



Lassen County

Meeting Minutes

Board of Supervisors

LASSEN COUNTY SUPERVISORS:

DISTRICT 1 - MIKE SCANLAN; DISTRICT 2 - GARY BRIDGES - VICE CHAIRMAN; DISTRICT 3 - TOM NEELY - CHAIRMAN; DISTRICT 4 - AARON ALBAUGH; DISTRICT 5 - JASON INGRAM

Tuesday, April 15, 2025

9:00 AM

Board Chambers
707 Nevada Street
Susanville, CA 96130

9:00 A.M. CALL TO ORDER

Present: Supervisors Scanlan, Bridges, Neely, Albaugh, and Ingram. Also present: Interim County Administrative Officer (ICAO)/Director of Planning and Building Services Maury Anderson, County Counsel Amanda Uhrhammer, and Deputy Clerk of the Board Michele Yderraga.

Present: 5 - Mike Scanlan, Gary Bridges, Tom Neely, Aaron Albaugh and Jason Ingram

Excuse: 0

PUBLIC COMMENT

Susan Somerville: Opposed spending \$35,000 on recruitment firm to search for a County Administrative Officer.

ANNOUNCEMENT OF THE ITEMS TO BE DISCUSSED IN CLOSED SESSION

County Counsel Uhrhammer announced the following closed session items:

- 1) Recruitment of County Administrative officer (CAO) Pursuant to Government code Section 54957.
- 2) Liability Claim; - Claimant: Adam Figueroa, Agency claimed against: Lassen County.

CLOSED SESSION

Closed session was held from 9:02 a.m. - 9:25 a.m.

Present: Supervisors Scanlan, Bridges, Neely, Albaugh, and Ingram. Also present: ICAO Anderson, County Counsel Uhrhammer, and Deputy Clerk of the Board Yderraga.

Personnel/Risk Analyst Regina Schaap was present from 9:02 a.m. - 9:25 a.m.
ICAO Anderson was absent from 9:05 a.m. - 9:25 a.m.

RECESS: 9:25 a.m. - 9:30 a.m.

B. 9:30 A.M. OPENING CEREMONIES

Pledge of Allegiance and Invocation

After the flag salute, invocation was offered by Supervisor Scanlan.

ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION

County Counsel Uhrhammer announced the following closed session items:

- 1) Recruitment of County Administrative officer (CAO) Pursuant to Government code Section 54957.

Direction to staff was given.

- 2) Liability Claim; - Claimant: Adam Figueroa, Agency claimed against: Lassen County.

The board unanimously agreed to deny the claim. The claim was a Lassen Regional Solid Waste Management Authority issue and needed to be submitted to that board.

AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

A motion was made by Supervisor Bridges, seconded by Supervisor Scanlan, that this Agenda be approved. The motion carried by the following vote:

Aye: 5 - Scanlan, Bridges, Neely, Albaugh and Ingram

PUBLIC COMMENTS

Lassen County Fair Manager Bill Payer: Discussed upcoming events at the fair ground.

UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Scanlan: 1) Attended an Air Pollution Control District meeting; 2) met with constituents regarding the Fort Sage Food Distribution Program. Acknowledged Carla McDonald; 3) attended a Spalding Neighborhood Watch meeting; 4) attended a Spalding Community Services District meeting; 5) attended the Westwood Chamber of Commerce 4H Pig Out event; 6) attended the Health and Social Services Walk A Mile event.

Supervisor Bridges: 1) Attended a Behavioral Health Stakeholders meeting; 2) attended a Behavioral Health Advisory Board (BHAB) meeting; 3) will be attending a Nortec Governing Board Executive meeting; 4) requested to donate \$400 to the Susanville Blue Grass Music Alliance from Discretionary Funds; 5) thanked Supervisor Neely for attending meetings in his absence.

Supervisor Ingram: 1) Attended an air pollution meeting; 2) attended a Mental Health Services Act (MHSA) town hall meeting in Herlong; 3) attended the Westwood Pig Out event; 4) attended the Walk A Mile event; 5) attended the first south county food distribution event. Thanked Carla McDonald, the Salvation Army, and his daughters for participating; 6) announced there would be Easter

Egg Hunts in Standish, Milford, and Doyle; 7) requested to donate \$250 to the Blue Grass Festival from Discretionary Funds.

