	7.00	392.00
Fire Hall Seasonal	0.00		150.00	0.00
Firefighter Rate	0.00		15.50	0.00
Holiday - Admin	0.00			0.00
Holiday - Janitorial	0.00			0.00
Janitorial Payroll	0.00			0.00
Library Payroll	0.00			0.00
On-call PW	0.00			0.00
Overtime- Water	0.00			0.00
Overtime-Roads	0.00			0.00
Overtime-Sewer	0.00			0.00
Overtime - Admin	0.00			0.00
Overtime - Parks/Rec	0.00			0.00
Parks Payroll	1,262.15			0.00
Road Payroll	352.98			0.00
Sewer Payroll	313.76			0.00
Sick Pay - Admin	0.00			0.00
Sick Pay - Fire	0.00		32.00	0.00
Sick Pay - Janitorial	0.00			0.00
Sick Pay - Water	58.83			0.00
Vacation - Admin	0.00			0.00
Vacation - Fire	0.00		32.00	0.00
Vacation - Janitorial	0.00			0.00
Water Payroll	647.13			0.00
Total Gross Pay	2,634.85	196.00		6,887.84
Adjusted Gross Pay	2,634.85	196.00		6,887.84
Net Pay	2,634.85	196.00		6,887.84
Employer Taxes and Contributions				
Federal Unemployment	0.00			9.04
Medicare Company	38.20			99.89
Social Security Company	163.35			427.02
CA - Unemployment Company	0.00			93.36
CA - Employee Training Tax	0.00			0.00
Total Employer Taxes and Contributions	201.55			629.31

Town of Fort Jones Payroll Summary

April 2024

Strike Team
(Public Safety)

Total Public S

Employee Wages, Taxes and Adjustments

Gross Pay

Salary (Fire Chief)			0.00	2.00
Town Administrator/Clerk			0.00	
Admin-Hourly			0.00	
Clerk Payroll			0.00	
FD Calls	5.00	10.00	50.00	143.00
FD Training	4.00	7.00	28.00	60.00
Fire Hall Seasonal		150.00	0.00	
Firefighter Rate		15.50	0.00	
Holiday - Admin			0.00	
Holiday - Janitorial			0.00	
Janitorial Payroll			0.00	
Library Payroll			0.00	
On-call PW			0.00	
Overtime- Water			0.00	
Overtime-Roads			0.00	
Overtime-Sewer			0.00	
Overtime - Admin			0.00	
Overtime - Parks/Rec			0.00	
Parks Payroll			0.00	
Road Payroll			0.00	
Sewer Payroll			0.00	
Sick Pay - Admin			0.00	
Sick Pay - Fire			0.00	
Sick Pay - Janitorial			0.00	
Sick Pay - Water			0.00	
Vacation - Admin			0.00	
Vacation - Fire			0.00	
Vacation - Janitorial			0.00	
Water Payroll			0.00	

Total Gross Pay

9.00 78.00 205.00

Adjusted Gross Pay

9.00 78.00 205.00

Net Pay

9.00 78.00 205.00

Employer Taxes and Contributions

Federal Unemployment	0.47
Medicare Company	1.13
Social Security Company	4.84
CA - Unemployment Company	4.84
CA - Employee Training Tax	0.00

Total Employer Taxes and Contributions

11.28

Town of Fort Jones Payroll Summary

April 2024

	April 2024	Total Streets and Roads			Water
	Safety	(Public Works)			(Public Works)
	Apr 24	Hours	Rate	Apr 24	Hours
Employee Wages, Taxes and Adjustments					
Gross Pay					
Salary (Fire Chief)	5,115.84			0.00	
Town Administrator/Clerk	0.00			0.00	
Admin-Hourly	0.00			0.00	
Clerk Payroll	0.00			0.00	
FD Calls	1,430.00			0.00	
FD Training	420.00			0.00	
Fire Hall Seasonal	0.00			0.00	
Firefighter Rate	0.00			0.00	
Holiday - Admin	0.00			0.00	
Holiday - Janitorial	0.00			0.00	
Janitorial Payroll	0.00			0.00	
Library Payroll	0.00			0.00	
On-call PW	0.00	504.00		1,008.00	
Overtime- Water	0.00			0.00	
Overtime-Roads	0.00			0.00	
Overtime-Sewer	0.00			0.00	
Overtime - Admin	0.00			0.00	
Overtime - Parks/Rec	0.00			0.00	
Parks Payroll	0.00	25.00		641.75	
Road Payroll	0.00	33.00		745.91	
Sewer Payroll	0.00	15.00		385.05	28.00
Sick Pay - Admin	0.00			0.00	
Sick Pay - Fire	0.00			0.00	
Sick Pay - Janitorial	0.00			0.00	
Sick Pay - Water	0.00			0.00	
Vacation - Admin	0.00			0.00	
Vacation - Fire	0.00			0.00	
Vacation - Janitorial	0.00			0.00	
Water Payroll	0.00	35.00		898.45	
Total Gross Pay	6,965.84	612.00		3,679.16	28.00
Adjusted Gross Pay	6,965.84	612.00		3,679.16	28.00
Net Pay	6,965.84	612.00		3,679.16	28.00
Employer Taxes and Contributions					
Federal Unemployment	9.51			0.00	
Medicare Company	101.02			53.35	
Social Security Company	431.86			228.11	
CA - Unemployment Company	98.20			0.00	
CA - Employee Training Tax	0.00			0.00	
Total Employer Taxes and Contributions	640.59			281.46	

Town of Fort Jones Payroll Summary

April 2024
Waste Water
Public Works)

Total Water
(Public Works)

Employee Wages, Taxes and Adjustments

Gross Pay

	Rate	Apr 24	Hours	Rate	Apr 24
Salary (Fire Chief)		0.00			0.00
Town Administrator/Clerk		0.00			0.00
Admin-Hourly		0.00			0.00
Clerk Payroll		0.00			0.00
FD Calls		0.00			0.00
FD Training		0.00			0.00
Fire Hall Seasonal		0.00			0.00
Firefighter Rate		0.00			0.00
Holiday - Admin		0.00			0.00
Holiday - Janitorial		0.00			0.00
Janitorial Payroll		0.00			0.00
Library Payroll		0.00			0.00
On-call PW		0.00			0.00
Overtime- Water		0.00			0.00
Overtime-Roads		0.00			0.00
Overtime-Sewer		0.00			0.00
Overtime - Admin		0.00			0.00
Overtime - Parks/Rec		0.00			0.00
Parks Payroll		0.00			0.00
Road Payroll		0.00			0.00
Sewer Payroll	25.67	637.80			0.00
Sick Pay - Admin		0.00			0.00
Sick Pay - Fire		0.00			0.00
Sick Pay - Janitorial		0.00			0.00
Sick Pay - Water		0.00	0.50		12.84
Vacation - Admin		0.00			0.00
Vacation - Fire		0.00			0.00
Vacation - Janitorial		0.00			0.00
Water Payroll		0.00	44.00		1,038.40

Total Gross Pay

637.80 44.50 1,051.24

Adjusted Gross Pay

637.80 44.50 1,051.24

Net Pay

637.80 44.50 1,051.24

Employer Taxes and Contributions

Federal Unemployment	0.00			0.00
Medicare Company	9.25			15.24
Social Security Company	39.55			65.18
CA - Unemployment Company	0.00			0.00
CA - Employee Training Tax	0.00			0.00

Total Employer Taxes and Contributions

48.80 80.42

Town of Fort Jones
Payroll Summary
April 2024

	Total Public Works		TOTAL	
	Hours	Rate	Hours	Rate
Employee Wages, Taxes and Adjustments				
Gross Pay				
Salary (Fire Chief)		0.00	2.00	
Town Administrator/Clerk		0.00	1.00	
Admin-Hourly		0.00	91.00	
Clerk Payroll		0.00	101.00	
FD Calls		0.00	143.00	
FD Training		0.00	60.00	
Fire Hall Seasonal		0.00		
Firefighter Rate		0.00		
Holiday - Admin		0.00		
Holiday - Janitorial		0.00		
Janitorial Payroll		0.00	77.00	
Library Payroll		0.00	40.00	
On-call PW	504.00	1,008.00	504.00	
Overtime- Water		0.00		
Overtime-Roads		0.00		
Overtime-Sewer		0.00		
Overtime - Admin		0.00	17.00	
Overtime - Parks/Rec		0.00		
Parks Payroll	25.00	641.75	78.50	
Road Payroll	33.00	745.91	51.00	
Sewer Payroll	43.00	1,022.85	59.00	
Sick Pay - Admin		0.00	36.00	
Sick Pay - Fire		0.00		
Sick Pay - Janitorial		0.00		
Sick Pay - Water	0.50	12.84	3.50	
Vacation - Admin		0.00	8.00	
Vacation - Fire		0.00		
Vacation - Janitorial		0.00		
Water Payroll	79.00	1,936.85	142.00	
Total Gross Pay	684.50	5,368.20	1,414.00	
Adjusted Gross Pay	684.50	5,368.20	1,414.00	
Net Pay	684.50	5,368.20	1,414.00	
Employer Taxes and Contributions				
Federal Unemployment		0.00		
Medicare Company		77.84		
Social Security Company		332.84		
CA - Unemployment Company		0.00		
CA - Employee Training Tax		0.00		
Total Employer Taxes and Contributions		410.68		

Town of Fort Jones
Payroll Summary
April 2024

Apr 24

Employee Wages, Taxes and Adjustments

Gross Pay

Salary (Fire Chief)	5,115.84
Town Administrator/Clerk	3,653.85
Admin-Hourly	1,596.14
Clerk Payroll	1,993.74
FD Calls	1,430.00
FD Training	420.00
Fire Hall Seasonal	0.00
Firefighter Rate	0.00
Holiday - Admin	0.00
Holiday - Janitorial	0.00
Janitorial Payroll	1,350.58
Library Payroll	740.00
On-call PW	1,008.00
Overtime- Water	0.00
Overtime-Roads	0.00
Overtime-Sewer	0.00
Overtime - Admin	450.57
Overtime - Parks/Rec	0.00
Parks Payroll	1,903.90
Road Payroll	1,098.89
Sewer Payroll	1,336.61
Sick Pay - Admin	680.56
Sick Pay - Fire	0.00
Sick Pay - Janitorial	0.00
Sick Pay - Water	71.67
Vacation - Admin	140.32
Vacation - Fire	0.00
Vacation - Janitorial	0.00
Water Payroll	3,110.18

Total Gross Pay 26,100.85

Adjusted Gross Pay 26,100.85

Net Pay 26,100.85

Employer Taxes and Contributions

Federal Unemployment	34.19
Medicare Company	378.48
Social Security Company	1,618.25
CA - Unemployment Company	353.27
CA - Employee Training Tax	0.00

Total Employer Taxes and Contributions 2,384.19

Jul 1, 23

ASSETS

Current Assets

Checking/Savings

02-028700	3,297.95
02-810025 - GF	97,173.29
02-810116 - WRF	682,560.97
02-810141	540,802.40
02-810189	882,433.58
1801-CBDG	1,275.23
92 810153	1,184.62
LAIF 98-47-310	121,009.00

Total Checking/Savings 2,329,737.04

Accounts Receivable

1200 - Account Receivable	12,384.99
1201 - W Water Acct Receivable	70,921.78
1201 WW Sewer Acct Receivable	22,714.76

Total Accounts Receivable 106,021.53

Other Current Assets

Payroll Service Customer Asset	-2,609.42
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Total Other Current Assets -2,609.42

Total Current Assets 2,433,149.15

Fixed Assets

1720 - Utility Plant & Equip	2,390,432.58
1723 - Fire	310,457.81
1724 - Parks and Rec	425,454.00
1725 - Public Works	110,327.10
1726 - Streets and Roads	1,895,638.00
1777 - Accumulated Depreciation	-2,517,541.00
1900 - Town Buildings & Equip.	826,776.26

Total Fixed Assets 3,441,544.75

Other Assets

1810 B CDBG Loans RLF	
Total 1810 B CDBG Loans RLF	956,516.21
1915 - Public Safety Reserve	49,000.00
CDBG Loans 89-92	
Total CDBG Loans 89-92	887,748.43

Total Other Assets 1,893,264.64

TOTAL ASSETS 7,767,958.54

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 - Accounts Payable	53,807.65
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Total Accounts Payable	53,807.65
Other Current Liabilities	
2102 - Payroll Liabilities	
2100 - SUICA	
2110 - CompanyCA	9,291.75
Total 2100 - SUICA	9,291.75
2104 - Federal Withholding	
Federal Unemployment	224.57
2104 - Federal Withholding - Other	3,557.45
Total 2104 - Federal Withholding	3,782.02
2106 - State Withholding CA	9,758.74
2108 - FICA	
2112 - Employee	4,400.48
2118 - Company	4,772.47
Total 2108 - FICA	9,172.95
2114 - Medicare	
2116 - Employee	9,136.19
2120 - Company	4,765.92
Total 2114 - Medicare	13,902.11
2122 - Retirement	
Company	1,018.81
2122 - Retirement - Other	6,342.36
Total 2122 - Retirement	7,361.17
2400 - Retirement Withheld	-1,011.71
2500 - Medical Insurance	
2510 - Company	51,115.73
2520 - Employee	-88,804.65
2500 - Medical Insurance - Other	6,962.46
Total 2500 - Medical Insurance	-30,726.46
2102 - Payroll Liabilities - Other	-17,498.84
Total 2102 - Payroll Liabilities	4,031.73
2805 - Curent Portion of Bond	13,000.00
CDBG Impound Accounts	
Total CDBG Impound Accounts	10,077.01
Direct Deposit Liabilities	-7,828.44
Employee Training Tax	7,018.72
None	-3,462.93
Total Other Current Liabilities	22,836.09
Total Current Liabilities	76,643.74
Long Term Liabilities	
2700 - Refundable Water Deposit	-669.59
2800 - Water Bond Payable	165,317.50
Total Long Term Liabilities	164,647.91
Total Liabilities	241,291.65

Equity	
3000 - Opening Bal Equity	-263,657.39
3900 - Retained Earnings	7,806,764.18
Net Income	-16,439.90
Total Equity	7,526,666.89
TOTAL LIABILITIES & EQUITY	7,767,958.54

