

Chester Public Utility District  
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Chester, Ca. 96020  
530-258-2171

**Amended Minutes of Regular Meeting:** October 11, 2016 at 5:30pm. Located in the Chester Public Utility District conference room: 251 Chester Airport Road.

**Directors Present:** Greg McIntire, Steve Trotter, Wes Scott, and John Knopp.

**Directors Absent:** Ben Thompson

**Guests Present:** none

**Staff Present:** 7 CPUD/CFD employees and volunteers.

1. **Call to Order:** Director Scott called the meeting to order at 5:30pm.
  - a. Director Scott led the Pledge of Allegiance.
  - b. Agenda approval: Director Trotter asked when the deadline for approving the final 2016-2017 Budget is and when is it to be on agenda. GM Motzkus stated that we needed the Budget announcement to run in the paper for 2 weeks as a public hearing with the next meeting date, November 8<sup>th</sup>, so the public has time to respond with concerns. Director McIntire made a motion to accept the agenda. Director Trotter seconded the motion. All in favor, agenda approved.
2. **Closed Session:** None
3. **Reconvene from Closed Session:** n/a
4. **Report on Closed Session:** n/a
5. **Public Comment Non-Agenda Items:** Karen Lichti reminded the board of the Open House this Saturday. She requested their presence. Director Scott noticed that the event had been very well advertised.
6. **Approval of September 13, 2016 Meeting Minutes:** Director Trotter asked that the “he” and “they” be changed in future minutes to reflect the actual who, as in “The Board”, “The GM” etc. Director Trotter made a motion to accept the minutes. Director McIntire seconded the motion. All in favor, motion carried.
7. **Approval of August 2016 Financials:** Director Trotter asked how working with Mary Cheek was going regarding creating easier reports for the board to read. GM Motzkus stated he will be presenting financial reports of his own style to the board. Director Scott stated he had finished the spreadsheets for Water and Wastewater for the last 3 fiscal years. He will email them to GM Motzkus and the board members, with a do not reply request. Director Trotter made a motion to accept the financials. Director McIntire seconded the motion. All in favor, motion carried.
8. **General Manager’s Report: - (Exhibit A)** GM Motzkus read his report and added that APS will have a CD completed of the Sewer line footage, regarding outside infiltration areas of concern, by the end of October. GM Motzkus asked the board if there was any reason they would not want the former ABC Center at 372 Main St. to become a Crisis Center. The Plumas Crisis Center needs a special use permit and we have until October 31 to respond to the letter. After a brief discussion it was agreed by all board members present to have GM Motzkus respond to the letter with a “No Comment” response. Director Trotter asked if the Crisis Center building needed to be inspected by the Fire Department after the remodel and do they need KNOX boxes. Chief Waterman replied that the board would need to create an ordinance before we hold the Crisis Center to any regulations.

**9. Fire Report: - (Exhibit B)** Chief Waterman read his report and added that one of our Lassen Crew members timed out with PERS this year as a retired annuitant, meeting his maximum fiscal time allowed to work of 960 hours. The Plymo Vent system is moving forward. SAFER Grant is still in staging status. Director Trotter asked why EMS response times were not included with the Chiefs report this meeting. Chief Waterman stated he did not have access to that report this time. Chief Waterman stated he would like to know what the response time information was being used for. Chief Waterman has meetings this week with CAL-Fire regarding the response area classification. Chief Waterman will email the board, with no reply needed, the results of those meetings.

**10. Public Comment: Agenda Items:** none.

**11. Introduction of new District Policies:**

- A. 1030 – Public Complaints including a complaint form
- B. 5010. through 5060. – Board Meetings
- C. 2320 – Job Description: Field Supervisor
- D. 2370 – Job Description: Emergency Services Director
- E. 2375 - Job Description: PIO

GM Motzkus explained that Field Supervisor takes the place of the old Forman 2 position. Recess was taken at 6:08pm for GM Motzkus to find 2 missing pages of the new Emergency Services Director Job Description.

The meeting was reconvened at 6:12pm.

