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2012 / 2013 Plumas County Grand Jury Final Report

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PLUMAS COUNTY CIVIL GRAND JURY ROSTER 2012/2013

We the members of the 2012/2013 Civil Grand Jury are proud to have served on such a worthy assembly. We hope our work will help improve conditions here in Plumas County and we want to thank all of you for entrusting us with this very important task.

Doyle, Dennis	Foreperson	Self Employed	Graeagle
Byrne, Martin	Foreperson /pro tem	Civil Engineer - Retired	Quincy
McNeill, Kyle	Treasurer	Realtor	Chester
White, Cynthia	Correspondence Secretary	Self-Employed	Quincy
Deini, Rebecca	Parliamentarian	Eastern Plumas Hospital	Portola
Hogg, Cindy	Recording Secretary	Head Start Manager	Quincy
Murray, Mark	Sergeant of Arms	Retired Police Officer	Chester
McMurtry, Rodger	Member	Retired	Taylorsville
Martinez, Regina	Member	Eastern Plumas Hospital	Portola
Simpton, Robert	Information Technology	Semi-Retired	Clio
Watson, Jeffrey	Member	Plumas National Forest	Quincy
Strate, LaVerne	Member	Self Employed	Chester
Dougan, Mark	Member	Public Health Employee	Clio
Correira, Caroline	Member	Nursing Student	Quincy
Brownrigg, Deborah	Member	Seneca Hospital District	Chester

"Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has." - Margaret Mead



PLUMAS COUNTY GRAND JURY

PO Box 784

Quincy, CA 95971

Caroline Correira

June 3, 2013

Cindy Hogg

Cynthia White

The Honorable Ira Kaufman
Presiding Judge
Plumas County Superior Court

Debbie Brownrigg

Re: 2012/2013 Plumas County Grand Jury Final Report

Dennis Doyle

Dear Judge Kaufman,

Jeffrey Watson

On behalf of the 2012/2013 Plumas County Grand Jury, I am pleased to present this final report to you and the citizens of Plumas County.

Kyle McNeill

LaVerne Strate

Mark Dougan

The primary function of the Grand Jury is the examination of all aspects of county government and special districts, seeing that government agencies are being run efficiently, honestly and fairly. We took our job seriously. Members of the Grand Jury worked tirelessly meeting as a panel and in special committees. We toured several county facilities, including the penal institution located in East Quincy. We reviewed thousands of pages of documents and met with or interviewed over sixty agency and departmental representatives and employees. All together thousands of hours were spent in the preparation of the final report.

Mark Murray

Martin Byrne

Rebecca Deini

Each year, the Grand Jury has to choose what issues to address and where to focus its resources to best serve the public. Our goal was to investigate issues that were important to the community and where we thought the Grand Jury could best contribute. We chose a wide range of topics from the vitally important issue of our schoolchildren's safety to mismanagement of Community Service Districts. Not only did we point out shortcomings, but also we made suggestions on how to improve the system. We also gave praise to those departments that are doing a great job. We hope that our suggestions will be heard and implemented.

Regina Martinez

Robert Simpton

Rodger McMurtry

I am very proud and fortunate to have served as Foreperson of the 2012/2013 Plumas County Grand Jury. Every member of the Grand Jury has been dedicated, dauntless and honorable. It has been a pleasure and honor to serve with them.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Doyle".

Dennis Doyle

Foreperson - 2012/2013 Plumas County Grand Jury

Plumas County Grand Jury

2012/2013 FINAL REPORT DISTRIBUTION LIST

The Honorable Judge Janet Hilde
The Honorable Judge Ira Kaufman
Plumas County Auditor / Controller
Plumas County Board of Supervisors
Plumas County Treasurer / Tax Collector
Plumas County Clerk
Plumas County Counsel
Plumas County District Attorney
Plumas County Court Executive Officer
Plumas County Jail Commander
Plumas County Libraries
Plumas County Sheriff
Plumas County Special District Association
(For distribution to Special Districts)
Plumas County Superintendent of Schools
Plumas County Grand Jury
California Attorney General's Office
California Grand Jurors Association
California State Archivist
Chester Public Utilities District
Grizzly Lake Community Services District
Local Agency Formation Commission (LAFCo)
Smith & Newell CPA's

A complete report is available on the following web site:

<http://www.countyofplumas.com/index.aspx?nid=216>

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A COUNTY STILL STRUGGLING

Plumas County Audit Report

EXECUTIVE SUMMARY:

Plumas County continues to face significant financial challenges as the economy struggles to recover from the recession. Property tax revenues continued their downward trend declining \$450,000 from the previous year. Sales tax revenue and hotel tax revenues continued to increase, but not enough to offset the property tax decrease.

