

Ft. Jones Police Department Monthly Report

December 2024

Happy New Year everyone. A warm welcome to new council members, we look forward to working with you and established council members through this upcoming year and expect many positive outcomes to all our forthcoming hard work. To begin this monthly report, I would like to address some of the specifics and formats as a reminder while you read the monthly PD report. First off, each report will be based off the previous month's statistics including updated calls for service and written reports sent to the District Attorney for prosecution. The wheels of Justice move slowly so from time to time I will include updates on cases. There will be a good amount of information detailed in the report but keep in mind some information will be excluded due to privacy requirements. If there is anything that is not covered in the report, I will be glad to answer questions at the meeting. Please reach out to me if you would like to see additional items covered or addressed in the written report in the future. We have gotten through another year and a busy holiday season in the last couple months and expect the upcoming year to start off busy with many positive happenings throughout our community. Our workload will only increase as the weather betters, and we get through the winter season. Safety is always our main concern, and we will stay vigilant this year in maintaining a safe environment for everyone.

Traffic- With this time of year comes inclement weather and increased travel for some. It is our priority that the town of Ft. Jones is a traffic safe community where the presence of law enforcement is evident and proactive. As mentioned previously, it is our belief that presence is a significant part of deterring crime. We continue our patrol while increasing it during specific times of high traffic or events related to towns streets. We continue to issue numerous warnings and citations when appropriate. Even though we have been issuing citations and progress has been made, we still consistently observe U-turn infractions on Main Street. Our efforts will continue to curb this instilled behavior however, it has taken some time. For the most part it seems traffic issues in town have gotten better, especially regarding speed on Main Street, giving us the ability to concentrate on specific more serious traffic issues and areas needing attention. In the near future we will be providing another speed report obtained from our radar/message board that has been placed strategically around town. This new technology continues to enable us to provide a history of driving behavior in a designated area while helping us prepare for future improvements. We have also placed the speed trailer around town in an attempt to slow drivers down and remind them of their speed. It is our mission to help educate drivers to make our streets safe for everyone. If anyone notices an area of concentrated traffic related issues, please let us know so we can be proactive in stopping the violations.

Schools- Our school district recently returned from Christmas break, giving us a chance to catch up on specific activities related to our schools. Recently, truancy has been problematic throughout the district. We have been attempting to work with county, local, and state agencies to correct this problem and bring our youth having issues to a successful conclusion.

We continue to do this by keeping an open pathway of communication with school staff making it easy for them to reach out with issues they may encounter. Several concerns on school campuses have been addressed and mitigated recently with activity on the rise. We continue to attempt to come up with a School Resource Officer position which would be a partnership with each valley school and keep an officer on school grounds throughout the day.

Animal Control- This past month has brought us numerous animal control issues especially related to dogs at large and isolated homes. Our officers in the past have stepped up and pressed for everyone to come into compliance with local animal ordinances and will continue to do so, however are at the point where citations are routinely issued to help curve this behavior. We are continuing to educate and take the appropriate actions, if necessary, in the attempt to get everyone into compliance and our animals safe. We have and continue to utilize our Ft. Jones kennels when a dog needs to be captured and contained. In a recent case we had warned, cited, and even offered help to construct a fence on our own time with our own materials to assist an owner in keeping the dog from being at large and possibly being hit by a vehicle. The animal was kenneled on multiple occasions resulting in fines and fees; however, our efforts were ignored and the animal ended up being struck in traffic. This is one of the examples of a case where everything is done to resolve an issue and if an owner does not take responsibility results in a devastating outcome.

Reports/Cases- We at the beginning of the year have now started at report # 1 but are already up nearing 10 written cases for the year in town. This goes to show how busy our department is continuing to be and probably will be throughout the year. Many of these cases are a result of our officers being proactive and include code enforcement. We will continue to be vigilant and hopefully prevent crime in the process. These written cases are investigated, processed, and then sent to the D.A. for prosecution. Again, it does take some time to complete the more complex cases which usually involve multiple supplemental reports.

Calls for Service- As a reminder with the written reports most of our calls for service including mutual aid requests and responding to EMS/Fire calls come without a written report or go over the air. We continue to assist other departments in any way we can to help first responders to any crisis. With an increase in criminal activity outside our two towns we have been called upon by outside agencies to assist. These agencies include CHP, Sheriff's Office, Forest Service, and CAL Fire to name a few. They also assist us when the need arises. These calls for service will also include safety checks or school functions for example. These types of calls are important as they prevent crime and help us be one with the community as well as understand what our communities' needs are.

Ordinance Enforcement- Kelly will be closing out several code enforcement cases while sending cases forward for final review and follow up if needed. She has also acquired several new cases which will hopefully be adjudicated with voluntary compliance in the upcoming week. County code enforcement will also be joining us for cases which include properties that cover both city and county jurisdictions, which also include the building department. Again, Code enforcement can be and is a very slow process with many

notifications needing to be sent to the violator. Please keep this in mind as we work a case as it may seem nothing is happening but in reality, it's the complex process of code enforcement. As a reminder we try to resolve our code enforcement complaints with voluntary compliance. In most cases this proves to be a good way of doing business and we attempt to help the person with solving the issue at hand. We have recently been able to send our new city attorney information regarding problematic properties and are hoping in the near future to bring a different process to address these ongoing problems. We hope to utilize these new processes in both towns to bring a consolidated process to the valley. Having the same city attorney will only benefit each town as we go through these processes.

PAL- We recently celebrated our 23rd annual Pal Holiday gathering with great success and growth. It is always a pleasure to be able to provide along with local businesses a great opportunity for community members of all ages to an event free of charge to celebrate the holidays. We have upcoming basketball, mentoring, and wrestling programs that will be available to our youth soon, along with many new programs throughout the year. As always, a huge thank you to all the volunteers that help fund and run the PAL program. Without them we could not function in the capacity we have.

Patrol Hours- The past several months has been fairly active, and we will continue to see an uptick in activity as mentioned above. As a reminder the town of Ft Jones continues to receive patrol hours and time in the office more than 600 hours a month with 5 officers when up to staff, 2 CSO's and a detective. Countless security checks, home checks, and business checks are made daily making sure our community is safe. I encourage council to participate in our ride along program to help educate yourselves on the daily activities that occur in our town. Not only is it a great way to see the town from another point of view but it also gives us the ability to establish good relationships with each other.

Inc #	Type	Date	Day of Week	Time	Location	Place	Dispatcher	City	Primary Unit
2411150040	WI	11/15/2024	Friday	15:18:38	15 TELCO WAY	DOLLAR GENERAL ETNA	4186	ETNA	ETNA10
2411150070	TH	11/15/2024	Friday	21:37:48	12825 MARBLE VEIW		3852	MONTAGUE	ETNA10
2411160019	TS	11/16/2024	Saturday	10:43:26	MAIN ST/DOUGLAS		4126	FTJONES	ETNA10
2411160020	TRSP	11/16/2024	Saturday	11:00:34	12352 N MAIN ST		4186	FTJONES	ETNA10
2411160022	TS	11/16/2024	Saturday	11:39:58	N HWY 3/ MARBLE		4186	FTJONES	ETNA10
2411170012	TS	11/17/2024	Sunday	10:01:11	N HWY		4126	ETNA	ETNA10
2411170017	TS	11/17/2024	Sunday	10:50:17	N HWY 3/MINERAL		4126	FTJONES	ETNA10
2411170021	TS	11/17/2024	Sunday	11:31:51	MAIN ST/DOUGLAS		4001	FTJONES	ETNA10
2411170023	TS	11/17/2024	Sunday	11:42:25	11300 N HWY 3	CHEVRON STATION	4126	FTJONES	ETNA10
2411170030	CHAB	11/17/2024	Sunday	14:13:49	11725 EASTSIDE RD		4126	FTJONES	ETNA10
2411190012	ASST	11/19/2024	Tuesday	10:25:07	11500 MATHEWS ST		4001	FTJONES	ETNA6
2411190054	ANIMAL	11/19/2024	Tuesday	16:42:43	433 CHURCH ST		3401	ETNA	ETNA6
2411200036	ANIMAL	11/20/2024	Wednesday	15:14:36	38 MAIN ST		4001	ETNA	ETNA6
2411210018	OWAV	11/21/2024	Thursday	14:05:33	511 MAIN ST	SCOTT VALLEY DRUG	4186	ETNA	ETNA6
2411210026	OWAS	11/21/2024	Thursday	15:35:36	368 CENTER ST		4186	ETNA	ETNA6
2411220010	ALARM	11/22/2024	Friday	06:52:44	12172 MAIN ST		3109	FTJONES	ETNA10
2411220029	FND	11/22/2024	Friday	14:19:58	31 NEWTON ST	FT JONES FIRE	3109	FTJONES	ETNA10
2411220043	WI	11/22/2024	Friday	18:27:48	857 HIGHLAND ST		3766	ETNA	ETNA10
2411230043	FU	11/23/2024	Saturday	17:12:09	857 HIGHLAND ST		4187	ETNA	ETNA10
2411250004	ALARM	11/25/2024	Monday	04:16:18	11217 N HWY 3	SCOTT VALLEY	3903	FTJONES	ETNA6
2411250045	SEXO	11/25/2024	Monday	12:46:19	38 MAIN ST		4001	ETNA	ETNA10
2411260019	AT	11/26/2024	Tuesday	09:43:16	11300 N HWY 3	CHEVRON	4126	FTJONES	ETNA6
2411260049	ANIMAL	11/26/2024	Tuesday	16:25:25	134 CHURCH ST		4001	ETNA	ETNA6
2411270008	TS	11/27/2024	Wednesday	07:56:49	HWY 3/GREENVIEW		3109		ETNA6
2411280017	MMIS	11/28/2024	Thursday	12:20:14	840 BRYAN ST		3190	ETNA	ETNA6
2411280041	SUSP	11/28/2024	Thursday	17:14:01	319 MAIN ST		4186	ETNA	ETNA6
2411290002	ALARM	11/29/2024	Friday	01:33:19	11307 MAIN ST	RAY'S FOOD PLACE	3852	FTJONES	ETNA10
2411290020	WI	11/29/2024	Friday	10:29:32	317 COLLIER WAY	ETNA MOTEL	4187	ETNA	ETNA10
2411290023	TS	11/29/2024	Friday	13:15:08	9000 BLOCK OF		4186	ETNA	ETNA10
2411300022	DP	11/30/2024	Saturday	15:22:56	11825 MAIN ST	FIVE MARYS	3766	FTJONES	ETNA10
2412010043	PTFT	12/01/2024	Sunday	15:22:52	11934 DIGGLES ST		4001	FTJONES	ETNA10
2412010056	DP	12/01/2024	Sunday	22:03:59	133 CHARLES ST			ETNA	ETNA10
2412010057	DP	12/01/2024	Sunday	22:30:00	129 CHARLES ST		3766	ETNA	ETNA10
2412020022	CIVIL	12/02/2024	Monday	13:41:48	11936 DIGGLES ST		4126	FTJONES	ETNA6
2412020030	CHAB	12/02/2024	Monday	16:48:50	841 WOODLAND ST		4001	ETNA	ETNA6
2412020032	WI	12/02/2024	Monday	17:16:57	11501 MATHEWS ST	FT JONES ELEMENTARY	3766	FTJONES	ETNA6
2412020041	ASST	12/02/2024	Monday	19:35:43	11300 N HWY 3	CHEVRON	4001	FTJONES	ETNA6
2412030017	ANIMAL	12/03/2024	Tuesday	09:36:18	12300 MAIN ST		4126	FTJONES	ETNA1
2412030019	SCHOOL	12/03/2024	Tuesday	10:05:30	400 HOWELL AVE	ETNA HIGH SCHOOL	4126	ETNA	ETNA6
2412030035	SCHOOL	12/03/2024	Tuesday	14:02:16	237 BUTTE ST	SCOTT VALLEY JR HIGH	4001	FTJONES	ETNA1
2412030041	SCAM	12/03/2024	Tuesday	15:28:15	424 MAIN ST		4001	ETNA	ETNA6
2412030047	FU	12/03/2024	Tuesday	17:10:29	536 N HWY 3		4126	FTJONES	ETNA6
2412040038	WI	12/04/2024	Wednesday	14:24:32	26 MAIN ST		4187	ETNA	ETNA6
2412040039	OWAV	12/04/2024	Wednesday	14:27:57	11906 MAIN ST		4187	FTJONES	ETNA8

