

# PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

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## REGULAR BOARD MEETING AGENDA

February 17, 2026

9:00am

Zoom Meeting ID: 856 7228 9549

Passcode: 046746

Pursuant to Government Code section 54953(b)

Teleconference location:

2030 Cardinal Canyon,  
Green Valley, AZ 85614

(open to the public)

Board of Directors

Chairperson Don Fregulia

Vice Chairperson John Rowden

Director Rich Machado

Director Todd Solomon

Director Kim Train

\*Members of the Public may address the Board on items of business immediately before or during the Board's consideration of the item after being recognized by the Board Chair (limit on the time the public may address the Board is 3 minutes)

### **Call Meeting to Order**

Chairperson Don Fregulia

### **Roll Call**

Chairperson Don Fregulia

### **Adoption of Agenda**

Chairperson Don Fregulia

### **Public/Board Comment and Written Correspondence Period**

The public and/or the Board of Directors may address the Board on items within the District's subject matter jurisdiction that are not on the agenda. Written comments should be submitted to the Board Clerk 24 hours prior to the meeting to allow for distribution. **The Board cannot comment or take actions on non-agenda items** but may place the items on future agenda(s) for discussion and/or action. A strict limit on the time the public may address the Board is three (3) minutes per speaker.

## Reports

1. General Manager's Report  
Jamar Tate, General Manager
2. Administration Report  
Gina-Marie Morris, Administrative Manager
  - a. Admin Report
  - b. Payments Received Report
  - c. Delinquent Accounts Report
  - d. Limited Financials
3. Fire Chief's Report  
Steve Munsen, Fire Chief
4. Committee Reports
  - a. Budget, Finance, and Investment Committee (Rowden, Solomon)
  - b. Water and Wastewater Committee (Rowden, Solomon)
  - c. Personnel, Benefits, and Administrative Committee (Fregulia, Train)
  - d. Safety and Emergency Committee (Fregulia, Train)
5. Ethics and Harassment Training, Form 700 confirmation  
Gina-Marie Morris, Administrative Manager  
Review completion of required Form 700 and training.

## Discussion and Possible Direction

6. Consideration of Potential Sale of District-Owned Parcel (North of 45 E. Ponderosa Dr)  
Jamar Tate, General Manager  
The Board will discuss a request regarding the potential purchase of a District-owned parcel located north of 45 E. Ponderosa Drive and may provide direction to staff regarding evaluation of the request and next steps.

## Action Items

7. Approve Meeting Minutes for January 20, 2026
8. Approve Updates to the Authorized Signers for Plumas Bank Accounts  
Gina-Marie Morris, Administrative Manager  
The Board will be asked to approve the following changes to signers for accounts ending in 2209 and 8193:
  - a. Remove: Jeff Glick
  - b. Add: John Rowden & Kim Train
  - c. Confirm as signers: Jamar Tate, Don Fregulia, Todd Solomon, Rich Machado
9. Approve the Opening of an Account with Five Star  
Gina-Marie Morris, Administrative Manager  
The Board will be asked to open a Five Star Bank money market account as recommended in Ballo's presentation on 01/20/26.
10. Approve Resolution 2026-47 authorizing transfer of up to \$200,000 to Wastewater Operations, funded first from available Wastewater Reserves and secondarily from Wastewater Debt.  
Gina-Marie Morris, Administrative Manager

11. Approve an Increase to the Enterprise On-Call Compensation Amount  
Jamer Tate, General Manager
12. Approve Resolution 2026-45 Approving Fire Department Stipend Structure, Vehicle Use Authorization, and OES Administrative Compensation  
Gina-Marie Morris, Administrative Manager & Fire Chief Steve Munsen
13. Approval of Local Cooperative Fire Protection Agreement Between Plumas Eureka Community Services District and the U.S. Forest Service (Plumas National Forest)  
Fire Chief Steve Munsen  
The Board will review and consider approval of a Local Cooperative Fire Protection Agreement establishing reciprocal fire protection responsibilities, reimbursement terms, and operational coordination between PECSD and the U.S. Forest Service, Plumas National Forest.
14. Approve Grant-Funded Fire Equipment Purchase in the Amount of \$13,339.74  
Fire Chief Steve Munsen  
The Board will consider approving the purchase of fire station gear drying and extraction equipment funded through an awarded grant. The total cost is \$13,339.74, with a required 5% local match of \$666.99 funded from existing Fire Department appropriations and no additional budget impact.
15. Approve an Increase from \$30,000 to \$70,000 for Approved ¾-Ton Truck Purchase  
Fire Chief Steve Munsen  
The Board will consider increasing the preapproved amount for a ¾-ton truck purchase from \$30,000 to \$70,000, including up to \$50,000 for the vehicle and up to \$20,000 for outfitting (emergency lighting, siren, radios, and camper shell).
16. Approval of Unbudgeted Contribution and Fire Budget Adjustment for Wildland Fire Administrative Support  
Fire Chief Steve Munsen  
The Board will consider approving an unbudgeted \$2,000 contribution to the Plumas County Fire Chiefs Association to support shared administrative staffing for wildland fire incidents in which the District participates. The Board will also consider approving a corresponding adjustment to the Fire Department budget to accommodate this expenditure.
17. Adopt Revised Fire Department Standard Operating Guidelines (SOGs)  
Gina-Marie Morris, Administrative Manager & Fire Chief Steve Munsen  
The Board will consider adoption of revised Fire Department Standard Operating Guidelines updated for policy alignment, operational clarity, and consistency with NIMS/ICS and Board direction.

**Policy and/or Ordinance Reviews and Changes (Action Items)**

*(Policy 1010.20 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a 4/5 affirmative vote of the entire Board of Directors.)*

18. Resolution 2026-46 – Adopting Policy 2400: Fire Volunteer Eligibility and Stipend Policy  
Gina-Marie Morris, Clerk of the Board  
The Board will consider approval of Resolution 2025-33 adopting Policy 2400 establishing eligibility, participation, medical, onboarding, and stipend requirements for Fire Department volunteers, effective January 1, 2026.
19. Resolution 2026-48 Revises Policy 4060 – Committees of the Board of Directors  
Gina-Marie Morris, Clerk of the Board

Policy 4060 has been updated to reflect current governance structure and committee practices. The revisions consolidate investment oversight within the Budget, Finance, and Investment Committee and clarify committee meeting expectations by specifying that committees shall meet as needed, but no less than twice per year.

## **Future Meetings and Agenda Items**

Upcoming Meeting Requests, Agenda Requests, and Schedule Changes

- ADA Ramp (Fall 2026)
- Burn Pile (Fall 2026)

## **Board Directors Training Item**

Rolls and Responsibilities

## **Adjournment**

ADA Compliance: This Agenda shall be made available upon request in alternative formats to persons with disability, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132) and the Ralph M. Brown Act (Cal. Govt. Code Sec. 54954.2). Persons requesting a disability-related modification or accommodation should contact Administrative Manager, Gina-Marie Morris, at (530) 836-1953 during regular business hours, at least 24 hours prior to the time of the meeting.

## **General Manager's Report**

### **Plumas Eureka Community Services District**

### **Water Treatment Plant Project Update**

### **Board Meeting – February 2026**

#### **1. Meeting with Division of Financial Assistance (DFA) – SRF / Emerging Contaminants (EC) Program**

District staff and DOWL met with the State Water Resources Control Board – Division of Financial Assistance (DFA) to discuss the status of the Drinking Water State Revolving Fund (DWSRF) application and eligibility under the Emerging Contaminants (EC) Program.

Key outcomes of the meeting:

- **Project Eligibility Confirmed:** DFA confirmed that the Water Treatment Plant (WTP) project is eligible for **100% principal forgiveness (grant funding)** under the EC Program due to documented manganese in the District's drinking water supply.
- **Environmental Review Pathway:** Environmental staff from DOWL and DFA participated in the meeting to clarify the current status of environmental documentation and identify the appropriate pathway forward.
- DFA confirmed that once environmental documentation (Tier I and associated compliance materials) is completed and accepted, the application may proceed toward funding determination.
- The meeting provided needed clarification on documentation expectations and sequencing, helping streamline next steps.

Nick McGann (Division of Drinking Water) was contacted regarding submittal of the design and technical package to ensure coordination between technical review and funding review processes .

#### **2. Regional Water Quality Control Board (RWQCB) – Report of Waste Discharge (ROWD)**

PECSD and DOWL met with RWQCB staff on February 5, 2026 to discuss requirements associated with the Report of Waste Discharge (ROWD) for WTP backwash water management

**Attendees included:**

- PECS D
- DOWL
- RWQCB staff (including Heidi Bauer, Valerie Rasmussen, David Durette, Stacy Gotham)
- Division of Drinking Water (Nick McGann)

**Key Discussion Points:**

- The District must submit a more comprehensive ROWD prior to discharging WTP backwash water to WWTP 7.
- RWQCB has up to 120 days to act on a complete ROWD submittal.
- Preliminary indication from RWQCB staff suggests the backwash water may be classified as industrial waste.
- RWQCB discussed potential coverage under the Low-Threat Waiver Order (R5-2023-0061); however, that waiver applies to on-site disposal.
- RWQCB requested additional data, including:
  - Dissolved and particulate concentrations of arsenic, iron, manganese, and aluminum for each discharge
  - Annual loading calculations
  - Total Suspended Solids (TSS) estimates
  - pH data
  - Backwash discharge schedule and volumes
- Additional analysis is required to evaluate:
  - Potential impacts to WWTP 7 biological treatment
  - Risk of solids carryover to the Dynamite Hill leachfield
  - Potential groundwater impacts

RWQCB also recommended beginning baseline monitoring of arsenic, iron, and manganese in monitoring wells near the Dynamite Hill leachfield.

DOWL will coordinate with the WTP vendor (DeNora) to assist in generating required backwash characterization data.

This meeting provided clarity regarding regulatory expectations and established a defined data-driven pathway forward.

### **3. USDA Rural Development (RD) – Introduction & Funding Coordination**

PECSD and DOWL met with USDA Rural Development staff to formally introduce the District, the Water Treatment Plant project, and to discuss the application and environmental review process

#### **Key Discussion Points:**

##### **Application Requirements**

- A complete USDA application requires:
  - Preliminary Engineering Report (PER)
  - NEPA documentation
  - Completion of the RD Apply portal
- Design plans and specifications are not required at application stage.
- Board resolution authorizing the GM to sign and certify is required at final submission stage, but not to begin the application process.
- USDA will accept updated versions of prior PER documents, and their engineer will advise whether consolidation or reformatting is necessary.

##### **NEPA Environmental Review**

- USDA is currently operating under existing NEPA regulations while awaiting updated federal guidance.
- Environmental documentation does not need to be overly extensive but must address:
  - Biological resources
  - Section 106 consultation (including federally recognized tribes)
- Tribes must be formally notified; if no response is received within 30 days, consultation may proceed.

## **Funding Coordination**

- USDA reimbursement is processed monthly, typically within 2–5 days of approved pay application.
- USDA funds typically draw last in multi-source funding scenarios.
- Proof of other committed funding (e.g., SRF) will be required prior to USDA obligation.
- USDA discussed potential interim loan options if timing gaps occur with SRF funding.

This meeting established strong interagency coordination and clarified the sequencing between SRF and USDA funding sources.

## **4. Environmental Compliance Status**

Environmental updates discussed during the DFA and USDA meetings include:

- Updates to 2017 biological and cultural resource reports (addendum underway).
- Section 106 coordination requirements clarified.
- NEPA level of review pending determination from USDA environmental coordinator.
- Environmental documentation being aligned to satisfy both State and Federal funding requirements concurrently.

This coordinated approach reduces risk of duplicative work and positions the District to efficiently advance through both funding pathways.

# PECSD Administrative Manager's Report January 2026

Gina-Marie Morris

- The following liens are active for outstanding charges through 6/30/23:
  - Acct 715-1: \$9,783.19
- 2 liens to be processed
  - Liens are to be placed on all amounts 360 days past due.  
The current amounts subject to lien (Amounts past due since 10/15/24)
    - Acct 715-1: \$2,685.17 (Total liens \$12,468.36)
    - Acct 309-1: \$1,199.32
- Billing: 44 Accounts are past due by over \$100 (as of 02/12/26)
  - 1 active payment agreement

Account	Payment Amt	Agreement Dates	Past Due Balance	Account Balance
309-1	\$250.00	1/2/26 – 6/30/29	\$3,280.07	\$3,874.18

- 1 account only payments are through liens; Acct 715-1
- 2 accounts are disconnected for non-payment
  - Acct 309-1: Payment agreement was presented to customer
  - Acct 669-1: Customer defaulted on payment agreement
- Special Edition Pipeline was received well by customers

## Upcoming and ongoing activities and projects:

- Create a Director page on the Website
- Create a digital option for volunteer onboarding paperwork.
- Complete the digitalization of Ordinances, and Resolutions
- Archive & destroy old records as appropriate.
- Organize retained records for easy retrieval.
- Create a SOP manual for the Administration Desk

# PECSD Payments Received by Funds

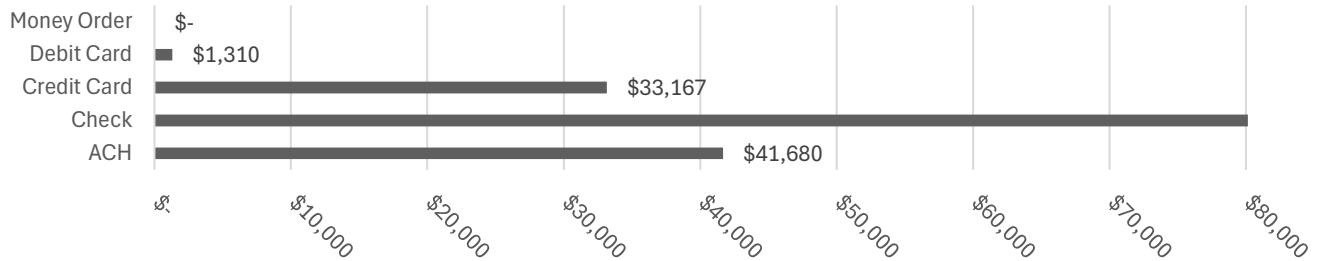
for the month of January 2026

**Total Payments Received: \$234,302.21**

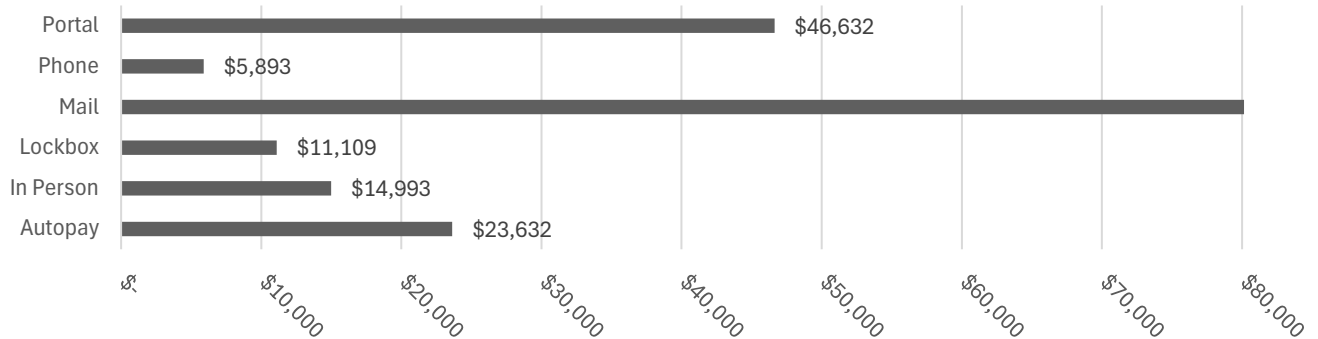
**Total Payments Deposited: \$217,851.73**

Fund	Received This Month	Deposits Posted Next Month	Deposited This Month Posted this Month	Deposits From Prior Month	Total Deposited This Month
Fees	\$2,026.64	\$234.52	\$1,792.12	\$0.00	\$1,792.12
Overpayment	\$7,181.34	\$206.65	\$6,974.69	\$1,227.12	\$8,201.81
Fire Operational	\$21,700.14	\$4,055.27	\$17,644.87	\$1,946.34	\$19,591.21
Sewer Debt	\$10,121.28	\$1,772.66	\$8,348.62	\$826.95	\$9,175.57
Sewer Operational	\$48,172.74	\$7,906.27	\$40,266.47	\$4,837.95	\$45,104.42
Sewer Reserves	\$20,479.79	\$3,490.23	\$16,989.56	\$1,725.48	\$18,715.04
Water Debt	\$53,369.58	\$8,470.77	\$44,898.81	\$5,500.53	\$50,399.34
Water Operational	\$54,929.02	\$9,705.02	\$45,224.00	\$5,004.25	\$50,228.25
Water Reserves	\$16,321.68	\$3,081.90	\$13,239.78	\$1,404.19	\$14,643.97
	<b>\$234,302.21</b>	<b>\$38,923.29</b>	<b>\$195,378.92</b>	<b>\$22,472.81</b>	<b>\$217,851.73</b>

Payment Methods



Payment Source



# UB Max Aged Balance Past Due Amounts Over \$100

As of February 12, 2026

Acct	1-90 Days	91-180 Days	Over 180 Days	Balance	Notes
105-1	883.29	-		883.29	
125-1	883.29	-		883.29	
149-1	421.08	-		421.08	
167-1	602.43	-		602.43	
196-1	883.29	-		883.29	
217-1	971.62	-		971.62	
231-1	883.29	-		883.29	
253-1	883.29	8.66		891.95	
269-1	992.67	-		992.67	
276-1	508.43	452.50		960.93	
277-1	272.42	247.65		520.07	
309-1	537.17	530.94	2,178.98	3,247.09	*****DISCONNECTED***** Agreement Signed submitted on 2/13/26, will remain disconnected until paid in full.
312-1	279.29	623.44		902.73	
313-1	883.29	-		883.29	
343-1	883.29	-		883.29	
352-1	883.29	-		883.29	
376-1	514.61	523.84		1,038.45	
383-1	883.29	-		883.29	
384-1	146.16	-		146.16	
385-1	883.29	-		883.29	
411-1	462.21	2.55		464.76	
426-1	883.29	-		883.29	
448-1	105.94	-		105.94	
468-2	415.45	-		415.45	
484-1	514.63	524.05		1,038.68	
506-1	442.88	-		442.88	
516-1	4,437.39	43.18		4,480.57	
562-1	272.42	247.65		520.07	
583-1	462.21	-		462.21	
664-1	462.21	4.00		466.21	
669-1	883.29	908.29	487.13	2,278.71	*****DISCONNECTED*****
715-1	562.45	839.78	14,564.27	15,966.50	Only payments on this account are through the Lien. Undeveloped property. Customer is unresponsive to all collection attempts. Property up for auction.
747-2	462.21	-		462.21	
797-1	883.29	-		883.29	
807-1	883.29	-		883.29	
808-1	971.62	-		971.62	
810-1	462.21	-		462.21	
837-1	415.04	-		415.04	
838-1	272.42	247.65		520.07	
841-1	462.21	-		462.21	
858-1	377.31	-		377.31	
889-1	973.35	-		973.35	
890-1	247.65	-		247.65	
900-1	902.43	8.85		911.28	
	<b>\$ 31,296.18</b>	<b>\$ 5,213.03</b>	<b>\$ 17,230.38</b>	<b>\$ 53,739.59</b>	

# Plumas Eureka CSD Cash Report Month of January 2026

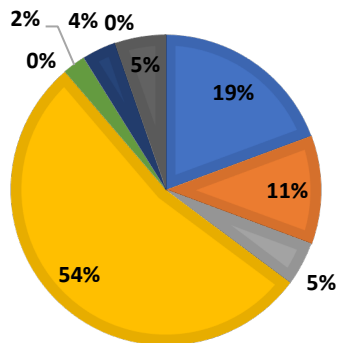
## Fire Department

<b>Initial Cash Balance: \$379,211</b>	
Revenue	
Customer Payments	22,253
Interest Income	932
Other Income**	142,725
<b>Total Cash Received</b>	<b>165,910</b>

\*\*Bridge & Gifford Fires\*\*

Expenses	
Employees/Volunteers	3,885
Insurance	2,267
Utilities	920
Tools, Supplies, Repairs, Maint	10,764
Lab / Chemicals / Sludge	-
Training, Travel, Subscriptions	479
Professional Services	718
Depreciation	-
Office/other	1,067
<b>Total Expenses</b>	<b>20,099</b>
<b>Total Paid</b>	<b>7,312</b>

**Final Cash Balance: \$537,809**

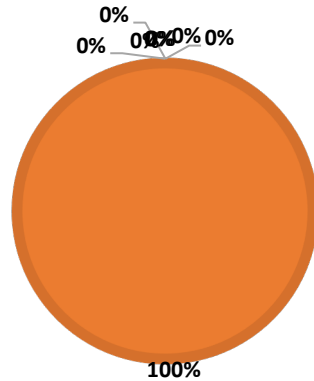


## District Maint

<b>Initial Cash Balance: \$10,243</b>	
Revenue	
Customer Payments	-
Interest Income	-
Other Income	-
<b>Total Cash Received</b>	<b>-</b>

Expenses	
Employees	-
Insurance	40
Utilities	-
Tools, Supplies, Repairs, Maint	-
Lab / Chemicals / Sludge	-
Training, Travel, Subscriptions	-
Professional Services	-
Depreciation	-
Office/other	-
<b>Total Expenses</b>	<b>40</b>
<b>Total Paid</b>	<b>-</b>

**Final Cash Balance: \$10,243**

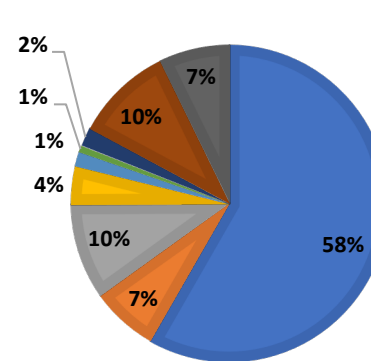


## Water Enterprise

<b>Initial Cash Balance: \$1,779,783</b>	
Revenue	
Customer Payments	128,948
Interest Income	8,317
Other Income	-
<b>Total Cash Received</b>	<b>137,265</b>

Expenses	
Employees	21,992
Insurance	2,594
Utilities	3,691
Tools, Supplies, Repairs, Maint	1,446
Lab / Chemicals / Sludge	562
Training, Travel, Subscriptions	254
Professional Services	725
Depreciation	3,765
Office/other	2,717
<b>Total Expenses</b>	<b>37,745</b>
<b>Total Paid</b>	<b>24,110</b>

**Final Cash Balance: \$1,892,936**

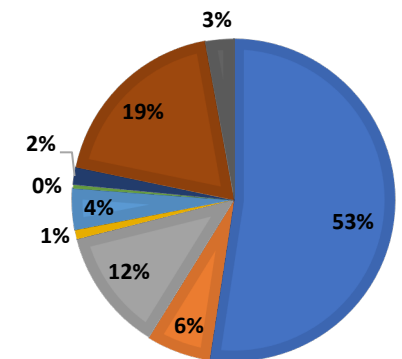


## Wastewater Enterprise

<b>Initial Cash Balance: \$473,341</b>	
Revenue	
Customer Payments	83,102
Interest Income	1,961
Other Income	-
<b>Total Cash Received</b>	<b>85,063</b>

Expenses	
Employees	21,684
Insurance	2,644
Utilities	5,086
Tools, Supplies, Repairs, Maint	406
Lab / Chemicals / Sludge	1,679
Training, Travel, Subscriptions	154
Professional Services	725
Depreciation	7,816
Office/other	1,180
<b>Total Expenses</b>	<b>41,374</b>
<b>Total Paid</b>	<b>23,154</b>

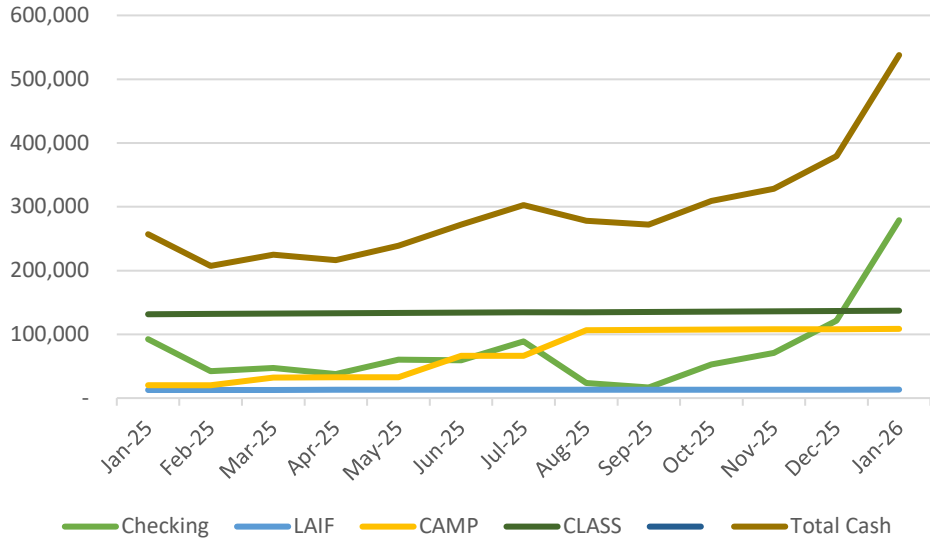
**Final Cash Balance: \$535,248**



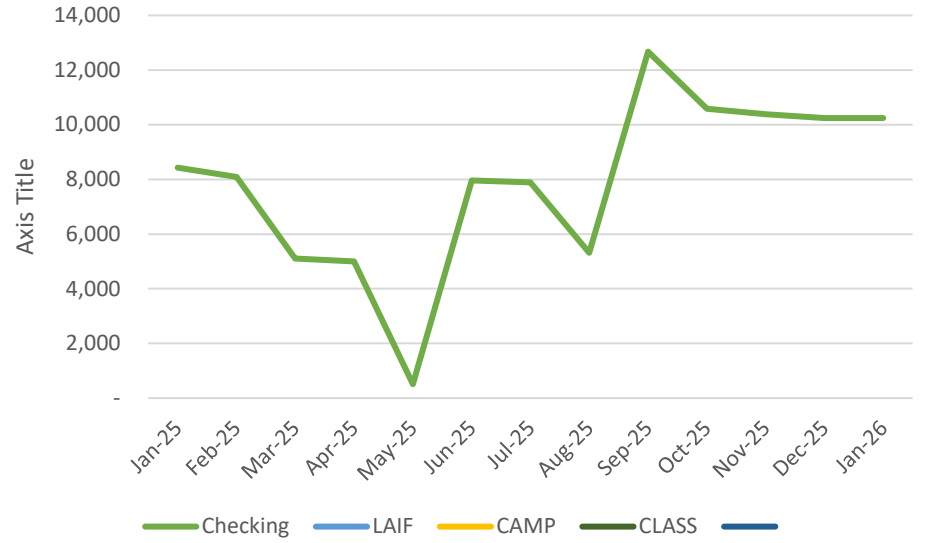
■ Employees/Volunteers ■ Insurance ■ Utilities ■ Tools, Supplies, Repairs, Maint ■ Lab / Chemicals / Sludge ■ Training, Travel, Subscriptions ■ Professional Services ■ Depreciation ■ Office/other

# Plumas Eureka CSD Cash Report Month of January 2026

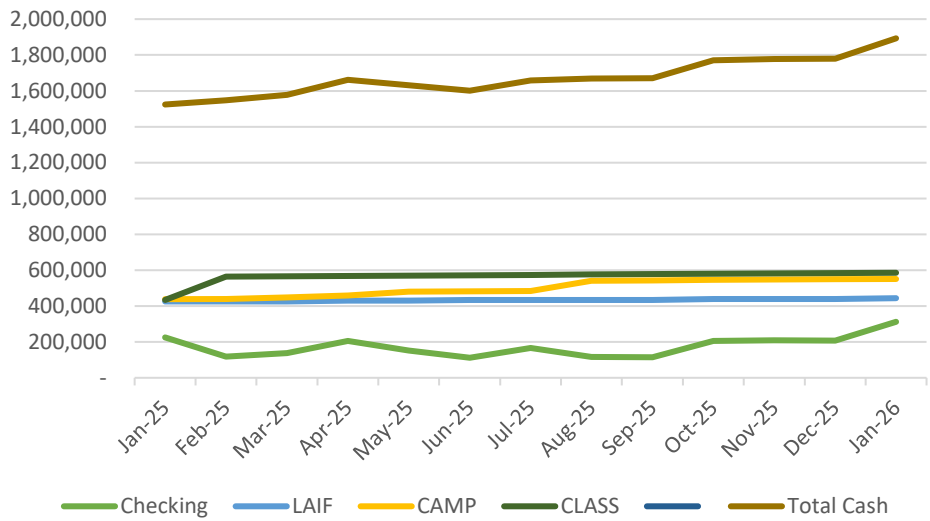
### Fire Department Cash



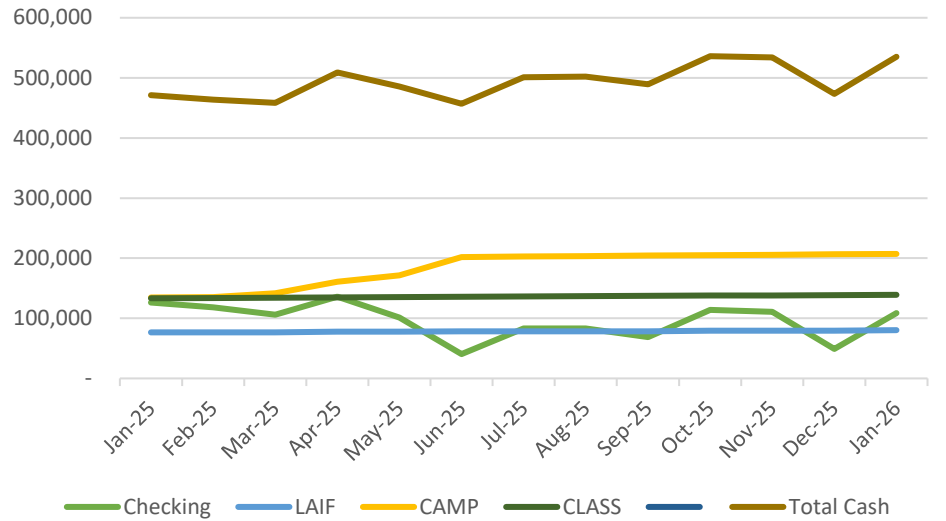
### District Maintenance Cash



### Water Enterprise Cash



### Wastewater Cash



**Plumas Eureka CSD  
Cash Report  
Month of January 2026**

<b>Fire Department</b>	<b>Jan-25</b>	<b>Feb-25</b>	<b>Mar-25</b>	<b>Apr-25</b>	<b>May-25</b>	<b>Jun-25</b>	<b>Jul-25</b>	<b>Aug-25</b>	<b>Sep-25</b>	<b>Oct-25</b>	<b>Nov-25</b>	<b>Dec-25</b>	<b>Jan-26</b>
<b>Checking</b>	92,504	42,407	47,398	37,897	60,047	59,056	89,110	23,510	16,641	52,641	71,025	121,239	278,904
<b>LAIF</b>	12,706	12,706	12,706	12,893	12,893	13,034	13,034	13,034	13,034	13,177	13,177	13,177	13,316
<b>CAMP</b>	20,227	20,297	32,353	32,470	32,590	66,056	66,304	106,675	107,058	107,445	107,807	108,169	108,523
<b>CLASS</b>	131,435	131,851	132,343	132,820	133,311	133,787	134,281	134,774	135,247	135,728	136,179	136,627	137,066
<b>Total Cash</b>	256,871	207,260	224,800	216,081	238,841	271,934	302,730	277,994	271,980	308,991	328,188	379,212	537,809

<b>Dist Maint</b>	<b>Jan-25</b>	<b>Feb-25</b>	<b>Mar-25</b>	<b>Apr-25</b>	<b>May-25</b>	<b>Jun-25</b>	<b>Jul-25</b>	<b>Aug-25</b>	<b>Sep-25</b>	<b>Oct-25</b>	<b>Nov-25</b>	<b>Dec-25</b>	<b>Jan-26</b>
<b>Checking</b>	8,426	8,087	5,104	4,995	510	7,961	7,891	5,318	12,673	10,584	10,380	10,243	10,243
<b>LAIF</b>													
<b>CAMP</b>													
<b>CLASS</b>													
<b>Total Cash</b>	8,426	8,087	5,104	4,995	510	7,961	7,891	5,318	12,673	10,584	10,380	10,243	10,243

<b>Water</b>	<b>Jan-25</b>	<b>Feb-25</b>	<b>Mar-25</b>	<b>Apr-25</b>	<b>May-25</b>	<b>Jun-25</b>	<b>Jul-25</b>	<b>Aug-25</b>	<b>Sep-25</b>	<b>Oct-25</b>	<b>Nov-25</b>	<b>Dec-25</b>	<b>Jan-26</b>
<b>Checking</b>	225,505	118,827	138,287	205,891	151,712	111,893	165,624	115,870	114,029	205,228	209,142	207,412	312,249
<b>LAIF</b>	425,772	425,772	425,772	429,839	429,839	434,549	434,549	434,549	434,549	439,295	439,295	439,295	443,940
<b>CAMP</b>	438,536	440,054	447,872	458,713	480,478	482,168	483,975	541,657	543,599	545,566	547,403	549,237	551,034
<b>CLASS</b>	434,152	563,425	565,528	567,569	569,668	571,702	573,812	575,920	577,942	579,998	581,923	583,839	585,714
<b>Total Cash</b>	1,523,965	1,548,077	1,577,459	1,662,013	1,631,697	1,600,312	1,657,960	1,667,995	1,670,118	1,770,087	1,777,763	1,779,783	1,892,936

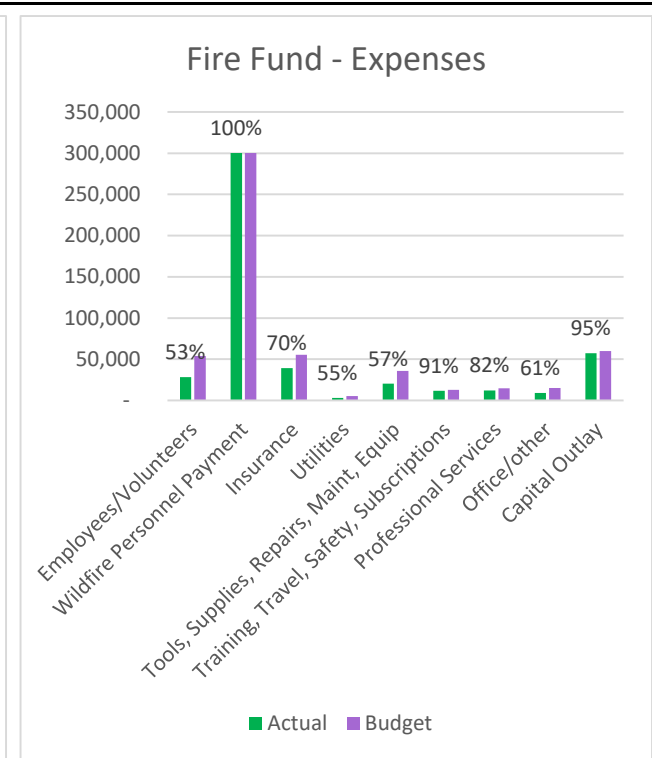
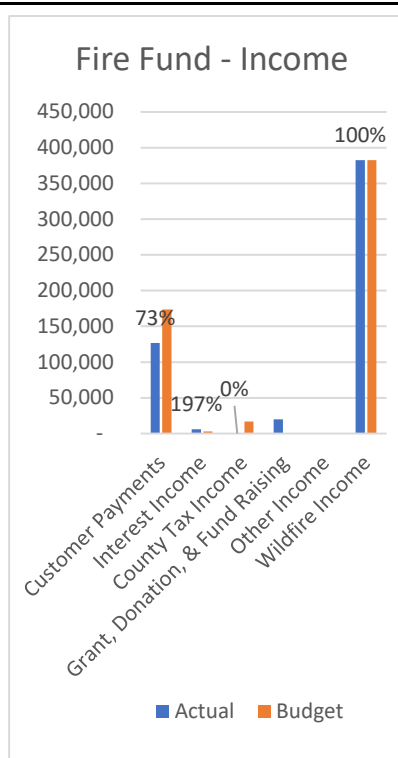
<b>Wastewater</b>	<b>Jan-25</b>	<b>Feb-25</b>	<b>Mar-25</b>	<b>Apr-25</b>	<b>May-25</b>	<b>Jun-25</b>	<b>Jul-25</b>	<b>Aug-25</b>	<b>Sep-25</b>	<b>Oct-25</b>	<b>Nov-25</b>	<b>Dec-25</b>	<b>Jan-26</b>
<b>Checking</b>	126,378	117,993	105,755	135,966	100,966	40,492	83,170	83,091	68,995	113,860	110,593	48,845	108,791
<b>LAIF</b>	76,611	76,611	76,611	77,741	77,741	78,593	78,593	78,593	78,593	79,452	79,452	79,452	80,292
<b>CAMP</b>	134,659	135,125	141,803	160,759	171,389	202,098	202,855	203,564	204,294	205,033	205,724	206,413	207,088
<b>CLASS</b>	133,360	133,782	134,281	134,767	135,265	135,748	136,249	136,750	137,230	137,718	138,176	138,631	139,077
<b>Total Cash</b>	471,007	463,510	458,450	509,232	485,361	456,931	500,867	501,998	489,112	536,064	533,944	473,341	535,248

