CITY OF PORTOLA
CITY COUNCIL REGULAR MEETING AGENDA

REGULAR MEETING  
WEDNESDAY, AUGUST 26, 2020  
6:00 P.M.

CITY HALL COUNCIL CHAMBERS  
35 THIRD AVENUE  
PORTOLA, CA 96122

COUNCILMEMBERS ATTENDING VIA TELECONFERENCE  
AS PERMITTED BY CALIFORNIA GOVERNOR NEWSOM  
EXECUTIVE ORDER N-29-20

COUNCILMEMBERS  
Mayor Phil Oels  
Mayor Pro Tem Bill Powers  
Councilmember Tom Cooley  
Councilmember Pat Morton  
Councilmember Stan Peiler

CITY STAFF  
City Manager Lauren Knox  
Public Works Director Todd Roberts  
Finance Officer Susan Scarlett  
City Attorney Steve Gross  
Deputy City Clerk Tara Kindall

The City Council welcomes you to its meetings which are regularly held the second and fourth Wednesday of each month at 6:00 p.m. Your interest and participation is encouraged and welcome.

As permitted by Executive Order N-29-20, the City Council Chamber at City Hall will not be accessible to the public for the City of Portola’s August 26, 2020 Regular City Council meeting.

The City Council meeting is accessible to the public via live streaming at:  
https://us02web.zoom.us/j/3583067836  
Or by Phone at: Phone Number 1.669.900.6833; Meeting ID: 358 306 7836

Any person desiring to address the City Council on any item not on the Agenda may do so during public comment. Public comments made during a regular Council meeting may be recorded. Public comment will be accepted via email or chat on any item on the agenda at any time beginning at 6:00 p.m. and ending at the close of public comment on the item. Please direct your comments to Tara Kindall, Deputy City Clerk, tkindall@cityofportola.com or access the chat function on the Zoom meeting platform during the live stream. Members of the public may submit their comments in writing to be included in the public record.

Any person with a disability may submit a request for reasonable modification or accommodation to the above-described means for accessing and offering comment at the meeting to Tara Kindall at tkindall@cityofportola.com who will swiftly resolve such request.
CONSENT CALENDAR: These items include routine financial and administrative actions. All items on the consent calendar will be voted on at the same time during the meeting under “Consent Calendar”. If you wish to have an item removed from the Consent Calendar, you may do so by addressing the presiding officer.

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file in the Office of the City Clerk and are available for public inspection. If you have any questions on any agenda items, contact the City at 530.832.6801.

Meeting facilities are accessible to persons with disabilities. Reasonable efforts will be made to accommodate participation of the disabled in the City’s public meetings. If special accommodation for the disabled is needed, please notify the City at 530.832.6801 at least 48 hours prior to the meeting.

For additional information visit the City of Portola Web Page www.cityofportola.com.
1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PUBLIC COMMENT**
   This section is intended to provide members of the public with an opportunity to comment on any subject that does not appear on this agenda. Please note that California law prohibits the City Council from taking action on any matter which is not on the posted agenda, unless it is determined to be an urgency item by the City Council. Any member of the public wishing to address the City Council during “PUBLIC COMMENT” shall first secure permission of the presiding officer, stand; may give his/her name and address to the Clerk for the record. Each person addressing the City Council shall be limited to three minutes ordinarily, unless the presiding officer indicates a different amount will be allotted.

4. **CITY COMMUNICATIONS**
   
   A. City Council Communications/Committee Reports
   
   B. Staff Communications/Fire Chief Report
   
   C. City Manager Report

5. **CONSENT CALENDAR**
   These items are expected to be routine and non-controversial. The City Council will act upon them at one time without discussion. Any Councilmembers, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations will require a four/fifths roll call vote.

   A. **Minutes** – Adopt the minutes of the City Council Regular Session meetings held June 10, June 24, July 8, July 22, and August 12, 2020.

   B. **Claims** – Adopt Resolution No. 2443, authorizing payment of claims for the period of July 18, 2020 through August 20, 2020.

      Accounts Payable: $ 93,932.05
      Payroll: $100,233.64
      Total: $194,165.69
6. ORDER OF BUSINESS

A. State Revolving Fund Application
   Receive and update presentation on the City’s State Revolving Fund application for water and wastewater.

B. Fire Department Ad Hoc Committee Report
   Receive a report from the Fire Department Ad Hoc Committee and an update on the conversations with the Beckwourth Fire District regarding a contract for fire and emergency services.

C. Wildfire Preparedness
   Consider and discuss distribution of the Guidebooks prepared by CivicSpark Climate Fellow Carissa Bradley and discuss fire preparedness.

7. ADJOURNMENT
1. CALL TO ORDER

Councilmembers attended this meeting via teleconference as permitted by California Governor Newsom Executive Order N-29-20. Member of the public were able to join the meeting via Zoom live streaming. Mayor Oels called the meeting to order at 6:00 p.m.

2. ROLL CALL

Councilmembers Tom Cooley, Pat Morton, Stan Peiler, Mayor Pro Tem Bill Powers, and Mayor Phil Oels responded to the roll call. City Manager Lauren Knox, City Attorney Steve Gross, Finance Officer Susan Scarlett, Public Works Director Todd Roberts, Deputy City Clerk Tara Kindall, and Code Compliance Officer Kevin Sankey were also present.

3. PUBLIC COMMENT

Mayor Oels called for any public comment. There were no comments submitted in writing prior to the meeting and no one on the Zoom meeting platform engage in making any comments via the live streaming or chat platform.

4. CITY COMMUNICATIONS

A. City Council Communications/Committee Reports

Mayor Pro Tem Powers reported that he and Councilmember Cooley attended a LAFCO meeting, he test drove the weed whacker at West End Park and had his COVID swab done in Quincy.

Councilmember Cooley reported that he attended the meeting that worked on the towing contract for the Abandoned Vehicle Abatement, attended a LAFCo meeting and a Fire Ad Hoc committee meeting.

Councilmember Morton attended a LAFCo meeting and a Fire Ad Hoc committee meeting.

Councilmember Peiler reported that he had been in contact with Public Works Director Roberts to schedule some time where they discuss and look at several projects around town.

Mayor Oels reported that he was able to speak to the mastication crew that is working on Portola 192. They are about a week out from finishing that project and it is looking very good.
B. Staff Communications/Fire Chief Report

Fire Chief Bob Frank sent his report to City Manager Knox who read it into the record it was as follows: for the district there were 20 medical calls, one burn pile, one smoke check, one residence that was responded to on five separate occasions and one residence that was responded to on three separate occasions; for Portola there were 19 medical calls, one burn pile, one smoke check, one landing zone, one motor vehicle accident; COVID-19 protocols continue to be followed; the fishing derby has been rescheduled for September 5th; their trainings are slowly returning to normal and in June they will host the 1B pump operators class.

C. City Manager Report

City Manager Knox reported that the Sheriff’s contract went before the Board of Supervisor’s yesterday and should be dropped off at City Hall very soon and will be on the next agenda for City Council as well as the contract with Eastern Plumas Rural Fire. The City now has an updated email system. It is more efficient, and the email addresses have changed. If there are any problems let us know and we will troubleshoot those for you. There were calls with Air Quality regarding the green waste grant. The Clerk and City Manager attended a Clerk Nuts & Bolts training. EDA and CBDG Grants that are related to COVID-19 are still being investigated.

5. CONSENT CALENDAR

Councilmember Morton moved and Mayor Pro Tem Powers seconded a motion to approve the consent calendar as submitted:


| Accounts Payable:   | $ 120,819.51 |
| Payroll:           | $ 28,264.79  |
| Total:             | $ 149,084.30 |

Roll call vote, yes: Cooley, Morton, Peiler, Powers, and Oels. So carried.
Roll call vote, no: none.

6. ORDER OF BUSINESS

A. Tennis Court Resurface Bid.
Public Works Director Roberts reported that the City received three bid submissions. The budget for this project was $15,000. First Serve Productions bid came in at $16,600. With Council’s approval Staff would like to award the bid to First Serve Productions. Susan stated that a budget amendment from Council for the difference of $1,600. Mayor Pro Tem Powers moved and Councilmember Peiler
seconded a motion to award the project to First Serve Productions for $16,600 and approve a budget amendment of $1,600 to amend the original budget amount of $15,000.

Roll call vote, yes: Cooley, Morton, Peiler, Powers, and Oels. So carried.
Roll call vote, no: none.

B. Public Hearing on Fiscal Year 2020/2021 Proposed Budget.
The Public Hearing was opened at 6:15 p.m. by Mayor Oels. No public comments were made. No written comments were submitted prior to the meeting. Finance Officer Scarlett reviewed a few items for Council’s clarification on the 2020/2021 Proposed Budget. The Budget has been discussed and reviewed by Council several times. The Councilmembers were asked if they had any further questions concerning the budget. There were none. The Public Hearing was closed at 6:20 p.m.

