



Quincy Fire Protection District

Board of Commissioners

Minutes of Special Meeting

March 11, 2020

Feather River Bulletin Conference Room

- I. Chairman Taborski called the meeting to order at 7:30 am., with Vice Chairman Leonhardt, Treasurer Andrew Ryback, Chief Cassou and District Secretary White present.
- II. Public Comment – None
- III. Treasurer Ryback made a motion to approve the February 12, 2020 meeting minutes with a change request to move Mike Flanigan's (of Flanigan & Leavitt) comments up to section II under public comment. Treasurer Ryback noted that Mr. Flanigan exited the meeting following his comments to the board. Vice Chairman Leonhardt seconded the motion, motion passed.
- IV. Financial Reports – Treasurer Andrew Ryback
 - a. Treasurer Ryback- In reviewing the accounts clothing and safety equipment, both expenses were noted to be higher than normal. Chief Cassou informed the board that the district purchased several years of service pins, name tags, and auxiliary and firefighter badges.
 - b. In reviewing the account for maintenance trucks, the ladder truck expense was higher due to 8161 repairs in the amount of \$12,432. Chairman Taborski asked if we were expecting any further expenses for repairs to 8161. Chief Cassou stated that we have purchased a few more additional parts (Seals and Gaskets for \$600) to repair leaks in some of the hydraulic stabilizer jacks. Chief Cassou pointed out that it was much cheaper to have Charlie do the repairs in house rather than incur more cost from vendors in Modesto.
 - c. In reviewing the account for maintenance & buildings, there was a \$7,606.96 invoice from Wilburn Construction for taking out two trees, reshaping the hillside and installing a culvert pipe for drainage at Station 3.

- d. In reviewing the account for special departmental training, the expenses were higher due to the reimbursement of peridium expenses for the four firefighters who attended the Rio Hondo Truck Academy.
- e. In reviewing the account for capital improvements, Treasure Ryback informed the board that the expense amount of \$38,164.00 was related to Wilcox's Construction replacing Station 1's back stairs. Treasurer Ryback questioned if the work had started. Chief Cassou informed the Commissioners that the steel frame and wooden roof and deck were complete as was the siding on the building. We are still awaiting installation of the concrete stair treads and the steel railings. Treasurer Ryback made a motion to approve the invoice for \$38,164.00, Vice Chairman Leonhardt second the motion, motion approved.
- f. In reviewing the revenue accounts, other misc., a journal entry credit was posted in the amount of \$1,799.45, Secretary White informed Treasurer Ryback that the credit is from an invoice billed to MVFD for Charlie performing repairs on a MVFD engine. The revenue account, reimbursements, Treasure Ryback informed the board that the journal entry credit of \$2,481.26 was from the QVFD Inc. corporate board repaying the district for half of the cost of Rio Hondo hotel expenses.
- g. Claims reviewed and signed

V. Fire Chief's Report (Chief Cassou)

- a. Calls – There were 27 ems calls, and 7 fire calls for a total of 34 calls in the month of February.
- b. Drills: 2/11/2020 - SCBA Familiarization/SCBA use 5.3.1. Instructors: AC Frank Carey/ Capt. Kevin Corriera/ Capt. David Schmid
 2/18/2020 - Cold Weather Emergencies. Instructors: Sam Blesse from Careflight and DC Windle
 2/25/2020 - Firefighter survival 5.3.5, 5.3.9. Instructor: AC Frank Carey
 3/3/2020 - Officers Welcome instructor Chief Cassou
 3/10/2020 - Changed drill from elevator rescue to hose lays and pump operation.
 3/17/2020 - Vital signs, blood pressure, pulse, respiration, and skin signs instructors David Windle and Careflight's Sam Blesse.
 3/24/2020 - Rescheduled the elevator rescue, instructor FF/ Vinyard / Medrano.
- c. Chief Cassou - Over March 4th and 5th I performed four fire extinguisher training classes for approximately forty-six Plumas County employees.
- d. Chief Cassou – On March 12th I instructed about twenty Careflight personnel from

8 am to 2 pm on basic Low Angle Rope Rescue (LARRO) techniques. Annually we provide LARRO training to Careflight personnel to help them integrate better into over-the-side rope rescue operations with Quincy Fire and Search and Rescue.