Supervisor Albaugh: 1) Welcomed Supervisor Ingram's daughters to the board meeting; 2) stated he would need assistance with the wolf letter and resolution; 3) announced road construction would be commencing on Highway 139 and travelers would have to go around through Eagle Lake or Rice Canyon Road; 4) attended the Beef and Brew event hosted by the Cattle Women's in McArthur.

Supervisor Neely: 1) Welcomed and thanked Supervisor Ingram's daughters for attending the board meeting; 2) attended an air pollution meeting; 3) will be attending a pool meeting; 4) will be attending a Jolly Elder's Luncheon; 5) will be attending a Fire Safe Council meeting on April 16, 2025, at 5:30 p.m.; 6) will be attending Planning and Service Area - Area Agency on Aging (PSA 2 AAA) Lunch Program meeting. Requests For Proposals (RFP) had been submitted; 7) attended a BHAB meeting; 8) announced the Veterans Stand Down event would be held on May 17, 2025; 9) will be having a town hall meeting on April 23, 2025, at the Jolly Elders Building at 5:30 p.m.

INFORMATION/CONSENT CALENDAR

Supervisor Albaugh requested to pull Item# G5 - Contract Amendment.

Supervisor Ingram requested to pull Item# G6 - Deputy Sheriff I/II Modification.

Approval of the Consent Agenda

A motion was made by Supervisor Albaugh, seconded by Supervisor Ingram, to approve the Consent Agenda as amended. The motion carried by the following vote:

Aye: 5 - Scanlan, Bridges, Neely, Albaugh and Ingram

BOARD OF SUPERVISORS

FISH AND GAME COMMISSION

SUBJECT: California Department of Fish and Wildlife Letter of Support regarding proposals to change fishing regulations by California Department of Fish and Wildlife.

FISCAL IMPACT: None.

ACTION REQUESTED: Authorize the Chairman to execute.

Attachments: [Coop Attach](#)

This Action Item was approved on the Consent Agenda.

COUNTY CLERK-RECORDER

LASSEN COUNTY BOARD OF SUPERVISORS MEETING MINUTES OF MARCH 25, 2025

SUBJECT: Meeting Minutes of March 25, 2025.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

Attachments: [DRAFT MINS 2025-03-25](#)

These Minutes were approved on the Consent Agenda.

LASSEN COUNTY BOARD OF SUPERVISORS MEETING MINUTES OF
APRIL 8, 2025

SUBJECT: Meeting Minutes of April 8, 2025.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

Attachments: [DRAFT MINS 2025-04-08](#)

These Minutes were approved on the Consent Agenda.

COUNTY ADMINISTRATIVE OFFICE

AMENDED LASSEN COUNTY DEPUTY SHERIFF'S ASSOCIATION SIDE
LETTER AGREEMENT

SUBJECT: Amended Side Letter Agreement between the County of Lassen
and Lassen County Deputy Sheriff's Association (LCDSA) for the purpose of
continuing the utilization of patrol deputies to cover ongoing staffing
shortages at the Jail until appropriate custodial deputy staffing is secured on
or before September 25, 2025.

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Ratify Amended Side Letter; and 2) authorize
Chairman to execute; and/or 3) provide direction to staff.

Attachments: [250415 Amended Side Letter Attach](#)

This Action Item was approved on the Consent Agenda.

DEPARTMENT REPORTS

SHERIFF'S DEPARTMENT

CONTRACT AMENDMENT

SUBJECT: The Sheriff's Office is requesting an amendment to their contract
with Thompson Peak Investigations extending their services through June 30,
2026.

FISCAL IMPACT: The original contract was in the amount of \$25,000. This
amount has been expended to this date. The contract will need to be
increased to cover the outstanding investigations until a replacement can be
recruited and hired. The amount of the increase will be listed not to exceed
\$50,000. This will be expended from Fund/Budget Unit No. 130-0522 (Patrol
Operations), 130-0523 (Dispatch) and 130-0525 (Jail Operations).