# Plumas Eureka CSD

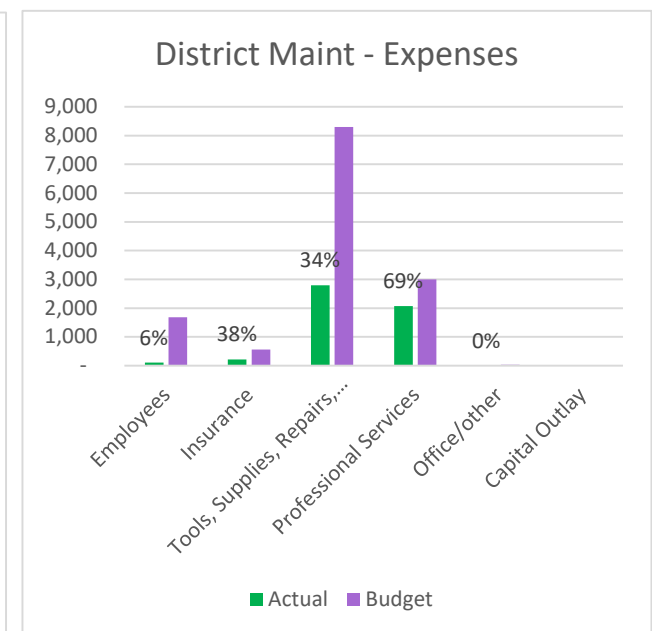
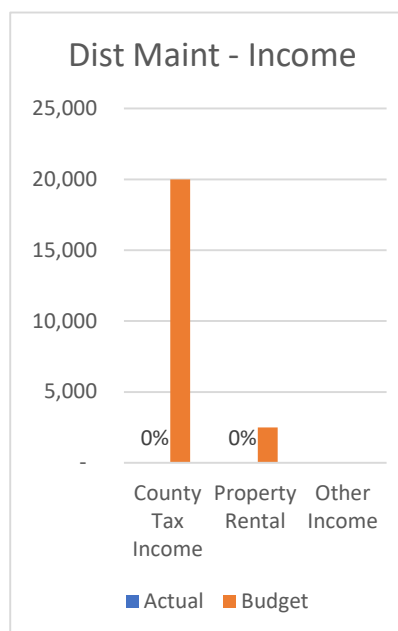
## FY 25/26 Operational Budget - Review

As of January 31, 2026 (58% of year)

Fire Fund			
Revenue	Actual	Budget	%
Customer Payments	126,824	173,543	73%
Interest Income	6,027	3,056	197%
County Tax Income	-	17,000	0%
Grant, Donation, & Fund Raising	20,061	-	
Other Income	299	-	
Wildfire Income	382,614	382,584	100%
<b>Total Cash Revenue</b>	<b>535,824</b>	<b>576,183</b>	<b>93%</b>
Expenses	Actual	Budget	%
Employees/Volunteers	28,467	54,052	53%
Wildfire Personnel Payment	300,171	300,171	100%
Insurance	39,044	55,568	70%
Utilities	2,881	5,200	55%
Tools, Supplies, Repairs, Maint, Equip	20,364	36,000	57%
Training, Travel, Safety, Subscriptions	11,775	12,875	91%
Professional Services	12,042	14,660	82%
Office/other	9,110	14,925	61%
Capital Outlay	57,202	60,000	95%
<b>Total Expenses</b>	<b>481,057</b>	<b>553,451</b>	<b>87%</b>
<b>Actual Net Change: \$54,768   Budget Net Change: \$22,732</b>			

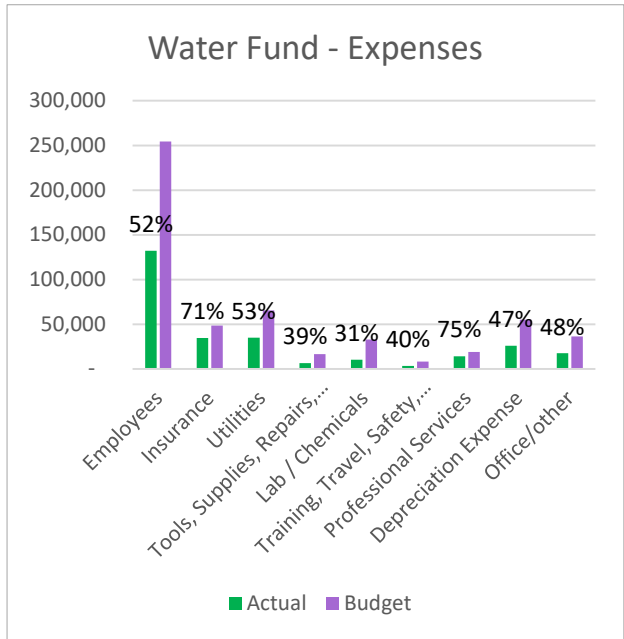
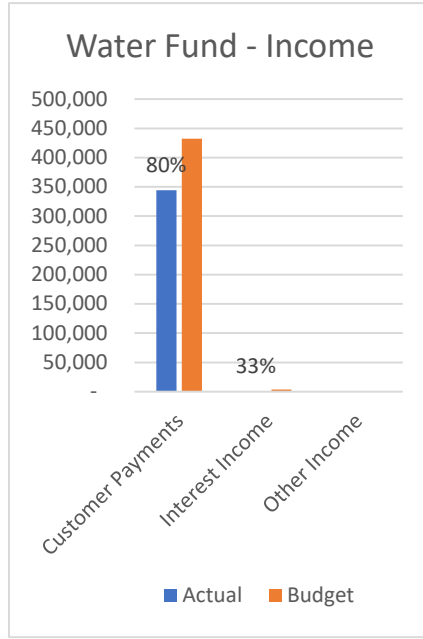


District Maint Fund			
Revenue	Actual	Budget	%
County Tax Income	-	20,000	0%
Property Rental	-	2,500	0%
Other Income	-	-	
<b>Total Cash Revenue</b>	<b>-</b>	<b>22,500</b>	<b>0%</b>
Expenses	Actual	Budget	%
Employees	107	1,678	6%
Insurance	216	565	38%
Tools, Supplies, Repairs, Maint, Equip	2,798	8,300	34%
Professional Services	2,067	3,000	69%
Office/other	-	30	0%
Capital Outlay	-	-	
<b>Total Expenses</b>	<b>5,188</b>	<b>13,573</b>	<b>38%</b>
<b>Actual Net Change: (\$5,188)   Budget Net Change: \$8,927</b>			

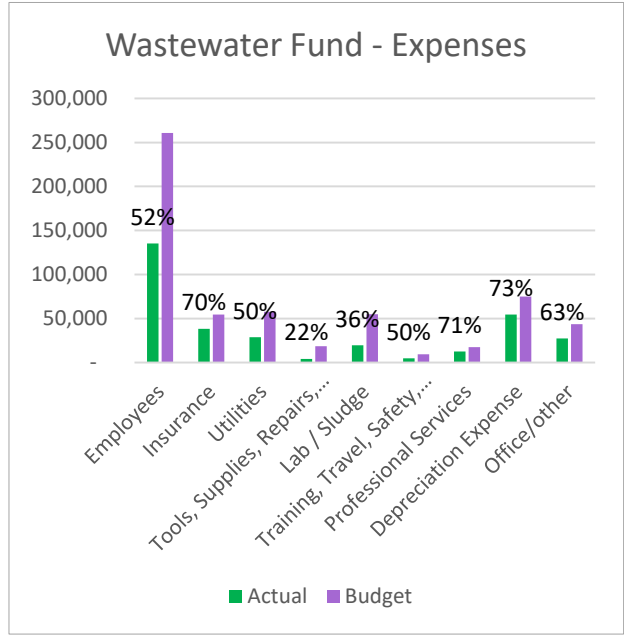
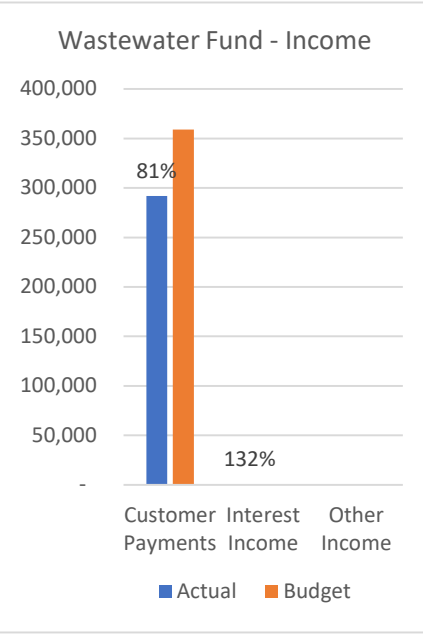


**Plumas Eureka CSD**  
**FY 25/26 Operational Budget - Review**  
 As of January 31, 2026 (58% of year)

Water Enterprise Fund			
Revenue	Actual	Budget	%
Customer Payments	343,975	432,182	80%
Interest Income	1,248	3,801	33%
Other Income	149	-	
<b>Total Cash Revenue</b>	<b>345,373</b>	<b>435,983</b>	<b>79%</b>
Expenses	Actual	Budget	%
Employees	132,292	254,473	52%
Insurance	34,615	48,441	71%
Utilities	34,832	65,600	53%
Tools, Supplies, Repairs, Maint, Equip	6,489	16,500	39%
Lab / Chemicals	10,295	33,000	31%
Training, Travel, Safety, Subscriptions	3,292	8,200	40%
Professional Services	14,291	19,160	75%
Depreciation Expense	25,978	55,000	47%
Office/other	17,562	36,290	48%
<b>Total Expenses</b>	<b>279,647</b>	<b>536,664</b>	<b>52%</b>
<b>Actual Net Change: \$65,726   Budget Net Change: (\$100,681)</b>			



Wastewater Enterprise Fund			
Revenue	Actual	Budget	%
Customer Payments	291,767	358,908	81%
Interest Income	530	401	132%
Other Income	157	-	
<b>Total Cash Revenue</b>	<b>292,455</b>	<b>359,309</b>	<b>81%</b>
Expenses	Actual	Budget	%
Employees	135,280	260,696	52%
Insurance	38,409	54,500	70%
Utilities	28,650	57,800	50%
Tools, Supplies, Repairs, Maint, Equip	4,087	18,500	22%
Lab / Sludge	19,552	55,000	36%
Training, Travel, Safety, Subscriptions	4,703	9,400	50%
Professional Services	12,527	17,660	71%
Depreciation Expense	54,406	75,000	73%
Office/other	27,506	43,490	63%
<b>Total Expenses</b>	<b>325,120</b>	<b>592,046</b>	<b>55%</b>
<b>Actual Net Change: (\$32,665)   Budget Net Change: (\$232,737)</b>			



**Plumas Eureka CSD**  
**FY 25/26 Capital Expenditures Budget - Review**  
As of January 31, 2026

Project / Purchase	Fund	Remaining Expenses for Full Project	25/26 Expected Expenses	25/26 Expenses to date	Outstanding 25/26 Expense
USDA Loans	Wastewater D	\$ 1,444,760	\$ 62,818	\$ 27,684	\$ 35,134
Driveway Repairs (approved FY 24/25)	Fire	\$ 30,000	\$ 30,000	\$ 29,875	\$ 125
	Wastewater R	\$ 15,000	\$ 15,000	\$ 14,938	\$ 63
	Water R	\$ 15,000	\$ 15,000	\$ 14,938	\$ 63
		\$ 60,000	\$ 60,000	\$ 59,750	\$ 250
Water Treatment Plant	Water D	\$ 8,200,000	\$ 500,000	\$ 10,921	\$ 489,079
Electrical Repair - Wells	Water R	\$ 10,000	\$ 10,000	\$ -	\$ 10,000
Telemetry Upgrade	Water R	\$ 30,000	\$ 30,000	\$ -	\$ 30,000
Manholes	Wastewater R	\$ 75,000	\$ 75,000	\$ -	\$ 75,000
Improvements on Unit 9178	Fire	\$ 20,000	\$ 20,000	\$ 27,327	\$ (7,327)
				\$ -	\$ -
Work Vehicle Replacement (approved FY 24/25)	Water R	\$ 40,000	\$ 40,000		\$ 40,000
	Wastewater R	\$ 40,000	\$ 40,000		\$ 40,000
		\$ 80,000	\$ 80,000	\$ -	\$ 80,000
Fire Hydrants (2 per year)	Water R	\$ 1,000,000	\$ 20,000		\$ 20,000
Water Storage Tank Maint	Water R	\$ 100,000	\$ 100,000		\$ 100,000
Unexpected Repairs & Maint	Wastewater R		\$ 50,000	\$ 6,251	\$ 43,749
	Water R		\$ 50,000	\$ 36,769	\$ 13,231
	Fire		\$ 30,000	\$ -	\$ 30,000
			\$ 130,000	\$ 43,020	\$ 86,980

	Reserves		Debt / WTP		Fire
	Wastewater	Water	Wastewater	Water	
Budgeted Customer Payments	\$ 148,143	\$ 129,238	\$ 74,591	\$ 386,378	
Budgeted Interest Income	2,611	37,930	10,134	14,653	
<b>Total Budgeted Income</b>	<b>150,753</b>	<b>167,168</b>	<b>84,725</b>	<b>401,031</b>	
<b>Total Budgeted Expenditures</b>	<b>180,000</b>	<b>265,000</b>	<b>62,818</b>	<b>500,000</b>	<b>\$ 80,000</b>
<b>Budgeted Net Change</b>	<b>\$ (29,247)</b>	<b>\$ (97,832)</b>	<b>\$ 21,907</b>	<b>\$ (98,969)</b>	
Current Customer Payments	\$ 104,259	\$ 90,575	\$ 52,438	\$ 281,076	
Current Interest Income	2,096	23,159	7,392	12,065	
<b>Total Current Income</b>	<b>106,355</b>	<b>113,734</b>	<b>59,829</b>	<b>293,141</b>	
<b>Total Current Expenditures</b>	<b>21,188</b>	<b>51,707</b>	<b>27,684</b>	<b>10,921</b>	<b>\$ 57,202</b>
<b>Current Net Change</b>	<b>\$ 85,167</b>	<b>\$ 62,028</b>	<b>\$ 32,145</b>	<b>\$ 282,220</b>	
% of Budgeted Income	71%	68%	71%	73%	
% of Budgeted Expenditures	12%	20%	44%	2%	72%



**Fixed Assets-YTD Rollforward**

# Mths - YTD: 7

**01/31/26**

Water - Work in Progress	8/8/25 - Investigation of possible alternate site for the WTP \$2,335.25
Fire Vehicles	8/27/25 - Brush Truck Improvements (Unit 9178) \$20,467
Water Wells / Buildings	9/24/25 Driveway @ Firehouse / Office, and around the mailboxes, was repaired \$14,937.50 (Total \$33,000)
Sewer Plants / Buildings	9/24/25 Driveway @ Firehouse / Office, and around the mailboxes, was repaired \$14,937.50 (Total \$33,000)
Fire House	9/24/25 Driveway @ Firehouse / Office, and around the mailboxes, was repaired \$29,875.00 (Total \$33,000)
Water General Equipment	9/26/25 Disconnect and Transfer Switch \$4,558.71 (Total \$9,117.42)
Sewer General Equipment	9/26/25 Disconnect and Transfer Switch \$4,558.71 (Total \$9,117.42)
Fire General Equipment	10/16/25 Corrected Fire Turn outs from Capital to Uniform per Auditor's Comments (Total \$49,146.99) Dep (\$2,457.35)
Water - Work in Progress	9/5/25 - Investigation of possible alternate site for the WTP \$249)
Water - Work in Progress	9/5/25 WTP permitting Memo from Engineers (\$1,222.75)
Water - Work in Progress	10/31/25 DOWL Treatment Plant - Final Drawing and updates, updates to design report, PM items \$18,609.75
Water - Work in Progress	10/02/25 DOWL Treatment Plant - Permitting Memo, drawing and specs updates, correspondence \$5,017.75
Fire Vehicles	11/21/25 Tax that was not previously charged for the Brush Truck Improvements \$1,483.86
Water Intangible Assets	Larger depreciation calculated since the useful life was not added prior. Amortization for July - Nov captured here \$366.00
Sewer Intangible Assets	Larger depreciation calculated since the useful life was not added prior. Amortization for July - Nov captured here \$183.00
Fire Vehicles	11/21/25 Tax that was not previously charged for the Brush Truck Improvements \$1,483.86
Water - Work in Progress	11/29/25 Submitted final Drawings and Specs to FFAST and RWQCB
Fire General Equipment	6/30/25 Per Auditor moved Turnouts from Capital outlay to Uniforms, correction of associated accumulated depreciation \$1,638.83
Water - Work in Progress	12/05/25 Treatment Plant - Submitting final drawings and specs to FFAST and RWQCB \$2,096.00
Fire Vehicles	12/04/25 Shipping of the Brush Truck Improvements (Upgrade Kit) \$1,044.29
Fire Vehicles	12/31/25 Lights for Brush Truck (Unit 9178) \$740.87
Fire Vehicles	1/21/26 Wench for Brush Truck (Unit 9178) \$2,721.99
Fire Vehicles	12/5/25 Freight on Upgrade kit (Unit 9178), 1 day additional storage requested by S. Munsen to consolidate shipments on 12/2/25 \$69.75
Fire Vehicles	1/8/26 Wench for Brush Truck (Unit 9178) (Napa) \$2,728.04
Fire Vehicles	1/12/26 Wench returned (Unit 9178) (Napa) <\$2,179.53> (Restocking fee and freight not returned)
Fire Vehicles	1/23/26 Unit 9178 - Center Cap Hub Cover (2 front, 2 rear) \$250.94

**Fixed Assets Original Costs**

All	Beginning Balance							Ending Balance	G/L Balance	Difference
	6/30/2025	Additions	Reclass	Adjustments	Accruals	Disposals	Impairment	01/31/26	01/31/26	
Land	\$ 42,000.00							\$ 42,000.00	\$ 42,000.00	-
Water Distribution System	\$ 787,902.00							\$ 787,902.00	\$ 787,902.00	-
Water Wells / Buildings	\$ 1,451,603.95	14,937.50						\$ 1,466,541.45	\$ 1,466,541.45	-
Water General Equipment	\$ 290,219.85	4,558.71						\$ 294,778.56	\$ 294,778.56	-
Water Intangible Assets	\$ 16,463.00							\$ 16,463.00	\$ 16,463.00	-
Water - Work in Progress	\$ 647,678.03	29,530.50						\$ 677,208.53	\$ 677,208.53	-
Sewer Collection	\$ 1,009,222.23							\$ 1,009,222.23	\$ 1,009,222.23	-
Sewer Disposal	\$ 639,253.00							\$ 639,253.00	\$ 639,253.00	-
Sewer General Equipment	\$ 193,557.86	4,558.71						\$ 198,116.57	\$ 198,116.57	-
Sewer Plants / Buildings	\$ 2,900,919.00	14,937.50						\$ 2,915,856.50	\$ 2,915,856.50	-
Sewer Intangible Assets	\$ 8,231.50							\$ 8,231.50	\$ 8,231.50	-
Sewer - Work in Progress	\$ -							\$ -	\$ -	-
General District Equipment	\$ 3,873.64							\$ 3,873.64	\$ 3,873.64	-
Fire Vehicles	\$ 241,257.21	27,327.21						\$ 268,584.42	\$ 268,584.41	(0.01)
Fire General Equipment	\$ 287,641.67							\$ 287,641.67	\$ 287,641.67	-
Fire House	\$ 127,614.00	29,875.00						\$ 157,489.00	\$ 157,489.00	-
Fire - Work in Progress	\$ -							\$ -	\$ -	-
Costs All Assets	\$ 8,647,436.94	\$ 125,725.13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,773,162.07	\$ 8,773,162.06	\$ (0.01)

**Accumulated Depreciation**

All	Beginning Balance			Accum. Depr of Assets Sold/Disposed	Adjustments	Ending Balance	G/L Balance	Difference
	6/30/2025	YTD Depreciation	01/31/26			01/31/26		
Water Distribution System	\$ 632,052.14	3,707.79			\$ 635,759.93	\$ 635,759.92	(0.01)	
Water Wells / Buildings	\$ 1,038,200.74	13,368.81			\$ 1,051,569.56	\$ 1,051,569.55	(0.01)	
Water General Equipment	\$ 162,084.55	8,260.88			\$ 170,345.42	\$ 170,345.43	0.01	
Water Intangible Amortization	\$ -	640.23			\$ 640.23	\$ 640.38	0.15	
Sewer Collection	\$ 402,149.47	16,715.26			\$ 418,864.73	\$ 418,864.73	-	
Sewer Disposal	\$ 634,290.50	640.21			\$ 634,930.71	\$ 634,930.70	(0.01)	
Sewer General Equipment	\$ 118,868.68	6,431.24			\$ 125,299.92	\$ 125,299.92	-	
Sewer Plants / Buildings	\$ 1,472,606.65	30,299.03			\$ 1,502,905.68	\$ 1,502,905.68	-	
Sewer Intangible Amortization	\$ -	320.11			\$ 320.11	\$ 320.19	0.08	
General District Equipment	\$ 290.52	225.96			\$ 516.49	\$ 516.48	(0.01)	
Fire Vehicles	\$ 78,637.77	8,560.17			\$ 87,197.94	\$ 87,197.91	(0.03)	
Fire General Equipment	\$ 181,327.85	8,864.17		(1,638.83)	\$ 188,553.19	\$ 188,553.19	-	
Fire House	\$ 95,686.95	1,643.76			\$ 97,330.71	\$ 97,330.70	(0.01)	
AD All Assets	\$ 4,816,195.81	\$ 99,677.63	\$ -	\$ (1,638.83)	\$ 4,914,234.62	\$ 4,914,234.78	0.16	

**Net Fixed Assets**

All	Beginning Balance							Net Ending Balance		Net G/L Bal	Difference
	6/30/2025	Additions	YTD Depreciation	Disposal - NBV	Reclasses	Net Adjustment	Net Accruals	Impairment	01/31/26	01/31/26	
Land	\$ 42,000.00	-	-	-	-	-	-	-	\$ 42,000.00	\$ 42,000.00	-
Water Distribution System	\$ 155,849.86	-	(3,707.79)	-	-	-	-	-	\$ 152,142.07	\$ 152,142.08	0.01
Water Wells / Buildings	\$ 413,403.21	14,937.50	(13,368.81)	-	-	-	-	-	\$ 414,971.89	\$ 414,971.90	0.01
Water General Equipment	\$ 128,135.30	4,558.71	(8,260.88)	-	-	-	-	-	\$ 124,433.14	\$ 124,433.13	(0.01)
Water Intangible Assets	\$ 16,463.00	-	(640.23)	-	-	-	-	-	\$ 15,822.77	\$ 15,822.62	(0.15)
Water - Work in Progress	\$ 647,678.03	29,530.50	-	-	-	-	-	-	\$ 677,208.53	\$ 677,208.53	-
<b>Net Water Assets</b>	<b>\$ 1,403,529.40</b>	<b>49,026.71</b>	<b>(25,977.71)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 1,426,578.40</b>	<b>\$ 1,426,578.26</b>	<b>(0.14)</b>
Sewer Collection	\$ 607,072.76	-	(16,715.26)	-	-	-	-	-	\$ 590,357.50	\$ 590,357.50	-
Sewer Disposal	\$ 4,962.50	-	(640.21)	-	-	-	-	-	\$ 4,322.29	\$ 4,322.30	0.01
Sewer General Equipment	\$ 74,689.19	4,558.71	(6,431.24)	-	-	-	-	-	\$ 72,816.65	\$ 72,816.65	-
Sewer Plants / Buildings	\$ 1,428,312.35	14,937.50	(30,299.03)	-	-	-	-	-	\$ 1,412,950.82	\$ 1,412,950.82	-
Sewer Intangible Assets	\$ 8,231.50	-	(320.11)	-	-	-	-	-	\$ 7,911.39	\$ 7,911.31	(0.08)
Sewer - Work in Progress	\$ -	-	-	-	-	-	-	-	\$ -	\$ -	-
<b>Net Sewer Assets</b>	<b>\$ 2,123,268.30</b>	<b>19,496.21</b>	<b>(54,405.86)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 2,088,358.65</b>	<b>\$ 2,088,358.58</b>	<b>(0.07)</b>
General District Equipment	\$ 3,583.12	-	(225.96)	-	-	-	-	-	\$ 3,357.15	\$ 3,357.16	0.01
Fire Vehicles	\$ 162,619.44	27,327.21	(8,560.17)	-	-	-	-	-	\$ 181,386.48	\$ 181,386.50	0.02
Fire General Equipment	\$ 106,313.82	-	(8,864.17)	-	-	1,638.83	-	-	\$ 99,088.48	\$ 99,088.48	-
Fire House	\$ 31,927.05	29,875.00	(1,643.76)	-	-	-	-	-	\$ 60,158.29	\$ 60,158.30	0.01
Fire - Work in Progress	\$ -	-	-	-	-	-	-	-	\$ -	\$ -	-
<b>Net Gov Assets</b>	<b>\$ 304,443.43</b>	<b>57,202.21</b>	<b>(19,294.06)</b>	<b>-</b>	<b>-</b>	<b>1,638.83</b>	<b>-</b>	<b>-</b>	<b>\$ 343,990.40</b>	<b>\$ 343,990.44</b>	<b>0.04</b>
<b>Net All Asse</b>	<b>\$ 3,831,241.13</b>	<b>\$ 125,725.13</b>	<b>\$ (99,677.63)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,638.83</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,858,927.45</b>	<b>\$ 3,858,927.28</b>	<b>\$ (0.17)</b>

**Plumas Eureka CSD**  
**Investment Summary**  
For January 2026

Investment	Balance End of	Interest	Interest	End of	Interest	Interest	End of	Interest	Interest	End of January	Total	
	October 2025	Rate	Amt	November	Rate	Interest Amt	December	Rate	Amt		& Ave Rate	
LAIF	531,923.78			531,923.78			531,923.78	4.23%	5,624.37	537,548.15	\$5,624	4.23%
CAMP	858,044.04	4.04%	2,889.45	860,933.49	4.14%	2,967.07	863,818.68	3.93%	2,825.53	866,644.21	\$8,682	4.03%
CLASS	853,444.82	3.98%	2,832.62	856,277.44	3.95%	2,819.41	859,096.85	3.86%	2,760.12	861,856.97	\$8,412	3.93%
<b>Totals</b>	<b>2,043,173.89</b>		<b>5,624.78</b>	<b>2,112,033.67</b>		<b>11,617.83</b>	<b>2,123,651.50</b>		<b>11,210.02</b>	<b>2,266,049.33</b>		

<b>Current Balances 02/06/26</b>	Checking	LAIF	CAMP	CLASS	Balances
Water Debt (WTP)	199,985	188,205	264,728	292,329	\$ 945,247
Water Reserve	10,612	249,820	248,908	284,150	\$ 793,490
Water Operations	71,910	5,915	37,398	9,235	\$ 124,458
<b>Total Water</b>	<b>282,507</b>	<b>443,940</b>	<b>551,034</b>	<b>585,714</b>	<b>\$ 1,863,194</b>
Wastewater Debt	15,401	62,545	132,055	120,655	\$ 330,655
Wastewater Reserve	94,233	14,528	60,231	14,093	\$ 183,086
Wastewater Operations	(23,888)	3,219	14,802	4,328	\$ (1,538)
<b>Total Wastewater</b>	<b>85,746</b>	<b>80,292</b>	<b>207,088</b>	<b>139,077</b>	<b>\$ 512,203</b>
<b>Total Enterprise</b>	<b>368,253</b>	<b>524,232</b>	<b>758,122</b>	<b>724,791</b>	<b>\$ 2,375,397</b>
Fire	186,311	13,316	108,523	137,066	\$ 445,216
District Maintenance	10,243				\$ 10,243
<b>Total Governmental</b>	<b>196,554</b>	<b>13,316</b>	<b>108,523</b>	<b>137,066</b>	<b>\$ 455,459</b>
<b>Overall Total</b>	<b>564,807</b>	<b>537,548</b>	<b>866,644</b>	<b>861,857</b>	<b>\$ 2,830,857</b>

**Plumas Eureka CSD**  
**Check Detail**  
**January 2026**

Type	Num	Date	Name	Account	Class	Paid Amount	Original Amount
Liability Check		01/06/2026	QuickBooks Payroll Service	11000 · Water & Wasterwater Checking			-9,826.75
			QuickBooks Payroll Service	20203 · Direct Deposit Liabilities		-9,826.75	9,826.75
						<u>-9,826.75</u>	<u>9,826.75</u>
Liability Check		01/06/2026	QuickBooks Payroll Service	11000 · Water & Wasterwater Checking			-222.16
			QuickBooks Payroll Service	20203 · Direct Deposit Liabilities		-222.16	222.16
						<u>-222.16</u>	<u>222.16</u>
Liability Check		01/20/2026	QuickBooks Payroll Service	11000 · Water & Wasterwater Checking			-9,659.56
			QuickBooks Payroll Service	20203 · Direct Deposit Liabilities		-9,659.56	9,659.56
						<u>-9,659.56</u>	<u>9,659.56</u>
Liability Check		01/29/2026	QuickBooks Payroll Service	11000 · Water & Wasterwater Checking			-3,768.89
			QuickBooks Payroll Service	20203 · Direct Deposit Liabilities		-3,768.89	3,768.89
						<u>-3,768.89</u>	<u>3,768.89</u>
Liability Check	E-pay	01/06/2026	EDD	11000 · Water & Wasterwater Checking			-30.00
				20205 · Payroll Liabilities - Employee		-30.00	30.00
						<u>-30.00</u>	<u>30.00</u>
Liability Check	E-pay	01/06/2026	U.S. TREASURY	11000 · Water & Wasterwater Checking			-353.16
				20200 · Payroll Liabilities		-143.10	143.10
				20200 · Payroll Liabilities		-143.10	143.10
				20206 · Payroll Liabilities - Employer		-33.48	33.48
				20205 · Payroll Liabilities - Employee		-33.48	33.48
						<u>-353.16</u>	<u>353.16</u>
Liability Check	E-pay	01/06/2026	EDD	11000 · Water & Wasterwater Checking			-36.92
				20206 · Payroll Liabilities - Employer		-2.30	2.30
				20206 · Payroll Liabilities - Employer		-34.62	34.62
						<u>-36.92</u>	<u>36.92</u>
Liability Check	E-pay	01/07/2026	EDD	11000 · Water & Wasterwater Checking			-487.63
				20205 · Payroll Liabilities - Employee		-157.98	157.98
				20205 · Payroll Liabilities - Employee		-329.65	329.65
						<u>-487.63</u>	<u>487.63</u>
Liability Check	E-pay	01/07/2026	U.S. TREASURY	11000 · Water & Wasterwater Checking			-1,599.42
				20205 · Payroll Liabilities - Employee		-1,247.00	1,247.00
				20206 · Payroll Liabilities - Employer		-176.21	176.21
				20205 · Payroll Liabilities - Employee		-176.21	176.21
						<u>-1,599.42</u>	<u>1,599.42</u>

**Plumas Eureka CSD**  
**Check Detail**  
**January 2026**

Type	Num	Date	Name	Account	Class	Paid Amount	Original Amount
Liability Check	E-pay	01/07/2026	EDD	11000 · Water & Wasterwater Checking			<b>-194.43</b>
				20206 · Payroll Liabilities - Employer		-12.15	12.15
				20206 · Payroll Liabilities - Employer		-182.28	182.28
						<u>-194.43</u>	<u>194.43</u>
Liability Check	E-pay	01/21/2026	U.S. TREASURY	11000 · Water & Wasterwater Checking			<b>-1,563.18</b>
				20205 · Payroll Liabilities - Employee		-1,217.00	1,217.00
				20206 · Payroll Liabilities - Employer		-173.09	173.09
				20205 · Payroll Liabilities - Employee		-173.09	173.09
						<u>-1,563.18</u>	<u>1,563.18</u>
Liability Check	E-pay	01/21/2026	EDD	11000 · Water & Wasterwater Checking			<b>-473.13</b>
				20205 · Payroll Liabilities - Employee		-155.18	155.18
				20205 · Payroll Liabilities - Employee		-317.95	317.95
						<u>-473.13</u>	<u>473.13</u>
Liability Check	E-pay	01/21/2026	EDD	11000 · Water & Wasterwater Checking			<b>-183.23</b>
				20206 · Payroll Liabilities - Employer		-11.45	11.45
				20206 · Payroll Liabilities - Employer		-171.78	171.78
						<u>-183.23</u>	<u>183.23</u>
Liability Check	E-pay	01/30/2026	EDD	11000 · Water & Wasterwater Checking			<b>-390.61</b>
				20205 · Payroll Liabilities - Employee		-65.02	65.02
				20205 · Payroll Liabilities - Employee		-325.59	325.59
						<u>-390.61</u>	<u>390.61</u>
Liability Check	E-pay	01/30/2026	U.S. TREASURY	11000 · Water & Wasterwater Checking			<b>-912.04</b>
				20205 · Payroll Liabilities - Employee		-767.00	767.00
				20206 · Payroll Liabilities - Employer		-72.52	72.52
				20205 · Payroll Liabilities - Employee		-72.52	72.52
						<u>-912.04</u>	<u>912.04</u>
Liability Check	E-pay	01/30/2026	EDD	11000 · Water & Wasterwater Checking			<b>-20.31</b>
				20206 · Payroll Liabilities - Employer		-1.27	1.27
				20206 · Payroll Liabilities - Employer		-19.04	19.04
						<u>-20.31</u>	<u>20.31</u>
Liability Check	E-pay-ORIG	01/21/2026	EDD	11000 · Water & Wasterwater Checking			<b>-656.36</b>
				20205 · Payroll Liabilities - Employee		-155.18	155.18
				20206 · Payroll Liabilities - Employer		-11.45	11.45
				20206 · Payroll Liabilities - Employer		-171.78	171.78
				20205 · Payroll Liabilities - Employee		-317.95	317.95
						<u>-656.36</u>	<u>656.36</u>

**Plumas Eureka CSD**  
**Check Detail**  
**January 2026**

Type	Num	Date	Name	Account	Class	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>19117</b>	<b>01/06/2026</b>	<b>AT&amp;T - Acct 0303042408001</b>	<b>11000 · Water &amp; Wasterwater Checking</b>			<b>-70.64</b>
General Journal	Dec 2025	12/21/2025		67002 · Phone	ENTERPRISE:Wastewater:WASTE WATER Operations	-23.55	23.55
General Journal	Dec 2025	12/21/2025		67002 · Phone	ENTERPRISE:Water:WATER Operations	-23.55	23.55
General Journal	Dec 2025	12/21/2025		67002 · Phone	GOVERNMENT:FIRE Operations	-23.54	23.54
						<b>-70.64</b>	<b>70.64</b>
<b>Bill Pmt -Check</b>	<b>19119</b>	<b>01/06/2026</b>	<b>Plumas Pines REC Center</b>	<b>11000 · Water &amp; Wasterwater Checking</b>			<b>-100.00</b>
General Journal	Monthly	01/15/2026		60210 · Travel and Training	GOVERNMENT:FIRE Operations	-100.00	100.00
						<b>-100.00</b>	<b>100.00</b>
<b>Bill Pmt -Check</b>	<b>19120</b>	<b>01/06/2026</b>	<b>SMILE</b>	<b>11000 · Water &amp; Wasterwater Checking</b>			<b>-169.19</b>
General Journal	1322332	12/22/2025		63003 · Copy Machine / Printing Jobs	ENTERPRISE:Wastewater:WASTE WATER Operations	-56.40	56.40
General Journal	1322332	12/22/2025		63003 · Copy Machine / Printing Jobs	ENTERPRISE:Water:WATER Operations	-56.40	56.40
General Journal	1322332	12/22/2025		63003 · Copy Machine / Printing Jobs	GOVERNMENT:FIRE Operations	-56.39	56.39
						<b>-169.19</b>	<b>169.19</b>
<b>Bill Pmt -Check</b>	<b>19121</b>	<b>01/06/2026</b>	<b>SPECIAL DISTRICT RISK MGMT</b>	<b>11000 · Water &amp; Wasterwater Checking</b>			<b>-9,713.93</b>
General Journal	H48886	01/01/2026		60042 · Medical Benefits	GOVERNMENT:FIRE Operations	-332.49	332.49
				60043 · Dental Benefits	GOVERNMENT:FIRE Operations	-9.97	9.97
				60044 · Vision Benefits	GOVERNMENT:FIRE Operations	-2.38	2.38
General Journal	H48886	01/01/2026		60042 · Medical Benefits	ENTERPRISE:Wastewater:WASTE WATER Operations	-4,548.03	4,548.03
				60043 · Dental Benefits	ENTERPRISE:Wastewater:WASTE WATER Operations	-136.44	136.44
				60044 · Vision Benefits	ENTERPRISE:Wastewater:WASTE WATER Operations	-32.61	32.61
General Journal	H48886	01/01/2026		60042 · Medical Benefits	ENTERPRISE:Water:WATER Operations	-4,485.27	4,485.27
				60043 · Dental Benefits	ENTERPRISE:Water:WATER Operations	-134.57	134.57
				60044 · Vision Benefits	ENTERPRISE:Water:WATER Operations	-32.17	32.17
						<b>-9,713.93</b>	<b>9,713.93</b>
<b>Bill Pmt -Check</b>	<b>19122</b>	<b>01/06/2026</b>	<b>MOUNTAIN HARDWARE</b>	<b>11000 · Water &amp; Wasterwater Checking</b>			<b>-101.55</b>
General Journal	141942(10%)	11/20/2025		63001 · Office Supplies	ENTERPRISE:Wastewater:WASTE WATER Operations	-11.52	11.52
General Journal	141942(10%)	11/20/2025		63001 · Office Supplies	ENTERPRISE:Water:WATER Operations	-11.52	11.52
General Journal	141942(10%)	11/20/2025		63001 · Office Supplies	GOVERNMENT:FIRE Operations	-1.46	1.46
General Journal	142005(10%)	11/25/2025		63001 · Office Supplies	ENTERPRISE:Water:WATER Operations	-3.52	3.52
General Journal	142005(10%)	11/25/2025		63001 · Office Supplies	ENTERPRISE:Wastewater:WASTE WATER Operations	-3.52	3.52
General Journal	142005(10%)	11/25/2025		63001 · Office Supplies	GOVERNMENT:FIRE Operations	-0.45	0.45
General Journal	142114(10%)	12/05/2025		68000 · Tools & Supplies	ENTERPRISE:Water:WATER Operations	-23.50	23.50
General Journal	142168(10%)	12/10/2025		63001 · Office Supplies	ENTERPRISE:Water:WATER Operations	-7.04	7.04
General Journal	142168(10%)	12/10/2025		63001 · Office Supplies	ENTERPRISE:Wastewater:WASTE WATER Operations	-7.04	7.04
General Journal	142168(10%)	12/10/2025		63001 · Office Supplies	GOVERNMENT:FIRE Operations	-0.90	0.90
General Journal	142221(10%)	12/15/2025		63001 · Office Supplies	ENTERPRISE:Water:WATER Operations	-4.11	4.11
General Journal	142221(10%)	12/15/2025		63001 · Office Supplies	ENTERPRISE:Wastewater:WASTE WATER Operations	-4.11	4.11
General Journal	142221(10%)	12/15/2025		63001 · Office Supplies	GOVERNMENT:FIRE Operations	-0.52	0.52
General Journal	142262(10%)	12/18/2025		63001 · Office Supplies	ENTERPRISE:Water:WATER Operations	-5.94	5.94
General Journal	142262(10%)	12/18/2025		63001 · Office Supplies	ENTERPRISE:Wastewater:WASTE WATER Operations	-5.94	5.94