2412050021	CIVIL	12/05/2024	Thursday	11:13:23	33 MATHEWS		4187	FORT JON	ETNA10
2412050025	TS	12/05/2024	Thursday	11:32:46	9000 N HWY 3		4187	FTJONES	ETNA10
2412050027	FU	12/05/2024	Thursday	12:02:05	12348 MAIN ST		4187	FTJONES	ETNA10
2412050028	OTHER	12/05/2024	Thursday	12:03:54	11300 HWY 3	CHEVRON	4187	FORT JON	ETNA10
2412050052	SEXO	12/05/2024	Thursday	17:00:25	CALLAHAN ST		4186	ETNA	ETNA10
2412050065	DP	12/05/2024	Thursday	19:31:36	900 CALLAHAN WAY		3401	ETNA	ETNA6
2412060012	NCRM	12/06/2024	Friday	09:23:17	237 BUTTE ST	SCOTT VALLEY JR HIGH	4186	FTJONES	ETNA10
2412060015	WI	12/06/2024	Friday	09:48:26	11924 EAST ST		4187	FTJONES	ETNA10
2412060046	TS	12/06/2024	Friday	15:53:16	HIGHWAY		4186	ETNA	ETNA10
2412080003	WI	12/08/2024	Sunday	02:04:20	COLLIER		3766	ETNA	ETNA10
2412080020	TS	12/08/2024	Sunday	13:42:38	HWY 3/MCADAMS		4001		ETNA10
2412090027	CIVIL	12/09/2024	Monday	11:05:41	133 CHARLES ST		4126	ETNA	ETNA6
2412090029	ALARM	12/09/2024	Monday	11:39:19	8 COMMERCIAL ST	SCOTT VALLEY RURAL	4126	ETNA	ETNA6
2412090031	ANIMAL	12/09/2024	Monday	12:14:46	12071 MAIN ST		4126	FTJONES	ETNA6
2412100053	TRSP	12/10/2024	Tuesday	16:24:48	12341 MAIN ST		4001	FTJONES	ETNA6
2412110021	SCHOOL	12/11/2024	Wednesday	08:13:34	400 HOWELL AVE	ETNA HIGH SCHOOL	3109	ETNA	ETNA1
2412110027	TS	12/11/2024	Wednesday	10:34:41	HIGHWAY3/		4186		ETNA5
2412110031	SUSP	12/11/2024	Wednesday	11:49:15	7831 S HWY 3		4126	ETNA	ETNA5
2412110034	TH	12/11/2024	Wednesday	13:27:14	11307 MAIN ST	RAY'S FOOD PLACE	4186	FTJONES	ETNA5
2412130018	TS	12/13/2024	Friday	14:04:18	10 INDUSTRIAL	SHELL GAS STATION	4187	ETNA	ETNA10
2412150016	ANIMAL	12/15/2024	Sunday	10:48:18	12300 MAIN ST		4126	FTJONES	ETNA10
2412160017	TH	12/16/2024	Monday	10:44:16	109 BOWER ST		4126	FTJONES	ETNA6
2412160024	ASST	12/16/2024	Monday	11:50:45	8 COMMERCIAL ST		4126	ETNA	ETNA6
2412160035	ANIMAL	12/16/2024	Monday	15:59:27	12348 MAIN ST		4126	FTJONES	ETNA6
2412160038	OWAV	12/16/2024	Monday	16:32:11	N HWY		4126	ETNA	ETNA6
2412160043	TS	12/16/2024	Monday	17:27:37	KELLEMS LN/N HWY		4001	ETNA	ETNA6
2412170022	TRSP	12/17/2024	Tuesday	13:15:25	12341 MAIN ST		4126	FTJONES	ETNA6
2412180014	TS	12/18/2024	Wednesday	11:08:09	N HWY		4126	ETNA	ETNA6
2412180018	WI	12/18/2024	Wednesday	11:50:28	13628 QUARTZ		4001	QUARTZVY	ETNA6
2412180034	JV	12/18/2024	Wednesday	16:45:32	400 HOWELL AVE	ETNA HIGH SCHOOL	4001	ETNA	ETNA6
2412190028	TS	12/19/2024	Thursday	11:53:43	MAIN/ALLSION		4186	ETNA	ETNA10
2412190076	TS	12/19/2024	Thursday	19:38:33	HIGHWAY3/KELLEM		4186	FTJONES	ETNA10
2412190080	WI	12/19/2024	Thursday	19:54:08	223 COLLIER WAY		4186	ETNA	ETNA10
2412200002	TRSP	12/20/2024	Friday	00:15:33	223 COLLIER WAY		3852	ETNA	ETNA10
2412200006	ALARM	12/20/2024	Friday	06:35:36	8 COMMERCIAL ST		3852	ETNA	ETNA10
2412200041	FU	12/20/2024	Friday	13:16:05	11731 EAST ST		4186	FTJONES	ETNA10
2412200044	OWAS	12/20/2024	Friday	13:36:13	N HWY 3/FRANKLIN		4187	ETNA	ETNA10
2412210012	PTFT	12/21/2024	Saturday	10:49:32	434 MAIN ST		4126	ETNA	ETNA10
2412210015	FU	12/21/2024	Saturday	11:17:14	857 HIGHLAND ST		4126	ETNA	ETNA10
2412210019	DP	12/21/2024	Saturday	11:36:12	11714 EAST STREET		4187	FORT JON	ETNA10
2412210021	ANIMAL	12/21/2024	Saturday	11:55:50	101 BUTTE ST		4126	FORT JON	ETNA10
2412210023	TS	12/21/2024	Saturday	13:03:46	N HWY 3/ISLAND		4187	FORT JON	ETNA10
2412210029	FU	12/21/2024	Saturday	15:34:03	331 COLLIER WAY		4126	ETNA	ETNA10
2412210047	DV	12/21/2024	Saturday	21:05:42	124 COLLIER WAY	RAY'S FOOD PLACE	3852	ETNA	ETNA10
2412210048	TH	12/21/2024	Saturday	21:25:33	331 COLLIER WAY		3190	ETNA	ETNA10