ACTION REQUESTED: 1) Approve the first amended contract with
Thompson Peak Investigations; and 2) authorize the County Administrative
Officer to execute the contract; and/or 3) provide direction to staff.

Attachments: [G5](#)

Lassen County Sheriff/Coroner John McGarva informed the board this item was an extension of the contract with Thompson Peak Investigations. The Community Service Officer who assisted in background investigations had recently resigned giving additional investigations to Thompson Peak Investigations. Sheriff/Coroner McGarva stated Mr. Matt McFarland was a certified background investigator and was very efficient. This extension would provide another year of services with an increased salary. Brief discussion was held.

A motion was made by Supervisor Albaugh, seconded by Supervisor Ingram, that this Action Item be approved. The motion carried by the following vote:

Aye: 5 - Scanlan, Bridges, Neely, Albaugh and Ingram

DEPUTY SHERIFF I/II MODIFICATION

SUBJECT: The Lassen County Sheriff's Office is requesting a modification to the job description for the Deputy Sheriff I/II to include new requirements to promote from a Deputy Sheriff I to a Deputy Sheriff II.

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Approve the modification to the Job Description to Deputy Sheriff I/II; and/or 2) provide direction to staff.

Attachments: [G6](#)

Lassen County Sheriff/Coroner John McGarva stated he was researching possibility on how to retain Deputy Sheriff's. Sheriff/Coroner McGarva said currently a Deputy Sheriff I was required to have three (3) years experience prior to promoting. The trend was Deputy Sheriff's were resigning prior to the 36 month requirement. If approved, this item would decrease the experience requirement to eighteen (18) months. Sheriff/Coroner McGarva stated the Deputy Sheriff would still be required to have Peace Officers Standards and Training (POST) certification, not to be in their probation period and to meet all the requirements to promote. Supervisor Ingram thanked Sheriff/Coroner McGarva for bringing this item to the board. Sheriff/Coroner McGarva informed the board decreasing the promotion requirement would not impact the budget. ICAO Anderson said the requirement change was great and encouraged other departments to do the same.

A motion was made by Supervisor Ingram, seconded by Supervisor Bridges, that this Action Item be approved. The motion carried by the following vote:

Aye: 5 - Scanlan, Bridges, Neely, Albaugh and Ingram

PUBLIC HEARINGS

PLANNING AND BUILDING SERVICES

SUBJECT: Proposed Ordinance Amending Article I of Title 12 of the Lassen County Code (known as the Lassen County Building Code). The amendment will

remove the requirement to install fire sprinklers within all residential structures over two thousand square feet, constructed under Chapter 12.27 of Lassen County Code.

FISCAL IMPACT: None

ACTION REQUESTED: 1) Receive report; and 2) conduct a Public Hearing; and 3) waive the second reading and adopt the ordinance.

Attachments: [C-1 Draft ordinance Sqft Req for Fire Sprinklers](#)

Deputy Director of Planning and Building Services Gaylon Norwood informed the board this was a proposed ordinance to remove the requirement to install fire sprinklers within all residential structures over two thousand square feet ordinance that was introduced to the board on March 25, 2025. The action requested was to waive the second reading and adopt the ordinance.

The Public Hearing was open from 10:06 a.m. - 10:07 a.m.

SPEAKERS IN FAVOR: None.

SPEAKERS IN OPPOSITION: None.

A motion was made by Supervisor Scanlan, seconded by Supervisor Bridges, that this Ordinance No. 2025-03 be adopted. The motion carried by the following vote:

Aye: 5 - Scanlan, Bridges, Neely, Albaugh and Ingram

DEPARTMENT REPORTS - CONTINUED

FAIR

CALIFORNIA DEPARTMENT OF FOOD & AGRICULTURE GRANT
SUBJECT: California Department of Food and Agriculture (CDFA)
California Network of Fairs Grant Allocation.

FISCAL IMPACT: Receive the maximum amount of \$47,450 funded through CDFA to Fund/Budget Unit No. 175-1751 for Fiscal Year (FY) 2024/2025.

ACTION REQUESTED: Approve grant agreement.