Town of Fort Jones
Income Statement
April 2024

Apr 24

Income	
1I - General Government Income	
4099 - Property Taxes	
4100 - Secured Current	41,290.66
Total 4099 - Property Taxes	41,290.66
4302- Fees Collection Cost	-5.48
4303 - Vehicle Fees	6.14
4400 - Rent	675.00
Total 1I - General Government Income	41,966.32
2I - Public Safety Income	
2a - Law Enforcement	
4112 - COPS Allocation	13,955.92
4117 - Tax Allocation - Law Enf	313.30
Total 2a - Law Enforcement	14,269.22
Total 2I - Public Safety Income	14,269.22
3I - Public Works Income	
3a - Streets Income	
4540 - Tax Allocation - Roads	3,318.72
Total 3a - Streets Income	3,318.72
3b - Sewer Income	
4212 - Sewer Revenue	15,863.46
Total 3b - Sewer Income	15,863.46
3c - Water Income	
4810 - Water Revenue	15,211.66
4820 - Water Interest	3.75
Total 3c - Water Income	15,215.41
Total 3I - Public Works Income	34,397.59
4900 - CBDG Interest	2,123.56
6000 - BPF	
6001 - Donations	400.00
Total 6000 - BPF	400.00
Total Income	93,156.69
Gross Profit	93,156.69
Expense	
1E- General Government Expense	
2285 - IT Services	1,527.50
5100- Council/Election	135.00
5210- Clerk Payroll	1,993.74
5220- Suppl\USPO\IPetty	793.33
5400 - Professional Fees	
5401 - Legal Fees	290.00
5403 - Consulting Fees	2,755.00
Total 5400 - Professional Fees	3,045.00

Town of Fort Jones Income Statement

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5500- Planning	500.00
5550- Library Payroll	740.00
5555 - Admin Payroll	2,867.59
6205- Health Insurance	9,516.00
9150-City Hall Expenses	
1-012 - City Hall Power	622.21
9154 - Disposal 2 yd Bin	4,855.00
9155 - Equipment Finance	154.41
Total 9150-City Hall Expenses	5,631.62
9152- Propane	493.63
1E- General Government Expense - Other	771.52
Total 1E- General Government Expense	28,014.93
2E- Public Safety Expense	
2EA- Law Enforcement Expense	
7181 - Law Enforcement Phones	183.72
Animal Control	
7930- Animal Control	570.97
Total Animal Control	570.97
Total 2EA- Law Enforcement Expense	754.69
2EB- Fire Department Expense	
7532 - FF Training	0.00
7550 - Misc Expense _ Fire Dept	472.50
7510- Fire Dept Payroll	5,285.89
7513 - Calls & Meetings	3,070.00
7520- Fire Dept Supl & Mtnce	2,209.49
7525- Pub Safety Fuel & Oil	
7527- Gas Reimbursement	80.43
7525- Pub Safety Fuel & Oil - Other	471.77
Total 7525- Pub Safety Fuel & Oil	552.20
7540- Fire Dept. Utilities	
1-001- Fire Dept. Power Bill	501.93
2261- Fire Dept. Phone	435.12
2262 - Disposal	155.00
Total 7540- Fire Dept. Utilities	1,092.05
2EB- Fire Department Expense - Other	1,384.40
Total 2EB- Fire Department Expense	14,066.53
2EC - Strike Team Expenses	
7514 Seasonal FF Payroll	0.00
7515 - Strike Team Payroll	0.00
2EC - Strike Team Expenses - Other	20.53
Total 2EC - Strike Team Expenses	20.53
Total 2E- Public Safety Expense	14,841.75
3E- Public Works Expense	

Town of Fort Jones Income Statement

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3EA- Streets	
1-000 - Street Lights	
02 HPSV Lights	49.60
02 HPSV Metal Lights	31.74
10 HPSV Wood Lights	322.40
11 HPSV Lights	174.57
72 HPSV Lights	1,424.24
Total 1-000 - Street Lights	2,002.55
8120- Street Mtnce/Utilities	
1-005 - Barn Power	386.75
1-007 - Phone Bill	97.48
Total 8120- Street Mtnce/Utilities	484.23
8130- Equipment Maintenance	
8133- Parts & Supplies	18.22
Total 8130- Equipment Maintenance	18.22
8199- Road Payroll	1,098.89
Total 3EA- Streets	3,603.89
Total 3E- Public Works Expense	3,603.89
3EB- Sewer Expense	
8510- Sewer Payroll	1,336.61
8520- Sewer Expenses	
1-015 - Sewer Power bill	32.10
1-019 bbp sewer	20.93
8521- Sewer Rep & Mtnce	523.05
8520- Sewer Expenses - Other	22.95
Total 8520- Sewer Expenses	599.03
8530- Sewer Supplies	0.00
Total 3EB- Sewer Expense	1,935.64
3EC- Water Expense	
8610- Water Parts & Supplies	84.30
8615- Water Payroll	4,189.85
8620- Water Repairs & Mtnce	8,653.96
8627 - Fuel-Oil	467.41
8630- Water Fees & Testing	250.00
8640- Water Utilities	
1-000 - Water Power	
New Pump	1,014.52
Old pump	82.19
Total 1-000 - Water Power	1,096.71
1-001 - Water Phones	
468-2598	261.75
468-5864	78.74
Cell	119.00

Town of Fort Jones
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Total 1-001 - Water Phones	459.49
Total 8640- Water Utilities	1,556.20
Total 3EC- Water Expense	15,201.72
4E- Parks & Recreation Expense	
9151- City Hall Maintenance	0.00
9116 - Janitorial Payroll	1,350.58
9109- Parks Payroll	1,903.90
9130- Ball Park Expenses	
1-002 - LLP Snack	41.92
1-013 - BBP lights	238.37
1-014 - LLP lights	35.16
1-017 - BBP pump	21.17
9131- Maintenance & Supplies	170.24
Total 9130- Ball Park Expenses	506.86
9140- Scout Hall Expenses	
1-006 - Scout Hall Power	208.41
Total 9140- Scout Hall Expenses	208.41
9160- Museum Expenses	
1-004 - Museum Electricity	54.42
5568- Museum Phone	97.62
Total 9160- Museum Expenses	152.04
Total 4E- Parks & Recreation Expense	4,121.79
4EF - Sewer Grant	362.50
6504- Payroll Taxes	
Federal Unemployment	40.86
6506- FICA	1,708.77
6508- Medicare	399.63
6512- SUI	422.18
6516 - ETT	0.00
6504- Payroll Taxes - Other	49.23
Total 6504- Payroll Taxes	2,620.67
Payroll Expenses	4,093.83
Total Expense	74,796.72
Net Income	18,359.97

	Jul '23 - Jun 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	109,687.90	128,000.00	-18,312.10	85.69%
4101 - Unsecured Current	4,496.13	4,000.00	496.13	112.4%
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	944.64	1,200.00	-255.36	78.72%
4508 - VLF Net	74,536.42	65,000.00	9,536.42	114.67%
4512 - Off Highway Vehicle Tax	0.00	1,100.00	-1,100.00	0.0%
4514- Unsec Interest	0.00	0.00	0.00	0.0%
4516- Sup Current	3,682.30	1,200.00	2,482.30	306.86%
4518 - CA Fish& Game PILT	82.03	80.00	2.03	102.54%
Total 4099 - Property Taxes	193,726.33	200,580.00	-6,853.67	96.58%
4111 - Sales Tax	303,351.60	290,000.00	13,351.60	104.6%
4214 - Land Use	529.00	150.00	379.00	352.67%
4215e - Tax Allocation - Parks	0.00	122,500.00	-122,500.00	0.0%
4216 - Franchises	7,719.30	7,700.00	19.30	100.25%
4218 - Business License	2,286.35	6,000.00	-3,713.65	38.11%
4301- Fees Booking	0.00	40.00	-40.00	0.0%
4302- Fees Collection Cost	-12.40	-45.00	32.60	27.56%
4303 - Vehicle Fees	31.11	100.00	-68.89	31.11%
4400 - Rent	7,190.00	4,000.00	3,190.00	179.75%
4410 - Interest General Fund	149.23	0.00	149.23	100.0%
4504 - Motor Vehicle in Lieu	800.00	0.00	800.00	100.0%
4730 - Miscellaneous	12.10	30.00	-17.90	40.33%
Transfer In - Admin	0.00	407,761.00	-407,761.00	0.0%
Transfer Out - Tax Allocation	0.00	490,000.00	-490,000.00	0.0%
1I - General Government Income - Other	61,967.61	0.00	61,967.61	100.0%
Total 1I - General Government Income	577,750.23	1,528,816.00	-951,065.77	37.79%
2I - Public Safety Income				
2a - Law Enforcement				
4111- Growth Alloc	413.60	0.00	413.60	100.0%
4112 - COPS Allocation	186,615.31	100,000.00	86,615.31	186.62%
4115 - 17-18 Growth Allocation	0.00	50,000.00	-50,000.00	0.0%
4116 - Prop172	1,815.95	1,250.00	565.95	145.28%
4117 - Tax Allocation - Law Enf	656.28	73,500.00	-72,843.72	0.89%
Animal Control				
4230 - Dog Licenses	60.00	600.00	-540.00	10.0%
Total Animal Control	60.00	600.00	-540.00	10.0%
2a - Law Enforcement - Other	350.23			
Total 2a - Law Enforcement	189,911.37	225,350.00	-35,438.63	84.27%

2b - Fire Protection				
4740 - Fire Dept.	219,954.03	2,400.00	217,554.03	9,164.75%
4741 - Tax Allocation - Fire	0.00	122,500.00	-122,500.00	0.0%
4750 - Strike Team Income	6,072.64	350,000.00	-343,927.36	1.74%
Total 2b - Fire Protection	226,026.67	474,900.00	-248,873.33	47.6%
2I - Public Safety Income - Other	296.29			
Total 2I - Public Safety Income	416,234.33	700,250.00	-284,015.67	59.44%
3I - Public Works Income				
3a - Streets Income				
4499 - Gas Tax 2103	1,436.51	5,000.00	-3,563.49	28.73%
4500 - Gas Tax 2106	2,026.04	6,000.00	-3,973.96	33.77%
4501 - Gas Tax 2107	1,387.27	4,000.00	-2,612.73	34.68%
4502 - Gas Tax 2107.5	1,000.00	1,000.00	0.00	100.0%
4503 - Gas Tax 2105	1,016.28	4,000.00	-2,983.72	25.41%
4530 - Local Transportation	11,056.57	4,000.00	7,056.57	276.41%
4534-Prop 42 TCRF	0.00	800.00	-800.00	0.0%
4538-Vehicle License Fee	857.10	400.00	457.10	214.28%
4540 - Tax Allocation - Roads	29,380.36	73,500.00	-44,119.64	39.97%
SB1	2,714.02	7,000.00	-4,285.98	38.77%
Total 3a - Streets Income	50,874.15	105,700.00	-54,825.85	48.13%
3b - Sewer Income				
4210 - Tax Allocation - Sewer	0.00	73,500.00	-73,500.00	0.0%
4212 - Sewer Revenue	167,905.66	72,000.00	95,905.66	233.2%
4213 - Connections & Fees	0.00	500.00	-500.00	0.0%
3b - Sewer Income - Other	755.16	0.00	755.16	100.0%
Total 3b - Sewer Income	168,660.82	146,000.00	22,660.82	115.52%
3c - Water Income				
4810 - Water Revenue	192,497.51	140,000.00	52,497.51	137.5%
4812 - Bulk Water Sales	0.00	0.00	0.00	0.0%
4815 - Tax Allocation - Water	0.00	24,500.00	-24,500.00	0.0%
4820 - Water Interest	27.86	0.00	27.86	100.0%
4830 - Water Connections	0.00	300.00	-300.00	0.0%
4835 - Material Reimbursement	22.00			
4840 - Gretchen Acres Assess	4,830.23	3,000.00	1,830.23	161.01%
3c - Water Income - Other	304.25	0.00	304.25	100.0%
Total 3c - Water Income	197,681.85	167,800.00	29,881.85	117.81%
3I - Public Works Income - Other	12,155.26			
Total 3I - Public Works Income	429,372.08	419,500.00	9,872.08	102.35%
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				
2004-STBG-1894				
04 Bank Checking Interest	205.51			
Total 2004-STBG-1894	205.51			
MI Bank/LAIF Interest	0.00	0.00	0.00	0.0%

4900 - CBDG Interest - Other	19,318.45	0.00	19,318.45	100.0%
Total 4900 - CBDG Interest	19,523.96	0.00	19,523.96	100.0%
4901 - SCORE Reimbursement	1,535.00	0.00	1,535.00	100.0%
4903 - Library Reimbursement	8,163.98	8,500.00	-336.02	96.05%
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%
6000 - BPF				
6001 - Donations	1,100.00			
Total 6000 - BPF	1,100.00			
Housing Interest	3,282.47	0.00	3,282.47	100.0%
Total Income	1,456,962.05	2,657,066.00	-1,200,103.95	54.83%
Cost of Goods Sold				
Cost of Goods Sold	0.00			
Total COGS	0.00			
Gross Profit	1,456,962.05	2,657,066.00	-1,200,103.95	54.83%
Expense				
1E- General Government Expense				
2285 - IT Services	18,392.53	13,000.00	5,392.53	141.48%
5100- Council/Election	3,580.37	4,000.00	-419.63	89.51%
5110- Mayor Payroll	1,620.00	2,160.00	-540.00	75.0%
5210- Clerk Payroll	11,815.02	3,600.00	8,215.02	328.2%
5220- Supp\USPS	9,932.90	4,000.00	5,932.90	248.32%
5400 - Professional Fees				
5401 - Legal Fees	28,236.46	35,635.00	-7,398.54	79.24%
5402 - Accounting Fees	4,449.43	11,000.00	-6,550.57	40.45%
5403 - Consulting Fees	95,385.00	75,000.00	20,385.00	127.18%
5404 - Engineering Fees - Annex	0.00	31,500.00	-31,500.00	0.0%
5405 - Reimbursed Expenses	0.00	0.00	0.00	0.0%
5400 - Professional Fees - Other	1,500.00	3,000.00	-1,500.00	50.0%
Total 5400 - Professional Fees	129,570.89	156,135.00	-26,564.11	82.99%
5500- Planning				
5502 - City Promotion	0.00	10,000.00	-10,000.00	0.0%
5501 - Economic Development	5,416.71	6,800.00	-1,383.29	79.66%
5500- Planning - Other	16,583.05	500.00	16,083.05	3,316.61%
Total 5500- Planning	21,999.76	17,300.00	4,699.76	127.17%
5550- Library Payroll	4,349.15	8,400.00	-4,050.85	51.78%
5555 - Admin Payroll	24,652.61	106,762.00	-82,109.39	23.09%
5600- Misc.	0.00	400.00	-400.00	0.0%
5700- Publication	70.73	500.00	-429.27	14.15%
5705 - Dues and Subscriptions	1,674.97	1,000.00	674.97	167.5%
6205- Health Insurance	32,190.54	17,000.00	15,190.54	189.36%
6300- Insurance				
6204- Workers Compensation	10,505.67	10,900.00	-394.33	96.38%
6303- Liability Insurance	37,489.39	4,633.00	32,856.39	809.18%
6304 -Property Insurance	0.00	2,023.00	-2,023.00	0.0%