2412220016	FU	12/22/2024	Sunday	10:41:04	331 COLLIER WAY	4001	ETNA	ETNA10
2412220032	FU	12/22/2024	Sunday	15:04:56	156 CALLAHAN ST	4001	ETNA	ETNA10
2412230028	CIST	12/23/2024	Monday	12:24:14	11307 MAIN ST	4001	FTJONES	ETNA6
2412230042	DP	12/23/2024	Monday	15:34:47	38 MAIN ST	4001	ETNA	ETNA6
2412230061	ALARM	12/23/2024	Monday	20:05:54	8 COMMERCIAL ST	3190	ETNA	ETNA6
2412240015	ANIMAL	12/24/2024	Tuesday	09:02:51	2007 SAWYERS BAR	4001	ETNA	ETNA1
2412240040	TS	12/24/2024	Tuesday	13:57:51	HOLZHAUSER LN/N	3190	ETNA	ETNA6
2412240042	TS	12/24/2024	Tuesday	14:11:52	N HWY 3/NAOMI DR	3190	ETNA	ETNA6
2412260029	AVEH	12/26/2024	Thursday	14:09:04	12037 MAIN ST	4186	FTJONES	ETNA1
2412260061	TRAF	12/26/2024	Thursday	20:00:02	.FT JONES	3401	FORT JON	ETNA1
2412270018	TS	12/27/2024	Friday	11:48:30	HIGHWAY 3/ELLER	4186	FTJONES	ETNA10
2412270024	TS	12/27/2024	Friday	14:22:41	HIGHWAY 3/SERPA	4186	FTJONES	ETNA10
2412270028	WI	12/27/2024	Friday	15:40:58	.HWY 3/MOFFETT	4187	FORT JON	ETNA10
2412270034	SUSP	12/27/2024	Friday	18:34:24	161 CARLOCK ST	4186	FTJONES	ETNA10
2412270035	TS	12/27/2024	Friday	19:20:43	11307 MAIN ST	3401	FTJONES	ETNA10
2412270037	TS	12/27/2024	Friday	19:59:11	HIGHWAY 3/ELLER	4186	ETNA	ETNA10
2412280023	TS	12/28/2024	Saturday	13:25:19	N MAIN/DON	4126	FTJONES	ETNA10
2412280030	TS	12/28/2024	Saturday	15:02:32	MAIN ST/STERLING	4126	FTJONES	ETNA10
2412280032	ANIMAL	12/28/2024	Saturday	15:18:24	.HWY 3	4187	FORT JON	ETNA10
2412280034	TS	12/28/2024	Saturday	16:06:13	N HWY 3/VALLEY	4187	ETNA	ETNA10
2412280036	TS	12/28/2024	Saturday	16:32:03	COLLIER	4187	ETNA	ETNA10
2412280044	WI	12/28/2024	Saturday	19:15:59	11307 MAIN ST	3766	FTJONES	ETNA10
2412280045	TC	12/28/2024	Saturday	19:39:04	N HWY 3/FRANKLIN	3766	ETNA	ETNA10
2412280049	WI	12/28/2024	Saturday	20:30:17	101 BUTTE ST	3766	FTJONES	ETNA10
2412290018	NCRM	12/29/2024	Sunday	09:44:14	129 CHARLES ST	4001	ETNA	ETNA10
2412290031	ALARM	12/29/2024	Sunday	13:41:08	8 COMMERCIAL ST	4001	ETNA	ETNA10
2412290037	TS	12/29/2024	Sunday	15:42:19	SCOTT RIVER/MAIN	4001		ETNA10
2412290038	TS	12/29/2024	Sunday	16:19:27	MAIN/MARBLEVIEW	4126		ETNA10
2412290043	TS	12/29/2024	Sunday	17:20:32	MAIN ST/DOUGLAS	4126	FTJONES	ETNA10
2412290046	TS	12/29/2024	Sunday	18:21:23	N HWY	4126	ETNA	ETNA10
2412300023	WI	12/30/2024	Monday	10:44:40	11806 MAIN ST	4001	FTJONES	ETNA1
2412300031	CITASST	12/30/2024	Monday	13:38:27	12525 MARBLE VIEW	4126	FTJONES	ETNA1
2412300034	TS	12/30/2024	Monday	15:19:43	MAIN ST/CARLOCK	4126	FTJONES	ETNA6
2412310029	PTFT	12/31/2024	Tuesday	13:33:34	11806 MAIN ST	4126	FTJONES	ETNA1
2412310065	TS	12/31/2024	Tuesday	21:02:36	MAIN ST/NEWTON	3903	FTJONES	ETNA10
2412310073	TS	12/31/2024	Tuesday	23:59:50	HWY3/SCOTT ST	3903	FTJONES	ETNA10
2501010077	DP	01/01/2025	Wednesday	22:44:32	15 TELCO WAY	3903	ETNA	ETNA6
2501010081	TS	01/01/2025	Wednesday	23:40:25	N KIDDER CREEK	3903	GREENVW	ETNA6
2501020061	ASST	01/02/2025	Thursday	14:59:00	MAIN ST/DOUGLAS	4186	FTJONES	ETNA6
2501020093	DP	01/02/2025	Thursday	19:57:46	BUTTE ST/OAK MILL	3401	FTJONES	ETNA6
2501030062	WI	01/03/2025	Friday	20:20:27	SCOTT RIVER RD/	4186	FTJONES	ETNA10
2501030069	TRSP	01/03/2025	Friday	22:52:23	101 BUTTE ST	3852	FTJONES	ETNA10
2501050050	FU	01/05/2025	Sunday	18:30:32	651 BUTTE ST	3903	YREKA	ETNA10</

Primary	Case #	Recd Time	Disp Time	Enrt Time	OS Time	Clear Time	Tow District
9410		15:13:57	15:21:16			15:52:19	BASE
9410		21:33:25	21:40:15			22:01:11	
9410		10:43:06			10:43:26	10:45:06	BASE
9410		10:55:51	11:13:32		11:21:34	11:29:40	
9410		11:38:56			11:39:58	11:59:33	
9410		10:01:00			10:01:11	10:13:30	BASE
9410		10:48:44			10:50:17	11:00:41	BASE
9410		11:31:45			11:31:51	11:34:51	BASE
9410		11:42:22			11:42:25	11:53:31	BASE
9410	24-0175	14:13:27			14:13:49	14:14:15	BASE
9406		10:23:51	10:32:51		10:34:18	12:00:43	BASE
9406		16:41:34	16:43:24		16:55:18	18:04:01	BASE
9406		15:14:13			15:14:36	15:43:20	BASE
9406		14:05:05			14:05:33	14:24:14	BASE
9406		15:33:44			15:35:36	15:36:01	BASE
9410		06:50:36	06:55:09			07:34:53	BASE
9410	24-0176	14:19:40	14:20:00		14:20:02	14:20:59	BASE
9410	24-0177	18:23:46	18:37:16	18:37:20	18:38:47	20:15:54	BASE
9410		17:11:05			17:12:09	18:59:29	BASE
9406		04:14:03	04:25:28		04:39:13	04:47:57	BASE
9410	24-0179	12:44:53	12:46:23			12:46:42	BASE
9406	24-0180	09:39:00	10:06:38	10:38:14	11:02:32	12:38:04	BASE
9406		16:24:30	16:26:42		16:37:42	17:08:50	BASE
9406		07:55:26			07:56:49	08:12:29	
9406		12:16:53	12:21:32		12:30:32	13:19:52	BASE
9406		17:08:14	17:21:07		17:21:10	17:25:58	BASE
9410		01:31:20	01:43:18		01:56:07	02:00:33	BASE
9410	24-0181	10:25:54	10:38:00		10:38:03	12:54:16	BASE
9410		13:14:43			13:15:08	13:32:28	
9410		15:15:51	15:24:27			16:04:56	BASE
9410	24-0182	15:21:16	15:27:41		16:21:29	17:18:45	BASE
		22:02:32				22:30:15	BASE
9410	24-0183	22:27:02	22:36:52		22:36:58	00:28:29	BASE
9406		13:41:38			13:41:48	13:51:46	BASE
9406	24-0184	16:47:32	16:48:55			16:49:27	BASE
9406		17:13:32	17:25:31			17:27:56	BASE
9406		19:34:36	19:47:53		19:47:59	20:23:51	BASE
9401		09:34:37	09:37:41			10:09:17	
9406		10:05:18			10:05:30	10:24:35	BASE
9401		14:01:20			14:02:16	14:30:20	BASE
9406	24-0185	15:25:44	15:43:16			16:23:41	BASE
9406		17:10:12			17:10:29	17:54:23	BASE
9406		14:23:20			14:24:32	14:37:38	BASE
9408	24-0186	14:27:15			14:27:57	15:01:45	

9410		11:11:35			11:13:23	11:27:37	
9410		11:32:09			11:32:46	11:53:49	
9410		12:01:21			12:02:05	12:06:20	BASE
9410		11:53:14	12:09:35			12:35:40	
9410		16:44:51	17:02:39			17:22:27	
9406		19:30:04	19:31:49		19:32:19	19:41:58	BASE
9410	24-0189	09:22:44			09:23:17	09:59:03	BASE
9410	24-0188	09:44:07	09:59:09	09:59:15	10:05:30	15:40:56	
9410		15:52:07			15:53:16	16:02:30	
9410		02:02:11	02:15:11	02:15:15	02:19:47	02:36:23	BASE
9410		13:42:24			13:42:38	13:45:40	
9406		11:04:59			11:05:41	11:23:55	BASE
9406		11:37:58	11:40:58		11:44:17	11:50:07	BASE
9406		12:12:50	12:28:32		12:52:41	12:53:33	BASE
9406		16:22:08	16:27:21		16:47:20	17:00:55	BASE
9401		08:13:00	08:13:37		08:13:41	08:21:22	BASE
9405		10:34:16			10:34:41	10:39:11	
9405		11:48:56	11:52:48	11:56:32	12:01:54	12:18:18	BASE
9405		13:19:08	13:28:58			13:57:37	BASE
9410		14:03:49			14:04:18	14:27:16	BASE
9410		10:45:21	10:51:28		10:59:41	11:11:16	BASE
9406		10:39:52	11:09:50		11:19:52	11:45:59	BASE
9406		11:50:25			11:50:45	15:25:16	BASE
9406		15:59:04			15:59:27	16:14:04	BASE
9406		16:29:27			16:32:11	16:37:38	
9406		17:27:21			17:27:37	17:38:30	BASE
9406		13:14:35	13:19:50			15:08:19	BASE
9406		11:08:03			11:08:09	11:12:50	BASE
9406		11:50:09			11:50:28	12:41:44	BASE
9406	24-0190	16:45:13			16:45:32	16:46:23	BASE
9410		11:53:02			11:53:43	12:00:30	
9410		19:37:45			19:38:33	19:45:23	
9410		19:49:32	19:55:48	19:55:52	19:58:34	20:05:04	BASE
9410		00:12:58	00:15:46		00:24:02	00:40:36	BASE
9410		06:34:10	06:36:53			06:37:18	BASE
9410	24-0191	13:15:31			13:16:05	13:33:13	
9410		13:35:40			13:36:13	13:54:00	
9410	24-0192	10:49:01			10:49:32	11:14:43	BASE
9410		11:17:05			11:17:14	11:24:30	BASE
9410		11:33:07	11:52:59	11:56:15	12:06:36	12:13:02	
9410		11:53:06	12:13:07		12:13:10	12:55:03	
9410		13:03:26			13:03:46	13:21:39	
9410		15:33:52			15:34:03	15:57:47	BASE
9410	24-0193	21:04:26	21:06:41	21:09:53		23:02:11	BASE
9410		21:17:04	23:02:14			23:41:33	BASE