Total County reserves remain positive, although available cash reserves are problematic. In seven of the last eleven years, Plumas County has depleted its reserve (savings) to make ends meet. The General Fund account balance (the County's checking account used to pay bills) continues to decline. In FY 2011/2012, the County's General fund balance declined by \$687,004 as the County continued to spend more than it received.

The State continues to look to local governments to solve its cash flow and revenue problems. Most significantly was the passage of Assembly Bill 109 (AB-109) in 2011. AB-109, also known as Criminal Justice Realignment Act, transferred the responsibility and the cost of housing low risk inmates to local county jails. Plumas County felons who would normally be transferred to a State prison are now incarcerated in the County Jail. AB-109 has placed a substantial burden on Plumas County and it threatens the County's ability to ensure public safety.

The Board of Supervisors and management have made substantial cuts in spending by eliminating or reducing non-essential services, reducing the number of employees, employee's hours and benefits. Additionally, in a major attempt to prevent further overspending, the County took significant action in August 2012 by passing a structurally balanced budget for FY 2011/2012.

Plumas County received an "unqualified opinion" in the independent auditor's report of fiscal year (FY) 2011/2012, which means that the County's accounting requirements and practices were followed correctly and there were no exceptions noted. That is where the good news ends. Plumas County is spending more than it is taking in, and in so doing, it has depleted its reserves, and is the subject of this report.

BACKGROUND:

Section 925 of the California Penal Code requires that the Grand Jury examine the financial accounts and records of the County on an annual basis.

In addition, California Government Code section 25250 requires the Board of Supervisors to conduct an annual audit of all County accounts. An outside independent auditor conducts this audit. Section 926 of the Penal Code allows the Grand Jury to enter into a joint contract with the Board of Supervisors to employ an audit for both of these purposes. As in previous years, the independent audit firm of Smith and Newell of Yuba City, CA performed the audit.

APPROACH:

The Grand Jury felt it was time to report to the citizenry what is really going on with the County's finances in a manner that could be understood by every reader, professional and laypersons alike.

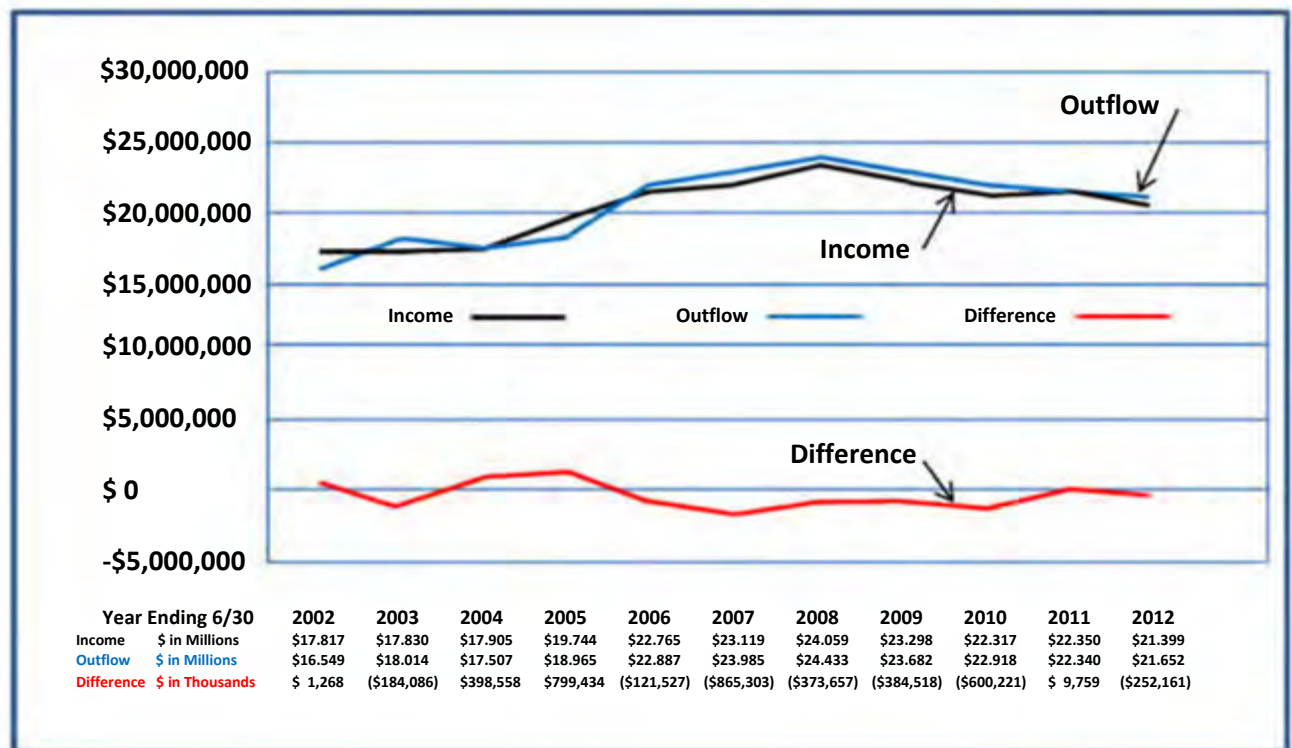
The Grand Jury interviewed and took testimony of the County Auditor, the County's financial consultant, all members of the County Board of Supervisors (BOS) and a co-owner of the independent audit firm of Smith & Newell.