C. Investment Policy.
Finance Officer Scarlett reviewed the Investment Policy with Council. Each year the investment policy is brought before Council and any necessary changes are made. She prefers to have as maximum security possible with the City’s investment policy. We are not doing US Securities at present; we have in the past when we had a trust fund. Council did not have any questions as they feel it is very straightforward and well done.

D. Abandoned Vehicle Abatement Tow Contract.
City Manager Knox reviewed the draft towing contract with Council. There were no public comments on this item. Council had no questions or concerns about the draft contract. Councilmember Cooley moved and Councilmember Morton moved approval of the contract and authorization for the City Manager to enter into an agreement with the towing contractor for vehicle disposal services in relation to the AVA program.

Roll call vote, yes: Cooley, Morton, Peiler, Powers, and Oels. So carried.
Roll call vote, no: none.

E. Ordinance No. 357, Crimes Relating to Public Health.
City Manager Knox reviewed this item with Council. Currently, Section 18.01.020 of the Portola Municipal Code describes certain parts of the California Penal Code that the Code Compliance Officer cannot enforce or cite upon. This ordinance will expand our current code to include more of the Penal Code. This is categorized as an emergency ordinance as we have received several complaints recently that this ordinance will allow us to address. Staff recommends introduction, waive second reading, and adoption of Ordinance No. 357 –
An Urgency Ordinance of the City of Portola, County of Plumas, State of California repealing and replacing Section 18.01.020 – Enforcement and Issuance of Citations of the Portola Municipal Code.

A short discussion ensued. Mayor Pro Tem Powers moved and Councilmember Peiler seconded a motion to introduce, waive second reading and adopt Urgency Ordinance No. 357 regarding crimes relating to public health.

Roll call vote, yes: Cooley, Morton, Peiler, Powers, and Oels. So carried.

Roll call vote, no: none.

F. COVID-19 Update.

City Manager Knox updated Council with the following:

- There was free drive-thru testing today in Quincy.
- The State has released guidance on Stage 3 business opening this Friday.
- We have had many questions concerning large gatherings. The County has stated that there has not been very clear guidance at the state level, but they did not think that those would be allowed anytime soon.
- Should we begin assessing utility billing late fees? Council consensus is not to charge any penalties for the time being. There are approximately 180 delinquent accounts right now.
- Should the park structures remain closed? Council consensus was to go ahead and open, but encouragement to wear face coverings and keep social distancing signs should be placed as reminders to the public.
- Should City Hall continue to keep the lobby closed to public traffic and continue with appointments on an as needed basis? Council consensus was yes, and they would like to re-examine this in 30 days.
- Should the Emergency Proclamation remain in place at this time? Council consensus was yes.

7. ADJOURNMENT

There being no further business Mayor Oels adjourned the meeting at 6:52 p.m.
1. CALL TO ORDER

Councilmembers attended this meeting via teleconference as permitted by California Governor Newsom Executive Order N-29-20. Member of the public were able to join the meeting via Zoom live streaming. Mayor Oels called the meeting to order at 6:02 p.m.

2. ROLL CALL

Councilmembers Tom Cooley, Pat Morton, Stan Peiler, Mayor Pro Tem Bill Powers, and Mayor Phil Oels responded to the roll call. City Manager Lauren Knox, City Attorney Steve Gross, Finance Officer Susan Scarlett, Deputy City Clerk Tara Kindall were also present.

3. PUBLIC COMMENT

Mayor Oels called for any public comment. There were no comments submitted in writing prior to the meeting and no one on the Zoom meeting platform engaged in making any comments via the live streaming or chat platform.

4. CITY COMMUNICATIONS

A. City Council Communications/Committee Reports

Councilmember Cooley attended a Fire Ad Hoc meeting, and a Local Emergency Services Study Group meeting where they had a roundtable in which they discussed the favorable public perception of the group and grant opportunities for funding.

Councilmember Peiler met with Public Works Director Roberts and they examined and discussed the asphalt on the Riverwalk, stop signs in need of road striping, houses with accumulated trash, intersection with blocked views, and clearing out the shrubbery on emergency access road.

Councilmember Morton also attended the Fire Ad Hoc meeting and the Local Emergency Services Study Group.
Mayor Pro Tem Powers caught the tail end of the Transportation Commission meeting, attended a Groundwater meeting in Sierra Valley, and the Tri-County Action Agency meeting.

Mayor Oels reported that 192 is complete.

B. Staff Communications/Fire Chief Report

There was no Fire Chief’s report. Finance Officer Scarlett reported that she has been working with the State Controllers office. They are doing a review of the maintenance of effort for our streets, she and City Manager Knox have been working on getting the City up and running again on the SAM system, and she just wanted to mention in light of recent discussion that Debra Moore is posting Plumas News online and she’s more than willing to post articles and information that anyone has for the area.

C. City Manager Report

City Manager Knox reported on the following: The Climate Fellow has been working on the Wildfire Resilience Project, and even though the scope has changed a bit due to COVID, she has prepared three documents to review with Council when she is here in July to give her presentation to Council; Chief Frank has identified and is working through some issues with the wildland firetruck; there are seven positive cases of COVID-19 in Plumas County now; instructions are being developed to help with the new email system; she met with Ryan Schoff of the Shomac Group; and she also met with the Portola 192 property owners.

5. CONSENT CALENDAR

Mayor Pro Tem Powers moved and Councilmember Peiler seconded a motion to approve the consent calendar as submitted:

A. Minutes – Adopt the minutes of the City Council Regular session meeting held on May 27, 2020.


Accounts Payable: $ 20,465.53  
Payroll: $ 42,596.54  
Total: $ 63,062.07

Roll call vote, yes: Cooley, Morton, Peiler, Powers, and Oels. So carried.  
Roll call vote, no: none.
6. ORDER OF BUSINESS

A. Adopt 2020/2021 Budget, Fees and Appropriations Limit.
Finance Officer Scarlett requested that the four different resolutions being brought before Council this evening for their consideration regarding the 2020/2021 Budget be discussed and considered individually.

Resolution No. 2432 – A Resolution of the City Council of the City of Portola approving and adopting the annual appropriations limit for fiscal year 2020-2021. Finance Officer Scarlett stated this resolution is for the annual GANN limit. This is audited by our auditors and is also part of the State Controllers report. There was no public comment on this item.
Councilmember Cooley moved and Mayor Pro Tem Powers seconded a motion to adopt Resolution No. 2432.

Roll call vote, yes: Cooley, Morton, Peiler, Powers, and Oels. So carried.
Roll call vote, no: none.

Resolution No. 2433 – A Resolution of the City Council of the City of Portola acknowledging the review, receipt and filing of the statement of investment policy. Finance Officer Scarlett stated this policy was reviewed at the last meeting and is something that is annually approved by the Council. There was no public comment on this item.
Councilmember Peiler moved and Councilmember Morton seconded a motion to adopt Resolution No. 2433.

Roll call vote, yes: Cooley, Morton, Peiler, Powers, and Oels. So carried.
Roll call vote, no: none.

Resolution No. 2434 – A resolution of the City Council of the City of Portola adopting the monthly rate for the solid waste administration fee. Finance Officer Scarlett stated that there is a reduction in the solid waste fee of $1.00 this year. There was no public comment on this item.
Mayor Pro Tem Powers moved and Councilmember Peiler seconded a motion to adopt Resolution No. 2434.

Roll call vote, yes: Cooley, Morton, Peiler, Powers, and Oels. So carried.
Roll call vote, no: none.

Resolution No. 2435 – A Resolution of the City Council of the City of Portola approving the operating budget for fiscal year 2020/2021. Finance Officer Scarlett reviewed key points of the budget. There was no public comment on this item.
Councilmember Morton moved and Mayor Pro Tem Powers seconded a motion to adopt Resolution No. 2435.

Roll call vote, yes: Cooley, Morton, Peiler, Powers, and Oels. So carried.
Roll call vote, no: none.
Deputy City Clerk Kindall reported that this is the year for the City of Portola General Municipal Election. There are no ballot measures this year. There are three four-year Council terms up for election this year. As in the past the City will consolidate the election with the County. The first resolution requests Council to hold a general election and the second one allows the City to consolidate the election with Plumas County. The nomination period for the Council seats begins on July 13th and closes on August 7th.

Resolution No. 2436 – A Resolution of the City Council of the City of Portola, California calling for the holding of a general municipal election to be held on Tuesday, November 3, 2020, for the election of certain officers as required by the provisions of the laws of the State of California relating to General Law Cities.

Resolution No. 2437 – A Resolution of the City Council for the City of Portola, California requesting the Board of Supervisors of the County of Plumas to consolidate a general municipal election to be held on November 3, 2020 with the statewide general election to be held on the date pursuant to Section 10403 of the Elections Code.

There was no public comment on this item.

Councilmember Cooley moved and Councilmember Peiler seconded a motion to adopt Resolutions No. 2436 and 2437.

Roll call vote, yes: Cooley, Morton, Peiler, Powers, and Oels. So carried.
Roll call vote, no: none.

