

Downieville Fire Protection District Board of Directors Minutes

August 21, 2024

3:00 P.M.

Downieville Community Hall, Downieville

- 1. CALL TO ORDER:** Chair Lang called the meeting to order at 3:08 p.m.
Roll Call: Roll Call completed by CC Gelatt, Recording Secretary. Quorum established.
Commissioners Present: Frank Lang, Chair; Greg Johnson, Vice Chair; Cherry Simi, Treasurer (present at 4:10 p.m.); Liz Fisher; Risk Manager and Diane Wharff; Member
Commissioners Absent: Cherry Simi, Treasurer (absent until 4:10 p.m.)
Staff Present: Robert Hall, Fire Captain; Steve Folsom, EMS Captain; Tegan Harrington, Paramedic and Ops Manager; CC Gelatt, Recording Secretary; and Bookkeeper Stephanie Villa.
Staff Absent: Stephanie Aufdermaur; Dispatch Supervisor
Others Present: None
 - **Approval of August 21, 2024 Agenda:** Vice Chair Johnson motioned to approve the Agenda and Commissioner Fisher seconded. Motioned passed 4.0.0.
 - **Approval of June 19, 2024 Minutes:** Commissioner Wharff motioned to approve the Minutes and Commissioner Fisher seconded. Motion passed 4.0.0.
- 2. PUBLIC COMMENT OPPORTUNITY:** None
- 3. ANNOUNCEMENTS AND CORRESPONDENCE:** Chair Lang announced his resignation as Commissioner and Chair of the DFPD effective 09-30-2024 and said he was doing so with mixed emotions but it has become necessary to support Bette Jo at this time. He and Bette Jo will remain in the community and he will be available for advice as needed. He will stay on the New Fire House Committee to see it through fruition. He is also resigning from providing Urgent Care as well as the Deputy Medical Director role. Chair Lang gave his appreciation and thanks to all in the DFPD for their contributions, hard work, and commitment in ensuring the District's mission is met.
- 4. FINANCIAL REPORTS: Cherry Simi and Stephanie Villa**

Treasurer's Report: Bookkeeper Villa presented the Bank Statement of Accounts Summary and verbally reported as follows:

Total Available Balance of Cash Accounts	\$557,049.90
New Firehouse Fund	\$293,334.92
Paramedic/ALS	\$ 74,247.58
Urgent Care	\$ 19,009.77
Building Reserve	\$ 16,184.02
Ambulance	\$ 5,002.89

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Apparatus	\$ 16,278.11
DFPD Checking	\$ 132,992.61
Outstanding Credit Cards	\$ 1,520.22

Bookkeeper Villa noted the Apparatus Fund Account as stated in the amount of \$16,278.11 does not reflect the \$7,000 sales tax reserve still sitting in the Checking Account. The Apparatus Fund balance will be \$23,316 after that transfer is completed.

Bookkeeper Report:

Bookkeeper Villa reviewed the financial reports noting \$9,255 is owed by the DFPD for past Federal payroll taxes. She also advised that in changing over to QuickBooks Online, she discovered there was a past error in setting up QuickBooks in the calculation of payroll taxes taken from employees. She will look into this further next month to obtain more clear data and report back to the Board at the September Board meeting. Commissioner discussion followed with advice that employees participating in Pre-Positioning may want to submit a new W-4 to reflect this increase in income. Further Commissioner discussion resulted with a direction to Bookkeeper Villa to confirm with IRS, discuss with the Auditor next week, and update QuickBooks as needed. Chair Lang stressed the need for clear data and determining how and when this happened.

Bookkeeper Villa also advised we received another tax disbursement check from Sierra County in the amount of \$14,000. In addition, we have received a \$25,000 donation from SFMR and Title III reimbursement of \$8,000. Chair Lang confirmed with Bookkeeper Villa the tax disbursement check from Sierra County was for Property Tax and TOT and advised that it goes into the Paramedic Fund as Fire Revenue/EMS Income, as well as the \$25,000 donation from SFMR. The Title III reimbursement of \$8,000 goes into General Fund.

Chair Lang said we need to decide what to do with the Urgent Care Fund since we won't provide that service after 8-31-2024 and will also need to cancel the insurance. Risk Manager Fisher will follow up with GSRMA regarding cancelling the insurance. Commissioner Fisher motioned to transfer Urgent Care funds into the Paramedic Fund at the end of August, and to retain the account as a zero dollar account and remove the current name of Urgent Care Fund. Commissioner Wharff seconded. Motion passed 4.0.0.

Budget Committee:

Chair Lang asked Fire Captain Hall for an update on the registration on the new apparatus. Fire Captain Hall advised he applied on-line but was advised by DMV we need to pay the \$25,013 fee before we can obtain the license plate. Chair Lang noted we will update the Budget once this fee has been paid and noted other changes such as in the UC Fund Account. Bookkeeper Villa will send a Quick Books link To Vice-Chair Johnson so he can update the Budget accordingly.

