

**Fort Jones Town Council
Regular Meeting Minutes
July 14, 2025**

CERTIFICATION OF POSTING AGENDA

I, Cherie Stephen, Town Administrator for the Town of Fort Jones, hereby certify that the agenda for the July 14, 2025 regular 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, Ray's Food Place, and on the Town's website www.fortjonesca.org on July 11, 2025 before 6:00 p.m.

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 regular 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, and Alex LaRiviere. Paula Johnson came after the meeting started at 6:02 PM.

Staff present: Cherie Stephen – Town Administrator by teleconference, Everett Hullquist – Public Works, Joseph Hess – Fort Jones Fire Department Chief, and Josh Short – Fort/Etna Jones Police Department Chief.

PLEDGE OF ALLEGIANCE: Led by Mayor DeAndreis

PUBLIC COMMENTS: NONE

DISCUSSION / REPORTS / CORRESPONDENCE; NON-ACTION ITEMS:

P1. Wildfire Safety Presentation by Jill Drinkwater (Pacific Power Regional Business Manager) and Mark Swanson (1884 Line Company Project Manager)

1884 Line Company is working under contract with Pacific Corp to replace wooden power lines with aluminum or steel poles to reduce fire risk. They are also upgrading the power lines with ones that will not arc in the event they come down preventing fires.

Pacific Power is striving to build their system to be more resilient long term for all seasons and weather conditions.

Over the next 18-24 months crews will be in our communities and surrounding areas working diligently. If power is expected to be out in any area, these crews will inform residents prior to any outage.

A. Police Department Monthly Report

A written report appears in the July 14th agenda packet. Chief Short verbally added that a stocking case they have been working on for several month ended after being able to finally arrest the perpetrator. Short also mentioned problems with citizens finding fawns and taking them home to raise. He urges all citizens to leave the fawns where they find them and call Fish and Game if there seems to be a problem.

Public comment: A citizen asked if there were a lot of vacant homes in town.

Council Discussion: DeCausmaker said she received a complaint about the water trucks driving to fast down Mathews Street and that kids could run out into the street

B. Fire Department Monthly Report

A written report appears in the July 14th agenda packet. Chief Hess verbally added that the department has had an engine at the helibase (Scott Valley Airport) for crash rescue since last Monday for the Summit and Jack Fire. The Jack Fire is wrapping up, but the Butler and Red Fires are ongoing. Hess informed the council that he is leaving with an engine to the Green Fire, but that the department is staffed.

No public comment on the fire monthly report.

C. Public Works Monthly Report

A written report appears in the July 14th agenda packet. E. Hullquist verbally added that the department fixed a fire hydrant that was leaking on Dale Street. Water samples were obtained and taken to Redding. Hullquist mentioned that a new truck is needed for such out of town travels as the currents trucks are older and not as reliable for long distance traveling. The mason work has been done for the BBQ at the Paul Garrison Pavillion. The grill should be set into place on 11 Aug. 2025.

No public comment on the public works monthly report.

D. Administrator / Accounting Monthly Report

A written report appears in the July 14th agenda packet. Admin. Stephens verbally added that E. Hullquist was getting quotes to fix the Walker Field fence.

No public comments.

Council Discussion: Mayor DeAndreis asked if there were more invoices to submit for the Per Capita Grant, if the museum was done and when it would be re-opening, and what to expect while she was gone on her family emergency? Admin. Stephen responded that all the invoices have been submitted at this time. The museum is done being repaired, but Cecilia wanted to re-organize before re-opening. She stated that while being gone she will be working on CDBG loans, responding to daily emails, payroll and bill pay, and setting up interviews for the clerk position as she has received more resumes.

Councilmember DeCausmaker asked if the roofing materials had been ordered for the Scout Hall. The response was "yes."

1. CONSENT CALENDAR:

Public Comment: None

a) Approval of Minutes:

i. Regular Meeting June 9, 2025

b) Ratification of Disbursements: June 01 through 30, 2025

c) Review Budget vs Actual July 01, 2024 through June 30, 2025

Motion: Garcia moves to accept the consent calendar as presented.

Second: LaRiviere

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

Nays: None

Action: Motion passes unanimously.

DISCUSSION / REPORTS; ACTION ITEMS:

2. Possible action to open Town Hall on Christmas Eve from 8-5.

Public comment: A citizen said yes to reinstate the office hours to 8-5.

Council discussion: Mayor DeAndreis thought that it was voted to close the office only for that Christmas Eve, 2024.

Motion: LaRiviere moves to reinstate the Town Hall hours, 8 AM to 5 PM, for the Christmas Eve holiday.

Second: Garcia

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

Nays: None

Action: Motion passes unanimously.

3. Possible action to approve a new IT service.

Public comment: None

Administrator Stephen asked to table this agenda item as not all the RFP's came in.

Motion: LaRiviere moves to table agenda item #3 until all the RFP's come in.

Second: Garcia

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

Nays: None

Action: Motion passes unanimously.

4. Possible action to give the administrator direction to revise all employee job descriptions.

Public comment: A member of the public stated that this sounded good and that updating is good.

Council Discussion: Councilmember DeCausmaker would like a 6-week time frame for job descriptions to be done.

Mayor DeAndreis asked Councilmember Garcia how she felt about revising the job descriptions as she has been on council for a longer time. Garcia stated that the job descriptions seem to be an issue with every new administrator the town hires. She agreed that the current ones do need revising as some are too broad in the duties and others not detailed enough. She hopes that once they are revised again, they can stay that way.

Motion: DeCausmaker moves to direct the town administrator to revise all of the employee job descriptions with input from the department heads and that they are done in 6-weeks.
Second: Garcia
Ayes: M. DeAndreis, M. DeCausmaker, M. Garcia, P. Johnson, A. LaRiviere
Nays: None
Action: Motion passes unanimously.

COUNCIL COMMENTS:

Mayor DeAndreis commented that she did not attend the LOLA meeting in Dunsuir, but Councilmembers Johnson and LaRiviere did attend. LaRiviere stated that Senator Dahl has new funding for water/sewer projects and that on the 21st there is finance committee meeting in Dunsuir.
Mayor DeAndreis informed the council and the administrator that she volunteered Fort Jones to host the next LOLA meeting in October.

ADJOURNMENT:

The meeting was adjourned at 7:39 p.m. The next regular town council meeting is scheduled to be held on Aug. 11, 2025, at 6:00 p.m.

Attest:

Cherie Stephen, Town Administrator

Approved:

Madeleine DeAndreis
Madeleine DeAndreis, Mayor