**July 10, 2023**

**3:00 P.M.**

**DOWNIEVILLE COMMUNITY HALL**

1. **CALL TO ORDER:** Chairman Frank Lang called the meeting to order at 3:00 p.m.

**Roll Call:** Roll Call completed by Secretary, CC Gelatt

**Commissioners Present:** Frank Lang, Cherry Simi, Diane Wharff, Greg Johnson, Liz Fisher

**Commissioners Absent:** None

**Staff Present:** Steve Folsom, EMS Captain; Robert Hall, Fire Captain; Tegan Harrington, Community Paramedic and Operations Manager; Joyce White Dispatch Supervisor and Secretary CC Gelatt

**Staff Absent:**  Loryce Ashby, Bookkeeper

**Others Present:** None

* Approval of July 10, 2023 Agenda: Liz Fisher motioned to approve and Cherry Simi seconded. Motioned passed 5.0.0.
* Approval of June 14, 2023 Minutes: Diane Wharff motioned to approve Minutes and Greg Johnson seconded. Motion passed 4.1.0.

1. **Public Comment Opportunity:** None
2. **Announcements and Correspondence:** Joyce White reminded everyone of the upcoming Bike Races running from July 13-16, 2023.

ET-3 Program**:** Frank Lang announced the ET-3 Program was terminated as of 12-31-2022. Diane Wharff will clean up the Assignments of Benefits form.

1. **Financial Reports:**

Treasurer’s Report: Cherry Simi passed out the Statement of Bank Accounts and verbally reported as follows:

Total Available Balance $619,406.59

New Firehouse Fund $281,219.47

Paramedic/ALS $168,614.36

Building Reserve $ 10,023.99

Ambulance $ 5,001.69

Apparatus $109,237.49

DFPD Checking $ 45,309.59

Outstanding Credit Cards $ 2,778.26

Outstanding Balance $ 3,543.75

Commissioners discussed having a CD account for the New Firehouse Fund noting we may not be allowed to earn interest on an investment account. Cherry will check to see if we earn interest on our other accounts.

Bookkeeper Report: Frank Lang advised the Commissioners he had hired Mindy Strine to work with Loryce to provide a transition to keep our bookkeeping responsibilities intact over the next 3 months. Mindy will be paid $25.00/hr and has committed to work over the next three months. She will start tomorrow morning, July 11, 2023. We will run the ad in the Mountain Messenger for one more week.

Cherry Simi told the Board she felt we need to ensure the Treasurer and Bookkeeper maintain checks and balances, oversight and accountability. Frank thought this would be a good time to review the job descriptions for both positions.

Cherry is still working with WFB to open a separate Urgent Care Account.

Liz Fisher motioned to accept the Financial Report and Greg Johnson seconded. Motion passed 5.0.0.

1. **Officer’s Reports: Robert Hall and Steve Folsom – See Attached Officer’s Report**

Robert Hall handed out the Officer’s Report. Additional comments to the report are as follows:

**Item # 7: Personnel:** Frank’s directive to the Commissioners at the June meeting was to bring a statement to the July 10 meeting about how they might help in engaging the community in a revival of volunteerism for the Fire Department so we can develop a strategy. The following suggestions were offered: Cherry Simi said she looked online at FEMA’s Recruitment and Retention program and discussed their SAFER grants. Other suggestions she had included using banners for EMS or fire fighter recruitment, flyers, establishing a sign up sheet ahead of training, surveying fire fighters to see what days they could commit to training and giving credits for attending to use toward a pizza or similar item. Other commissioner suggestions were monthly news articles in the paper, fire prevention classes for the general public, accessing second homeowners, educating the public as to what the fire department is and what it can do, pursuing the cadet program in school, hosting a spaghetti dinner for the public and presenting a forum for education and questions.

Liz Fisher motioned to accept the Officers Report and Diane Wharff seconded. Motion passed 5.0.0.

1. **Committee Updates: Frank Lang**

New Firehouse: Frank advised he had reached out again to Gabe at the Forest Service but has not had a response. He will keep working on it. Greg Johnson gave the highlights of the meeting he and Cherry Simi had with Brandon Pangman of the Sierra County Planning Department to discuss any potential problems with DFPD using the existing Yuba Storage building as a fire department house for the storage of their trucks and ambulances. Full Meeting Report is attached to these Minutes. Frank then polled the Commissioners for a vote on proceeding with the Yuba River Storage property. Frank Lang, no; Liz Fisher no; Diane Wharff no; Greg Johnson no; and Cherry Simi no.

Greg Johnson motioned to pass on the Yuba River Storage Facility property and Cherry Simi seconded. Motion passed 5.0.0. Frank will write a letter advising Mr. Zanotti of the Board’s decision.

Discussion followed on other alternate sites: Ingrid’s property is too small and has problematic septic issues and so is deemed as not suitable for our needs; the gas station property could be viable so Greg will check with Sahan at the grocery store to see if he can get contact information for the owners; Forest Service property is also a viable option; and the Foundry site needs work, which should be done anyway to preserve the value of the building, can be considered as another option.

Apparatus Winterizing Project:

Frank found apparatus radiant heating pads online for $300.00 each. He will forward the link to Robert Hall and Steve Folsom so they can put an order together.

Paramedic Per Diem Project: Frank advised he will only be able to provide his services on the ambulance for another year and stated the need to push forward on this project. He tasked Tegan Harrington to lead the project by putting the program together and getting the word out there.

1. **Program Updates: Frank Lang**

EMT Training Course: Tegan is working on getting BLS certified. Alma wants to be contacted regarding a course in September/October. He will push to get Colin recertified, as well as himself. Frank suggested contacting NorCal to see if they have any contacts on this side as it has been problematic moving forward.

1. **Business Items Old:**

* Work Injury Policy Update: In progress.
* DFPD/PRCSD/NORCAL EMS Ambulance MOU: Frank said we have until August 30 with NorCal to get an extension on the ambulance agreement with Pliocine Ridge. In light of the ongoing difficulty in getting their PCR’s done, that must be a condition in the MOU. In the meantime, Diane will call Jenny again to see if Chris Dorn is logged in yet and Tegan will offer to do a one-on-one training with Chris.

1. **Business Items New:**

* Fire District Office New Computers: Diane talked to Colin who told her he has 2 donated laptops that would cost $150 for parts and labor versus purchasing 2 new computers which would run between $500-$700. Consensus of the Commissioners was to purchase 2 new computers.
* Image Trend: Tegan reported that everybody is logged out and getting logged back in. Except for a few minor changes, it looks good.

1. **Discussion:**

* Conflict of Interest Codes Policy: Liz Fisher said it is in progress.

1. **Next Board Meeting:** Wednesday, August 16, 2023 at 3:00 p.m.
2. **Adjournment:** Diane Wharff motioned to adjourn and Cherry Simi seconded. Motion passed 5.0.0. Meeting adjourned at 5:15 p.m.

Minutes Respectfully Submitted:

CC Gelatt, Recording Secretary