9410		10:40:40				10:41:04	11:04:00	BASE
9410		15:04:42				15:04:56	16:02:44	BASE
9406		12:21:00	12:37:48			15:01:26	15:19:27	BASE
9406		15:32:35	15:35:32			15:44:43	15:54:06	BASE
9406		20:05:18	20:07:19			20:13:34	20:41:18	BASE
9401	24-0194	08:57:07	09:39:31				09:53:10	BASE
9406		13:57:26				13:57:51	14:03:57	BASE
9406		14:11:44				14:11:52	14:23:35	BASE
9401		14:05:12	14:18:37			15:31:37	15:42:36	BASE
9401		19:59:22	20:03:40	20:03:45		20:18:43	20:22:01	
9410		11:47:53				11:48:30	12:09:56	
9410		14:21:13				14:22:41	14:32:13	
9410		15:35:49	15:41:02			15:55:34	15:58:11	
9410		18:32:20	19:28:15	19:28:19		19:30:28	19:44:33	BASE
9410		19:20:23				19:20:43	19:26:53	BASE
9410		19:58:51				19:59:11	20:10:38	
9410	24-0196	13:25:08				13:25:19	14:22:19	NORTH COUNTY
9410		15:02:18				15:02:32	15:06:10	BASE
9410		15:17:32	15:18:28			15:18:31	15:25:48	
9410		16:04:44				16:06:13	16:17:53	BASE
9410		16:31:15				16:32:03	16:44:00	BASE
9410		19:14:39	19:31:17	19:31:29		20:26:48	21:01:42	BASE
9410		19:38:10	19:43:59			19:44:03	20:20:07	BASE
9410		20:27:12	21:01:49			21:02:26	21:05:56	BASE
9410		09:40:32	11:33:07				11:33:13	BASE
9410		13:40:11	13:45:03			13:45:09	13:47:54	BASE
9410		15:41:13				15:42:19	15:55:59	
9410		16:18:56				16:19:27	16:28:26	
9410		17:20:26				17:20:32	17:37:59	BASE
9410		18:21:15				18:21:23	19:30:49	BASE
9401		10:42:26				10:44:40	11:42:38	BASE
9401		13:36:07	13:42:24			14:33:10	14:50:27	
9406		15:19:30				15:19:43	15:26:09	
9401		13:31:46	13:51:29			13:51:32	14:19:34	BASE
9410		21:02:04				21:02:36	21:07:56	BASE
9410		23:59:11				23:59:50	00:03:54	
9406		22:42:05	22:47:11	22:51:25		22:52:40	23:20:09	BASE
9406		23:40:04				23:40:25	23:48:58	
9406	25-0001	14:55:33				14:59:00	16:52:38	BASE
9406		19:56:58	19:58:51	20:03:50		20:14:12	21:02:23	BASE
9410		20:14:06	20:20:38				20:22:20	BASE
9410		22:50:03	22:52:34			23:07:36	23:17:13	BASE
9410		18:29:49				18:30:32	18:53:23	NORTH COUNTY
9410		18:50:23	18:53:29	18:53:34		19:02:06	19:35:30	BASE



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 50 calls for service in the month of December. Members participated in 12 hours of scheduled training and numerous hours of online, out of area, and on-duty proficiency training. The department responded to 476 calls in 2024.

December 2024 Calls

Call Type	City Limits	Out of City
MEDICAL AID	19	16
PUBLIC ASSIST	4	7
VEHICLE FIRE	1	
SMOKE IN BUILDING		2
CANCELLED		1
Total	24	26

We held our annual pancake breakfast and once again had wonderful community support. Thank you to all those who came and helped out!

Our FEMA SAFER Grant funded Recruitment and Retention position started the last half of December. Congratulations to Captain Buker on the new full-time position. Captain Buker has been a volunteer with us for many years and also has experience with the USFS and CalFire on engines and hand crews.

We successfully submitted the regional FEMA Assistance to Firefighters Grant for a total of more than \$384,000. If successful, this grant will replace outdated structural firefighting hose and nozzles throughout all three volunteer departments in the valley as well as give all structural firefighting apparatus in the valley NFPA 1801 compliant thermal imaging cameras and gas monitors.

Public Works Report

December 2024

Roads

We removed all dead animals that were found during the month and disposed of them. We took out the trash weekly from the Towns trash cans. We located the Towns storm drains for all 811 requests. We plowed snow when it was necessary. We fixed the spots on Don Street where we dug up the water sewer lines with cold patch. We filled in some potholes behind the maintenance barn. We replaced a blown down stop sign at Carlock/Mathews Street.

Sewer

We recorded all of the daily readings at the wastewater treatment plant and compiled them into a usable form. We completed the CIWQS reporting for the month. We located the sewer for all 811 requests.

We responded to an alarm at Pump Station 1. It was the high water alarm. Motor 1 inside Pump Station 1 had failed. Luckily this is a duplex system with 2 motors. We were able to utilize the other motor while we ordered another one. We are awaiting shipment of the replacement motor. We continue to work with E and S engineers on the Cowan Street sewer improvement project.

Water

We are pleased to announce that all known backflow devices on Parcels connected to Town water have been tested and repaired. This was a large undertaking as most of the owners opted to have the Town do the testing and most of the devices are buried under feet of soil. We

corresponded with the SWRCB and completed all the Level 2 assessments corrective actions, which included the backflow testing/repair, putting another screen over the bolted steel tanks roof vent and improving our sampling taps/sites.

We solicited quotes for a cellular tank/well control system. Our current system uses PSI reading at the well head to control the level of the tank. This system works, but is not very accurate, meaning that I can't always keep the tanks full to the max. This will be a problem in the event of an emergency/power outage.

We read all the meters and entered all of the data into the Town's *new* billing software. We assisted the office with the review and printing of the bills. We navigated through the new system and are still learning a lot about it. We completed the SAFER drought reporting for the month.

We located water lines for all submitted 811 requests within the Town.

Parks

We responded to an emergency at the Museum when the part of the back roof blew off in a windstorm. We helped move all the artifacts to a safer location, as well as helped install a tarp over the hole. We worked with Cherie and the insurance company on a plan of action. We are researching if this building is a historical building or not, as this will affect the building codes that the repairs will have to abide by. We solicited quotes to replace the roof. We are still working on cleaning up all of the leaves. We took out the trash weekly. We tried to get the noon bell working again with some success.



ADMINISTRATION REPORT

DECEMBER 2024

ADMINISTRATOR

- LEAP Grant 15250: 1st invoice totaling \$13,593.75 was received and the final close out invoice was submitted in the amount of \$9, 9636.25 for reimbursement has been sent out.
- LEAP Grant 14271: Unfortunately, the time to request reimbursement for \$75,000 had already expired December 2023 and I was unable to recover the funds for this project.
- STIP- Butte, Bower, and Cowan Project: Project will begin after Cowan Street has been done.
- Cowan Street: E&S have received all measurements needed and will begin potential design. Funding for this project will be made possible through the Bulk Water revenue.
- Per Capita Grant: Continue to pull invoices for reimbursement.
- CDBG: Anticipate all CDBG accounts to be reconciled and sent to CPA with report. Year-end letters will be sent out hopefully in January 2025.
- Museum: A portion of the museum's roof blew off causing water damage to the back office and bathroom. Mayor DeAndreis, PW, Cecilia, Museum Manager, and some public citizens helped to clear the areas affected by the water leak. A tarp was placed over the damaged area. I contacted the Town's insurance company, GSRMA, to file a claim. A Claims Adjuster was sent to the Museum to assess the damage and provide further clean up efforts. GSRMA requested the Town find out if the roof is up to code and submit a report as well as get quotes on how much it would cost to replace the roof. There was also discussion with the Claims Adjuster on how to preserve the artifacts. We continue to work with GSRMA on this issue.
- Ball Field Roof: The roof over the stadium at the big ball park was also damaged during the wind storm and will be added to the Museum Claim as the cause was due to the same weather issue.
- General Finance: Process Accounts Payables, Accounts Receivables, and Payroll.

Handled on-going Personnel issues.

CLERK

Unavailable at this time.

**Fort Jones Town Council
Regular Meeting Minutes
December 9, 2024**

CERTIFICATION OF POSTING AGENDA

I, JenniferJoy Cox, Town Clerk for the Town of Fort Jones, hereby certify that the agenda for the December 9, 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 December 6, 2024.

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

JenniferJoy Cox, Town 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 7:00p.m. In addition to the mayor, council members present were Kathye Banks, Mark Eayrs, Alex LaRiviere, and Julia Collie-Mason.

Staff present: Cherie Stephen – Town Administrator, JenniferJoy Cox – Town Clerk, Everett Hullquist – Public Works, Joseph Hess – Fire Department, Josh Short – Etna Police Department, Andrew Jared – Town Counsel.

PLEDGE OF ALLEGIANCE: Led by Mayor Garcia

NEWLY ELECTED COUNCIL MEMBERS:

1. Accept and Approve the Election Certification and Certified Election Results by Resolution 1137.

Public Comments: None

Discussion: None.

Motion: M. Eayrs moves to approve Certified Election Results by Resolution 1137.

Second: A. LaRiviere

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

Nays: None

Motion: Passes

2 - 4. Administer Oath of Office, Introduce New Elected Council Members, and Seat New Members.

The Oath of Office was administered to Michelle DeCausmaker, Paula Johnson, and Alex LaRiviere by the Town Clerk. Mayor Garcia introduced and welcomed the newly elected members and asked them to take their seats at their nameplates.

5. Determinations regarding Tiebreaker.

At this time, Jim Martin formally conceded the election to Madeleine DeAndreis, citing lack of time, and making tiebreaker determination and breaking of tie irrelevant.

6 - 8. Administer Oath of Office to Appointed Council Member, Introduce New Member, and Seat New Member.

The Oath of Office was administered to M. DeAndreis by the Town Clerk. Mayor Garcia introduced and welcomed the appointed member and asked her to take her seat at her nameplate.

9. Election of officers: Mayor and Mayor Pro Tem for two-year term.

Mayor Nominations:

DeCausmaker nominated DeAndreis for Mayor, then LaRiviere nominated Garcia for Mayor.

Motion: LaRiviere nominates Garcia for Mayor

Ayes: A. LaRiviere, M. Garcia.

Nays: M. DeAndreis, M. DeCausmaker, P. Johnson.

Motion: Fails

Motion: DeCausmaker nominates DeAndreis for Mayor.

Ayes: M. DeCausmaker, P. Johnson, M. Garcia, M. DeAndreis.

Nays: A. LaRiviere.

Motion: Passes.

Mayor Pro Temp Nominations:

DeAndreis nominated DeCausmaker for Mayor Pro Tem., then LaRiviere nominated Garcia for Mayor Pro Tem.

Motion: LaRiviere nominates Garcia for Mayor Pro Tem.

Ayes: A. LaRiviere, M. Garcia.

Nays: M. DeCausmaker, P. Johnson, M. DeAndreis.

Motion: Fails.

Motion: DeAndreis nominates DeCausmaker for Mayor Pro Tem.

Ayes: M. DeAndreis, P. Johnson, M. Garcia, M. DeCausmaker.

Nays: A. LaRiviere.

Motion: Passes.

10. Appointment of Commissioners

Mayor DeAndreis invited council members to volunteer for a commission role, and ascertained approval from the council when the roles were filled. The commissions are as follows:

Water and Sewer: A. LaRiviere.
Streets and Roads: M. Garcia.
Public Safety: P. Johnson.
Parks and Buildings: M. DeCausmaker.
Administration: M. DeAndreis.

