



Lassen County

Meeting Minutes

Board of Supervisors

LASSEN COUNTY SUPERVISORS:

DISTRICT 1 - CHRIS GALLAGHER; DISTRICT 2 - DAVID TEETER - CHAIRMAN; DISTRICT 3 - JEFF HEMPHILL; DISTRICT 4 - AARON ALBAUGH - VICE CHAIRMAN; DISTRICT 5 - TOM HAMMOND

Tuesday, March 17, 2020

9:00 AM

Board Chambers
707 Nevada Street
Susanville, CA 96130

9:01 A.M. CALL TO ORDER

Present: Supervisors Teeter, Gallagher, Hemphill and Hammond. Also Present: County Administrative Officer (CAO) Richard Egan, County Counsel Robert Burns and Clerk of the Board Julie Bustamante.

Supervisor Albaugh arrived at 9:28 a.m.

Present: 5 - Jeff Hemphill, David Teeter, Aaron Albaugh, Chris Gallagher and Tom Hammond

Excuse: 0

PUBLIC COMMENT

None.

ANNOUNCEMENT OF THE ITEMS TO BE DISCUSSED IN CLOSED SESSION

CAO Egan announced the following closed session items:

- 1) Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9: One case.
- 2) Employee performance evaluation: Director of Child Support Services

CLOSED SESSION

Closed session was held from 9:03 a.m. - 9:45 a.m.

Present: Supervisors Teeter, Gallagher, Hemphill and Hammond. Also Present: CAO Egan, County Counsel Burns and Clerk of the Board Bustamante.

Director of Child Support Services Kelley Cote was present from 9:03 a.m. - 9:21 a.m.

Deputy CAO Tony Shaw was present from 9:21 a.m. - 9:45 a.m.

Supervisor Albaugh arrived at 9:28 a.m.

RECESS: 9:45 a.m. - 9:48 a.m.

9:48 A.M. OPENING CEREMONIES

Pledge of Allegiance and Invocation

ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION

Supervisor Teeter announced the following closed session items:

1) Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9: One case.

No reportable action.

2) Employee performance evaluation: Director of Child Support Services

No reportable action.

AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

After the flag salute Supervisor Gallagher requested a moment of silence for prayers during this time of crisis and to ask for God's help.

County Counsel Burns stated Item# G5 - Travel Authorization, would need to be pulled from the agenda due to the suspension of all travel.

A motion was made by Supervisor Hemphill, seconded by Supervisor Hammond, that this Agenda be approved as amended. The motion carried by the following vote:

Aye: 5 - Hemphill, Teeter, Albaugh, Gallagher and Hammond

PUBLIC COMMENTS

Director of Health and Social Services (HSS) Barbara Longo: Gave a brief update of the staff and partners working together to stay in front of the COVID-19 pandemic. HSS has opened a call center and email to help manage communication with factual information. The call center is being housed in Public Health and has partnered with Lassen Community College and nursing students. Director Longo offered to provide posters to post within the community with information for the call center. Director Longo provided the Board with the call center telephone number: 530-251-8100. Brief discussion was held.

UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Gallagher: Attended a California State Association of Counties (CSAC) conference call with CAO Egan regarding the Governor Newsom's announcement.

Supervisor Hammond: 1) Had a town hall meeting with Supervisor Hemphill in

Milford; 2) attended a Stake Holder's town hall meeting in Cold Springs, Nv.

Supervisor Albaugh: Attended a CSAC and Environmental Services Joint Powers Agency (ESJPA) meeting in Sacramento.

Supervisor Hemphill: 1) Had a town hall meeting in Milford; 2) thanked Lassen County staff who were present at the town hall meeting to explain the Corona Virus; 3) disappointed for the children due to the cancellation of school.

Supervisor Teeter: Nothing to report.

MATTERS SET FOR TIME CERTAIN

RECOGNITION COMMITTEE

RECOGNITION COMMITTEE PRESENTATION

SUBJECT: 15 Year Awards: Jennifer Branning (Probation); Latoya Salas (District Attorney).