C. Abatement of Weeds and Rubbish.
City Manager Knox reviewed some background information concerning this ordinance and requested guidance from Council pertaining to the enforcement of this ordinance should Council choose to enact said ordinance. Ordinance No. 358 makes a minor amendment to include language allowing for properties subject to City abatement of weeds and rubbish to be assessed with a lien.

Ordinance No. 358 – An Ordinance of the City of Portola, County of Plumas repealing Ordinance No. 353 and replacing Chapter 8.16 – Abatement of Weeds and Rubbish of the Portola Municipal Code.

There was no public comment on this item.

Councilmember Peiler moved to introduce Ordinance No. 358 and waive the second reading. Mayor Pro Tem Powers seconded the motion.

Roll call vote, yes: Cooley, Morton, Peiler, Powers, and Oels. So carried.
Roll call vote, no: none.

D. Resolution No. 2438 Citation Rates.
City Manager Knox briefly reviewed the resolution and background information on citation rates. Staff feels that it is appropriate to review the citation rate is increased at this time as it has been 18 years since our last increase. This will bring the rate more in line with the County and will hopefully have more of an impact when a violation occurs. Code Compliance Officer Sankey shared more information on
how this resolution will help with enforcement of the administrative citation process. There was no public comment on this item.

Resolution No. 2438 – A resolution of the City Council of the City of Portola establishing the find amount for civil penalties for administrative citations. Councilmember Cooley moved and Councilmember Morton seconded a motion to approve Resolution No. 2438.

Roll call vote, yes: Cooley, Morton, Peiler, Powers, and Oels. So carried.
Roll call vote, no: none.

E. Amendment to Law Enforcement Contract.
City Manager Knox reviewed with Council Amendment #2 to the Law Enforcement Contract, which extends the contract for another year. There was no public comment on this item. A brief discussion ensued.
Mayor Pro Tem Powers moved and Councilmember Peiler seconded a motion to approve Amendment #2 to the Law Enforcement Contract.

Roll call vote, yes: Cooley, Morton, Peiler, Powers, and Oels. So carried.
Roll call vote, no: none.

F. EPRFD Contract.
City Manager Knox submitted for Council considerations the contract with Eastern Plumas Rural Fire Protection District (EPRFPD) for fire protection and emergency first responder services. She reviewed key points in the contract and invited the Ad Hoc committee members for their comments. Councilmembers Morton and Cooley discussed the negotiations, work and careful consideration that went into this contract. There was no public comment on this item. Further discussion ensued.
Mayor Pro Tem Powers moved and Councilmember Peiler seconded a motion to approve the contract with EPRFPD.

Roll call vote, yes: Cooley, Morton, Peiler, Powers, and Oels. So carried.
Roll call vote, no: none.

G. Grants Ad Hoc Committee.
Introduction was made of establishing a Grants Ad Hoc Committee that would allow two members of the City Council to participate on the committee to review potential grant opportunities and give their input during such processes. Mayor Oels and Mayor Pro Tem Powers both volunteered to be on this committee.
Councilmember Morton moved and Councilmember Cooley seconded a motion to establish a Grants Ad Hoc Committee.

Roll call vote, yes: Cooley, Morton, Peiler, Powers, and Oels. So carried.
Roll call vote, no: none.
7. **ADJOURNMENT**

There being no further business Mayor Oels adjourned the meeting at 7:10 p.m.

__________________________
Tara Kindall, CMC
Deputy City Clerk
1. CALL TO ORDER

Councilmembers attended this meeting via teleconference as permitted by California Governor Newsom Executive Order N-29-20. Member of the public were able to join the meeting via Zoom live streaming. Mayor Oels called the meeting to order at 6:01 p.m.

2. ROLL CALL

Councilmembers Tom Cooley, Pat Morton, Stan Peiler, Mayor Pro Tem Bill Powers, and Mayor Phil Oels responded to the roll call. City Manager Lauren Knox, City Attorney Steve Gross, Finance Officer Susan Scarlett, and Deputy City Clerk Tara Kindall were also present.

3. PUBLIC COMMENT

Mayor Oels called for any public comment. There were no comments submitted in writing prior to the meeting and no one on the Zoom meeting platform engage in making any comments via the live streaming or chat platform.

4. CITY COMMUNICATIONS

A. City Council Communications/Committee Reports

Councilmember Peiler reported that he and Code Compliance Officer Sankey toured the north and south side of town. He had never been in alleys and was quite shocked. He hoping to address this at the next Community Development Committee meeting coming up.

Mayor Pro Tem Powers reported that he met with City Manager Knox and Mayor Oels to establish the Grant Ad Hoc Committee. He also met with Clarissa Bradley our intern.

Councilmember Morton stated she attended several Fire Ad Hoc and Fire Study Group meetings.
Councilmember Cooley reported that he also attended the same meetings as Councilmember Morton. He and his lovely wife, Linda, have done some weed abatement on A15 and the hospital road.

Mayor Oels reported that he attended the Grants Ad Hoc Committee meeting, went on the ride along with CCO Sankey, and has another Ad Hoc Committee meeting tomorrow. He was wondering if the alleys were public or private property? City Attorney Gross suggested that we speak with Dan Bastian to help answer that question. He also did weed abatement on Hospital Road as well.

B. Staff Communications/Fire Chief Report

City Manager Knox read the Fire Chief’s report into the record. There were 22 emergency calls June 2nd through June 30th, 2020: 12 medical calls; one smoke check; one fire alarm; one carbon monoxide alarm; one wildland fire east of the hospital south of the cemetery; five burn piles; and one transformer malfunction. Easter Plumas Rural Fire PD is working with Paramedic Manager Corina Corbridge at EPHC to complete the application of the Portola area to be included in the Community Heart Safe Program. We have already submitted our letter of intent to the program. This program maps every AED that is placed and registered in Plumas County. There is a website to see these locations. (There will be more to come on that information). EPHC and EPRFPD are looking to place at least four more AED’s in the immediate area to make 11 AED’s in the communities we provide services. EPRFPD is looking into donating four to five AED’s to our local Sheriff Deputies for their patrol vehicles and one for the City of Portola CCO vehicle. EPHC is supplying the AED pads and we are looking for sponsors/donors to help with the batteries for each unit. Each AED uses ten batteries at $2.00 for each battery. The life saved is priceless…we need those batteries! Action items are hydrant testing and electrical issues at Southside Station.

C. City Manager Report

City Manager reported that there were two fires in the area this week. One was in the Forrest near the “P” on the hill and the Forrest Service is investigating. One was on the east side of the cemetery. It was an illegal campfire. Both had minimal impact and were extinguished quickly. She urges anyone who sees fire or smoke or smells please call 911 immediately. Vehicle abatements are underway. She has been working with the Grants Ad Hoc Committee to develop grant ideas for COVID, economic development related grants and they will be meeting tomorrow. She is also working on an application to the Department of Finance to receive a direct allocation for CARES Act funding for $50,000 for COVID response. Our park areas have had an increase in vandalism and garbage so we are trying to keep a close eye on things to help mitigate this as it is a burden for Staff to not only do regular maintenance, but extra cleaning and fixing for this.
5. **CONSENT CALENDAR**

Councilmember Cooley moved and Councilmember Morton seconded a motion to approve the consent calendar as submitted.

**A. Claims** – Adopt Resolution No. 2439 authorizing payment of claims for the period of June 19, 2020 through July 1, 2020.

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<thead>
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<th>Accounts Payable</th>
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Roll call vote, yes: Cooley, Morton, Peiler, Powers, and Oels. So carried.
Roll call vote, no: none.

Finance Officer Scarlett explained why the claims were larger than normal.

6. **ORDER OF BUSINESS**

**A. Abatement of Weeds and Rubbish.**

Ordinance No. 358 was introduced and the waived the second reading at the June 24, 2020 meeting. This ordinance makes a minor amendment to include language allowing for properties subject to City abatement of weeds and rubbish to be assessed with a lien. Staff recommends adoption of Ordinance No. 358.

*An Ordinance of the City of Portola, County of Plumas repealing Ordinance No. 353 and replacing Chapter 8.16 – Abatement of Weeds and Rubbish of the Portola Municipal Code.*

Mayor Pro Tem Powers moved and Councilmember Peiler seconded a motion to adopt Ordinance No. 358.
Roll call vote, yes: Cooley, Morton, Peiler, Powers, and Oels. So carried.
Roll call vote, no: none.

**B. Local Government Planning Grant Program Funds.**

Resolution No. 2440 authorizes application for and receipt of Local Government Planning Grant program fund in the amount of $65,000.