**Plumas Eureka CSD**  
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Type	Num	Date	Name	Account	Class	Paid Amount	Original Amount
General Journal	142262(10%)	12/18/2025		63001 · Office Supplies	GOVERNMENT:FIRE Operations	-0.75	0.75
General Journal	142285(10%)	12/20/2025	MOUNTAIN HARDWARE	20000 · Accounts Payable	GOVERNMENT:FIRE Operations	0.00	-22.36
General Journal	142288(10%)	12/21/2025		68000 · Tools & Supplies	GOVERNMENT:FIRE Operations	-9.71	9.71
						<u>-101.55</u>	<u>79.19</u>

**Plumas Eureka CSD**  
**Credit Card Transactions**  
**January 2026**

Type	Date	Num	Name	Memo	Class	Amount
<b>20100 · UMPQUA Visas</b>						
<b>20109 · VISA_GINAMARIE 9520</b>						
General Journal	01/01/2026	Zoom	ZOOM US	To record charge under vendor		33.98
General Journal	01/01/2026	Zoom	ZOOM US	To split according to classes		-33.98
General Journal	01/01/2026	Zoom	ZOOM US	Monthly Zoom subscription	ENTERPRISE:Water:WATER Operations	15.97
General Journal	01/01/2026	Zoom	ZOOM US	Monthly Zoom subscription	ENTERPRISE:Wastewater:WASTE WATER Oper	15.97
General Journal	01/01/2026	Zoom	ZOOM US	Monthly Zoom subscription	GOVERNMENT:FIRE Operations	2.04
General Journal	01/02/2026	AmazonMmbr	Amazon	To record charge under vendor		10.71
General Journal	01/02/2026	AmazonMmbr	Amazon	To split according to classes		-10.71
General Journal	01/02/2026	AmazonMmbr	Amazon	Amazon Business Membership	ENTERPRISE:Water:WATER Operations	3.57
General Journal	01/02/2026	AmazonMmbr	Amazon	Amazon Business Membership	ENTERPRISE:Wastewater:WASTE WATER Oper	3.57
General Journal	01/02/2026	AmazonMmbr	Amazon	Amazon Business Membership	GOVERNMENT:FIRE Operations	3.57
General Journal	01/07/2026	Amazon	Amazon	To record charge under vendor		59.83
General Journal	01/07/2026	Amazon	Amazon	To split according to classes		-59.83
General Journal	01/07/2026	Amazon	Amazon	Coffee for the office and meetings	ENTERPRISE:Water:WATER Operations	28.12
General Journal	01/07/2026	Amazon	Amazon	Coffee for the office and meetings	ENTERPRISE:Wastewater:WASTE WATER Oper	28.12
General Journal	01/07/2026	Amazon	Amazon	Coffee for the office and meetings	GOVERNMENT:FIRE Operations	3.59
General Journal	01/07/2026	Post Office	Post Office	To record charge under vendor		4.65
General Journal	01/07/2026	Post Office	Post Office	`		-4.65
General Journal	01/07/2026	Post Office	Post Office	USPS Address Service	GOVERNMENT:FIRE Operations	1.55
General Journal	01/07/2026	Post Office	Post Office	USPS Address Service	ENTERPRISE:Wastewater:WASTE WATER Oper	1.55
General Journal	01/07/2026	Post Office	Post Office	USPS Address Service	ENTERPRISE:Water:WATER Operations	1.55
General Journal	01/12/2026	Microsoft	Microsoft Office	To record charge under vendor		12.99
General Journal	01/12/2026	Microsoft	Microsoft Office	To split according to classes		-12.99
General Journal	01/12/2026	Microsoft	Microsoft Office	Microsoft 365 Family Monthly Subscription	ENTERPRISE:Water:WATER Operations	6.11
General Journal	01/12/2026	Microsoft	Microsoft Office	Microsoft 365 Family Monthly Subscription	ENTERPRISE:Wastewater:WASTE WATER Oper	6.11
General Journal	01/12/2026	Microsoft	Microsoft Office	Microsoft 365 Family Monthly Subscription	GOVERNMENT:FIRE Operations	0.77
General Journal	01/15/2026	Amazon	Amazon	To record charge under vendor		5.57
General Journal	01/15/2026	Amazon	Amazon	To split according to classes		-5.57
General Journal	01/15/2026	Amazon	Amazon	Glue Sticks for the office	ENTERPRISE:Water:WATER Operations	2.62
General Journal	01/15/2026	Amazon	Amazon	Glue Sticks for the office	ENTERPRISE:Wastewater:WASTE WATER Oper	2.62
General Journal	01/15/2026	Amazon	Amazon	Glue Sticks for the office	GOVERNMENT:FIRE Operations	0.33
General Journal	01/19/2026	1856792148	NETWORK SOLUTIONS	To record charge under vendor		27.98

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Type	Date	Num	Name	Memo	Class	Amount
General Journal	01/19/2026	1856792148	NETWORK SOLUTIONS	To split according to classes		-27.98
General Journal	01/19/2026	1856792148	NETWORK SOLUTIONS	Monthly Hosting & 50 GB Additional Storage	ENTERPRISE:Water:WATER Operations	9.33
General Journal	01/19/2026	1856792148	NETWORK SOLUTIONS	Monthly Hosting & 50 GB Additional Storage	ENTERPRISE:Wastewater:WASTE WATER Operz	9.33
General Journal	01/19/2026	1856792148	NETWORK SOLUTIONS	Monthly Hosting & 50 GB Additional Storage	GOVERNMENT:FIRE Operations	9.32
General Journal	01/21/2026	EFT CC Bill	UMPQUA BANK	01/25/26 - December Statement	ENTERPRISE:Wastewater:WASTE WATER Operz	-606.45
General Journal	01/21/2026	EFT CC Bill	UMPQUA BANK	01/25/26 - December Statement	ENTERPRISE:Water:WATER Operations	-353.96
General Journal	01/21/2026	EFT CC Bill	UMPQUA BANK	01/25/26 - December Statement	GOVERNMENT:FIRE Operations	-183.96
General Journal	01/21/2026	Amazon	Amazon	To record charge under vendor		43.61
General Journal	01/21/2026	Amazon	Amazon	To split according to classes		-43.61
General Journal	01/21/2026	Amazon	Amazon	Binding Covers, USB Fash Drives, Drive adhesive pockets	ENTERPRISE:Water:WATER Operations	20.50
General Journal	01/21/2026	Amazon	Amazon	Binding Covers, USB Fash Drives, Drive adhesive pockets	ENTERPRISE:Wastewater:WASTE WATER Operz	20.50
General Journal	01/21/2026	Amazon	Amazon	Binding Covers, USB Fash Drives, Drive adhesive pockets	GOVERNMENT:FIRE Operations	2.61
General Journal	01/23/2026	WalMart	Walmart	To record charge under vendor		11.30
General Journal	01/23/2026	WalMart	Walmart	To split according to classes		-11.30
General Journal	01/23/2026	WalMart	Walmart	Treats for Board Meeting	ENTERPRISE:Water:WATER Operations	3.77
General Journal	01/23/2026	WalMart	Walmart	Treats for Board Meeting	ENTERPRISE:Wastewater:WASTE WATER Operz	3.77
General Journal	01/23/2026	WalMart	Walmart	Treats for Board Meeting	GOVERNMENT:FIRE Operations	3.76
General Journal	01/31/2026	Adobe-Gina	Adobe AcroPro	To record charge under vendor		19.99
General Journal	01/31/2026	Adobe-Gina	Adobe AcroPro	To split according to classes		-19.99
General Journal	01/31/2026	Adobe-Gina	Adobe AcroPro	Monthly Adobe Subscription	GOVERNMENT:FIRE Operations	1.19
General Journal	01/31/2026	Adobe-Gina	Adobe AcroPro	Monthly Adobe Subscription	ENTERPRISE:Water:WATER Operations	9.40
General Journal	01/31/2026	Adobe-Gina	Adobe AcroPro	Monthly Adobe Subscription	ENTERPRISE:Wastewater:WASTE WATER Operz	9.40
General Journal	01/31/2026	Norton-Gina	Norton	To record charge under vendor		9.99
General Journal	01/31/2026	Norton-Gina	Norton	To split according to classes		-9.99
General Journal	01/31/2026	Norton-Gina	Norton	MICROSOFT*NORTON SECURITY	ENTERPRISE:Water:WATER Operations	4.70
General Journal	01/31/2026	Norton-Gina	Norton	MICROSOFT*NORTON SECURITY	ENTERPRISE:Wastewater:WASTE WATER Operz	4.70
General Journal	01/31/2026	Norton-Gina	Norton	MICROSOFT*NORTON SECURITY	GOVERNMENT:FIRE Operations	0.59
Total 20109 · VISA_GINAMARIE 9520						-903.77
<b>20114 · VISA_ANTHONY 9966</b>						
General Journal	01/21/2026	EFT CC Bill	UMPQUA BANK	01/25/26 - December Statement	ENTERPRISE:Wastewater:WASTE WATER Operz	-49.34
General Journal	01/21/2026	EFT CC Bill	UMPQUA BANK	01/25/26 - December Statement	ENTERPRISE:Water:WATER Operations	-49.33
General Journal	01/21/2026	Gas	GRAEAGLE CHEVRON	To record charge under vendor - Missing Receipt		76.35
General Journal	01/21/2026	Gas	GRAEAGLE CHEVRON	To split according to classes - Missing Receipt		-76.35

**Plumas Eureka CSD**  
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Type	Date	Num	Name	Memo	Class	Amount
General Journal	01/21/2026	Gas	GRAEAGLE CHEVRON	??.??Gal @ \$4.699/Gal - Red Ford	ENTERPRISE:Wastewater:WASTE WATER Oper	38.18
General Journal	01/21/2026	Gas	GRAEAGLE CHEVRON	??.??Gal @ \$4.699/Gal - Red Ford	ENTERPRISE:Water:WATER Operations	38.17
Total 20114 · VISA_ ANTHONY 9966						-22.32
<b>20115 · VISA_STEVEM 7084 (old 4612)</b>						
General Journal	01/01/2026	Amazon	Amazon	Unit 9178 - Lights	GOVERNMENT:FIRE Operations	740.87
General Journal	01/06/2026	Fraud Chrg		Fraudulent item reported on account 1/9/26	GOVERNMENT:FIRE Operations	-89.76
General Journal	01/09/2026	Adobe-Steve	Adobe AcroPro	Monthly Adobe Subscription	GOVERNMENT:FIRE Operations	19.99
General Journal	01/09/2026	Amazon	Amazon	To record charge under vendor		-912.69
General Journal	01/09/2026	Amazon	Amazon	To split according to classes		912.69
General Journal	01/09/2026	Amazon	Amazon	Ice Melt for driveway - damaged in transit, full refund	ENTERPRISE:Water:WATER Operations	-228.17
General Journal	01/09/2026	Amazon	Amazon	Ice Melt for driveway - damaged in transit, full refund	ENTERPRISE:Wastewater:WASTE WATER Oper	-228.17
General Journal	01/09/2026	Amazon	Amazon	Ice Melt for driveway - damaged in transit, full refund	GOVERNMENT:FIRE Operations	-456.35
General Journal	01/12/2026	ACC1982059	NAPA AUTO PARTS	Returned - Heavyweight Winch (Unit 9178)	GOVERNMENT:FIRE Operations	-2,179.53
General Journal	01/21/2026	EFT CC Bill	UMPQUA BANK	01/25/26 - December Statement	ENTERPRISE:Wastewater:WASTE WATER Oper	-239.86
General Journal	01/21/2026	EFT CC Bill	UMPQUA BANK	01/25/26 - December Statement	ENTERPRISE:Water:WATER Operations	-239.86
General Journal	01/21/2026	EFT CC Bill	UMPQUA BANK	01/25/26 - December Statement	GOVERNMENT:FIRE Operations	-2,344.99
General Journal	01/23/2026	Amazon	Amazon	Unit 9178 - Center Cap Hub Cover (2 front, 2 rear)	GOVERNMENT:FIRE Operations	250.94
General Journal	01/24/2026	WPSG, Inc	Various	Structural Fire 14" Boot	GOVERNMENT:FIRE Operations	447.25
General Journal	01/25/2026	WHL Product	Various	Practi-Masks BVM CPR Training	GOVERNMENT:FIRE Operations	112.56
General Journal	01/26/2026	ACC1982059	NAPA AUTO PARTS	Heavyweight Winch (Unit 9178)	GOVERNMENT:FIRE Operations	2,728.04
General Journal	01/26/2026	MCR Medical	Various	CPR Manikin 4 pk Adult & 4-pk Infant	GOVERNMENT:FIRE Operations	2,129.93
General Journal	01/28/2026	229622	Truckee Meadows Comm	S-248 Status/Check-In Recorder - K. Train	GOVERNMENT:FIRE Operations	275.00
General Journal	01/29/2026	Home Depot	The Home Depot	Step Ladders for Unit 9178	GOVERNMENT:FIRE Operations	105.18
General Journal	01/31/2026	Patti's Thu	Various	Breakfast with Joe Waterman, Fire Chief Association Meeting	GOVERNMENT:FIRE Operations	43.00
Total 20115 · VISA_STEVEM 7084 (old 4612)						846.07
<b>20116 · VISA_JAMAR 6355</b>						
General Journal	01/01/2026	Adobe-Jamar	Adobe AcroPro	To record charge under vendor		19.99
General Journal	01/01/2026	Adobe-Jamar	Adobe AcroPro	To split according to classes		-19.99
General Journal	01/01/2026	Adobe-Jamar	Adobe AcroPro	Monthly Adobe Subscription	GOVERNMENT:FIRE Operations	1.19
General Journal	01/01/2026	Adobe-Jamar	Adobe AcroPro	Monthly Adobe Subscription	ENTERPRISE:Water:WATER Operations	9.40
General Journal	01/01/2026	Adobe-Jamar	Adobe AcroPro	Monthly Adobe Subscription	ENTERPRISE:Wastewater:WASTE WATER Oper	9.40
General Journal	01/02/2026	Gas	GRAEAGLE CHEVRON	To record charge under vendor		77.49
General Journal	01/02/2026	Gas	GRAEAGLE CHEVRON	To split according to classes		-77.49

**Plumas Eureka CSD**  
**Credit Card Transactions**  
**January 2026**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Amount</u>
General Journal	01/02/2026	Gas	GRAEAGLE CHEVRON	16.490Gal @ \$4.699/Gal - Red Ford	ENTERPRISE:Wastewater:WASTE WATER Operz	38.74
General Journal	01/02/2026	Gas	GRAEAGLE CHEVRON	16.490Gal @ \$4.699/Gal - Red Ford	ENTERPRISE:Water:WATER Operations	38.75
General Journal	01/21/2026	EFT CC Bill	UMPQUA BANK	01/25/26 - December Statement	ENTERPRISE:Wastewater:WASTE WATER Operz	-70.60
General Journal	01/21/2026	EFT CC Bill	UMPQUA BANK	01/25/26 - December Statement	ENTERPRISE:Water:WATER Operations	-852.59
General Journal	01/21/2026	EFT CC Bill	UMPQUA BANK	01/25/26 - December Statement	GOVERNMENT:FIRE Operations	-4.63
Total 20116 · VISA_JAMAR 6355						-830.34
<b>20118 · VISA_LEW 3072</b>						
General Journal	01/21/2026	EFT CC Bill	UMPQUA BANK	01/25/26 - December Statement	ENTERPRISE:Water:WATER Operations	-95.01
Total 20118 · VISA_LEW 3072						-95.01
<b>20100 · UMPQUA Visas - Other</b>						
General Journal	01/31/2026	Credit	UMPQUA BANK	2025 Credit Card Rebate	ENTERPRISE:Wastewater:RESERVES	-35.10
General Journal	01/31/2026	Credit	UMPQUA BANK	2025 Credit Card Rebate	ENTERPRISE:Wastewater:WASTE WATER Operz	-157.22
General Journal	01/31/2026	Credit	UMPQUA BANK	2025 Credit Card Rebate	ENTERPRISE:Water:WATER Operations	-149.47
General Journal	01/31/2026	Credit	UMPQUA BANK	2025 Credit Card Rebate	GOVERNMENT:DISTRICT PROPERTY MAINT	-16.76
General Journal	01/31/2026	Credit	UMPQUA BANK	2025 Credit Card Rebate	GOVERNMENT:FIRE Operations	-298.73
Total 20100 · UMPQUA Visas - Other						-657.28
Total 20100 · UMPQUA Visas						-1,662.65
<b>TOTAL</b>						<b>-1,662.65</b>

# CHIEF'S REPORT

## January 2026

### Call Reports and Training

Calls – Medicals: 1 Fire:

Training – Refresher on how to do a walkaround and what to look for on any apparatus.

### Personnel Activity

- Eric Rice (Division Chief) and Kurt Flewell (Captain) joined the department.
- Firefighters are scheduling classes for future Overhead assignments.
- Separating the Department into 2 groups: Structure/Medical and Wildland.
- Closing the Workout Gym by the end of February.

### Fire Equipment

- Looking to replace 9121 with another OES Type 1.
- 9178 upgrade is 90% complete.
- Ordered Radios and PPE for new hires.

### Other Activity

- **Burning is allowed per Cal Fire; a permit is required.**
- FEMA AFG Grant for Washer & dryer next on the list.
- Finishing up the 911 sign grant. Hardware is in-house.
- OES is taking longer to reimburse?
- Working with Long Valley FD to get them qualified for Pre-Po's.
- Contract with the Forest Service should be completed soon.

# BOARD SUMMARY REPORT

## Budget, Finance, and Investment Committee

February 10, 2026

### Committee Members Present

Vice-Chairperson John Rowden; Director Todd Solomon;  
Jamar Tate, General Manager; Gina-Marie Morris, Administrative Manager;  
Anthony Campbell, Operator

### Purpose of Committee Discussion

The Budget, Finance, and Investment Committee met to discuss District investment options and the FY 2026–2027 budget development schedule. The Committee has **delegated authority to move investments**. Certain fund transfers discussed require **Board approval**, as noted below.

### Summary of Committee Discussion

#### 1. Investment Strategy and Fund Movements

The Committee discussed investment placement options, including the potential use of **Five Star Bank** and continued use of **LAIF**.

##### **A. Five Star Bank / LAIF Placement (Board Direction Required)**

The Committee discussed moving a total of **\$250,000**, with final placement dependent on Board direction:

- **\$199,985 from Water Debt**, and
- **\$50,015 from Fire operating funds (not reserves)**

##### **Placement options discussed:**

- If the Board approves the use of **Five Star Bank**, these funds will be placed with Five Star Bank.
- If the Board does not approve Five Star Bank, these funds will instead be placed in **LAIF**.

No funds were moved pending Board direction regarding Five Star Bank.

##### **B. Fire Fund Investment in LAIF (Committee Authority)**

The Committee discussed and intends to move an **additional \$50,000 from the Fire Fund into LAIF**, independent of the Board's decision regarding Five Star Bank.

### **C. Wastewater Reserve to Wastewater Operations (Board Approval Required)**

The Committee discussed moving **\$50,000 from Wastewater Reserve to Wastewater Operations** to address a negative operational balance.

This transfer **requires Board approval** and will be brought forward separately under:

- **Resolution 2026-47**

No action was taken pending Board consideration.

### **2. Budget Development Schedule – FY 2026–2027**

The Committee discussed the timeline and approach for developing the FY 2026–2027 budget, including:

- Beginning preliminary budget work in March
- Reviewing account descriptions early in the process
- Including clearer narrative explanations with the proposed budget
- Holding a public hearing in May, followed by Board adoption in June

No budget actions were taken.

#### **Committee Position**

- **Discussion only.**
- The Committee has authority to move investments and will do so as outlined.
- **Placement of certain funds is contingent upon Board direction**, as specified above.

#### **Anticipated Board Actions**

The Committee anticipates bringing forward the following for Board consideration:

1. **Board direction regarding use of Five Star Bank**, determining placement of:
  - \$199,985 from Water Debt, and
  - \$50,015 from Fire operating funds
2. **Resolution 2026-47 – Authorizing transfer of \$50,000 from Wastewater Reserve to Wastewater Operations**

# BOARD SUMMARY REPORT

## Safety & Emergency Committee

January 28, 2026

**Committee Members Present:** Chairperson Don Fregulia; Director Kim Train

**Staff Present:** Steve Munsen, Fire Chief; Jamar Tate, General Manager;  
Gina-Marie Morris, Administrative Manager

### Purpose of Committee Discussion

The Safety & Emergency Committee held a discussion on proposed Fire Department stipend and compensation structures, including administrative workload considerations and limited personal use of a District fire vehicle. The Committee also reviewed updates related to volunteer eligibility and stipend policy. The discussion was informational and intended to refine proposals for subsequent Board consideration.

### Summary of Committee Discussion

#### 1. Fire Department Stipend Structure and Vehicle Use

##### (Resolution 2026-45)

- The Committee discussed a proposed Fire Department stipend structure that would be presented to the Board under **Resolution 2026-45**.
- Discussion included the concept of authorizing **limited personal use of a District fire vehicle** as part of a compensation framework.
- Emphasis was placed on:
  - Clearly defining conditions and limitations on vehicle use
  - Maintaining appropriate oversight and accountability
  - Ensuring transparency and defensibility from a public perspective
- No decisions were made by the Committee; discussion was preparatory to Board review.

#### 2. Compensation for Fire Chief Administrative Hours

##### (Resolution 2026-45)

- The Committee discussed the Fire Chief's administrative workload associated with fire department operations and deployments.
- The discussion focused solely on the concept of **recognizing and compensating time spent on administrative duties**, including documentation and coordination responsibilities.
- No shifting of funds or reallocation of existing resources was discussed.
- This topic was addressed as part of the broader stipend structure proposed under **Resolution 2026-45**.

### 3. Conditions, Limitations, and Oversight Mechanisms

#### (Resolution 2026-45)

- The Committee discussed the importance of establishing:
    - Clear parameters around compensation elements
    - Defined limitations on vehicle use
    - Oversight mechanisms to ensure compliance and accountability
  - These elements were discussed as integral components of **Resolution 2026-45**, not as standalone actions.
- 

### 4. Fire Volunteer Eligibility and Stipend Policy

#### (Resolution 2026-46)

- The Committee discussed updates to **Policy 2400 – Fire Volunteer Eligibility and Stipend Policy**.
  - This discussion was limited to the policy framework and eligibility considerations.
  - The policy update is being brought forward separately under **Resolution 2026-46**.
- 

#### Items Not Discussed

- No discussion occurred regarding fund transfers, reallocation of restricted revenues, or shifts between District programs.
  - No independent policy actions were taken by the Committee.
- 

#### Committee Recommendation to the Board

The Safety & Emergency Committee recommends that the Board **approve the following resolutions when they appear later on this agenda:**

1. **Resolution 2026-45** – Approving a Fire Department Stipend Structure, Authorizing Limited Personal Use of a District Fire Vehicle, and Establishing Conditions, Limitations, and Oversight
2. **Resolution 2026-46** – Adopting Policy 2400: Fire Volunteer Eligibility and Stipend Policy

# PECSD Board & Staff Requirements

As of 01/23/26

Name	Date Last Completed			Form 700	Term
	Ethics Training	Sexual Harrasment	SB 827 Fiscal & Financial Training		
<b>Board Members:</b>					
Don Fregulia	7/29/2025	7/30/2025	Needed	Needed	2025-2029
Todd Solomon	7/11/2025	7/11/2025	Needed	Needed	2025-2029
Rich Machado	Needed	Needed	Needed	Needed	2023-2027
John Rowden	Needed	Needed	Needed	Needed	2025-2027
Kim Train	10/15/2025	12/8/2025	Needed	Needed	2026-2029
<b>Management:</b>					
Jamar Tate	2/6/2026	Needed	Needed	Needed	
Gina-Marie Morris	4/18/2024	9/10/2024	Needed	1/23/2026	
<b>Operators:</b>					
Anthony Campbell	n/a	9/19/2024	n/a		

# Disposition of District-Owned Property:

## Board Obligations and Options

### **The Board MUST:**

- Act as fiduciary for public assets and protect District property held in trust for the public.
- Confirm District ownership and parcel status.
- Determine whether the property is surplus to District needs.
- Establish property value through appraisal or other defensible valuation.
- Ensure adequate consideration and a legitimate public benefit.
- Follow required procedures and public notice requirements.
- Approve disposition terms by formal Board action.
- Document findings and decisions in the public record.

### **The Board CANNOT:**





- Gift, donate, or give away District property to a private individual (*California Constitution, Article XVI, §6*).
- Transfer property for no consideration without statutory authority.
- Approve a sale without valuation or documented findings.
- Commit to a sale, price, or buyer before completing required evaluation.
- Negotiate terms without Board authorization or proper agenda notice.
- Bypass required legal or procedural steps.

### **What the Board CAN Do Today:**

- Discuss the request in open session.
- Confirm District ownership and general parcel status.
- Direct staff to evaluate the parcel, including:
  - title and boundary review,
  - appraisal or valuation needs,
  - legal and procedural requirements.
- Direct staff to return with options for Board consideration.
- Decline to consider the request and take no further action.

# PLUMAS EUREKA COMMUNITY ASSESSMENT DISTRICT MAP



- LEGEND**
-  ASSESSMENT DISTRICT BOUNDARY
  -  GOLF COURSE
  -  WATER
  -  Area in question



ASSESSMENT DIAGRAM OF  
 PLUMAS EUREKA ESTATES  
 WATER SYSTEM ACQUISITION  
 ASSESSMENT DISTRICT  
 COUNTY OF PLUMAS  
 STATE OF CALIFORNIA

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT 200 LUNDY LANE  
BLAIRSDEN, CALIFORNIA 96103  
PHONE: 530-836-1953  
FAX: 530-836-2963  
TOLL FREE: 877-377-1953  
Email [admin.mgr@pecsd.org](mailto:admin.mgr@pecsd.org) Web - [www.pecsd.org](http://www.pecsd.org)

**REGULAR BOARD MEETING  
MINUTES**

**January 20, 2026**

**9:00 AM**

**200 Lundy Lane**

**BLAIRSDEN, CA 96103**

Board of Directors

Chairperson Don Fregulia

Vice Chairperson John Rowden

Director Rich Machado

Director Todd Solomon

**Call Meeting to Order**

Clerk of the Board, Gina-Marie Morris called to order the Regular Board Meeting of Plumas Eureka Community Services District ("PECSD") @ 9:00 a.m.

**Roll Call**

- **Directors Present:** Don Fregulia, Rich Machado, John Rowden, Todd Solomon (via Zoom)
- **Staff Present:** Jamar Tate (General Manager), Gina-Marie Morris (Administrative Manager), Anthony Campbell (Operator), Steve Munsen (Volunteer Fire Chief)

A quorum was established.

\*\*All votes during the meeting were taken by roll call due to a Board member participating remotely.\*\*

**Adoption of Agenda**

Motion to adopt the agenda as presented.

- **Motion:** Rowden | **Second:** Machado
- **Vote:** Passed unanimously.

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**Action Items**

1. **Accept the Resignation of Jeff Glick**
  - **Motion:** Machado | **Second:** Fregulia
  - **Vote:** Approved unanimously.
2. **Appoint a Director to the Open Seat**

Motion was made to appoint Kim Train to the open seat.

- **Motion:** Rowden | **Second:** Machado
- **Vote:** Approved unanimously.

### **Oath of Office and Swearing-In of Board Members**

Clerk of the Board Gina-Marie Morris administered the Oath of Office to Director **Kim Train**. The oath was administered in open session and recorded.

### **3. Closing of LAIF account and Opening of an Account with Five Star**

Reagan Ballo of Five Star Bank presented information regarding a Public Money Market Account as an alternative to LAIF, noting that the account benchmarks LAIF's monthly rate, pays interest monthly, and is fully liquid. Mr. Ballo explained that deposits are FDIC insured up to \$250,000 with amounts above that fully collateralized in accordance with state requirements, and that the District could alternatively elect to have full FDIC insurance for all deposits.

Board members asked questions regarding interest rates, risk, and the comparative benefit of monthly versus quarterly interest accrual. Mr. Ballo agreed to provide additional comparative information.

#### **Action:**

The Board, by consensus, tabled the item until the February regular meeting pending further committee review.

No action was taken.

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### **Public Comment**

Members of the public commented on water system operations, water quality, funding for the Water Treatment Plant, anticipated water restrictions, and the District's overall financial approach to infrastructure improvements. Questions were raised regarding Well 2 operations, potential alternatives to centralized treatment, funding sources, and long-term impacts on rates. Staff and Board members noted that several of the questions raised had been addressed previously, were documented in prior meeting minutes, and were scheduled for further discussion under agenda items later in the meeting and at recent committee meetings.

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### **Consent Calendar**

#### **4. Approval of December 16, 2025 Minutes**

#### **5. Approval of Use of Reserve Funds**

- **Motion:** Train | **Second:** Fregulia
- **Vote:** Approved unanimously.

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### **Reports**

#### **6. General Manager's Report – Jamar Tate**

General Manager Tate provided brief oral updates supplementing his written report, including confirmation that Well 2 pump lowering work is scheduled for April 6, 2026, and is expected to prevent additional water restrictions beyond the District's ongoing Stage 2 restrictions. He also reported

receipt of a letter from USDA regarding \$1.5 million in Congressional Appropriations funding for the Water Treatment Plant project, noting that a 25% local match and NEPA documentation will be required and that coordination with multiple state and federal agencies is ongoing.

**7. Administrative Report – Gina-Marie Morris**

Administrative Manager Morris briefly reviewed items from her written report, including administrative work completed during the prior month, accounts past due over \$100, and income received during the reporting period.

**8. Fire Chief’s Report – Steve Munsen**

Fire Chief Munsen provided brief oral updates supplementing his written report, including reporting recent medical calls, the addition of experienced new department members, and progress on equipment upgrades. He noted that the upgrade to Truck 9178 is approximately 90% complete. Board members briefly discussed the importance of mental health considerations for firefighters responding to traumatic incidents.

**9. Committee Reports**

Administrative Manager Morris reported on behalf of all Board committees, noting that staff were present at the prior week’s committee meetings, but no Board Director committee members were in attendance. The meetings remained open to allow for public input; however, no members of the public attended. Staff reviewed agenda materials and discussed items, and recommendations were provided to the Board as part of the committee reports.

**10. Ethics and Harassment Training, Form 700 Confirmation**

The Board discussed required ethics and sexual harassment training. Board members will complete the required trainings independently. Administrative Manager Morris will provide information and links to access the training materials.

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**Action Items (Continued)**

**11. Assignment of Committee Members**

The Board discussed committee structure and assignments.

**Action:**

Motion to consolidate the Budget/Finance and Investment Committees.

- **Motion:** Fregulia | **Second:** Train
- **Vote:** 4-0; Rowden abstained

Following consolidation of the Budget/Finance and Investment Committees, the Board, by consensus, approved the following committee assignments:

- **Budget, Finance, and Investment Committee:** Solomon and Rowden
- **Water and Wastewater Committee:** Solomon and Rowden
- **Personnel, Benefits, and Administrative Committee:** Fregulia and Train
- **Safety and Emergency Committee:** Fregulia and Train

**12. Authorization for Legislative Contact**

The Board discussed the need for a designated legislative contact to assist with coordination and communication related to District projects and funding efforts.

**Action:**

Motion to authorize **John Rowden** to serve as the District’s legislative contact.

- **Motion:** Fregulia | **Second:** Train
- **Vote:** Approved unanimously.

**13. Approve Additional Time on a Payment Agreement for Customer 309-1**

Administrative Manager Morris presented a request for additional time on an existing payment agreement for Customer 309-1, noting the past-due balance and current service status. During discussion, Administrative Manager Morris specifically asked whether a defined duration was being set, and the Board indicated that the extension would be open-ended so long as payments are being made.

**Action:**

Motion to approve an open-ended extension of the payment agreement for Customer 309-1, contingent upon the customer remaining current on agreed-upon payments.

- **Motion:** Fregulia | **Second:** Solomon
- **Vote:** Approved unanimously.

**Direction:**

Service shall remain disconnected until the past-due balance is paid in full, and late fees will be suspended while the payment agreement remains in effect.

**14. Approve December 2025 Financials**

- **Motion:** Train | **Second:** Fregulia
- **Vote:** Approved unanimously.

**15. Approve Adjustments to the FY 25/26 Budget**

- **Motion:** Fregulia | **Second:** Train
- **Vote:** Approved unanimously.

**16. Approve Additional Payment to Existing USDA Loans**

Administrative Manager Morris presented an analysis regarding the potential benefit of making an additional principal payment on the District’s existing USDA loan. She explained that, based on current loan terms, making an additional payment of approximately \$255,000 at this time could result in an estimated interest savings of approximately \$300,000 over the life of the loan. She further noted that if the same payment were made closer to the end of the loan term, the estimated interest savings would be reduced to approximately \$180,000.

Board members discussed the analysis and the District’s broader financial position. Director Rowden expressed concern about reducing available wastewater reserves, noting that the wastewater system

is aging and currently operating in a fragile condition. General Manager Tate reported that the wastewater treatment plant is approximately 45–46 years old, has exceeded its expected useful life, and would require significant capital investment to replace or rehabilitate. He referenced prior estimates placing replacement costs at over \$3 million, with current costs likely substantially higher.

Further discussion addressed the importance of maintaining sufficient reserves to respond to unexpected failures or emergency repairs in the wastewater system. While acknowledging the potential long-term interest savings, Board members emphasized the need to prioritize system stability and financial flexibility given the condition of the wastewater infrastructure.

Following discussion, the Board determined that preserving reserves for potential wastewater system needs outweighed the projected interest savings at this time.

**Action:**

The Board declined to approve an additional payment on the existing USDA loan. No action was taken.

**17. Approve Resolution 2025-40 Fire Department Stipend and Compensation Adjustment**

**Action:**

By consensus, the Board tabled the item for committee review.

**Direction:**

A committee meeting is scheduled for **Wednesday, January 28, 2026, at 10:00 a.m.**

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**Policy and/or Ordinance Review and Changes (Action Items)**

*(Policy 1010.20 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a 4/5 affirmative vote of the entire Board of Directors.)*

**18. Resolution 2025- 33 – Adopting Policy 2400: Fire Volunteer Eligibility and Stipend Policy**

**Action:**

By consensus, the Board tabled the item for committee review.

**Direction:**

A committee meeting is scheduled for **Wednesday, January 28, 2026, at 10:00 a.m.**

**19. Resolution 2025- 36 – Adopting Policy 2450: Volunteer and Community Engagement**

- **Motion:** Train | **Second:** Fregulia
- **Vote:** Approved unanimously.

**20. Resolution 2025- 37 – Adopting Policy 3031: Governmental Inventory of Consumable Supplies**

- **Motion:** Train | **Second:** Fregulia
- **Vote:** Approved unanimously.

**21. Resolution 2025- 42 – Adopting Policy 4025: Teleconferencing and Remote Participation**

- **Motion:** Fregulia | **Second:** Train
- **Vote:** Approved unanimously.

22. **Resolution 2025- 43 – Adopting Policy 4100: Board Self-Governance and Oversight of Conduct**

- **Motion:** Fregulia | **Second:** Rowden
- **Vote:** Approved unanimously

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**Closed Door**

23. **Public Employee Contract Discussion (Possible Action)**

*(Government Code § 54957(b)(1)) – Public Employee Appointment / Employment / Evaluation / Contract*

**Title:** General Manager

The Board met in closed session to conduct the General Manager’s performance evaluation pursuant to Government Code § 54957.

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**Open Session Report-Out Item**

24. **Report Out of Closed Session (Possible Action)**

The Board reported out of closed session and took the following action:

**Action:**

Motion to approve a salary increase for General Manager Jamar Tate.

- **Motion:** Fregulia | **Second:** Rowden
- **Vote:** Approved unanimously.

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**Future Meetings and Agenda Items**

Upcoming Meeting Requests, Agenda Requests, and Schedule Changes

- Next Regular Meeting on February 17, 2026
- Policy 4060 to be revised to reflect actions taken at this meeting
- ADA ramp (Fall 2026)
- Burn Pile (Fall 2026) – Adding the previously proposed policy on the January Agenda for review.

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**Adjournment**

The meeting was adjourned at 1204

**Minutes prepared by:** Gina-Marie Morris, Clerk of the Board

APPROVED: \_\_\_\_\_ ATTEST: : \_\_\_\_\_  
Don Fregulia, Chairperson Gina-Marie Morris, Clerk of the Board



## Contract for Deposit of Monies

THIS CONTRACT, relating to the deposit of monies, as of January 20, 2026, between Jamar Tate, (hereafter designated "Treasurer" acting in his or her official capacity as General Manager (Treasurer, Finance Director, etc.) of Plumas Eureka Community Services District (hereinafter designated "Depositor"), and Five Star Bank (hereinafter designated "Depository"), having a shareholder's equity of Three Hundred and Ninety Six Million, Six Hundred Twenty Four Thousand Dollars (\$396,624,000) as of December 31, 2024.