FISCAL IMPACT: None.

ACTION: Present awards.

Supervisor Teeter recognized the following employees for their years of service: 15 Year Awards: Latoya Salas (District Attorney's Office) and Jennifer Branning (Probation - not present).

INFORMATION/CONSENT CALENDAR

Supervisor Hammond requested to pull Item# G4 - Community Social Services and Item# G6 - Personnel Report.

County Counsel Burns reminded the Board Item# G5 - Travel Authorization, was pulled in Agenda approval and Item# G7 - Minutes, were pulled prior to publication.

Approval of the Consent Agenda

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

Aye: 5 - Hemphill, Teeter, Albaugh, Gallagher and Hammond

AUDITOR'S OFFICE

FUND BALANCE REPORT

SUBJECT: Treasurer's Fund Balance Report and Auditor's verification for the month of February, 2020.

FISCAL IMPACT: None.

ACTION: Receive and file.

Attachments: [LASSEN COUNTY FUND BALANCES 2-29-20](#)

This Report was received and filed on the Consent Agenda.

BOARD OF SUPERVISORS

SUPERVISOR GALLAGHER

SUBJECT: Request to designate: \$200 to the Westwood High School Drama Club for the trip to the drama trip to Ashland, Oregon.

FISCAL IMPACT: Appropriation is included in the General Fund, Board of Supervisors Fund/Budget Unit No. (100-0011).

ACTION REQUESTED: Approve expenditure.

This Action Item was approved on the Consent Agenda.

HONEY LAKE POWER

SUBJECT: Approval of a letter supporting Honey Lake Power's request to expand the definition of High Hazard Zones to boost hazardous fuel removal as feedstock for Biofuel Renewable Auction Mechanism (BioRAM) program in response to California Governor Jerry Brown's October 30, 2015 Proclamation of a State of Emergency to remove dead and dying trees throughout California forests.

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Approve Letter; and 2) authorize the Chair to Sign.

Attachments: [G3 Attach](#)

This Action Item was approved on the Consent Agenda.

CHILD SUPPORT SERVICES

TRAVEL AUTHORIZATION

SUBJECT: Travel Authorization for 1) Director of Child Support Services Kelley Cote; and 2) Lead Child Support Specialist Regina Richardson; and 3) Child Support Specialist II Brandon Gutierrez, to attend the Straus Institute of Dispute, Professional Skills Program in Dispute Resolution in Burbank, CA, June 24, 2020, through June 27, 2020, for an estimated travel cost of \$2,114.96 per person.

FISCAL IMPACT: There is no fiscal impact to the General Fund. There is no net increase to appropriations.

ACTION REQUESTED: 1) Approve the travel authorization; and 2) authorize the County Administrator Officer to execute the authorization.

Attachments: [DCSS Kelley Cote Travel Packet](#)

[DCSS Brandon G. Travel Packet](#)

[DCSS Regina R. Travel Packet](#)

THIS ITEM WAS PULLED FROM THE AGENDA IN AGENDA APPROVAL.

COUNTY CLERK-RECORDER

THIS ITEM HAS BEEN PULLED FROM THE AGENDA.

COUNTY COUNSEL

LACTATION ACCOMODATION POLICY

SUBJECT: In accordance with Senate Bill 142 the county has an obligation to develop and implement a written Lactation Accomodation Policy to provide breaks, and safe private locations, to reasonably accomodate all employees who desire to express breast milk at work.

FISCAL IMPACT: May require future appropriations.

ACTION REQUESTED: 1) Adopt Policy No. 20-P01-Lactation Accomodation Policy; and/or 2) provide direction to staff.

Attachments: [COCO County Lactation Policy](#)

[COCO DRAFT Lassen County Lactation Accommodation Policy](#)

This Action Item was approved on the Consent Agenda.

SHERIFF'S DEPARTMENT

SHERIFF'S DEPARTMENT

SUBJECT: Resolution for Off Highway Vehicle (OHV) G-18.