Attachments: [H1 FY24-25 Allocation Fair Memo](#)

[H1 Executed Agreement \(002\)](#)

Lassen County Fair Manager Bill Payer informed the board this item was a formality and said this item had been previously approved by then CAO Richard Egan in October 2024, as the amount of the grant was within the CAO's signing authority. California Department of Food and Agriculture (CDFA) was requesting board action and a Minute Order for the approval. Brief discussion was held.

A motion was made by Supervisor Bridges, seconded by Supervisor Ingram, that this Action Item be approved. The motion carried by the

following vote:

Aye: 5 - Scanlan, Bridges, Neely, Albaugh and Ingram

RACE PROMOTION CONTRACT AWARD

SUBJECT: Bid Award for race promotion at the Lassen County Fairgrounds for the 2025-2027 race seasons.

FISCAL IMPACT: Estimated revenue to Lassen County of \$9,600 annually for the 2025 season and \$15,600 annually for 2026-2027

ACTION REQUESTED: 1) Receive findings/scoring of the Lassen County Fair Advisory Board, Interim Committee; and 2) award contract; and/or 3) provide direction to staff.

Attachments: [Race Award Fair Memo](#)

[Fair Race RFP](#)

Lassen County Fair Manager Bill Payer informed the board the Lassen County Fair Advisory Board Entertainment and Interim Committee met to review a Request For Proposal (RFP) for racing. Previously two (2) RFP's had been submitted for operations of the speedway and both failed to produce a quality bidder. A third RFP had been received from Berglund Racing Promotions and qualified with a score of 89.6 out of 100. Berglund Racing Promotions was also the racing promoter for the Plumas County Fair. Fair Manager Payer said the opening day for the race track would be May 23, 2025, and discussed the upcoming schedule. Brief discussion was held pertaining to the concessions and the contract. ICAO Anderson thanked Fair Manager Payer for his diligent work. Supervisor Albaugh thanked the Fair Advisory Board.

SPEAKERS: James Perget.

A motion was made by Supervisor Bridges, seconded by Supervisor Albaugh, that this Action Item be approved. The motion carried by the following vote:

Aye: 5 - Scanlan, Bridges, Neely, Albaugh and Ingram

PLANNING AND BUILDING SERVICES**CARGO CONTAINER BUILDING PERMIT REQUIREMENTS**

SUBJECT: Report on building permit requirements for cargo containers.

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Receive report; and/or 2) provide direction to staff.

Attachments: [H-3 Bldg Permit Req for sea-land cargo cont Packet](#)

Deputy Director of Planning and Building Services Gaylon Norwood informed the board this item was a report on cargo container permit requirements. Deputy Director Norwood discussed the modifications made to the CA Building Code Section 3115, and said engineering would not be required but the containers

would have to be anchored. Deputy Director Norwood also stated the containers could be temporarily placed for 180 days with a 90 day extension and the Building Permit Fee amount was at the minimum of \$300. This was a requirement by the state in the California Building Code. ICAO Anderson said the permit fee was the minimum amount for a one time inspection of an anchor system. This was the lowest amount Planning and Building Services charged for doing a field inspection. Supervisor Ingram asked why the county was recognizing this now and what would happen if Lassen County didn't follow the state's requirements. County Counsel Uhrhammer stated the county was required to follow the state requirement and if not, it would expose the county to liability. If something were to happen and state standards were not followed, the state would sue the county. ICAO Anderson also said if the Board of Supervisors directed staff to disregard state laws, the supervisor, individually could be personally liable for any accident and incident. County Counsel Uhrhammer informed the board the supervisors were prohibited to direct staff to break the law. Supervisor Scanlan reminded the board the county was a government entity that was required to follow the law. Additional discussion was held pertaining to existing cargo containers, occupancy, storage purposes, cargo container temporary placement, and mobile containers. County Counsel Uhrhammer reminded the board that this wasn't county code. This was a state law, an action the state had taken. This was what Lassen County had to follow. The county had no authority to modify the state building code. ICAO Anderson reiterated to the board that this was the law.

COUNTY ADMINISTRATIVE OFFICE

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

ICAO Anderson stated he didn't have anything to report.

ADJOURNMENT

There being no further business, the meeting is adjourned at 10:51 a.m.

 Chairman of the Board of Supervisors

Date: _____

ATTEST:

 Michele Yderraga, Deputy Clerk of the Board