DISCUSSION:

The **General Fund** is the chief operating fund of the County. It is used in part to pay its bills. During FY 2011/2012, the County's total General Fund revenues were \$21,399,982 down \$950,503 from the previous year, and yet, expenditures were only down \$688,583 from the previous year. ***Herein lies the problem, Plumas County is spending more than it is taking in.*** As of June 30, 2012, the General Fund had a remaining balance of \$3,674,622 in the account.

The following chart shows how the County is spending more money than it is taking in.

PLUMAS COUNTY MAIN GENERAL FUND FOR OPERATIONS

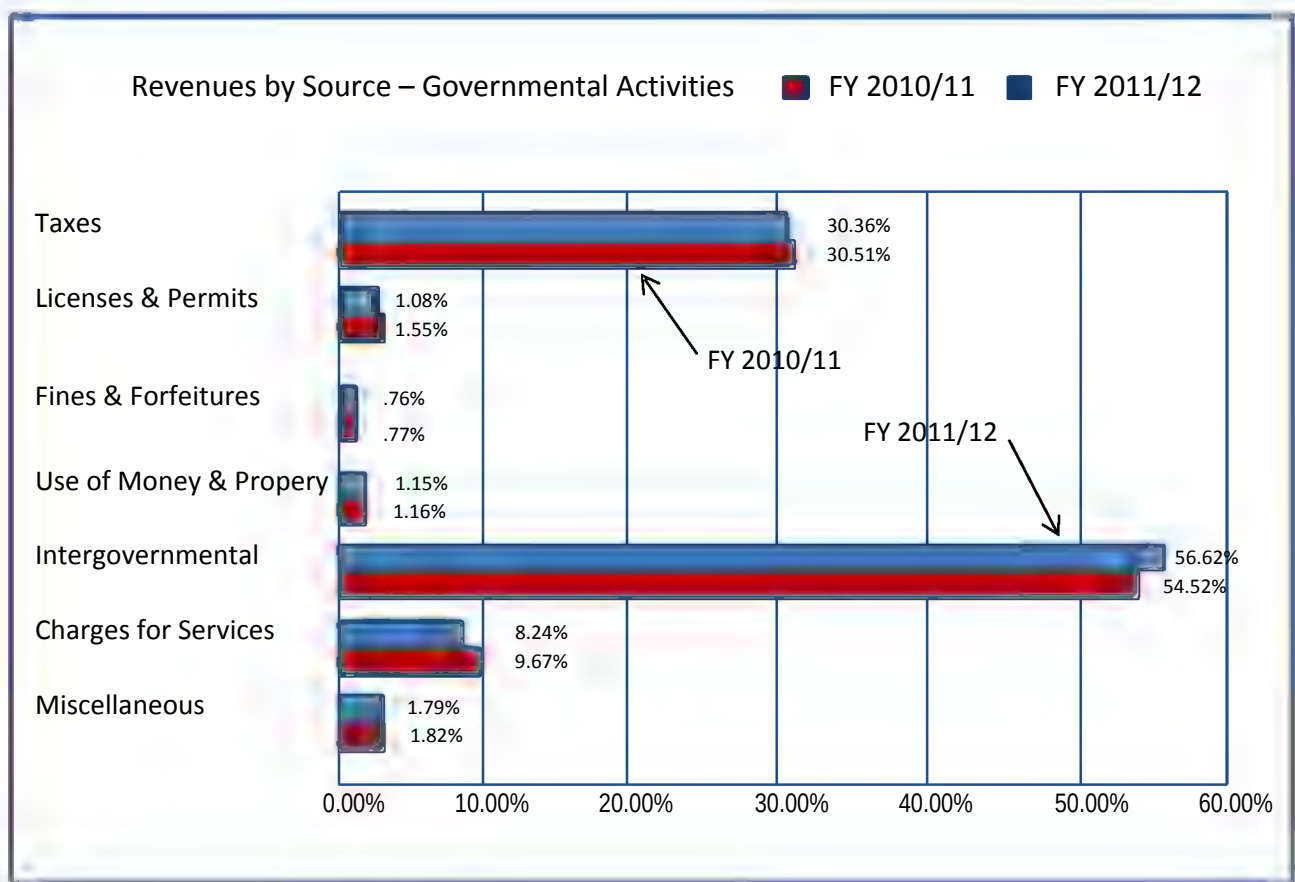


Source: Plumas County Auditor

REVENUES:

Plumas County revenues increased over the previous year by \$436,400 bringing the total income to \$51,927,680. Of that total amount, 54.52% were funds received from State and Federal programs and grants; 30.51% came in from various taxes (Property, Tourist and Sales Taxes, etc.). The remaining 14.97% came in from a wide assortment of charges for licenses, permits, fees and fines. These percentages are the same as the previous year.