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Commissioner Fisher motioned to accept the Financial Reports and Commissioner Johnson seconded. Motion passed 4 .0.0.

5. **OFFICER'S REPORT: Robert Hall (Hand Out)**

Fire Captain Hall passed out copies of the Officer's Report. Additional comments are noted as follows:

Fire Captain Hall wanted it noted for the record his appreciation for the hard work of Mark and Tammy Helm, and Greg and Connie Johnson during the Bike Race Event.

Item #2d: No health issues were reported; it was a presentation issue. He recommends using the school cafeteria facilities for next year as it is in a convenient location and well-set up.

Item #9: Fire Captain Hall further described the available vehicle that he suggests bidding on as a 2009 model 4-wheel drive with a command box in the back and current mileage of 112,000 miles. Current Car Fax value is \$13,000. He suggests submitting a bid in the amount of \$7,101.00. Commissioner Fisher motioned to submit a bid for this vehicle in the amount of \$7,101.00. Greg Johnson seconded. Motion passed 5.0.0.

Conclusion, Questions, Comments, Constructive Criticism: EMS Captain Folsom advised that Kyle, who is affiliated with the Downieville Classic Bike Race, will be putting a portable repeater at next year's Bike Race which should improve communication with the hand-helds.

Commissioner Johnson motioned to accept Officer's Report and Commissioner Fisher seconded. Motion passed 5.0.0.

6. **COMMITTEE UPDATES: Frank Lang**

New Firehouse: Sierra Madra, from Tahoe National Forest Service, is setting up a virtual meeting. Paramedic Harrington will advise everyone when a date has been set. The Forest Service has done an inspection of the site and would like to review with DFPD. Chair Lang views this meeting as the next step in the process after Form 299 submittal and is encouraged by this movement forward. Commissioner discussion followed regarding the configuration of the new firehouse.

New Apparatus: Chair Lang noted the new apparatus was discussed in the Officer's Report.

Structural Repairs on Foundry Building: Pending on removal of debris.

Ambulance Run Report: Paramedic Harrington verbally reviewed the Ambulance Run Report for the Commissioners. He also stated we should stand-down the Per Diem Paramedics October 1, 2024 and advised it would be helpful to always put a dollar amount we want to maintain in the Per Diem Fund. He further stated we need to consider if we can sustain the per diem costs going forward. He advised he could be available to cover calls during those hours if need be. Bookkeeper Villa added that sick leave is accumulating for per diems and they are set up to be paid hourly in Quick Books. Commissioner discussion followed advising the Paramedic Per Diems are paid \$400.00 per day and no taxes should be taken from their pay as stated in

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their Hiring Contracts and suggested that needed to be changed in Quick Books. Commissioners advised Bookkeeper Villa to get advice on how to handle this. Bookkeeper Villa confirmed she will reach out to QuickBooks HR, the GSMRA HR representative, and to the auditor.

7. BUSINESS ITEMS OLD: Frank Lang

Retention Schedule- Stephanie Villa: In Progress.

Wilderness Extrication Policy-Tegan Harrington: Paramedic Harrington asked for clarification of policy vs. procedure. Chair Lang said Policy is what we are currently doing, i.e., responding to wilderness area to provide EMS services as a part of our operations for which we receive reimbursement from Title III funds. There is a map of where we respond and we should update that document. With regard to Procedures, we should create a document that states what our procedures are. Chair Lang and Tegan will work together on this project.

Dispatch Supervisor Description of Responsibilities-Stephanie Aufdermaur: In Progress

Ca.gov Website Domain and Email Addresses-Stephanie Villa: In Progress.

Workplace Violence Training: Chair Lang will provide a document that can be posted on the premises.

8. BUSINESS ITEMS NEW: Frank Lang: There are no new business items.

9. DISCUSSION: ELECTION OF NEW CHAIR AND RECRUITMENT OF NEW COMMISSIONER: Chair Lang sent a notice of his resignation to the Clerk-Recorders Office and advised DFPD needs to recruit for a new commissioner. Secretary Gelatt will confirm with Heather Foster. Commissioner Fisher motioned to appoint Vice-Chair Johnson to Chair with recruitment for a new Commissioner and appointment of a new Vice-Chair ongoing. Commissioner Simi seconded. Motion passed 5.0.0.

10. NEXT BOARD MEETING: Wednesday, September 18, 2024 at 3:00 p.m.

11. MOTION TO ADJOURN: Commissioner Wharff motioned to adjourn and Commissioner Fisher seconded. Motion passed 5.0.0. Chair Lang adjourned the meeting at 5:00 p.m.

Minutes Respectfully Submitted,

CC Gelatt
Recording Secretary