6305 - Crime Insurance	8.01	150.00	-141.99	5.34%
6300- Insurance - Other	0.00	1,600.00	-1,600.00	0.0%
Total 6300- Insurance	48,003.07	19,306.00	28,697.07	248.64%
6301- Insurance Expense	0.00	250.00	-250.00	0.0%
6400- Property Tax	342.42	960.00	-617.58	35.67%
6406- 98 Bank Charge	10.00	0.00	10.00	100.0%
9150-City Hall Expenses				
1-012 - City Hall Power	3,072.01	4,850.00	-1,777.99	63.34%
133000- City Hall water	399.56	300.00	99.56	133.19%
2281- City Hall Phone	0.00	2,000.00	-2,000.00	0.0%
6601-Library Expense	0.00	500.00	-500.00	0.0%
9154 - Disposal 2 yd Bin	6,250.00	3,000.00	3,250.00	208.33%
9155 - Equipment Finance	2,517.18	3,600.00	-1,082.82	69.92%
9150-City Hall Expenses - Other	3,554.48	0.00	3,554.48	100.0%
Total 9150-City Hall Expenses	15,793.23	14,250.00	1,543.23	110.83%
9152- Propane	1,074.71	12,000.00	-10,925.29	8.96%
1E- General Government Expense - Other	17,247.92	0.00	17,247.92	100.0%
Total 1E- General Government Expense	342,320.82	381,023.00	-38,702.18	89.84%
2E- Public Safety Expense				
2EA- Law Enforcement Expense				
7120 - Admin Allocation - Law E	0.00	40,776.00	-40,776.00	0.0%
7125 - Law Enforcement Services	111,578.00	149,056.00	-37,478.00	74.86%
7135- Police Maintenance	0.00	8,000.00	-8,000.00	0.0%
7145- Dispatch	0.00	10,250.00	-10,250.00	0.0%
7180 - Law Enforcement - Other	0.00	5,000.00	-5,000.00	0.0%
7181 - Law Enforcement Phones	2,016.45	2,400.00	-383.55	84.02%
Animal Control				
7930- Animal Control	4,770.97	500.00	4,270.97	954.19%
Total Animal Control	4,770.97	500.00	4,270.97	954.19%
2EA- Law Enforcement Expense - Other	0.00	0.00	0.00	0.0%
Total 2EA- Law Enforcement Expense	118,365.42	215,982.00	-97,616.58	54.8%
2EB- Fire Department Expense				
7515 - FD Sleeper Grocery	1,308.82	0.00	1,308.82	100.0%
7532 - FF Training	423.78	1,500.00	-1,076.22	28.25%
Crime Insurance	13.68	0.00	13.68	100.0%
7550 - Misc Expense _ Fire Dept	2,479.51	300.00	2,179.51	826.5%
6310- Property Insurance	170.81	1,600.00	-1,429.19	10.68%
7500 - Admin Allocation - Fire	0.00	101,940.00	-101,940.00	0.0%
7505 - Liability Insurance	924.03	5,400.00	-4,475.97	17.11%
7506 - Work Comp Insurance	1,531.75	20,000.00	-18,468.25	7.66%
7507 - Auto Insurance	1,367.29	16,000.00	-14,632.71	8.55%
7510- Fire Dept Payroll	16,458.74	15,000.00	1,458.74	109.73%
7511- Firefighter Physicals	240.00	100.00	140.00	240.0%
7512 - Live Scan	0.00	200.00	-200.00	0.0%
7513 - Calls & Meetings	12,816.50	9,000.00	3,816.50	142.41%
7520- Fire Dept Supl & Mtnce	42,883.99	23,000.00	19,883.99	186.45%

7525- Pub Safety Fuel & Oil				
7527- Gas Reimbursement	174.04			
7525- Pub Safety Fuel & Oil - Other	9,297.15	9,000.00	297.15	103.3%
Total 7525- Pub Safety Fuel & Oil	9,471.19	9,000.00	471.19	105.24%
7540- Fire Dept. Utilities				
1-001- Fire Dept. Power Bill	3,833.59	4,000.00	-166.41	95.84%
2261- Fire Dept. Phone	5,101.19	4,300.00	801.19	118.63%
2262 - Disposal	1,550.00	1,000.00	550.00	155.0%
7541- Propane	0.00	200.00	-200.00	0.0%
Total 7540- Fire Dept. Utilities	10,484.78	9,500.00	984.78	110.37%
2EB- Fire Department Expense - Other	298,432.97	0.00	298,432.97	100.0%
Total 2EB- Fire Department Expense	399,007.84	212,540.00	186,467.84	187.73%
2EC - Strike Team Expenses				
7514 Seasonal FF Payroll	31,400.00	36,000.00	-4,600.00	87.22%
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%
7513 Fleet Maintenance - Strike	0.00	24,000.00	-24,000.00	0.0%
7515 - Strike Team Payroll	214,520.78	168,000.00	46,520.78	127.69%
7516 - Payroll Taxes				
7517 - FICA	0.00	13,500.00	-13,500.00	0.0%
7518 - Medicare	0.00	2,738.00	-2,738.00	0.0%
7519 - SUI	0.00	4,500.00	-4,500.00	0.0%
Total 7516 - Payroll Taxes	0.00	20,738.00	-20,738.00	0.0%
2EC - Strike Team Expenses - Other	632.53			
Total 2EC - Strike Team Expenses	250,557.38	248,738.00	1,819.38	100.73%
2ED SAFER Grant				
7530 - Uniforms and Safety Gear	507.55			
Total 2ED SAFER Grant	507.55			
2E- Public Safety Expense - Other	11,219.75			
Total 2E- Public Safety Expense	779,657.94	677,260.00	102,397.94	115.12%
3E- Public Works Expense				
3EA- Streets				
8505 - Clothes Allowance	0.00	25.00	-25.00	0.0%
Crime Insurance	2.17	0.00	2.17	100.0%
1-000 - Street Lights				
02 HPSV Lights	471.71	600.00	-128.29	78.62%
02 HPSV Metal Lights	248.97	100.00	148.97	248.97%
10 HPSV Wood Lights	3,066.16	3,500.00	-433.84	87.61%
11 HPSV Lights	1,369.26	500.00	869.26	273.85%
72 HPSV Lights	11,361.70	12,000.00	-638.30	94.68%
Total 1-000 - Street Lights	16,517.80	16,700.00	-182.20	98.91%
6306- Property Insurance	0.00	400.00	-400.00	0.0%
8110 - Admin Allocation - Stree	0.00	61,164.00	-61,164.00	0.0%

8120- Street Mtnce/Utilities				
1-005 - Barn Power	2,394.81	2,000.00	394.81	119.74%
1-006 Barn Maintenance	0.00	0.00	0.00	0.0%
1-007 - Phone Bill	1,071.56	1,200.00	-128.44	89.3%
8121- Street Maintenance				
8126- LTC	0.00	100.00	-100.00	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	100.00	100.00	200.0%
8120- Street Mtnce/Utilities - Other	0.00	0.00	0.00	0.0%
Total 8120- Street Mtnce/Utilities	3,666.37	3,300.00	366.37	111.1%
8130- Equipment Maintenance				
8131- Fuel & Oil	0.00	2,000.00	-2,000.00	0.0%
8132- Repairs	718.84	2,000.00	-1,281.16	35.94%
8133- Parts & Supplies	2,104.47	500.00	1,604.47	420.89%
8135- Roads	0.00	1,000.00	-1,000.00	0.0%
Total 8130- Equipment Maintenance	2,823.31	5,500.00	-2,676.69	51.33%
8136 -Auto Insurance	0.00	600.00	-600.00	0.0%
8137- Mobile Equip	38.41	0.00	38.41	100.0%
8199- Road Payroll	16,077.21	10,660.00	5,417.21	150.82%
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%
Total 8200- Major Street Const.	0.00	0.00	0.00	0.0%
8250 - Street Engineering	0.00	1,000.00	-1,000.00	0.0%
8509 - Liability Insurance	92.21	800.00	-707.79	11.53%
8511 - Work Comp Insurance	177.62	1,500.00	-1,322.38	11.84%
3EA- Streets - Other	93.21	0.00	93.21	100.0%
Total 3EA- Streets	39,488.31	101,649.00	-62,160.69	38.85%
3E- Public Works Expense - Other	231.12			
Total 3E- Public Works Expense	39,719.43	101,649.00	-61,929.57	39.08%
3EB- Sewer Expense				
8545 - Clothes Allowance	0.00	25.00	-25.00	0.0%
Crime Insurance	1.09	0.00	1.09	100.0%
6308-Property Insurance	251.72	650.00	-398.28	38.73%
8505 - Admin Allocation - Sewe	0.00	84,352.00	-84,352.00	0.0%
8510- Sewer Payroll	11,800.18	16,380.00	-4,579.82	72.04%
8520- Sewer Expenses				
1-015 - Sewer Power bill	227.71	200.00	27.71	113.86%
1-019 bbp sewer	160.01	300.00	-139.99	53.34%
8521- Sewer Rep & Mtnce	1,351.27	2,000.00	-648.73	67.56%
8527 Fuel-Oil	0.00	500.00	-500.00	0.0%
8553- Auro Insurance	162.31	650.00	-487.69	24.97%
8520- Sewer Expenses - Other	-91.67	0.00	-91.67	100.0%
Total 8520- Sewer Expenses	1,809.63	3,650.00	-1,840.37	49.58%
8522 - Waste Water Monitoring	2,100.00	5,000.00	-2,900.00	42.0%

8530- Sewer Supplies	53.62	1,000.00	-946.38	5.36%
8535-Office	500.00	0.00	500.00	100.0%
8540- State Fees	30,531.00	21,000.00	9,531.00	145.39%
8549- Mobile Equip.	38.41	100.00	-61.59	38.41%
8550 - Liability Insurance	124.19	800.00	-675.81	15.52%
8551 - Work Comp Insurance	237.50	2,000.00	-1,762.50	11.88%
8552 - Training	130.00	300.00	-170.00	43.33%
Sewer Testing	0.00	2,000.00	-2,000.00	0.0%
3EB- Sewer Expense - Other	773.55			
Total 3EB- Sewer Expense	48,350.89	137,257.00	-88,906.11	35.23%
3EC- Water Expense				
8618 - Clothes Allowance	0.00	25.00	-25.00	0.0%
Crime Insurance	1.09	0.00	1.09	100.0%
6307-Property Insurance	882.95	1,700.00	-817.05	51.94%
8605 - Allocate Admin - Water	1,077.00	81,552.00	-80,475.00	1.32%
8609- Water Training	7,504.69	500.00	7,004.69	1,500.94%
8610- Water Parts & Supplies	3,037.61	1,000.00	2,037.61	303.76%
8612- Water Office & Postage	2,252.64	5,000.00	-2,747.36	45.05%
8615- Water Payroll	57,477.21	19,240.00	38,237.21	298.74%
8620- Water Repairs & Mtnce	37,351.10	5,000.00	32,351.10	747.02%
8623- Mobile Equip.	38.41	150.00	-111.59	25.61%
8624 - Auto Insurance	162.31	650.00	-487.69	24.97%
8625- Water Liability Ins	124.19	800.00	-675.81	15.52%
8626 - Work Comp	297.37	3,000.00	-2,702.63	9.91%
8627 - Fuel-Oil	6,684.86	1,300.00	5,384.86	514.22%
8630- Water Fees & Testing	4,677.86	4,000.00	677.86	116.95%
8640- Water Utilities				
1-000 - Water Power				
New Pump	11,153.02	14,000.00	-2,846.98	79.66%
Old pump	683.66	1,000.00	-316.34	68.37%
Total 1-000 - Water Power	11,836.68	15,000.00	-3,163.32	78.91%
1-001 - Water Phones				
468-2598	2,961.26	2,500.00	461.26	118.45%
468-5864	864.67	900.00	-35.33	96.07%
Cell	1,427.90	0.00	1,427.90	100.0%
Total 1-001 - Water Phones	5,253.83	3,400.00	1,853.83	154.52%
Total 8640- Water Utilities	17,090.51	18,400.00	-1,309.49	92.88%
8650- Water Engineering	0.00	0.00	0.00	0.0%
8660- Water Interest				
8632 - Revenue Bond Interest	0.00	13,500.00	-13,500.00	0.0%
Total 8660- Water Interest	0.00	13,500.00	-13,500.00	0.0%
3EC- Water Expense - Other	554.28	0.00	554.28	100.0%
Total 3EC- Water Expense	139,214.08	155,817.00	-16,602.92	89.35%
3EG -8690 -Water Planning Grant	1,657.50	0.00	1,657.50	100.0%
4E- Parks & Recreation Expense				
9151- City Hall Maintenance	1,981.46	8,000.00	-6,018.54	24.77%