The following graph shows an illustrative picture of where the County funds come from.

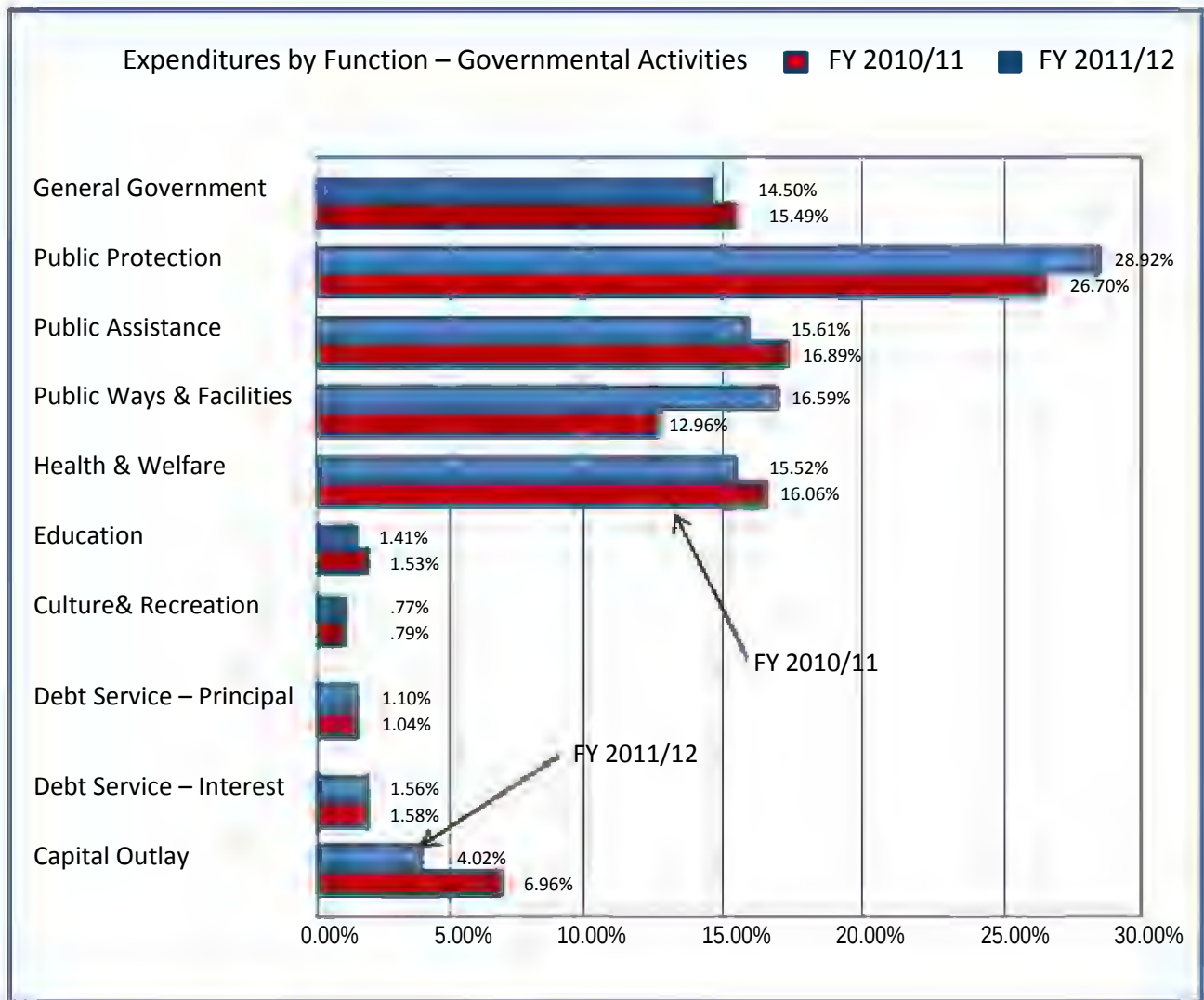


Source: Smith & Newell Audit Report for year ending 6/30/2012

EXPENDITURES:

The County continued to make improvements on the expense side of the ledger spending the largest percentage of its income (28.92%) on Public Safety (Sheriff and Law Enforcement, etc.), an increase of 6.97%. 15.61% went to Public Assistance programs, 15.52% for Health and Welfare services, and 16.59% for Public Works and Facilities. The County spent 14.5% on its own operations, down \$598,823 from last year. The remaining 8.86% was spent on Capital Outlay, Education, Culture & Recreation, and Debt Service, down 3.03% from the previous year.