### WITNESSETH

WHEREAS, the Treasurer proposes to deposit in the Depository from time to time, commencing on January 20, 2026, monies in his/her custody in an aggregate amount on deposit at any one time not to exceed the total shareholder's equity of the Depository, and said monies will be deposited subject to Title 5, Division 2, Part 1, Chapter 4, Article 2 (commencing with Section 53630) of the Government Code of the State of California; and

WHEREAS, said provisions of the Government Code requires the Treasurer to enter into a contract with the Depository, setting forth the conditions upon which said monies are deposited; and

WHEREAS, in the judgment of the Treasurer, this contract is to the public advantage;

NOW, THEREFORE, it is agreed between the parties hereto as follows:

1. This contract cancels and supersedes any previous contracts between the Treasurer and the Depository relating to the method of handling and collateralization of deposits of monies.
2. This contract, but not the deposits then held hereunder, shall be subject to termination by the Treasurer or the Depository at any time upon 30 days written notice. Deposits may be withdrawn in accordance with the agreement of the parties and applicable federal and state statutes, rules and regulations. This contract is subject to modification or termination upon enactment of any statute, rule or regulation, state or federal, which, in the opinion of the Administrator of the Local Agency Security, is inconsistent herewith, including any changes relative to the payment of interest upon monies so deposited by the Treasurer. Upon notification from the Administrator, the Treasurer may withdraw deposits in the event the Depository fails to pay assessments, fines, or penalties assessed by the Administrator.
3. Interest shall accrue on any monies so deposited as permitted by any act of the Congress of the United States or by any rule or regulation of any department or agency of the Federal Government adopted pursuant thereto. If interest may be legally paid, all monies deposited in accordance with this contract shall bear interest at a rate agreed upon by the Treasurer and the Depository.
4. The Depository shall issue to the Treasurer at the time of each inactive deposit, a receipt on a form agreed to by the Depository and the Treasurer, stating the interest to be paid, if any, the duration of the deposit, the frequency of the interest payments, and the terms of withdrawal. Each such deposit receipt is by reference made a part of this contract.
5. As security for said deposit, the Depository shall at all times maintain with the Agent of Depository named herein, commencing forthwith, eligible securities having a market value in excess of the actual total amount of local agency monies on deposit with the depository as per Government Code 53652. If the eligible security is determined by the Administrator of the Local Agency Security of the State of California in accordance with Government Code Section 53661 to be not qualified to secure public deposits, additional security shall be substituted immediately by the depository, as necessary, to comply with the requirements of this Paragraph.



**FIVE STAR BANK**

6. Eligible securities are those listed in Government Code Section 53651, which may include the use of letters of credit issued by the Federal Home Loan Bank of San Francisco pursuant to Government Code 53651(p).
7. The Agent of Depository, authorized by the Treasurer and the Depository to hold the eligible securities posted as collateral under this contract is U.S. Bank (See Section 8 below). Said Agent of Depository has filed with the Administrator of Local Agency Security of the State of California an agreement to comply in all respects with the provisions of Title 5, Division 2, Part 1, Chapter 4, Article 2 (commencing with Section 53630) of the Government Code.
8. Authority for placement of securities for safekeeping in accordance with Government Code Section 53659 is hereby granted to the Agent of Depository, including placement with any Federal Reserve Banks or branch thereof, pursuant to Government Code Section 53657, or the Federal Home Loan Bank of San Francisco.
9. If the Depository fails to pay all or part of any deposits of the Treasurer which are subject to this contract when ordered to do so in accordance with the terms of withdrawal set forth on the deposit receipt (which is by reference made a part hereof), the Treasurer will immediately notify, in writing, the Administrator of the Local Agency Security. Action of the Administrator in converting the collateral required by Paragraph 5 above for the benefit of the Treasurer is governed by Government Code Section 53665.
10. The Depository may add, substitute, or withdrawal eligible securities being used as security for deposits made hereunder in accordance with Government Code Section 53654, provided the requirements of Paragraph 5 above are met.
11. The Depository shall have and hereby reserves the right to collect the interest on the securities, except in cases where the securities are liable to sale or are sold or converted in accordance with the provisions of Government Code Section 53665.
12. The Depository shall bear and pay the expense of transportation of eligible securities to and from the designated Agent of Depository.
13. This contract, the parties hereto, and all deposits governed by this contract shall be subject in all respects to Title 5, Division 2, Part 1, Chapter 4, Article 2 (commencing with Section 53630) of the Government Code, and of all other state and federal laws, statutes, rules and regulations applicable to such deposits, whether now in force or hereafter enacted or promulgated, all of which are by this reference made a part hereof.
14. The Treasurer named herein waives the right to collateral based on insurance provided by the Federal Deposit Insurance Corporation not to exceed the maximum amount insured pursuant to federal law, in accordance with Government Code Section 53653.

IN WITNESS WHEREOF, the Treasurer, in his/her official capacity has signed this contract in duplicate and the Depository has caused this contract to be executed in like number by its duly authorized officers.

PUBLIC ENTITY NAME

FIVE STAR BANK

Plumas Eureka Community Services District

NAME OF AUTHORIZED PERSON

NAME OF AUTHORIZED PERSON

Jamar Tate, General Manager

Heather Luck, EVP, Chief Financial Officer

SIGNATURE OF AUTHORIZED PERSON

SIGNATURE OF AUTHORIZED PERSON

\_\_\_\_\_

\_\_\_\_\_

**RESOLUTION NO. 2026-47**

**A Resolution of the Board of Directors of the Plumas Eureka Community Services District Authorizing Transfer of Funds to Wastewater Operations From Wastewater Reserves, With Wastewater Debt as a Secondary Source**

**WHEREAS**, the Board of Directors of the Plumas Eureka Community Services District (“District”) adopted the FY 2025–2026 budget, which authorized funding of Wastewater Operations in an amount up to \$200,000; and

**WHEREAS**, the adopted budget contemplated funding this amount from Wastewater Debt; and

**WHEREAS**, the Board desires to prioritize the use of available Wastewater Reserves to fund Wastewater Operations where feasible, while retaining Wastewater Debt as an authorized secondary funding source; and

**WHEREAS**, this action does not increase the total authorized amount and modifies only the order and source of funding, not the approved operational purpose; and

**WHEREAS**, the Board finds that this approach provides fiscal flexibility and supports prudent reserve and debt management;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PLUMAS EUREKA COMMUNITY SERVICES DISTRICT** as follows:

1. The Board hereby authorizes the transfer of up to \$200,000 to Wastewater Operations, to be funded first from available Wastewater Reserves, and secondarily from Wastewater Debt, as needed.
2. The total amount transferred pursuant to this Resolution shall not exceed \$200,000, regardless of funding source.
3. This Resolution affirms the Board’s prior budget authorization and clarifies the permissible sources of funds without altering the approved purpose or total amount.
4. The General Manager and Administrative Manager are authorized and directed to implement the transfer(s) and make any necessary accounting entries consistent with this Resolution and applicable law.
5. This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED AT A REGULAR MEETING OF THE DISTRICT BOARD OF DIRECTORS THIS 17th DAY OF FEBRUARY 2026 BY THE FOLLOWING VOTE:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**ATTEST: Gina-Marie L. Morris**

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**Don Fregulia, Board Chairperson**

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**Gina-Marie Morris, Clerk of the Board**

## Justification for Adjustment to On-Call Standby Compensation

### Background

The District's current on-call standby rate of **\$15 per day** has been in place **at least since 2010**, and may date back as far as **approximately 2000**, with **no adjustments for inflation or cost-of-living increases** during that time.

Over this period, inflation and cumulative COLA increases have significantly reduced the real value of the on-call compensation. Using standard inflation benchmarks:

- **\$15 set in 2010 is equivalent to approximately \$22–\$23 today, and**
- **\$15 set in 2000 is equivalent to approximately \$28–\$29 today.**

Under either scenario, the current rate no longer reasonably reflects the obligation placed on operators to remain available outside normal working hours, restrict personal activities, and respond to system issues as needed.

### Proposed Adjustment

Staff recommends increasing the on-call standby rate to **\$30 per day**, effective upon Board approval.

This adjustment:

- Restores the real value of the on-call compensation if the rate was established in 2010, and
- Brings the compensation into alignment with inflation if the rate dates back to approximately 2000
- More closely reflects current operational expectations and industry practices among small and rural water and wastewater systems
- Supports recruitment, retention, and continuity of certified operators

Even at \$30 per day, the District's on-call compensation remains **modest and fiscally conservative** when compared to hourly standby pay or percentage-based on-call compensation models used by other agencies.

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## Budget Impact

### Assumptions:

- One operator assigned on-call coverage per day
- On-call coverage provided year-round (365 days)
- Net increase of **\$15 per day** (\$30 proposed vs. \$15 current)
- Estimated employer payroll tax burden of **~10%** (FICA, Medicare, UI/ETT)

### Annual Cost Impact

- Base increase:
  - $\$15/\text{day} \times 365 \text{ days} = \mathbf{\$5,475}$
- Estimated employer payroll taxes (~10%):
  - **≈ \$548**
- **Total estimated annual cost increase:**
  - **≈ \$6,023**

### Offsetting Personnel Cost Reduction

The proposed increase is partially offset by a **recent personnel change**, under which the District transitioned a position from **full-time employment with benefits to part-time employment without benefits**. This change results in a **reduction in overall personnel-related expenses**, including benefit and payroll cost obligations.

As a result, the net budgetary impact of the proposed on-call adjustment is **mitigated** and can be accommodated within existing operations budgets without a material increase to total employment expenditures.

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## Conclusion

Increasing the on-call standby rate from **\$15 to \$30 per day** corrects for long-standing inflationary erosion, aligns compensation with current operational realities, and remains a reasonable and fiscally responsible use of District funds, particularly in light of recent personnel cost reductions.

**RESOLUTION NO. 2026-45**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLUMAS EUREKA COMMUNITY SERVICES DISTRICT APPROVING A FIRE DEPARTMENT STIPEND STRUCTURE, AUTHORIZING LIMITED PERSONAL USE OF A DISTRICT FIRE VEHICLE, AUTHORIZING LIMITED OES ADMINISTRATIVE COMPENSATION, AND ESTABLISHING CONDITIONS, LIMITATIONS, AND OVERSIGHT**

**WHEREAS**, the Plumas Eureka Community Services District (“District”) relies on volunteer fire personnel and a Fire Chief to support emergency response and operational readiness; and

**WHEREAS**, the Board of Directors has determined that it is necessary to establish a clear stipend structure for the Fire Chief and other eligible fire department positions to ensure operational continuity, compliance with applicable volunteer compensation rules, and fiscal oversight; and

**WHEREAS**, the Board has previously considered, but not adopted, a proposed resolution related to Fire Department stipend structures, and now desires to adopt a revised and clarified stipend structure as set forth herein; and

**WHEREAS**, certain members of the Board are required to recuse themselves from participation in stipend-related decisions due to potential conflicts of interest, limiting the Board’s ability to adopt this action as a formal policy at this time; and

**WHEREAS**, the Board finds that adoption of this stipend structure and associated authorizations by resolution is appropriate and necessary to allow District operations to continue while maintaining transparency, insurance compliance, and risk management controls.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PLUMAS EUREKA COMMUNITY SERVICES DISTRICT AS FOLLOWS:**

**1. Fire Chief Stipend and Vehicle Use**

The Fire Chief shall receive a monthly stipend consisting of:

- a. A cash stipend of up to Eight Hundred Dollars (\$800) per month; and
- b. Limited personal use of a designated District fire vehicle, valued at the federal reimbursement rate for a privately owned vehicle (POV).

**2. Fire Chief Monthly Cap and Offset Mechanism**

The combined value of the Fire Chief’s stipend, including cash and the calculated value of vehicle use, shall not exceed One Thousand Two Hundred Dollars (\$1,200) per month.

- a. If the value of vehicle use causes the stipend to exceed \$1,200 in any month, the cash portion shall be reduced accordingly.
- b. If the required offset exceeds the available cash portion, the remaining overage shall be carried forward and offset against the following month’s cash stipend.

**3. Department-Wide Monthly Stipend Cap (Inclusive of Mileage Valuation)**

The total aggregate value of all Fire Department stipends, including cash stipends and any mileage or vehicle-use compensation valued at the federal POV reimbursement rate, shall not exceed Two Thousand Four Hundred Dollars (\$2,400) per month.

**4. Chief's Distribution Authority Within Cap**

Of the Two Thousand Four Hundred Dollars (\$2,400) total monthly Fire Department stipend cap, no more than One Thousand Two Hundred Dollars (\$1,200) per month may be distributed by the Fire Chief at the Chief's discretion among eligible volunteer positions, exclusive of the Fire Chief's stipend described in Sections 1 and 2.

**5. Exclusions from Stipend Caps**

The stipend caps set forth in this Resolution do not include call reimbursements or training reimbursements.

**6. Nominal Compensation Compliance**

Each stipend recipient shall remain below the twenty percent (20%) nominal compensation threshold applicable to volunteer personnel under federal and state guidance.

**7. Restriction on Fire Chief Self-Compensation**

The Fire Chief shall not increase, modify, or otherwise adjust the Fire Chief's own stipend or compensation structure beyond the limits established in this Resolution without prior approval of the Board of Directors.

**8. Authorization for Limited Personal Use of District Fire Vehicle**

Notwithstanding Policy 2205 (Personal Use of District Property), the Board hereby authorizes the Fire Chief to make limited personal use of a designated District fire vehicle within Plumas County, California and Washoe County, Nevada only, as part of the stipend structure approved by this Resolution. Such use shall remain subject to all applicable requirements of Policy 2205, including driver authorization, mileage and use logging, tax reporting, insurance coverage, and compliance with all state and federal laws. In compliance with Policy 2205 and to ensure the vehicle remains response-ready at all times, no unauthorized individuals shall ride in the vehicle during personal use. This authorization is limited to the Fire Chief and does not extend to other personnel unless separately approved by the Board.

**9. Responsibility and Verification**

- a. The Fire Chief shall be responsible for ensuring compliance with all stipend caps, offsets, vehicle-use limitations, and nominal compensation requirements.
- b. The Administrative Manager shall verify compliance on a monthly basis, including review of stipend totals, valuation of vehicle use and mileage, and application of any required offsets, prior to the issuance of stipend payments.

**10. OES Administrative Compensation (Prospective Only)**

Effective from the date of adoption of this Resolution forward, the Fire Chief is authorized to perform up to five (5) hours of administrative work per Office of Emergency Services (OES) deployment, to be compensated solely from OES-allowable overhead or reimbursement funds at the OES-approved Fire Chief rate.

- a. This authorization is not retroactive and shall apply only to deployments occurring after adoption of this Resolution.
- b. Compensation under this section shall be limited to amounts reimbursable by OES and shall not create any obligation on District operating funds.

**11. Review Following Elections**

This stipend structure and vehicle-use authorization shall be reviewed within six (6) months following each open Board election, and shall continue to be reviewed on that basis until such time as at least four (4) Directors are eligible to participate without recusal, at which point the Board may consider codifying the stipend structure into formal District policy or taking other action as deemed appropriate.

**BE IT FURTHER RESOLVED, that the General Manager and Administrative Manager are authorized to take all actions necessary to implement this Resolution consistent with its terms.**

**PASSED AND ADOPTED AT A REGULAR MEETING OF THE DISTRICT BOARD  
OF DIRECTORS THIS 17<sup>th</sup> DAY OF FEBRUARY 2026 BY THE FOLLOWING VOTE:**

**AYES:**

**NOES:**

**ABSENT:**

**ASTAIN:**

**ATTEST: Gina-Marie L. Morris**

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**Don Fregulia, Board Chairperson**

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**Gina-Marie Morris, Clerk of the Board**





The Cooperator is a fire organization that has the responsibility of maintaining fire protection facilities in the vicinity of **PLUMAS NATIONAL FOREST** administered lands, for mutual aid in furnishing fire protection for such property and for other property for which such organization normally provides fire protection.

Therefore, it is mutually advantageous, in their mutual interest, and in the public interest, for the parties to coordinate their efforts in the prevention, detection, management, and suppression of wildland fires in and adjacent to their areas of responsibility to limit duplication and improve efficiency and effectiveness.

In consideration of the mutual commitments and conditions herein made, the parties agree as follows:

### III. TERMINOLOGY, EXHIBITS, AND SUPPLEMENTS:

- A. Words and phrases used herein may have different meanings or interpretations for different readers. To establish a common understanding, some words and phrases as used herein are defined in the text of this Agreement. Where there are inconsistencies, the hierarchy of terminology will be those defined by statute, those defined by regulation, those defined in policy, those defined in this Agreement, those defined in the [National Wildfire Coordinating Group \(NWCG\) Glossary of Wildland Fire Terminology](#), and then all other agency and interagency documentation.
- B. The following exhibits are incorporated into this Agreement:
  - Exhibit A – Map of Protection Areas and Boundaries
  - Exhibit B – Protection (Operating) Plan
  - Exhibit C – Fire Supplemental Project Agreement
  - Exhibit D – Cost Share Agreement
- C. Exhibit A must be completed and attached to this Agreement prior to execution. The exhibit must illustrate the protection areas of the signatory parties, along with the scope of initial attack and associated mutual aid zones.
- D. Exhibit B must be completed and attached to this Agreement prior to execution. The exhibit must include a narrative description and/or a list of resources that document protection planning for operational efficiencies. Refer to VI-A-Protection (Operating) Plan for additional consideration.
- E. Exhibits C and D are provided for standardized format and are intended to supplement this Agreement. Completion and execution of Exhibit C or D does not require formal modification to this Agreement. However, nothing in Exhibits C and D should conflict with the authority and provisions of this Agreement.



- F. The parties may attach other exhibits or operational information for reference so long as the additional exhibits and information do not conflict with the authority and provisions of this Agreement.

#### **IV. RECIPROCAL FIRE PROTECTION:**



- A. The responsibilities of the parties to this Agreement shall be distinguished as follows:
- **Jurisdictional Party** – Entity having land and resource management responsibility for a specific geographical or functional area as provided by federal, state or local law. Under no circumstances may a Jurisdictional Party abdicate legal responsibilities as provided by federal state, or local law.
  - **Protecting Party** – Entity responsible for providing direct incident management within a specific geographical area pursuant to its jurisdictional responsibility or as specified and provided by contract or authorized Agreement.
  - **Supporting Party** – Entity providing suppression resources to assist a Protecting Party or a Jurisdictional Party.
- B. RECIPROCAL (MUTUAL AID) FIRE PROTECTION. The parties shall establish a map depicting reciprocal initial attack zones and mutual aid fire protection for lands of intermingled or adjoining protection responsibility. The map must be attached to this Agreement. Within such zones, a Supporting Party will, upon request or voluntarily, take initial attack action in support of the Protecting Party. The Protecting Party will not be required to reimburse the Supporting Party for costs incurred following the initial attack dispatch of any resource to the fire for the duration of the mutual aid period. The length of the mutual aid period is usually 24 hours, but no less than 4 hours.
- The length of the mutual aid period for this Agreement is 4 HOURS.**
- C. REIMBURSABLE FIRE ASSISTANCE. The Protecting Party may request suppression resources from the Supporting Party beyond initial attack or mutual aid period within the protection area or jurisdiction of the parties that are signatory to this Agreement. Such suppression resources when dispatched to, and assigned a resource order number for, the incident shall be reimbursed by the Protecting Party.
- D. WAIVER OF CLAIMS. Pursuant to 42 U.S.C. 1856a et seq., each party to this Agreement hereby waives any claim against any other party for loss or damage of its property and/or personal injury or death of its employees or agents occurring as a consequence of the performance of this Agreement; provided, this provision shall not relieve any party from responsibility for claims from third parties for losses for which the party is otherwise legally liable. This provision pertains to the parties that are signatory to this Agreement and does not pertain to claims advanced by third parties.

Claims requesting compensation for property loss or damage, personal injury, or death resulting from the negligence or other wrongful acts of employees performing under this Agreement will be received by the Jurisdictional Party and forwarded to the hiring, or home agency of the allegedly negligent employee for processing. Nothing in this paragraph requires or implies any one is liable for any specific claim. Any liability for any claim will be based on this Agreement and applicable law.

Employee claims for loss of or damage to personal property must be submitted to the Jurisdictional Party and then forwarded to the hiring, or home agency of the employee for



processing in accordance with the hiring organization or agency's administrative procedures.

- E. LOANED (OR SHARED) EQUIPMENT AND SUPPLIES. The parties recognize that wildland fire suppression will often involve the use of equipment, supplies and cache items. Equipment, supplies and cache items checked out (such as pumps, hoses, nozzles, etc.) or loaned by one party and received by another party, shall become the responsibility of the receiving party. Equipment, supplies, and cache items shall be returned in the same condition as when received, reasonable wear and tear excepted. Notwithstanding the general Waiver of Claims provision, the parties agree that the receiving party shall reimburse the loaning party for cost of any items expended, lost, or destroyed.

Equipment owned and operated by a party shall be the responsibility of that party. However, notwithstanding the general Waiver of Claims provision, the parties agree that when providing support for another party, the party providing support may be reimbursed for damage or repair costs to their owned and operated equipment if the damage is directly attributed to the incident and in excess of reasonable wear and tear. These costs must be authorized using a unique request and resource order number (for example a S#). When applicable, insurance claims shall be pursued prior to requesting reimbursement.

## V. COOPERATION, STANDARDS, AND QUALIFICATIONS:

- A. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS). The parties to this Agreement will operate under the concepts in the Department of Homeland Security's (DHS) National Incident Management System (NIMS). In implementing these concepts, the parties to this Agreement will be expected to follow the National Wildfire Coordinating Group's (NWCG) minimum standards as defined in the Wildland Fire Qualifications Systems Guide (PMS-310) and must arrive on incident with valid qualification documentation. For initial attack action taken within the period specified as mutual aid, all agencies (federal, state, local, and Tribal) accept each other's standards. Once jurisdiction is clearly established, then the standards of the agency(s) with jurisdiction prevail.
- B. STANDARDS. The parties to this Agreement desire to achieve common standards within the parties' best interest, recognizing differing agency missions and mandates. Each party to this Agreement recognizes that other parties' standards are reasonable, prudent, and acceptable. Each party shall ensure that its own standards are followed. This provision does not affect a Jurisdictional Party's land management standards.
- C. TRAINING. The parties to this Agreement will cooperate to assure that training needs are met through provided courses or sessions that will produce safe and effective fire management. The intent is to champion high-quality training, to minimize training costs by sharing resources, and to standardize training. Each party will advise the other of applicable cross training opportunities for personnel.



- D. COMMUNICATION SYSTEMS AND FACILITY ACCESS. The parties to this Agreement may mutually agree to allow one another the use of communications systems such as radio frequencies, computer system access, data transmission lines, and communication sites when there is a mutual benefit to the parties to this Agreement. Such arrangement shall be approved only by authorized personnel and in accordance with agency laws, regulations and policies governing security of systems and facilities.
- E. INTERAGENCY MOBILIZATION AND INCIDENT BUSINESS. The parties to this Agreement will adhere to guidance provided in the local Dispatch Operating Guide for ordering and mobilization of resources; and the Standards for Interagency Incident Business Management published by the National Wildfire Coordinating Group (NWCG).
- F. TEXT MESSAGING WHILE DRIVING. In accordance with Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messaging While Driving," any and all text messaging by Federal employees is banned: a) while driving a Government owned vehicle (GOV) or driving a privately owned vehicle (POV) while on official Government business; or b) using any electronic equipment supplied by the Government when driving any vehicle at any time. All Cooperators, their Employees, Volunteers, and Contractors are encouraged to adopt and enforce policies that ban text messaging when driving company owned, leased or rented vehicles, POVs or GOVs when driving while on official Government business or when performing any work for or on behalf of the Government.
- G. PERSONNEL POLICY. Employees or volunteers of the parties to this Agreement shall be subject to the personnel rules, laws and regulations of their respective agency or organization. Each party is responsible to ensure their employees and volunteers meet and maintain appropriate training and physical fitness qualifications and are equipped with personal protective equipment (PPE) to enable response to wildland fire activities.

## **VI. PREPAREDNESS, PREVENTION, AND PRESCRIBED FIRE:**

- A. PROTECTION (OPERATING) PLAN. The parties to this Agreement shall determine and document operational efficiencies for mutual aid and reimbursable fire assistance. This may include identifying firefighting resources, placement of crews, engines, water tenders, air tankers, helicopters, fixed and aerial detection, regulated use, closures, radio frequencies, dispatch procedures, and other joint fire control efforts.
- B. FIRE SUPPLEMENTAL PROJECT AGREEMENTS. The parties to this Agreement may plan and jointly conduct cooperative projects within the scope and purpose of this Agreement. These projects may involve such activities as prescribed fire/fuels management, preparedness, fire analysis/planning, post-fire rehabilitation, training, prevention, public affairs, and other beneficial efforts in support of fire management. Nothing in this Agreement obligates the parties to offer, accept, or fund any project proposals under this Agreement. Any cooperative projects entered into under this Agreement must be by mutual consent of the parties and documented through execution of a Fire Supplemental Project Agreement.



- C. FIRE PREVENTION. The parties agree to cooperate in the development and implementation of wildland fire prevention programs. The parties agree to share responsibilities and materials for fire prevention activities. Materials may include posters for display in public buildings, businesses and the like. The parties will share responsibility for wildland fire protection and rural fire safety presentations and demonstrations.
- D. FIRE RESTRICTIONS AND CLOSURES. The parties will coordinate wildland fire restrictions and closures.
- E. PRESCRIBED FIRE AND HAZARDOUS FUELS MANAGEMENT. The parties to this Agreement agree to communicate for planned ignitions, prescribed fire and hazardous fuels management projects.
- F. SMOKE MANAGEMENT. Within their authorities, the parties to this Agreement agree to cooperate in smoke management efforts for wildland fires and prescribed fires.

## VII. OPERATIONS:

- A. CLOSEST FORCES CONCEPT. The guiding principle for dispatch of initial attack suppression resources is to use the closest available and appropriate resource regardless of which party owns or controls the resources, and regardless of which party has protection responsibility or jurisdiction.
- B. FIRE NOTIFICATIONS. When responding to a wildland fire, the Supporting Party will, as soon as possible, notify the Protecting Party detailing what equipment and personnel have been dispatched to the incident location. If either party takes action on a wildland fire independently, the Supporting Party will furnish the Protecting Party a preliminary report (oral) within 24 hours of the action taken and a written incident report within ten (10) days.
- C. BOUNDARY LINE FIRES. A boundary-line fire will be the initial attack responsibility of the Protecting Parties on either side of the boundary. Neither party will assume the other is aware of the fire or is taking action. Each party will make every reasonable effort to communicate with the other concerning the fire. When both parties have arrived at the site of the fire, the parties will mutually agree to the designation of an incident command organization.
- D. INDEPENDENT ACTION. Unless otherwise stated as a special land management consideration, nothing herein shall prohibit either party, on its own initiative, from going upon lands known to be protected by the other party to this Agreement to engage in suppression of wildland fires, when such fires are a threat to lands under that party's management or protection responsibility. In such instances, the party taking action will promptly notify the Protecting Party. Such actions will be commensurate with the land management considerations of the Jurisdictional Party, and subject to the laws and regulations of the Jurisdictional Party.



### **Special Land Management Consideration (if applicable).**

The protection of human life is the single, overriding priority. Setting priorities among protecting human communities and community infrastructure, other property and improvements, and natural and cultural resources will be done based on the values to be protected, human health and safety, and the costs of protection. Once people have been committed to an incident, these human resources become the highest value to be protected.

Consider use of all types of firefighting equipment in fire emergencies when there is threat to human life and property, or where resource value saved is clearly greater than the damage done through use of such equipment. In circumstances other than these conditions, disturbance to soils, stream environment zones, etc. are given increased priority. Cost effectiveness of equipment used is also considered during tactical decision making.

Aerial retardant drops are not permitted in mapped retardant avoidance areas (on National Forest System Lands) for threatened, endangered, proposed, candidate or sensitive species or in waterways. This national direction is mandatory and will be implemented except in cases where human life or public safety is threatened and retardant use within avoidance areas is reasonably expected to alleviate that threat. Air resources possess retardant avoidance area data and maps within their aircraft and are aware of these areas.

- E. ESCAPED PRESCRIBED FIRES. Wildland fires resulting from escaped prescribed fires that were ignited by, managed at the direction of, or under the supervision of one of the parties to this Agreement shall be the responsibility of the Jurisdictional Party. If the parties to this Agreement jointly conduct or manage a prescribed fire, the responsibility for suppression costs, should it escape, shall be agreed upon and documented. Unless otherwise agreed and documented in writing, all suppression costs and associated damages are the responsibility of the Jurisdictional Party. The parties to this Agreement shall not hold each other responsible under this provision for escaped prescribed fires originating on private land, or on State or Federal lands not protected by one of the parties to this Agreement.
- F. PRESERVATION OF EVIDENCE. As initial action is taken on a fire, the initial attack forces will preserve information and evidence pertaining to the origin and cause of the fire.
- G. ACCIDENT INVESTIGATIONS. When an accident occurs involving the equipment or personnel of a Supporting Party, the Protecting Party shall immediately notify the Jurisdictional Party. As soon as practical, the Protecting Party shall initiate an investigation of the accident. The investigation shall be conducted by a team made up of representatives from affected parties, as appropriate.

### **VIII. REIMBURSEMENT AND USE OF COOPERATIVE FIRE RESOURCES:**



- A. LEGAL AUTHORITY – COOPERATIVE FIRE. The parties shall have the legal authority to enter into this Agreement, and the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the work described, which includes funds sufficient to reimburse for costs, when applicable.
- B. APPROPRIATED FUND LIMITATION. Nothing in this Agreement shall require the parties to this Agreement to obligate, to expend funds, or to enter into any contract or other obligation for the future payment of money in excess of or in advance of appropriated funds available for payment to meet the commitments of this Agreement and modifications thereto, except as specifically authorized by law.
- C. COST-SHARE AGREEMENT. On multi-jurisdictional incidents and incidents which threaten or burn across protection boundaries, the parties will jointly develop and execute a written cost share Agreement which describes a fair distribution of financial responsibilities. Cost shares should be reconciled, settled, and billed within 180 days from the end date of the cost share period. Only one invoice should be created by billing party for the net difference in the cost share. Once the invoice is paid, the cost share Agreement is considered closed and no more settlements, invoices, or payments between the parties should occur. Any delays beyond the 180 days must be documented in writing and presented to the other party(s).
- D. ELIGIBLE FIRE COSTS. All costs incurred by the Supporting Party as reimbursable fire assistance must be adequately documented as an actual expense. The parties agree that to the extent applicable, the parties will follow the cost principles and other requirements set forth in Part 200 of Title 2 of the Code of Federal Regulations. All costs must be reasonable, allowable, and allocable. Costs must be consistently treated as either direct costs or indirect costs. Consistent treatment of costs is a basic cost accounting principle and is specifically required to assure that the same types of costs are not charged as both direct costs and indirect costs. Every effort should be made to classify costs incurred for the same purpose, in like circumstances, consistently as either direct or indirect costs.
1. Direct costs are those items of expense specifically identified with the delivery or completion of a project or program. General examples include, but are not limited to, personnel costs (salary and fringe benefits), equipment costs, travel, materials, supplies, and contracts.
  2. Indirect costs are those items of expense incurred as part of general management and administrative support of an organization. Indirect costs are proposed as a percentage (or rate) of a direct cost allocation base such as Modified Total Direct Cost (MTDC) or direct labor. Indirect costs are also referred to as administrative costs, overhead, or burden. Examples of indirect costs may include office space, computer equipment, postage, utilities, salaries for administrative activities such as procurement, personnel, accounting, and so forth.
- E. INDIRECT COST RATES - COOPERATIVE FIRE. When indirect cost rates are applied to Federal reimbursements, the parties agree to the following:



1. If the payment recipient (Cooperator) has never received or does not currently have a negotiated indirect cost rate, they are eligible for a de minimis indirect cost rate up to 15% of Modified Total Direct Costs (MTDC). MTDC is defined as all salaries and wages, fringe benefits, materials and supplies, services, travel, and contracts up to the first \$50,000 of each contract.
2. For rates greater than 15%, the payment recipient (Cooperator) shall provide either an applicable negotiated indirect cost rate Agreement (NICRA) from a cognizant Federal agency, or an indirect cost rate summary in a format that clearly defines the indirect cost rate and allocation base.
3. The payment recipient (Cooperator) must maintain adequate documentation to support the methodology and computation of the indirect cost rate. Documentation must be made available to the Federal agency upon request.
4. Failure to provide adequate documentation supporting the indirect cost rate may result in disallowed costs and repayment to the Federal agency.

F. FIRE PERSONNEL COSTS/RATES.

1. Personnel rates for salary, including overtime, shift premiums (if applicable), and fringe benefits must be consistent with each party's employment policy and regulations. All personnel time must be documented.
2. Reimbursement of personnel costs by the Protecting Party for employees of the Supporting Party is limited to actual time worked (beyond the mutual aid period), unless the Supporting Party is obligated via written labor Agreement to pay for 24-hour shifts with periods of rest.
3. Standby personnel time is not reimbursable unless resource ordered.
4. Backfill costs are defined as the additional costs of replacement personnel (one level) to provide coverage for employees that have been mobilized to an incident. Unless otherwise documented as an additional net cost to the Supporting Party, regular time for the backfill employee is not reimbursable, only overtime costs are reimbursable.
5. Volunteers, by definition, are not employees and do not have a specified employment rate for hours worked. If, however, the Cooperator maintains written policy that provides for their volunteers to be mobilized to an incident for reimbursable assistance within the authority, scope, and terms of this Agreement, the Cooperator agrees:
  - a. To compensate the individuals for hours worked based on current standardized published rates for emergency firefighters in the State of



- CALIFORNIA**, or at hourly rates equal to, or less than, the current Federal administratively determined (AD) pay plan.
- b. Unless exempt from Fair Labor Standards Act, these individuals will receive overtime pay for hours worked over 40 in a workweek at a rate equal to time and one half of the (base) hourly rate.
  - c. Base hourly and overtime costs are reimbursable; shift premiums, fringe benefits, and backfill costs are not reimbursable.
  - d. The rates will only apply to incident response under the terms of this Agreement and will not apply to project activities carried out supplemental to this Agreement.
  - e. These individuals will be considered Cooperator personnel under the terms of this Agreement.
- G. TRAVEL COSTS. Federal Travel Regulations (FTR) and/or agency-specific travel regulations will be utilized for all travel policies and processes. Authorized travel costs, including transportation, lodging, meals, and per diem consistent with these policies and processes are reimbursable.
- H. FIRE EQUIPMENT COSTS/RATES.
1. Costs incurred for agency- or Cooperator-owned equipment, including aircraft, when assigned to an incident or project may include operating expenses (such as fuel, oil, repairs, retardant) and/or a rate consistent with each party's written policy and regulations for use of the equipment.
  2. Standby equipment time is not reimbursable unless resource ordered.
  3. Personnel costs for operator(s) shall be applied separate from the equipment costs/rates.
  4. In the absence of a pre-determined and documented rate for use of Cooperator-owned equipment, reimbursement will be limited to the current Federal Emergency Management Administration (FEMA) Schedule of Equipment Rates for like equipment, published online at: <https://www.fema.gov/schedule-equipment-rates>.
  5. Any Cooperator equipment mobilized for reimbursable fire assistance shall be documented on an OF-297 (Emergency Equipment Shift Ticket).
- I. FEDERAL EXCESS PERSONAL PROPERTY PROGRAM. Federal Excess Personal Property Program (FEPP) equipment is federal property that is loaned to the State Forester, who may place it with a local fire organization/department to improve local fire programs. If this loaned federal property is used on a federal incident or project, the Cooperator may only charge for operating costs that include maintenance, fuel, oil, etc. Costs may not include amortization, depreciation, replacement costs, modification, start-up costs, or related charges. FEPP equipment costs shall be listed separately on any invoice submitted for reimbursement.
- J. CONTRACT REQUIREMENTS – COOPERATIVE FIRE. The Federal Acquisition Regulations (48 CFR) apply to all contracts awarded by a federal agency, unless otherwise exempt. Any contract awarded by the Cooperator under this Agreement, where



federal funding may be provided, must be awarded following the Cooperator’s established procurement procedures, to ensure free and open competition, and avoid any conflict of interest (or appearance of a conflict). The Cooperator must maintain cost and price analysis documentation for potential U.S. Forest Service review. The Cooperator is encouraged to utilize small businesses, minority-owned firms, women’s business enterprises and veteran owned businesses.

**K. FIRE BILLING CONTENT, INFORMATION, AND FINANCIAL CONTACTS.**

The following items will be included with each invoice:

- Billing party’s legal name, address, telephone number, and billing party’s financial contact information.
- Proper reference to this U.S. Forest Service Agreement number.
- Invoice date.
- Invoice number, if applicable.
- Incident name and incident number.
- Dates of the incident covered by the billing.
- Appropriate Firecode or charge code (if known).
- Summary cost data for the amount being billed.
- Cost-share Agreement (if applicable).

Summary cost data should include a list of personnel, travel, and equipment expenses; and a listing by contractor/vendor name and amount spent for services and supplies procured.

Generally, cost source documents, including but not limited to, resource orders, OF-288 Emergency Firefighter Time Reports, and OF-297 Emergency Equipment Shift Tickets, will not be required with the billing content unless summary cost data is disputed.

Financial Information and Contacts:	U.S. Forest Service	Cooperator
Submit bills to:	Albuquerque Service Center Incident Finance 5141 Masthead Albuquerque, NM 87109  FAX: 866-816-9532  Preferred method: EMAIL <a href="mailto:sm.fs.asc_coop@usda.gov">sm.fs.asc_coop@usda.gov</a>	
Financial Contact: (Name, phone, and email address)	ASC Incident Finance Cooperative Agreements 877-272-7248 <a href="mailto:sm.fs.asc_coop@usda.gov">sm.fs.asc_coop@usda.gov</a>	



Local Financial or Incident Business Contact: (Name, phone, email address)	Martin Senter (530) 927-9894 martin.senter@usda.gov	
Unique Entity Identifier (UEI)	G2EGL5TJE6N3	TYQUH2NACK71
Indirect Cost Rate	15%*	15%

\*U.S. Forest Service indirect cost rate applied in accordance with FSH 1909.13 Chapter 40.

L. FIRE BILLING TIMEFRAMES. Except for cost-share Agreement billings, the parties to this Agreement will submit invoices within 60 days of the demobilization from the incident. Extensions beyond the 60 days for invoice submittal must be presented in writing to the reimbursing party. All bills will have a payment due date within 30 days after date of issuance.

M. STANDARDS FOR FINANCIAL MANAGEMENT – COOPERATIVE FIRE.

**1. Financial Reporting**

The Cooperator shall provide complete, accurate, and current financial disclosures of the project or program in accordance with any financial reporting requirements, as set forth in the financial provisions.

**2. Accounting Records**

Cooperators must maintain records for each incident or project which adequately identify the source and use of funds. These records must contain information pertaining to expenses related to each incident, unobligated balances, assets, liabilities, outlays or expenditures, and income. Such documents must be made available to the Federal Agency, Office of Inspector General, and the Government Accounting Office upon request.

**3. Internal Controls**

Effective control and accountability must be maintained for all Federal funds, real and personal property, and other assets. The Cooperator must keep written internal controls to ensure that all Federal funds received are separately and properly allocated to each incident and used solely for authorized purposes.

**4. Source Documentation**

Accounting records for each incident or project must be supported by source documentation such as cancelled checks, paid bills, payrolls, time and attendance records, equipment use and cost records, contract or subaward documents, etc. Such documents must be made available to the Federal agency upon request.