PUBLIC COMMENTS:

Several members of the public welcomed the new council members, and it was expressed that they hope the future moves forward in a positive manner. Adam Filippone expressed concern over the museum roof. He grew up here and his family has made several contributions to the museum. He is part of a non-profit that would gladly assist in that and other projects and carry their own insurance. Another concerned citizen asked about the bus on Bridge Street. Chief Short responded that they have been in contact with the owner, they are violating no ordinances, and that they are keeping an eye on the situation. G. Kuraner of the Gem and Mineral Society expressed concern over the cost of the hall rental. A concerned citizen discussed the condition of Moffett Creek with its drainage and deadfall, that there is a major tree issue.

DISCUSSION/REPORTS CORRESPONDENCE: NON-ACTION ITEMS

A. Police Department Monthly Report

Written report appears in the agenda packet. Chief Short said they have been busy with PAL and that the department is getting ready for the Christmas parade this coming Saturday.

B. Fire Department Monthly Report

Written report appears in the agenda packet. Chief Hess said that they have been very busy, atypically, there have been more calls in town than outside of it. They have been working on grants and have hired Breanna Buker for the recruitment and retention position.

C. Public Works Monthly Report

Written report appears in the agenda packet. E. Hullquist welcomed to the new council and let them know his door is always open. The council asked if the backflow device testing has been happening, if Public Works must go on customers property this, and if they were performing plumbing work. E. Hullquist responded that they are waiting for the release of liability from the Town's legal counsel, but for most of the properties the customer's property does not need to be entered, and that no plumbing work will occur.

D. Administrator/Accounting Monthly Report

Written report appears in the agenda packet. C. Stephen reported that she has been working on CDBG items, getting money back, tackling discrepancies, and working on CalPERS. She has submitted the information, and it is at their management. LaRiviere asked what kind of discrepancies. Stephen asked legal counsel if she could answer since it might involve specific customer accounts. Speaking generally, she reported that they were involving interest rates fluctuating without back up approval process, deferments, and expressed concern about knowing the legal boundaries of what she was and wasn't

allowed to say publicly. LaRiviere asked if there could be a closed meeting, to which legal counsel replied they might be able to hold one. C. Stephen said that if so, the auditor should participate.

M. DeAndreis asked for an update on the transition to a new water utility billing company. The town clerk explained that the company the Town used previously had closed, but that a new company has been obtained that was willing to expedite the process. The proceeding well, even after having to manually input over 7000 pieces of data due to poor data records and integrity.

CONSENT CALENDAR:

1. Consent Calendar
 - a. Approval of Minutes
 - i. Regular Meeting November 12, 2024
 - b. Ratification of Disbursements: November 01 through November 30, 2024
 - c. Review Budget vs Actual July 1, 2024, through November 30, 2024

Public Comments: None

Discussion: Garcia stated that a correction is needed in the November minutes. The correction is to change the consent calendar month to October.

Motion: Garcia moves to approve the consent calendar with the correction to the consent calendar month to October in the November minutes.

Second: LaRiviere

Ayes: M. DeAndreis, M. DeCausmaker, M. Garcia, P. Johnson, A. LaRiviere.

Nays: None

Motion: Passes

PUBLIC HEARING: ORDINANCES:

2. Review, discuss, and approve second reading and possibly take action to adopt Ordinance 2024-1 regarding amending Title 13: Public Services and Title 18: Zoning.

Motion: M. DeCausmaker moves to table this item until January so that new council members may become better familiarized with Ordinance 2024-1 regarding amending Title 13: Public Services and Title 18: Zoning.

Second: A. LaRiviere

Ayes: M. DeAndreis, M. DeCausmaker, P. Johnson, A. LaRiviere.

Nays: M. Garcia

Motion: Passes

DISCUSSION / REPORTS: ACTION ITEMS:

3. Discuss and take action to approve new bank signers and remove old signers on the Town's accounts at Mechanics Bank.

Public Comments: None

Discussion: M. Garcia says there should be three signers from the council, plus the administrator C. Stephen and there is a specific form needed and the motion must be detailed for the bank. M. DeAndreis stated she would like to be a signer. M. Garcia stated she would like to remain as such, and P. Johnson volunteered.

Motion: M. Garcia moves to remove former signers K. Banks, J. Stanshaw, and M. Eayrs and add C. Stephen, M. DeAndreis, and P. Johnson to the Town of Fort Jones bank accounts at Mechanics Bank.

Second: M. DeAndreis.

Ayes: M. DeAndreis, M. DeCausmaker, M. Garcia, P. Johnson, A. LaRiviere.

Nays: None

Motion: Passes

4. Review and discuss possible action to approve the library's request for signage.

Public Comments: Leslie Tharp, head librarian for Fort Jones Public Library, spoke discussing options and quotes obtained, one from Medford and one from Redding.

Discussion: Council discussed styles of signs, if painted or a sign, and placement of these signs. Leslie Tharp responded that it could be something on metal, but that she preferred the individual letters like Etna Elementary. M. DeCausmaker said she would like to be involved.

Motion: M. Garcia moves to table the library's request for signage until January so council member DeCausmaker can get more sign details and additional quotes.

Second: A. LaRiviere.

Ayes: M. DeAndreis, M. DeCausmaker, M. Garcia, P. Johnson, A. LaRiviere.

Nays: None

Motion: Passes

5. Review and discuss possible action to approve a set of standards and guidelines for the establishment of town committees.

Public Comments: None

Discussion: M. DeAndreis asked if the clerk could get information on different forms of committees and options, with examples from comparable towns.

Motion: M. DeAndreis moves to table this agenda item until January's meeting so that information may be gathered.

Second: A. LaRiviere.

Ayes: M. DeAndreis, M. DeCausmaker, M. Garcia, P. Johnson, A. LaRiviere.

Nays: None

Motion: Passes

6. Discuss and possibly take action to re-establish the Fort Jones Economic Development Committee and appoint new members.

Public Comments: K. Banks presented her experience as part of the FJEDC as ineffective and that we have a relationship and MOU with the Siskiyou Economic Development Council already. J. Collie-Mason stated that with her experience with them, it was frustrating as they were not able to accomplish anything due to the audits not being completed. J. Cox said she thought both the SEDC and the FJEDC had value, as they have different scopes and areas of focus.

Discussion: M. DeAndreis said, "We can't just tread water until the audit gods bless us." Administrator Stephen said that she is concerned about becoming cash poor, that without the audit many grants are not able to be completed. It is important that the town stays solvent, and that the town still has several grants out there that are incomplete due to the audits not being done. The council and staff discussed some of the grants that are being worked on, such as chip sealing and Horn Street, and that the park grant would have to be rewritten and approved. E. Hullquist pointed out that some grants may not require an audit, and Chief Hess is getting good at grants that do not require an audit.

Motion: M. DeCausmaker moves to table this agenda item until January.

Second: M. Garcia

Ayes: M. DeAndreis, M. DeCausmaker, M. Garcia, P. Johnson, A. LaRiviere.

Nays: None

Motion: Passes

7. Review and discuss possible action to approve the early closure of Fort Jones Town Hall on Christmas Eve.

Public Comments: A citizen said, "Just do it." Another said, "Let them." One asked if there was a limit to the number of times the handbook was allowed to be amended.

Discussion: Discussion ensued between staff and council. M. Garcia pointed out that the handbook would have to be changed, and that the town cannot accommodate every staff member. Admin. Stephen stated this should be handled internally and that she would work to give the office staff the time off. Town Clerk Cox stated that both herself and customer service clerk wanted this afternoon off and as department head she should be the one to work to give the customer service clerk the afternoon off, but that her children are her priority and that she would quit if she did not get it off. LaRiviere said he did not see what the big deal was, let us close early so that employees can spend time with their families. Public Works employee, E. Hullquist stated he didn't want to take it off as it is not paid time off.

Motion: A. LaRiviere moves to close Town Hall at noon on Christmas Eve, as a non-paid holiday.

Second: P. Johnson.

Ayes: M. DeCausmaker, P. Johnson, A. LaRiviere.

Nays: M. DeAndreis, M. Garcia.

Motion: Passes

8. Review and discuss possible action to approve the disbursement of schooling, testing, licensing, and fuel fees for Kevin Hullquist's Wastewater 1 license.

Public Comment: None

Discussion: E. Hullquist explained that legally, for K. Hullquist to even be present for many necessary activities this license is required. Council member M. Garcia brought up a potential conflict of interest with M. DeCausmaker having a personal relationship with this employee. M. DeCausmaker said she would abstain from voting.

Motion: M. DeCausmaker moves to approve the disbursement of schooling, testing, licensing, and fuel fees for Kevin Hullquist's Wastewater 1 license.

Second: A. LaRiviere.

Ayes: M. DeAndreis, M. Garcia, P. Johnson.

Nays: None

Abstain: M. DeCausmaker, A. LaRiviere.

Motion: Passes

9. Review and discuss possible action to approve the disbursement of licensing fees for Everett Hullquist's Wastewater 2 license.

Public Comments: Citizens congratulated E. Hullquist on his prior certificates. One citizen said, "Go for it."

Discussion: M. Garcia said this certification isn't necessary. A. LaRiviere asked what certificates he currently holds. He said: Wastewater1, Distribution 2, Treatment 2, BackFlow, Class A, and has passed the Wastewater 2 exam, just needs to pay the license fee, as this certification is required by the job description of the Director. M. Garcia stated that he was not the Director.

Motion: A. LaRiviere moves to approve the disbursement of licensing fees for Everett Hullquist's Wastewater 2 license.

Second: M. DeAndreis.

Ayes: M. DeAndreis, M. DeCausmaker, P. Johnson, A. LaRiviere.

Nays: M. Garcia

Motion: Passes

10. Review and discuss possible action to amend the Job Certifications and Continuing Use Policy.

Public Comments: A. Filippone commented that contracting out gets expensive, and that in his experience having employees with experience, training, and knowledge is everything.

Discussion: M. DeAndreis said it is important to be pro-growth. Chief Hess says he pays for his own classes and certs himself. Discussion between council and the legal counsel ensued, asking if there were legal examples of this policy. There was some debate over whether the policy passed in November regarding this agenda item conflicted with town ordinances regarding whether it should be at the Town Administrator's discretion or that of the Town Council. Also, whether or not there should be a 3-certificate cap as it applies to pay raises. M. DeAndreis says she is a big fan of having legal approval or that it has been tried and true in other communities. The town legal counsel said they could work on this. E. Hullquist said that accurate job descriptions are needed.

Motion: M. DeCausmaker moves to table this item legal counsel can determine the content is legal.

Second: A. LaRiviere

Ayes: M. DeAndreis, M. DeCausmaker, M. Garcia, P. Johnson, A. LaRiviere.

Nays: None

Motion: Passes.