The following graph shows an illustrative picture of how County funds were spent.



Source: Smith & Newell Audit Report for year ending 6/30/2012

COUNTY ASSETS:

The County's investment in capital assets as of June 30, 2012 amounted to \$51,241,917. This includes a broad range of capital assets including land, infrastructure, (roads and bridges), buildings, tools and equipment.

COUNTY DEBT:

As of June 30, 2012, the County had a total long-term debt outstanding of \$24,414,777 as compared to \$24,773,820 in the prior year. During the year, there was a retirement of debt amounting to \$557,125 and an increase in post-employment benefits of \$198,082.

UNFUNDED LIABILITY:

An unfunded liability is a liability that has no funds put aside to cover its potential expense.

An unfunded liability is what the actuary determines as the cost to cover shortfalls from market losses, demographic changes, overly optimistic investment returns by the pension plan administrator or other benefit improvements that were not covered by the contribution rates collected from the employee or the employer.

The County has a huge unfunded liability in its Retiree Health Benefit program. For years, the program was funded by returns from investments in Stocks, Bonds and other investments. With the poor economy, these investments have not met their normal return and therefore the resulting shortfall is left to the County.

Under current policies, a County employee's sick time is accrued from year to year, and when an employee retires, a percentage of that sick time, depending upon their length of service, is paid to the retiring employee. This is as an additional benefit to their retirement plan, and puts a financial burden on the unfunded liability account.

FINANCIAL HIGHLIGHTS:

- The County's assets exceeded liabilities at the close of FY 2011/2012 by \$72,318,722 (net assets). Of this amount, \$85,520 is unrestricted and may be used to meet ongoing obligations. \$36,829,235 is restricted for specific purposes, and \$35,403,967 is invested in capital assets.
- The County's governmental funds (funds received from State and Federal sources) increased by \$1,168,570 in FY 2011/2012 to a total of \$39,394,275.
- The County's total reserves remain healthy, but the General Fund reserve (savings) is declining. The County in essence eliminated the Unassigned Funds account by decreased its balance to zero.

- The County's investment in capital assets increased by \$815,529. The increase was primarily because of newly added assets within the Sheriff's Department. Total added assets were greater than total depreciation.
- The County's total long-term debt decreased by \$359,043 in comparison with the prior year.

FINDINGS:

F1. The audit found four recurring deficiencies. These are repeats of prior year findings.

- a. Lack of Timely Processing: Disbursements were paid in excess of 30 days past the invoice date of the vendor billing. The Auditor staff was not able to perform this function in a timely manner due to the departments not submitting claims for payment to the Auditor's office in a timely manner.
- b. Sheriff Inmate Welfare Reconciliation: Although the Inmate Trust bank account is being reconciled to the accounting records on a monthly basis, the balance held in the account does not appear to be reconciled to an open listing of balances held for each inmate. The County could not provide a listing of balances held for inmates that reconciled to the bank balance.
- c. Compensated Absences: For the close of FY 2011/2012, the audit exposed a negative balance of \$25,202 in the County's Compensated Absences Account. In simple terms, the County paid out over \$25k to employees for vacation time, leave time, and comp time before the benefits were earned.
- d. Risk Management – Landfill: The County does not have adequate insurance coverage for the landfill.

F2. The audit found two new items requiring correction this year:

- a. Outside Bank Accounts: There is an inadequate review of all outside bank accounts. Various departments of the County hold bank accounts outside the County Treasury for which the purpose of these accounts is to collect credit card payments. There are several accounts that the County Auditor Controller's office has not been obtaining monthly bank statements and reconciliations from the departments and the reconciled balance for one bank account had not been recorded on the general ledger of the County.

Animal Control: There is a lack of controls within the Animal Control department and department employees are not following policies and procedures. Even though the Animal Control department is not authorized to accept cash, the department still accepts cash and an employee writes a personal check to cover the amount of cash received, deposits the personal check with department deposit, and takes the cash. Good internal control requires proper cash handling. The risk of errors or irregularities is increased when department employees are not following proper policies and procedures.