9115 - Clothes Allowance	0.00	25.00	-25.00	0.0%
Crime Insurance	1.09	0.00	1.09	100.0%
9116 - Janitorial Payroll	13,549.50	5,226.00	8,323.50	259.27%
02 Admin Allocation - Parks	0.00	40,776.00	-40,776.00	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	2,500.00	-1,489.22	40.43%
Total 6305- Property Ins Parks	1,049.19	2,500.00	-1,450.81	41.97%
9105- Auto Insurance	162.31	700.00	-537.69	23.19%
9106 - Work Comp Parks	474.99	3,000.00	-2,525.01	15.83%
9107 - Liability Ins Parks	250.53	2,000.00	-1,749.47	12.53%
9108 - L.L. Park	0.00	0.00	0.00	0.0%
9109- Parks Payroll	16,617.82	29,120.00	-12,502.18	57.07%
9110 - Park Expense	31.25	2,000.00	-1,968.75	1.56%
9130- Ball Park Expenses				
1-002 - LLP Snack	351.17	200.00	151.17	175.59%
1-013 - BBP lights	2,232.01	2,500.00	-267.99	89.28%
1-014 - LLP lights	213.44	300.00	-86.56	71.15%
1-017 - BBP pump	169.61	0.00	169.61	100.0%
9131- Maintenance & Supplies	1,663.99	5,000.00	-3,336.01	33.28%
9130- Ball Park Expenses - Other	0.00	187.00	-187.00	0.0%
Total 9130- Ball Park Expenses	4,630.22	8,187.00	-3,556.78	56.56%
9140- Scout Hall Expenses				
1-006 - Scout Hall Power	1,206.10	550.00	656.10	219.29%
9141- Scout Hall Repairs	0.00	0.00	0.00	0.0%
Total 9140- Scout Hall Expenses	1,206.10	550.00	656.10	219.29%
9160- Museum Expenses				
1-004 - Museum Electricity	499.71	1,000.00	-500.29	49.97%
1-XXX - Museum Monitor Fuel	2,373.66	2,000.00	373.66	118.68%
5568- Museum Phone	1,073.19	1,500.00	-426.81	71.55%
9161- Museum Maintenance	39.20			
Total 9160- Museum Expenses	3,985.76	4,500.00	-514.24	88.57%
4E- Parks & Recreation Expense - Other	300.00	0.00	300.00	100.0%
Total 4E- Parks & Recreation Expense	44,618.22	106,584.00	-61,965.78	41.86%
4EF - Sewer Grant	10,766.29	0.00	10,766.29	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	4,429.81	0.00	4,429.81	100.0%
6506- FICA	31,716.88	17,447.00	14,269.88	181.79%
6508- Medicare	7,417.66	8,378.00	-960.34	88.54%
6512- SUI	12,691.17	3,820.00	8,871.17	332.23%
6516 - ETT	0.00	10.00	-10.00	0.0%
6504- Payroll Taxes - Other	1,360.46	0.00	1,360.46	100.0%
Total 6504- Payroll Taxes	57,615.98	29,655.00	27,960.98	194.29%
9700- CBDG Const Housing				
Gen Adm & Program Delivery	631.75	0.00	631.75	100.0%
Total 9700- CBDG Const Housing	795.62	0.00	795.62	100.0%
Payroll Expenses	70,984.85	2,500.00	68,484.85	2,839.39%
Reconciliation Discrepancies	2.00	0.00	2.00	100.0%
transfers	-482,712.62			
Total Expense	1,053,188.75	1,591,745.00	-538,556.25	66.17%
Net Income	403,773.30	1,065,321.00	-661,547.70	37.9%



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: May 13, 2024
From: Fort Jones Fire Department – Chief Joseph Hess
Subject: Automatic Mutual Aid Agreement between Cal Fire Siskiyou Unit and the Fort Jones Fire Department

Background

The Fort Jones Fire Department does not currently have a signed, valid Automatic Mutual Aid Agreement with Cal Fire.

Attached is Cal Fire's standard agreement that they provided for review and approval.

Recommendation

Staff recommends that the council review and approve the Automatic Mutual Aid Agreement between Cal Fire Siskiyou Unit and the Fort Jones Fire Department.

**AUTOMATIC / MUTUAL AID AGREEMENT BETWEEN
CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION, SISKIYOU UNIT
AND FORT JONES FIRE DEPARTMENT**

This agreement is entered into between the California Department of Forestry and Fire Protection, Siskiyou Unit, a State of California Resource Agency Department ("CAL FIRE") and Fort Jones Fire Department ("DEPARTMENT"), collectively, the "Parties" and individually a "Party", for the purpose of providing Automatic / Mutual Aid to each other.

1. DEFINITIONS

- A. Automatic Aid: "Automatic Aid" is defined as the prearranged, automatic response by mutual aid fire companies utilizing the "Closest Resource" concept. Automatic aid is most used in metropolitan, urban, and suburban areas between two or more fire agencies to a specific location with a specified number of resources.
- B. CAL FIRE: A fire department of the California Natural Resources Agency responsible for wildland fire prevention and suppression in State direct protection areas.
- C. Closest Resource: The closest available unit will be dispatched by the dispatch center without any request for mutual aid. "Closest available unit" can include fire engine, water tender, ladder truck, and rescue truck and/or fire-rescue supervisor. This closest unit response will be referred to as an automatic aid response.
- D. Incident Command System: The Incident Command System (ICS) is a standardized approach to the command, control, and coordination of emergency response providing a common hierarchy within which responders from multiple agencies can be effective.
- E. Incident Commander: The first and/or highest qualified official of a jurisdictional agency at the scene of the incident initially establishes Command. The Incident Commander (IC) is responsible for overall management of the incident. It is the IC's responsibility to prepare the incident objectives that will be the foundation upon which subsequent incident action planning will be based. Incident objectives will be based on the requirements of the agency and the incident. They should be broad, measurable and follow an ordered sequence of events.
- F. Fire Chief: Fire Chief of a county, city, fire protection district, community service district, zone of increased benefit or hose company.
- G. Fire Department: A California county, city, fire protection district, community service district, zone of increased benefit or hose company.
- H. Mutual Aid: "Mutual Aid" is defined as a reciprocal agreement between two or more fire agencies wherein each agrees to assist the other under certain conditions. Providing mutual aid is permissible on the part of the Responding Party, based on its ability at the time the aid is requested. Responding mutual aid forces become subject to the direction of the Fire Chief/Unit Chief of the Requesting Party or to the Incident Commander, if assigned directly to an incident.
- I. Unit Chief: Chief of the CAL FIRE Siskiyou Unit.

2. MUTUAL RESPONSIBILITIES AND RIGHTS

- A. Each Party shall be responsible to ensure that responding personnel are provided protective clothing and equipment as required by California Code of Regulations, Title 8, Section 3410, Article 10.1, Section 3401, et. Seq.
- B. Each Party shall be responsible to ensure that the responding equipment and personnel meet the minimum typing standards of the National Wildfire Coordinating Group or personnel meet the qualifications in the California Incident Command Certification System.

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- C. Both Parties' fire personnel shall train together at least once annually on standard operating procedures which apply to each Party. See Performance Standards, section 16.
- D. Both parties agree to accept each other's training qualification standards and all agency personnel will perform only to their level of certification.
- E. Each Party acknowledges that the timing of the request for mutual aid is critical to the effectiveness of the assistance being requested. Each Party agrees that in order to expedite the response to the request for mutual aid, field officers or dispatch center personnel may make the request for mutual aid as soon and in the most direct manner as possible and that the Requesting Party's designee may be the IC or the officer (or acting officer) on the apparatus responding to the incident. It is agreed by the Parties hereto that mutual aid assistance, when to be sent, shall be dispatched promptly and that first response by the jurisdiction requesting assistance shall not be a prerequisite to a request for assistance under this agreement.
- F. If the IC specifically requests a senior officer of the Responding Party to assume command, then the IC shall not, by relinquishing command, be relieved of responsibility for the operation.
- G. Both Parties' fire apparatus responding to an incident in the legal jurisdiction of the other will perform emergency operations as appropriate, under direction of the IC.
- H. Except as otherwise provided herein, each Party shall retain the responsibility for administrative work (including fire investigations and dissemination of public information) weed abatement and building inspections in and for their respective jurisdictions.
- I. The Parties hereto agree to provide to all other Parties to this agreement personnel and equipment as described in Attachment "A" which is incorporated herein by this reference. Notwithstanding anything to the contrary contained in this agreement, each Party's obligations pursuant to this agreement are subject to availability of resources and the commitment of any resource, personnel, equipment or any other firefighting or emergency assistance by a Party subject to the discretion of each Party's Fire Chief/Unit Chief or his or her designee. Further, the Parties hereto recognize and agree that such personnel and equipment shall be periodically unavailable under this agreement due to normal operating requirements. Responding is at the sole discretion of the Parties. The Responding Party's personnel and equipment shall be released from the incident as soon as operationally feasible. However, personnel and equipment shall not leave the incident until released by the Incident Commander. When any significant change occurs to the available equipment and/or personnel which shall last more than thirty (30) days, the Party experiencing such change shall notify the other Party to this agreement in writing.
- J. Each jurisdiction may maintain both local and regional mutual aid agreements with surrounding jurisdictions to facilitate the move-up and cover of resources as needed.
- K. Certain specialized types of emergency resources may not be made available subject to the provisions of this agreement, and that such resources may be available on a reimbursement basis and at the specific request of the Requesting Party.

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- L. Parties will utilize the Yreka Interagency Command Center (YICC) for command, control and as the single ordering point for all emergencies within the County of Siskiyou.
- M. Parties will follow standard operating procedures outlined in SKU ECC Dispatching SOP and Frequency Management procedure document.

3. COMPENSATION

Each Party agrees that it will not seek from the other Party compensation for services rendered under this agreement. Each Party hereto shall all times be responsible to its own employees and volunteers for the payment of wages and other compensation and for carrying workmen's compensation upon said employees and volunteers; and each Party shall be responsible for its own equipment and shall bear the risk of loss therefore, irrespective of whether or not said personnel, volunteers and equipment are being used within the area of primary responsibility of that Party.

4. TERM OF AGREEMENT

This agreement shall commence as of the last date it has been signed by both Parties and in effect until either Party wishes to terminate the agreement.

5. TERMINATION OF AGREEMENT

- A. If either Party materially fails to perform its responsibilities under this agreement, or if either Party fails to fulfill in a timely and professional manner its responsibilities under this agreement, or if either Party violates any of the terms or provisions of this agreement, then the other Party shall have the right to terminate this agreement for cause effective immediately upon the giving written notice thereof.
- B. Either Party may terminate this agreement without cause on 30 days written notice to other Party.
- C. CAL FIRE's right to terminate this agreement may be exercised by the Unit Chief or designee.
- D. DEPARTMENT's right to terminate this agreement may be exercised by the DEPARTMENT's Fire Chief or designee.

6. ENTIRE AGREEMENT; AMENDMENTS; HEADINGS; EXHIBITS/APPENDICES

- A. This agreement supersedes all previous agreements relating to the subject of this agreement and constitutes the entire understanding of the Parties hereto. Parties shall be entitled to no other benefits other than those specified herein. Parties specifically acknowledge that in entering and executing this agreement, Parties rely solely upon the provisions contained in this agreement and no others.
- B. No changes, amendments or alterations to this agreement shall be effective unless in writing and signed by both Parties. However, minor amendments that do not result in a substantial or functional change to the original intent of this agreement may be agreed to in writing between both Parties' Fire Chief/Unit Chief, provided that the amendment is in substantially the same format as the CAL FIRE's standard format amendment.
- C. The headings that appear in this agreement are for reference purposes only and shall not affect the meaning or construction of this agreement.
- D. If any ambiguity, inconsistency, or conflict exists or arises between the provisions of this agreement and the provisions of any of this agreement's exhibits or appendices, the provisions of this agreement shall govern.

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7. NONASSIGNMENT OF AGREEMENT; NON-WAIVER

Inasmuch as this agreement is intended to secure the specialized services of each of the Parties to this agreement, neither Party may assign, transfer, delegate, or sublet any interest herein without the prior written consent of the other Party. The waiver by Parties of any breach of any requirement of this agreement shall not be deemed to be a waiver of any other breach.

8. EMPLOYMENT STATUS OF PARTIES

Each of the Parties to this agreement shall, during the entire term of this agreement, be construed to be an independent contractor, and nothing in this agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, a separate legal entity, or to allow either Party to exercise discretion or control over the professional manner in which the other Party performs the work or services that are the subject matter of this agreement; provided, however, that the work or services to be provided by each of the Parties shall be provided in a manner consistent with the professional standards applicable to such work or services in the state of California. No additional benefits arise due to participation in assistance under this agreement.

9. MUTUAL INDEMNIFICATION

The Parties shall defend, indemnify, and hold harmless each other, their respective elected officials, officers, employees, agents, and volunteers against all claims, suits, actions, costs, expenses (including, but not limited to, reasonable attorneys' fees of a Party and counsel retained by a Party, expert fees, litigation costs, and investigation costs), damages, judgments, or decrees arising from the work or the provision of services undertaken pursuant to this agreement by any person employed by either Party, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the respective Party, its officials, officers, employees, agents, or volunteers. There shall be no liability imposed on any Party or its personnel for failure to respond to requests for aid. All damages or repairs to any equipment or apparatus that occur in the normal operation during the provision of aid under this Agreement shall be the responsibility of the owner jurisdiction. The provisions of this paragraph are intended to be interpreted as broadly as permitted by applicable law. This provision shall survive the termination, expiration, or cancellation of this agreement.

10. INSURANCE

The Parties either carry commercial insurance or are self-insured public entities. Each Party will maintain General Liability, Property and Workers' Compensation Insurance coverage through its self-insured program. The Parties either carry commercial insurance or are self-insured for Automobile Liability.

11. NOTICE OF CLAIM/APPLICABLE LAW/VENUE

A. If any claim for damages is filed with DEPARTMENT or if any lawsuit is instituted concerning DEPARTMENT's performance under this agreement and that in any way, directly or indirectly, contingently, or otherwise, affects or might reasonably affect CAL FIRE, DEPARTMENT shall give prompt and timely notice thereof to CAL FIRE. Notice shall be prompt and timely if given within 30 days following the date of receipt of a claim or 10 days following the date of service of process of a lawsuit. This provision shall survive the termination, expiration, or cancellation of this agreement.

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- B. If any claim for damages is filed with CAL FIRE or if any lawsuit is instituted concerning CAL FIRE's performance under this agreement and that in any way, directly or indirectly, contingently, or otherwise, affects or might reasonably affect DEPARTMENT, CAL FIRE shall give prompt and timely notice thereof to DEPARTMENT. Notice shall be prompt and timely if given within 30 days following the date of receipt of a claim or 10 days following the date of service of process of a lawsuit.
- C. Any dispute between the Parties, and the interpretation of this agreement, shall be governed by the laws of the State of California. Any litigation shall venue in Siskiyou County.

