



**OCTOBER 8, 2020 MINUTES  
WHEATLAND FIRE AUTHORITY  
BOARD OF DIRECTORS –REGULAR MEETING**

This was a regular meeting of the appointed Board of Directors for the Wheatland Fire Authority (WFA), a joint powers authority of the Plumas-Brophy Fire Protection District and City of Wheatland.

**1.0 & 2.0** Call to order, roll call and Pledge of Allegiance to the flag at 6:00 p.m.

Directors present: Jay Pendergraph, Robert Coe, Martin Heatlie. Bart Johnson, John Eachus.

Also present – Fire Chief Art Paquette, Bookkeeper Kathy Herbert, and Secretary Lisa Thomason

**3.0** Public Comment - None

**4.0** Fire Chief A. Paquette presented the staff reports for discussion and approval of WFA Flag Display Policy. The policy is new for the WFA to provide guidance to members regarding the proper display of the flags both the United States and the State of California in compliance with California and federal laws.

Motion was made by Board Member R. Coe, Seconded by Board Member B. Johnson to **approve the WFA Flag Display Policy**. Vote called – AYES: All. Motion carried.

**5.0** Fire Chief A. Paquette presented the staff report for discussion and approval of WFA Abandoned Infants Policy. This policy provides guidance to WFA personnel who encounter abandoned infants or children. This policy does not apply to infants who are surrendered within 72 hours of birth under the Safely Surrendered Baby Law (Health and Safety Code § 1255.7) as provided in the Safely Surrendered Baby Policy.

Motion was made by Board Member R. Coe, Seconded by Board Member B. Johnson to **approve the WFA Abandoned Infants Policy**. Vote called – AYES: All. Motion carried.

**6.0** Fire Chief A. Paquette presented the staff report for discussion and approval of WFA High-Visibility Safety Vests Policy. This policy describes guidelines to protect members who may be exposed to hazards presented by passing traffic, construction vehicles and disaster recovery equipment and to comply with applicable safety regulations (Federal Manual or Uniform Traffic Control Devices, 23 CFR 655.601 and 8 CCR 1598).

Board Member J. Eachus questioned who runs the SB 198 Safety Program. Chief Paquette responded he will find out.

Motion was made by Board Member R. Coe, Seconded by Board Member B. Johnson to **approve the WFA High Visibility Safety Vests Policy**. Vote called – AYES: All. Motion carried.

**7.0** Fire Chief A. Paquette presented the staff report for discussion and approval of the Heat Illness Prevention Training Policy. This policy is to establish and maintain a training program that complies with state mandates for the prevention of heat illness in members who are exposed to high-heat conditions. This policy identifies which members must receive training, the required curriculum, supervisory training and responsibilities and training record documentation (8 CCR 3395).

Board Member M. Heatlie commented on Section 900.3 and changing ‘HSO’ to ‘Fire Chief’ or add to the beginning of the policy that the ‘Fire Chief is the HSO’; Section 900.4 change ‘(?)’ to Captain and (d) take out ‘Administration’.

Motion was made by Board Member R. Coe, Seconded by Board Member B. Johnson to **approve the WFA Heat Illness Prevention Training Policy as amended**. Vote called – AYES: All. Motion carried.

**8.0** Fire Chief A. Paquette presented the staff report for review and approval of the new WFA Illness and Injury Prevention Program Policy. Board Members reviewed this policy at the September 10, 2020 meeting and staff was directed to amend the policy as discussed during the meeting. The amendments include (italicized); (Paragraph One), the Health and Safety Officer *Fire Chief* is responsible for developing and IIPP to include assessing the effectiveness of efforts made by the Authority to meet standards. The *Fire Chief* must conduct and documents a review of the IIPP at least annually; Division Safety Coordinators, *Fire Captain* responsibilities include but are not limited to, (e) Notifying the *Fire Chief* when...; Hazards (Paragraph 4)...this form should be forwarded to the (*remove the Administration*) Fire Chief via chain of command; (Paragraph 5) The (*remove Administration*) Fire Chief will take appropriate action to ensure the IIPP plan addresses potential hazards upon such notification.

Board Member M. Heatlie commented on subpoenas directed to Chairman of Board by Fire Chief, remove custodian of records, and add Fire Chief or designee, remove privacy officer and change to legal counsel or designee, and define declaration of record. Heatlie also commented on summons, testifying, Fire Chief notifying legal counsel, WFA member should not contact counsel, Fire Chief to contact legal counsel.

Motion was made by Board Member R. Coe, Seconded by Board Member B. Johnson to **approve the WFA Illness and Injury Prevention Program Policy as amended**. Vote called – AYES: All. Motion carried.

**9.0** Fire Chief A. Paquette presented the staff report for review and approval of the new WFA Subpoenas Policy. The Subpoenas policy is to establish procedures for receiving, processing, and responding to summons and subpoenas to appear or to produce records or evidence. Board Members reviewed this policy at the September 10, 2020 Board meeting and staff was directed to amend the policy as discussed during the meeting. The amendments include (italicized); Procedure, all subpoenas should be directed to the Custodian of Records or other authorized designee. *The Chair will be notified by the Fire Chief when a subpoena is received*; (Paragraph 2) Custodian of Records....this request should be promptly brought to the attention of legal counsel for the Authority; (Paragraph 2) Subpoenas for Records. The Custodian of Records will consult with *Legal Counsel* regarding any request for medical records; Worker’s Compensation. A copy of any subpoena for a matter related to Worker’s Compensation shall be promptly provided to the *Fire Chief*; Responsibilities, (Paragraph 1) remove paragraph; (Paragraph 5) Any questions regarding this policy or its requirements shall be promptly directed to a supervisor or *Fire Chief*; Testifying Against the Interest of the Fire Authority (JPA) (Paragraph 1) The supervisor shall notify the Fire Chief. *The Fire Chief notifies* the prosecuting attorney in a criminal case and the authority’s legal counsel, as may be indicated by the case; Receipt and Processing a Summons....time and manner of receipt and promptly notify his/her supervisor, *remove and contact legal counsel for the Authority*.

Board Member J. Eachus questioned if policy has been through Lexipol review, Fire Chief responded yes.

Motion was made by Board Member R. Coe, Seconded by Board Member B. Johnson to **approve the WFA Subpoenas Policy as amended**. Vote called – AYES: All. Motion carried.

**10.0** Reports – Fire Chief A. Paquette reported on OES Water Tender is back, Engine No. 413 estimated repairs are \$15-16,000, Engine No. 462 Brush Unit is still out and Prop 147.

**11.0** There being no further business, the meeting was adjourned at 6:40 p.m.

**9.0** Minutes approved and adopted this 12<sup>th</sup> day of November 2020.

Prepared by Lisa J. Thomason  
October 19, 2020