- F3. The General Fund's Unassigned Fund balance is down from \$410,299 in 2011 to zero as of June 30, 2012.
- F4. The County's Reserve Fund has been used to cover temporary shortfalls and to pay bills. GASB 54 (Governmental Accounting Standards Board) calls for a target balance of 8% of the previous year's General Fund revenues, or a minimum of \$2 million to be in the Reserve Fund account. The Reserve Fund balance was \$454,253 as of June 30, 2012.
- F5. Over the last 11 years, the County has spent on average \$397,353 more per year from the General Fund than it is taking in.
- F6. The County Auditor reported that the County has not been funding its Retiree Health Benefit Program. As such, the potential liability to the County as of this writing is approximately \$5.4 million dollars.

RECOMMENDATIONS:

- R1. The Grand Jury recommends that the County immediately correct the deficiencies found during the audit. These are repeats of prior year findings.
 - a. Modify procedures to ensure that County departments submit invoices to the Auditor for processing and payment in a timely manner.
 - b. Reconcile the Inmate Trust bank account to an open listing of balances held by each inmate on a monthly basis. The detailed listing of inmate balances should be printed and maintained as an audit trail showing that this procedure was performed.
 - c. Review balances of compensated leave on a regular basis to determine that employees are not being paid for more time than what has accrued.
 - d. Maintain adequate insurance coverage for the landfill to minimize the risk of loss.
 - e. Take steps to re-negotiate its employee retirement and sick leave policies to be more in line with other counties of similar size and population.
- R2. The County needs to correct the deficiencies found during the audit.
 - a. Record on the County general ledger all bank accounts in the County's name, reconcile all outside bank accounts, and forward the information to the Auditor Controller monthly.
 - b. All County departments must follow County policies and procedures for cash handling.
 - c. All department employees must follow policies and procedures.

CONCLUSION:

Turning the Ship Around

For the past several years, Plumas County has shown little interest in tackling the County's financial problems and getting its fiscal house in order. It seemed the attitude that prevailed from the Board of Supervisors all the way down to every department was, "we just have to hang in there for a while, get by with less, and all will be right again." This attitude resulted in the County spending more on public services and its own processes than it was taking in.

During these years, Plumas County has shown a lack of cohesive teamwork with each department competing with other departments for the limited funding. In simple terms, not working together, but fighting together. This conflict was in fact the major reason the previous County Auditor Controller resigned in early 2012.

The Grand Jury is pleased to report that there is a new attitude coming to the fore in Plumas County. It is an attitude of determination and self-responsibility. This is good to see. Perhaps last year's stinging report from the Grand Jury had a positive effect. No one knows for sure, but there is definitely a new attitude in the halls of the County Courthouse these days.

The transition from not taking responsibility to one of shared responsibility was not easy. This is to be expected when any type of positive change occurs. Positive and effective change is always met with resistance, from within and from without. However, to the County's credit, it seems to have come thru this rough period intact, and is now on a new path of teamwork and constructive problem solving. This does not mean that all is well and no problems exist. Plumas County has monumental challenges that must be met in the coming years. The County must be determined to maintain conservative administrative practices regarding the County's financial management in order to avoid further erosion of its economic base.

This report is focused only on the audit report for FY 2011/2012, and does not show the positive changes that are taking place behind the scenes this year. The current fiscal year (FY 2012/2013) is the first year in recent memory in which the County is operating under a balanced budget. In August 2012 with the implementation of several budget workshops and the help of a sharp and strong local budget consultant; a balanced budget was hammered out.

The Grand Jury has no audit report information that confirms this, but according to the Plumas County Auditor, the fiscal bleeding appears to have stopped and one can hope that next year's Grand Jury report will show that the County has got its fiscal house in order.

Although the County is still in poor financial shape, it seems the ship is turning around and heading in the right direction.

REQUEST FOR RESPONSES:

Pursuant to Penal Code section 933.05, the Grand Jury requests responses as follows:
From the following governing bodies:

- The Plumas County Board of Supervisors

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted subject to the notice, agenda and open meeting requirements of the Brown Act.

GLOSSARY of TERMS:

GASB 54

The Governmental Accounting Standards Board (GASB) is an independent, not for profit organization that was organized in 1984. GASB sets standards of financial accounting and reporting for state and local governmental entities. Its standards guide the preparation of external financial reports of those governmental entities.

CONTINGENCY FUND:

Contingency funds are to be used only for unanticipated expenses... big or small. County-level emergencies like an earthquake, tornado, a roof caving in or replacing a damaged vehicle are examples where Contingency Funds can be used. Contingency Funds are also there for on-going, day-to-day cash flow shortages

RESERVE FUND:

Reserve Funds are funds reserved for onetime expenses only.

Reserves are not to be used for on-going, day-to-day expenses.

Reports issued by the Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury.
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BETTER SAFE THAN SORRY

Plumas County School Safety Report

EXECUTIVE SUMMARY:

The 2012/2013, Plumas County Grand Jury was impressed with the due-diligence put forth in the area of student safety by personnel at each school within the Plumas Unified School District. The personal responsibility demonstrated by members of the school staff was found to be exemplary. These dedicated men and women entered into the field of education, looking to enrich the minds of our children, and now, in addition to their growing day-to-day responsibilities, they have to carry the heavy burden of the safety of every child and adult at those schools.