*A Resolution of the City Council of the City of Portola Authorizing application for, and receipt of, Local Government Planning Support Grant Program Funds.*

Councilmember Peiler moved and Mayor Pro Tem Powers seconded a motion to adopt Resolution No. 2440.
Roll call vote, yes: Cooley, Morton, Peiler, Powers, and Oels. So carried.
Roll call vote, no: none.
C. COVID-19 Update
City Manager Knox stated there are now 15 total cases in Plumas County. The governor has issued a state-wide face covering order. At the June 10th meeting Council requested certain items to be brought back after 30 days. Those items are as follows:

- Utility Billing assessment of late fees. Do we want to re-instate late fees? After a brief discussion Council consensus is to not re-instate fees for the next 60 days.
- Re-opening of City Hall. The safety plan for re-opening was in the packet for Council’s review. Does Council want to re-open City Hall? Brief discussion ensued. Council consensus is for City Hall to remain closed for the next 60 days.
- Emergency Proclamation. Council Consensus was to continue to operate with the emergency proclamation in place.

7. ADJOURNMENT

There being no further business Mayor Oels adjourned the meeting at 6:50 p.m.

Tara Kindall, CMC
Deputy City Clerk
REGULAR MEETING MINUTES  
PORTOLA CITY COUNCIL  
35 THIRD AVENUE | PORTOLA, CA 96122  
JULY 22, 2020 | 6:00 P.M.

1. CALL TO ORDER

Councilmembers attended this meeting via teleconference as permitted by California Governor Newsom Executive Order N-29-20. Member of the public were able to join the meeting via Zoom live streaming. Mayor Oels called the meeting to order at 6:17 p.m.

2. ROLL CALL

Councilmembers Tom Cooley, Pat Morton, Stan Peiler, Mayor Pro Tem Bill Powers, and Mayor Phil Oels responded to the roll call. City Manager Lauren Knox, City Attorney Steve Gross, Finance Officer Susan Scarlett, Deputy City Clerk Tara Kindall, and Code Compliance Officer Kevin Sankey were also present.

3. PUBLIC COMMENT

Mayor Oels called for any public comment. There were no comments submitted in writing prior to the meeting and no one on the Zoom meeting platform engage in making any comments via the live streaming or chat platform.

4. CITY COMMUNICATIONS

A. City Council Communications/Committee Reports

Mayor Pro Tem Powers attended a Transportation meeting, a conference call, a CAMP steering committee, California Cities wildfire response webinar, coming up he will be touring the Feather River Land Trust, attending a LAFCo meeting and, a Tri-County meeting.

Councilmember Cooley attended several committee meetings for the Local Emergency Services Study Group and has been doing fuel reductions work at the west end park area.

Councilmember Morton reported she has been busy getting signature on her nomination papers.

Councilmember Peiler attended a Community Development meeting.
Mayor Oels also attended the Community Development meeting and Transportation meeting.

B. Staff Communications/Fire Chief Report

There was no Fire Chief report.

Deputy City Clerk Kindall state that nomination packets are available to anyone who is interested and nomination papers are due on August 7, 2020.

C. City Manager Report

City Manager Knox stated that vandalism continues to be a problem. Considerable staff time is used cleaning up the vandalism. Any suggestions Council may have is welcome. The new net at the tennis courts has been broken. The skate park has litter, someone left a couch there, and there is graffiti also. Port-a-Potty’s have been tipped over, set on fire, and had crawdads placed in them. Someone broke the clock at the Clock Park with a rock. A solar streetlight was broken. The basketball court has graffiti. We do have cameras now and will be placing more. Councilmember Peiler suggested some signage that states the punishment for vandalism as a possible deterrent for the problem. The Plumas County Transportation Commission is in the process of considering funding the Riverwalk resurfacing project. The AVA program is in full swing. There are few issues with traffic and speeding on north Gulling that are being worked on. The pool is being painted. The street sweeper equipment will arrive soon. We are working on chipping and green waste of material at old landfill. The Alliance for Workforce Development has received masks and hand sanitizer to be distributed to businesses for their employees. The City is helping organize a way to distribute those resources. There are a few wildfires in the area.

5. CONSENT CALENDAR

Mayor Pro Tem Powers moved and Councilmember Morton seconded a motion to approve the consent calendar as submitted:

A. Claims – Adopt Resolution No. 2441 authorizing payment of claims for the period of July 2, 2020 through July 17, 2020.

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Roll call vote, yes: Cooley, Morton, Peiler, Powers, and Oels. So carried. Roll call vote, no: none.
6. ORDER OF BUSINESS

A. Civic Spark Fellow Presentation.
Carissa Bradley, our CivicSpark Fellow, has been working with the City on this wildfire preparedness and evacuation planning project. She is here tonight to make her final presentation to Council. She then gave an overview of the work she was able to accomplish. Discussion ensued. There was no public comment on this issue. Council thanked Ms. Bradley for her work on this project.

B. Fire Service Assessment.
Resolution No. 2442 authorizing Plumas County to place the Fire Service assessment on the tax roll has been brought forward to Council for their consideration. This is an annual resolution that the City works in conjunction with the County to complete by the deadline of August 10, 2020.

A Resolution of the City Council of the City of Portola Requesting Collection of Charges on Tax Roll.
Councilmember Cooley moved and Councilmember Morton seconded a motion to adopt Resolution No. 2442.
Roll call vote, yes: Cooley, Morton, Peiler, Powers, and Oels. So carried.
Roll call vote, no: none.

C. COVID-19 Update.
City Manager Knox stated that Plumas County now has 27 cases. At the last Regular Session meeting Council asked Staff to place additional signage and face covering enforcement on this agenda. Plumas County has provided signage for the City which is what is up at this time. City Manager Knox reached out to several other communities to poll them about face covering enforcement. Most entities responded that they are still at the educational stage vs. punitive enforcement action. City Manager Knox outlined the different options for Council to consider regarding face covering enforcement. There is no public comment on this item. Discussion ensued. Council consensus was not to pursue enforcement of face coverings right now. Council directed Staff to acquire some larger signs and a couple of more signs in areas that don’t already have one.

7. ADJOURNMENT

There being no further business Mayor Oels adjourned the meeting at 7:31 p.m.

______________________________
Tara Kindall, CMC
Deputy City Clerk
1. CALL TO ORDER

Councilmembers attended this meeting via teleconference as permitted by California Governor Newsom Executive Order N-29-20. Member of the public were able to join the meeting via Zoom live streaming. Mayor Oels called the meeting to order at 6:00 p.m.

2. ROLL CALL

Councilmembers Tom Cooley, Pat Morton, Stan Peiler, Mayor Pro Tem Bill Powers, and Mayor Phil Oels responded to the roll call. City Manager Lauren Knox, City Attorney Steve Gross, Finance Officer Susan Scarlett, Deputy City Clerk Tara Kindall, and Code Compliance Officer Kevin Sankey were also present.

3. PUBLIC COMMENT

Mayor Oels called for any public comment. Jim Cavanaugh, who resides at 141 South Beckwith Street in Portola, addressed Council concerning a problem regarding weeds and rubbish that has been ongoing in his neighborhood. He commended the City Manager and Council for enacting the ordinance to address these problems and appreciated that action was now being taken to mitigate the situation. There were no comments submitted in writing prior to the meeting and no one else on the Zoom meeting platform who wished to comment.

4. CITY COMMUNICATIONS

A. City Council Communications/Committee Reports

Councilmember Morton reported that she helped with the face mask and hand sanitizer drive-thru distribution for Easter Plumas County businesses last Wednesday, August 5th. She also attended two Fire Ad Hoc committee meetings.

Councilmember Cooley reported that he also attended the two Fire Ad Hoc committee meetings.

Councilmember Peiler had nothing to report.

Mayor Pro Tem Powers reported that he attended a grant committee meeting with Mayor Oels and City Manager Knox, the meeting with California Highway Patrol and
CalTrans has been postponed to tomorrow, he’s been writing up evacuation scenarios, and there is a LAFCo meeting on the 3rd of September.

Mayor Oels reported that he had attended a Community Development Ad Hoc committee meeting, a Firewise meeting, and a meeting with Councilmember Peiler and City Manager Knox.

B. Staff Communications/Fire Chief Report

Fire Chief Bob Frank reported that the calls for the City of Portola for July 2020 were as follows: 18 medical calls; three fire alarms, one smoke check, two burn piles, one grass fire; one landing zone; and one transformer malfunction for a total of 27 calls. Further items reported were:

1. CCO Kevin Sankey had already informed you of the two vegetation fires earlier this month.
2. He is still chasing several operating issues with the City’s Type 3 Wildland Rig. He will continue to relay to the City Manager these issues with what needs to be addressed and repaired. It has been used on 6-7 local vegetation fires and burn piles.
3. EPRFPD continues to follow COVID-19 protocols.
4. Hydrant testing continues.
5. He has been working with Public Works Director Roberts to fix the electrical and the broken window at the south side station.