11. Review, discuss, and create a plan of action to address the blockage and obstruction of Moffett Creek Drainage.

Public Comments: None.

Discussion: A. LaRiviere said the Department of Fish and Game and other agencies want to do an environmental study first, and tag plant life that shouldn't be disrupted. E. Hullquist said Janae Scruggs would come do a presentation, and she was open to chopping and trees and removal or slash and burn. A permit might be needed as well. The council discussed having E. Hullquist contact Charna Gilmore and start there to figure out what needs to be done.

Motion: M. DeCausmaker moves to have E. Hullquist contact Charna Gilmore and other agencies and find out what needs to be done.

Second: A. LaRiviere

Ayes: M. DeAndreis, M. DeCausmaker, M. Garcia, P. Johnson, A. LaRiviere.

Nays: None

Motion: Passes

12. Review and discuss possible action to approve signing the MOU for the FEMA Assistance to Firefighters Grant.

Public Comments: A citizen asked 5% of what? Chief Hess responded that is 5% of the total amount, so if we were awarded \$100,000, the town would have to pay \$5,000.

Discussion: Chief Hess said they were applying for thermal imaging cameras, gas detector, hose and nozzles, and probably looking at \$125,000 - \$150,000 in federal funds. The grant reviews at the FEMA level would be in March. This grant opened early this year. Then they start putting up rewards every week over several months, starting in June. E. Hullquist asked if the audit would hold up this grant. Chief Hess replied no, public safety seems to be a big deal and doesn't follow a lot of the same qualifications. M. DeAndreis asked if this is something the town can afford. Admin. Stephen said that the department does has the funds.

Motion: M. DeCausmaker moves to approve signing the MOU for the FEMA Assistance to Firefighter's Grant.

Second: M. Garcia

Ayes: M. DeAndreis, M. DeCausmaker, M. Garcia, P. Johnson, A. LaRiviere.

Nays: None

Motion: Passes

13. Review and discuss possible action to approve signing the MOU for the Community Development Block Grant for the Siskiyou County Protein and Produce Program.

Public Comments: None

Discussion: M. Garcia asked if this was new. The Town Administrator and Town Clerk responded affirmatively.

Motion: A. LaRiviere moves to approve signing the MOU for the Community Development Block Grant for the Siskiyou County Protein and Produce Program.

Second: P. Johnson.

Ayes: M. DeAndreis, M. DeCausmaker, M. Garcia, P. Johnson, A. LaRiviere.

Nays: None

Motion: Passes

STAFF COMMENTS: None

COUNCIL COMMENTS: None

ADJOURNMENT:

The meeting was adjourned at 9:51 p.m. The next regular town council meeting is scheduled to be held on January 13, 2025, at 7:00 p.m.

Attest:

JenniferJoy Cox, Town Clerk

Approved:

Madeleine DeAndreis, Mayor

**Fort Jones Town Council
Special Meeting Minutes
January 03, 2025**

CERTIFICATION OF POSTING AGENDA

I, Cherie Stephen, Town Administrator for the Town of Fort Jones, hereby certify that the agenda for the January 03, 2025 special meeting of the Town Council was posted at the Town Hall, near the door of the Town Council Chambers, Ace Hardware, on the front window of the Fort Jones Post Office and on the Town's website www.fortjonesca.org on January 02, 2025.

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

Cherie Stephen, Town Administrator

CALL TO ORDER AND ROLL CALL:

The special meeting of the Fort Jones Town Council was called to order in person by Mayor Madeleine DeAndreis at 6:00 p.m. In addition to the mayor, councilmembers present were Michelle DeCausmaker, Mercedes Garcia, Paula Johnson, Alex LaRiviere.

Staff present: Cherie Stephen – Town Administrator and Andrew Jared – Town Legal Counsel by Zoom.

PLEDGE OF ALLEGIANCE: Led by Mayor DeAndreis

PUBLIC COMMENTS: None

ADJOURNED TO CLOSED SESSION: @ 6:01 pm

CLOSED DOOR SESSION:

Public Employee Performance Evaluation, Employment (Gov. Code §54957 (b)) Title: Town Clerk

RETURN TO OPEN SESSION: @ 6:32 PM

REPORT ON CLOSED SESSION:

Gave direction to Town Administrator. No action to report.

STAFF COMMENTS:

Town Administrator Cherie Stephen states "I don't like this. This is hard for me."

COUNCIL COMMENTS:

Mayor DeAndreis thanked the Administrator for keeping the town safe.

ADJOURNMENT:

The meeting was adjourned at 6:34 p.m. The next regular town council meeting is scheduled to be held on January 13th, 2025, at 7:00 p.m.

Attest:

Cherie Stephen, Town Administrator

Approved:

Madeleine DeAndreis, Mayor

Town of Fort Jones
Profit & Loss
December 2024

	Dec 24
Income	
11 - General Government Income	
4111 - Sales Tax	81.93
4400 - Hall Rental	1,315.00
4730 - Miscellaneous	50.00
Total 11 - General Government Income	1,446.93
2I - Public Safety Income	
2b - Fire Protection	
4740 - Fire Dept.	400.00
Total 2b - Fire Protection	400.00
Total 2I - Public Safety Income	400.00
3I - Public Works Income	
3b - Sewer Income	
4210 - Tax Allocation - Sewer	240.00
4212 - Sewer Revenue	17,869.92
4214 - Material Reimbursement	1,021.30
Total 3b - Sewer Income	19,131.22
3c - Water Income	
4810 - Water Revenue	16,570.22
Total 3c - Water Income	16,570.22
Total 3I - Public Works Income	35,701.44
4900 - CBDG Interest	462.92
Total Income	38,011.29
Gross Profit	38,011.29
Expense	
1E- General Government Expense	
5800 Engineering	500.00
5310-Retirement Fund	2,075.79
Equipment Rental	230.92
2285 - IT Services	5,676.39
5100- Council/Election	4,260.83
5110- Mayor Payroll	180.00
5120- Clerk Payroll	1,572.19
5220- Supp\USPS	187.11
5500- Planning	
5501 - Economic Development	645.00
Total 5500- Planning	645.00
5160- Library Payroll	1,136.00
5140 - Admin Payroll	442.63
5705 - Dues and Subscriptions	288.00
6205- Health Insurance	4,682.00

Town of Fort Jones
Profit & Loss
December 2024

	Dec 24
9150-City Hall Expenses	
1-012 - City Hall Power	557.72
9153- Emergency expenses	200.00
9154 - Disposal 2 yd Bin	165.00
9150-City Hall Expenses - Other	53.63
Total 9150-City Hall Expenses	976.35
9152- Propane	1,592.28
Total 1E- General Government Expense	24,445.49
2E- Public Safety Expense	
2EA- Law Enforcement Expense	
7181 - Law Enforcement Phones	183.97
Total 2EA- Law Enforcement Expense	183.97
2EB- Fire Department Expense	
7510- Fire Dept Payroll	5,120.00
7513 - Calls & Meetings	0.00
7520- Fire Dept Supl & Mtnc	1,938.17
7525- Pub Safety Fuel & Oil	
7527- Gas Reimbursement	112.56
7525- Pub Safety Fuel & Oil - Ot...	646.37
Total 7525- Pub Safety Fuel & Oil	758.93
7540- Fire Dept. Utilities	
1-001- Fire Dept. Power Bill	593.27
2261- Fire Dept. Phone	103.51
2262 - Disposal	165.00
7540- Fire Dept. Utilities - Other	331.81
Total 7540- Fire Dept. Utilities	1,193.59
2EB- Fire Department Expense - Ot...	750.00
Total 2EB- Fire Department Expense	9,760.69
2EC - Strike Team Expenses	
7514 Seasonal FF Payroll	0.00
7515 - Strike Team Payroll	67,654.75
Total 2EC - Strike Team Expenses	67,654.75
Total 2E- Public Safety Expense	77,599.41
3E- Public Works Expense	
3EA- Streets	
1-000 - Street Lights	
02 HPSV Lights	48.56
02 HPSV Metal Lights	31.54
10 HPSV Wood Lights	315.65
11 HPSV Lights	173.44
72 HPSV Lights	1,408.19
Total 1-000 - Street Lights	1,977.38
8120- Street Mtnc/Utilities	
1-005 - Barn Power	250.25
1-007 - Phone Bill	97.86

Town of Fort Jones
Profit & Loss
December 2024

	Dec 24
8121- Street Maintenance	
8127- STIP Project - Consulting	258.00
8121- Street Maintenance - Ot...	2,429.75
Total 8121- Street Maintenance	2,687.75
Total 8120- Street Mtnce/Utilities	3,035.86
8130- Equipment Maintenance	
8132- Repairs	642.50
Total 8130- Equipment Maintenance	642.50
8199- Road Payroll	1,513.13
3EA- Streets - Other	1,500.00
Total 3EA- Streets	8,668.87
3E- Public Works Expense - Other	3,715.00
Total 3E- Public Works Expense	12,383.87
3EB- Sewer Expense	
8510- Sewer Payroll	1,508.00
8520- Sewer Expenses	
1-015 - Sewer Power bill	53.58
1-019 bbp sewer	20.51
8521- Sewer Rep & Mtnce	
8524- Cowan Street	691.00
Total 8521- Sewer Rep & Mtnce	691.00
Total 8520- Sewer Expenses	765.09
8522 - Waste Water Monitoring	117.50
8530- Sewer Supplies	155.38
8540- State Fees	32,150.00
8552 - Training	169.00
Total 3EB- Sewer Expense	34,864.97
3EC- Water Expense	
8610- Water Parts & Supplies	389.10
8612- Water Office & Postage	64.00
8615- Water Payroll	7,806.78
8620- Water Repairs & Mtnce	232.41
8627 - Fuel-Oil	303.88
8630- Water Fees & Testing	340.00
8640- Water Utilities	
1-000 - Water Power	
New Pump	1,122.63
Old pump	83.77
Total 1-000 - Water Power	1,206.40