FISCAL IMPACT: None.

ACTION REQUESTED: Adopt Resolution for OHV G-18 grant.

Attachments: [OHV Resolution](#)

[SO OHV Grant board packet 1-14-20](#)

This Resolution No. 20-012 was adopted on the Consent Agenda.

DISPATCH

SUBJECT: Authorization for a 5-year, fixed pricing contract with Avtec, LLC for dispatch software upgrades, remote factory support, 24/7 emergency assistance and training. Previous contract expired 10/31/2019.

FISCAL IMPACT: Annual estimated cost of the contract is \$9,489.89. Over five years, the estimated total cost is \$47,449.45. From Public Safety - Sheriff Dispatch Fund/Budget Unit No. 130-0523.

ACTION REQUESTED: Approve.

Attachments: [SO Dispatch Contract](#)

This Action Item was approved on the Consent Agenda.

TREASURER/TAX COLLECTOR

PORTFOLIO

SUBJECT: Treasurer's Investment Report for February, 2020.

FISCAL IMPACT: None.

ACTION: Receive and file.

Attachments: [LASSEN COUNTY PORTFOLIO -2-29-20](#)

This Report was received and filed on the Consent Agenda.

MISCELLANEOUS CORRESPONDENCE ITEMS

ACTION REQUESTED: Receive and file the following correspondence:

- a) Lassen County Architectural Review Committee Meeting agenda March 5, 2020.
- b) Lassen County Air Pollution Control District Governing Board Meeting Agenda for March 10, 2020.
- c) Lassen Transit Service Agency Meeting Agenda for March 9, 2020.
- d) Lassen-Plumas-Sierra Community Action Agency Regular Board of Directors Meeting agenda for March 12, 2020.

Attachments: [MISC CORR](#)

These Reports were received and filed on the Consent Agenda.

DEPARTMENT REPORTS

HEALTH AND SOCIAL SERVICES

COMMUNITY SOCIAL SERVICES

SUBJECT: Agreement #19-5088 with California Department of Social Services for Case Review for the Child and Family Services unit of Community Social Services for 2020/2024.

FISCAL IMPACT: There is no impact to the General Fund.

ACTION REQUESTED: 1) Approve Agreement; and 2) authorize the CAO to execute the agreements.

Attachments: [BOS CSS #19-5088 CDSS Case Review 03.17.20](#)

Supervisor Albaugh questioned why we are paying the State for their program. Jenna Aguilera explained the program is a Federal requirement and the state is helping the county with Child Welfare which helps save staff time. Brief discussion was held.

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

Aye: 5 - Hemphill, Teeter, Albaugh, Gallagher and Hammond

MATTERS SET FOR TIME CERTAIN - CONTINUED

SHERIFF'S DEPARTMENT

SHERIFF'S OFFICE

SUBJECT: Approve and allocate Title III funds as requested from the Lassen County Sheriff's Office in the amount of \$103,663 for search and rescue and other emergency services training and equipment purchases to provide

emergency service on national forest lands.

FISCAL IMPACT: To be paid from Fund/Budget Unit No. 142-0023, Federal Title III.

ACTION REQUESTED: 1) Receive public comment and; 2) approve and allocate Title III funds as requested to the Lassen County Sheriff's Office.

Attachments: [Admin - Sheriff Search and Rescue Memo - Attach](#)
[D2 Title III_001](#)

Assistant to the CAO Julie Morgan reminded the Board in January of 2020, Administration received a request for Title III Funding from the Sheriff's Office for search and rescue, training, equipment and other emergency services on National Forest land. The requested amount from the Sheriff was posted in the newspaper for a 45 day notice and here today to receive public comment and request to approve the allocation. Extensive discussion was held regarding current and future balances of Title III Funds, who is entitled to use funds and what funds have been previously used for. Sheriff/Coroner Dean Growdon gave an overview of how funds can be utilized and gave examples of equipment purchased that were used for search and rescue situations. Sheriff Growdon also discussed training to operate equipment. Additional discussion was held. Deputy CAO Shaw also informed the Board of the possibility of losing Title III funding for five or six years and in the future may need to look elsewhere for other grant opportunities.