C. City Manager Report

City Manager Knox reported on the following items: in regards to the State Revolving Loan Fund she has enlisted the help of an outside engineering company to help understand and navigate the process; we now have an updated technical assistance workplan which includes both drinking water and wastewater proponents, the draft report should be completed in November; she had a call today with State waterboard and technical assistance group; Jack Webster, CSU Chico would like to come back to Council with an update; in terms of grants, the EDA stated that the Connected Communities Project we were first looking at didn’t fall into line with what they are looking at funding so we continue to research if anything can be done in this area, and we are still researching potential use of funds from the CDBG grant, both of these are COVID related grants, the most recent idea being explored is potentially using some of these funds to help with the childcare problem that the community will soon be facing as the daycare facility is closing, which will have a large impact on employees of several business entities in Portola; new COVID signs have been put up, they are larger and hopefully more visible; research is being done to make our meetings a little easier for Council to attend virtually, so we are looking into purchasing tablets for Council, this would help streamline connectivity to the same platform and allow for IT to
troubleshoot any problems; there have been some recent issues with bears and trash so we will be placing some information to help the public in our next newsletter; the tree next to City Hall needs to be removed; paving projects are underway; the street sweeper is functioning; there have been 13 vehicles abated so far and more are being worked on; the Community Development committee has been working on the weed and rubbish abatement program and how to implement it; Mayor Pro Tem Powers mentioned the CPAW program which is a wildfire technical assistance program, there is a grant application that comes out in the fall and we will be looking out for that.

5. CONSENT CALENDAR

Deputy City Clerk Kindall explained that there was an error on the Agenda regarding the consent calendar that requires it to be pulled from the agenda and brought to council at the next Regular Session meeting.

6. ORDER OF BUSINESS

A. Ordinance 359 – Amend and Restate Ordinance 354.

City Manager Knox stated that since Ordinance 354’s adoption on July 24, 2019 the EPA (Environmental Protection Agency) has requested that additional changes be made to the wording in Section 15.10.070. These changes are outlined in the attachment provided by Northern Sierra Air Quality Management District, who have been working with the EPA concerning this. Gretchen Bennitt, Executive Director of the Northern Sierra Air Quality Management District, then explained the changes that the EPA is requesting be made. There are two changes being requested. They are: two additional events which could trigger the contingency measure for the wood burning curtailment program; and the duration of the contingency measure. She stressed that these changes “should not be a burden to any resident in Portola, since the EPA has provided sufficient resources to allow every resident in the city to comply with the wood burning curtailment program and the contingency measure, if triggered.” She stated that these resources, which are in the millions of dollars, have been awarded to Portola because they have been one of the five most polluted areas in the nation each year since 2015. The overwhelming source of that pollution is from wood burning devices. The Air District has been working with the EPA to replace non-compliant wood burning devices with EPA certified devices through this large grant. Every household with a non-compliant device is eligible to have it replaced with an EPA certified device which has been fully paid for by the EPA grant. These EPA certified devices are less polluting, more efficient, cost less to use, and increase the value of each home. The goal is to have all homes in Portola using the EPA certified device. The changes in the ordinance relating to the contingency relate to the air quality “containment” percentage by lowering the threshold, for example instead of 30% it could change to 20%, and the duration of when the contingency could be triggered is lengthened,
so instead of November through February it would change to September through April. 
Staff recommends introduction and waiving the second reading of Ordinance No. 359:

*An Ordinance of the City of Portola, County of Plumas amending Chapter 15.10 of the City of Portola Municipal Code providing for regulation of wood stoves and fireplaces and the prohibition of the open burning of yard waste*

and direct staff to place the ordinance on the September 9, 2020 agenda for adoption at that time. Discussion ensued. 
Councilmember Cooley moved and Councilmember Morton seconded a motion to introduce and waive second reading of Ordinance No. 359 and direct staff to place it on the September 9, 2020 agenda for adoption.

Roll call vote, yes: Cooley, Morton, Peiler, Powers, and Oels. So carried.
Roll call vote, no: none.

### 7. ADJOURNMENT

Councilmember Morton thanked the City Manager and Staff for putting up the new COVID signs as they are much larger and easier to read. There being no further business Mayor Oels adjourned the meeting at 6:34 p.m.

---

Tara Kindall, CMC
Deputy City Clerk
RESOLUTION NO. 2443

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA
AUTHORIZING PAYMENT OF CLAIMS FOR THE PERIOD
JULY 18, 2020 THROUGH AUGUST 20, 2020

ACCOUNTS PAYABLE
CLAIM NUMBERS: 42111-42195; VOID 42121

PAYROLL
CHECK NUMBERS: 16039-16099

WHEREAS, the City Council of the City of Portola has been fully advised that all such claims and demands are legal obligations of the City; and,

WHEREAS, the City Council has fully considered the claims and money demands and payment thereof as set forth below and in "Exhibit A" attached hereto and incorporated herein.

ACCOUNTS PAYABLE: $ 93,932.05
PAYROLL: $100,233.64
TOTAL: $194,165.69

NOW THEREFORE BE IT RESOLVED THAT all claims and demands represented are just and proper and legal demands or claims against the City of Portola, and the payment of any such demands is approved and authorized.

PASSED, APPROVED AND ADOPTED this 26th day of August by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Phl Oels, Mayor

ATTEST:

Tara Kindall, Deputy City Clerk

I, Tara Kindall, Deputy City Clerk of the City if Portola, do hereby certify that the above and foregoing Resolution was duly passed and adopted by the City Council if the City of Portola at a regular meeting thereof held on August 26, 2020.

Tara Kindall, Deputy City Clerk
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Total Payments: 52
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Total Payments: 52
Grand Total (excluding void checks): 60,595.34
## Check Register Report

**BANK:** PLUMAS BANK

### City Of Portola

#### Check Register Report

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**Total Payments:** 32  
**Bank Total (excluding void checks):** 33,498.76

**Total Payments:** 32  
**Grand Total (excluding void checks):** 33,498.76
DATE: August 21, 2020

TO: Honorable Mayor and Members of the City Council

FROM: Lauren Knox, City Manager

MEETING: August 26, 2020

SUBJECT: State Revolving Fund

Jackson Webster with Chico State University will provide the City Council with an update of the City’s State Revolving Fund (SRF) application for water and wastewater.

Recommendation:

Receive a presentation by Mr. Webster on the SRF application.
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CITY COUNCIL AGENDA STAFF REPORT

DATE: August 21, 2020

TO: Honorable Mayor and Members of the City Council

FROM: Lauren Knox, City Manager

MEETING: August 26, 2020

SUBJECT: Fire Department Ad Hoc Committee Report

At a previous Council meeting, it was reported that the Fire Department Ad Hoc Committee has been in discussion with the Beckwourth Fire District about the possibilities of a contract to provide the City with fire and emergency services.

At its August 20, 2020, meeting, the Beckwourth Fire District Board of Directors was provided with the general details of a potential contract with the City. The Board unanimously supported the contract details and provided direction to move forward with drafting a contract between the City and Beckwourth Fire District. The contract details, provided to the Beckwourth Fire District Board of Directors, can be found as attachment 1 to this staff report.

At the August 26, 2020, Council meeting, the Fire Department Ad Hoc Committee members will present the discussion and are recommending that the Council provide direction to draft a contract with the Beckwourth Fire District based on the outline provided in attachment 1. If the Council provides said direction, it is anticipated that a contract will go before both bodies relatively soon for approval. If approved by both the City Council and the Beckwourth Fire District Board of Directors, then the contract termination proceedings with Eastern Plumas Rural Fire District will begin, per the termination clause in the existing contract. For reference, this includes a 120-day written notice.

Recommendation:

Authorize the Fire Department Ad Hoc Committee to draft a contract with the Beckwourth Fire District, which will be brought back to the Council for possible approval at a later date.

Attachments:
Attachment 1: Beckwourth Fire District/Portola Contract Details provided to the Beckwourth Fire District Board of Directors
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Beckwourth / Portola Contract Details

Goals and Objectives:

Obj 1, Provide fire and emergency services to the City of Portola equal to what we provide for Beckwourth Fire District customers.

Obj 2, Provide this service without affecting the service level that currently exists in the Beckwourth District.

Obj 3, Beckwourth and Portola agree to work towards revising the dispatch protocol to a tiered system so that we are not paged out to routine medical calls that the ambulance service already responds to. We agree to work with the ambulance service and other Fire Departments in the County to establish a tiered system and eventually with dispatch to help to institute.

Goal #1, Increased staffing is essential to providing this service to Portola. This will be accomplished in the following way.

The Fire Chief’s schedule and compensation will be increased to help facilitate coverage and proper training and oversight of the Portola Division.

The Clerk schedule and compensation will be increased to facilitate tracking reporting and logistics for the Portola Division.

A paid Duty Officer will be hired to coordinate and oversee the Portola Division. This position will be approx. 30 hrs per week.

We will ultimately recruit and train 16 new volunteer Fire fighters for the Portola Division. Initially when the contract is executed, we will recruit 8 new F/F during the 4-month handoff period. Followed by an additional 8 new F/F by July 1, 2021 for the total of 16.

Concerns discussed to date:

1. Equipment and vehicle condition. We will evaluate prior to the hand off date and develop a plan.
2. Communication equipment, radios and pagers. We have already discussed that additional funding is needed to fill this gap. We have identified some combined funding in their approved budget that could be used.