12. COMPLIANCE WITH LAWS; NON-DISCRIMINATION

- A. Parties shall observe and comply with all applicable federal, state, and local laws, ordinances, and codes that relate to the work or services to be provided pursuant to this agreement.
- B. Parties shall not discriminate in employment practices or in the delivery of services on the basis of race, color, creed, religion, national origin, sex, age, marital status, sexual orientation, medical condition (including cancer, HIV and AIDS) physical or mental disability, use of family care leave under either the Family & Medical Leave Act or the California Family Rights Act, or on the basis of any other status or conduct protected by law.
- C. Parties represent that they are in compliance with and agree that they shall continue to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. sections 12101, *et seq.*), the California Fair Employment and Housing Act (Government Code sections 12900, *et seq.*), and regulations and guidelines issued pursuant thereto.

13. ACCESS TO RECORDS; RECORDS RETENTION.

County, federal, and state officials shall have access to any book, documents, papers, and records of the DEPARTMENT that are directly pertinent to the subject matter of this agreement for the purpose of auditing or examining the activities of the DEPARTMENT or CAL FIRE. Except where longer retention is required by federal or state law, the DEPARTMENT shall maintain all records for five years. This provision shall survive the termination, expiration, or cancellation of this agreement. DEPARTMENT and CAL FIRE shall maintain appropriate records to ensure proper documentation pertaining to the work performed or the services provided pursuant to this agreement. Access to these records shall be provided during working days, 8:00 a.m. to 5:00 p.m. and at other times upon reasonable notice, and upon request of state and federal agencies charged with the administration of programs related to the work or services to be provided pursuant to this agreement. DEPARTMENT agrees to accept responsibility for receiving, replying to, and/or complying with any audit exception by appropriate federal, state, or county audit directly related to the provisions of this agreement.

14. COMPLIANCE WITH CHILD, FAMILY, AND SPOUSAL SUPPORT REPORTING OBLIGATIONS.

DEPARTMENT's failure to comply with state and federal child, family, and spousal support reporting requirements regarding DEPARTMENT's employees or failure to implement lawfully served wage and earnings assignment orders or notices of assignment relating to child, family, and spousal support obligations shall constitute a default under this agreement. DEPARTMENT's failure to cure such default within 90 days of notice by CAL FIRE shall be grounds of termination of this agreement.

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15. LICENSES AND PERMITS

Parties, their officers, employees, and agents performing the work or services required by this agreement, shall possess, and maintain all necessary licenses, permits, certificates, and credentials required by the laws of the United States, the State of California, the County of Siskiyou, and all other appropriate governmental agencies. Failure to maintain the licenses, permits, certificates, and credentials shall be deemed a breach of this agreement and constitutes grounds for the termination of this agreement by either Party.

16. PERFORMANCE STANDARDS

Parties shall perform the services required by this agreement in accordance with the industry and/or professional standards applicable to Parties' services.

17. CONFLICTS OF INTEREST

Parties' officers and employees shall not have a financial interest, or acquire any financial interest, direct or indirect, in any business, property, or source of income that could be financially affected by or otherwise conflict in any manner or degree with the performance of the work or services required under this agreement.

18. NOTICES

A. Any notices required or permitted pursuant to the terms and provisions of this agreement shall be in writing and shall be given to the appropriate Party at the address specified below or at such other address as the Party shall specify in writing.

If to CAL FIRE: CAL FIRE
 Siskiyou Unit
 P.O. Box 128
 Yreka, CA 96097

If to DEPARTMENT: Fort Jones Fire Department
 Attn: Joseph Hess
 P.O. Box 597
 Fort Jones, CA 96032

B. Written notice shall be deemed to be effective upon personal delivery, or if sent by first class mail, postage prepaid, two days after the date of mailing.

19. AGREEMENT PREPARATION

It is agreed and understood by the Parties that this agreement has been arrived at through negotiation and that neither Party is to be deemed the Party which created any uncertainty in this agreement within the meaning of section 1654 of the California Civil Code.

20. COMPLIANCE WITH POLITICAL REFORM ACT

Parties shall comply with the California Political Reform Act (Government Code, sections 81000, *et seq.*), with all regulations adopted by the Fair Political Practices Commission pursuant thereto with regard to any obligation on the part of the Parties to disclose financial interests and to recuse from influencing any Parties' decision which may affect Parties' financial interests. Parties shall comply with the ethics training requirements of California Government Code sections 53234, *et seq.*

**AUTOMATIC / MUTUAL AID AGREEMENT BETWEEN
CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION, SISKIYOU UNIT
AND FORT JONES FIRE DEPARTMENT**

21. SEVERABILITY

If any portion of this agreement or application thereof to any person or circumstance is declared invalid by a court of competent jurisdiction or if it is found in contravention of any federal or state statute or regulation or county ordinance, the remaining provisions of this agreement, or the application thereof, shall not be invalidated thereby and shall remain in full force and effect to the extent that the provisions of this agreement are severable.

22. USE OF PROPERTY

DEPARTMENT shall not use CAL FIRE premises, property (including equipment, instruments, and supplies), or personnel for any purpose other than in the performance of DEPARTMENT's obligations under this agreement. CAL FIRE shall not use DEPARTMENT premises, property (including equipment, instruments, and supplies), or personnel for any purpose other than in the performance of CAL FIRE's obligations under this agreement.

SIGNATURE PAGE FOLLOWS

**AUTOMATIC / MUTUAL AID AGREEMENT BETWEEN
CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION, SISKIYOU UNIT
AND FORT JONES FIRE DEPARTMENT**

IN WITNESS, WHEREOF, the Parties have executed this agreement on the dates set forth below. By their signatures below, each signatory represents that he/she has the authority to execute this agreement and to bind the Party on whose behalf his/her execution is made.

CAL FIRE

Date: _____

Greg A. Roath
Unit Chief, CAL FIRE Siskiyou

FORT JONES FIRE DEPARTMENT

Date: _____

Joseph Hess
Chief, Fort Jones Fire Department

Date: _____

Mercedes Garcia
Mayor, City of Fort Jones

**AUTOMATIC / MUTUAL AID AGREEMENT BETWEEN
CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION, SISKIYOU UNIT
AND FORT JONES FIRE DEPARTMENT**

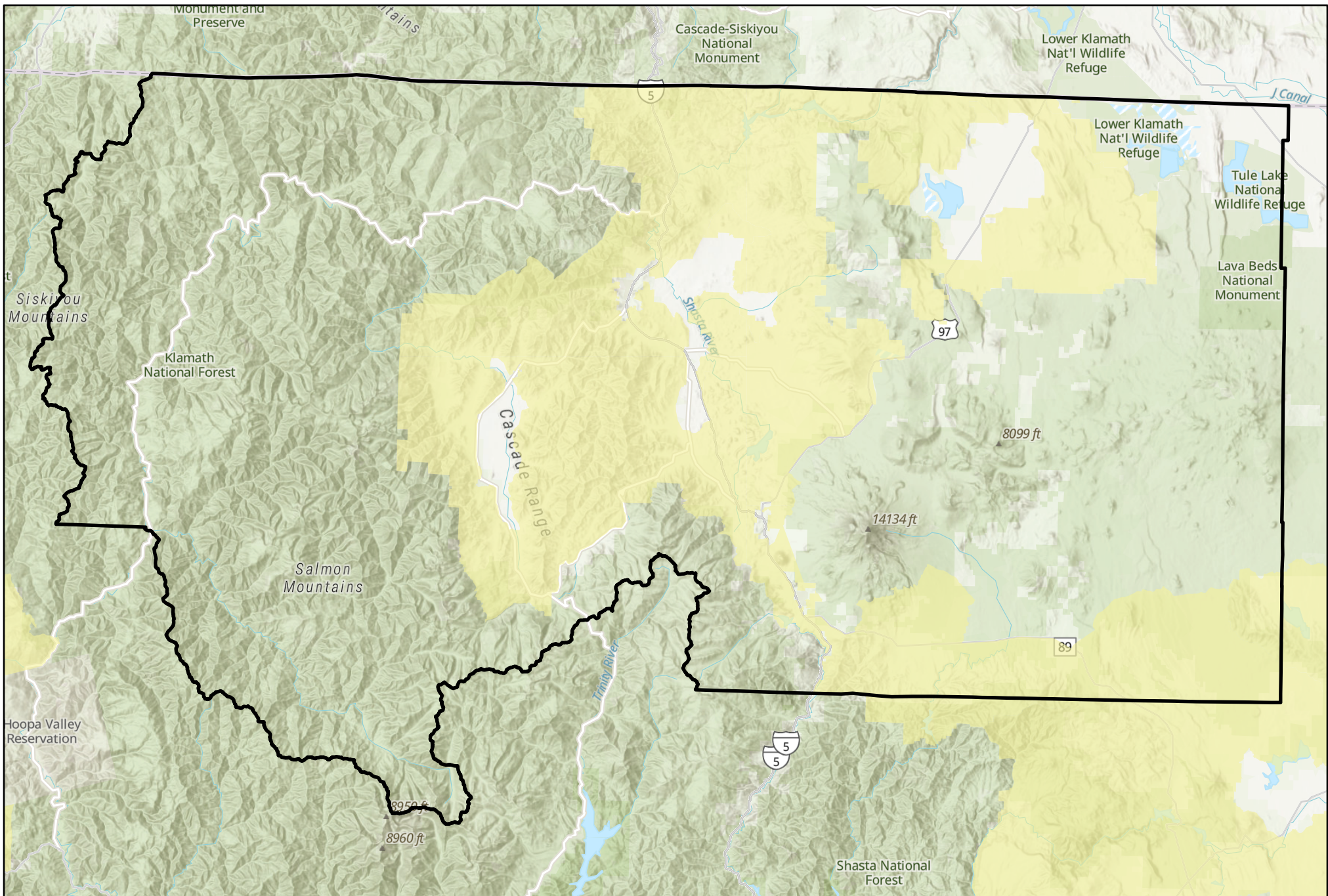
ATTACHMENT "A"

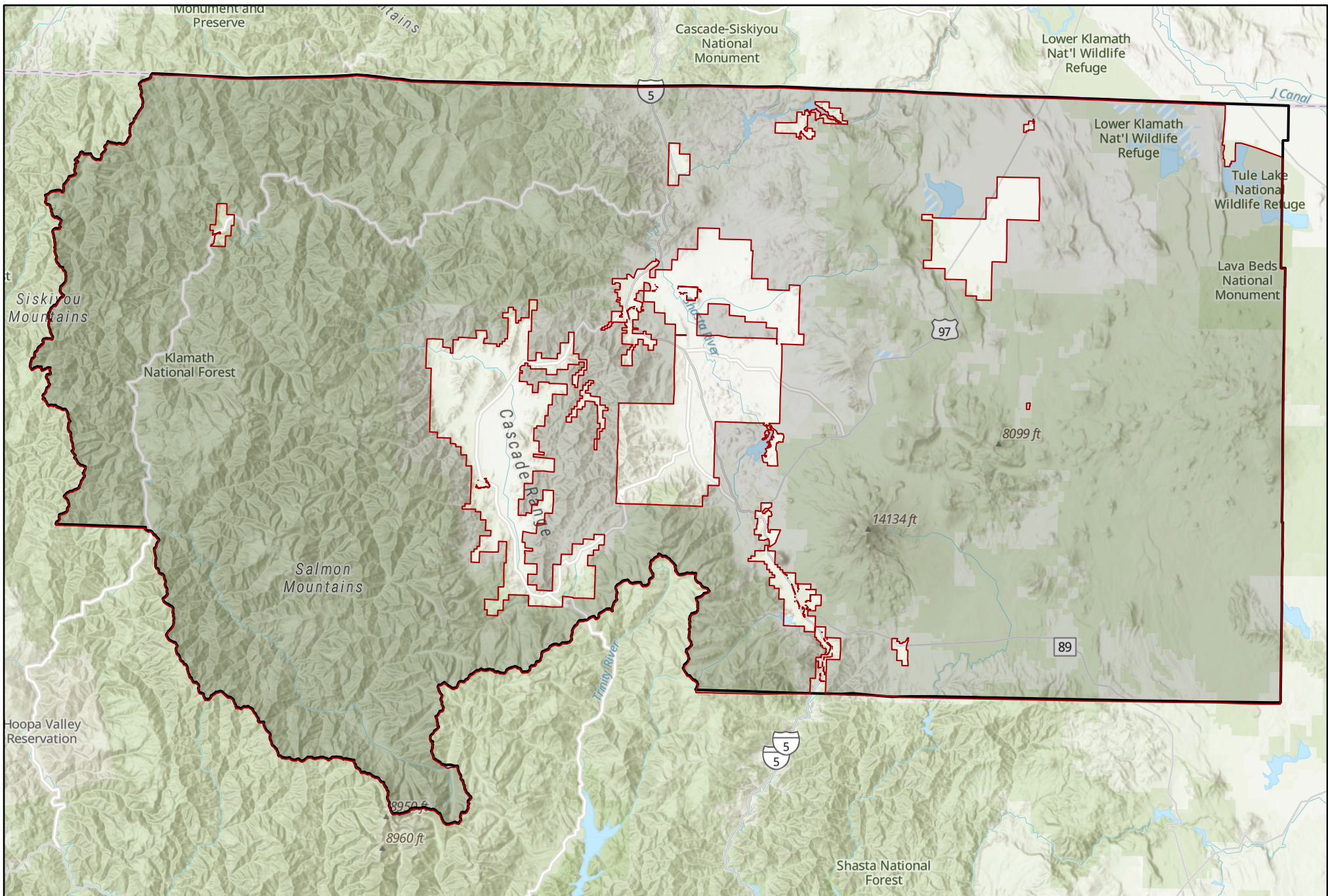
1. RESPONSIBILITIES OF CAL FIRE

- A. Provide Automatic / Mutual Aid response to all requests for assistance within the area of the County of Siskiyou as depicted in Attachment "B", attached hereto and incorporated herein, as follows:
 - 1) CAL FIRE may provide one (1) engine and/or one (1) Chief Officer to all emergencies
- B. CAL FIRE will provide dispatch service, while under contract with the County of Siskiyou, for all fire and medical emergencies within the area of the County of Siskiyou as depicted in Attachment "B" through the YICC:
 - 1) All Incidents occurring within the County of Siskiyou will be administered by the YICC as the single ordering point.