N. SYSTEM FOR AWARD MANAGEMENT REGISTRATION REQUIREMENT (SAM).

The Cooperator shall maintain current organizational information and the original Unique Entity Identifier (UEI) provided for this Agreement in the System for Award Management (SAM) until receipt of final payment. This requires annual review and updates, when needed, of organizational information after the initial registration. More frequent review and updates may be required for changes in organizational information or Agreement term(s). Any change to the original UEI provided in this Agreement will result in termination of this Agreement and de-obligation of any remaining funds. For purposes of this Agreement, System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a Cooperative. Additional information about registration procedures may be found at the SAM Internet site at [www.sam.gov](http://www.sam.gov).

O. OVERPAYMENT. Any funds paid to the Cooperator in excess of the amount entitled under the terms and conditions of this Agreement constitute a debt to the Federal Government. The following must also be considered as a debt or debts owed by the Cooperator to the U.S. Forest Service:

- Any interest or other investment income earned on advances of Agreement funds; or
- Any royalties or other special classes of program income which, under the provisions of the Agreement, are required to be returned;

If this debt is not paid according to the terms of the bill for collection issued for the overpayment, the U.S. Forest Service may reduce the debt by:

1. Making an administrative offset against other requests for reimbursement.
2. Withholding advance payments otherwise due to the Cooperator.
3. Taking other action permitted by statute (31 U.S.C. 3716 and 7 CFR, Part 3, Subpart B).

Except as otherwise provided by law, the U.S. Forest Service may charge interest on an overdue debt.

**IX. GENERAL PROVISIONS:**

A. PRINCIPAL CONTACTS. Individuals listed below are authorized to act in their respective areas for matters related to this Agreement.

<b>Cooperator Program Contact</b>	<b>Cooperator Administrative Contact</b>
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Name: Address: City, State, Zip: Telephone: FAX: N/A Email:	Name: Address: City, State, Zip: Telephone: FAX: N/A Email:
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<b>U.S. Forest Service Fire Program Contact</b>	<b>U.S. Forest Service Program - Incident Business - Contact</b>
Name: Martin Senter Address: 159 Lawrence Street City, State, Zip: Quincy, CA 95971 Telephone: (530) 927-9894 FAX: N/A Email: martin.senter@usda.gov	Name: Heidi Chambers Address: 3237 Peacekeeper Way City, State, Zip: Sacramento, CA 95652 Telephone: (530) 648-6044 FAX: N/A Email: heidi.chambers@usda.gov
<b>U.S. Forest Service Administrative Contact</b>	
Name: Martin Senter Address: 159 Lawrence Street City, State, Zip: Quincy, CA 95971 Telephone: (530) 927-9894 FAX: N/A Email: martin.senter@usda.gov	

- B. ASSURANCE REGARDING FELONY CONVICTION OR TAX DELINQUENT STATUS FOR CORPORATE ENTITIES. This Agreement is subject to the provisions contained in the Department of Interior, Environment, and Related Agencies Appropriations Act, 2012, P.L. No. 112-74, Division E, Section 433 and 434 as continued by Consolidated and Further Continuing Appropriations Act, 2013, P.L. No. 113-6, Division F, Title I Section 1101(a)(3) regarding corporate felony convictions and corporate federal tax delinquencies. Accordingly, by entering into this Agreement the Cooperator acknowledges that it: 1) does not have a tax delinquency, meaning that it is not subject to any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an Agreement with the authority responsible for collecting the tax liability, and (2) has not been convicted (or had an officer or agent acting on its behalf convicted) of a felony criminal violation under any Federal law within 24 months preceding the Agreement, unless a suspending and debaring official of the United States Department of Agriculture has considered suspension or debarment is not necessary to protect the interests of the Government. If the Cooperator fails to comply with these provisions, the U.S. Forest Service will annul this Agreement and may recover any funds the Cooperator has expended in violation of sections 433 and 434.
- C. PROHIBITION AGAINST INTERNAL CONFIDENTIAL AGREEMENTS. All nonfederal government entities working on this Agreement will adhere to the below



provisions found in the Consolidated Appropriations Act, 2016, Pub. L. 114-113, relating to reporting fraud, waste and abuse to authorities:

a. The recipient (Cooperator) may not require its employees, contractors, or subrecipients seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality Agreements or statements prohibiting or otherwise restricting them from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

b. The recipient (Cooperator) must notify its employees, contractors, or subrecipients that the prohibitions and restrictions of any internal confidentiality Agreements inconsistent with paragraph (a) of this award provision are no longer in effect.

c. The prohibition in paragraph (a) of this award provision does not contravene requirements applicable to any other form issued by a Federal department or agency governing the nondisclosure of classified information.

d. If the Government determines that the recipient is not in compliance with this award provision, it:

(1) Will prohibit the recipient's use of funds under this award, in accordance with sections 743, 744 of Division E of the Consolidated

Appropriations Act, 2016, (Pub. L. 114-113) or any successor provision of law; and

(2) May pursue other remedies available for the recipient's material failure to comply with award terms and conditions.

- D. TRIBAL EMPLOYMENT RIGHTS ORDINANCE (TERO). The U.S. Forest Service recognizes and honors the applicability of the Tribal laws and ordinances developed under the authority of the Indian Self-Determination and Educational Assistance Act of 1975 (PL 93-638).
- E. USE OF U.S. FOREST SERVICE INSIGNIA. In order for the Cooperator to use the U.S. Forest Service insignia on any published media, such as a Web page, printed publication, or audiovisual production, permission must be granted from the U.S. Forest Service's Office of Communications (Washington Office). A written request will be submitted by the U.S. Forest Service to the Office of Communications Assistant Director, Visual Information and Publishing Services, prior to use of the insignia. The U.S. Forest Service will notify the Cooperator when permission is granted.
- F. FOREST SERVICE ACKNOWLEDGED IN PUBLICATIONS, AUDIOVISUALS, AND ELECTRONIC MEDIA. The Cooperator shall acknowledge U.S. Forest Service support in any publications, audiovisuals, and electronic media developed as a result of this Agreement. Follow direction in USDA Supplemental 2 CFR 415.2.



- G. NONDISCRIMINATION STATEMENT – PRINTED, ELECTRONIC, OR AUDIOVISUAL MATERIAL. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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- H. NOTICES. Any communications affecting the operations covered by this Agreement given by the U.S. Forest Service or the Cooperator are sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:

To the U.S. Forest Service Program Contact, at the address specified in this Agreement.

To the Cooperator Program Contact, at the address shown in this Agreement.

Notices are effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

- I. AVAILABILITY FOR CONSULTATION. Both parties agree to be available at mutually agreeable times, for continuing consultation to discuss the conditions covered by this Agreement and agree to actions essential to fulfill its purposes.



- J. PARTICIPATION IN SIMILAR ACTIVITIES. This Agreement in no way restricts the U.S. Forest Service or the Cooperator from participating in similar activities with other public or private agencies, organizations, and individuals.
- K. REMEDIES FOR COMPLIANCE RELATED ISSUES – COOPERATIVE FIRE. If either party materially fail(s) to comply with any term of the Agreement, whether stated in a Federal statute or regulation, an assurance, or the Agreement, either party may wholly or partly suspend or terminate the current Agreement.
- L. ENDORSEMENT. Any of the Cooperator's contributions made under this Agreement do not by direct reference or implication convey U.S. Forest Service endorsement of the Cooperator's products or activities and does not by direct reference or implication convey the Cooperator's endorsement of the U.S. Forest Service's activities.
- M. MEMBERS OF CONGRESS. Pursuant to 41 U.S.C. 22, no member of, or delegate to, Congress shall be admitted to any share or part of this Agreement, or benefits that may arise therefrom, either directly or indirectly.
- N. NONDISCRIMINATION. The recipient/cooperator of this award must comply with all applicable Federal anti-discrimination laws and regulations. For more information about USDA Civil Rights requirements, please visit; <https://www.usda.gov/about-usda/general-information/staff-offices/office-assistant-secretary-civil-rights>
- O. ELIGIBLE WORKERS. The Cooperator shall ensure that all employees complete the I-9 form to certify that they are eligible for lawful employment under the Immigration and Nationality Act (8 USC 1324a). The Cooperator shall comply with regulations regarding certification and retention of the completed forms. These requirements also apply to any contract awarded under this Agreement.
- P. AGREEMENT CLOSEOUT – COOPERATIVE FIRE. Within 120 days after expiration date or notice of termination, the parties shall reconcile for final billing/payments and close the Agreement.
- Q. PROGRAM MONITORING – COOPERATIVE FIRE. The parties to this Agreement shall monitor the performance of the Agreement activities to ensure that performance goals are being achieved. The parties to this Agreement will meet annually to review matters of mutual concern. Program performance reports are not required for emergency response activities.
- R. RETENTION AND ACCESS REQUIREMENTS FOR RECORDS. The Cooperator shall retain all records pertinent to this Agreement for a period of no less than 3 years from the expiration or termination date. As used in this provision, records include books, documents, accounting procedures and practice, and other data, regardless of the type or format. The Cooperator shall provide access and the right to examine all records related to this Agreement to the U.S. Forest Service, Inspector General, or Comptroller General



or their authorized representative. The rights of access in this section must not be limited to the required retention period but must last as long as the records are kept.

If any litigation, claim, negotiation, audit, or other action involving the records has been started before the end of the 3-year period, the records must be kept until all issues are resolved, or until the end of the regular 3-year period, whichever is later.

Records for nonexpendable property acquired in whole or in part, with Federal funds must be retained for 3 years after its final disposition.

- S. FREEDOM OF INFORMATION ACT (FOIA). Public access to award or Agreement records must not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to Freedom of Information regulations (5 U.S.C. 552). Requests for research data are subject to 2 CFR 200.315(e)(1).

Public access to culturally sensitive data and information of Federally recognized Tribes may also be explicitly limited by P.L. 110-234, Title VIII Subtitle B §8106 (2008 Farm Bill).

- T. TERMINATION – COOPERATIVE FIRE. Either party shall have the right to terminate their participation under this Agreement in whole, or in part, at any time before the date of expiration by providing 90 days written notice to the other party. If the Agreement is terminated, the parties shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded or pending actions. If a party incurs costs due to the other party's failure to give the requisite notice of its intent to terminate the Agreement, the Protecting party shall pay any actual costs incurred by the Supporting Party as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.
- U. ALTERNATE DISPUTE RESOLUTION. In the event of any issue of controversy under this Agreement, the parties may pursue Alternate Dispute Resolution procedures to voluntarily resolve those issues. These procedures may include, but are not limited to conciliation, facilitation, mediation, and fact finding.
- V. DEBARMENT AND SUSPENSION. The Cooperator shall immediately inform the U.S. Forest Service if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the Federal Government according to the terms of 2 CFR Part 180. Additionally, should the Cooperator or any of their principals receive a transmittal letter or other official Federal notice of debarment or suspension, then they shall notify the U.S. Forest Service without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary. The Cooperator shall adhere to [2 CFR Part 180 Subpart C](#) in regards to review of sub-Recipients or contracts for debarment and suspension.



All sub-Recipients/sub-Cooperators and contractors must complete the form AD-1048, Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion, Lower Tier Covered Transactions. Blank forms are available electronically. Completed forms must be kept on file with the primary Recipient/Cooperator.

- W. MODIFICATIONS – COOPERATIVE FIRE. Modifications within the scope of this Agreement must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 45 days prior to implementation of the requested change. No party is obligated to fund any changes not properly approved in advance.
- X. COMMENCEMENT/EXPIRATION DATE – COOPERATIVE FIRE. This Agreement is executed as of the date of the last signature and is effective through 5 years from date of last signature at which time it will expire, unless extended by an executed modification, signed and dated by all properly authorized, signatory officials.

If this Agreement expires during an incident, the terms of this Agreement will apply until the end of the incident. The parties must execute a written modification within 30 days following the incident to properly document the time extension. No other changes shall be retroactively applied for this time extension.

All Fire Supplemental Project Agreements must be completed within the timeframe of this Agreement. However, if this Agreement is replaced or superseded by a new Agreement, current Fire Supplemental Project Agreements may remain in effect to the extent they do not conflict with the provisions of the new Agreement, but only until such time that the Fire Supplemental Project Agreements can be completed or modified to be incorporated under the terms of the new Agreement.

- Y. AUTHORIZED REPRESENTATIVES. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this Agreement. In witness whereof, the parties hereto have executed this Agreement as of the last date written below.

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Date

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Laura Schweitzer, Forest Supervisor  
U.S. Forest Service, PLUMAS NATIONAL  
FOREST

Date



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The authority and format of this Agreement have been reviewed and approved for signature.

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, GRANTS MANAGEMENT SPECIALIST  
U.S. Forest Service Grants Management Specialist

Date



#### Paperwork Reduction Act Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond, to a collection of information unless it displays a valid OMB control number. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The OMB control number for this information collection is 0596-0217. Response to this collection of information is mandatory. The authority to collect the information Section 7 of the Granger-Thye Act (16 U.S.C. 580d) and Title IV of the Federal Land Policy and Management Act of 1976 (43 U.S.C. 1751-1753). The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Clearance Officer, OIRM, 1400 Independence Avenue, SW, Room 404-W, Washington, D.C. 20250; and to the Office of Management and Budget, Paperwork Reduction Project (OMB# 0596-0217), 725 17th Street NW, Washington, D.C. 20503.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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The Privacy Act of 1974, 5 U.S.C. 552a and the Freedom of Information Act, 5 U.S.C. 552 govern the confidentiality to be provided for information received by the Forest Service.



## **Exhibit A – Map of Protection Areas and Boundaries**



## **EXHIBIT B – Protection (Operating) Plan**

Instructions: The format of this exhibit is not defined. However, the exhibit shall only include programmatic, operational information for preparedness and protection planning that meets the scope and purpose of the Agreement. This exhibit shall not include any information that contradicts the terms and conditions of the Agreement. If reimbursable rates are identified in this exhibit, they must be applied in accordance with the terms of the Agreement.



### Exhibit C – Fire Supplemental Project Agreement

FS Supplemental Project Agreement No. (a) \_\_\_\_\_

Cooperator Project Agreement No. (b) \_\_\_\_\_

**FIRE  
SUPPLEMENTAL PROJECT AGREEMENT  
Between  
(c)  
And  
(d)**

This Fire Supplemental Project Agreement (SPA) is hereby made and entered into by and between (e) \_\_\_\_\_, hereinafter referred to as “the Cooperator,” and (f) \_\_\_\_\_, hereinafter referred to as the U.S. Forest Service under the Reciprocal Fire Protection Act of May 27, 1955, (42 U.S.C. 1856a) and under the provisions of the Local Cooperative Fire Protection Agreement No. (g) \_\_\_\_\_, executed between the Parties.

Project Title: (h) \_\_\_\_\_

#### **I. BACKGROUND:**

As referenced above, the Parties entered into a Local Cooperative Fire Protection Agreement. The Agreement allows the parties to cooperatively conduct projects or share resources for fire protection and prevention, which includes such activities as prescribed fire/fuels management, preparedness, fire analysis/planning, rehabilitation, training, prevention, public affairs, and other beneficial efforts in support of fire management.

#### **II. PURPOSE:**

The purpose of this SPA is to document the Parties’ contributions and cooperation regarding (i) \_\_\_\_\_. This project is further described in the hereby incorporated Financial and Project Plans, attached as Exhibits (j) \_\_\_\_\_.

#### **III. THE COOPERATOR SHALL:**

- A. Perform in accordance with the terms of this SPA and with the Financial and Project Plans, Exhibits (j) \_\_\_\_\_.



- B. Bill the U.S. Forest Service for actual costs incurred, not to exceed (k)\$ , as agreed to in the attached Financial Plan.
- C. Upon presentation of a Bill for Collection, reimburse the U.S. Forest Service for actual costs incurred, not to exceed (l)\$ , as agreed to in the attached Financial Plan.

#### IV. THE U.S. FOREST SERVICE SHALL:

- A. Perform in accordance with the terms of this SPA and with the attached Financial and Project Plans, Exhibits (j) .
- B. PAYMENT/REIMBURSEMENT. The U.S. Forest Service shall reimburse the Cooperator for the U.S. Forest Service's share of actual expenses incurred, not to exceed (k)\$ , as shown in the attached Financial Plan. The U.S. Forest Service shall make payment upon receipt of the Cooperator's (m) invoice. Each invoice from the Cooperator must display the total project costs for the billing period, including the Cooperator's share (when applicable). Cooperator in-kind contributions must be displayed as a separate line item and must not be included in the total project costs available for reimbursement. The final invoice must display the Cooperator's full match towards the project, as shown in the financial plan, and be submitted no later than 120 days from the SPA expiration date.

Each invoice must include, at a minimum:

- 1) Cooperator's complete legal name, address, and telephone number
- 2) U.S. Forest Service Supplemental Project Agreement number
- 3) Invoice date
- 4) Invoice number, if applicable
- 5) Performance dates of the work completed (start & end)
- 6) Total invoice amount for the billing period

The invoice must be forwarded to:

EMAIL: [SM.FS.ASC\\_GA@USDA.GOV](mailto:SM.FS.ASC_GA@USDA.GOV)

FAX: 877-687-4894

POSTAL: USDA Forest Service  
Budget & Finance - Grants and Agreements  
4000 Masthead St, NE  
Albuquerque, NM 87109



Send a copy to: (n)

- C. REIMBURSABLE BILLING. The U.S. Forest Service shall bill the Cooperator (m) for funds sufficient to cover the costs for the specific payment period, not to exceed (l)\$ as shown in the attached Financial Plan. All reimbursement billings must be completed within the same fiscal year as U.S. Forest Service expenditures. Overhead is assessed at the rate of (o) percent.

Billings must be sent to: (p)

The U.S. Forest Service is required to issue bills for expenditures incurred under reimbursable Agreements at the end of or prior to the end of each federal fiscal year. Therefore, an out-of-cycle bill may be received by the Cooperator.

If payment is not received to the satisfaction of the U.S. Forest Service by the date specified on the bill, the U.S. Forest Service shall exercise its rights regarding the collection of debts owed to the United States.

- D. (q) SPECIAL BILLING REQUIREMENTS – FINANCIAL DOCUMENTATION. Reimbursable billings shall be issued at the prescribed frequency based on expenditures recorded in the U.S. Forest Service accounting system for work performed. Bills for Collection reflect an aggregate amount for the billing period. U.S. Forest Service Transaction Register listing itemized expenses will be provided upon request at the end of a project or annually for long-term Agreements. Provision of the Transaction Register or other supporting documentation accompanying individual bills will be limited to Agreements over \$2,500, and only when Cooperator requirements are clearly defined within this clause.

The special billing requirements are: (r)

- E. (s) SPECIAL BILLING REQUIREMENTS – PROGRAM DOCUMENTATION. The U.S. Forest Service Program Manager shall provide the Cooperator with a written report that meets the Cooperator's specific documentation requirements.

**V. IT IS MUTUALLY AGREED AND UNDERSTOOD BY AND BETWEEN THE PARTIES THAT:**

- A. (t) PRINCIPAL CONTACTS. Individuals listed below are authorized to act in their respective areas for matters related to this SPA.

(u) Principal Cooperator Contacts:



Cooperator Program Contact	Cooperator Administrative Contact
Name: Address: City, State, Zip: Telephone: FAX: Email:	Name: Address: City, State, Zip: Telephone: FAX: Email:

**(v)Principal U.S. Forest Service Contacts:**

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Name: Address: City, State, Zip: Telephone: FAX: Email:	Name: Address: City, State, Zip: Telephone: FAX: Email:

- B. LIABILITY. As set forth under the provisions of the referenced Cooperative Fire Protection Agreement.
- C. (w)Mutually agree to the Burn Plan relevant to this SPA, and to any agreed upon revision thereof. Revisions to the Burn Plan that do not materially affect the purpose and/or terms of the SPA, but rather only revises the implementation of the project, do not require a modification to this SPA. The Burn Plan, and any revision thereof, is incorporated by reference into this SPA and will be maintained by and provided to the Program Contacts listed above.
- D. In the event of a conflict between the provisions of this SPA and the referenced Cooperative Fire Protection Agreement, the Cooperative Fire Protection Agreement shall take precedence.
- E. PAID SICK LEAVE REQUIREMENTS. Executive Order 13706, Establishing Paid Sick Leave for Federal Contractors, and its implementing regulations, including the federal contractor paid sick leave clause at 29 CFR Part 13, Appendix A, apply to the Cooperator and any subcontractors under this agreement. These regulatory requirements are incorporated by reference into this agreement as if fully set forth in this agreement.
- F. (x) PROGRAM MONITORING AND PROGRAM PERFORMANCE REPORTS. The parties to this Agreement shall monitor the performance of the Agreement activities to ensure that performance goals are being achieved. Performance reports must contain information on the following:



- A comparison of actual accomplishments to the goals established for the period. Wherever the output of the project can be readily expressed in numbers, a computation of the cost per unit of output, if applicable.

- Reason(s) for delay if established goals were not met.

- Additional pertinent information

The Cooperator shall submit annual performance reports to the U.S. Forest Service Program Manager. These reports are due 90 days after the reporting period. The final performance report must be submitted either with the Cooperator's final payment request, or separately, but not later than 120 days from the expiration date of the Agreement.

PROGRAM MONITORING AND PERFORMANCE REPORTS. The parties to this Agreement shall monitor the work activities to ensure that performance goals are being achieved.

The cooperator shall prepare a performance report for each reporting period that contains the following:

- A comparison of actual accomplishments to the goals established for the period. Wherever the output of the project can be readily expressed in numbers, the report shall also include a computation of the cost per unit or output, as applicable. *Example: Goal-50 miles of trail maintenance; Actual-25 miles of trail work completed near mile marker 0.7. 25 miles x \$422/mile = \$10,500*

- If established goals were not met, the report shall include (1) the reason for the delay, (2) a detailed explanation of why the goal was not achieved and identify any factors that may have contributed to the delay, and (3) a plan of action for addressing the issue and getting the project back on track. The plan should outline the specific steps that will be taken to address the issues and a timeline for implementing these steps. This information will enable the Forest Service to understand the reasons for the delay to determine if an Agreement modification is warranted. *Example: Due to severe weather conditions, the crew was unable to reach certain areas impacted by landslides. The schedule has been modified to have a 5-person crew onsite starting in May 2023 to complete the remaining 25 miles of trails when optimal weather conditions are expected.*

- The report shall also include any additional pertinent information relevant to the project.

For each ALN/CFDA, the performance report must include all relevant project work completed and/or invoiced for the reporting period then submitted to the Forest Service Program Contact. The quarterly performance report for each respective ALN/CFDA is due no later than 30 days after the reporting period ending March 31, June 30, September 30, December 31. The annual performance report for each respective ALN/CFDA is due



no later than 90 days after the reporting period ending March 31, June 30, September 30, December 31. The final performance report must be submitted either with the Cooperator's final payment request, or separately, no later than 120 days from the expiration date of the Agreement, whichever is soonest.

For CFDA # \_\_. \_\_, a [QUARTERLY] progress report is required.

For CFDA # \_\_. \_\_, an [ANNUAL] progress report is required.

If financial and performance reports are not timely submitted according to the outlined terms and schedules, it is considered a material breach of the Agreement and will result in payment delays and could potentially lead to termination of the Agreement.

- G. (y) PURCHASE OF ASSETS. Any assets (such as equipment, property, or improvements) purchased by the U.S. Forest Service with the Cooperator's contributions shall become the property of the U.S. Forest Service, unless otherwise documented via separate authority and instrument.
- H. (z) PROPERTY IMPROVEMENTS. Improvements placed on federal land at the direction, or with the approval of, the U.S. Forest Service, becomes property of the United States. These improvements are subject to the same regulations and administration of the U.S. Forest Service as would other agency improvements. No part of this SPA entitles the Cooperator to any interest in the improvements, other than the right to use them under applicable U.S. Forest Service Regulations.
- I. PARTICIPATION IN SIMILAR ACTIVITIES. This SPA in no way restricts the Parties from participating in similar activities with other public or private agencies, organizations, and individuals.
- J. ENDORSEMENT. Either Party's contributions made under this SPA do not by direct reference or implication convey endorsement of each other's products or activities.
- K. ALTERNATE DISPUTE RESOLUTION. In the event of any issue of controversy under this SPA, the Parties may pursue Alternate Dispute Resolution procedures to voluntarily resolve those issues. These procedures may include, but are not limited to, conciliation, facilitation, mediation, and fact finding.
- L. MODIFICATION – COOPERATIVE FIRE. Modifications within the scope of this SPA must be made by mutual consent of the Parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least (aa)        days prior to implementation of the requested change. No Party is obligated to fund any changes not properly approved in advance.
- M. TERMINATION – FIRE SUPPLEMENTAL PROJECT AGREEMENT. Either Party, in writing, may terminate this SPA in whole, or in part, at any time before the date of



expiration. Neither Party shall incur any new obligations for the terminated portion of this SPA after the effective date and shall cancel as many obligations as possible. Full credit shall be allowed for each Party's expenses and all non-cancelable obligations properly incurred up to the effective date of termination.

- N. COMMENCEMENT/EXPIRATION DATE – FIRE SUPPLEMENTAL PROJECT AGREEMENT. This SPA is executed as of the date of last signature and is effective through (bb) \_\_\_\_\_ at which time it will expire unless extended.

If the referenced Cooperative Fire Protection Agreement is superseded by a new Cooperative Fire Protection Agreement, this SPA may remain in effect to the extent that it does not conflict with the provisions of the new Cooperative Fire Protection Agreement, but only until such time that the project can be completed or modified to be incorporated within the terms of the new Cooperative Fire Protection Agreement.

- O. AUTHORIZED REPRESENTATIVES. By signature below, the Parties certify that the individuals listed in this document as representatives of each Party are authorized to act in their respective areas for matters related to this SPA.

\_\_\_\_\_  
(dd) \_\_\_\_\_, (ee) \_\_\_\_\_ (cc)  
(ff) \_\_\_\_\_ Date

\_\_\_\_\_  
(hh) \_\_\_\_\_, (ii) \_\_\_\_\_ (gg)  
(jj) \_\_\_\_\_ Date

The authority and format of this SPA have been reviewed and approved for signature.

\_\_\_\_\_  
(ll) \_\_\_\_\_ (kk)  
U.S. Forest Service Grants Management Specialist Date



## INSTRUCTIONS for Exhibit C - Fire Supplemental Project Agreement

All provisions in this instrument are mandatory, unless otherwise excepted. Depending on the type of project, there may be additional provisions necessary for compliance with U.S. Forest Service directives or regulations (for example, occupancy/improvements for shared space or joint publications).

- (a) U.S. Forest Service Project Agreement No. For example: FY-FP-11RRUUSS-XXX.
- (b) Cooperator Project Agreement No. Insert Cooperator project Agreement number, if applicable.
- (c) Insert name of Cooperator.
- (d) Insert name of U.S. Forest Service Unit.
- (e) Insert Cooperator name as cited above.
- (f) Insert U.S. Forest Service name as cited above.
- (g) Insert corresponding U.S. Forest Service Agreement # as identified on Cooperative Fire Protection Agreement.
- (h) Insert project title.
- (i) Enter brief project description.
- (j) Insert alpha or numeric reference to the Exhibit added that provides a Financial and Project Plan. Note: The Project Plan may include tasks/projects defined in the Operating Plan (as referenced in the Background section), or it may be a Burn Plan, if applicable.
- (k) Insert amount. If the U.S. Forest Service is not obligating funds for reimbursement to the Cooperator, then delete this provision.
- (l) Insert amount. If the U.S. Forest Service is not collecting funds from the Cooperator, then delete this provision.
- (m) Select and insert the appropriate billing cycle: monthly, quarterly, semi-annual, or annual. Note: quarterly dates (December 31, March 31, June 30, and September 30), semi-annually (March 31, and September 30) or annually (September 30 or earlier).
- (n) Insert other contact name and address, if applicable, otherwise delete.
- (o) Insert the U.S. Forest Service burden/overhead rate. Enter 'shall not be assessed' if burden is not applicable.
- (p) Enter Cooperator's name, name of point of contact, and mailing address to which billing documents should be sent.
- (q) If the U.S. Forest Service is not collecting funds, delete this provision. When U.S. Forest Service is collecting funds, the provision is optional if the Cooperator requires financial documentation. This provision alerts ASC-RACA that the U.S. Forest Service shall provide transaction registers with any billing to the Cooperator under this Agreement.



- (r) Insert special billing requirements here, such as whether the billing requirements are either with each bill, upon project completion, or annually.
- (s) If the U.S. Forest Service is not collecting funds from the Cooperator, delete this provision. When U.S. Forest Service is collecting funds, the provision is optional if the Cooperator requires an accomplishment or program report with each BFC. This provision alerts ASC-RACA that the U.S. Forest Service must coordinate BFCs with the PM for submission to the Cooperator.
- (t) May be changed to accommodate additional contacts.
- (u) Insert ALL of the requested information below. If information is unavailable, then make a good-faith effort to obtain.
- (v) Insert ALL of the requested information below. If information is unavailable, then make a good-faith effort to obtain.
- (w) If a Burn Plan is not attached, remove this provision.
- (x) Mandatory provision if U.S. Forest Service is reimbursing the Cooperator.
- (y) If the U.S. Forest Service is not collecting funds from Cooperator, delete this provision.
- (z) Mandatory provision if property improvements result from a project on federal lands.
- Do not use this provision if improvements are owned by the Cooperator and covered under another instrument such as a Special Use Permit or license.
- (aa) Insert a notification period that is no less than 30 days.
- (bb) Insert the expiration date not greater than the expiration date of the Cooperative Fire Protection Agreement.
- (cc) Insert date of signature.
- (dd) Insert name of signatory official for Cooperator.
- (ee) Insert Cooperator signatory official's positional title.
- (ff) Insert Cooperator's organizational name.
- (gg) Insert date of signature.
- (hh) Insert name of U.S. Forest Service Signatory Official.
- (ii) Insert U.S. Forest Service signatory official's positional title.
- (jj) Insert U.S. Forest Service Region, Office, or Unit.
- (kk) Insert date of signature.
- (ll) Insert Grants Management Specialist's name.



**Exhibit D – Cost Share Agreement**

<b>Incident Name</b>			<b>Incident Number(s)</b>	
<b>Cost Share Start/End</b>				
<b>Cause</b>				
<b>Incident Command Structure</b>	<b>Single Agency</b>		<b>Jurisdictions</b>	
	<b>Unified Command</b>			
	<b>I.C.s</b>			

This Cost Share Agreement between \_\_\_\_\_ and \_\_\_\_\_ was prepared under the authority of the Local Cooperative Fire Protection Agreement number:

It is hereby agreed that the cost basis on this incident will be shared as follows:

Rationale used in developing this cost Agreement:

The following section is optional, but may be used if costs are calculated on a percentage basis:

Agency	Direct Cost	Support Cost	Air/Retardant Cost

This Agreement and the apportionment contained are our best judgements of agency cost responsibilities.

<b>Signature</b>		<b>Signature</b>	
<b>Print Name</b>		<b>Print Name</b>	
<b>Agency</b>		<b>Agency</b>	
<b>Date</b>		<b>Date</b>	
<b>Phone #</b>		<b>Phone #</b>	



## Exhibit D – Guidelines and Methods:

The cost-share Agreement is entered into supplemental to the Local Cooperative Fire Protection Agreement (reference provision VIII-C) and is used to define and document the basis (method) and rationale for delineating costs on a multi-jurisdictional fire.

The following guidelines should be considered when executing a cost-share Agreement.

### General Guidelines:

1. Agency-specific costs are not shared.
2. Responsibilities for claims is outside the scope of the cost-share Agreement.
3. Rehabilitation costs are the responsibility of the jurisdictional agency.
4. The cost-share should include consideration of each agency's values at risk and policies.

Method 1: Costs can be shared proportionately based on acres burned.

Method 2: Costs between the agencies can be based on a summary of daily estimated incident costs and each agencies' proportionate share thereof. If this method is used, daily cost-shares should be properly documented by the Incident Commander. Aircraft and retardant should be on an actual use basis.

Method 3: Costs can be shared based upon how directly fireline resources are assigned on the incident. Aircraft and retardant should be on an actual use basis where such use can be identified. Support costs and direct costs that are difficult to separate are then shared proportionally to direct costs. This is the most equitable method and should be utilized on incidents when a Type I team is assigned.

**Direct Costs:** All costs associated with direct fireline/fireground and operations including aircraft, except helitankers and fixed-wing airtankers and their retardant, and incident support ordered by the incident prior to completion of the cost-share Agreement. Airtanker costs and associated retardant costs are direct costs but are normally calculated as a separate cost-share rate.

**Support Costs:** All other costs ordered by or for the incident but not defined as a direct cost. Indirect costs may include office support personnel, mobilization/demobilization centers, dispatching airbase operations, transportation from home base to camp and minor and major equipment repairs to incident assigned and damaged resources (except those costs included in equipment rental rates). Indirect costs can be shared proportionately with direct costs except where identified to be shared differently in the cost-share Agreement.

**Exhibit B**  
**OPERATING PLAN**  
**FOR COOPERATIVE FIRE PROTECTION AGREEMENT**  
**Between**  
**PLUMAS-EUREKA COMMUNITY SERVICES DISTRICT**  
**and**  
**U.S. FOREST SERVICE, PLUMAS NATIONAL FOREST**

**OPERATING PLAN**

The parties will meet annually to review the Operating Plan (OP) prior to the initiation of fire season. Any required changes to the OP will be documented by a modification to agreement XX-FI-11051100-XXX. The OP will include lists of principal personnel, dispatching procedures, and any other items identified in the Agreement as necessary for efficient implementation and use. The OP will become part of the Cooperative Fire Protection Agreement (CFPA) The OP commences as of the date of the last signature on the CFPA and will remain in effect until superseded by a new OP or upon expiration of the CFPA. On incidents, the Supporting Party shall furnish the Protecting Party, upon demand, a signed copy of the CFPA and current OP.

**MUTUAL AID RESPONSE PROCEDURES**

Mutual aid is the initial attack response by both The Department and U.S. Forest Service suppression resources that are identified in each Party's Emergency Command Center's run cards or computerized automated dispatch system (CAD). The Protecting Party will not be required to reimburse the Supporting Party for initial attack actions taking place in these areas within the first **4 hours** (as identified in the Agreement) following initial dispatch of suppression resources. All assistance beyond this "Mutual Aid" period will be reimbursable fire assistance. After the mutual aid period has been exceeded, reimbursable fire assistance will revert back to the original time of dispatch.

The U.S. Forest Service agrees to send a response to all wildland fires within the department's district as wildfire suppression on these lands are the responsibility of the U.S. Forest Service.

The Department agrees to send the following resources to the U.S. Forest Service as automatic aid to areas within the defined mutual aid zone (MAZ). The defined mutual aid zone is the entirety of the department's district.

The Department agrees to send the following resources to an initial attack response (minimum): **All resources available for initial response.**

When the department is at drawdown, resources dispatched may be modified.

Aircraft (fixed and rotary-winged) including pilot(s) shall always be reimbursable fire assistance, EXCEPT when the response is under a unified command and the fire threatens both local and federal jurisdictions. Fiscal responsibility for all aircraft will be determined by the ordering process, utilization and cost share agreements.

### **DESCRIPTION OF THE U.S. FOREST SERVICE DIRECT PROTECTION AREA (DPA)**

The U.S. Forest Service has the responsibility for prevention, protection and suppression of wildland fires on National Forest administered lands, and on adjacent or intermingled State and private forested lands as identified through the California Master Cooperative Wildland Fire Management and Stafford Act Response Agreement (CFMA).

The Department agrees to send resources to the U.S. Forest Service as automatic aid to areas within the defined mutual aid zone (MAZ) with no reimbursement for the first 4 hours.

**SEE EXHIBIT A**

### **DESCRIPTION OF THE DEPARTMENT'S DIRECT PROTECTION AREA (DPA)**

The Department has the responsibility for prevention, protection and suppression of structure and other non-wildland fires within the established fire district. The structures protected by the Department are intermingled and adjacent to lands protected by the U.S. Forest Service.

**SEE EXHIBIT A**

### **DESCRIPTION OF THE MUTUAL AID ZONE (MAZ)**

The Department is responsible for structures within the entirety of their fire district. The Department does not have any local responsibility area for wildfire. However, the Department agrees to send a response to wildfire incidents within their fire district boundary when they have resources available. The Department's fire district is adjacent and intermingled with U.S. Forest Service responsibility area. See exhibit A for the Department's MAZ/fire district boundary.

The Department may send resources past the identified MAZ/fire district boundary if an incident is determined to be a threat to the Department's interests.

### **CLOSEST FORCES**

The Department and the U.S. Forest Service agree to adopt the "closest forces" concept for initial attack. This philosophy dictates that the closest available resource regardless of ownership shall be utilized initially. The emphasis to get the closest available resources to respond to initial attack fires is in the best interest of both parties. This concept of "closest forces" will also be applied to ongoing incidents whenever there is a critical and immediate need for the protection of life and property. Beyond initial attack, the "closest forces" concept is modified and the protecting party will request the most appropriate resource to aid in the suppression of a wildfire.

## **SINGLE POINT ORDERING**

All requests for emergency assistance and incident support must be clear and precise and shall be processed and recorded through a single dispatching center identified by the incident commanders of both parties (unified command situation) and supported by order and request numbers. Any resources ordered outside of the unified ordering point (UOP) will be considered a voluntary contribution to the incident and will not seek reimbursement.

When ordering resources, it should be identified on the resource order under “special considerations,” when ordering for a specific agency mission need, even if/when going through another agency ordering point.

## **COMMUNICATIONS AND FREQUENCY MANAGEMENT**

The Parties agree to utilize the frequencies assigned by the emergency command centers for the management of the incident. This includes assigned command and tactical frequencies. In the case where the Parties’ administrative frequencies have not been assigned for those purposes, the use of those frequencies must be temporarily suspended. While away from the home geographic area and traveling to and from an incident, the Parties agree to suspend the use of their respective preassigned frequencies. These frequencies are licensed through the Federal Communications Commission for specific geographic areas and functions and are not to be used outside of those areas. Family recreational “walkie-talkie” type radios are prohibited from use while traveling to and from an incident or while on any federal incident.

## **SHARING FREQUENCIES**

The Department and the U.S. Forest Service authorizes the use of the following frequencies. These frequencies will be used for fire/emergency only within or adjacent to the Department’s fire district for non-wildfire incidents.

### **SEE APPENDIX I**

These frequencies will be used for fire/emergency only within or adjacent to the Department/U.S. Forest Service’s responsibility area.