3. We have also discussed the need for an additional response vehicle for the Duty Officer. The initial $25,000 contingency can go towards funding this unit.

Estimated timeline if contract is approved:

September thru December contract change over per contract. Beckwourth would assume duties approximately on January 1, 2021.
Beckwourth / Portola Contract Details

Budget 20/21 professional services amount $73,000

Beckwourth breakdown for this line item is:

1. Payroll additional staff time for Chief, Clerk, Duty Officer $29,000
2. FICA/Medicare & OASDI taxes $4,500
3. Workers comp Insurance 16 volunteer FF $8,000
4. Duty Officer workers comp & General liability $2,400
5. Misc. insurance C&P $81
6. FF PPE & clothing 16 @ $1,500 each one-time exp $24,000
7. Est fuel cost $4,000
8. Special Training $2,500
9. Travel $1,250

Total $75,731

Grant CAL Fire $20,000 matching funds -$12,000

1st year adjusted Total $63,731

After 1st year line item 6 PPE & Clothing Est is $5,000

21/22 estimated budget would be $56,731

Two-year budget allowance $146,000

Subtract 20/21 =$63,731 + 21/22 = $56,731 leaves contingency $25,538

Portola budget approval also includes an additional $12,000 per year for supplies & materials, equipment repair, vehicle maintenance, building expenses that is available for operational needs. Total available would be $24,000 over the two-year contract.
## CITY OF PORTOLA
### 2020-2021 BUDGET WORKSHEETS

**FUND:** General (100)  
**DEPARTMENT:** ALL

### EXPENDITURES

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GENERAL FUND 2020-2021 BUDGET WORKSHEETS

5/26/2020

"As of" numbers are preliminary, coding changes may apply

8
At the July 22, 2020 City Council Meeting, Carissa Bradley, CivicSpark Climate Fellow, provided the Council with a presentation on the work she has been doing for the City relating to wildfire resilience and preparedness.

Council discussed the potential for including additional Portola specific information. As described in the meeting, it was discussed that the Wildfire Preparedness Guidebooks (attachment 1) created by Carissa were one portion of the discussion, and that additional work would need to be done, potentially with the assistance of a consultant to better target Council’s desires for a Portola specific plan.

Mayor Oels and Mayor ProTem Powers have provided the City Manager with material and discussion points, and been working with the City Manager to develop said plan, as growing concerns have been expressed due to the several wildfires that exist in our area currently. *It should be noted that at the time of this staff report, there are no evacuation orders or imminent threats of wildfire to the City.* This discussion coincides with what we have been discussing in past meetings with regards to Ms. Bradley’s work, coupled with the increased number of surrounding wildfires.

**Recommendation:**

Provide direction to staff regarding the distribution of the Guidebooks and additional information to City residents, discuss the attached Fire Ready Plan including the need, content, and general evacuation plan principles highlighted in the document, and discuss next steps in relation to fire emergency preparedness.

*Attachments:*
*Attachment 1: Wildfire Preparedness Guidebooks (included as separate documents from the agenda packet to provide a better understanding of how they would print)*
*Attachment 2: Fire Ready Plan – DRAFT FOR DISCUSSION PURPOSES ONLY*
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ATTACHMENT 1

WILDFIRE IS COMING. ARE YOU... READY?

A GUIDE TO DEFINABLE SPACE & HOME HARDENING

Wildfire is the most significant threat to the City of Portola. You and your family can prepare by maintaining your property and home.

WILDFIRE SAFETY STARTS WITH YOU.
ATTACHMENT 1

DEFENSIBLE SPACE

Creating and maintaining defensible space is essential to improving your home’s chance of surviving a wildfire. Defensible space is the buffer that you create between a structure on your property and the grass, trees, shrubs, or any wildland area that surrounds it. This space is essential to slow or stop the spread of a wildfire and protects your home from catching fire.

ARE YOU DOING THE RIGHT THING – THE WRONG WAY?

Each year, hundreds of fires are started by using equipment the wrong way. In Portola, all equipment should be used with extreme caution.

**MOWING:**

Metal blades striking rocks can create sparks and start fires in dry grass. Use caution. Never mow your lawn during hot or dry conditions.

**SPARK ARRESTERS:**

- Keep the exhaust system, spark arresters and mower in proper working order and free of carbon buildup.
- Use the recommended grade of fuel, and don’t top it off.
ATTACHMENT 1

CHECKLIST

ZONE 1  Extends 30 feet out from buildings, decks, and other structures

☐ Remove all dead plants, grass and weeds.

☐ Remove dead and dry leaves and pine needles from your yard, roof and rain gutters.

☐ Trim trees regularly to keep branches a minimum of 10 feet from other trees.

☐ Remove dead branches that hang over your roof. And keep branches 10 feet away from your chimney.

☐ Relocate exposed woodpiles outside of Zone 1 unless they are completely covered in a fire resistant material.

☐ Remove or prune flammable plants and shrubs near windows.

☐ Remove vegetation and items that could catch fire from around under decks.

☐ Create a separation between trees, shrubs, and items that could catch fire, such as patio furniture, swing sets, etc.

ZONE 2  Extends 30 to 100 feet out from buildings and other structures

☐ Cut or mow annual grass down to a maximum height of 4 inches.

☐ Create horizontal spacing between shrubs and trees.

☐ Create vertical spacing between grass, shrubs, and trees.

☐ Remove fallen leaves, needles, twigs, bark, cones, and small branches. However, they may be permitted to a depth of 4 inches if erosion control is an issue.

BOTH ZONES  0 to 100 feet from buildings and other structures.

☐ Mow before 10 a.m., but never when it’s windy or excessively dry.

☐ Protect water quality. Do not clear vegetation near waterways to bare soil. Vegetation removal can cause soil erosion—especially on steep slopes.
ATTACHMENT 1

HOME HARDENING

CREATE A FIRE RESISTANT HOME

During wildfires, embers, or burning pieces of wood, are transported through the air increasing the rate of fire spread. Embers can ignite a fire more than 2 miles from the fire front. Embers find the weak spots in your home’s fire protection scheme. In addition to clearing debris on your property and creating defensible space, it is important to make your home as fire resistant as possible. Harden your home to reduce your risk, and build frequent fuel removal into your maintenance routine.

Tour your property and take an inventory of the conditions. Some of the recommendations take time, while others require a financial investment. There is no one-size-fits-all solution.

SOME THINGS YOU CAN DO TO HARDEN YOUR HOME:

ROOF:
Your roof is the most vulnerable part of your home. Homes with wood or shingle roofs are at high risk of being destroyed during a wildfire.
- Build your roof or re-roof with materials such as composition, metal or tile. Block any spaces to prevent embers from entering and starting a fire.

VENTS:
Vents on homes create openings for flying embers.
- Cover all vent openings with 1/8-inch to 1/4-inch metal mesh. Do not use fiberglass or plastic mesh because they can melt and burn.
- Protect vents in eaves or cornices with baffles to block embers. (Mesh is not enough.)
ATTACHMENT 1

EXTERIOR WALLS:
Build or remodel your walls with ignition-resistant building materials, such as stucco, fiber or cement siding, fire-retardant-treated wood, or other approved materials. Be sure to extend materials from the foundation to the roof.

CHIMNEY:
Cover chimney and stovepipe outlets with a noncombustible screen of ½ inch wire mesh to reduce the size of embers leaving the chimney. Make sure that tree branches are at least 10 feet away from your home.

BALCONIES AND DECKS:
Surfaces within 10 feet of the building should be built with ignition-resistant, non-combustible, or other approved materials. Remove all combustible items from underneath your deck.

RAIN GUTTERS:
Screen or enclose rain gutters to prevent accumulation of plant debris that can become fuel for a fire. Ensure unscreened or open gutters are cleaned regularly.

FENCES:
Consider using ignition-resistant or non-combustible fence materials to protect your home during a wildfire.

WINDOWS:
Radiant heat from burning vegetation or a nearby structure can cause the glass windows to break. This will allow hot embers to enter and start internal fires. Use dual-pane windows and tempered glass.

EAVES:
Enclose eaves to prevent ember intrusion and regularly clear away debris that collects there.

ADDITIONAL HOME FIRE SAFETY STEPS:
Go to ReadyForWildfire.org/hardening for more important information on the following:

- Driveways and Access Road Information
- Water Supply Access
- Garage Safety
- Equipment Use Safety
- Ignition-Resistant Materials
- Address Visibility
NEED HELP PREPARING YOUR PROPERTY?

Developing defensible space on your property can be time intensive and you might not have all the tools necessary to create a buffer around your property. Luckily, there are many organizations in the area that can help!

PLUMAS COUNTY FIRE SAFE COUNCIL

Plumas County Fire Safe Council helps to reduce the loss of natural and human made resources caused by wildfire through Firewise community programs and pre-fire activities.

Visit their website for more information
www.plumasfiresafe.org or call 530-927-5281.