2. RESPONSIBILITIES OF DEPARTMENT

- A. Provide Automatic / Mutual Aid response to all requests for assistance into the unincorporated area of CAL FIRE Siskiyou as depicted in Attachment "C", attached hereto and incorporated herein, as follows:
 - 1) DEPARTMENT will provide one (1) engine and/or water tender to all wildland, debris, illegal campfire, smoke check, and other fires.
- B. DEPARTMENT will utilize and follow Yreka Interagency Command Center (YICC) standard operating procedures outlined in the SKU ECC Dispatching SOP and Frequency Management procedure document.







The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: May 13, 2024
From: E & S Engineering & Surveyors, Inc – Jose Hernandez
Subject: Horn Street Rehabilitation Project Contract Award to Advantage Paving & Excavating, Inc

Background

Requests for Proposals (RFP) were sent out for the Horn Street Rehabilitation Project. E & S Engineering has reviewed these proposals and have selected Advantage Paving & Excavating, Inc as the low bidder for this proposal.

There is no cost to the Town for this proposal as it is reimbursable through the CRSSA grant.

Attached is the award recommendation letter, bid summary, notice of award, and contract.

Recommendation

Staff recommends that the council award the contract for the Horn Street Rehabilitation Project to the lowest bidder, Advantage Paving & Excavating, Inc.



E & S Engineers & Surveyors, Inc.

Civil Engineers & Land Surveyors
eandsengineersandsurveyors.com

329 West Miner Street
Yreka CA 96097
530.842.6813
530-842.6645 (Fax)

May 2, 2024

Town of Fort Jones
11960 East Street
Fort Jones, CA 96032

Re: Town of Fort Jones – Horn Street Rehabilitation Project - Award of Contract

Ladies and Gentlemen:

This is to advise you that we have verified the unit price extensions and reviewed the bids received Tuesday, April 30, 2024, for the subject project. We have checked the proposal submitted by Advantage Paving & Excavating, Inc. and their proposal is all complete and their licenses are clear for performing the work.

Advantage Paving & Excavating, Inc. of Yreka, CA was the low bidder for Bid Schedule "A" in the amount of **\$48,262.00**.

I recommend award of the contract to Advantage Paving and Excavating, Inc. for the **Horn Street Rehabilitation Project**.

The City will need to send a Notice of Award, signed, and two original copies, unsigned, of the contract forms to the Contractor.

The Contractor should provide the signed contract and bond(s) to the City within 14 calendar days. After receipt of bonds and signed contract from the contractor, the Town of Fort Jones can then sign the Contract forms and make it official.

Let us know if you have any questions regarding the bids.

Respectfully submitted,

Jose Hernandez, P.E. 90911
Project Engineer

Attachments: Bids Summary

NOTICE OF AWARD

TO: Advantage Paving & Excavating, Inc
P.O. Box 302
Yreka, CA 96097

FOR: Construction of: **HORN STREET REHABILITATION PROJECT**

Your Bidder's Proposal dated April 30, 2024 for construction of the above-named Project, for the prices set forth in the Bid Schedules "A" of said Proposal, in the total amount of **\$48,262.00 (DOLLARS)**.

You are required by the Instructions to Bidders to execute the Agreement (Contract Forms in Part B, Division 2 of these Contract Documents), and to furnish the required Performance and Payment Bonds and Certificates of Insurance, all within Fourteen (14) calendar days from the date of mailing of this Notice.

If you fail to execute the Agreement and to furnish said BONDS within Fourteen (14) days from the date of this Notice, the OWNER will be entitled to consider all your rights arising out of the OWNER's acceptance of your BID as abandoned and as a forfeiture of your BID BOND or such other BID SECURITY as you have provided. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE of AWARD to the OWNER.

Dated this 13th day of May, 2024.

The TOWN OF FORT JONES
OWNER

By _____

Title _____

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged

by _____

this the _____ day of _____, 2024.

By _____

Title _____

SUMMARY OF BIDS RECEIVED

TOWN OF FORT JONES - HORN STREET REHABILITATION PROJECT

Date: May 1, 2024

				Engineer's Estimate		Advantage Paving & Excav., Inc. Yreka, CA		R.B. Aldrich Const. Fort Jones, CA					
Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Item Amount	Unit Price	Total Item Amount	Unit Price	Total Item Amount	Unit Price	Total Item Amount	Unit Price	Total Item Amount
1	Mobilization	1	Lump Sum	\$10,000.00	\$10,000.00	\$3,400.00	\$3,400.00	\$2,200.00	\$2,200.00				
2	Construction Site Management	1	Lump Sum	\$2,000.00	\$2,000.00	\$750.00	\$750.00	\$500.00	\$500.00				
3	Traffic Control	1	Lump Sum	\$2,000.00	\$2,000.00	\$1,550.00	\$1,550.00	\$2,000.00	\$2,000.00				
4	Earthwork	1	Lump Sum	\$20,000.00	\$20,000.00	\$8,700.00	\$8,700.00	\$11,440.00	\$11,440.00				
5	Hot Mix Asphalt Paving	80	Tons	\$220.00	\$17,600.00	\$265.00	\$21,200.00	\$425.00	\$34,000.00				
6	Class 2 Aggreagte Base	206	Tons	\$35.00	\$7,210.00	\$57.50	\$11,845.00	\$42.00	\$8,652.00				
7	Filter Fabric	430	Sq. Yds.	\$4.00	\$1,720.00	\$1.90	\$817.00	\$2.50	\$1,075.00				
Total Bid Schedule "A"				Total =	\$60,530.00	Total =	\$48,262.00	Total =	\$59,867.00	Total =	\$0.00	Total =	\$0.00
				Low Bid		2nd Low		3rd Low		4th Low			

TOWN OF FORT JONES – HORN STREET REHABILITATION PROJECT
CONTRACT DOCUMENTS PART B: DIVISION 2: CONTRACT FORMS

THIS **AGREEMENT** is made this _____ day of _____, 2024, by and between the **TOWN OF FORT JONES**, Siskiyou County, California, (OWNER), and (CONTRACTOR)

W I T N E S S E T H:

WHEREAS, Contract Documents for the **HORN STREET REHABILITATION PROJECT** were submitted to competitive bidding by action of the **TOWN OF FORT JONES** on April 30, 2024, and

WHEREAS, the proposal of **Advantage Paving and Excavating, Inc**

was accepted by the City Council and the Contract was awarded to same by action of the City Council on May 13, 2024.

NOW THEREFORE, in consideration of the premises and of the mutual covenants herein contained, the parties hereto expressly agree as follows:

1: WORK

The Contractor shall furnish and pay all costs, including sales tax and all other applicable taxes and fees, of all the necessary materials not furnished by the Owner, and shall furnish and pay for all superintendence, labor, plant, tools, equipment, and transportation, and perform all work required for the construction of all items accepted by the Owner in strict accordance with the Contract Documents.

2: COMPLETION OF WORK

The Contractor shall commence the work covered by this Contract within a period of fourteen (14) calendar days after the date on which the Notice to Proceed is issued by the Owner and shall complete the same within a period of Thirty (30) calendar days after the date of said Notice unless the time for completion is extended as provided for in the Contract Documents.

It is agreed that in case all work is not completed within the time set forth herein, damage will be sustained by the Owner, and it is impracticable and extremely difficult to ascertain and determine the amount of damages which the Owner will sustain in such event; and it is therefore agreed that the Contractor shall pay to the Owner the sum of One Thousand Dollars (\$1,000.00) for each and every calendar days delay in finishing the work, beyond the time prescribed; and the Contractor agrees to pay said liquidated damages as herein provided, and in case the same are not paid, agrees that the Owner may deduct the amount thereof from any monies due or that may come due under the contract.

It is further agreed that in case the work called for under the Contract is not finished and completed in all parts and requirements within the time specified, the Owner, by action of the City Council shall have the right to increase the time or not, as may seem best to serve the interest of the Owner, and if they decide to increase the said time, they shall further have the right to charge to the Contractor, his heirs, assigns, or sureties and to deduct from the final payment for the work, in addition to the liquidated damages set forth above, all or any part, as they may deem proper, of the actual cost of engineering, inspection, superintendence, and other expenses which are directly chargeable to the Contract and which accrue during the period of such extension, except that the cost of final surveys and preparation of final estimate shall not

be included in such charges.

The Contractor shall not be assessed with liquidated damages nor the additional cost of engineering and inspection during any delay beyond the time named for the completion of the work caused by acts of God, acts of a public enemy, acts of Owner, fire, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and inability to get materials ordered by the Contractor or subcontractor from the material man within ten (10) calendar days of the signing of this Contract, or delays of a subcontractor due to such causes; provided, that the Contractor shall notify the Owner in writing of the causes of the delay within ten (10) days from the beginning of any such delay, and the Owner shall ascertain the facts and the extent of the delay, and his findings of the facts thereon shall be final and conclusive.

If the Contractor is delayed by reason of alterations made in these Contract Documents, or by any act of the Owner not contemplated by the Contract, the time of completion shall be extended proportionately and the Contractor shall be relieved during the period of such extension of any claim for liquidated damages, engineering, or inspection charges or other penalties. The Contractor shall have no claim for any other compensation for any such delay.

3: LABOR

To conform strictly to the provisions of Article 3, Chapter 1, Part 7, Division 2 of the Labor Code of the State of California. To forfeit as a penalty to the Owner the sum of TWENTY-FIVE AND NO/100 (\$25.00) DOLLARS for each laborer, workman, or mechanic employed by the Contractor or by any subcontractor under him in the execution of this Contract, for each calendar day during which any laborer, workman, or mechanic is required or permitted to work more than eight (8) hours in violation of the provisions of Sections 1770 to 1861 of the Labor Code of the State of California.

To conform to the provisions of the Contract Work Hours and Safety Standards Act, which requires that workers receive "overtime" compensation at a rate of one and one-half (1-1/2) times their regular hourly wage after they have worked forty (40) hours in one week.

4: FORFEITURES

That all sums forfeited under the provisions of the foregoing sections shall be deducted from the payments to be made under the terms of this Contract.

5: PREFERENCE FOR MATERIALS

To comply with the provisions of Sections 4300 to 4334, inclusive, of the Government Code of California, prescribing preference for materials to be used.

6: BONDS

To comply with the provisions of Chapter 3, Division 5 of Title 1 of the Government Code of California and to the requirements contained in the Contract Documents for this Project for furnishing Performance and Payment Bond(s):

PERFORMANCE AND PAYMENT BONDS

The Contractor shall, within Fourteen (14) days after the mailing of the Notice of Award, and before the commencement of any operations hereunder, execute this Construction Contract and furnish the Owner with a performance and payment bond or bonds. The bond covering performance shall be in the amount of 100 percent of the Contract Price and conditioned upon the performance by the Contractor of all undertakings, covenants, terms, conditions, and agreements of the Contract. The bond covering payment shall be labor and materials bond in the amount of 100 percent of the Contract Price and conditioned upon the prompt payment by the Contractor to all persons supplying labor and materials to be used in the performance of the Work. (A combination Performance and Payment Bond, if submitted instead of separate bonds, shall be in the amount of 100 percent of the Contract Price). Such bond(s) shall also run in favor of any other person or entities required by law and shall be in the form(s) required by applicable statutes, if any, and acceptable to Owner. The Bond(s) shall be executed by the Contractor and by a corporate surety acceptable to Owner and licensed to transact such business in the State of California. Evidence of authority of an Attorney-in-Fact acting for the corporate surety must be provided in the form of a certificate as to his power of attorney and to the effect that it is not terminated and remains in full force and effect on the date of the bond. The expense of such bond(s) shall be borne by the Contractor. If at any time a surety on such bond(s) becomes irresponsible or loses its right to do business in the aforementioned State, the Owner may require another surety, which the Contractor shall furnish within ten (10) calendar days after receipt of written notice to do so.

7: ALTERATIONS, EXTRA WORK, CHANGES

Alterations, Extra Work, and Changes are defined in the General Conditions, and will only be recognized if made as prescribed therein, and will only be paid for as provided therein.

8: INDEMNITY

Contractor agrees to indemnify, protect, and hold harmless the Town of Fort Jones, the State of California, the Engineer as named in these Contract Documents, and each of their officers, employees and agents from and against all claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from the performance of the Work under this Contract, provided that such losses or damages are not proximately caused by the negligence or willful misconduct of any person indemnified hereunder. Negligence or willful misconduct by any one person indemnified hereunder shall not relieve the Contractor from protecting all other parties indemnified hereunder.

9: INSURANCE

Contractor agrees to obtain and to carry in force throughout the Contract Time, Comprehensive General Liability Insurance, Workmen's Compensation Insurance, and other Insurance Coverage(s) as set out in the General and Supplementary Conditions.

10: CONDITIONS NOT MUTUALLY DEPENDENT

It is expressly understood and agreed by and between the parties hereto that waiver of any of the conditions of this Contract shall not be considered a waiver of any of the other conditions thereof.

11: PAYMENT

The Owner agrees to pay the Contractor for the Work herein contemplated in the manner and amounts set forth in these Contract Documents, at the rates and for the prices set forth in the Proposal for the Work submitted by the Contractor dated April 30, 2024. Subject to additions, alterations, and deductions as provided for in said General and Supplementary Conditions, the Basic Contract Price is the amount of the Total Base Bid Price:

Forty-Eight Thousand Two Hundred and Sixty-Two Dollars

(\$48,262.00)

12: TIME OF THE ESSENCE

It is further understood and agreed by and between the parties hereto that time is of the essence of this Contract in all respects.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Contract in duplicate, on the date first above written.

OWNER: TOWN OF FORT JONES

By_____

(SEAL)

Type Name_____

Title_____

ATTEST:

Type Name_____

Title_____

CONTRACTOR:_____

By_____

Type Name_____

Title_____

Employer Identification Number_____



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: May 13, 2024
From: Fort Jones Fire Department – Chief Joseph Hess
Subject: Purchase a Holmatro PCT60 Combi-Tool w/ 2 batteries and charger, plus a Horizontal Mount.