### **SEE APPENDIX II**

## **OPERATIONAL & DUTY OFFICER CONTACTS**

### **DEPARTMENT DUTY OFFICER CONTACT**

Steven Munson, Fire Chief, (530)

### **U.S. FOREST SERVICE DUTY & LINE OFFICER CONTACT**

Martin Senter, Forest Fire Management Officer, (530) 927-9894

Vacant, Assistant Forest Fire Management Officer

Donald Fregulia, Beckwourth District Fire Management Officer, (530) 394-8075

Laura Schweitzer, Forest Supervisor, (971) 803-8835

### **CICCS/ICS QUALIFIED LIST**

A list of qualified personnel is maintained by the Department and/or the Department's command/dispatch center. The resources may be available on a reimbursable fire assistance basis depending on the Party's drawdown and commitment situation.

### **THE USE OF TRAINEES**

Both parties agree to the use of trainees when practical; however, the automatic dispatch of or use of trainees will not occur without prior approval of the hosting unit or incident commander.

### **STRUCTURE DEFENSE**

When the local agency's resources are exhausted and need to be augmented for structure defense, as determined and negotiated by the unified incident commanders in consultation with Agency Representative and Agency Administrator, the Federal Agency having DPA responsibility may bear the cost of the augmentation.

### **REIMBURSEMENT – PERSONNEL AND EQUIPMENT**

Reimbursement for personnel and equipment is detailed in the agreement under section VIII REIMBURSEMENT AND USE OF COOPERATIVE FIRE RESOURCES.

For reimbursement under the terms of this CFPA, all resource orders must be dispatched and processed by the PLUMAS NATIONAL FOREST Communication Center when not in unified command. Any request not dispatched or processed by this ECC will not be reimbursed under this local agreement.

The administrative rate for the U.S. Forest Service is published in the agency's annual program direction.

### **REIMBURSEMENT RATES AND METHODOLOGY (Aviation)**

#### **Federal excess Property Program (FEPP) Equipment**

Under the FEPP program, FEPP rates apply when federal property is loaned to the State Forester, who may place it with local fire departments to improve local fire programs. If this loaned

federal property is used on a U.S. Forest Service incident, the Department will only charge the U.S. Forest Service operating costs that include maintenance, fuel oil, etc. Charges may not include amortization, depreciation, replacement costs, modification start up costs, or related charges.

### **Aircraft**

Aircraft utilization will always be reimbursable fire assistance upon request from the U.S. Forest Service. Reimbursable fire assistance will be negotiated for aircraft utilization for mutual threat incidents. Flight and standby rates for aircraft will be developed, agreed to in advance, and published annually herein, utilizing the rates and/or methodology utilized by Cal Fire.

Reimbursable fire assistance rates and reimbursements for aircraft will be based on the following guidelines:

1. Fixed Wing

Reimbursements will be based on aircraft rate which includes pilot costs. The Air Tactical Group Supervisor (ATGS) will be itemized separately. ATGS standby rates will be determined based on personnel costs.

2. Helicopter

Reimbursement will be based on Cal Fire type 2 helicopter rate (same Cal Fire UH-1H Super-Huey specification and cost basis) which includes pilot costs. Helitack crew with helitender, fuel truck, and chase vehicle (e.g. 1 ton truck) will be itemized separately. Flight crew and crew carrying vehicle (CCV) will be itemized separately.

### **ITEMS NOT REIMBURSABLE**

The following items are not reimbursable in the execution of this agreement and are considered standard personal support supply/equipment.

- Laptop computers
- Incident position support kits
- Calculators
- Printers
- GPS units
- Cell phones (except as provided below)
- Personal telephone chargers
- Support items normally available in a supply unit (e.g. tents, sleeping bags, sleeping pads, watercoolers, etc.).

### **DURATION OF ASSIGNMENTS**

Consideration must be given to the health and safety of personnel when assigned to fires of long duration. It is agreed that duration of assignments is dictated by each party's policy. Extension of assignments beyond the supporting party's policy may be requested. It is the responsibility of the protecting party to request relief personnel in advance of the supporting party's policy time limit. The protecting party is further responsible for the transportation costs of moving personnel to the fire and returning those relieved back to their home stations. In all cases, the Department and U.S. Forest Service agree that their incident commanders will release suppression resources to their primary mission responsibilities as soon as priorities allow.

### **REST AND RECUPERATION**

The National Wildfire Coordinating Group (NWCG) establishes rest and recuperation (R & R) guidelines that govern R & R on all federal incidents. These guidelines may change throughout the year depending on fire activity and physical condition of fire resources. Department personnel assigned to a U.S. Forest Service incident may be given R & R during the incident, in which case the R & R is in pay status and charged against the incident. However, if the Department wishes to grant their personnel R & R upon their return to home, the R & R is not compensable under the terms of this agreement.

### **SELF CONTAINED BREATHING APPARATUS AIR BOTTLE SUPPORT**

The Department agrees to refill breathing apparatus bottles when requested by the U.S. Forest Service subject to compliance with all laws and policies pertaining to breathing apparatus.

### **NON-WILDFIRE INCIDENTS**

The Department has jurisdictional responsibility for all non-wildfire emergencies within its district even when these areas include U.S. Forest Service DPA. The only exceptions are for those emergency incidents under the jurisdiction of the California Highway Patrol, County Sheriff, California Department of Fish and Wildlife, and the U.S. Coast Guard. The U.S. Forest Service may respond to these incidents to assess the threat to U.S. Forest Service DPA, U.S. Forest Service land, assist the Department when requested, etc. It is agreed that the Department is the lead agency for non-wildfire emergencies and the U.S Forest Service is the assisting agency (except for emergencies led by the agencies listed above).

### **FIRE PREVENTION**

**Joint Press Releases:** The Department and the U.S. Forest Service may develop joint press releases on cooperative fire protection issues to ensure that interests of both parties are adequately addressed.

**Smokey Bear Program:** The parties will cooperate in the delivery of Smokey Bear programs, as necessary.

**Local Educational Programs:** The parties agree to cooperatively conduct local school and other fire prevention education programs, as necessary.

**Fire Prevention Signs:** Coordination and placement of fire prevention signs will be coordinated by both parties to prevent duplication of effort and sending mixed messages, as necessary. This is especially important for fire danger rating signs.

**Local Events:** Both parties agree to cooperatively conduct fire prevention programs at local community events, as necessary.

### **BURNING AND CAMPFIRE PERMITS**

All burn permits for privately owned land are issued and regulated by Cal Fire, regardless of DPA. Cal Fire communicates with the pertinent cooperating agencies regarding permits issued, planned burning, etc. Cal Fire also works in close coordination with landowners in regard to burning. The Forest Service and Cal Fire issue campfire permits. Burn permits and campfire permits may be obtained from Cal Fire at the following website:

<https://readyforwildfire.org/permits/>

### **NON-FIRE PROJECT USE OF RESOURCES**

Each of the parties may jointly conduct appropriate mutual interest projects. These projects may include but are not limited to hazardous fuels reduction (i.e. prescribed fire burn and prep, thinning, etc.). Any reimbursement will be governed in accordance with a supplemental project agreement signed by each party prior to the start of the project.

### **FACILITIES**

The parties agree to coordinate the sharing of facilities, as needed for short duration planned events (i.e. training courses, meetings, conferences, etc.). Facilities may also be utilized for unplanned events, such as wildfire. A separate land use agreement, cost share agreement, etc. may occur for use of these facilities during unplanned events.

### **WILDLAND FIRE DECISION SUPPORT SYSTEM (WFDSS)**

U.S. Forest Service policy requires the use of the “Wildland Fire Decision Support System” (WFDSS) for all fires on or threatening U.S. Forest Service administered lands that have escaped initial attack. In unified command situations, the U.S. Forest Service will include the Department’s input into the development of control objectives, strategy and priorities.

### **TRAINING**

The parties agree to coordinate and inform one another of local training opportunities. This includes extending invitations to pertinent local training courses that each party may host. The parties may work together to form and maintain cadres for specific local courses, as necessary.

**REPAIR OF SUPPRESSION ACTIVITY DAMAGE**

Repair of suppression related activity damage (e.g. spreading of dozer berms, installation of water bars, minor road repairs, minor fence repair, etc.) will normally be done by the party with direct protection responsibility for the fire as an integral part of overhaul/mop-up. Any rehabilitation beyond this level may be the responsibility of the landowner.

**MAPS TO SUPPORT ANNUAL OPERATING PLANS**

On an as needed basis, maps to support this OP will become attachments to the OP as Exhibit A through a modification to the CFPA. These may include the DPA boundary, fire protection facilities by party and location, pre-planned mutual aid initial attack response areas, mutual aid move up and cover facilities, or special management considerations.

**APPENDIX I**

**BECKWOURTH PEAK FIRE PROTECTION DISTRICT FREQUENCY ASSIGNMENTS**

The Department agrees to authorize use by the U.S. Forest Service of the following frequencies:

Function	Name	RX Freq.	RX Tone	TX Freq.	TX Tone	Remarks
Command	PLU CO Fire	155.08500	None	158.95500	Any	
Tactical	PLU Tac 14	153.86000	None	153.86000	None	Primary
Tactical	VFIRE 21	154.28000	None	154.28000	6	Alternate
Tactical	VFIRE 22	15426500	None	15426500	6	Alternate

Tone Guard	1	110.9	Stover Mtn.
	2	123.0	Red Hill
	3	131.8	Dyer Mtn.
	4	136.5	Mt. Hough
	5	146.2	Beckwourth Peak
	6	156.7	Claremont
	7	167.9	Mills Peak
	8	103.5	N/A
	9	100.0	N/A
	10	107.2	N/A
	11	114.8	N/A

	12	127.3	N/A
	13	141.3	N/A
	14	151.4	N/A
	15	162.2	N/A
	16	192.8	N/A

## APPENDIX II

### PLUMAS NATIONAL FOREST FREQUENCY ASSIGNMENTS

The U.S. Forest Service agrees to authorize use by the Department of the following frequencies:

Function	Name	RX Freq.	RX Tone	TX Freq.	TX Tone	Remarks
Command	Forest Net	170.5500	None	164.8750	Any	Primary
Command	Admin Net	171.4250	None	163.1625	Any	Alternate
Tactical	R5 Tac 4	166.5500	None	166.5500	None	Primary
Tactical	R5 Tac 5	167.1125	None	167.1125	None	Alternate
Tactical	R5 Tac 7	167.9625	None	167.9625	None	Alternate
Air to Ground	Air/Ground 14	167.5000	None	167.5000	None	Primary
Air to Ground	Air/Ground 59	169.1125	None	169.1125	None	Alternate

Most common transmit tones for the Department's district/area/DPA are 4, 8 and 7.

	1	110.9	Black Mountain
	2	123.0	Sage Mountain
	3	131.8	Thompson Peak
	4	136.5	Mills Peak
	5	146.2	Kettle Rock

Tone Guard	6	156.7	Mt. Hough
	7	167.9	Dixie Mountain
	8	103.5	Claremont
	9	100.0	Bloomer
	10	107.2	Big Bar
	11	114.8	Sunset
	12	127.3	Pike County
	13	141.3	Lexington
	14	151.4	Red Hill
	15	162.2	Grizzly
	16	192.8	N/A

**Gina-Marie Morris**

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**From:** Steve Munsen  
**Sent:** Monday, February 2, 2026 3:43 PM  
**To:** Gina-Marie Morris; Jamar Tate  
**Subject:** Washer / Dryer FEMA Grant

This is what I'm thinking of ordering on the Grant.

Steve Munsen  
Fire Chief  
Plumas Eureka FD  
(408) 309-0525



**Circul-Air V511 Express 2 Gear Drying Cabinet**Empty heading

Item #: V511 CIRCUL-AIR

\$6,174.28

**On Backorder**

**Circul-Air Pro Express Soft Mount Extractor**Empty heading

Item #: CACSM-22-PRO CIRCUL-AIR

**On Backorder**

**Size:**

22 lbs.

\$5,874.75

**Oversized Product - additional shipping charges apply**

**Ready Rack Proximity Pant Hanger**Empty heading

Item #: PPH-12 GROVES

**On Backorder**

\$24.00

**Made in the USA**

**Groves Ready Rack Flat Dry Hanger**Empty heading

Item #: FDH GROVES

**In Stock**

\$15.00

**Made in the USA**

- **Subtotal:** \$12,127.03
- **Shipping:** **Add Info**
- **Tax:** \$1,212.71
- **Promotion Code:** **Add Coupon**
- **Grand total:** **\$13,339.74**

# Chief Munsen's Request to Increase Approved Funding for ¾-Ton Truck Purchase

The Board previously approved \$30,000 for the purchase of a ¾-ton truck. After further review, I am requesting that this amount be increased to **\$70,000**.

This revised estimate reflects current market pricing and the operational needs of the district:

- **\$50,000** for the purchase of a reliable ¾-ton truck suitable for district use
- **\$20,000** for necessary outfitting, including emergency lighting, siren, radios, and a camper shell

This vehicle will serve as the Fire Chief's primary unit for both district business and authorized personal use. In addition, it will be deployed for use by Overhead personnel assigned to wildland fire incidents, ensuring the district can meet operational demands safely and effectively.

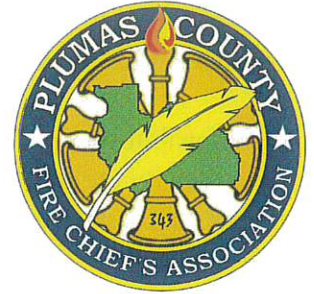
## **The Wildland Reserve Fund will be impacted by:**

- A **one-time \$70,000** expenditure for the purchase and outfitting of the new ¾-ton truck

In 2025, the district received **\$95,000** in equipment and administrative reimbursements from OES. With more Overhead personnel expected to join the department, this revenue stream is likely to increase.

In summary, the Wildland Fund currently holds **\$300,000**. After the truck purchase, the balance would be approximately **\$230,000**.

# Plumas County Fire Chiefs Association



TO: PCFCA CHIEFS

FROM: JACK ROSEVEAR, TREASURER

DATE: JANUARY 26, 2026

RE: ADMINISTRATIVE ASSISTANT POSITION (WILDLAND SPECIALIST)

Chiefs,

This proposal is to request the Chief's Association financial support for the specialty position of Administrative Assistant-Wildland Specialist. The position will be a year-round employee of the Beckwourth Peak Fire District with primary funding from the Peninsula Fire District and Beckwourth Peak Fire District. The position will offer a variety of specialized services, including payroll preparation and weekly support for the Peninsula FD, Beckwourth Peak FD invoicing of the Plumas NF for responses and coverage in the PNF, creating/processing resource orders/support for IMT deployments, IQS (Incident Qualification System) & IROC (Interagency Resource Ordering Capability) database management, assisting departments with the new OES requirement to enter firefighter qualification information into the IQS system, assisting with support of training classes, providing support with the OES MARS and FAST systems, etc.

We have experienced increasing requirements regarding the documentation of firefighter training credentials for deployment, red card issuance, CICCIS review and the documentation necessary to deploy to fires or prepositions. This position is intended to provide administrative support and guidance to all Plumas County Fire Departments. The technical requirements and continual rule changes make this position necessary for the Plumas County fire service.

Attached is the job description for the position, which outlines objectives for the position and duties involved. There is quite a bit of experience and skill necessary to perform the job successfully. The position and authority to hire will be considered and decided at the Beckwourth Peak Fire Board meeting on Wednesday evening, February 4, 2026. If approved, the position would be posted for interested people. Applications would be considered and interviews given, with the goal of having a successful candidate starting May 4, 2026. The first task of the new Administrative Assistant would be to transition all qualified fire personnel in Plumas County from the IROC system to the OES required IQS system. The transition requires server access to the IQS system. The Plumas County Operational Area will be using Peninsula FD's server, which has been in operation, supporting the IMT taken over from Chester FD. Thank you to Chief Bob Gray for granting permission for all of us to use their server to comply with the new requirements. IQS access will only be through the new Administrative Assistant position and the approved back-up person, to maintain consistency and security.

The request of the Chiefs is to consider the value of the position, in support of all Plumas County fire agencies and to decide upon (at the upcoming 1/31 Chiefs meeting) an annual financial contribution towards the position partnership with Peninsula and Beckwourth Peak FDs. The suggested annual contribution amount is 10% of

the position cost, or \$6,000. I am not sure that amount is affordable for the Chiefs Association, this year, but will leave it to the membership to discuss and decide what is appropriate.

The contribution by the Chiefs Association would cover all support detailed above, except for IMT personnel sponsored by the individual departments. Peninsula is already funding more than half of the position, to support their team members. Any department utilizing the Assistant for IMT processing for incidents would be an additional service billed directly to the district at a rate of \$30 per hour.

Thank you for your consideration.



## Administrative Assistant (Part Time- 32 hours) WILDLAND ADMINISTRATIVE SPECIALIST

### I. Description

Under the direction of the Fire Chief and in line with the mission and goals of the Beckwourth Peak Fire Protection District to deliver fire and rescue services to the residents and commercial entities that operate in the District Boundaries, the Administrative Assistant;

- a) Is responsible for ensuring the efficient and orderly day-to-day operations of the District office with minimal supervision.
- b) Assess, identify, develop, and implement measures to provide efficient delivery of administrative services to the District Board, Staff and the Public.
- c) Works closely with the Fire Chief, accounting consultant, and auditor.
- d) Performs a variety of duties relating to the resolution of customer problems, provides information requested by customers and other members of the public having an interest in District affairs; in some instances, refers issues to the Fire Chief and staff.
- e) Assists the Board President and Fire Chief with preparing and posting agendas, transcription and editing of minutes, prepares drafts of agenda items requiring action by the Board, gives information to organizations, employees, customers and the general public regarding District matters, prepares correspondence and maintains files on official actions.
- f) Works to build a consensus among District personnel, through an exchange of ideas and facts, to facilitate the successful implementation of administrative operations.
- g) Provides coordination and acts as an administrative liaison among vendors, employees, and volunteers.
- h) Assists the Fire Chief with the solicitation coordination and evaluation of bids/quotes necessary for Fire District contracts, materials, supplies, equipment, etc.
- i) Effectively works as a member of a problem-solving team to resolve, within set time schedules, a variety of accounting and administrative tasks.
- j) Works independently with minimal supervision.
- k) Provides administrative backup support to the current BPFDP Administrative Assistant, as needed.
- l) Assists other Fire Districts with specific administrative duties as assigned.
- m) May work at remote locations or from home, as needed. Work hours are variable.

## II. Specific Duties

Under the direction of the Fire Chief, job duties include but are not limited to the following:

- Responds to requests for information from Board members, staff, consultants, constituents, property owners, vendors, and the general public as they pertain to District activities and responsibilities.
- Coordinates day-to-day office administrative operations.
- Operation and maintenance of the Quick Books program.
- Operation of personnel scheduling software.
- Maintains and updates the BPPFD website.
- Creates, maintains, and updates the office procedures manual.
- Maintains and regularly backs up District computer files.
- Maintains District administrative office filing system.
- Picks up and processes District mail and attends to email and telephone calls and/or directs inquiries to appropriate District personnel.
- Responds to phone calls relating to District services and coordinates, in consultation with the Fire Chief, assistance, as needed.
- Prepares and codes invoices for payment.
- Posts District Board meeting agendas.
- Updates District website as needed.
- Manages DMV registration and titles of District vehicles.
- Prepares memos and letters for the Fire Chief, as needed.
- Distributes District communications to property owners and partner agencies.
- Assists with administration of Lexipol and Target Solutions programs.
- Maintains District office supplies.
- Assists with preparation of operational reports and correspondence, as necessary.
- Interface with County officials and database consultants to manage special fire assessment tax assessment program and database.
- Assists in preparation and submittal of the annual Fire Parcel Tax Assessment Roll report for Plumas County. Coordinates any exemption requests with the Fire Chief.
- Tracks District operational finances, issuing payroll and vendor payments.
- Uses QuickBooks program, to track finances, reconcile accounts, manage deposits, and generate financial reports.
- Maintains access, training and record keeping responsibilities for Firefighter qualifications in the database systems known as IROC and IQS.
- Creates and tracks official resource orders in IROC for firefighter deployments in the Plumas National Forest, Plumas County and out of county assignments for fire crews operating fire engines, water tenders and individual deployment assignments, including Incident Management Team personnel. Serve as a dispatcher for prepositions and deployment assignments. Assists with logistics coordination for resources responding to an incident
- Assists with training class administrative duties, such as attendance sign-up, fee collection and course completion certificates.
- Coordinates time records and preparation of invoices for the contractual agreement with the Plumas National Forest to respond to incidents and assist with Forest fire protection coverage.

- Assists with the organization and distribution of documentation materials for the Plumas County CICCIS Committee responsible for validation of training requirements for incident management and specialty position personnel.
- Prepares invoice information into the OES MARS system for incident reimbursement. Maintains up to date information in the MARS system, such as salary surveys and other required information.

### III. Required/desired Qualifications

High school diploma, or equivalent, with at least two years of directly related office experience; proficiency in computer skills including MS Word and MS Excel; ability to use office equipment; proficient writing skills and the ability to communicate with a variety of people including District personnel and the general public. Experience in QuickBooks financial management program..

Experience in an administrative or clerical role for a public agency and knowledge of laws and regulations governing special districts is desired.

Knowledge of the State of California Brown Act to ensure compliance within the District.

Position requires a high level of concentration, attention to detail and strong writing skills necessary to produce reports, correspondence, and documents. The ability to work independently, provide self-direction and exercise good judgment is required.

Knowledge of the IQS, IROC and MARS database systems for firefighter qualifications and incident reimbursement. Knowledge of creating invoices for incidents and staffing within the USFS National Forests.

Knowledge of fire service organization and management related to wildland incident tracking and expense reimbursement.

Must possess a California driver's license and have a satisfactory driving record.

### IV. Physical Demands

Sitting, standing, twisting, close vision; occasionally lifting up to 25lbs; use of hands and fingers to handle or feel objects, tools or controls. Almost always works indoors in temperature-controlled environment.

### V. Marginal Duties

Other related duties may be directed or assigned.

### VI. Other

- This is a non-exempt position subject to the Fair Labor Standards Act (FLSA).
- This position is negotiable as either part time or full time, dependent on the applicant's needs, qualifications, and experience.
- A part time position equates to 32 hours per week (four 8-hour days). A full-time position equates to 40 hours per week, either four 10-hour days or five 8-hour days.

- The position will be paid on an hourly basis using bi-weekly payroll.
- Offer of employment may require a physical examination, a background check, and drug screening in compliance with District policies.

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential job functions.*

**Note: This job description is subject to change and may not encompass all duties related to the position.**

# **Plumas Eureka Community Services District**

## **Plumas Eureka Fire Department**



## **Standard Operating Guidelines**

**March 2021**

# Plumas Eureka Fire Department

## Standard Operating Guidelines

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# Plumas Eureka Fire Department

## STANDARD OPERATING GUIDELINES

### ***Our Mission: What We Do***

***“We are a rural volunteer fire department protecting and serving the Plumas Eureka Estates community and neighbors with volunteer fire protection, EMS, and rescue services.”***

### ***Our Values: What We Believe In and How We Behave***

***Safety & Training:*** We make safety and providing high-quality training our top priorities. We value safety in daily operations and emergencies. We seek grants, secure funds, and donations to help secure the proper training and equipment needed, including appropriate personal protective equipment.

***Prevention & Public Education:*** We value fire and life safety prevention programs; we lead and support related activities. We help educate the public and community leaders.

***Mutual Support:*** We value trust, respect, and honesty. We are professional in everything we do. We help each other through our mutual and automatic aid programs. We are striving for smooth and seamless interoperability in County emergency services to benefit all.

***Customer Service:*** We treat our volunteers with respect and dignity and value professionalism. This leads to the same behaviors in the field with our customers and community in non-emergency and emergency situations.

***Knowledgeable & Resourceful:*** We maintain awareness of the current best practices in our industry and take advantage of the many resources available to us to help succeed.

***Positive Change:*** We strive to be effective through continuous improvement rather than complaining. We lead through example and encourage teamwork and cooperation. We are thoughtful in all we do.

## **Section 100: Philosophy**

- (a) Reasonable guidelines are necessary for the proper operation of any organization. These guidelines are standardized in a workable, readable format available to all members of the organization.
- (b) Knowledge of these guidelines and procedures by Plumas Eureka Fire Department (PEFD) members are essential for the maintenance of discipline and the development of teamwork and morale.
- (c) The procedures and regulations contained within these Standard Operating Guidelines (SOG's) are intended to be reasonable and workable guidelines intended to promote safe and effective operations.
- (d) Periodic review and revision of guidelines and operational procedures, as necessary, has been incorporated as part of this manual.
- (e) These SOGs cannot be expected to provide a solution to every circumstance or problem that may arise in an organization. Emergency service operations require flexibility. It is expected, however, that all PEFD members strive to perform duties within the scope of these guidelines while performing assigned operational and administrative duties.
- (f) The existence of these written guidelines is not intended to limit any member in the exercise of judgment and initiative in taking action a reasonable person would take in extraordinary situations that may arise in the fire service. Much by necessity must be left to the situational decisions made during incidents, supported by training and education. [Such discretion shall be exercised consistent with District policies, Board-adopted resolutions, and applicable law.]

### **Section 100.01: Creation of Standard Operating Guidelines**

- (a) This Standard Operating Guidelines Manual will be provided to all members of PEFD and will be maintained by the Fire Chief and submitted for review and adoption by the Plumas Eureka Community Services District Board of Directors in accordance with District procedures.
- (b) SOG's will be developed within these guidelines. New and modified SOG's will be distributed to members in a timely manner and documented in the member's training or administrative record, as applicable..
- (c) SOG's describe what is expected of personnel in various situations. Deviations from SOG's must be reviewed by the member's immediate supervisor at the earliest opportunity following the occurrence and may require a verbal or written explanation for operational review purposes.
- (d) A Standard Operating Guideline becomes effective only upon formal adoption by the

Board of Directors, unless otherwise authorized by Board-adopted policy or resolution.

- (e)** SOG's are continually reviewed for their applicability and accuracy.
- (f)** When a SOG is issued that updates an existing SOG, the earlier guideline becomes superseded and should not be used.

## **Section 200: Membership**

All members must be 18 years of age, possess a valid Class C driver's license issued by CA DMV, maintain a good driving record and complete an entry level medical examination as required by Board-adopted policy. Any residence or availability requirements shall be established in accordance with Board-adopted policy.

### **Section 200.01: Duties**

It shall be the duty of all PEFD personnel to adhere to the rules, regulations, SOGS, oral and written orders; to respond promptly to page outs when available, to attend training sessions, and conduct themselves in accordance with established practices described in this document.

### **Section 200.02: Safety**

Emergency operations sometimes require that personnel perform in a situation that poses significant risk. These safety procedures are meant to provide a framework to reduce risk when en route to emergency incidents. Command is responsible for safety at all incidents.

All members are required to follow these general safety guidelines. These guidelines have been established in order to provide a safe working environment.

#### **General Safety Guidelines**

- 1) Observe and obey every rule, regulation, and order necessary for the safe conduct of work.
- 2) Report all injuries to the Fire Chief no matter how slight. Prompt medical attention will be provided; remember to fill out an "Workers' Compensation Claim Form" to start the claims process.
- 3) Horseplay, fighting, and any other action that has a negative impact on the safety or well-being of members is prohibited.
- 4) Receive safety instruction through orientation, training, and "safety" meetings.
- 5) Be familiar with and practice all of the safety requirements associated with your job.
- 6) Report all unsafe acts and unsafe conditions to your Captain or Fire Chief immediately.

- 7) Report to work as refreshed, alert, and ready to work as is practically possible. Work safely, and responsibly.
- 8) If you are under the influence of alcohol, drugs, or other controlled substances, you are not allowed to participate in emergency operations. If an individual is found to be under the influence of these substances while on duty, the individual may be removed from emergency operations pending review.
- 9) Use all appropriate and required safety equipment.
- 10) Only wear clothing that is appropriate for the job. Large rings, necklaces, and loose frayed clothing are not appropriate when working.
- 11) Keep all safety guards and devices in place and in proper working condition. Defeating any guard or safety device may result in restriction from response activities and referral for review in accordance with District policy.
- 12) Use the right tool for the job. "Cheaters" and other tool modifications are not permitted, since they could fail and cause an injury.
- 13) Keep tools in good condition.
- 14) Keep the work area clean, neat, and orderly.
- 15) To prevent strains, use the stronger leg muscles rather than the back, as this increases strength and control.
- 16) Perform only work that has been authorized to be done.
- 17) Do not expose yourself to a known hazard without obtaining the necessary safety equipment and instruction needed to perform that job safely.
- 18) Assist co-workers who are less experienced when appropriate.
- 19) When in doubt, ask questions first. Members will not be reprimanded for being safe. Use good judgment at all times when at work.
- 20) Contribute to the safety program through sharing observations and making suggestions.

## **Firefighting Safety Specifics:**

### **(a) Personal Protective Equipment (PPE):**

All personnel shall, when on scene of any call, wear PPE provided by PEFD as appropriate for the type of emergency involved. This include:

- Appropriate structural firefighting turnouts
- Helmet with chin strap and eye protection
- approved structural or wildland boots
- approved structural or wildland gloves
- Nomex or PBI hood for structural firefighting
- Self-contained breathing apparatus
- Wildland PPE
- Emergency Medical Services PPE
- Eye protection
- Hearing protection

Firefighters shall don protective clothing before boarding apparatus. The donning of protective clothing while en route to incidents is not recommended. The Company Officer of each apparatus shall ensure that all responding firefighters are wearing proper PPE prior to leaving the fire station. It is the responsibility of every member of PEFD to assure that proper PPE is worn at all times:  
Structure Fires, Motor Vehicle Accidents – Full structural PPE required.  
Wildland Fires – Full wildland issued PPE required with proper boots.  
Medical Calls – EMS jumpsuits, wildland gear or structural turnouts.

### **(b) Self-Contained Breathing Apparatus (SCBA):**

All firefighters shall wear SCBA when in an atmosphere where combustion has occurred; in potentially contaminated atmospheres; oxygen deficient environments; or when directed by command. A Rapid intervention Crew (RIC) shall be established on all incidents where an Immediate Danger to Life and Health (IDLH) atmosphere is present. Command may not order the removal of SCBA unless it is proven that a safe environment is present. Testing the air with monitoring equipment to assure safe levels are present completes this.

Fit testing for SCBA masks is mandatory and is done on an annual basis by an approved fit test method per OSHA approved guidelines. There are several certified fit testers within our local Fire Districts who perform the testing. All testing results shall be placed in each member's training or medical record, as applicable.

SCBA's may only be removed when a) the firefighter has exited the IDLH, or when the area has been tested with a CO gas detector to confirm it is safe to do so.

### **(c) SCBA Personal Alert Safety System (PASS):**

If you are in an emergency situation and you become lost or disoriented, activate your PASS alarm on your SCBA. Stay calm, stay in same location if possible and initiate radio communication, as soon as your PASS device is activated. All

Personnel shall assemble for accountability. The incident shall go into rescue mode and standard search and rescue pattern shall begin.

**(d) Emergency Apparatus Response:**

PEFD apparatus shall at all times be operated in a safe manner. Visible and audible emergency equipment must be operating while the vehicle is responding Code 3. The driver of the apparatus is responsible for maintaining effective control of the vehicle at all times, and must obey all California Vehicle Code emergency response regulations at all times.

All emergency vehicles shall stop for school buses displaying flashing lights for children boarding or exiting. Apparatus that enter an intersection must come to a complete stop when mandated. A minimum distance of 300 feet should be maintained between emergency vehicles at all times during response.

Seat belts shall be worn at all times when the vehicle is in motion. Personnel shall not stand on moving apparatus at any time, such as on the tailboard, jump seat areas, upper deck or sideboards.

**(e) Driving Personal Owned Vehicles (POV):**

When driving your POV to the Fire Station or scene, all traffic laws must be obeyed. Remember that you can't help anyone unless you arrive safely. Do not drive your POV to the incident scene, unless the Incident Commander requests you to.

**(f) Power Equipment:**

When operating power equipment such as saws, extrication tools, or air bags, full PPE shall be worn. Ear and eye protection are required. The manufacturer's safety procedures shall be followed at all times. Power saws should not be operated above the waist without a spotter. Only trained personnel shall operate power equipment.

**(g) Fire Station Safety:**

There are many safety concerns around a fire station. Personnel should be aware of possible fall and slippage hazards from water, oil, and other apparatus leakage. Personnel should also be aware of open compartments, hanging lines and hoses. Pressurized air or oxygen bottles are also a concern if dropped, leaking, or otherwise damaged. There is a risk of possible explosion if mixed with the wrong environment. Please be careful and report any concerns to your immediate supervisor or Officer.

**(h) Fire Hose lines Safety:**

Hose lines can be very dangerous if over-pressured. For safety purposes, the engine operator's panel pressure relief valves should generally be set at 150 psi. Hose lines for interior attack purposes should begin at 125 psi, and interior crews can adjust the pressure as needed. No interior attacks will be made unless following the 2 In/2 out Safety guidelines.

Appliance pressure should not be above 200 psi (125 psi for wildland hose), without notifying the officer in charge.

Hose lines are tested to 250 psi, and that pressure shall not be exceeded. At operating pressure greater than 150 psi, valves and nozzles should be operated slowly. Fire hose testing shall be performed and documented as needed.

**I) Heat Stress Policy:**

This is to provide guidelines to PEFD staff for working safely in high heat conditions. Working safely is intended to mean the control of risk of occurrence of heat illness.

When the body becomes overheated and loses the ability to cool itself, serious injury and sickness, up to and including, death may result. Use of fire or chemical protective traps heat and may worsen the body's ability to cool itself. Also, working in high heat conditions and/or near fire or other heat sources may increase the heat load and the body's ability to cool itself. These situations may be encountered during emergency incidents and or training or any other activity.

All PEFD staff (collectively named as "members") shall comply with the following procedures when working in high heat conditions:

- 1) Members will have access to potable water in sufficient quantities for each member to consume one quart per hour for entire operational or work period.
- 2) Members will have access to shade in order to prevent heat illness or to rest if a preventative recovery period (rehab.) is needed. The shade shall be in an open-air area or provided with ventilation or cooling.
- 3) Members working in an Immediate Danger to Life or Health (IDLH) atmosphere will report to a rehabilitation station for a 15 minute rest, rehydration, vital sign check and medical evaluation period by the rehab team. The Rehab team is defined as a temporary first-aid station staffed by medical personnel.
- 4) All members shall be trained in the recognition and prevention of heat illness. The member training shall include:
  - a) Environmental and personal risk factors for heat illness. Personal risk factors for heat illness mean factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological response to heat;
  - b) Employer's requirements for complying with standard;
  - c) The importance of frequent consumption of small quantities of water, up to four cups per hour, when the working environment is hot and members are likely to be sweating more than usual in the performance of their duties;
  - d) The importance of acclimatization. This means the temporary adaption of the body to work in the heat that occurs gradually when a person is

- exposed to it. Acclimation peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat;
- e) The different types of heat illness and the common signs and symptoms of heat illness;
  - f) Members need to immediately report to the employer directly or through the member's supervisor, signs or symptoms of heat illness in themselves, or in co-workers;
  - g) The employers procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary;
  - h) The employers procedures for contacting emergency medical services, and if necessary, for transporting members to a point where they can be reached by an emergency medical provider.
  - i) Supervisor training will be provided on the following topics:
    - 1. The information required to be provided to the members as stated above;
    - 2. The procedures the supervisor is to follow to implement the applicable provision of this safety program;
    - 3. The procedures the supervisor is to follow when a member exhibits symptoms consistent with possible heat illness, Including emergency response procedures.

Procedures:

- 1. Drinking Water:
  - a. PEFD Officers and Engineers shall maintain enough drinking water on their apparatus to provide for the first four hours of work plus sufficient travel time for support staff.
  - b. PEFD support staff may be requested to respond to an emergency scene to supply members with water and other rehabilitation services.
  - c. Frequent drinking of water shall be encouraged.
- 2. Seek Shade if operations are during sunlight hours:
  - a. Whenever possible, emergency operations shall utilize existing shaded area for set up and rehabilitation area.
  - b. A tarp, awning, canopy, or other device may be erected or positioned to provide shade in the rehabilitation area.
- 3. Response to Symptoms:
  - a. Muscle cramps are an early warning sign or first stage of heat-related illness:
    - 1. Stop activity and rest.
    - 2. Drink water.
    - 3. Stretch muscles.
  - b. Heat exhaustion, the second stage of heat-related illness, may include the following symptoms: cool, moist, pale skin, headache, dizziness and/or weakness (exhaustion), nausea, change in skin temperature or a combination of these. Take the following actions

should these symptoms occur:

1. Get person to a cool/shaded place.
2. Drink water.
3. Remove or loosen tight clothing.
4. Apply cool, wet cloths such as towels or sheets.
5. Watch closely for worsening symptoms and seek medical treatment.
6. Notify on scene paramedic/EMT as soon as possible.

C. Heat strokes, unlike heat exhaustion, strikes suddenly, with little warning. When the body's cooling system fails, the body temperature rises fast. Heat Stroke is a life-threatening situation. Symptoms of heat stroke may include: vomiting, decrease level of alertness or complete loss of consciousness, high body temperature (104 degrees F or higher), skin may still be moist or victim may stop sweating and skin may be red, hot, and dry, rapid or weak pulse, rapid shallow breathing confusion, hallucinations, loss of consciousness and convulsions. In the event of these symptoms:

1. Move the person to a cooler/shaded place.
2. Quickly cool the body.
3. Remove clothing.
4. Apply cool, wet towels or sheets.
5. Apply ice or cold packs, wrapped in cloth, to the wrists and ankles, in the armpits and on the neck to cool large blood vessels.
6. Watch for signs of breathing problems and keep the airway clear.
7. Provide CPR if indicated.
8. Keep the person lying flat.
9. Notify on scene Paramedic/EMT as soon as possible.
10. Transport to Hospital for medical care.

4. Contacting Emergency Medical Services:

- a. Contact on scene Paramedic/EMT via face to face or the incident Tactical channel.
- b. Ambulance services should be summoned via Fire Control dispatch during emergency response work or on fire drills.
- c. The 911 emergency phone system or Fire Control Dispatch may be used at any time.