COMMUNITY CHIPPING PROGRAM

SENIOR DISABLED DEFENSIBLE SPACE CLEARANCE ASSISTANCE

COMMUNITY HAZARDOUS FUEL REDUCTION

PORTOLA FIREWISE

EMAIL: PORTOLAFIREWISE@GMAIL.COM

- Encourages local solutions for safety by involving homeowners in taking individual responsibility for preparing their homes from the risk of wildfire.
- Teaches people how to adapt to living with wildfire and encourages neighbors to work together to prevent losses.
GREEN WASTE DISPOSAL

While developing defensible space on your property, you will most likely create a lot of green waste including pine needles, tree limbs, small trees and bushes, etc. Here are some local ways to properly dispose of the waste and learn about resources.

INTERMOUNTAIN DISPOSAL

Intermountain Disposal has many options for properly disposing of green waste. Sign up for curbside pickup April to October or dispose at the Environmental Reclamation Center. Call for more information!

Green waste cannot be burned on your property within Portola City limits. For the most up-to-date information on burn ordinances, call the City of Portola 530-832-4216.
ATTACHMENT 1

IMPORTANT CONTACT INFORMATION

Keep this page in a visible spot in your home - like the refrigerator, a cabinet or a bulletin board.

EMERGENCY - Police - Fire - Ambulance .......................... Dial 911
City of Portola .......................................................... 530-832-4216
After Hours Emergency Number Water/Sewer ............... 1-800-678-4216
Eastern Plumas Rural Fire Protection District .................. 530-832-5626
Northern Sierra Air Quality Management District ............ 530-832-0102

Plumas County
Office of Emergency Services ...................................... 530-283-6332
Plumas County Sheriff .................................................. 530-283-6375

Medical
Eastern Plumas Health Care .......................................... 530-832-6500
California Poison Control .............................................. 1-800-222-1222

Highway Information
Caltrans ........................................................................ 1-800-427-7623
California Highway Patrol ............................................. 530-283-1100
Liberty Utilities ............................................................ 800-782-2506
Outages ........................................................................ 1-844-245-6868

Sign-up Code Red Local Emergency Alerts -
www.plumascounty.us/2163/CodeRed-Emergency-Alert-System

For more information visit The City of Portola website at
www.CityofPortola.com or CALFIRE's website at
www.readyforwildfire.org

Portola City Hall
Hours: Monday through Friday
9:00 am to 5:00 pm
Closed all major holidays

Physical Address:
35 Third Avenue Portola, CA 96122
Mailing Address:
P.O. Box 1223, Portola, CA 96122
CREATE YOUR EVACUATION PLAN & EMERGENCY SUPPLY KITS

Making a plan for you and your family ahead of time is an important step toward saving lives and being able to focus during an emergency. Once you complete your plan, rehearse and discuss it regularly with your family and be familiar with your routes!

WILDFIRE SAFETY STARTS WITH YOU.

For more information visit The City of Portola website at www.CityofPortola.com or CALFIRE’s website at www.readyforwildfire.org
YOUR EVACUATION PLAN

ATTACHMENT 1

Assemble an emergency supply kit.
Make a list of important phone numbers & addresses.
ID Five Emergency Allies who know your plan.
Map out a meeting spot and multiple evacuation routes.
Review your plan with everyone in the home.
Practice! Have a backup plan.

IMPORTANT PHONE NUMBERS

OUT-OF-AREA CONTACT ____________
PHONE __________________________
WORK ___________________________
SCHOOL _________________________
INSURANCE _______________________

EVACUATION ROUTES:

Be familiar with all possible routes. Visibility may be limited during an evacuation.

EVACUATION ROUTE 1:

EVACUATION ROUTE 2:

HAVE A BACK-UP PLAN

Ensure your household has a back-up plan. Prepare special accommodations if you, or the members of your family, are unable to check one or more of the following boxes. Include children, as they might not be with you during an emergency.

☐ Knows the predetermined emergency meeting place.
☐ Knows the outside area contact information.
☐ Knows the location of the Emergency Supply Kits and can put them in the car.
☐ Knows how to open the garage door if there is no power.
☐ Is able to drive during daylight and night time.
☐ Is able to access transportation.
☐ Is able to secure and transport required medical equipment.
☐ Is able to easily be awoken in an emergency.
☐ Knows where your gas, electric, and water main shut-off controls are, and how to use them.

FIVE EMERGENCY ALLIES

Share your plan with five trusted people - consider coaches, childcare providers, relatives outside the area, and neighbors.

1) ____________________________ (#)
2) ____________________________ (#)
3) ____________________________ (#)
4) ____________________________ (#)
5) ____________________________ (#)

OUR MEETING PLACE
ATTACHMENT 1

EMERGENCY SUPPLY KIT

Assemble a few Emergency Supply Kits before a wildfire or other disaster occurs and keep them easily accessible for when you need to evacuate. Backpacks work great for kits with the exception of food and water supplies and are quick to grab.

- Three-day supply of non-perishable food and three gallons of water per person.
- Map marked with two evacuation routes.
- List of important numbers in case your cell phone is lost.
- An extra set of keys.
- Assistive devices or durable medical equipment.
- Battery-powered radio with extra batteries.
- Pet and service animal supplies (food, water, carriers, leashes).
- First aid kit.

IF TIME PERMITS:

- Easily carried valuables.
- Family photos and other irreplaceable items.
- Personal computer information or laptop.
- Chargers for cellphones and electronics.

- Change of clothing.
- Sturdy shoes for walking.
- Extra eyeglasses or contact lenses.
- Prescriptions and special medications - pack at least a week’s supply.
- Credit cards, cash, or checks.
- Copies of important documents (birth certificates, passports, etc.).
- Sanitation supplies.
- Flashlight.
- N95 mask.

Sign-up for Code Red!

LOCATION OF SUPPLY KITS:

REMEMBER THE SIX “P’S”

Keep these Six “P’s” Ready In Case Immediate Evacuation Is Required:

- People and Pets
- Papers, Phone Numbers, and Important Documents
- Prescriptions, Vitamins, and Eyeglasses
- Pictures and Irreplaceable Memorabilia
- Personal computer Hard Drives
- “Plastic” (Credit Cards, ATM Cards) and Cash
WILDFIRE IS COMING. ARE YOU READY TO... **GO!**

**PLAN OUT YOUR EVACUATION ROUTES AND PLANS**

**DO NOT WAIT TO EVACUATE IF YOU FEEL UNSAFE!**

**TAKE ACTION IMMEDIATELY WHEN WILDFIRE STRIKES.**
EVACUATION ORDER CHECKLIST

If time allows, the Sheriff, Fire Chief, City Manager, or their designee may notify you in a crisis event. It's best to know who they are ahead of time. Watch for local emergency alert systems for live reports. Sign up for Code Red ahead of time! When an evacuation is anticipated, follow these checklists (if time allows) to give your home the best chance of surviving a wildfire:

OUTSIDE

☐ Monitor your property and the fire situation. Don't wait for an evacuation order if you feel threatened and need to leave.

☐ Put your Emergency Supply Kit in your vehicle.

☐ Back your car into the driveway with vehicle loaded and all doors and windows closed. Carry your car keys with you.

☐ Gather up flammable items from the exterior of the house and bring them inside (patio furniture, children's toys, door mats, trash cans, etc.) or place them in your pool.

☐ Turn off propane tanks.

☐ Move propane BBQ appliances away from structures.

☐ Seal attic and ground vents with pre-cut plywood or commercial seals.

☐ Connect garden hoses to outside water valves or spigots for use by firefighters.

☐ Fill water buckets and place them around the house.

☐ Don't leave sprinklers on or water running; they can affect critical water pressure.

☐ Leave exterior lights on so your home is visible to firefighters in the smoke or darkness of night.

☐ Have a ladder available and place it at the corner of the house for firefighters to quickly access your roof.

☐ Check on neighbors and make sure they are preparing to leave.

INSIDE

☐ Shut all windows and doors, leaving them unlocked.

☐ Remove flammable window shades and curtains. Close metal shutters.

☐ Shut off gas at the meter. Turn off pilot lights.

☐ Move flammable furniture to the center of the room, away from windows and doors.

☐ Leave your lights on so firefighters can see your house under smoky conditions.

☐ Shut off the air conditioning.

PEOPLE

☐ Review your family's Emergency Evacuation Plan and restate your routes and destination exactly.

☐ Cover up to protect against heat and flying embers. Wear long pants, long sleeve shirt, heavy shoes/boots, cap, dry bandanna for face cover, goggles or glasses. 100% cotton is preferable.

ANIMALS

☐ Locate your pets and keep them nearby.

