

# Downieville Fire Protection District Board of Directors Minutes

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**AUGUST 17, 2022**

**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 CC Gelatt, Recording Secretary.

**Commissioners Present:** Frank Lang, Mike Galan, Cherry Simi, Liz Fisher and Diane Wharff

**Commissioners Absent:** None.

**Staff Present:** Steve Folsom, EMS Captain, Robert Hall, Fire Captain, Loryce Ashby, Bookkeeper and CC Gelatt, Recording Secretary.

**Others Present:** Kathy Whitlow, Michael Taylor, BetteJo Lang and Karen Galan.

**Approval of August 17, 2022 Agenda:** Cherry Simi motioned to accept the Agenda and Mike Galan seconded. Motion passed 5.0.0.

**Approval of June 15, 2022 Minutes:** Cherry Simi motioned to accept the Minutes and Mike Galan seconded. Motion passed 5.0.0.

2. **PUBLIC COMMENT OPPORTUNITY:**

Downieville Improvement Group (DIG) members presented a donation of \$10,000 to the Downieville Fire Protection District (DFPD) New Firehouse Fund. These funds came from the proceeds of DIG's Annual Brewfest and were gratefully accepted by Chairman Frank Lang on behalf of the DFPD. A discussion followed about whether the check should flow through the DFPD Association vs the District. Frank Lang stated the IRS does have a say so on how 501©(3)'s can donate their money and to whom. In the case of public institutions, the IRS has deemed that any charitable interest that benefits the public at large can receive 501©(3) funds. Frank added that he has this in writing. Frank went on to state that it is the Chair's determination the check be made out to DFPD in this case and asked if there were any challenges to this determination. There were none. Cherry Simi confirmed to the Board the \$10,000 check will be deposited into the DFPD checking account and then transferred into the DFPD New Firehouse Fund. A photo op with DIG members and the Chairman took place.

3. **ANNOUNCEMENTS AND CORRESPONDENCE:**

Secretary CC Gelatt wanted to take this opportunity to remind Commissioners they need to complete their Ethics and Harassment Training online and forward their signed Certificates to her. A discussion followed regarding access to the training site and clarification of roles in the training process. It was clarified by Frank as follows: The Risk Manager is responsible for advising Commissioners of any required courses they need to take and providing the

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mechanism to take the course. Diane Wharff will work with Liz Fisher on Target Solutions to make sure all Commissioners have access to it. CC Gelatt will send a reminder email once a month to Liz Fisher advising her which Commissioners still need to complete their training. Members need to forward their signed Certificates of Completion to CC for filing in the binder which is housed at the District Office.

#### 4. **FINANCIAL REPORTS:**

##### **Treasurer's Report: Cherry Simi**

Cherry handed out the Wells Fargo Account Summary dated 8/17/2022 and reviewed the Cash Accounts as follows:

Total Available Balance of Cash Accounts	\$493,392.45
New Firehouse Fund	\$271,038.52
Paramedic/ALS	\$104,142.99
Building Reserve	\$ 10,020.61
Ambulance	\$ 5,000.00
Apparatus	\$ 87,930.65
DFPD Checking	\$ 15,259.68
Outstanding Credit Cards	\$ 1,292.06

Cherry advised the Board regarding the Building Reserve, Ambulance and Apparatus Accounts that transfers are complete and everybody now has access.

In the discussion that followed Cherry's report, Frank Lang noted that all Urgent Care money is in the Checking Account. He also said Sierra County escrows \$20,000.00 per year for DFPD's Ambulance Replacement Fund. Sierra County is holding that money, amounting to \$80,000-\$100,00 now. He asked Cherry to make a written request to Sierra County asking for the correct balance in the Ambulance Replacement Fund as DFPD is trying to establish our options for replacement specifically for Downieville and Alleghany. He noted we need to periodically remind Sierra County Treasurer Van Maddox and Supervisor Lee Adams to prompt them on the availability of the funds.

##### **Bookkeepers Report: Loryce Ashby**

**Outstanding Balance & Cash Flow:** Loryce emailed a Condensed Profit & Loss, as well as an Expanded Profit & Loss Report to the Commissioners. Frank Lang noted the DFPD checking account balance was \$15,259.68 and asked Loryce where the UC money was deposited. Loryce confirmed UC money goes into the DFPD Checking Account and also noted the UC balance was \$18,328.05 as shown on the Urgent Care Tracking Report which shows we're underwater right now. Cherry Simi confirmed the Checking Account Balance includes a \$5000 Urgent Care donation. Frank Lang asked what the pleasure of the Board was if we get struck with a high cost item and where we would get the funds to cover it. Loryce said we have a \$1000 Employee tax bill due the end of the year. Frank further asked if any bills were being allocated