5. Report all injuries or hazards to the IC so that the illness is documented and follow up is initiated.

**References**

California Code of Regulations, Title 8, section 3395 Heat Illness Prevention.  
[www.norcalems.org](http://www.norcalems.org), [www.osha.gov](http://www.osha.gov)

## **Section 201: Infection Control**

With the risk presented by infectious disease, PEFD personnel are required to follow infection control guidelines to ensure member safety.

### **Section 201.01: Body Substance Precautions/Blood borne Pathogens**

**Policy** the intent of the Exposure Control Plan for Blood borne Pathogens (BBP Program) is to promote safe work practices and to provide an environment that minimizes the incidents of illness and injury related to occupational exposure to blood borne pathogens. The objective of this plan is two-fold:

1. To protect our members from the health hazards associated with blood borne pathogens.
2. To provide appropriate treatment and counseling should a member be exposed to blood borne pathogens.

The Plumas Eureka Fire Department (PEFD) BBP Program shall be accessible to all members and shall be reviewed and updated whenever necessary as follows:

1. To reflect new or modified tasks and procedures that affect occupational exposures;
2. To reflect progress in implementing the use of needleless systems and sharps with engineered sharps injury protection;
3. To include new or revised member positions with occupational exposures;
4. To review and evaluate the exposure incidents that occurred since the previous update;
5. To review and respond to information indicating that the BBP Program is deficient in any area.

PEFD has established this written BBP Program in accordance with Title 8, California Code of Regulations (CCR), Section 5193, of the General Industry Safety Orders. This BBP Program includes the following elements:

- Responsibility
- Exposure Determination
- Methods of Compliance
- Hepatitis B Vaccination
- Post Exposure Evaluation and Follow-up
- Communication of Hazards
- Information and Training
- Record Keeping

## **Responsibilities**

### **Board of Directors**

The Plumas Eureka Community Services District (PECSD) Board has the ultimate responsibility and authority to:

- Review the BBP Program.
- Approve budget to appropriately implement BBP Program elements.

### **Fire Chief**

The Fire Chief has the responsibility to:

- Act as liaison between the day-to-day operations of the BBP Program and the Board by providing periodic updates of BBP Program activity at Board meetings
- Allocate resources to appropriately implement BBP Program elements
- Ensure the BBP Program is updated annually
- Ensure compliance with the BBP Program requirements outlined below.

### **BBP Program Administrator**

The PEFD Fire Chief is the designated BBP Program Administrator and has the responsibility to:

- Assist Company Officers to monitor for compliance with the BBP Program.
- Ensure that all firefighters are provided training and offered hepatitis B (HBV) vaccinations before performing EMS duties unless they have signed the declination form.
- Coordinate an agreement with an occupational health clinic or hospital to provide HBV vaccinations and post-exposure follow-up.
- Maintain HBV vaccination records in member's confidential medical file.
- Coordinate the initial and annual training for all members covered by the District's BBP Program.
- Ensure the health care professional's written opinion is provided to members receiving post exposure follow-up.
- Maintain records relative to post-exposure follow-up.
- Review and update the BBP Program annually.

### **Chief and Company Officers**

The Chief and Company Officers have the responsibility to:

- Enforce the Fire District's BBP Program.
- Participate in safety committees as appropriate and provide input to the BBP Program Administrator.  
Ensure unsafe conditions and practices are corrected.  
Ensure all personnel under their direct command know, understand, and

follow established safety guidelines.  
Correct unsafe conditions and practices.

- Monitor their firefighters to ensure compliance with the BBP Program, including ensuring an adequate supply of personal protective equipment (PPE) is available and used appropriately.
- Ensure firefighters attend initial and annual training sessions
- Ensure prompt medical treatment is provided for all member exposures within their command.
- Attempt to secure the sample of the source individual for post exposure testing.
- Incorporate member compliance into the performance evaluation process.

### **Firefighters**

As with all of our activities, our members have the most important role in our BBP Program. Firefighter's responsibilities include, but are not limited to:

- Knowing which tasks performed have occupational exposure risks.
- Attending annual blood borne pathogens training sessions.
- Complying with safe work practices, including notifying immediate supervisors when safety concerns arise.
- Participating in the review and updating of the BBP Program with respect to the procedures performed.
- Using good personal hygiene habits.
- Notifying the Company Officer immediately in the event of an exposure.

#### 1) Exposure Determination

Occupational exposure means reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials (OPIM) that may result from the performance of a member's's duties. OPIM include semen, vaginal secretions, cerebrospinal, synovial, pleural, pericardial, peritoneal, and amniotic fluids, saliva in dental procedures and anybody fluid, identified or not, that is visibly contaminated with blood. Identification of exposure situations members s may encounter have been categorized as follows:

### **Category I (ALL)**

Job classifications in which **ALL** members s have potential occupational exposures to blood borne pathogens. PEFD has the following job classifications where all members s have potential exposure to BBP in the course of service.

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MEDICAL AID CALLS

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MOTOR VEHICLE COLLISIONS

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The following is a list of tasks and procedures in which occupational exposure occurs to Category I and some Category 2 members s:

Task/Procedure	PPE Required
1. Injuries from sharp objects that penetrate the skin (needles used by paramedics or broken glass from vehicle accidents, for example)	Gloves
2. Skin or eye contact (mucous membranes route of entry from splashes)	Gloves, Face Shields
3. Bites, spit, or vomitus from patient	Gloves, Face Shields
4. Providing medical aid where BBP are present	Gloves, Face Shields
5. Handling blood or body fluids without gloves (BBP can enter broken skin)	Gloves
6. Handling contaminated laundry without PPE	Gloves, Face Shields
7. Cleaning, disinfecting, and sterilizing instruments used on medical calls	Gloves
8.	

The following people determined the exposure categories for the District's BBP Program:

Name	Job Title
Steve Munsen	FIRE CHIEF

## 2) Methods of Compliance

Areas addressed in order to eliminate or minimize exposure to blood borne pathogens include:

1. The use of universal precautions (total body substance precautions).
2. Establishing appropriate engineering and work practice controls.
3. Handling of regulated waste.
4. Using necessary PPE.
5. Implementing appropriate housekeeping procedures.
6. Proper handling of laundry.

### 1. Universal Precautions (Total Body Substance Precautions)

PEFD requires the use of universal precautions by all firefighters in order to prevent contact with blood or OPIM. Universal precautions are an infection control practice. It means that all human blood and certain body fluids are treated as if they are known to be infected with HBV, HCV, HIV and other diseases carried and transmitted by blood. PEFD considers all human blood or OPIM as infectious regardless of the source.

### 2. Engineering and Work Practice Controls

PEFD will utilize engineering and work practice controls to eliminate or minimize blood or OPIM exposure to members. PPE will be utilized in conjunction with engineering controls. These engineering controls will be examined and updated on a regular schedule. PEFD will provide and enforce the use of the engineering and work practice controls, which could include:

- a. Needleless Systems, Needle Devices and Non-Needle Sharps
- b. Prohibited Practices
- c. Requirements for Handling Contaminated Sharps
- d. Hand Washing
- e. Regulated Waste
- f. Other Controls

All procedures will be conducted in a manner that will minimize splashing, spraying, splattering, and generation of droplets of blood or OPIM.

Graeagle Fire Protection District (Our EMS training agency) has Paramedics and a process in place to evaluate products that eliminate the use of sharps (e.g., needleless systems). If these devices are not currently available, we continue to monitor the development of new technology in the marketplace and concurrently evaluate devices equipped with engineered sharps injury protection (ESIP). ESIP means either (1) a physical attribute built into a needle device used for withdrawing body fluids, accessing a vein or artery, or administering medications

or other fluids, which effectively reduces the risk of an exposure incident by a mechanism such as barrier creation, blunting, encapsulation, withdrawal, or other effective mechanisms; or (2) a physical attribute built into any other type of needle device or into a non-needle sharp, which effectively reduces the risk of an exposure incident.

The BBP Program Administrator is responsible for guiding the process of identifying and selecting engineering controls. The following members s have been involved in the input and evaluation process:

Name	Job Title
Steve Munsen	FIRE CHIEF

a. Needleless Systems, Needle Devices and Non-Needle Sharps

Needleless systems shall be used for withdrawal of body fluids after initial venous or arterial access is established, administration of medications or fluids, any other procedure involving the potential for an exposure incident for which a needleless system is available as an alternative to the use of needle devices.

Needle devices shall be used for withdrawal of body fluids, accessing a vein or artery, administration of medications or fluids, any other procedure involving the potential for an exposure incident for which a needle device with engineered sharps injury protection is available.

Non-needle sharps include sharps other than needle devices. These items shall include engineered sharps injury protection.

**Exceptions:**

The engineering control is not required if:

- It is not available in the marketplace.
- If a licensed health care professional directly involved in a patient’s care determines in their clinical judgment that use of the engineering control will jeopardize the patient’s safety or the success of a medical, dental, or nursing procedure involving the patient. This determination shall be documented.
- If the employer can demonstrate by means of objective product evaluation criteria that the engineering control is not more effective in preventing exposure incidents than the alternative used by the employer.
- If the employer can demonstrate that reasonably specific and reliable information is not available on the safety performance of the engineering control. The employer must determine by

means of objective product evaluation whether use of the Engineering control will reduce the risk of exposure incidents occurring in the workplace.

b. Prohibited Practices

- Contaminated needles and other contaminated sharps will not be bent, recapped, removed, sheared, or purposely broken. If needles or syringes are found on scene, they should be handled with caution and placed in a bio hazard sharps container.
- In work areas where there is a reasonable likelihood of exposure to a BBP or OPIM, firefighters are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where a BBP or OPIM are present.
- Needle clippers and other devices that shear, bend, or break contaminated needles are prohibited from use.
- Reusable sharps that are contaminated with blood or OPIM shall not be stored or processed in a manner that shall require a member to reach by hand into the container where these sharps have been placed.
- Broken glassware that may be contaminated shall not be directly handled with a gloved or bare hand. It shall be handled by mechanical means (tongs, dustpan, and broom). Contaminated broken glass shall be placed in puncture-resistant container and disposed of as bio-hazardous waste.

c. Requirements for Handling Contaminated Sharps

- A sharps container should always be within arm's reach of the paramedic administering an IV or injection. The paramedic should always call out "Sharp Out" to warn others of the hazard. This is especially important with combative patients.
- Sharps containers shall be rigid, puncture resistant, leak proof on the sides and bottoms, and portable when portability is necessary to ensure easy access by the user. The sharps container shall be closable. When closed, the container shall be leak resistant and incapable of being reopened without great difficulty. Such containers shall be labeled with the universal biohazard symbol and replaced frequently enough to prevent overfilling.

- All procedures involving the use of sharps in connection with patient care, such as withdrawing body fluids, accessing a vein or artery, or administering vaccines, medications or fluids, shall be performed using effective patient-handling techniques and other methods designed to minimize the risk of a sharps injury.
- Immediately or as soon as possible after use contaminated sharps shall be placed in sharps containers.
- Sharps containers shall be readily available in areas where sharps waste may be generated. They must remain upright throughout use and be replaced as necessary to avoid overfilling. Disposable sharps containers shall not be reopened, emptied, or accessed in any way.

**Exception:**

Contaminated sharps may be recapped or removed from devices if the procedure is performed using a mechanical device or a one-handed technique and the employer can demonstrate that no alternative is feasible or that such action is required by a specific medical or dental procedure.

- Maintain sharps containers upright throughout use, replace routinely, and do not allow them to overfill. Empty sharps containers before they are three-quarters full.
- Close the sharps container immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.
- Place the sharps container in a secondary container if leakage of the primary container is possible. The second container must be capable of being sealed and constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping. The second container must be labeled or color-coded to identify its contents.
- To prevent exposures to the risk of percutaneous injuries (breaking skin), members s must not, under any circumstances, open, empty, or manually clean (or clean in any other manner) reusable containers.
- Place other regulated waste in containers that are closeable and constructed to contain all of the contents and prevent leakage of fluids during handling, storage, transportation, and shipping. (Once again, try to place all bio waste materials on the ambulance prior to departure)

d. Hand Washing

PEFD ensures hand-washing supplies are available to Firefighters who are exposed to blood or OPIM. Cal/OSHA requires these facilities be readily accessible after incurring exposure. If hand-washing facilities are not feasible, the Fire District will provide either an antiseptic cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes to remove the blood or OPIM from the firefighter. If these alternatives are used, the hands are to be washed with soap and running water as soon as feasible. The Fire District provides the following supplies for emergency hand-washing use until members can have access to soap and water:

1.1

Hand-Washing Supplies	Location
HAND SANITIZER	ALL PEFD APPARATUS
HAND WIPES	ALL PEFD APPARATUS

e. Regulated Waste

PEFD will dispose of all regulated waste in accordance with applicable federal, state, and local regulations. (It is recommended that all bio waste gets placed on the ambulance prior to leaving the scene.)

Regulated waste includes liquid or semi-liquid blood or infectious materials, items saturated with liquid blood or OPIM, items caked with dried blood or OPIM, contaminated sharps, and pathological and microbiological wastes containing blood or OPIM.

PEFD disposes of its regulated waste in the following manner:

Placed in a Hazmat or sharps container. Then when full the container is taken to Eastern Plumas Health Care.

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f. Other Controls

**Cleaning and Decontamination of the Worksite**

- Decontaminate all contaminated work surfaces with an approved germicide after completion of procedures and immediately or as soon as feasible after any spill of blood or OPIM.

- Inspect and decontaminate all bins, pails, cans, and similar receptacles after each exposure.
- Advise members to not pick up contaminated broken glassware directly with their hands or with gloves. Provide brooms and dustpans or other tools to avoid contact.
- Areas of the fire station that need to be routinely decontaminated are:

Area of fire station	Schedule	Disinfectant Used
Medical Equip. Cleaning Area	When used	Bleach

### Laundry

Handle laundry contaminated with blood or OPIM as little as possible. Sort and place contaminated laundry in appropriately marked (bio hazard labeled or color-coded red) bags at the location where it was used. Do not sort or rinse laundry in the area of use. If the contaminated laundry is wet and likely to soak through the original red bag or container, transport the laundry in a second bag or container that prevents leakage.

PEFD sends contaminated laundry for cleaning to EASTERN PLUMAS HEALTH CARE.

### 3. Personal Protective Equipment (PPE)

The BBP Program Administrator is responsible for ensuring the following PPE requirements are met:

- a. PPE and training in the appropriate use of PPE shall be provided to members who are at risk of occupational exposure to blood borne pathogens.
- b. PPE shall be provided at no cost to the member, in appropriate sizes, and shall include but not be limited to gloves, including glove liners, hypoallergenic gloves; gowns, laboratory coats, face shields; masks; eye protection such as goggles; mouthpieces, resuscitation bags, or other ventilation devices.
- c. Cleaning, disposal, repair, and replacement of PPE shall be provided at no cost to the member.

- d. PPE is considered appropriate if it does not permit blood or other potentially infectious material to pass through to the member's work clothes, street clothes or undergarments, skin, eyes, or other mucous membranes under normal working conditions and for the duration of time that PPE shall be used.

PPE is located in the following areas:

ALL MEMBERS ISSUED PPE

ALL APPARATUS (Medical Bag)

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- e. *PPE Removal - All garments that are penetrated by blood will be removed immediately or as soon as feasible. All PPE will be removed prior to leaving the work area. When PPE is removed, it will be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.*
- f. *Gloves - Firefighters are required to wear gloves where it is reasonably anticipated that they will have hand contact with blood, OPIM, non-intact skin, and mucous membranes (first aid, CPR, clean up of body fluids visibly contaminated with blood).*

Disposable gloves used by firefighters are not to be washed or decontaminated for reuse and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn or punctured or when their ability to function as a barrier is compromised. Non-latex gloves will be provided to members with latex allergies

Leather gloves may be decontaminated for reuse provided that the integrity of the glove is not compromised. Leather gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibits other signs of deterioration or when their ability to function as a barrier is compromised.

**Note:** Leather gloves are to be discarded if grossly contaminated. They are not to be used as personal protective equipment against blood borne pathogens. Therefore, if exposure is possible, latex or nitrile gloves should be worn under the leather gloves.

- g. Eye and Face Protection - Firefighters are exposed to splashes of blood or OPIM to the eyes and are required to wear eye and face protection. The Fire District will provide masks in combination with eye protection devices, such as goggles or glasses with solid side shield or chin length face shields, to be worn whenever splashes spray, splatter,

or droplets of blood or OPIM may be generated and eye, nose, or mouth contamination can reasonably be anticipated.

## **Hepatitis B Vaccination**

A safe and effective vaccine is available to protect members from hepatitis B. The vaccine is generally well tolerated and has not been associated with serious side effects. Immunization requires three injections of vaccine into the muscle of the upper arm over a six-month period.

PEFD shall offer the Hepatitis B vaccine to all current members who are at risk of occupational exposure to blood borne pathogens and within 10 working days of hire or reassignment to a job or tasks that places the member at risk:

1. At no cost to the member;
2. Made available at reasonable time during normal work hours and at an accessible location;
3. Performed by or under supervision of a licensed physician or by another licensed health care professional; and
4. Provided according to current recommendations of the U.S. Public Health Service.

There is no current recommendation for booster doses. In the future, should booster doses be recommended, they shall be offered to the member based on medical determination of need.

**Exemptions**, as noted below, are appropriate for any member and shall be documented in the member's health record.

1. The member has previously received a complete series of hepatitis B vaccinations; or
2. Antibody testing has revealed that the member is immune; or
3. The vaccine is contraindicated for medical reasons; or
4. The member has declined vaccination and that refusal is documented.

All member blood drawn for serological testing will be sent to an accredited laboratory for testing at PEFD expense. Pre-screening before receiving the hepatitis B vaccination is not mandatory and is not routinely performed at PEFD.

If the member initially declines the hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, the vaccination shall be provided to the member at that time and at no cost to the member. Any member who declines the hepatitis B vaccination shall sign the declination statement. This signed form shall be sent to the Fire Chief.

## 2 Post-Exposure Evaluation and Follow-Up

In the event of an exposure incident, the member shall be offered a confidential medical evaluation and follow-up. All post-exposure follow-up will be performed at the designated occupational health clinic.

Name of Occupational Health Clinic	EASTERN PLUMAS HEALTH CARE
Address	500 FIRST AVE
City	PORTOLA

That evaluation and follow-up shall include the following:

1. Documentation of the route(s) of exposure, and the circumstances under which the exposure occurred (to include details of the use or non-use of engineering controls, work practice controls or PPE);
2. When a source is identifiable, the source individual's blood shall be tested as soon as feasible and after consent is obtained to determine HIV, HBV and HCV infectivity. If consent is not obtained, the facility shall establish that consent cannot be legally obtained. When the source individual's consent is not required by law, the source individual's blood, if available, may be tested and the results documented. (Refer to protocol for source blood testing after member exposure.)
  - a. Source consult and testing shall be accomplished at the request of member through source's private physician.
  - b. If the source individual is known to be infected with HIV, HBV or HCV, testing to determine such status need not be repeated.
  - c. Results of the source individual's testing shall be made available to the exposed member and the member shall be informed of laws/regulations regarding the privacy rights of the source individual. The results of the source individual's blood test and member's blood test are confidential and shall be known only to the health care provider and the exposed member.
3. The exposed member's blood shall be collected as soon as it is feasible and tested for HIV, HBV and HCV serological status, only after signed consent has been obtained.

### **Member Testing & Treatment**

1. Counseling and other features of post exposure evaluation shall be offered whether or not the member elects to have baseline HIV/HBV/HCV serological testing.

2. If the member consents to baseline blood collection but does not give consent to HIV serological testing, the sample shall be preserved for at least 90 days. If within 90 days of the exposure incident, the member gives written consent to have serologic testing performed on the baseline sample, testing shall be ordered by the health care provider as soon as it is feasible.
3. Post exposure prophylaxis (hepatitis B immune globulin for hepatitis B) when medically indicated, according to the recommendations of the US Public Health Service current at the time prophylaxis is administered.
4. The costs of tests, treatment, and prophylaxis of members shall be borne by the employer.
5. Cost of tests, treatment, and prophylaxis of individuals who are not our members (contract worker, registry, student, etc.) will be borne by the affected outside agency or as specified in the contract between our facility and the outside agency. The outside agency/individual will be responsible for compliance with the post-exposure evaluation and follow-up treatment.
6. Additional collection and testing shall be made available as recommended by the U. S. Public Health Service.

### **Information Provided to the Health Care Professional**

PEFD will provide the health care professional responsible for the member's hepatitis B vaccination program and/or post-exposure evaluation with the following information:

1. A copy of CCR, Title 8, Section 5193;
2. A written description of the exposed member's duties as they relate to the exposure incident;
3. Written documentation of the route of exposure and circumstances under which exposure occurred;
4. Results of the source individual's blood testing, if available; and
5. All medical records relevant to the appropriate treatment of the member including vaccination status.

## **Health Care Professional's Written Opinion**

PEFD will obtain and provide the member with a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation.

The health care professional's written opinion for HBV vaccination will be limited to whether HBV vaccination is indicated for a member and if the member has received such vaccination.

The health care professional's written opinion for post exposure follow-up will be limited to the following information:

1. A statement that the member has been informed of the results of the evaluation
2. A statement that the member has been told about any medical conditions resulting from exposure to blood or OPIM that require further evaluation or treatment.

**[Note:** All other findings or diagnoses will remain confidential and will not be included in the written report.]

## **Sharps Injury Reporting**

All parenteral contacts (piercing or lacerations) that occur in the workplace must be reported to the Chief and recorded within 14 days of the incident. The data recorded must include the following information, if known or reasonably available:

1. Date and time of the exposure incident;
2. Type and brand of the sharp involved;
3. The procedure that the exposed member was performing at the time of the incident;
4. How the incident occurred;
5. The body part involved in the incident;
6. If the sharp had engineered sharps injury protection, whether the mechanism was activated and whether the injury occurred before the protective mechanism was activated, during activation of the mechanism, or after activation of the mechanism, if applicable;

7. If the sharp had no engineered sharps injury protection, the member's opinion as to whether and how such a mechanism could have prevented the injury; and the member's opinion about whether any other engineering, administrative, or work practice control could have prevented the injury.
8. The member's opinion about whether any other engineering, administrative, or work practice control could have prevented the injury.

Record the required information on the sharps injury log published in the January 4, 1999, issue of Cal/OSHA Reporter or on a succeeding form approved by Cal/OSHA.

Record all exposure incidents involving sharps on the Cal/OSHA 300 Log. Record them in accordance with the requirements of the "Employer Records of Occupational Injury or Illness" regulation, known as the California record keeping standard.

### **First-Aid and Exposure Incident Report**

PEFD will investigate and document on a first-aid and exposure incident report form incidents involving the presence of blood or OPIM. Investigations must include the following information:

1. Names of all first-aid providers who rendered assistance, regardless of the use of PPE;
2. Description of the incident that must include a determination of whether or not, in addition to the presence of blood or OPIM, an occupational exposure incident occurred;
3. Time and date of incident (include location);
4. Offer of hepatitis B vaccination to all unvaccinated first-aid providers who rendered assistance within 24-hours of the incident.

### **Communication of Hazards, Labels and Signs**

1. PEFD will provide warning labels incorporating the universal biohazard sign and the word, "biohazard," "biohazard waste," or "sharps waste" to be printed on or affixed to biohazardous waste items that firefighters are required to remove from a scene.
2. The labels shall be fluorescent orange or orange-red with lettering or symbols in a contrasting color.

3. Labels shall be affixed as securely as possible to the container, preferably by adhesive or by wire, string, or other method to prevent loss or unintentional removal.
4. Red bags or red containers may be substituted for labels as in sharps containers or regulated waste red bags.

### Biohazard Signs

1. All holding areas shall have a sign posted at the entrance to each area that shall:
  - a. Incorporate the universal biohazard symbol; and
  - b. List any special requirements for entering the area.

### **3 Information and Training**

PEFD provides training to all its members who are at risk for exposure to blood borne pathogens or OPIM. This training is provided at no cost to the member and during work hours. With the consent of the member, training may occur during non-work hours.

Training is given as follows:

1. At the time of initial assignment to tasks where occupational exposure may take place as soon as possible for currently employed workers;
2. At least annually after the initial training;
3. When there is introduction of new engineering, administrative or work practice controls, whenever modifications of current tasks may affect the potential occupational exposure to blood borne pathogens;

Training shall be appropriate in content and vocabulary to educational level, literacy, and language of members.

The training program shall include, but is not limited to, the following subjects:

1. Copy and explanation of the standard;
2. Explanation of the BBP Program and its location;
3. A general explanation of the epidemiology and symptoms of blood borne diseases;
4. An explanation of the modes of transmission of blood borne diseases;

5. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and OPIMs;
6. An explanation of the appropriate methods that shall prevent or reduce exposure including appropriate engineering controls, work practices, and PPE;
7. Information on the types, proper use, location, removal, handling, decontamination, and disposal of PPE;
8. An explanation of the basis for the selection of PPE;
9. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination is being offered at no cost;
10. Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM;
11. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that shall be made available and the procedure for recording the incident on the sharps injury log;
12. Information on the post-exposure evaluation and follow-up that the facility is required to provide for the members following an exposure incident;
13. An explanation of the signs and labels and/or color-coding required by this document;
14. An explanation of the California Medical Waste Management Act and the proper methods of segregating, packaging, and disposing of regulated waste;
15. An opportunity for interactive questions and answers with a qualified individual;

The person conducting the training shall be knowledgeable of the standard, the District's BBP Program, hepatitis B, hepatitis C, and HIV and be able to relate the requirements to Firefighter exposures and concerns.

## **4 Record Keeping**

### **Medical Records**

1. PEFD shall establish and maintain an accurate record for each member with occupational exposure. This member's record shall include:
  - a. The name of member number/social security number;
  - b. A copy of the member's hepatitis B vaccination status including the dates of all hepatitis B vaccinations, declination statements, and medical records relative to the member's ability to receive vaccinations;
  - c. A copy of all results of examinations, medical testing, evaluation, and follow up of exposure incidents;
  - d. A copy of the health care professional's written opinion as required following and exposure incident.
2. PEFD shall ensure member medical records are kept confidential and are not disclosed or reported without the member's written consent to any person within or outside the workplace except as required by this standard and by law. Medical records are retained and coordinated by the Administrative Manager.
3. Member health records, as required by this section, shall be maintained for at least the duration of service plus 30 years. This means during the entire employment period and 30 years after the last date of work.

### **Training Records and Sharps Injury Logs**

1. Training records shall include the:
  - a. Dates of the training session;
  - b. Contents or a summary of the training session;
  - c. Names and qualifications of persons conducting the training sessions;
  - d. Names and job titles of persons attending the training.
2. Training records shall be maintained for three years from the date the training occurred. It is a best practice to maintain them as part of the permanent member file. A copy of the records shall be maintained by the Fire Chief.
3. A Copy of member's individual training record will be placed in his/her member file at the conclusion of each calendar year and kept for the duration of employment.
4. Sharps injury reports and logs shall be maintained five years from the date of the incident (same as Cal/OSHA Form 300 Log).

## 5. Accessibility

- a. Member training records and the sharps injury logs shall be made available upon request to members, member representatives, and Cal/OSHA.
- b. Member medical records shall be made accessible to the member, anyone having the written consent of the member, and Cal/OSHA.

Summary: Contact with patient body fluids of any type shall be limited as much as possible.

- (a) Wash your hands between each patient contact and immediately after contamination with blood or body substances.
- (b) Wear gloves when you are likely to touch **ANY BODY SUBSTANCE, MUCOUS MEMBRANE, OR NON-INTACT SKIN.** (Body substances include blood, sputum, vaginal secretion, urine, and feces.) Be very careful with blood that involves the possibility of body substance exchange. Wear gloves for all activities. Gloves are to be changed after each patient contact. Wear gloves when cleaning or handling clothing contaminated with body substances. Wear rubber gloves under protective work gloves when working extrication where body substances are present.
- (c) Wash hands after removing gloves.
- (d) Wear a mask or eye protection when working in an area where body fluids may be splattered.
- (e) Think whenever you work with sharps & dispose of them properly.
- (f) Cover any unprotected non-intact areas of your skin with a dressing.
- (g) Use a mask or a mask with a one-way valve when performing mouth-to-mouth resuscitation.

### **Section 201.02: Clean-Up / Decontamination**

- (a) Blood and anybody substance spills may be cleaned with bleach diluted 1:10. Bleach in squirt bottles should not be misted for application. Remove visible material first, and then decontaminate the area. Equipment that may be damaged by bleach should be cleaned with an appropriate disinfectant. Articles should be in contact with disinfectant for 15 minutes.
- (b) CPR manikins are to be disinfected according to the American Heart Association Standards. A separate mask shall be used for each student.

### **Section 201.3: Highway Safety Vests**

When the nature of an incident requires personnel to work in or near moving

traffic, the following personnel protective equipment shall be worn:

- (a) Structural fire turnouts including helmet, bunker pants, bunker jacket, gloves and boots.
- (b) Highway Safety vests ANSI207 standard compliant to be donned over the bunker jacket.

The Highway Safety vests **need not be worn** when personnel are directly involved in:

- (a) Suppression of a vehicle fire.
- (b) While wearing an SCBA.
- (c) While conducting technical rescue.

The Highway safety vest should be donned as soon as personnel have completed their assignment in the above three conditions.

## **Section 202: Chain of Command**

PECSO/PEFD has a five member Board of Directors. The Board is responsible for the health and safety of the community. The Chain of Command is the Board of Directors, General Manager and Fire Chief in that order for purposes of governance and administrative oversight. The Fire Chief reports to the General Manager. The Fire Chief is responsible for the operations of PEFD.

The Fire Chief appoints other staff to their positions in accordance with District policy and subject to Board authority, including:

- Assistant Fire Chief
- Fire Captains
- Fire Apparatus Engineers
- Firefighters
- Fire Prevention Personnel

Fire Equipment Maintenance Personnel The Fire Chief determines staffing needs consistent with District policy and approved resources.

## **Section 203: Incident Command System**

The PEFD uses the Incident Command System (ICS) as directed by the National Incident Management System (NIMS). The objective of the Incident Command System is to provide a structured framework for incident management within the PEFD and when working with other agencies outside the PEFD response area. PEFD requires that all members be trained in ICS-100 (Introduction) and IS-700 NIMS.

### **Section 203.01: Designation of the Incident Commander (IC)**

Each incident within the jurisdiction of PEFD shall have an Incident Commander (IC). The IC has overall responsibility for the response and directs the activities of all responders. Further description of IC duties can be found in the ICS training material and guiding documents.

Upon the initial response, the person with the highest rank will normally assume the IC role. At times other responders may be designated as the IC for various reasons, including these examples:

- This person has more experience or training in that particular type of incident.
- The superior officer must remain available to respond to another location.
- The superior officer is providing medical care to a patient.

A superior officer may assume command for any reason at any time but this is not mandatory. If the incident is within the existing IC's training and experience level, or is stable and under control, incident command duties may remain with the first individual.

PEFD Officers may also assume command of an incident outside PEFD jurisdiction, such as a wildfire within the PEFD response area, until a representative arrives from the agency with jurisdiction and assumes command.

There will be only one IC on an incident. Regardless of who is designated as the Incident Commander, the IC should immediately notify all responders or Fire Dispatch who the IC is and when a change in command takes place.

When it is necessary to change the IC, the outgoing IC shall provide a complete incident briefing to the new IC. The ICS-201 form or similar document should be used to accomplish this briefing.

#### **(a) Mutual Aid ICS Position Assignments**

Graeagle Fire Protection District and PEFD maintain an Automatic/Mutual Aid agreement. This Agreement allows for a person from one District to act as the IC or other ICS supervisory positions on an incident in the others jurisdiction.

Examples of when this may be appropriate are:

- There is not an Officer available from the District with Jurisdiction
- The Officer from the other District has the most experience in that type of incident and can provide more effective management.
- The Officer from the other District is first to arrive at the scene and a change of command would disrupt the response.
- There are multiple simultaneous incidents in one jurisdiction.

There may also be instances where PEFD is requested to respond to an incident outside PEFD jurisdiction and one or more of the Chief Officers are requested to fill an ICS supervisory position. This is allowed under various mutual aid agreements. However, PEFD Officers shall not accept such an assignment unless there is a qualified person to continue to supervise the PEFD resources that have responded to the incident.

#### **(b) Unified Command**

It is the responsibility of the IC to recognize when there are multiple agencies with overlapping jurisdiction. When possible, the IC should enter into ICS Unified Command with the other agencies with jurisdiction. However, it is recognized that not all agencies use ICS Unified Command. In such instances, the IC shall continue to command PEFD resources and work with the responsible official from the other agency to the best of his/her ability.

### **(c) Agency Representative (AREP)**

When PEFD resources are assigned to assist other agencies outside of the PEFD jurisdiction, including wildfires within the PEFD response area, PEFD may assign an AREP to represent PEFD and take whatever action is necessary to ensure the care and well-being of the PEFD resources. AREP duties are described in the NIMS Field Operations Guide (FOG).

### **Section 203.02: Command Structure, Simple or Complex Incidents**

The majority of incidents within PEFD jurisdiction does not require a large number of resources and are managed by an IC with no other ICS command or General Staff positions required.

As directed by the ICS, when span of control exceeds a manageable number (5-7). Additional ICS positions may be designated by the IC to insure control and accountability. Examples of the most common positions used in PEFD are, but not limited to: Operations Section Chief, Safety Officer, Division/Group Supervisors and Staging Area Manager. On long duration incidents a Logistics Section Chief may be designated to provide support to the Operations Section.

All responders should be notified as to whom he or she is working for and where they fit into the ICS organization.

The duties of the IC and all other ICS positions are described in the training material and other NIMS and ICS documents. They are not described in this SOG.

### **Section 203.03: Incident Objectives**

As required by the ICS, it is the responsibility of the IC to establish the Incident Objectives, select a strategy and determine tactical assignments. If an Operations Section Chief is assigned, it is that person's responsibility to determine tactics.

Incident Objectives vary from incident to incident but generally are guided by the common priorities:

- (a)** Protection of life and provide for the safety of responders and the public.
- (b)** Incident Stabilization.
- (c)** Property Protection.
- (d)** Recovery

### **Section 204: Tactical Guidelines**

The objective for tactical guidelines is to provide a standard for selecting actions at an incident scene.

#### **(a) Size Up**

Size up begins upon the receipt of the alarm. An initial report is required upon arrival. The first arriving unit on scene shall make a size up of the incident. The Incident Commander should report size up over the radio. The Incident

Commander is established en route to the scene. Most qualified or Senior Officer should be considered as the I.C. The position of Incident Commander may change as more personnel arrive on scene. On structure fires, size up should include a walk around the structure (if practical) to ensure a complete picture of the problem.

**(b) Accountability**

Officers or firefighters who are assigned personnel to accomplish a task are required to account for the personnel under their direct supervision. At an incident, if you are supervising personnel, you must know the names, location, and status of personnel assigned to you at all times.

Members of PEFD shall carry on their person an issued Personnel Accountability Tag. When entering the apparatus this tag will be given to the driver/engineer. The driver/ engineer will give all tags to the IC. Tags will be returned, or allowed to be taken back, at the end of the incident.

Accountability tags are generally not used on wildland incidents or medical aids.

**(c) Safety**

Safety of all participants on any incident shall be of primary concern. Individuals shall not act alone without the approval of command. Safety is everyone's responsibility.

**Section 204.01: Tactical Priorities**

The officers and firefighters of PEFD shall consider the following priorities when determining tactics on incidents.

**(a) Life Safety**

Life safety is the highest tactical priority. It involves locating, protecting, and or removal of people from a threatening situation. This includes firefighters. When firefighting is in a RESCUE MODE, all efforts shall be directed at protecting means of egress and supporting search activities with fire suppression efforts.

**(b) Fire / Hazard Control**

Fire / Hazard Control is secondary to life safety. It includes locating, confining and extinguishing fire. Methods to enhance these goals include ventilation, exposure protection and tactics. There may be a situation where fire / Hazard control is a priority to effect life safety. This is, remove the fire from the victims as opposed to the victims from fire.

**(c) Property Conservation**

Property conservation is the last priority, but is a tactical requirement for consideration in any incident. These operations include salvage and overhaul. DO NOT consider that because property conservation is "last on the list" that it will always be the last consideration. The impact of poor overhaul is ineffective fire control. Poor salvage operations when manpower is available are well known to destroy the public opinion of the most effective fire control methods. Fire debris shall not be removed without consent from command.

**ALL THREE CONSIDERATIONS SHALL BE MADE ON INCIDENTS.**

## **Section 205: Structure Fire Suppression Options**

PEFD shall use three general fire control methods during suppression activities. The individual responsible for suppression activities is the incident commander. Direct, exterior, and combination fire attacks are the fire control options.

- (a) **Offensive /Direct interior attack** this is the most aggressive attack for fire suppression. Consideration for the speed at which an attack can be formed is crucial. Small line can be extended faster than large lines and place less strain on fire crews. At no time shall firefighters operate interior water streams into a smoke only situation.
- (b) **Defensive /Exterior master stream** attack consists of large hand lines or master stream devices (300 gpm), or more. This attack mode is used when firefighters are unable to approach, within close proximity, the fire building or when entry into the structure is not acceptable for safety concerns. This attack may be used on buildings fully involved in fire. This tactic is also used where exposure protection is a concern.
- (c) **Transitional /Combination attack**, in some fire situations it may become necessary to engage both fire control tactics using exterior attack to knock down the fire to allow interior operations to begin. Exterior attacks should generally not be initiated until the status of occupants is known.

Requesting water from the hydrant operator is done by:

- (a) Radio, and/or
- (b) Visual with both hands above head.

### **Section 205.01: Evacuation of Personnel**

The term “withdraw” should be used by command at incidents where it is necessary to remove firefighters from a location for tactical reasons. It may be necessary to remove firefighters from an interior attack to apply an exterior attack to enhance fire control. The order would be to “withdraw without equipment”. If a crew is to be relocated for a different assignment, then an order may be given to “withdraw with equipment”.

“Evacuate” is the term which implies immediate danger to personnel. The order to evacuate directs personnel to immediately leave their assignments and report to their supervisor. Equipment should be retrieved only if it does not interfere with egress. Personnel are responsible to assist with accountability for their crewmembers. Supervisors shall report to the I.C. when the evacuation of personnel is complete and all are accounted for.

Fire ground notification of evacuation due to an emergency shall be three (3) blasts on the Air/ Electric horn for five seconds and off for five seconds for three cycles.

## **Section 205.02: Search and Rescue**

Priority for Search and Rescue operation should be in the following manner:

- (a) The most severely threatened,
- (b) The largest group,
- (c) Exposures,
- (d) Surrounding group.