Town of Fort Jones
Profit & Loss
December 2024

	Dec 24
1-001 - Water Phones	
468-2598	278.80
Cell	119.16
Total 1-001 - Water Phones	397.96
Total 8640- Water Utilities	1,604.36
Total 3EC- Water Expense	10,740.53
4E- Parks & Recreation Expense	
9116 - Janitorial Payroll	1,624.25
9109- Parks Payroll	1,058.00
9130- Ball Park Expenses	
1-002 - LLP Snack	44.36
1-013 - BBP lights	208.16
1-014 - LLP lights	14.79
1-017 - BBP pump	20.93
Total 9130- Ball Park Expenses	288.24
9140- Scout Hall Expenses	
1-006 - Scout Hall Power	194.07
Total 9140- Scout Hall Expenses	194.07
9160- Museum Expenses	
1-004 - Museum Electricity	58.41
1-XXX - Museum Monitor Fuel	293.76
5568- Museum Phone	97.99
Total 9160- Museum Expenses	450.16
4E- Parks & Recreation Expense - Other	-108.86
Total 4E- Parks & Recreation Expense	3,505.86
6504- Payroll Taxes	
Federal Unemployment	33.62
6506- FICA	6,358.03
6508- Medicare	1,486.96
6512- SUI	336.24
6516 - ETT	0.00
Total 6504- Payroll Taxes	8,214.85
Payroll Expenses	13,092.11
Total Expense	184,847.09
Net Income	-146,835.80

Town of Fort Jones
Financial Transactions
December 2024

	Dec 24
Income	
1I - General Government Income	
4111 - Sales Tax	81.93
4400 - Hall Rental	1,315.00
4730 - Miscellaneous	50.00
Total 1I - General Government Income	1,446.93
2I - Public Safety Income	
2b - Fire Protection	
4740 - Fire Dept.	400.00
Total 2b - Fire Protection	400.00
Total 2I - Public Safety Income	400.00
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3b - Sewer Income	
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Total Income	38,011.29
Gross Profit	38,011.29
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5800 Engineering	500.00
5310-Retirement Fund	2,075.79
Equipment Rental	230.92
2285 - IT Services	5,676.39
5100- Council/Election	4,260.83
5110- Mayor Payroll	180.00
5120- Clerk Payroll	1,572.19
5220- SupplUSPS	187.11
5500- Planning	
5501 - Economic Development	645.00
Total 5500- Planning	645.00
5160- Library Payroll	1,136.00
5140 - Admin Payroll	442.63
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01/08/25

Town of Fort Jones
Financial Transactions
December 2024

	Dec 24
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Total 2EA- Law Enforcement Expense	183.97
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8120- Street Mtnce/Utilities	
1-005 - Barn Power	250.25
1-007 - Phone Bill	97.86
8121- Street Maintenance	
8127- STIP Project - Consulting	258.00
8121- Street Maintenance - Other	2,429.75
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Total 8120- Street Mtnce/Utilities	3,035.86
8130- Equipment Maintenance	
8132- Repairs	642.50
Total 8130- Equipment Maintenance	642.50
8199- Road Payroll	1,513.13
3EA- Streets - Other	1,500.00
Total 3EA- Streets	8,668.87
3E- Public Works Expense - Other	3,715.00
Total 3E- Public Works Expense	12,383.87

01/08/25

Town of Fort Jones
Financial Transactions
December 2024

	Dec 24
3EB- Sewer Expense	
8510- Sewer Payroll	1,508.00
8520- Sewer Expenses	
1-015 - Sewer Power bill	53.58
1-019 bbp sewer	20.51
8521- Sewer Rep & Mtnce	
8524- Cowan Street	691.00
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8540- State Fees	32,150.00
8552 - Training	169.00
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3EC- Water Expense	
8610- Water Parts & Supplies	389.10
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8620- Water Repairs & Mtnce	232.41
8627 - Fuel-Oil	303.88
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8640- Water Utilities	
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Old pump	83.77
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1-001 - Water Phones	
468-2598	278.80
Cell	119.16
Total 1-001 - Water Phones	397.96
Total 8640- Water Utilities	1,604.36
Total 3EC- Water Expense	10,740.53
4E- Parks & Recreation Expense	
9116 - Janitorial Payroll	1,624.25
9109- Parks Payroll	1,058.00
9130- Ball Park Expenses	
1-002 - LLP Snack	44.36
1-013 - BBP lights	208.16
1-014 - LLP lights	14.79
1-017 - BBP pump	20.93
Total 9130- Ball Park Expenses	288.24
9140- Scout Hall Expenses	
1-006 - Scout Hall Power	194.07
Total 9140- Scout Hall Expenses	194.07
9160- Museum Expenses	
1-004 - Museum Electricity	58.41
1-XXX - Museum Monitor Fuel	293.76
5568- Museum Phone	97.99
Total 9160- Museum Expenses	450.16

01/08/25

Town of Fort Jones
Financial Transactions
December 2024

	Dec 24
4E- Parks & Recreation Expense - Other	-108.86
Total 4E- Parks & Recreation Expense	3,505.86
6504- Payroll Taxes	
Federal Unemployment	33.62
6506- FICA	6,358.03
6508- Medicare	1,486.96
6512- SUI	336.24
6516 - ETT	0.00
Total 6504- Payroll Taxes	8,214.85
Payroll Expenses	13,092.11
Total Expense	184,847.09
Net Income	-146,835.80

Town of Fort Jones
Payroll Summary
December 2024

	Hours	Rate	Dec 24
Employee Wages, Taxes and Adjustments			
Gross Pay			
City Council Member Stipend	3		300.00
Salary (Administrator)	2		8,861.54
Salary (Fire Chief)	2		5,120.00
Salary (Mayor)	1		180.00
Clerk Payroll	63	17.03	1,221.39
CTO	15.25	26.50	404.13
FD Calls		10.00	0.00
FD Training		7.00	0.00
Fire Hall Seasonal		150.00	0.00
Fire Shift Stipend	16	200.00	3,200.00
Firefighter Rate	2,117.5	16.00	67,654.75
Holiday - Admin	8	17.03	136.24
Holiday - Clerk	16	20.00	320.00
Holiday - Janitorial		18.25	0.00
Holiday - Parks & Rec	16	22.00	352.00
Holiday - Water	16	26.50	424.00
Janitorial Payroll	89	18.25	1,624.25
Library Payroll	53	20.00	1,136.00
On-call PW	517	2.00	1,034.00
Overtime- Water	2.75	39.75	82.50
Overtime-Roads		39.75	0.00
Overtime-Sewer		39.75	0.00
Overtime - Admin	10.25	25.55	306.39
Overtime - Parks/Rec		39.75	0.00
Parks Payroll	28	26.50	706.00
Road Payroll	65.25	26.50	1,513.13
Sewer Payroll	62	26.50	1,508.00
Sick Pay - Clerk	1.54	20.00	30.80
Sick Pay - Fire		32.00	0.00
Sick Pay - Janitorial		18.25	0.00
Sick Pay - Water	1.5	26.50	39.75
Town Hall	7	26.50	167.50
Vacation - Fire		32.00	0.00
Vacation - Janitorial		18.25	0.00
Vacation - Water	7	26.50	185.50
Water Payroll	291.25	17.03	6,041.03
Medical Reimbursement			246.40
Total Gross Pay	3,411.29		102,795.30
Deductions from Gross Pay			
2520- Med Ins Employee			-900.00
Total Deductions from Gross Pay			-900.00
Adjusted Gross Pay	3,411.29		101,895.30
Taxes Withheld			
Federal Withholding			-8,012.00
Medicare Employee			-1,486.94
Social Security Employee			-6,358.01
CA - Withholding			-2,820.29
Medicare Employee Addl Tax			0.00
Total Taxes Withheld			-18,677.24
Net Pay	3,411.29		83,218.06

12:23 PM

01/08/25

Town of Fort Jones
Payroll Summary
December 2024

	Hours	Rate	Dec 24
Employer Taxes and Contributions			
Federal Unemployment			33.62
Medicare Company			1,486.94
Social Security Company			6,358.01
CA - Unemployment Company			336.24
CA - Employee Training Tax			0.00
Total Employer Taxes and Contributions			<u>8,214.81</u>

	Dec 31, 24
ASSETS	
Current Assets	
Checking/Savings	
02-028700	365,781.38
02-810025 - GF	282,799.71
02-810116 - WRF	552,823.58
02-810141	656,951.80
02-810189	941,075.51
1801-CBDG	1,275.23
92 810153	-28,850.38
LAIF 98-47-310	
Fire Reserves	-200.00
LAIF 98-47-310 - Other	-13,991.00
Total LAIF 98-47-310	-14,191.00
Total Checking/Savings	2,757,665.83
Accounts Receivable	
1200 - Account Receivable	14,537.08
1201 - W Water Acct Receivable	70,921.78
1201 WW Sewer Acct Receivable	22,714.76
Sewer Connection	-500.00
Total Accounts Receivable	107,673.62
Other Current Assets	
Payroll Service Customer Asset	-2,609.42
Total Other Current Assets	-2,609.42
Total Current Assets	2,862,730.03
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	1,890,938.00
1777 - Accumulated Depreciation	-2,517,541.00
1900 - Town Buildings & Equip.	826,776.26
Total Fixed Assets	3,436,844.75
1915 - Public Safety Reserve	49,000.00
Total Other Assets	1,791,835.23
TOTAL ASSETS	8,091,410.01
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	13,658.00
Total Accounts Payable	13,658.00

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	2,632.47
Total 2104 - Federal Withholding	2,857.04
2106 - State Withholding CA	9,457.91
2108 - FICA	
2112 - Employee	3,544.41
2118 - Company	3,916.40
Total 2108 - FICA	7,460.81
2114 - Medicare	
2116 - Employee	8,935.98
2120 - Company	4,565.71
Total 2114 - Medicare	13,501.69
2122 - Retirement	
Company	-33.76
2122 - Retirement - Other	6,342.36
Total 2122 - Retirement	6,308.60
2400 - Retirement Withheld	-1,011.71
2500 - Medical Insurance	
2510 - Company	51,115.73
2520 - Employee	-79,318.41
2500 - Medical Insurance - Other	6,962.46
Total 2500 - Medical Insurance	-21,240.22
2102 - Payroll Liabilities - Other	-22,914.53
Total 2102 - Payroll Liabilities	3,711.34
2805 - Curent Portion of Bond	13,000.00
Direct Deposit Liabilities	-7,828.44
Employee Training Tax	7,018.72
None	-3,462.93
Total Other Current Liabilities	23,161.55
Total Current Liabilities	36,819.55
Long Term Liabilities	
2700 - Refundable Water Deposit	49.10
2800 - Water Bond Payable	165,317.50
Total Long Term Liabilities	165,366.60
Total Liabilities	202,186.15
Equity	
3000 - Opening Bal Equity	-263,657.39
3900 - Retained Earnings	8,133,141.62

12:28 PM
01/08/25
Accrual Basis

Net Income	19,739.63
Total Equity	7,889,223.86
TOTAL LIABILITIES & EQUITY	8,091,410.01



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: January 13, 2025
From: Cherie Stephen – Town Administrator
Subject: Review, discuss, and take action to approve second reading and adopt Ordinance 2025-1 regarding amending Title 13: Public Services and Title 18: Zoning.

