**June 14, 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.

**Commissioners Absent:** Liz Fisher

**Staff Present:** Steve Folsom, EMS Captain; Robert Hall, Fire Captain; Loryce Ashby, Bookkeeper, Joyce White Dispatch Supervisor and Secretary CC Gelatt

**Staff Absent:**  None

**Others Present:**

* Approval of June 14, 2023 Agenda: Greg Johnson motioned to approve and Cherry Simi seconded. Motioned passed 4.0.0.
* Approval of May 17, 2023 Minutes: Diane Wharff motioned to approve Minutes and Greg Johnson seconded. Motion passed 4.0.0.

1. **Public Comment Opportunity:** None
2. **Announcements and Correspondence:** None.
3. **Financial Reports:**

Treasurer’s Report: Cherry Simi passed out the Statement of Bank Accounts which follows:

Total Available Balance $669,854.63

New Firehouse Fund $281,196.35

Paramedic/ALS $168,600.23

Building Reserve $ 10,023.58

Ambulance $ 5,001.48

Apparatus $109,228.51

DFPD Checking $ 95,804.48

Outstanding Credit Cards $ 3,543.75

Outstanding Balance $ 3,543.75

Cherry reported the following DFPD Checking Account information provided by Loryce. The DFPD Checking Account balance of $95,804.48 has a combined outstanding balance, including the Credit Card balance, of $51,368.20 leaving a balance of 44,436.28 which includes an Urgent Care balance of $1,518.66.

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

Bookkeeper Report: Loryce Ashby notified the Board she would be resigning her position as Bookkeeper effective September 30, 2023. She also informed the Board she received an email from Larry Baird the prospective new accountant. She will forward this email to the Board Members.

Frank stated on behalf of himself and the Board he understands Loryce’s decision to resign under the circumstances and stated the organization could not be where it is without her help. He further stated Loryce has carried out her duties in a way that is transparent and current which represents financial integrity to the community. Diane Wharff made a motion to accept Loryce’s resignation with regret and Cherry Simi seconded. Motion passed 4.0.0.

Diane Wharff motioned to accept the Financial Report and Greg Johnson seconded. Motion passed 4.0.0.

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 4di: Estimated cost $3,000 installation and programming all radios:** Robert said he has decided if someone has not attended 6 trainings in a year, he will ask for the radio back.

**Item # 7: Personnel:** A lengthy discussion ensued on what the department will look like in the future due to a lack in volunteerism. Frank suggested we need to cultivate the community to understand basic operational needs for the safety of everyone in the community and to include it in the Strategic Plan. Several scenarios were discussed resulting in Frank asking the Commissioner’s to think about what language to use to communicate to the community the need for volunteerism and how they can contribute and in what forum to present it. Frank’s directive to the Commissioners is to bring a statement to the next 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.

Greg Johnson motioned to accept the Officers Report and Cherry Simi seconded. Motion passed 4.0.0.

1. **Committee Updates: Frank Lang**

New Firehouse: Frank said Mike Taylor had informed him there is only one septic system serving the Yuba River Storage Facility property and the upstairs duplex apartment is having problems with it. Frank felt he would be a no vote on the property for this reason along with the following: 1)it would be a deterrent to our effort to move ahead with the Forest Service; 2)the property is not adequate in size; and 3)it is full of stuff and needs a lot of work to house the apparatus. Frank polled the Commissioners asking for a yes or no vote to proceed with the Yuba River Storage site for a new Firehouse. Polling as follows: Frank Lang, no. Greg Johnson, no. Diane Wharff, no. Cherry Simi, yes pending a second opinion about the septic issues and having an engineer evaluate the building. It was decided to continue working with the Forest Service pending outcome of septic and building review of Yuba River Storage site. Greg and Cherry will work with the county and Greg will bring a report to the July meeting. Cherry Simi motioned to form a subcommittee to review the feasibility of the Yuba River Storage site as an alternate fire station option and Greg Johnson seconded. Motion passed 4.0.0.

Frank created a New Project called Apparatus Winterizing Project to address the urgent need to protect the equipment this coming winter. He will follow up with Mr. Whitehead regarding the radiant heat pads previously discussed. We will follow up on this item at the July 10 Board Meeting.

1. **Program Updates: Frank Lang**

EMT Training Course: Tegan continues to work with Sierra County schools.

Urgent Care: Frank advised money is slightly down because of insurance. Frank will follow up with donors.

1. **Business Items Old:**

* Work Injury Policy Update: In progress.
* DFPD/PRCSD/NORCAL EMS Ambulance MOU: Frank is drafting another revision of the MOU for the next meeting and continues to work with the Board of Supervisors.

1. **Business Items New:**

* .Gov Domains for Special Fire Districts: Frank advised this attachment was for information only at this point and can be considered at a later date or when it becomes mandatory.
* Fire District Office New Computers: We need a new computer for Diane in the District Office; she will bring back a quote and also talk to Colin. We also need two new computers for Dispatchers. Cherry Simi motioned to approve the purchase of two new computers for dispatchers and Greg Johnson seconded. Motion passed 4.0.0.

1. **Discussion:**

* Conflict of Interest Codes Policy: Frank asked to hold this item over to the July meeting pending a recommendation from Loryce and Liz as to what Conflict of Interest we want to adopt.

1. **Next Board Meeting:** Monday, July 10, 2023 at 3:00 p.m.
2. **Adjournment:** Cherry Simi motioned to adjourn and Greg Johnson seconded. Motion passed 4.0.0. Meeting adjourned at 5:05 p.m.

Minutes Respectfully Submitted:

CC Gelatt, Recording Secretary