

Downieville Fire Protection District Board of Directors Minutes

October 31 2024

3:00 P.M.

Downieville Community Hall, Downieville

1. **CALL TO ORDER:** Chair Johnson called the meeting to order at 3:00 p.m.
Roll Call: Roll Call completed by CC Gelatt, Recording Secretary. Quorum established.
Commissioners Present: Greg Johnson, Chair; Liz Fisher, Risk Manager; Diane Wharff, Commissioner; and Cherry Simi, Treasurer
Commissioners Absent: None
Staff Present: Steve Folsom, EMS Captain; Tegan Harrington, Paramedic and Ops Manager; CC Gelatt, Recording Secretary; Stephanie Villa, Bookkeeper; and Stephanie Aufdermaur, Dispatch Supervisor
Staff Absent: Robert Hall, Fire Captain
Others Present: Frank Lang
 - **Approval of October 31, 2024 Agenda:** Commissioner Fisher motioned to approve the Agenda and Commissioner Wharff seconded. Motion passed 4.0.0.

2. **PUBLIC COMMENT OPPORTUNITY:** None

3. **ANNOUNCEMENTS AND CORRESPONDENCE:**
Chair Johnson addressed a 10-28-2024 email written by Commissioner Fisher in response to Bookkeeper Villa's email to her regarding Pre-Positioning Payment Schedule. He noted the need to be mindful of the Brown Act when criticizing or discussing personnel matters. Chair Johnson stated he was in complete disagreement with Commissioner Fisher's criticism of Bookkeeper Villa and found nothing in Bookkeeper Villa's email that warranted such criticism. He further noted his full support for Bookkeeper Villa and said she was doing a great job. Commissioner Fisher stated her disagreement with Chair Johnson's view of her email.

EMS Captain Folsom advised he participated in a zoom call meeting regarding the Multi-Jurisdictional Hazard Mitigation Plan which has to do with fires, flood and closure hazards in the county. He noted there are plenty of County attendees and at some point, we may need to have more representation from DFPD personnel. We need to work on identifying issues we have and update our Strategic Plan relating to funding specific for those issues. There will be approximately 6 more meetings with a projected finish date in May 2024. He also advised there is a link on Sierra County's website for a survey.

4. **REVIEW OF AUDIT AND MANAGEMENT REPORT FOR DFPD FISCAL YEAR 20222-2023:**
Chair Johnson stated the purpose of this Special Meeting is to address, discuss and answer the items in the Auditor's Schedule of Findings and Recommendations for June 30 2023, #'s 2023-001 through 2023-014. He suggested we start with #001 and work our way through #014. As we look at each item we will gain a better understanding of the issue. We will rely on

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Bookkeeper Villa to advise us which items have been completed and which items remain to be answered. At the end of our review, we need to form a committee to address things that have not been done. Bookkeeper Villa will prepare our response and bring it to the Commissioners at the November 20, 2024 for discussion and approval. It was further noted the Auditor's Report goes to the County and State Controller; but not the Management Letter.

Commissioner Fisher motioned for the Response to the Auditor's Schedule of Findings and Recommendations for June 30, 2023 be drafted by Bookkeeper Villa for approval at the November 20, 2024 Board of Commissioners Meeting. Commissioner Wharff seconded. Motion passed 4.0.0.

5. **MOTION TO ADJOURN:** Commissioner Wharff motioned to adjourn and Commissioner Fisher seconded. Motion passed 4.0.0. Chair Johnson adjourned the meeting at 4:19 p.m.

Minutes Respectfully Submitted,

CC Gelatt
Recording Secretary