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

Aye: 5 - Hemphill, Teeter, Albaugh, Gallagher and Hammond

DEPARTMENT REPORTS - CONTINUED

COUNTY ADMINISTRATIVE OFFICE

PERSONNEL REPORT

SUBJECT: Personnel Movement Report for January, 2020.

FISCAL IMPACT: None.

ACTION: Receive and file.

Attachments: [doc00383020200312150105](#)

Supervisor Hammond stated he felt uncomfortable with the promotion within the Assessor's Office and the Board was taken advantage of. Supervisor Hammond asked if there was anything the Board could do about the promotion. CAO Egan explained the Assessor's Office went through the process to fill that position and there was only one application received. The appointment to that position was within the authority of the Assessor.

A motion was made by Supervisor Gallagher, seconded by Supervisor Albaugh, that this Report be approved. The motion

carried by the following vote:

Aye: 4 - Hemphill, Teeter, Albaugh and Gallagher

Nay: 1 - Hammond

BOARDS AND COMMISSIONS

LASSEN COUNTY BEHAVIORAL HEALTH ADVISORY BOARD

SUBJECT: Vacancy on the Lassen County Behavioral Health Advisory Board Category 1 and Category 3.

FISCAL IMPACT: None.

ACTION REQUESTED: Consider appointing Cheryl Swetland to the Lassen County Behavioral Health Advisory Board, Category 3, and Richard St. Peter to the Lassen County Behavioral Health Advisory Board Category 1.

Attachments: [F1 Attach](#)

Supervisor Teeter gave a brief overview of the applicants background.

A motion was made by Supervisor Gallagher, seconded by Supervisor Hemphill, that these Appointments be approved. The motion carried by the following vote:

Aye: 5 - Hemphill, Teeter, Albaugh, Gallagher and Hammond

DEPARTMENT REPORTS - CONTINUED

BOARD OF SUPERVISORS

APPOINTMENT

SUBJECT: Auditor Appointment.

FISCAL IMPACT: No increase to the General Fund as costs are budgeted.

ACTION REQUESTED: 1) Appoint Auditor; and/or 2) provide direction to staff.

Attachments: [H1 Attach](#)

CAO Egan reminded the Board there will be a vacancy effective April 1, 2020, for the Lassen County Auditor and interviews were conducted before the Board at the Board of Supervisors meeting held on March 10, 2020. CAO Egan informed the Board their packets included the Letter of Resignation from the current Auditor, and redacted resume's and applications for the three applicants. CAO Egan also requested the Board make this appointment effective upon the resignation of the existing Auditor effective March 31, 2020, with an appointment date of April 1, 2020. Brief discussion was held.

SPEAKERS: Treasurer/Tax Collector Nancy Cardenas.

A motion was made by Supervisor Hemphill, seconded by Supervisor Gallagher, to Appoint Julie Morgan to the position of

Auditor. The motion carried by the following vote:

Aye: 5 - Hemphill, Teeter, Albaugh, Gallagher and Hammond

COUNTY ADMINISTRATIVE OFFICE

SOLID WASTE

SUBJECT: Adoption of a Resolution adding 1.0 FTE Deputy Director of Public Works (Solid Waste) as an allocated position in Fund/Budget Unit No. 585-0241 Solid Waste to be funded in Fiscal Year 2019-2020 final budget.

FISCAL IMPACT: None. Pursuant to Joint Exercise of Powers Agreement establishing the Authority, all county costs and charges against and Authority are recoverable through A-87 or as approved by the Authority.

ACTION REQUESTED: Adopt Resolution.

Attachments: [H2 Attach](#)

CAO Egan informed the Board there has been an ongoing effort to fill the vacancy to replace Tom Valentino for Solid Waste. Efforts were made to recruit however it was unsuccessful. CAO Egan stated there are lower levels and higher levels of recruitment and this will give the county the flexibility to recruit from both levels. Brief discussion was held.