☐ Prepare farm animals for transport and think about moving them to a safe location early.
WHAT TO DO IF YOU BECOME TRAPPED

WHILE IN YOUR VEHICLE
- Stay calm.
- Park your vehicle in an area clear of vegetation.
- Close all vehicle windows and vents.
- Cover yourself with a wool or cotton blanket or jacket.
- Lie on vehicle floor.
- Use your cell phone to advise officials—Call 911

WHILE ON FOOT
- Stay calm.
- Go to an area clear of vegetation, a ditch or depression on level ground if possible.
- Lie face down and cover up your body.
- Use your cell phone to advise officials—Call 911

WHILE IN YOUR HOME
- Stay calm and keep your family together.
- Call 911 and inform authorities of your location.
- Fill sinks and tubs with cold water.
- Keep doors and windows closed, but unlocked.
- Stay inside your house.
- Stay away from outside walls and windows.

RETURNING HOME AFTER A WILDFIRE
Do not return to your home until fire officials determine it is safe. Notification that it is safe to return home will be given as soon as possible considering safety and accessibility.

WHEN YOU RETURN HOME:
- Be alert for downed power lines and other hazards.
- Check propane tanks, regulators, and lines before turning gas on.
- Check your residence carefully for hidden embers or smoldering fires.

For more information visit The City of Portola website at www.CityofPortola.com or CALFIRE’s website at www.readyforwildfire.org
Fire Ready Plan – DRAFT FOR DISCUSSION PURPOSES ONLY

Preparing for an event

Before a fire event, information regarding fire preparedness needs to be relayed to residents of the City. Through the Sierra Business Council’s Climate Action Mitigation Partnership, the City received a Climate Fellow through the CivicSpark program. The Climate Fellow worked for about a year with the City in creating a set of guidebooks to distribute to residents, relating to wildfire preparedness. The information contained in the guidebooks can be used by residents to prepare themselves and their properties for a wildfire event. The set of guidebooks should be distributed in the most feasible way, that would capture the largest range in audience.

Additional information should be distributed to residents, identifying their role in a fire emergency, as well as to businesses, hospitals, schools, churches, daycares, and other non-residential uses as follows:

Residents and property owners should make sure that their property is maintained: Weeds, rubbish, pine needles, pinecones, and other flammable matter or matter that would impede the fire department’s ability to fight the fire should be removed from the property. Residents should also ensure that they have go-bags (mentioned in the guidebooks), and a structure evacuation plan that is known by all household residents. The City has been implementing the weed and rubbish abatement ordinance, in an effort to clean up the City and make sure that we have as much defensible space as possible. Residents should also ensure that they have signed up for Plumas County CodeRED alerts. This alert system in crucial in providing residents with information on local emergencies, including evacuation orders. Due to changes in technology, including the loss of hard-wired phones in homes and television service, many ways in which emergency information used to be provided, no longer exists. In some cases, the CodeRED alert system may be the only way that residents are alerted of an emergency or an evacuation order. Emergency officials will do as much as possible in terms of relaying the information or going door to door, however, this should not be relied upon solely, as we have limited resources, as is the case in most rural areas. If you do have to evacuate, residents should ensure all humans and pets are out of the household, and should lock the door. If possible, place signage on your door, alerting emergency officials that the building has been vacated.

In addition to the advice provided above, business owners, hospitals, schools, churches, daycares, and other non-residential uses should ensure that they have an evacuation plan in place that addresses those in their buildings. These types of uses should ensure that there is a mechanism in place to ensure that everyone is out of the building. For uses that require care for children, elderly, immobile persons, or any other similar circumstances, a plan and resources should be put in place for transporting all of the individuals to a safe location.

It should also be noted that the Firewise Committee has also been putting in numerous hours and resources to ensuring that Portola maintains its Firewise status, by reducing fuels and educating residents.
During an event

In a fire event, the tasks that may need to be accomplished include the following:

- Fire suppression
- Evacuations
- Traffic control
- Ensuring communications between the sectors involved in the incident command structure, as well as clear communication to the residents
- Establishing an emergency operations center
- Establishing an evacuation area (outside of the City and outside of danger)

Generally, the following entities would be involved in the incident command structure, to help accomplish the tasks listed above:

- City of Portola, including the City Council, City Manager, and City Personnel
- Forest Service
- Local Fire Districts
- Plumas County Sheriff’s Office, including the Office of Emergency Services
- California Highway Patrol

If a fire event is to occur, whether it is within the City, within proximity to the City, or is otherwise a threat to the City, the City would follow proper protocol per the Incident Command System (ICS). ICS is a best practice, widely used emergency management system. Each incident, and what the City’s tasks are within this structure, are all dependent upon the incident circumstance. Fires that occur within the City may place the City in a different part of the command structure than a fire that occurs outside of the City.

Current practice for the City includes the Code Compliance Officer’s (CCO) response and attendance to fire related calls. The CCO works closely with the Incident Commander (IC), generally the Fire Chief, to relay information back to the City Manager regarding the assessment of the situation and any needs from the City. This also allows for the City Manager to be ready to set up an Emergency Operations Center, and call Council together if an emergency needs to be declared.

If at any point the City’s resources become overwhelmed, the City Manager will work with the City Council to declare the City under an emergency. This information will be relayed to Plumas County Office of Emergency Services, which will then work to facilitate mutual aid and assist in providing the City with needed resources.

It should be noted that the areas to be evacuated, the route of evacuation, the location for evacuees to go to, are all dependent on the situation at hand and cannot be predetermined. Generally, in the event of a wildfire, there is not a location within City limits that would be safe. As such, an evacuation center most likely will not be set up in the City limits, and residents should not assume that there will be such a location within the City. Generally, traffic will be routed away from the threat, to Highway 70, and out of the City, either east or west, dependent on the fire location. It is also possible that alternate routes may be needed if Highway 70 in not accessible or otherwise compromised. Again, the route would be dependent on each individual incident.
Again, residents and business owners should ensure properties are as fire safe as possible, sign up for CodeRed alerts, practice vigilance, create and be ready to execute structure evacuation plans, assist neighbors when necessary or possible, and follow directions for evacuations when provided.

**General Evacuation Plan principles to discuss:**

**Alert system**

Fire Hall sirens, Code RED alert, deputies and citizens with bull horns

**(Basic Plan) South-Side Incident**

Route vehicles to Gulling, Nevada, California, Main Streets to Commercial Street over bridge to highway

**North Side Incident**

Route Vehicles to West, Ridge, Gulling, Beckwith, Pine, and Ellen Way, get to highway. Alternative is A-15 to Mohawk Valley

**Need Evacuation Center – dependent on incident**

South side: High school (?), Baptist or Catholic Church
North side: Memorial Hall or C. Roy Carmichael
Fall back positions? Out of town?

**Need Command Post with communication capabilities**

City Hall? Memorial Hall? C. Roy Carmichael?

**Traffic Control**

Sheriff, CHP? City Council, volunteers? Public Works?
Need radios on both ends of bridge to coordinate with incoming emergency vehicles (south-side evacuation)

**Seniors, disabled people without vehicles**

Transit buses (call John Mannle?) School buses? IHHS workers? (T-buses 2 wheel chairs)
Address special needs, wheel chairs, walkers, bed-ridden folks
Need to compile a list of names, addresses of people in need
Coordinate with senior centers to verify evacuation plans to add to basic plan

**Who Does What**

**Overhead**

In the event of a fire emergency where evacuation orders have been given, either by the U.S. Forest Service, OES, or the County Sheriff, The following outside agency personnel need to be present:
<table>
<thead>
<tr>
<th>Who</th>
<th>What</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHP</td>
<td>Direct traffic at intersections on Hwy 70 at West, Gulling, Beckwourth, and Ellen</td>
</tr>
<tr>
<td>OES/Sheriff</td>
<td>Direct traffic and resident notifications</td>
</tr>
<tr>
<td>Forest Service</td>
<td>Liaison to local communications network</td>
</tr>
</tbody>
</table>

**Local**

In the event of a fire emergency where evacuation orders have been given, the city manager or her designee will notify each responsible individual listed below and activate or advise each listed responsible individual via established network evacuation plan.

City manager will activate staff to create communications for all activation and be the Sole source of activation information coming from the Forest Service and/or OES/Sheriff.

<table>
<thead>
<tr>
<th>Who</th>
<th>What</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Manager</td>
<td>Evacuation Command</td>
</tr>
<tr>
<td>City Council/Staff</td>
<td>Assigned duties</td>
</tr>
<tr>
<td>School Principals</td>
<td>Execute school evacuation plans for students and staff</td>
</tr>
<tr>
<td>Hospital CEO</td>
<td>Execute health care patients and staff evacuation plan</td>
</tr>
<tr>
<td>Caregivers—preschools, assisted living, in-home</td>
<td>Execute clients and staff evacuation plan</td>
</tr>
<tr>
<td>Merchants</td>
<td>Clear and sweep store, lock and sign. Follow evacuation plan</td>
</tr>
<tr>
<td>Other business owners</td>
<td>Clear and sweep store, lock and sign. Follow evacuation plan</td>
</tr>
<tr>
<td>Church Personnel</td>
<td>Clear and sweep church and facilities, lock and sign. Follow evacuation plan</td>
</tr>
<tr>
<td>Individual households</td>
<td>Clear and sweep residence, lock and sign. Follow evacuation plan</td>
</tr>
</tbody>
</table>