- e. Chief Cassou – on March 18th I have a Firewise Committee meeting at Flanagan & Leavitt at 5 pm. Later that evening at 5:30 pm we have our corporate board meeting at Paradise Grill. Depending on the length of the Firewise Committee meeting, I may not be attending the Corporate Board Meeting.
- f. Chief Cassou - Last Saturday on March 7th we had the Plumas County Fire Chief's Association meeting in Beckwourth with great attendance.
- g. Chief Cassou – We have twenty-six people going to Dixon's Installation this year and only seven are firefighters. We will also have personnel at the Follies on Friday and Saturday nights.
- h. Chief Cassou – The Fire Academy 17 is starting on April 4th and runs for six consecutive Saturdays. Chairman Taborski asked how many students are registered? Chief Cassou informed the board that about twenty students have signed up so far. Chairman Taborski asked how many we needed to make it worthwhile for the instructor's commitment and time. Chief Cassou said that twenty attendees will work fine and will be very manageable for our instructors.
- i. Chief Cassou – On May 30th we are hosting an OES Refresher Course at Station 1. The event starts at 9:00 am and will run throughout the afternoon. The program is regarding upcoming changes in our new contracts with the Forest Service, BLM, CalFire and State OES on what reimbursements are going to be like in the future. We will also be discussing possible changes in deployment commitments for future incidents.
- j. Chief Cassou – Regarding purchases, the corporate board has purchased six Class "A" dress uniforms in the amount of \$4,468.45 from Lighthouse Uniforms. These uniforms are for our department officers and will be worn at special events, funerals and other formal functions. QVFD Inc. purchased a laptop that will be locked up and strictly used for training purposes. The QVFD Inc. Corporate Board purchased six thermal imaging cameras at a cost of \$700.00 apiece. These cameras will help enhance firefighter safety and make it easier to find fire victims in dense smoke.
- k. Chief Cassou – Regarding future purchases, Secretary White and David Schmid are working on purchasing a desk top computer. My goal is to start consolidating information from three ageing Laptops (two privately owned) on to one computer.
- l. Chief Cassou – Occu-med is a company that FASIS (our workman's compensation insurance company) uses to review firefighter physical questioners as part of our "Fit Testing" Program. The Fit Testing Program Uses a health Questioner and a computerized fit test machine to confirm that our firefighters are qualified to wear Self Contained Breathing Apparatus (SCBA) and that their masks fit correctly.

This year Occu-med is changing all of our fit testing forms and procedures. They are now requiring physicals for all members every three years and more advanced testing during the annual fit test cycle. Apparently, Occu-med will pay for this additional testing but the impact on our firefighter's time during the work week

will be an issue.

- m. Chief Cassou – With regard to the COVID-19 virus, I attended the Plumas County Fire Chief's Association meeting and met with Tina Venable (Plumas County's Public Health Nurse) and Matt Brown from Careflight to discuss the crisis and how to best prepare our firefighters.

Chief Cassou provided handouts on some guidelines on how our department is dealing with this crisis for the board to review.

We are providing packs on each one of the rigs, with isolation gowns, face masks, safety glasses and hand sanitizer. This is in addition to the personal protective clothing we normally provide.

- n. Chief Cassou – I am doing several inspections this month. One is at PDH for a licensing issue that the Fire Marshal is not handling anymore. Second, Environmental Alternatives, which is in the old Bank of America building, has asked me to inspect their facility for their fire clearance.
- o. Chief Cassou – Spoke with Darren Beatty regarding the theater their board meeting was last night. He is setting up a time for Roxane and Chief Cassou to meet regarding an inspection to identify fire safety concerns.
- p. Chief Cassou – This month we applied for a grant through the California State Firefighters Association for eleven sets of turnouts and NFPA physicals. I should hear back from CSFA shortly after their quarterly review.
- q. Chief Cassou – We were sponsoring a Regional FEMA Grant to buy breathing apparatus for any department in the county that wanted to participate. At the Fire Chief's Association meeting last Saturday, Paul Mrowczynski (the grant writer) came and discussed what we we're trying to do and what information would be required from each department. A few days later it became apparent that most department were not able to gather the needed information prior to the March 13th deadline. Instead I am a working on a Micro-Grant for \$37,000 worth of training materials including a DVD series, PowerPoint presentations and test generators for firefighter 1 and 2 curricula, driver operator, and company officer.

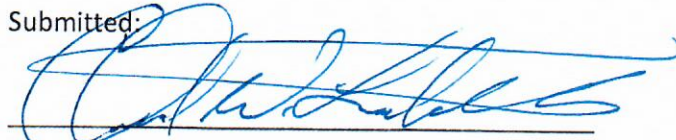
VI. Other Business

- a. Chief Cassou - Regarding building plans and actions, we requested a quote to install concrete between Station 1's new concrete stair pad and the ladder truck building apron. This improvement will facilitate better draining and reduce trip hazards.
- b. Chief Cassou - Our annual Resolution FEPP agreement # 992219 is due for renewal. This Federal Excess Property Program (FEPP) Agreement allows us to acquire surplus property from the Forest Service. Engine 8176 and 8153 are both surplus fire engines that are on loan to us from the Forest Service through the FEPP. The agreement states that we will maintain the vehicles, provide insurance and return them to the Forest Service when we are finished with them. Treasurer Ryback made a motion to approve the resolution, Vice Chairman Leonhardt second the motion, motion approved.

- c. Chief Cassou - We have been approached by Long Valley Fire and asked to enter into an automatic aid agreement to help improve their ISO rating. The agreement stipulates that Quincy Fire would automatically be dispatched to structure fires in the Long Valley Fire Department's response area. In exchange Long Valley would respond to structure fires in Quincy in areas without hydrants. We currently have a similar agreement with Meadow Valley. After some discussion, Treasurer Ryback made a motion to approve the agreement, Vice Chairman Leonhardt second the motion, motion approved.
- d. Vice Chairman Leonhardt informed the board of a possible conflict of interest that has been brought to his attention. He is seeking counsel from the FPPC (Fair Political Practices Commission) to answer some questions regarding the conflict of being on the Quincy Fire Protection District Board and being an elected official for Plumas County. Vice Chairman Leonhardt informed the board with regret that he may be resigning pending the outcome.

VII. The meeting adjourned by Chairman Taborski at 8:08 am.

Submitted:



Vice Chairman Chuck Leonhardt