**A motion was made by Supervisor Gallagher, seconded by Supervisor Hammond, that this Resolution No. 20-013 be adopted.
The motion carried by the following vote:**

Aye: 4 - Teeter, Albaugh, Gallagher and Hammond

Nay: 1 - Hemphill

TITLE III FUNDING

SUBJECT: Receive request in the amount of \$51,000 from the Lassen County Fire Safe Council for federal Title III funding.

FISCAL IMPACT: None.

ACTION REQUESTED: Provide direction to staff.

Attachments: [200317 Item H3 - Title III](#)

CAO Egan stated the county does expect funding for next year. It is expected to be received before the end of the fiscal year. CAO Egan also stated the Fire Safe Council needed to look for an alternate source of funding for the future as Title III funding may be permanently discontinued. Fire Safe Council requested a total of \$51,000. Supervisor Albaugh agreed with CAO Egan and stated there is additional funding available for the Fire Safe Council. Sheriff Growdon stated he understood the benefit of the Firewise Communities and recommended the board to move to allocate a certain dollar amount, but to have the Council choose a particular piece to apply the funds too. The Sheriff's Office needs to keep as much funding from Title III for emergency response services. CAO Egan stated he would like to see some effort on the Fire Safe Council to break away from the county as a source of funding and have previously recommended to the

Council to find other sources. Additional discussion was held. Supervisor Hemphill moved to allocate half of the requested funding in the amount of \$25,500 to the Fire Safe Council.

A motion was made by Supervisor Hemphill, seconded by Supervisor Gallagher, that this Action Item be approved for half of the funding at \$25,500. The motion carried by the following vote:

Aye: 5 - Hemphill, Teeter, Albaugh, Gallagher and Hammond

ADMINISTRATION

SUBJECT: Authorization to exceed \$25,000 spending limit with single vendor (Safariland LLC).

FISCAL IMPACT: The funds expended from the Sheriff's Equipment Replacement Fund/Budget Unit No. 185-0540, will be reimbursed through the State Homeland Security Grant Program SHSGP program.

ACTION REQUESTED: Authorize the Sheriff's Office to exceed the \$25,000 per vendor, per year, spending restriction with Safariland LLC during the 2019/2020 Fiscal Year.

Attachments: [SO Admin Attach](#)

Sheriff/Coroner Dean Growdon gave a brief overview of Safariland, LLC and informed the Board the Sheriff's and Probation Office purchase the majority of their items through this company. Sheriff Growdon stated the Sheriff's Office is currently working on a project for a Homeland Security Grant to purchase equipment. The purchase of the equipment will exceed the \$25,000 per vendor, per year, purchasing policy and is asking the Board for a one time exception so the Sheriff's Office can continue with the purchase. Brief discussion was held.

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

Aye: 5 - Hemphill, Teeter, Albaugh, Gallagher and Hammond

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

CAO Egan reported: 1) Item# 11 - Correspondence, is notice from the Department of Justice approving Lassen County's request to permanently close the Juvenile Hall; 2) updated the Board on the efforts of Lassen County with the Corona Virus event occurring. Lassen County currently has no cases. Sent a directive to Department Heads discussing staffing issues and protocol. Additional discussion was held.

SPEAKERS: Treasurer/Tax Collector Nancy Cardenas.

Supervisor Hemphill was absent from 10:59 a.m. - 11:01 a.m.

CORRESPONDENCE

a) Letter from Federal Bureau of Justice to the Lassen County Board of Supervisors re: approval of of repurposing the Lassen County Juvenile Hall Detention Facility.

Attachments: [BJA Approval Letter for Lassen County CA March 2020](#)

ADJOURNMENT

There being no further business, the meeting is adjourned at 11:02 a.m.

Chairman of the Board of Supervisors

Date: _____

ATTEST:

Michele Yderraga, Deputy Clerk of the Board