Fort Jones Fire Department

Background:

The Fort Jones Fire Department, as an all-risk emergency response agency, maintains various auto extrication tools. Currently we have a full set of dedicated cutters, spreaders, and dash ram on our rescue and a small combi tool and dash ram on one of our engines. The county though OES is purchasing a new battery powered large combi tool for each of the north county departments. With this order we have the opportunity to tag onto the order to purchase an additional tool at the group discounted price. This will allow us to place auto extrication tools on each of our frontline apparatus. This will alleviate the need to respond back to the station to switch apparatus each time there is a call needing these tools if we are out on another call; something that has happened multiple times over the years, causing delays in response. These additions will also give us some capability to cut more advanced metals in modern vehicles.

The Fort Jones Volunteer Fire Association has agreed to spearhead fundraising to assist with the purchase of a new tool. With their support we still need half the cost of a tool. We propose that this be taken from our fire reserve account. Currently we have approximately \$340,000 in reserve that has not been set aside for other purchases. See attached for a quote from our dealer. The listed tool mount is the one that the county is providing with the grant funded tool, but we need a different mount for the apparatus this tool will go on. The cost for the correct mount will bring the total cost to just under \$15,500. With the fundraising support of the association that brings the cost needed from fire reserves to \$7,750.

Thank you for your continued support of the fire department and helping us continue to provide a high level of service to our community.

Attached is a quote from SeaWestern Fire Fighter Equipment.

Recommendation:

Staff recommends that the council review and approve the purchase of a Holmatro PCT60 Combi-Tool w/ 2 batteries and charger, plus a Horizontal Mount.



Quote

Bill To:		Ship To:		Date	
FORT JONES FD PO BOX 597 FORT JONES, CA 96032		FORT JONES FD PO BOX 597 FORT JONES, CA 96032		05/01/2024	
				Customer No.	
				1113938	
				Quote No.	
				QUO22807	
Sales Rep					
JP Greco (916) 316-9411 jpgreco@seawestern.com					

Qty	Unit	Part Number	Description	Unit Price	Extended Price
1		HOL PCT60 Combi-Tool Kit	Holmatro PCT60 Combi-Tool w/ 2 batteries and charger	19,879.00	19,879.00
1		ZEP 17931	Horizontal Mount for PCT 60	415.07	415.07
		Holmatro Discount	Pricing per Holmatro NPPGov Contract PS20035	-795.16	-795.16
			4% discount off list		
		Discount	Discount to match Siskiyou County purchase	-5,655.60	-5,655.60

*Pricing valid for above listed quantities
Restocking fee up to 25% will apply on any non-stock merchandise
Returns within 30 days of receipt
Custom orders are non-cancellable, non-returnable
Unless otherwise noted, pricing does not include shipping.
Orders over \$2500 paid by credit card will have a 3% processing fee applied.*



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: May 13, 2024
From: Fort Jones Fire Department – Chief Joseph Hess
Subject: Purchase Rope Rescue Equipment and Upgrade Hardware



Fort Jones Fire Department

Background:

The Fort Jones Fire Department, as an all-risk emergency response agency, maintains a cache of rope rescue equipment and personnel trained to rope rescue operations and technical rope rescue. As with many life safety items, per NFPA, OSHA, and the manufacturers recommendation, the rope, webbing, and soft goods all have lifespans of a maximum of 10 years. Most of our equipment is either nearing or past the 10-year mark. As such we must purchase new soft goods. With the purchase we'd also like to upgrade some of our hardware to the current standard. Much of our current hardware equipment is obsolete and no longer taught as best practice.

Attached is a quote for soft gear and hardware to bring us to compliance with the lifespan requirement for all our soft gear and update our hardware to current standards. We propose that the cost for this equipment come from our fire reserve fund. Currently we have approximately \$340,000 in reserve that has not been set aside for other purchases.

Thank you for your continued support of the fire department and helping us continue to provide a high level of service to our community.

Recommendation:

Staff recommends that the council review and approve the purchase of rope rescue equipment and to upgrade the hardware.

360 RESCUE LLC

PO Box 750055
Petaluma, CA
94975

530-277-1199

rick@360rescuellc.com

QUOTE

Attention: Joseph Hess
Fort Jones Fire Department
PO Box 597
Fort Jones, CA 96032

Drop Ship to:

Attention: Joseph Hess
Fort Jones Fire Department
31 Newton Street
Fort Jones, CA 96032

Date: 04/25/2024

Quote #:Q24-1031

Terms: Prices good for 30 days

Item #	Description	Quantity	Unit Price	Cost
300233	Carabiner, PS Auto Red	40	\$ 48.95	\$ 1,958.00
P54	Omni-Block 1.1" (Single)	10	\$ 78.40	\$ 784.00
P54 D	Omni-Block 1.1" (Double)	6	\$ 108.00	\$ 648.00
RP1-B	TriRig (Ultra-light 3 hole rig plate)	3	\$ 26.00	\$ 78.00
335011	Clutch, 11mm	6	\$ 680.85	\$ 4,085.10
300096	Carabiner, DNA Auto-Lock, Grey,Silver	6	\$ 36.49	\$ 218.94
B50A	Rescucender	6	\$ 87.96	\$ 527.76
P74	RollClip A Non-Locking	6	\$ 31.96	\$ 191.76
336011	Capto, 11mm	2	\$ 319.51	\$ 639.02
D021AA00	Rig Yellow	2	\$ 219.96	\$ 439.92
C81 A	SwivaBiner Auto-Lock	2	\$ 87.20	\$ 174.40
L052EA01	Grillon Plus 3M	2	\$ 223.96	\$ 447.92
KTAZTEK	AZTEK Elite	2	\$ 479.99	\$ 959.98
B071BA00	ASAP® Lock	2	\$ 239.96	\$ 479.92
L071CB00	ASAP® Sorber Axess	2	\$ 47.96	\$ 95.92
SC080320622	8mm AZ Bound Loop Prusik Long Blue	15	\$ 15.99	\$ 239.85
SC080320716	8mm AZ Bound Loop Prusik Short Orange	24	\$ 15.99	\$ 383.76
WB254MS01001	1" Tubular Mil-Spec Green 5'	18	\$ 2.60	\$ 46.80
WB254MS09001	1" Tubular Mil-Spec Neon Yellow 12'	18	\$ 6.24	\$ 112.32
WB254MS06001	1" Tubular Mil-Spec Blue 15'	18	\$ 7.80	\$ 140.40
WB254MS07001	1" Tubular Mil-Spec Orange 20'	18	\$ 10.40	\$ 187.20
WB254MS04001	1" Tubular Mil-Spec Black 25'	18	\$ 13.00	\$ 234.00
PN110060092	11mm Sync Blue 300' (92M)	2	\$ 307.99	\$ 615.98

Item #	Description	Quantity	Unit Price	Cost
PN110070092	11mm Sync Orange 300' (92M)	2	\$ 307.99	\$ 615.98
PN110080092	11mm Sync Red 300' (92M)	1	\$ 307.99	\$ 307.99
PN110190092	11mm Sync Neon Green 300' (92M)	1	\$ 307.99	\$ 307.99
PN110190001	11mmSync Neon Green 16' (5M)	4	\$ 23.50	\$ 94.00
SW127DYSL0724	12MM Dyneema Sling 24" Orange	6	\$ 17.59	\$ 105.54
SW127DYSL0448	12MM Dyneema Sling 48" Black	6	\$ 22.39	\$ 134.34
G006AA02	Pur'Anneau 180cm (72")	6	\$ 22.36	\$ 134.16
C48A	FootCord	2	\$ 35.96	\$ 71.92
NRB1	Nest Rope Bag Red	2	\$ 125.60	\$ 251.20
NRB2	Nest Rope Bag Blue	2	\$ 125.60	\$ 251.20
A060PC07050	5.9mm PowerCord Orange 50M (165')	2	\$ 219.99	\$ 439.98
TRP1	Techsar® Rigging Pack-Red	2	\$ 190.80	\$ 381.60
TRP2	Techsar® Rigging Pack-Blue	1	\$ 190.80	\$ 190.80
724131	Litter Harness, Rescue	1	\$ 186.36	\$ 186.36
321	Victim Rescue Seat/Nylon Ladderman	1	\$ 195.80	\$ 195.80
C083BA01	Astro® Bod Fast Size 1	3	\$ 447.96	\$ 1,343.88
C083BA02	Astro® Bod Fast Size 2	2	\$ 447.96	\$ 895.92
A020AA02	Strato Red	6	\$ 111.96	\$ 671.76
NPT-200	Notch Neon Plus 3mm Throwline 200'	1	\$ 17.59	\$ 17.59
724151	Patient Tie-In System, 1pc Litter	1	\$ 297.26	\$ 297.26
752060	SKED Cobra Conversion Kit	1	\$ 216.20	\$ 216.20
CRC-RSL-PSS2	Pro Stainless Two Piece Litter	1	\$ 1,442.44	\$ 1,442.44
724152	Patient Tie-In System, 2pc Litter	1	\$ 377.36	\$ 377.36
AN3308	RQ3 Picket Anchor Plate	1	\$ 84.11	\$ 84.11
	Shipping and Handling			\$ 734.46
			Subtotal	\$23,438.79
		Tax	7.250%	\$ 1,699.31
			Total	\$25,138.10

Thank you for your business.

Sincerely yours,

Rick Wonneberger



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: May 13, 2024
From: Mercedes Garcia - Mayor
Subject: Moving Employee Retirement Accounts from Mission Square to Stifel

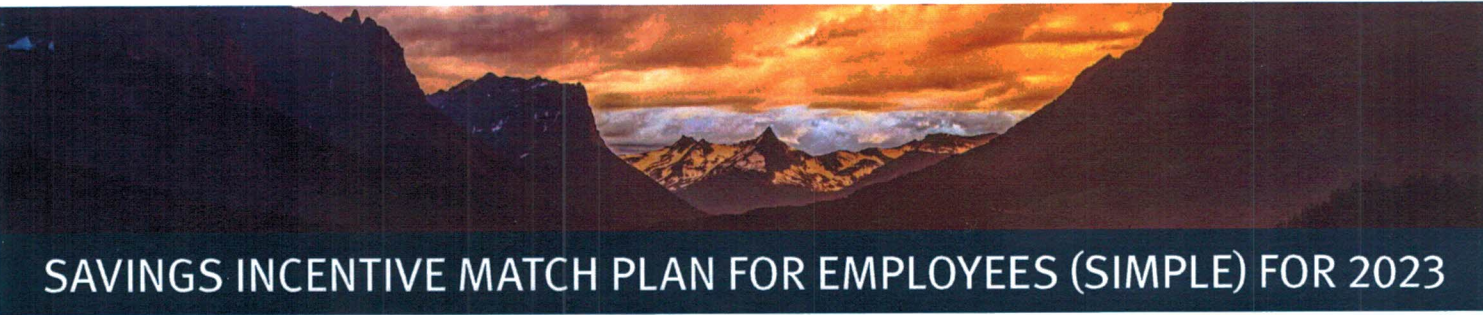
Background

Currently the Town of Fort Jones has an employee retirement plan through Mission Square. This company is based on the east coast which makes it difficult to do business with them. Because of this retirement contributions have not been made to any of the employees' accounts since last October. Employees have lost considerable market gains by not having these contributions paid on time.

The Town would like to choose and support a local financial organization to make it easier for the employees and the staff to conduct business.

Recommendation

Staff recommends that council approve starting new retirement accounts for the Town's employees at Stifel.



SAVINGS INCENTIVE MATCH PLAN FOR EMPLOYEES (SIMPLE) FOR 2023

The Savings Incentive Match Plan for Employees (SIMPLE) is an alternative to the 401(k) for small business owners. Employers and employees can make deductible contributions directly into IRAs that are owned and controlled by each participant in the plan.

Eligible Employers:

- Have no more than 100 employees who earned at least \$5,000 in previous year
- All taxable businesses, including small business owners with limited number of employees and independent contractors
- Government entities
- Tax-exempt organizations
- Maintain no other retirement plan for the business in 2023

Participant Eligibility Restrictions:

Any employee earning at least \$5,000 during any two preceding years and who is expected to earn \$5,000 in the current year is eligible. Previously listed restrictions may be reduced or full eligibility immediately may be selected. Employer may exclude certain employees, including non-resident aliens, acquired employees, and union employees.

Required Employer Contribution:

Each year, employer must select either:

Match: Dollar-for-dollar match of first 3% of compensation contributed by employees (3% may be lowered to 2% or 1% in any 2 of 5 years).

Non-Elective: 2% of compensation for all eligible employees.

Maximum Deductible Contribution:

Match Formula – \$31,000 (\$15,500 deferral plus \$15,500 match). \$38,000 if age 50 or older (includes \$3,500 catch-up deferral plus \$3,500 match).*

Non-Elective Formula – \$15,500 (plus \$3,500 catch-up if age 50 or older) deferral plus \$6,600 (2% of compensation, capped at \$330,000).

Self-employed Schedule C filer uses modified net business income to determine compensation.

Maximum Employee Deferral:

\$15,500, plus \$3,500 catch-up if age 50 or older.

Vesting:

100% immediate

Advantages:

- Minimal paperwork and administrative expenses
- Employer match or non-elective contribution is generally tax-deductible for the business
- No annual 5500 filings
- Employers can maximize deferrals regardless of employee participation
- Deferrals reduce participants' taxable income
- Each employee (including the employer) has his or her own SIMPLE IRA and can direct investments or select an advisory program independently of other participants
- No formal termination required
- Withdrawals may occur at any point

Limitations:

- In order to contribute for 2023, the SIMPLE IRA plan must be established by October 1, 2023
- Employer match or non-elective contribution percentage must be uniform for all participants (including the employer)
- Distributions are taxable as ordinary income and a 25% (within the first two years) or 10% penalty may apply before age 59½

**In order to receive a full \$15,500 match, compensation must exceed \$510,000. In order to receive a full \$19,000 match (for individuals age 50 or older), compensation must exceed \$570,000. This is based on a 3% of compensation employer match. Stifel does not provide tax advice. You should consult with your professional tax advisor regarding your particular situation.*

One Financial Plaza | 501 North Broadway | St. Louis, Missouri 63102

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STIFEL

1122.5236591.1



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: May 13, 2024
From: Mercedes Garcia - Mayor
Subject: GlowFest Sponsorship

Background

At the Town's April regular meeting Larry Alexander gave a presentation for the local GlowFest that will be held June 20th to the 23rd. The goal of his presentation was to raise awareness for the event and to hopefully gain sponsorship from the Town.