Background:

The Town of Fort Jones recently updated and approved the housing element, a mandated aspect of the general plan that requires regular updates. Part of the update process requires review of the zoning code to ensure compliance with state law. Several minor zonings changes were found to be required.

These changes have been reviewed and approved by the Town's legal counsel, and are submitted here for the second reading. A full reading may be waived by a motion from a member of the town council given that the full title of the proposed ordinance is listed on the agenda.

Once the 2nd reading is completed these amendments are ready to be adopted.

Attached is proposed Ordinance NO: 2025-1 Amending Title 132 Public Services Ordinance and Title 18 Zoning Ordinance, Chapter 13.04 Amendment, Chapter 18.08 Amendment, Chapter 18.16 Amendment, Chapter 18.20 Amendment, Chapter 18.32 Amendment, Chapter 40 Amendment, Chapter 18.52 Amendment, Chapter 18.60 Amendment, Chapter 18.64 Amendment, and the signature page.

Recommendation:

It is recommended by the Town Administrator that the council approves the second reading and adoption of Ordinance 2025-1 regarding amending Title 13: Public Services and Title 18: Zoning.



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: January 13, 2025
From: Cherie Stephen – Town Administrator
Subject: Possible action to approve the 2025 Cost of Living Adjustment of 2.5%

Background:

The Social Security Administration has announced a 2.5% Cost of Living Adjustment for beneficiaries that receive Social Security and SSI benefits.

Even though municipalities in California are not required to provide cost-of-living adjustments, the Town of Fort Jones, in the last decade, has been consistent with giving their employees this adjustment.

If the council should approve this COLA, the increase shall start 26 Jan 2025.

Recommendation:

The Town Administrator recommends that the town council approve the 2025 COLA increase of 2.5% to the Town of Fort Jones employees.



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: January 13, 2025
From: Cherie Stephen – Town Administrator
Subject: Review and Discuss Standard Information on Types of Committees and Groups,
Along with Guidelines Associated with those Committees/Groups.

Background:

At the December 9th council meeting an agenda item was presented to the council to approve a set of guidelines that would establish a minimum and/or maximum number of committee members are required, how many of those are from the council, how many of those are from the community, how those members are chosen, whether there needs to be a public invitation, and other mechanisms for administration would allow for a more effective and efficient implementation.

This item was tabled due to the lack of information provided to make such decisions.

Attached is some basic information to various committees and groups used by the government, boards, municipalities, and some guidelines associated.

This is not being presented as a complete set of standards. It is informational so that we can possibly move forward with choosing the types of committees and groups we want for the Town and to start setting up the guidelines for those committees and groups.

Recommendation:

The Town Administrator recommends that the town council discuss the information provided and decide how they would like to proceed further.

Types of Committees

Standing committees: These are permanent committees that consider bills and legislation, and monitor agencies and programs. They are the most common type of committee.

Standing committees have several characteristics, including:

Permanence Standing committees are permanent parts of an organization's governance structure. They are identified in the rules of the organization's chamber, which also outline their jurisdiction.

Ongoing responsibilities Standing committees have ongoing responsibilities, such as reviewing legislation, making policy recommendations, and overseeing specific functions.

Consistency, expertise, and stability The permanence of standing committees allows for consistency, expertise, and stability in managing the organization's affairs.

Regular or irregular meetings Standing committees meet on a regular or irregular basis depending on their function.

Retain power until disbanded Standing committees retain any power or oversight originally given them until disbanded by the governing body.

Here are some examples of standing committees:

- **In Congress** Standing committees review legislation, decide which bills to consider, and recommend funding levels. They also oversee agencies and programs, and may perform investigations.
- **In nonprofits** Standing committees may include a membership committee that tracks membership fees, attracts new members, and keeps current members active.

Standing committees in California must be agendized in accordance with the Ralph M. Brown Act, California's open meeting law:

- **Agenda posting:** Agendas must be posted at least 72 hours before the meeting in an accessible location.
- **Agenda content:** Agendas must include a brief description of each item of business.
- **Agenda adherence:** Items not on the agenda may only be discussed under certain conditions, such as briefly responding to public comments or asking a question for clarification.
- **Meeting notice:** Notice of the meeting must be posted and sent to those who request it at least one week before the meeting.
- **Media notification:** The media must be notified of special or emergency meetings.

Standing committees are a regular part of the governmental structure and make routine recommendations on a specific subject matter. They are subject to the Brown Act regardless of the committee's membership.

Select committees: These are temporary committees that are created to complete a specific task, with a timeline to complete a specific task, like investigating government activity.

Select committees also fall under the Brown Act rules and must be agendized.

Subcommittees: These are smaller committees that are usually part of standing committees. They conduct research, hold hearings, and revise bills.

Subcommittees can have many characteristics, including:

Size: Subcommittees can vary in size and seniority.

Focus: Subcommittees are responsible for a specific area of work, such as finance, events, or personnel.

Purpose: Subcommittees can oversee projects for a short or long term.

Membership: Subcommittees can include both board members and non-board members.

Independence: Subcommittees are often independent and autonomous units with written jurisdictions.

Expertise: Subcommittee members develop expertise in a specific area of public policy.

Responsibilities: Subcommittee members participate in the work of the subcommittee by volunteering for assignments, such as reviewing draft documents or participating in conference calls.

Functions: Subcommittees hold hearings, conduct research, and revise bills.

Reporting: Subcommittees report bills back to the full committee, rather than the House floor.

Benefits: Subcommittees allow boards to distribute responsibilities across smaller groups of members, which can be beneficial for many boards.

Joint committees: These committees have members from both the House and Senate, (this could be Council and Citizens?) and consider issues of joint concern.

Duration Joint committees can be temporary or permanent.

Advisory committees: These are committees that provide advice.

Advisory committees have several characteristics, including:

Purpose Advisory committees are formed to address a specific issue, challenge, or opportunity. They provide guidance and recommendations to a board of directors or other policy-making body.

Members Advisory committees are made up of people with unique skills, backgrounds, and expertise. In a community context, members are often volunteers.

Role Advisory committees provide advice, formulate opinions, and make recommendations. They are not usually decision-making bodies.

Activities Advisory committees may study issues, hear public testimony, conduct independent research, and review staff reports.

Benefits Advisory committees can enhance a company's reputation, increase consumer and investor confidence, and attract top employees.

Other characteristics of advisory committees include:

- Having an independent certified chair
- Having a charter that is fit for purpose
- Having a structured meeting schedule, agenda, and communications
- Having members who are commercially engaged and remunerated
- Having problem-solving conversations

An ad hoc committee is a temporary group of people formed to address a specific issue or task within an organization. The term "ad hoc" comes from Latin and means "for this purpose". Ad hoc committees are created to handle urgent matters or projects that are outside the scope of an organization's standing committees

Here are some characteristics of ad hoc committees:

Limited time Ad hoc committees are established for a limited time and are dissolved once the task is completed.

Specific issue Ad hoc committees are formed to address a specific issue or task that cannot be handled by standing committees.

Final report Ad hoc committees present a final report to the organization that summarizes the investigation, findings, and recommendations.

Confidentiality Ad hoc committees often maintain confidentiality to encourage open and honest discussion.

The Brown Act does not apply to ad hoc or temporary advisory committees composed of less than a majority of the board. In establishing an ad hoc or temporary advisory committee, the board should strictly define the purpose of the committee and set a time frame to accomplish

that purpose. An ad hoc or temporary advisory committee is advisory only; the board has not delegated any decision-making power and the committee will be returning to the full board to make a public recommendation. Other board members may only attend these committee meetings as “observers,” meaning they may not ask questions or make statements and must sit in the area designated for members of the public. Board members should consider the perception of attending unnoticed meetings even as observers and take steps to ensure the public trust regardless of the technical rules of the Brown Act.

What is not a “legislative body” for purposes of the Brown Act?

A temporary **advisory committee** composed solely of less than a quorum of the legislative body that serves a limited or single purpose, that is not perpetual, and that will be dissolved once its specific task is completed is not subject to the Brown Act.¹⁸ Temporary committees are sometimes called ad hoc committees, a term not used in the Brown Act. Examples include an advisory committee composed of less than a quorum created to interview candidates for a vacant position or to meet with representatives of other entities to exchange information on a matter of concern to the agency, such as traffic congestion.¹⁹

Groups advisory to a single decision-maker or appointed by staff are not covered. The Brown Act applies only to committees created by formal action of the legislative body and not to committees created by others. A committee advising a superintendent of schools would not be covered by the Brown Act. However, the same committee, if created by formal action of the school board, would be covered.

A “**committee**” is a specific type of group that is formally established with a designated purpose, usually to discuss, investigate, or make decisions on a particular matter, while a “**group**” is a more general term for any collection of people gathered together, which may not have a specific purpose or formal structure.

Committees in a municipality *can* include:

Budget review committee Reviews and evaluates the Capital Improvements Program. Budget review hearings allow the City Council to get input from residents on spending priorities.

Community economic development committee Works to promote economic growth, responsible development, and efficient government. This committee collaborates with community stakeholders and key departments.

Environment committee Provides advice, information, and assistance to staff and Council on issues related to the environment, forestry, trails, wetlands, and passive parks.

Ethics commission Interprets the Ethics Article of the City Code, reviews Financial Disclosure Statements, and addresses Ethics Complaints.

Public safety committee Considers issues related to the public health, safety, and welfare of the citizens. This includes issues related to fire safety, law enforcement, animal control, emergency services, and court.

Audit committee Acts as a communications link between the City Council and the City's outside auditors.

Audit services oversight committee

Approves all proposed audit plans and completed audits.

Citizens advisory committee Made up of citizens, experts, councilors, and municipal staff. The structure, responsibility, and length of term of these committees can vary.

Committees in a municipality help ensure that decisions are well-informed and consider various viewpoints.

Size of committees:

Committee effectiveness: Studies suggest that the optimal committee size is around 5–7 people.

For a municipal advisory group, the ideal number of members is typically between 5 and 9 people. This range allows for a diverse range of perspectives while still maintaining manageable group dynamics and efficient decision-making.

Key points to consider:

Small enough for focused discussions: A smaller group can facilitate more in-depth conversations and quicker decision-making.

Diverse representation: Aim to include members from various community sectors to capture a broad perspective.

Consider the municipality size: Smaller municipalities might benefit from a slightly smaller advisory group.