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to the Paramedic/ALS Account. Loryce responded no and asked if she should be. Frank said anything that relates to advanced care should come out of the Paramedic/ALS account. Loryce said she will reallocate those bills. Steve Folsom asked if he should make a separate order for drugs that fit the Paramedic/ALS criteria. Frank also said Medical Director Laoisa and Daniel should also be coming out of that fund. Frank said we should go back to July 1, 2022 for reallocating funds that should come out of the Paramedic/ALS Account. We will not sort out items specifically, but will split it 50/50 for EMS drugs and supplies, unless there is a particular high cost item. Frank said another issue with regard to cash flow is that we are 10-12 runs behind on those reports for July. This is a personnel problem because we cannot bill insurance until the EMT completes his run report. Diane and Frank are working on it. Diane verified with Loryce that MedPro Lockbox checks go directly into the DFPD Checking Account.

P&L Report: Loryce said the previous bookkeeper prepared the financial reports on a quarterly basis and asked if there was any objection to resuming that practice. No commissioners objected.

Audit Status: Loryce advised Board that she and CC Gelatt had met with the new auditor, Zack Pelling. Liz Fisher stated she wanted to meet him. Loryce said he will be in Downieville for a meeting in November (as advised by CC). Loryce said she will reach out to him. A correction to the Minutes is made correcting the November meeting date to October 26, 2022.

Cal OES Prepositioning: This is a completed item and is removed from the agenda. Frank said he wondered if some of the Apparatus money should be used for some of the larger expenses in the equipment and asked for thoughts. Robert Hall said he has no problem with that as long as the money isn't used to spice up the bottom line. Frank noted his urgent care funds are all in the checking account. Cherry Simi asked if it would be better to create a separate Urgent Care Account to keep these funds separate. Frank agrees with the concept of a separate Urgent Care Account. Most commissioners agreed with Cherry but Liz Fisher wanted to wait until Cherry and Loryce talked to our auditor. This item will remain a discussion item for now.

2022-2023 Budget: This item has been approved and is removed from the agenda.

Medical Director Contract: This item has been executed and is removed from the agenda.

Approval of DFPD Urgent Care Malpractice Insurance Payment Notice: This item has been approved previously and is removed from the Agenda.

Approval of Signature Change to CC Gelatt on Policy A-9: This Policy does not need Board approval as it is not a procedural issue and is removed from the agenda.

Mike Galan motioned to accept Financial Reports and Diane seconded. Motion passed 5.0.0.

### 5. OFFICER'S REPORT: Robert Hall and Steve Folsom

Robert Hall passed out copies of the Officer's Report and shared "The Thought of the Day".

Dispatched Incidents: Dispatched calls to date are 373. July calls for Downieville Fire: 16 Medical, 7 Medical UC's, 1 Smoke Check; Pike: 6 Medical; Alleghany: 1 Medical; Sierra City: 7 Medical, 1 Power Outage, 1 Fire.

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### Open House for EMS Week on May 21, 2022:

It was a great presentation and department support, but a little shy on citizen participation.

### 4<sup>th</sup> of July Dance:

The Dance netted approximately \$3,000; dinner unknown.

### DIG Brewfest:

Fire Fighters participated in set up and tear down; results under separate presentation on Agenda.

### Search for Type 3:

There are few suitable units on the used market.

### Grants Update:

WFRIP: completion of public display requirement was satisfied during EMS Week Open House; AFG: nothing new to report; and OTS: completed 3<sup>rd</sup> quarter reporting and will follow up each quarter until the units have been depreciated to zero value.

### Evacuation Plan:

There was a public meeting with moderate public participation. Great presentation from Mike Fisher. Loaded Sierra City's tones in our dispatch radios for their evacuation sirens. Not operational in Sierra City because of a technical problem.

### Proposed Fire Break:

Steve's mapping of the proposed Northern fire break is being sanctioned by the Sierra County Fire Safe Council. Should be a go when money is granted.

### Pre-Positioning:

Robert said all districts comprise one division and John Evans is Task Force Leader. Downieville Fire is on pre-positioning today and maybe Thursday. This is a day-to-day scheduling after a 4-step climatologic evaluation is analyzed. Not having Marty and Shaun on the roster may cause a staffing issue. Specific staffing requirements are: if we respond to a CalFire lead incident 7362 must be staffed by 3 fire personnel; and if it is a Forest Service fire, we can get by with 2 fire fighters; and if our water tender is requested one operator is required on either. Updated Red Cards will be issued to those qualified.

Donation of SCBA's: Robert said Ryan Brandon with Storey Co. Fire Protection District was instrumental in a donation of 10 Scott SCPA's. The units are in good order and the tanks are tested and certified. He noted the need for a letter of appreciation with the suggestion all Commissioners sign. Make Galan forwarded the addresses to CC who will compose a thank-you letter. It was also mentioned that a thank-you letter for the Morton tires and one to DIG should also be written. Frank Lang noted information should be given to CC regarding what was donated and how it benefits DFPD. Frank summarized the process as follows: the person with knowledge pertaining to the donation will provide CC with technical information about the donation and why it is important to us and what it means to DFPD. CC will then prepare draft letters for review/revision and send to the Commissioners before preparing a final letter for their signature.