This agenda item was tabled at the meeting to review the Town's financial ability to become a sponsor. Since then, the mayor was informed by the Accounting Clerk that the Town does have the funds to sponsor the GlowFest.

Recommendation

Staff recommends that council approve a sponsorship level not to exceed the amount of \$1,500 dollars to support the GlowFest.



FILM • MUSIC • FRIENDS • 2024

INTRODUCING GLOWFEST

*A Bold Event,
Unveiled In A New,
Cutting-Edge
Venue*

JUNE 20-23, 2024

PRODUCED BY
NORTHERN CALIFORNIA RESOURCE CENTER

CONTACT

PO BOX 342, FORT JONES, CA 96032
530-468-2888 - INFO@GLOWFEST.ORG - GLOWFEST.ORG

TITLE SPONSOR \$5,000

- EXCLUSIVE TITLE SPONSOR OF GLOWFEST
- FULL PAGE, COLOR AD IN PROGRAM & WEB SITE SLIDER
- SIGNAGE AT GLOWFEST
- TWENTY (20) ALL FEST PASSES
- PRESENTATION OPPORTUNITY
- ACCESS TO VIP LOUNGE
- MEET & GREET OPPORTUNITIES
- LOGO ON SCREEN

EVENT SPONSOR \$3,000

- EXCLUSIVE EVENT-DAY SPONSOR
- PROMINENT AD IN THE PROGRAM
- SIGNAGE AT GLOWFEST
- TWELVE (12) ALL FEST PASSES
- ACCESS TO VIP LOUNGE
- MEET & GREET OPPORTUNITIES
- LOGO ON SCREEN

PARTNER \$1,500

- PROMINENT AD IN THE PROGRAM
- SIGNAGE AT GLOWFEST
- EIGHT (8) ALL FEST PASSES
- ACCESS TO VIP LOUNGE
- MEET & GREET OPPORTUNITIES
- LOGO ON SCREEN

The logo for Afterglow, featuring the word "Afterglow" in a white, stylized script font with a yellow glow, set against a red background.



SUPPORTER \$1,000

- PROMINENT AD IN THE PROGRAM
- PROMINENTLY DISPLAYED ON SIGNAGE AT GLOWFEST
- FOUR (4) ALL FEST PASSES
- ACCESS TO VIP LOUNGE
- MEET & GREET OPPORTUNITIES

FRIEND OF THE FEST \$500

- PROMINENTLY LISTED AS A SPONSOR IN THE PROGRAM
- PROMINENTLY LISTED AS A SPONSOR ON SIGNAGE
- TWO (2) ALL FEST PASSES
- ACCESS TO VIP LOUNGE
- MEET & GREET OPPORTUNITIES

PATRON \$300

- PROMINENTLY LISTED AS A PATRON IN THE PROGRAM
- TWO (2) ALL FEST PASSES

**SUPPORT ONE OF THE 2024 GLOWFEST
FILMMAKERS OR ARTISTS
ASK FOR DETAILS!**





The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: May 13, 2024
From: Mercedes Garcia – Mayor and Angela Zambrona – Sis. Co. Public Health
Subject: MOU for Vaccination Clinic and other Public Health Services

Background

The current MOU for the Vaccination Clinic and other Public Health Services is expiring June 30, 2024. The Siskiyou County Public Health Division is asking the Town to re-new the MOU for another two-year term.

Recommendation

Staff recommends that the council re-new the MOU for the Vaccination Clinic and other Public Health Services.

AGREEMENT

This Agreement ("MOU") is entered into July 1, 2024 ("Effective Date"), by and between Siskiyou County Health & Human Services Agency/Public Health Division, ("County") and Town of Fort Jones ("Town"). The Town and County may be referred to individually as "Party" and collectively as "Parties".

WHEREAS, the County will operate a Vaccination Clinic and other Public Health Services at the Town of Fort Jones City Hall, and

WHEREAS, the Parties desire County to provide a Vaccination Clinic and other Public Health Services to the community, within Siskiyou County consistent with the terms of this MOU; and

WHEREAS, in exchange for the provision of a Vaccination Clinic and other Public Health Services to the community at the Town of Fort Jones City Hall on such dates and at such times as mutually agreed by the Parties (the "Clinic"), Town is allowing use of their parking lot for the Clinic and other Public Health Services and is waiving any applicable Facility use fees.

NOW, THEREFORE, the Parties agree as follows:

1. Subject to the terms of this MOU, Town shall allow County, to conduct a Vaccination Clinic and other Public Health Services at the Town of Fort Jones City Hall parking lot on dates and times mutually agreed upon by the Parties commencing on the Effective Date and continuing through and including June 30, 2026, unless terminated sooner in accordance with the terms of this MOU or extended to a date mutually agreed upon in writing by the Parties.
2. At all times during the term of this MOU, the Parties are deemed independent contractors and no agency or employment relationship is created under this MOU. Nothing in this MOU shall be deemed to constitute any partnership or joint venture between the Parties or constitute any one Party to be an employee or agent of any other Party.
3. Town is not and shall not be responsible for any costs associated with the Clinic.
4. The Parties agree, to the best of their ability, to strictly follow all applicable and known federal, state, county, and city statutes, ordinances, mandates, and guidelines applicable to the Clinic regarding protection from COVID-19 ("COVID-19 Rules"). During the Clinic, County shall be responsible for ensuring that its employees follow the COVID-19 Rules.
5. In any advertising for the Clinic, the Parties shall provide a general notice of the obligation of attendees to follow the COVID-19 Rules, but are not required to provide the specific rules that must be followed.

6. At all entrances to the Clinic, the Parties shall post a general notice of the obligation of attendees to follow the COVID-19 Rules, but are not required to provide the specific rules that must be followed.
7. County shall stop the Clinic and vacate the Town of Fort Jones City Hall parking lot if individuals attending the Clinic are known by County to be violating the COVID-19 Rules or County is notified in writing by Town of violations by individuals attending the Clinic, and those individuals continue to violate the COVID-19 Rules after County orally requests that the individuals comply with the COVID-19 Rules.
8. Town reserves the right to stop the Clinic if it determines, in its sole discretion, there is a violation of the COVID-19 Rules.
9. County shall be solely responsible for compliance with all applicable law and compliance measures associated with the maintenance and privacy of Town Community records related to the Clinic.
10. Either Party may at any time, for any or no reason, terminate this MOU upon three business days advance written notice to the other Party. Notice shall be deemed given when delivered to the other Party or no later than three days after the date of mailing, whichever date is sooner.
11. County shall maintain in force and shall provide Town with evidence of insurance in the form of an insurance certificate and endorsement, each naming Town, its trustees, employees, and agents as additional insured in coverage amounts as follows:
 - a. General Liability Insurance and Property Damage with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
 - b. Business Auto Liability Insurance with limits of not less than \$1,000,000 per occurrence combined single limit bodily injury and property damage liability per occurrence with no annual aggregate limits.
 - c. Workers' Compensation with limits as required by the State of California.
 - d. Employers Liability or Excess Umbrella Liability Insurance with a minimum of \$2,000,000 aggregate limits.
12. Each Party shall indemnify and hold harmless, but not defend, the other Party from all third party claims, liability, settlement, judgment, or award, for any damage or injury to person or property, but only to the extent that they directly result from that Party's negligence or willful misconduct in connection with the Clinic.
13. Neither this MOU, nor any of the rights and duties under it, may be assigned or delegated by any Party without express written authorization of the other Party.
14. Written notices under this MOU shall be sent by United States First Class mail, postage prepaid as follows:

Town of Fort Jones City Hall

P.O. Box 40

11960 East Street

Fort Jones, CA 96032

15. If any provision of this MOU, or its application to any person or circumstance, is determined by a court of competent jurisdiction to be invalid, void, or unenforceable to any extent, the remainder of this MOU shall not be affected, and shall be enforceable to the fullest extent permitted by law.
16. This MOU shall be governed by and construed in accordance with the laws of the State of California. Venue shall be Siskiyou County, California.
17. The MOU may be amended only by a written document signed by the Parties.
18. The Parties agree that this MOU is a complete statement of their entire agreement and supersedes all previous communications between them.
19. Nothing in this MOU, express or implied, shall confer upon any person, firm, or corporation other than the Parties and their respective successor or assigns, any remedy or claim as third party beneficiaries or otherwise. All of the terms, covenants, and conditions in this MOU shall be for the sole and exclusive benefit of the Parties and their successors and assigns.
20. No waiver or failure by either Party to enforce a provision, covenant, condition, or right under this MOU shall be construed as a subsequent waiver of the same right or provision, or a waiver of any other right. No extension of time for performance of any obligation or act shall be deemed an extension of time for the performance of any other obligation or act.
21. The doctrine that any ambiguity contained in a contract shall be construed against the party whose counsel has drafted the contract is expressly waived by each of the Parties hereto with respect to this MOU.
22. If any legal action is necessary to enforce or defend any of the terms or conditions of this MOU or the validity of the MOU, each Party shall bear their own attorneys' fees.
23. The Recitals are incorporated into this MOU as though fully set forth herein.
24. This MOU may be executed electronically and in one or more counterparts, each of which will be deemed an original signature and all of which together will constitute one and the same instrument.

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

Vendor: Town of Fort Jones

Date: _____
Mercedes Garcia, Mayor

Note to Lessor: For corporations, the contract must be signed by two officers. The first signature must be that of the chairman of the board, president or vice-president; the second signature must be that of the secretary, assistant secretary, chief financial officer or assistant treasurer. (Civ. Code, Sec. 1189 & 1190 and Corps. Code, Sec. 313.)

TAXPAYER I.D. 94-6030665

COUNTY OF SISKIYOU

Angela Davis, County Administrator (Date)

APPROVED AS TO LEGAL FORM

Natalie E. Reed, County Counsel (Date)

APPROVED AS TO INSURANCE REQUIREMENTS

Hayley Hudson, Risk Management (Date)

Exhibit "A"

Fort Jones

11960 East Street
Fort Jones, CA 96032
Phone: 530-468-2383





The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: May 13, 2024
From: Mercedes Garica - Mayor
Subject: Proposal for Professional City Clerk Training from California Clerk Administrative Services

Background

Presently the Town does not have a resource that provides immediate professional support for the city clerk position. Without proper support and training this position cannot be performed effectively or accurately. This can cause decreased productivity, frustration, stress, and much more. Historically the employees that have been hired do not have any municipal clerk experience nor have they gotten the training while working with the Town. To correct this oversight, attached is a proposal for professional city clerk support and training.

Recommendation

It is recommended that the council review and approve the proposal for city clerk services with California Clerk Administrative Services.

April 25, 2024

Town of Fort Jones
11960 East Street
P.O. Box 40
Fort Jones, California 96032

California Clerk Administrative Services, LLC (CCAS) would like to thank you for the opportunity to submit a proposal for the Town of Fort Jones for City Clerk services.

As president of CCAS my City Clerk qualifications entail of having over eighteen (18) years of successful experience in the City Clerk field which includes serving as a Project Manager, Consultant, Deputy City Clerk, Records Manager and City Clerk in several Los Angeles County and Orange County cities. I have successfully trained new City Clerk and City Manager staff, whom are now successful City Clerk's such as the City Clerk for Downey, La Canada Flintridge, Bell, Montebello, Water District, West Covina, and more.

CCAS's goal is to evaluate the needs of the City Clerk staff and provide them the necessary training, skills and resources to achieve the goal of complying with federal, state and local laws. All work will be performed solely by CCAS. CCAS will make sure that the employees are satisfied with the work completed.

If you have any questions or need further information, please feel free to reach me via phone or email at (714) 902-8994 and ccas.janet.martinez@gmail.com.

Sincerely,



Janet Martinez, CMC
President

Proposal for Professional City Clerk Training Services between the Town of Fort Jones and California Clerk Administrative Services, LLC

Summary

The Town of Fort Jones (City) seeks to engage the services of California Clerk Administrative Services, LLC (CCAS) to provide professional City Clerk training services.

City Clerk Training Services

CCAS will provide support to the Town of Fort Jones City Clerk's Office staff as related to the functional duties including the following:

1. Guide City Clerk to obtain their Certified Municipal Clerk (CMC) certificate through IIMC and CCAC
2. Day-to-day deadlines
3. Agenda Management
 - Agenda/Reports Templates
 - Updated recommended legal language
4. Records Management
 - Review of Records Retention Schedules
 - Training of Records Management Program
 - Records Destruction Process Training/Forms
 - Public Records Request Training/Policies/Forms/Softwares
 - Contract Agreement Management
5. Election Services
 - Preparation of Election Documents (Resolutions, Ordinances, Reports, Notices, etc.)
 - Assistance in communication with County
 - New Council Handbooks
6. Political Reform Act Filing Compliance
 - Conflict of Interest Code Amendments (Conflict of Interest Code) Form 700's
 - Campaign Statements (FPPC Form 460 Filings)
 - Form 806 postings
7. Council Required Training - Audit and Tracking Services (send reminders, track missing training)
 - AB 1234 Ethics Training filing (Required by law)
 - Sexual Harassment Prevention Training filing (Required by law)
 - Brown Act Training (not required by law)

Note: Services above Exclude On-Site training

COMPENSATION

City Clerk Services Package	Price
\$100 hour for Emails, Phone Calls, Zoom/Virtual calls (excludes on-site)	\$100hr*

**Hourly rate will be rounded to the nearest quarter.*

For any work outside the scope of services the following rate would apply:

- | | |
|--|--------------------------------------|
| 1. On-site Evaluation/training as needed | \$150 hour plus travel cost |
| 2. Virtual Brown Act Training to Council/Staff | \$500 Material included |
| 3. Minutes Transcribing Services | \$100 hr based on length of meetings |
| 4. Coverage of Virtual City Clerk for CC Mtg. | \$100 hr |



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: May 13, 2024
From: Caltrans District 2 – Catherine Low, Project Manager – Siskiyou County
Subject: Maintenance Agreement for Fort Jones Pavement Project

Background:

The Town of Fort Jones and Caltrans have been working together on plans to resurface Main Street, make improvements to the sidewalks, and a few other upgrades. To keep moving forward with the Fort Jones Pavement Project, Caltrans is asking that Town agree to enter into negotiations for a maintenance agreement for the sidewalks

Recommendation:

Staff recommends that the council enter into negotiations for a maintenance agreement for the Fort Jones Pavement Project.