In addition to the general guidance provided by the District, school personnel have implemented Comprehensive Safe School Plans (CSSP), which contain systematic procedures, unique to each individual school site. School personnel take lead roles on Safe School Leadership Teams (SSLT) which are now in place to take charge in an emergency, respond effectively, protect the occupants of the facility and reduce the risk of physical injury, property damage and business interruption.

Collaboration between school personnel, law enforcement and other pertinent agencies is occurring. Law enforcement personnel are welcomed and encouraged to visit school sites on a regular basis. Schools are continuing to move in the right direction towards student safety.

BACKGROUND:

The Grand Jury decided to focus on issues concerning the Plumas Unified School District (PUSD) that were not directly in the spot light of the local media and concerned citizens. Although the issues of budget constraints and cuts throughout the District are a concern, the Grand Jury acknowledged the issues were receiving much needed attention by the School Board, Administration, media and the Public. Concerns of the Grand Jury began to form around the safety of the children within our community at our local school sites. Thus, safety of our children at the schools in our communities throughout Plumas County became the focus of the 2012/2013 Plumas County Grand Jury.

APPROACH:

The Grand Jury began its investigation by requesting PUSD's Emergency Action Plan, which indicated it was "Updated: September 2005." Following a review of the plan, the committee interviewed a variety of school personnel regarding the safety procedures at each Elementary and Jr/Sr High School location within the county. The focus was to ensure a system of procedures were in place and followed consistently at each location and modified as needed in order to ensure safety of personnel and students at each unique location.

The Grand Jury asked for and received the Emergency Action Plan from the School District. It was last updated in September 2005, nearly eight years ago. The plan was not site specific and appeared to be more of a guide rather than a plan. With such a vast amount of time since the last update and the plan appearing so general, the Grand Jury felt compelled to review school safety at each Elementary and Jr/Sr High School site.

Additionally, the Grand Jury reviewed the 2010/2011 Grand Jury Report related to School Safety Policy Reform. The report was in response to a situation, which occurred at the Quincy Elementary School. That Grand Jury found School Officials had acted in a responsible manner to correct that situation.

DISCUSSION:

Emergency Action Plan(s)

Members of the Grand Jury were quite surprised by the outdated Emergency Action Plan (EAP) that was received from the District. The date noted on the EAP as an update was September 2005. The plan included out of date Emergency Phone Numbers and radio stations and lack of detailed procedures.

The procedures of most concern included:

- Minimal Emergency Supplies Checklist. The list appears minimal and no suggested quantities are listed.
- Gun/Weapon on Campus procedure lacks substance. The procedure loosely gives directions to send students to the office to report an incident and does not allow for school personnel to lockdown campus without approval from the District.
- Armed Intruder/Shooting procedure lacks substance.
- List of radio stations to provide information to communities is incorrect.

The Grand Jury then received a newer version of the EAP, updated February 2013. Upon review of the newly updated version, the Grand Jury noted the following corrections:

- Emergency Phone Numbers
- Extensive Emergency Supplies Checklist, quantities listed.

Additionally, the Grand Jury was impressed with the revisions made to the:

- Armed Intruder/Shooting procedure revised to include -
 - Evacuate school, if possible, new to procedure.
 - If evacuation not possible, expanded instructions for lock down.
 - Additional instructions for teachers and students regarding safety and security of site.
 - Activate Incident Command instructions.
 - Items listed "In preparation for an Armed Intruder/Shooting incident," including Parents to be informed of -
 - 1) Report-in phone number
 - 2) Student release procedure
 - 3) Location of off-campus evacuation center(s)
 - 4) Law enforcement's protocol to immediately shoot without warning any armed adults on campus (no parent armed rescue attempts.)

- Pandemic procedure added.
- School closure procedure expanded to include direction to school administrators. (As related to weather, road, water and electric conditions.)
- Procedure regarding Alternate Evacuation Site new to Evacuation Procedures.

There was no change made to the Gun/Weapon on Campus procedure.

Comprehensive Safe School Plan

All school sites have a Comprehensive Safe School Plan (CSSP) in place and are submitted to the District annually. The plan indicates its purpose is to provide guidance and direction to Principals, faculty and staff who have Emergency Management Responsibilities (EMR). The Emergency Response Plan along with the School CSSP shall be used during an emergency incident involving a PUSD school facility.