Training: We are concentrating on wildland fire tools and equipment; encouraging all to complete online training for a Red Card; and will schedule wildland skills sign off day when at least 5 firefighters have completed.

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### Apparatus and Other Equipment:

Engines and Tender are basically all functional. There is a wish list of important upgrades that need to be implemented.

### Personnel:

We have 2 new recruits: Keith Loving and Josh Donovan.

### Projects:

Station 2 needs a good cleaning and organizing, work on house numbers that can be easily read from the street, and review fire lanes requirements. Mike Galan posed the question as to who would enforce the fire lane policy.

### Courthouse Generator:

This may be a concern with safe responding and parking. Robert had a discussion with some of the County Public Works people regarding the possibility of needing to remodel the door to change it to add a 6" header and a sliding door which would facilitate safer conditions to get the engines in and out of the space. If it comes to it, Robert suggested the Commissioners consider asking the County to pay for the remodel.

Liz Fisher motioned to accept Officers Report and Mike Galan seconded. Motion passed 5.0.0.

## 6. **COMMITTEE UPDATES:** Frank Lang and Mike Galan

### **New Firehouse:**

Frank Lang emailed a letter from the Forest Service to the Sierra County Board of Supervisors dated August 16, 2022 to the DFPD Commissioners and directed their attention to page 4, last sentence in first paragraph that states "We are still in discussions about Downieville Volunteer Fire Department and possibilities of a consolidated DVFD and USFS station." Discussion followed regarding moving this issue along while remaining aware of the sensitivities involved.

### **Paramedic Recruitment:**

Frank Lang updated the Board on the status of recruitment and said he received a letter from a Paramedic Supervisor in San Francisco with suggestions on changes we could make in our ad such as dropping FireFighter from the job description He will provide a copy of that letter to the Commissioners. Frank also said that SFMR ads are still running and we received one response but there was no further follow up from applicant. Frank said we could consider advertising for a PA or NP who could also provide urgent care.

## 7. **PROGRAM UPDATES:** Frank Lang

**Urgent Care:** Frank said we have a water cooler and Diane has the water.

**PCR & Rapid COVID 19 Testing:** We are no longer doing the testing but Frank does give out home tests. Loryce Ashby said we are expecting a \$4700 check from the County for COVID testing.

**ET3 Agreement Amendment:** No Discussion

**Ground Ambulance Reporting System:** Diane Wharff, Frank Lang & Jaci Epperson working on.

**Ambulance Billing and PCR Update:** No Discussion

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**8. GRANTS AND SUPPLEMENTAL FUNDING: Frank Lang**

**AFG Grant Update:** No Discussion.

**\$10,000 DIG Donation to DFPD New Firehouse Fund: Cherry Simi**

Presentation of donation to DFPD was made earlier in the meeting.

**Community Wildfire Defense Grants: Cherry Simi**

Cherry emailed to Commissioners a Press Release from the US Department of Agriculture launching a \$1 billion Community Wildfire Defense Grant Program. Frank Lang said he thought this grant represented an opportunity to put together a community project that could reduce fuel loads or assist with planning or infrastructure. He recommended DFPD work with Fire Safe Council FireWise Council, USFS and Sierra County.

**9. BUSINESS ITEMS OLD:**

**Work Injury Policy Update: Frank Lang:** In Progress

**Property Tax & TOT Tax Monies Distribution: Robert Hall:** In Progress

**10. BUSINESS ITEMS NEW:**

**Golden State Risk Management Authority Training Conference: Liz Fisher**

Liz shared with the Board information about an upcoming Golden State Risk Management Authority 16<sup>th</sup> Annual Training Conference that will be held in Corning, CA this October 2022.

**11. DISCUSSION:** There was no discussion on the following items:

**Ambulance Management, Billing & Reporting Requirements:**

**Sharp Billing Process & Banking Forms**

**Ground Emergency Medical Transport Quality Assurance Fee, Program**

**Quarterly Reports**

**Medicare Ground Ambulance Data Collection**

**Controlled Substances Inventory Management**

**Image Trend & Reporting Management**

**Ambulance Supply & Equipment Management**

**Paramedic Recruitment & Staffing Options**

**Fire Department Ambulance Billing Policy**

**12. NEXT BOARD MEETING: Wednesday, September 21, 2022 at 3:00 p.m.**

**13. MOTION TO ADJOURN:**

Diane Wharff motioned to adjourn. Mike Galan seconded. Frank Lang adjourned the meeting at 5:10 p.m.

Minutes Respectfully Submitted,

CC Gelatt, Recording Secretary