**Primary search** is the first search extended into a structure prior to fire control. A primary search is extended to all affected areas of the structure that can be entered. Many times a primary search can be served to locate victims, the fire, and conditions of the incident. Incident Command must structure initial activities to accomplish a primary search. Once a primary search has been complete and the safety to occupants determined, then the order “**all clear**” is transmitted. The time of “**all clear**” should be recorded.

All fire control activities prior to an “**All Clear**” shall be directed at control of egress areas and containment of the fire. Aggressive fire attack in a rescue mode is only allowed to effect rescue.

In a situation where the initial report is “nothing showing”, or in very minor fire situations that clearly pose no life hazard an “**All Clear**” still must be reported. In working fire situations, fire control efforts may be extended simultaneously with rescue efforts. Again, the tactical priority is rescue until an “all clear” has been given.

***Reports from spectators cannot be used to determine an all-clear status.***

**Secondary search** is a more complete search, usually completed by a different crew than the crew that performed the primary search. It is recommended that the crew that performs the secondary search meet with the crew of the primary search to determine which areas may have been missed.

## **Section 205.03: Evacuation of Buildings**

Situations requiring evacuation of occupants from a building can be very traumatic for the victims. Firefighters shall conduct themselves in a professional manner at all times and shall not become involved in forceful removal of an occupant unless a law enforcement agency is present. In order to ease the stress of evacuation, the firefighter should inform the occupant of the following:

- (a) Identify yourself and the agency you represent.
- (b) Inform the occupant why they are requested to leave. (Hazardous materials, wildland fire, etc.)
- (c) Tell them whose authority is ordering the evacuation. (Incident Command)
- (d) Tell them the route they should use to leave.
- (e) Tell them where they may go for shelter.

Only the I.C. may order an evacuation. Areas should be marked off to prevent redundant searches.

**Re-entry:** On occasion, occupants will want to re-enter the premises to gain valuables or medicine. Permission must be obtained from I.C. to allow an occupant to re-enter an area. If anyone is allowed to enter an area, they must be accompanied at all times, and their exposure limited as much as possible.

#### **Section 205.04: Ventilation**

To manage fire control more effectively, every attempt should be made to ventilate structures involved in fire. At no time shall ventilation be made without fire suppression equipment in place and the IC or Operations Chief being notified.

#### **Section 205.05: Protect Exposures**

Exposures include close neighboring buildings, wood sheds, propane tanks, wood piles, trees, shrubs, motor homes, trailers and the like. All have to be protected or moved from a fire that may spread. Mutual aid teams may be a good choice to provide this task.

##### **(a) Exterior Designation of Structures / Exposures**

PEFD shall use the following method for the identification of exterior exposure. The side of the structure where the command post is located should be designated Side A (This is typically the street side). The exterior sides of the structure involved are called Side A, B, C, D in clock-wise order.

##### **(b) Interior Designation**

Interior designations shall be as follow: Division 1, 2, 3, etc. according to the floor level.

#### **Section 205.06: 2 In/2 Out Procedures in IDLH Atmosphere**

- (a) PEFD follows Federal OSHA Respiratory Protection Regulation, 29 CFR 1910,134, 2in/2 out provision.
- (b) All PEFD personnel will wear SCBA and appropriate PPE when operating in an IDLH atmosphere.
- (c) The 2 in / 2 out provision requires a minimum of 2 firefighters for the interior structure fire in an IDLH atmosphere and a minimum of 2 firefighters as a Rapid Intervention Crews,(RIC) to stand-by in the event assistance is needed or rescue is required.
- (d) PEFD requires that all personnel operating in an IDLH atmosphere work in teams of at least two. The team must remain in contact with each other at all times via vision, voice contact (not radio) or physical contact while in an IDLH atmosphere.

- (e) This procedure will allow one of the two RIC personnel standing outside the IDLH atmosphere, to be assigned to an additional role, such as Incident Commander, Safety Officer, Pump operator etc. This is acceptable as long as this firefighter is able to perform assistance or rescue without jeopardizing the safety or health of any firefighter working the incident by leaving their assignment.
- (f) The Pump operator may not function as a member of the RIC when more than one line is deployed.
- (g) Nothing in this procedure is intended to preclude firefighters from performing emergency rescue activities before an entire team has assembled at the scene. Emergency rescue activities are the exception not the rule. Routine primary and secondary searches do not qualify as “emergency rescue activities”.

## **Section 206: Type of Responses**

### **Section 206.01: Standard Company Response**

The purpose of standard response is to provide consistent application of resources to incidents. Company standards also provide incident managers a working knowledge of adequate resources normally required to manage an incident.

Engines and rescue units should not leave the station with less than two qualified personnel on board. Situations may arise where only one responder is present. That person should respond in a Rescue Unit, assume command and assist as needed until auto-aid/mutual aid units arrive.

### **Section 206.02: Structure Fire Response (Residential)**

A structure fire is the report of smoke in a structure or any combustion process within a building. Notify Dispatch to confirm address. Follow established first alarm assignments.

- (a) In rural area without hydrants, one or more water tenders shall be requested through Fire Dispatch.

### **Section 206.03: Structure Fire Response (Commercial)**

A structure fire is the report of smoke in a structure or any combustion process within a building. Notify Dispatch to confirm address. Follow established first alarm assignments.

- (a) In rural area without hydrants, one or more water tenders shall be requested through Fire Dispatch.

### **Section 206.04: Wildland Fires**

Follow established first alarm assignments. The USFS shall be notified via Fire Control. At the time of this policy, the US Forest Service (USFS)

Is responsible for the management of wildland fires within the fire district. The role of PEFD shall be to support USFS operations on Wildland fires within the district. Our primary mission is to control the fire so that it does not threaten structures, other property, citizens, or pets. The fire crew shall generally make an aggressive attack on all wildland fire situations within our response area. Upon arrival of USFS, PEFD shall act to contain the fire threat, provide support for USFS and then provide structure protection. At no time shall crews working under USFS supervision, operate in conflict with PEFD policies for fire ground safety.

#### **Section 206.05: Railroad Fire/Derailment**

Follow established first alarm assignments for any Railroad fire or derailment. Notify Dispatch to confirm location. If additional resources are required, request Mutual Aid from the nearest available neighboring Fire Departments. Also, the IC shall consider ordering the County Hazmat team and Union Pacific Railroad.

#### **Section 206.06: Vehicle Accidents**

Follow established first alarm assignments.

#### **Section 206.07: Vehicle Fires**

Follow established first alarm assignments. If the vehicle is a commercial truck or a van type vehicle, the responding officer shall determine the cargo being carried prior to aggressive fire attack. Trucks are considered to be any truck larger than one-ton rating. Recreational vehicles including motor homes, camp trailers, and cab-over and camper shells shall be considered a commercial vehicle under this Guideline.

#### **Section 206.08: Hazardous Materials Response**

Follow established first alarm assignments for any Hazmat incident. PEFD is responsible for command and control of hazardous material incidents that occur within our jurisdiction. This response procedure shall be followed until facts reveal that another course of action is required. For the safety of emergency personnel and civilians, **always assume the worst.**

##### **(a) Recommendations for Response**

It is entirely possible that the scene of an accident involving hazardous materials will represent such a high degree of hazard that the only safe course is to protect the perimeter from entry and evacuate those who may become exposed to an actual or potential hazard.

The first unit to arrive on scene shall:

1. Approach from upwind and uphill.
2. Deny access and set up a zone system.
3. Identify material (s) by two sources if possible.

4. Identify container size and condition.
5. Identify rate of leak or size of spill.
6. Determine hazard and evaluate risk.
7. Evaluate resources required to manage the situation and begin action.
8. Contact Fire Dispatch with as much information as possible as it relates to the hazmat incident. Dispatch will make all the necessary agency notifications. The Plumas County Hazmat Response Team shall be notified through Dispatch on all incidents.

The goal of PEFD during a hazmat response is to isolate, deny entry, and notify appropriate authorities. The IC shall notify a chief officer of any incident exceeding initial response capabilities.

Hazardous materials are any substances that are listed under the United Nations classification system. Refer to the U.S. Department of Transportation (DOT) Emergency Response Guidebook that is carried in all Department vehicles.

#### **Section 206.09: Aircraft Crash**

Follow established first alarm assignments for any Aircraft accident. Notify Dispatch to confirm location and request any needed additional Mutual Aid from the nearest available neighboring Fire Departments. Also consider requesting the County Hazmat team.

#### **206.10: Weather Related incident**

Follow established first alarm assignments. Example- downed power wires, fallen trees, flooding, etc. The normal response should be enough personnel to handle the severity of the problem until appropriate County, State, Local or private resources take over.

#### **Section 206.11: Rescue**

There are many types of Rescues, from someone trapped in an abandoned well to water or ice rescues. Each will be dealt with differently. Follow established first alarm assignments. This should be the minimum dispatch. The IC will make decisions on additional equipment and/or personnel required.

#### **Section 206.12: Wilderness Rescue**

- (a) Wilderness or "Backwoods" rescue response shall be in conjunction with Plumas County Search and Rescue (PC SAR) and or USFS.
- (b) PEFD will act in a supporting role assisting PCSAR.
- (c) PEFD is in charge of rescue until relieved by PCSAR.

#### **Section 206.13: Emergency Medical**

Follow established Base Hospital, Nor-Cal EMS and first alarm assignments.

### **Section 206.14: Public Assist**

Follow established first alarm assignments. A request may be denied based on the nature of the call. A public assist to unlock a door for an individual that cannot prove he lives there, or to move furniture, are examples of calls that can be denied. However, PEFD is a full service organization and customer service is paramount. Keep in mind that what the public might perceive as an emergency might be what you consider ordinary.

### **Section 206.15: Sprinkler / Standpipe**

- (a) During working fire situations, one of the first two arriving engine companies should insure that the sprinkler system is operating and an engine may connect to the fire department connection (FDC) and prepare to supply the system. If it is determined that the water flow is inadequate, then the system should be supported by the fire engine pump with 150 psi at the FDC. Both caps for engine sprinklers or standpipes shall be removed prior to pressurizing the system.
- (b) Standpipe systems can be very effective or dangerous for interior crews. Engines that support a standpipe system shall not exceed 200 psi when supporting a standpipe system. Initial pressure shall not exceed 150 psi.
- (c) Air trapped in a dry pipe system can become compressed by water from an engine and result in pressures exceeding 1000 psi in hose lines. anytime standpipes are used; the nozzle shall be cracked open to bleed off compressed air.
- (d) In addition, nozzles shall be checked for flush operation in the event there is debris inside the pipe.

**Note:** Yard hydrants or private hydrants may be used to support sprinklers systems. Engineers should monitor incoming pressure carefully because private hydrants can be affected by water usage outside the grid.

### **Section 206.16: Fire Alarms / Water Flow Alarms**

Follow established first alarm assignments. Personnel responding must check every alarm received. Responding apparatus may not be cancelled by dispatch because of information of a false trip of the system until it can be verified or proven to be false.

### **Section 206.17: Investigations / Smoke reports / Burn Piles**

Follow established first alarm assignments. Responding officers may upgrade the units requested as needed. Burn and or smoke checks shall receive a one-engine response. Leaving a burn pile unattended and without a method of extinguishing should be discouraged. If the crew feels that the burning creates a risk and the occupant is not acting in a responsible manner, the fire should be extinguished. Dispatch shall be notified of the action taken and law enforcement requested if deemed necessary by the IC for the protection of suppression personnel. USFS shall be notified via Fire Dispatch.

## **Section 207: Automatic or Mutual Aid**

PEFD and neighboring Fire Districts maintain a Board-approved Automatic/Mutual Aid Agreement. These agreements allow personnel from these Districts to function in Incident Command System (ICS) roles, including Incident Commander or other supervisory positions, when responding under the terms of the agreement and consistent with applicable law and District policy.

PEFD Officers shall not accept ICS supervisory assignments outside PEFD jurisdiction unless adequate supervision of PEFD resources is maintained, consistent with District policy and the terms of the applicable mutual aid agreement.

## **Section 208: Staging Area Procedures**

PEFD uses the NIMS/ICS application of staging areas, which are defined in NIMS as “A location where resources can be placed while awaiting a tactical assignment.” The Operations Section manages the Staging Areas and might have a wide variety of applications and uses:

- (a) A location for responding units to gather or report to receive a briefing or an assignment. This is especially useful when units are responding from other districts.
- (b) A location to temporarily place resources when the scene is confusing or congested and the IC needs time to gain situational awareness or control of the situation.
- (c) A location to place reserves that are not immediately needed at scene, but may be needed as the incident evolves.
- (d) A staging area may also double as a safety zone to place resources when it is unsafe to enter the proximity of the scene. This may also apply to a situation when another agency such as Law Enforcement, HAZMAT or Public Utilities is securing the scene.

### **Naming Staging Areas:**

- (a) Staging areas are named, usually by their location so incoming units can easily find it. Some ICs name the staging area after the incident name if it is clear where the staging area is located. Some examples are:
- (b) “This is Bonita Rd Command. All incoming units report to Bonita staging at the intersection of Bonita Rd and Hwy 70”.
- (c) “This is Lundy Command. All mutual aid resources report to the Plumas Eureka Fire Station Staging Area.”
- (d) “This is Clio Command. All additional resources report to the Clio Post Office Staging area.”

## **Section 209: Helicopter Operations**

On incidents that require helicopter service, the request must be made by EPHC. The command system must be assumed at the landing zone anytime aircraft is part of PEFD operations. The following operations shall be followed when

helicopters are involved. The IC or designated Landing Zone (LZ) officer shall be the only person to communicate with the aircraft via CALCORD radio frequency.

- (a) A minimum 100-foot diameter shall be cleared for a landing zone at night, and a minimum of 60-foot diameter during the day, and law enforcement and fire personnel shall be notified of the location.
- (b) A firefighter shall be assigned to watch the tail rotor area anytime a helicopter is on the ground and running.
- (c) Personnel shall approach the aircraft from the front and with visual approval of the aircraft pilot.
- (d) Personnel who work near the aircraft shall have proper PPE on at all times, including eye protection, Wildland or structure turnouts and a helmet with the chinstrap fastened.
- (e) When possible, a Type 1 engine shall be on standby near the landing zone prepared to deploy a hose line with foam and extraction tools in the event of a mishap where rescue may be needed.

### **Section 210: Cause and Origin Investigations**

Every effort is made to determine the cause and origin of all fires.

The responsibility to investigate the incident rests with the IC. The IC shall ensure that a qualified fire investigator is summoned when:

- (a) The significance of the incident is above the ability of those on scene.
- (b) The incident involves a juvenile.
- (c) Arson is suspected.
- (d) The fire has resulted in a serious injury or fatality.

If the scene cannot be investigated due to circumstances beyond the incident commander's control, then efforts shall be made to secure the scene until the incident investigation can be performed. If the fire is suspicious in origin, then the appropriate law enforcement agency shall be notified. PEFD shall assist law enforcement in any way possible.

### **Section 211: Fire Deaths**

Incidents that result in a death of an occupant, bystander, or citizen attempting individual action require immediate notification of the Fire Chief and the appropriate law enforcement agency. If a victim is found, immediate patient assessment should be performed to determine the viability of the victim. If the victim is obviously deceased, then the body should not be moved. Radio communications regarding fire deaths should be limited, and cellular telephones should be considered.

### **Section 212: Equipment Involved in Accidents**

In the event of a traffic accident involving District equipment, the following guidelines shall be followed:

If an accident occurs during an emergency response without injuries or significant damage to either vehicle, have Dispatch notify CHP for assistance. Notify Dispatch of the delay and request a second response unit to the initial call. The Fire Chief shall be notified as soon as practical.

Accidents that result in injuries and/or significant damage shall be removed from further response. Dispatch shall be notified of the situation, the appropriate law enforcement agency requested, and a 2<sup>nd</sup> response requesting another unit to the initial call.

All accidents involving District vehicles shall have a police report filed and an incident report shall be filled out and submitted to the Fire Chief.

### **Section 213: Notification of Injury**

Anytime a firefighter is injured on a call and treatment is required, it can cause serious stress for their loved ones. In the event that a member is injured, notify the Fire Chief. If the injured person is available, ask them if they would like their family notified. Do not take it upon yourself to contact their family and please inform others of the same.

**All on-the-job injuries must be reported immediately to the appropriate supervisor and the Fire Chief.**

### **Section 214: Reports**

All calls will require a report. All reports and logs should be legible and completed in a timely manner, by an officer and/or senior medical personnel at the scene.

Fire incident reports and related operational records shall be maintained by the Fire Chief in accordance with Board direction, District policy, and applicable law.

#### **Section 214.01 Subpoenas and request for reports**

All requests for reports must be in writing and handled in accordance with Board direction and applicable law.

Fire incident reports and records maintained by the Fire Department shall be released only as authorized by the Fire Chief, pursuant to Board direction, District policy, subpoena, or court order.

No third-party requests for reports will be honored unless required by subpoena, court order, or applicable law.

### **Section 215: Communications**

PEFD personnel will use clear text for radio communications.

Communication at an incident shall be to report newly discovered situations or

significant changes and the relaying of orders or assignments. Face-to-face communication is preferred to radio communication. Status updates shall be given every 15 minutes.

### **Section 215.01: PEFD Radio Policy**

#### **How calls will be paged (received)**

Calls will be paged via the radio paging system (from Plumas County Sheriff's Dispatch or PEFD).

#### **When a page is received**

- (a) Officers and/or Apparatus will acknowledge page on Radio (Repeater)  
If an officer does not respond, a firefighter should acknowledge the page (repeater).
- (b) All personnel will respond to the Fire Station unless instructed to respond differently.
- (c) First person on scene will give size-up, when appropriate. (Repeater)
- (d) One person will assume "Incident Commander" and name the incident.
- (e) All radio traffic will switch to the appropriate tactical channel when arrived on scene. If it is a wildland incident, use **FSNET** or **FSADM**.
- (f) Only the IC and/or Chief personnel will use repeated channel.
- (g) As soon as possible, the IC will state the personnel needs of the incident on the repeater channel.
- (h) When staging at the Fire Station, one firefighter may act as staging manager and advise the IC of personnel resources available.
- (i) All scene radio traffic will be transmitted on TAC channels only. (Traffic control, etc.)

#### **When the call is over**

- (a) All apparatus will announce when available on scene. (Repeater)
- (b) The returning apparatus will state "returning to quarters" (Repeater)

#### **PEFD Assigned Personnel/Apparatus Radio Identifiers**

##### **Personnel**

9100 Chief  
9101 Assistant Chief  
9102 Fire Captain  
9104 Fire Captain  
9106 Firefighter  
9107 EMS Officer  
9108 thru 9119 Firefighters

##### **Apparatus**

Unit 9100 Command Vehicle  
9121 Type 1 Engine  
9122 Type 1 Engine  
9153 Type 2 Rescue  
9178 Type 3 Engine

All other personnel will use the identifier – “Firefighter (last name)”.

### **Section 215.02: Channel Change**

The IC or dispatch could order the assignment to another frequency. All traffic shall remain on one channel unless an order is given. All units must acknowledge a frequency change. Units shall change channels when they arrive on scene or staging.

### **Section 215.03: Emergency Traffic**

If a situation arises at an incident that poses an immediate threat to life safety, the term “Emergency Traffic” might be used to clear the air. Once a unit uses this term, all radio traffic will cease. Once this message transmitted, all affected units must acknowledge, and wait for further instructions from the IC.

### **Section 215.04: Blind Orders**

Blind Orders are orders given by units not yet on scene. These orders affect operations at the incident. A Chief Officer might, if they feel it necessary, give blind orders to units on scene.

### **Section 215.05: Countermanded Orders**

On occasion, a situation might arise where personnel receive orders and they encounter an individual who countermands those orders. This can cause serious conflicts at incidents. Countermanding orders is not acceptable. In the event that a countermanding order is received, the person receiving the order shall advise the person initiating the conflict that they are operating under a previous assignment, and by whose authority.

If an Officer countermands an order, that Officer must advise the affected person’s supervisor immediately. That Officer also assumes full responsibility for the impact of the countermanded order.

### **Section 216: Equipment and Supplies**

PEFD will make quarterly inspections to ensure all equipment is in place and in working order. There is an inspection sheet used as a guideline near the engines on a clipboard.

Each apparatus has an established inventory of equipment. It is the responsibility of any Engineer/Driver of that apparatus to oversee that all equipment used is cleaned and replaced properly. It will also be their responsibility that all fluid levels are full. All used equipment should be cleaned and/or replaced, and damaged equipment be reported to the Captain.

### **Section 216.01: Fire Equipment**

If there is damaged equipment that can be easily replaced, the Captain will take such action. If it cannot be replaced, the Captain should immediately report this

to the Fire Chief to obtain a replacement.

### **Section 216.02: Medical Equipment and Supplies**

The medical equipment and supplies located on the apparatus are used on a regular basis. An important responsibility is to ensure that all medical equipment and supplies are restocked and in their proper place for the next need. Medical bags must be checked for out-of-date items and replaced before their expiration date. Notify the Fire Chief or EMS officer prior to depleting items so they can be reordered.

### **Section 217: Issued PPE, Equipment and other Gear**

All furnished and issued PPE, equipment and other related gear is the property of the PEFD and is for the sole use on official PEFD business. Said PPE, equipment and other related gear shall not be used for personal or outside use. Any abuse to, loss of or damage to said PPE, equipment and gear other than normal wear and tear, shall be replaced by the issued member at no cost to PEFD.

You are expected to maintain said issued equipment and have it available at all times. There shall be no alteration or modification to any issued equipment without written approval of the Fire Chief.

**RESOLUTION NO. 2026-46**

**A Resolution of the Board of Directors of the Plumas Eureka Community Services District Adopting Policy 2400 – Fire Volunteer Eligibility and Stipend Policy**

**WHEREAS**, the Plumas Eureka Community Services District (“District”) recognizes the vital contribution of volunteer firefighters in protecting life and property within the District; and

**WHEREAS**, the District seeks to maintain clear, consistent, and equitable standards governing volunteer eligibility, participation, and stipends to ensure readiness, safety, and accountability; and

**WHEREAS**, the District has determined that stipends are provided in order to defray expenses and facilitate **participation; stipends are** not wages, but remain taxable compensation under **IRS rules**.; and

**WHEREAS**, the Board of Directors has reviewed and supports the adoption of **Policy 2400 – Fire Volunteer Eligibility and Stipend Policy**, establishing requirements for residency, participation, annual medical evaluations, onboarding, and monthly stipend authorization;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PLUMAS EUREKA COMMUNITY SERVICES DISTRICT** hereby adopts **Policy 2400 – Fire Volunteer Eligibility and Stipend Policy**, to be included under the Personnel Policy Series of the District Policy Handbook.

**BE IT FURTHER RESOLVED** that **this policy shall take effect February 1, 2026**, and that the Fire Chief and General Manager are directed to implement and maintain compliance with the provisions of the policy.

**PASSED AND ADOPTED AT A REGULAR MEETING OF THE DISTRICT BOARD OF DIRECTORS THIS 17th DAY OF FEBRUARY 2026 BY THE FOLLOWING VOTE:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**ATTEST: Gina-Marie L. Morris**

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**Don Fregulia, Board Chairperson**

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**Gina-Marie Morris, Clerk of the Board**

**PLUMAS EUREKA COMMUNITY SERVICES DISTRICT**  
**Policy Handbook**

**POLICY TITLE: Fire Volunteer Eligibility and Stipend Policy**      **Adopted: (pending)**  
**POLICY NUMBER: 2400**

**2400.10 Purpose**

To define eligibility, participation, and stipend authorization for Plumas Eureka Community Services District (PECSD) Fire Department volunteers. Stipends are **incentives for participation**, not wages **and are intended to defray expenses associated with volunteering**; therefore, stipend eligibility is participation-based to promote consistent engagement, operational readiness, and community protection.

**2400.20 Applicability**

This policy applies to all non-employee individuals serving as volunteers with the PECSD Fire Department, including but not limited to positions eligible for monthly stipends: **Fire Chief, Captains, Engineer, Medical Officer, and Mechanic.**

Fire Volunteers volunteer their services to PECSD Fire Department for civic, charitable, or humanitarian reasons. Fire Volunteers are not employees and are not entitled to receive any compensation or benefits for their services to the PECSD Fire Department. However, so as not to deter volunteers due to expenses involved with volunteering, certain volunteers are eligible to receive a stipend in accordance with the terms of this policy.

**2400.30 Eligibility and Onboarding**

1. **Chief's responsibility.** The **Fire Chief** is responsible for designing and implementing the **onboarding and orientation program** for all new and returning volunteers.
  - Onboarding must include:
    - Review and acknowledgment of **District policies relevant to volunteer service** (this policy, conduct standards, safety procedures, and chain-of-command expectations).
    - Completion of all **District-required forms**, including the **Volunteer Application and Acknowledgment/Agreement Form** and **any and all required tax forms**.
    - Orientation covering incident reporting, radio use, personal protective equipment (PPE), facilities, and safety protocols.
    - Overview of stipend participation requirements and annual physical scheduling.
2. **Basic qualifications.** Volunteers must:
  - Be at least 18 years of age.
  - Possess a valid driver's license.
  - Be physically capable of performing assigned tasks safely.
  - Maintain a record **free from criminal convictions or conduct incompatible with public service or emergency response duties** (e.g., felony convictions, violent or theft-related offenses, or active substance abuse).
  - Reside or work within the required response area as described below.

These criteria reflect **common volunteer standards across California programs**, designed to ensure reliability, safety, and public trust.

### 3. **Residency and response area.**

Because the Department's mission is to protect residents within the District, volunteers must live or work within five (5) road miles of the District boundary to ensure timely response, operational familiarity with the community, and availability during emergencies.

Volunteers designated as wildfire-only volunteers (including but not limited to Red Flag staffing, initial attack, strike team support, or other wildfire-related assignments) must maintain their primary residence within Plumas County. In addition, wildfire-only volunteers must complete a minimum of forty (40) hours per calendar year of participation, training, or service activities that benefit the District.

Qualifying activities may include, but are not limited to, wildfire training, fuel reduction or mitigation work (such as raking pine needles), community events or fundraisers (such as the pancake breakfast), station or equipment support, administrative assistance, or other activities approved by the Fire Chief.

#### **2400.40 Participation Requirements**

To remain on the active roster, volunteers must meet a **minimum cumulative participation level of fifty percent (50%)**, calculated across **all scheduled trainings and actual incident calls** during the applicable evaluation period.

Participation may be satisfied through any combination of training attendance and incident response, provided the volunteer's **total combined participation equals or exceeds fifty percent (50%)** of the total available trainings and calls.

**Reasoning:** These standards ensure each volunteer remains current with Department procedures and equipment, while promoting reliable turnout and ongoing engagement. Regular participation fosters safety, teamwork, and readiness.

#### **2400.50 Annual Medical Evaluation**

1. **Annual requirement.** All volunteers must complete **an annual physical examination** between **May 1 and June 30** to qualify for service during the following fiscal year.
2. **New or returning volunteers.** Individuals joining or rejoining the Department must successfully complete the same **District-approved physical examination** before being added to the roster.
3. The examination should follow medical fitness guidelines consistent with NFPA 1582 or equivalent standards appropriate for volunteer departments.

**Reasoning:** This requirement ensures that volunteers are medically fit to perform firefighting and emergency response duties without posing undue risk to themselves, their fellow responders, or the public.

#### **2400.60 Stipend Authorization**

1. **Participation-based incentive.**  
Stipends are provided in order to defray expenses associated with volunteering for those serving in eligible positions.
2. **Annual qualification standard.**  
Eligibility to receive stipends in the following calendar year shall be determined based on a volunteer's average monthly participation over the prior calendar year, excluding any hours or activities associated with Office of Emergency Services (OES) deployments.

To remain stipend-eligible, a volunteer in an eligible position must, on average, meet one or a combination of the following criteria:

- a. Respond to at least twenty percent (20%) of monthly incident calls; or
- b. Complete at least five (5) hours per month of documented volunteer service benefiting the District, including but not limited to training, maintenance, administrative support, community events, or other activities approved by the Fire Chief; or
- c. Meet the stipend eligibility standard through a combination of call response and service hours that, in the aggregate, demonstrates equivalent participation as determined by the Fire Chief.

**3. Documentation.**

Participation will be verified using incident and training logs maintained by the Fire Chief or designee. Service hours must be documented and approved by the Fire Chief.

**2400.70 Loss of Active Status and Reinstatement**

- Volunteers who fail to meet participation or medical requirements may be removed from the active roster and will not be eligible to participate or to receive stipends until reinstated.
- Reinstatement requires completion of the most recent onboarding, including the physical examination and any training required by the Fire Chief.

**2400.80 Oversight**

The Fire Chief is responsible for maintaining accurate rosters, training attendance, call records, and stipend eligibility documentation. The **Administrative Manager** shall ensure compliance with tax reporting and budgetary provisions consistent with applicable law and District financial policies.

**2400.90 Policy Review**

This policy shall be **reviewed in years ending in “0” or “5”** to ensure it remains consistent with District operations, applicable laws, and volunteer program practices. The review shall be conducted by the **General Manager**, in coordination with the **Fire Chief**, and any recommended revisions shall be submitted to the **Board of Directors** for consideration.

**RESOLUTION NO. 2026-48**

**A Resolution of the Board of Directors of the Plumas Eureka Community Services District Adopting Revisions to Policy 4060 – Committees of the Board of Directors**

**WHEREAS**, the Plumas Eureka Community Services District (“District”) maintains Policy 4060, Committees of the Board of Directors, to establish the structure, scope, and function of Board committees; and

**WHEREAS**, the Board of Directors desires to update Policy 4060 to reflect current governance structure, operational needs, and committee practices; and

**WHEREAS**, the Board has determined that combining investment oversight within the Budget, Finance, and Investment Committee improves clarity and efficiency in the District’s financial oversight; and

**WHEREAS**, the Board has further clarified committee meeting expectations to provide flexibility while ensuring regular oversight, by specifying that committees shall meet as needed, but no less than twice per year; and

**WHEREAS**, these revisions do not alter the advisory role of committees or the Board’s ultimate authority over District actions; and

**WHEREAS**, a revised version of Policy 4060 – Committees of the Board of Directors, reflecting these updates, has been reviewed and is on file with the District;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PLUMAS EUREKA COMMUNITY SERVICES DISTRICT** as follows:

1. The Board hereby adopts the revised Policy 4060 – Committees of the Board of Directors, which includes:
  - a. Consolidation of investment responsibilities into the Budget, Finance, and Investment Committee; and
  - b. Clarification that Board committees shall meet as needed, but no less than twice per year per committee.
2. The revised Policy 4060 shall supersede all prior versions and shall take effect immediately upon adoption of this Resolution.
3. The Board Chair, General Manager, and Administrative Manager are authorized and directed to implement and administer the policy as adopted.

**PASSED AND ADOPTED AT A REGULAR MEETING OF THE DISTRICT BOARD OF DIRECTORS THIS 17th DAY OF FEBRUARY 2026 BY THE FOLLOWING VOTE:**

**AYES:**

\_\_\_\_\_  
**Don Fregulia, Board Chairperson**

**NOES:**

**ABSENT:**

\_\_\_\_\_  
**Gina-Marie Morris, Clerk of the Board**

**ABSTAIN:**

**ATTEST: Gina-Marie L. Morris**

**PLUMAS EUREKA COMMUNITY SERVICES DISTRICT**

**Policy Handbook**

**POLICY TITLE: Committees of the Board of Directors**

**POLICY NUMBER: 4060**

**(Pending)**

**4060.10** The Board Chair shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

**4060.20** The following shall be standing committees of the Board:

- 4060.21** Budget, Finance, and Investment Committee
- 4060.22** Personnel, Benefits, and Administrative Services Committee
- 4060.23** Safety and Emergency Services Committee
- 4060.24** Water and Wastewater Services Committee

**4060.30** The Board Chair shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in January.

**4060.31** No Board Director shall serve on an unproportionate number of committees. (i.e. With a full Board of 5 Directors and a with 5 standing committees, each Director shall serve on 2 committees.)

- 4060.32** Community members shall be welcome to serve on committees.
- Due to the nature of the committee discussing personnel concerns, the Personnel, Benefits, and Administrative Services Committee shall be an exception to this section. This committee shall not contain community members outside of the two Board Directors.

**4060.40** The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board Chair, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

**4060.41** All committees shall meet as needed, but no less than twice a year per committee.

**4060.50** The Board's standing Budget, Finance, and Investment Committee shall be concerned with the financial and risk management of the District,

- Budget Coordination and Development
- Financial Management Policy
- Audit
- Insurance Coverage
- Investments as outlined in Policy 3022

**4060.60** The Board's standing Personnel, Benefits, and Administrative Services Committee shall be concerned with the functions, activities, compensation and welfare of District staff and the administrative services performed by the District and the use of real property owned by the District.

- Job Classification, Salary Schedule, COLA
- Medical, Vision, Dental Benefits including insurance and Health Reimbursement Arrangements
- Retirement
- Education Assistance
- Performance of external functions including customer service, AP, AR, and vendor relations
- Performance of internal functions including payroll, human resources
- IT and communication systems and technologies
- Use and maintenance of buildings, grounds and real property not used for emergency, water, or wastewater services

**4060.70** The Board's standing Emergency Services and Community Safety Committee shall be concerned with the services provided by the District and safety issues, programs and projects that could affect the District.

- Fire Department Performance
- Major Fire Department Purchases
- Firewise and Auxiliary Coordination
- District Maintenance
- Any Community Safety items not related to or in coordination with Water and Wastewater Services

**4060.80** The Board's Water and Wastewater Services Committee shall be concerned with the provision of water and wastewater services to the District.

- Performance of the CSD services including regulatory compliance
- Capital Improvements, Major Projects and purchases
- Water and Wastewater Rate Management

# Roles & Responsibilities

## Board of Directors

Policy • Budget • Oversight  
Collective authority • Public representation

## Board President

Facilitates meetings • Agenda coordination  
Primary Board liaison to GM

## General Manager

Operations • Staff Management • Compliance  
Implements Board policy

## Administrative Manager / Clerk

Brown Act & PRA • Records • Admin Support

## Staff

Carry out operations under GM supervision

## Chain of Command

Board → President → GM → Staff

## 1. The Board of Directors

### Governing Authority of the District

*(Policies: 4050, 4070, 4010, 5010–5060)*

The Board directs the District at the policy level. As a Director, you are part of a **collective body**—authority rests with the Board **as a whole**, not with individual members.

### Core Responsibilities

- Set and adopt District policies.
- Approve budgets, rates, major expenditures, and long-term plans.
- Oversee the financial health of the District (per Policies 3020–3045).
- Evaluate and direct the General Manager (GM).
- Represent the public interest—not personal interest (4010).
- Ensure transparency, accountability, and compliance with law (Brown Act, PRA, FPPC).
- Participate in committees and report back to the full Board.
- Act only during properly noticed meetings (5010–5040).
- Speak with one voice once the Board takes action.

### Behavior & Ethics

- Follow the Code of Ethics (4010).
  - Maintain professionalism, fairness, and integrity.
  - Avoid conflicts of interest (1020).
  - Maintain confidentiality of closed session matters.
  - Attend all meetings (4020) and be prepared.
- 

## 2. Board Chairperson

*(Policy 4040)*

The Chairperson provides leadership and ensures orderly governance.

### Responsibilities

- Preside over Board meetings.
  - Work with the GM and Clerk to set meeting agendas (5020).
  - Maintain meeting conduct and decorum (5030).
  - Represent the Board in public or interagency interactions.
  - Serve as the primary point of contact between the Board and GM.
  - Exercise delegated authority **only when expressly authorized by Board-adopted policy or resolution**, and strictly within the scope of that authorization.
-

### 3. Committees of the Board

*(Policy 4060)*

Committees help carry out Board work but **cannot** make decisions binding the District.

#### Responsibilities

- Review assigned topics and provide recommendations.
  - Follow Brown Act rules if standing committees.
  - Report findings to the Board during regular meetings.
  - Avoid directing staff **except as necessary to carry out limited authority expressly delegated by Board policy or resolution**, with reporting to the Board and coordination through the GM as required
- 

### 4. General Manager (GM)

*(Policies: 3050 series implied responsibilities; 5050 Review of Admin Decisions)*

The GM manages all District operations and staff.

#### Responsibilities

- Implement Board policy.
- Oversee water, wastewater, fire, and administrative operations.
- Manage staff, contractors, and regulatory compliance.
- HR coordination
- Manage the budget; oversee financial reporting.
- Make administrative decisions (5050).
- Lead the District during emergencies.
- Provide professional recommendations to the Board.

#### Board–GM Relationship

- Board sets **what** and **why**; GM decides **how**.
  - Board does not direct staff—communications flow through the GM.
- 

### 5. Administrative Manager / Clerk to the Board

*(Policies: 5010–5060, PRA/Brown Act/FPPC compliance duties)*

#### Responsibilities

- Prepare and post agendas, minutes, and meeting packets (5020, 5060).
  - Ensure compliance with the Brown Act, PRA, FPPC/Form 700, and election requirements.
  - Prepare the budget; provide financial reporting.
  - Manage District records and public communication.
  - Administrative operations: billing, payroll, assist with HR coordination as needed, financial tracking.
  - Support the GM and committees.
  - Maintain official District documents.
-

## 6. Chain of Command

### Clear governance and operational boundaries

#### Governance Chain

1. **Board of Directors** – Establishes policy & oversight
2. **Board Chairperson** – Facilitates governance & agenda coordination
3. **General Manager** – Executes policy & manages all District operations
4. **Administrative Manager & District Staff** – Carry out daily functions

#### Operational Chain

- Staff report to the **GM**, not to individual Directors.
  - Directors communicate operational concerns **through the GM**.
  - Committees provide recommendations **to the Board**, not directions to staff.
- 

## 7. Legal & Training Requirements

*(Policy 4090)*

Directors must complete:

- **AB 1234 Ethics Training** (every 2 years)
  - **Harassment Prevention Training** (every 2 years)
  - **SB 827 Fiscal & Financial Training** (every 2 years; within 6 months of appointment after 1/1/26)
  - **Form 700** (annual + upon assuming/leaving office) (1020)
- 

## 8. Summary: Roles at a Glance

- **Board:** Policy, budgeting, oversight, public representation
- **GM:** Operations, staff management, oversee administration
- **Admin Manager/Clerk:** Compliance, documentation, administrative operations
- **Staff:** Execute operations under the GM
- **Committees:** Advisory only; except where specific authority is expressly delegated by Board-adopted policy or resolution