Director Scott asked if the qualifications for Chief were fit to Joe Waterman or for the next Chief in the future. Chief Waterman stated that the Emergency Services Director Job description, with certifications listed were standard Chief requirements. Director Trotter noticed no education requirements for the PIO position listed within the job description. GM Motzkus stated that they are living documents and can be amended anytime. GM Motzkus will work on the Education Requirements for Job Descriptions for amendment approval for the next board meeting. Director Trotter made a motion to accept all the above listed Policies and Job Descriptions. Director McIntire seconded the motion. All in favor, motion carried.

**12. Organization of Standing Personnel Committee:** GM Motzkus explained that not all of the employees are in the Union. He would like them to have someone to go to for grievances. Director Scott mentioned that Union negotiations will be coming up again after the first of the year. Director Trotter and Director Scott volunteered to be the committee. Director Trotter made the motion to accept Trotter and Scott as the Standing Personnel Committee. Director McIntire seconded the motion. All in favor, motion carried.

**13. Amended Organization Chart:** GM Motzkus changed the EMT positions to be 2 and the Paramedic positions to be 3 and to move Medics above EMTs. Chief Waterman stated that Security Officer, *Fire Fighter Title was never formalized operationally. (amended 11-8-16)* Director Trotter made a motion to accept the amended Organizational Chart with above listed amendments. Director Knopp seconded the motion. All in favor, motion carried.

**14. Pay Scales: PIO, Emergency Services Director, and Field Supervisor:** The CPUD pay scale dated FY 2016-2017: GM Motzkus stated that the scale with names was for internal uses. The pay scale without the names attached will be the new formal pay scale. The scale was prepared as base ranges with 5 step/merit raises to be possibly awarded each year. The new pay scale lists only the General Manager, Emergency Services Director, Office Manager, Secretary, PIO, Lead Supervisor, Field Supervisor, Operator and Operator Seasonal. Clerk to the Board, Cheryl Johnson, voiced her concerns regarding PERS not seeing the pay scale as well as the Union not seeing the pay scale before board approval. Director Trotter made a motion to accept the pay scale with names removed. Director Knopp seconded the motion. All in favor, motion carried.

- 15. Agreement with Seneca Hospital District for new employee physicals, EKG, HEP C series, DMV physicals, drug test blood draw, Chest and Back X-Ray:** Chief Waterman stated that he met with Carlene Slusher at Seneca Hospital to go over this agreement. Chief Pini with Peninsula Fire has done all the leg work as far as research for rates etc. The agreement is verbatim to Peninsula Fire. The rates are more of a menu if our folks used Seneca's services. Chief Waterman also stated that a DMV physical in Susanville is cheaper and closer to the live scan, back ground check facility. Director Knopp disagrees with the prices listed within the agreement. The Drug Testing is sent out to qualified, certified labs, not done in Seneca. Director Trotter asked if we pay our employees to travel to get these test completed. Chief Waterman said yes, not our volunteers however. Director Trotter asked Chief Waterman to ask Chief Pini for any documentation he may have regarding price and service comparisons. Chief Waterman stated that for HIPPA purpose we need to have our own test results. Director Knopp made a motion to accept the agreement with Seneca. Director McIntire seconded the motion. All in favor, motion carried.
- 16. Conflict of Interest Code: Resolution #388:** GM Motzkus stated that this resolution needs to be filed with Plumas County, in the County Attorney Office, every 2 years. Director Trotter made a motion to accept the Resolution as written. Director McIntire seconded the motion. All in favor, motion carried.
- 17. Correspondence:** Chief Waterman stated that burn permits will be required starting Friday, 10-14-16.
- 18. Comments:**
- A) Directors: Director Trotter asked about the medical benefits premiums increasing research. GM Motzkus said he was waiting for some responses. Director Trotter also asked what fire code we are enforcing currently. Captain Dean responded with the 1996 Fire Code. The fire code is flexible with adopting portions at a time. Director Trotter also asked about the Board meeting in the future on a Saturday regarding planning actions, projects and maybe develop a committee. Director Scott said he would make this happen soon.
  - B) Staff: Chief Waterman said that social media got over 300 hits with the Open House posting.

Director Scott adjourned the meeting at 6:47pm.  
Cheryl Johnson, Clerk to the Board.  
Approval of Minutes \_\_\_\_\_