Furthermore, the plan states: The school site Safe School Leadership Team (SSLT) carries out the Field Response level of crisis and emergency management, the District School Safety Team functions at the Local Government level in this system. By organizing our crisis response plans according to Standardized Emergency Management System (SEMS), both school sites and the District are positioned to integrate services when an incident occurs on an area, regional or state level. By standardizing key elements of the emergency management system, SEMS is intended to:

- Facilitate the flow of information within and between levels of the system.
- Facilitate coordination among all responding agencies.

Use of SEMS will improve the mobilization, deployment, utilization, tracking, and demobilization of needed mutual aid resources. Utilization of SEMS will reduce the incident of poor coordination and communications, and reduce resource-ordering duplication on multi-agency and multi-jurisdiction responses. SEMS is designed to be flexible and adaptable to varied disasters that occur in California, and to the needs of all emergency responders.

The Grand Jury Investigation Found the Following at School Sites

All school sites have Safe School Leadership Team (SSLT) flow chart in place, which includes names of staff persons and SSLT position titles. Phone trees are included to ensure communication with all staff personnel, if necessary. Teams of staff members are in place and trained in the areas of First Aid and CPR. Additionally, a team is established to coordinate Student Release, if needed.

The plans specify that the Incident Commander for the SSLT ensure that teachers are trained to carry out responsibilities during disaster and drill procedures and encourage teachers to work in teams through a buddy system. During interviews the Grand Jury found that this requirement was not being implemented at all sites. Personnel were not able to demonstrate and/or articulate that there is training to carry out their responsibilities assigned to them as a member of the SSLT, or that a buddy system was in place.

Although each school site has an Evacuation Plan in place, not all sites have secured an Off-Campus Evacuation Center. Without a location in place, items on the evacuation checklist cannot be completed.

The Grand Jury found the same system for warning signals to be in place at each school site. All staff very clearly articulated the system in place, which utilizes each site's bell system, to warn staff and students to an emergency. Personnel also brought up concerns with the manual bell systems and the amount of strength required sounding the bells. Members of the Grand Jury found this to be a great asset to the plans in place. For students and staff that may move throughout the District, having the same warning signals in place at each site is very valuable to each person's safety.

Events that may occur at school sites are categorized into Codes. Schools have demonstrated that code procedures are in place for different events that may occur, such as fire, chemical spill on campus, earthquake, fallen aircraft, possible explosion, tornado/severe storm, emergency medical care, armed intruder and hostage crisis. Personnel walked Grand Jury members through the procedures for each Code and the number of times drills for each Code were practiced at each school.

Onsite communication radios are provided to each school site. The radios may be used to communicate with the District, which is an asset to the communication system between school sites and the District. Additional radios at each site would enhance the communication throughout the District.

The District will find many of its greatest assets to be within. School personnel expressed many ideas to the Grand Jury to improve school safety unique to their individual school location. Round table discussions are occurring with personnel, law enforcement and pertinent agencies focusing on school safety. Unfortunately, these meetings are not occurring on a regular or frequent basis. However, this is a step in the right direction.

FINDINGS:

- F1. The School Administration does not update the Emergency Action Plan on a regular basis.
- F2. School's Emergency Supplies not inventoried on a regular schedule.
- F3. Members of the Safe School Leadership Team do not review their individual duties, at time of assignment.
- F4. Not all school locations have completed lockdown drills involving student participation.
- F5. Off-campus Evacuation Centers not secured for each school location.
- F6. Lockdown drills, which occur for armed intruder and hostage crisis events, have not occurred at all sites with school personnel and students.

RECOMMENDATIONS:

- R1. Each member of the Safe School Leadership Team is to review the responsibilities for the position they are assigned to ensure they fully understand and accept the responsibility of the position.
- R2. Provide training, if needed, to each member of the Safe School Leadership Team.
- R3. Schools establish regular system to inventory and restock Emergency Supplies.
- R4. Revise Gun/Weapon on Campus procedure to include more detail and ensure student and personnel safety.
- R5. Plan in place to secure funding for automated alert system at each Elementary and Jr/Sr High Schools.
- R6. The District requires a timeline for establishing an Off-campus Evacuation Center.
- R7. The District requires all drills occur, at least once with all school personnel and students, within the first 90 days of the start of school.
- R8. Provide additional onsite communication radios to school sites, particularly to classrooms located on the perimeter of each campus.
- R9. Establish regular schedule to collaborate with school personnel, law enforcement and pertinent agencies regarding school safety.

REQUEST FOR RESPONSES:

Pursuant to Penal code section 933.05, the grand jury requests responses as follows:

From the following governing bodies:

- The Plumas County Grand Jury requests a response, within 90 days from issuance of this report, from **the Board of Education**
- The Plumas County Grand Jury requests a response, within 90 days from issuance of this report, from **the Superintendent of Schools**

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted subject to the notice, agenda and open meeting requirements of the Brown Act.

Reports issued by the Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury.